



GULBARGA UNIVERSITY, KALABURAGI
DEPARTMENT OF STUDIES IN SOCIAL WORK

REGULATIONS AND SYALLABUS FOR THE
MASTER OF SOCIAL WORK (MSW)

2017-18

DEPARTMENT OF STUDIES IN SOCIAL WORK
GULBARGA UNIVERSITY KALABURAGI

FOURTH SEMESTER

SI No.	Code	Title of the Project	Credit Pattern			Credit Value
			Lecture	Tutorial	Practical	
		Hard Core				
	HC4.1	Human Resource Management	3	1	0	4
	HC4.2	Medical & Psychiatric Social Work	3	1	0	
	HC4.3	Criminology & Correctional Administration	3	1	0	4
	HC4.4	Concurrent Field Work including Seminars/Workshops/Conferences	0	0	4	4
	HC4.5	Block Placement	0	0	4	4
		Soft Core(Any Two)				
	SC4.1	Labour Welfare, labour laws and industrial relations	3	1	0	4
	SC4.2	Personal and Professional Growth	3	1	0	4

Total Number of Credits: 24

Total Number of Credits for the Program: 96

Note:

In Case of Hard/ Soft Core papers with 4 credits, each paper will have five units .

In case of open elective papers, each paper will have four units .

Kalaburagi UNIVERSITY Kalaburagi
(DEPARTMENT OF STUDIES IN SOCIAL WORK)

The two years post-graduation course in social work was started from 1984, in the Department of Sociology. Since the demand for this course started increasing, an independent department of social work was established in 1988 to strengthen the course and to have more academic autonomy.

Objectives

It is a Post-Graduate Department in the faculty of Social Sciences established with the following broader objectives.

1. To impart scientific and professional training in social work to bring out the adequate trained personnel to accept the professional positions in the field of women and child development, social development, Medical and psychiatry, correctional services, human resource development and allied non-government and government organizations.
2. To educate the students for working in-groups and communities duly using the adequate techniques of working with people.
3. To conduct various seminars, conferences, and work shops in the concerned fields of social work to benefit the people working in Government and Non-Government Organizations for expanding the knowledge of social work on scientific level.
4. To in built the students with the knowledge in the field of social work through conducting field work Programme, social work camp, study tour, project work, block placement, dissertation, seminars / workshops and summer placement etc.,
5. To make people to feel the existence of the department of studies in social work and to avail the facilities like consultation and guidance provided by the department for their welfare and development.

Admission

Admission to the department of social work is open to any graduates of Kalaburagi University or of any recognized university whose of all three years or six semester degree aggregate percentage is at least 50% in case of general merit and 45% for SC/ST students.

Admission Procedure

Candidates who have applied for MSW course in a prescribed form along with relevant documents within a last date mentioned in the notification issued by the university will be selected in the order of merit and the reservation through counseling.

Intake

The intake is fixed by the university time to time. At present 30 is the intake for admission to MSW I Semester course for each academic year. Admission under Self Support Scheme for another 30 intake is available. Special quota as per university regulation for physically handicapped freedom fighter / ex serviceman, NSS / NCC and sports.

Programme of Education

Keeping in view the objectives of the course the programme of education for the Masters' degree in social work is designed to enable students to deepen their understanding of social problems, issues, policies and programmes connected with planned social development. The course also aims at to develop competence for ensuring effective delivery of services to the needy and handicapped population. Classroom instruction draws heavily on the social and behavioral sciences and is based on the premise that there is a basic core of knowledge and skill that are common to social work practice in different fields.

Social work trainees are trained to be employed as full time professionals under the auspices of welfare agencies for serving the people who are in need of help. They are to be guided in their process of helping others by the principles of democracy and the specific values and standards of their profession. It is assumed that the social work, in order to be effective and to bring good results should be professionally organized and the persons engaged in its execution must necessarily be trained and qualified for the job. The workers must therefore be given an adequate and effective training during their training course for at the post-graduate level, along with the class-room discussions on theories and principles of social structure, social organization, social change, social problems, growth of human

personality, methods of social work, research, statistics, field work practice in the agencies under the supervision of the departmental staff members and of the agency supervisors, discussion in individual and group conferences in the department, the trainees have to participate in the social work camp and study tour which is normally conducted for a period of 7 to 10 days. It is integral part of field work.

Concurrent Field Work

Field work forms an integral part of the training Programme offered by the department. Field work opportunities are provided to the students through a large number of well-established welfare agencies, public and voluntary, rural and urban, industries, hospitals and clinics, in the Kalaburagi city and surrounding places. The students placed in those agencies assist in the implementation of a number of programmes. The students may be involved in community organization and social education work in the slum areas of Kalaburagi city and in the villages, treatment programmes in hospitals and clinics, in counseling and casework in correctional and custodial institutions and in group activities of recreational and cultural nature at the community centers and in the institutions for children.

Each student has to spend a minimum of fifteen hours a week within the 30Km from the college premises on field work under the supervision of a teacher. Supervision is aimed at providing direction and guidance to the student to help him / her to integrate the social work theory in to practice. Professional institution the department attaches great importance to field work which is expected to develop in the student a sense of responsibility and proper work behavior.

Concurrent Field Work 50 marks each Semester examinations. Marks are awarded on the basis of the over all performance of the students during each semester by conducting viva-voce examination at the each semester. The field work shall also include a 7 days orientation, 7 to 10 days social work camp during 1 semester, study tour during II Semester , Field work and dissertation report in III semester. field work with workshop/seminar and Block placement for IV semester. In I, II, III & IV semester field work Viva-voce examination shall be evaluated by two examiner. The field work reports include concurrent field work, social work camp, study tour, dissertation report, block placement, workshop/ seminar proceeding, orientation visits and placement. Except Dissertation report the student must submit reports in

manuscripts. Only those who have done dissertation at PG Level in Social Work Should be allowed to guide dissertation. **The affiliated colleges must submit the detail report of field work placement, social work camp, dissertation, summer placement, and block placement agencies where the students placed.** The reason behind collecting reports helps the students to be regular to field work and available for assessment by the BOE.

(a) Orientation Visits:

The students need to be expose to various government organizations, NGO's community based organizations, villages and slum communities in the I semester for a period of 7 days for a comprehensive understanding of field work later.

(b) Social Work Camp

Social work camp is an integral part of the specialized training for social work trainees in their I semester This is one of the effective means of imparting social values, and especially those of group life, to the trainees so that they would be in a position to assume responsibilities and develop leadership, discharge their duties as effectively as possible with a sense of respect for their individual it and of others with whom they would be interacting. The social work camp shall be conduct within the district of college stipulated.

Objectives of the Social Work Camp

The social work camp has two-fold objective: one, to give training to the trainees on group living, leadership and administration; and to show them the way of improving the conditions of the community,

Objectives:

1. To work with people at individual, group and community levels in order to help the students to analyze and solve the problems at different levels,
2. To understand the life of the people in all the aspects so as to find out the clues for understanding and the ways of meeting social problems.
3. To work with the people in order to observe their reactions, conflicts, cooperation and expression of their loyalties and interests.
4. To discover and utilize the resources available within the community.

5. To deal with the community sanitation in a way that will be conducive to the common interests.

To undertake need assessment in participation with community people for designing and implementation of various development activities.

(c) Study Tour:

The II semester students should go for study tour for a period of 7 to 10 days. The purpose of study tour is to have exposure to various agencies working around the country. All expenses in this connection need to be borne by students themselves. The study tour is an integral part of Concurrent Field work. They must complete within the period.

(d) Dissertation:

Each student is placed under guidance of a faculty member in the III Semester to conduct quantitative and / or qualitative study leading to dissertation. The affiliated colleges shall be submit the topic selected by the students for their dissertation work before the 4 weeks of the exam.

(e) Block Field Work

The student is placed for Block Field Work for a period of four weeks for full time work in an BOE approved agency or project outside Kalaburagi during their fourth Semester. The department selects the agencies / projects from among a large number spread all over the country, keeping in mind the availability of learning opportunities for the students. All expenses in this connection have to be borne by the students themselves. The purpose of block field work is to broaden the student's perspective of welfare services and provide pre-employment work experience which should facilitate them to assume professional responsibilities after graduation. A letter of completion of block placement needs to be submitted with signature and seal of authority of the organization. The daily diary needs to be submitted along with report. A student is not eligible for the degree unless he/she completes block field and viva to the satisfaction of the department the block placement carries 100 marks equals to 04 credits. The affiliated colleges take the approved list of agencies from BOE Chairman for Block Placement. If student placed in a approved agencies are eligible for viva voce exam.

Attendance

Attendance in the academic Programme is compulsory and students are required to attend at least three fourths (75%) of the total number of lectures delivered and the field work days during each academic year.

Pattern of Question paper:

There shall be 5 units with 2 questions in each unit. The candidate has to answer any one question from each unit. All questions carry equal marks.

Internal Assessment:

There shall be continuous assessment scheme of the theory paper as per the common university regulation. Field work (including Social Work Camp, Study Tour, Conference, seminar / workshops & dissertation), and Block Placement. The internal marks would be based as per common university regulation.

Reports:

The students are expected to write the reports of concurrent field work, social work camp, study tour and block placement in their own hand writing. However the dissertation reports in typed forms and submit with soft copy (CD).

Ross, Murray G. 1955	Community Organisation: Theory, Principles and Practice, New York: Harper and Row.
Srivastava, A.K.1989	Urbanisation Concept and Growth, New Delhi: H. K. Publishers and Distributors.
Turner, Roy (Ed.)1962	India's Urban Future, Bombay: Oxford University Press.
Verma, S.S.	Urbanisation and Regional Development in India, Allahabad: Chugh Publications.

SEMESTER-IV

HC 4.1 HUMAN RESOURCE MANAGEMENT (HARD CORE)

INTRODUCTION

The main objective of this course is to prepare young graduates for management and administrative positions in various industrial, business, governmental/nongovernmental organisations and service sector organisations.

OBJECTIVES

1. Develop managerial skills in different functional areas of management with practical focus on HRM.
2. Develop the competence to evolve the problem-solving approaches by applying conceptual and behavioural skills.
3. Develop interpersonal skills/ competence and leadership qualities to work in a group with team building approach.
4. Develop sound theoretical base in various concepts and theories to enable the student to develop a broad perspective of the management field.
5. Distinguish the strategic approach to Human Resources from the traditional functional approach.
6. Understand the relationship of HR strategy with overall corporate strategy.

Course Content

UNITS

- I. HRM: Concept, scope, philosophy and objectives, HRM Vs personnel management, evolution, approaches, structure and functions, line and staff relations at HRM, environmental linkages at HRM. Factors influencing HRM- Professionalism in Personnel Management- Code of ethics-stages of change-Human Resource Management-components of HRM. Context of HR practice-organizations- Characteristics of Organizations- organizational goals-types of organization-classification of organization-informal organization-organizing- organization

structure-types of organization structure- organization chart-types of organization chart-line- line & staff- functional structure- matrix structure- project structure.

- II. Human Resources Planning: Concept and objectives, job analysis, job description job specification, job design, exit interviews, human resource inventory, human resource planning process, forecast and determination current and future human resource requirement, career planning, career paths, human resource policy, source. HR policies and National organizations, public sector, private sector, service sector, cooperative sector and non-govt. organization.
- III. Recruitment and Selection: Goals, policy, philosophy; internal and external sources, recruitment methods. Selection concepts, process of selection, placement, induction and socializing the employee. Performance Appraisal- Objectives of Performance Appraisal- Organizational uses of Performance Appraisal-Methods of Appraisal. Emerging trends- Team Based appraisal-latest trends from journals, newspapers, magazine- group discussions.
- IV. Employee compensation: Factors influencing compensation plans and policies, fixation of wage and salary, job evaluation, pay for performance, performance appraisal, performance reward system, training and development, disciplinary process.
- V. Introduction to Human Resource Development; Role and activity of HRD and training specialist; Principles or concepts of training, learning and learning theories, Principles of learning, learning curve, training policy, Identification of training and development needs; Designing, training and development activity; Designing and Conducting specific training programme for managers; Supervisors and worker, on-the job, off-the job, training evaluation, principles of evaluation, improving effectiveness of training. **Executive** Development; Knowledge and skills of Managers-Purpose and Objective of Management Development- Components or ingredients of Management Development . Recent trends and IHRM.

BOOK RECOMMENDED

Gahanekar Anjali	Human Resource Management, Everest Publication, Pune.
Memorial C.B	Personnel Management, Himelay Publications, Bombay
Mirza S.S.	Human Resources Management, Tata Mc Graw-Hill Publication, New Delhi.
Shyamkaat Gokhle	Personnel Management and organisation Behaviour, Pune
Ahuja K.K.	Human Resource Management, Kalyani Publications, Ludhiyana
Pigors and Meyers	Personnel Administration
Dale Yoder	Personnel Management and Industrial Relations.
Moorthy M.V.	Principles of Labour Welfare
Tyagi B.P..	Labour Economics and Social Welfare
Sonkamble Ramesh M..	Personnel Problems in Industries, Classical Publication, Delhi, 2002
Abraham E (1983)	Alternative approaches and strategies of Human Resources Development (Jaipur: Rawat Publication)
Aswathappa K (2001)	Human Resource & Personal Management (Text & Cases) Tata McGraw Hill Publishing Company Limited, New Delhi.
Gopal R. Jaya (1980)	Human Resources Development Conceptual Analysis & Strategies. 4. Mamoria C.B. & Gankar S.V. (2002), Personal Management (Text & Cases).
Michael VP (1998)	Human Resources Management & Human Relations, Himalaya Publishing House, New Delhi.
Rao T.V. & Pereira D.F.,	Recent Experience in Human Resource Development, Oxford & IBM Publishing Co, New Delhi.
Rudrabasavaraj MN (1988),	Cases in Human Resource Management, Himalaya Publishing House, New Delhi.
Sheikh A.M. (2003),	Human Resource Development & Management, S. Chand & Company, New Delhi.
Subba Rao (2000),	Personal & Human Resource Management, Himalaya Publishing House, New Delhi.

HC 4.2 MEDICAL AND PSYCHIATRIC SOCIAL WORK:

INTRODUCTION

This course introduces the basic health issues and the application of social work in health setting both in hospital and community and provide awareness about physical and mental health problems and also application of social work in mental health settings.

OBJECTIVES

1. Understand the concept and dimensions of physical health and mental health .
2. Understand the issues related to the prevention, clinical features and treatment of major communicable and non-communicable diseases.

3. Trace the historical development of medical and psychiatric social work in India and abroad.
4. Understand the nature of medical and psychiatric social work services.
5. Understand the tenets of National Health Policy of India and modernization of community based health care services. .
6. Identify the issues related to psychiatric social work department in Hospitals and community mental health settings.

COURSE CONTENT

UNITS

- I. Medical Social Work: Meaning, Definition and Scope - Historical background and nature: Medical Social Work in India and Abroad - Team work and Multidisciplinary approach in health care; Organization and administration of medical social work departments in hospitals. Patient as a person and Role of Social Worker: Understanding the patient as a person; Illness behaviour and treatment behaviour of the patient - Impact of illness on the patient and family. Role of social worker with patients and their families - Rehabilitation.
- II. Communicable and Non-communicable Diseases: Leprosy, Tuberculosis, Sexually Transmitted Diseases (STDs), HIV/AIDS. Cancer, Hypertension, Accidents, Diabetes, Blindness, Neurological problems, Mental illnesses. Maternal and Child Health Services - Immunization - Integrated Child Development Services (ICDS) Scheme - School health programmes. community health programmes, preventive medicine, community medicine and public health.
- III. Psychiatric Social Work: Introduction, meaning, definitions, nature, objectives and scope of psychiatric social work, brief information about common psychiatric disorders among children, youth, adult and aged. Care of mentally ill-day care, Night care centers, half way home, sheltered workshop and occupational therapy units.
- IV. Organisation of psychiatric social work department - Functions; and collaboration with other departments. Community mental health and social work, NMHP, Innovations like Satellite clinics, district mental health programme etc. Rehabilitation and Acts: Mental Health and The Persons with

Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995. Occupational therapy - Principles and practice - Psychosocial rehabilitation. family therapy, psycho, educational, occupational and rational emotive therapy.

- V. Role of Medical and Psychiatric Social Work: Health management, after care services and role of NGO in prevention and control of physical and mental disorders. Role of social worker with patients and their families — Rehabilitation. Health education and communication. National Health Policy of India and National mental health programmes of India.

BOOKS RECOMMENDED

Bartleti	Social Work in the health field.
Garrett Jaris	Psychological aspects of physical disability
Wilson, G. Smithe	Preventive Medicine and Public Health
Senital Rao	A hand book of preventive an social medic medicine.
Pathak S.H.	Medical Social Work in India
Bhatt	The physically handicapped in India
Mechanic	Medical sociology
Stanley King	Social perspective of illness
Zophia Butryam	Social Work and medical care
William P. Shepherd	Essentials Of public health
John J.H:	Principles of public Health Administration
Allil Mahaja (Ed0	A text book of Medical Sociology
Goldstine. Dora (Ed)	Reading in the theory and practice of Medical Social Work.
Fink	Fields of Social Work
Banerjee, G.R.	Papers on Social Work
Park, J.S. and Park E.	Text Book of preventive and Social Medicine.
MathurJ.S. 1971	Information to Social and Preventive Medicine, New Delhi, Oxford & JBH Publishing Co.

H.C 4.3 CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

INTRODUCTION

This course introduces the basics of the administration of correctional institutions and the integrated services provided to persons in conflict with law so as to reintegrate them into the mainstream of society as law abiding citizens.

OBJECTIVES:

1. To acquaint with the correctional institution and non-institutional programmes.
2. To understand the different services for juvenile, young and adults offenders and also to understand the legal provisions and procedures for their assistance.
3. To understand the role of custodial staff in the process of correction and rehabilitation.
4. To understand the structure, function ,treatment and facilities provided by the institutions.

Course content

UNITS

- I. Concept of Crime: Definition, Meaning and nature of crime and delinquency; Types of Crime: Corruption, Group Violence, and psychosocial and legal aspects. Theories: pre-classical, classical, neoclassical and contemporary theories of crime.
- II. Penology: Concept of punishment, historical aspects, theories of punishments, recent trends in penology, various correctional legislation's in India: Probation of offenders Act 1958, Narcotic drugs and Psycho-tropic substance Act. 1985, Juvenile Justice Act 1986, Indian penal Code etc. Control of Crime: Role of Government, legal machinery and N.G.O's: Their structure and functions. Need for the role of social worker in the control and prevention of the crime.
- III. Correctional System in India: history, definition, meaning and scope of correctional administration, classification of correctional institutions. Types, nature, objectives, structure and functions of these institutions. Concept of correctional social work. Probation and parole system.
- IV. Correctional Services of Juveniles: Institutional and non-institutional services: observation home, juvenile home, fit-persons institutions their establishment, objectives, services, role in correcting the delinquents. Intake policy, staff-inmate relationship, inmates and their problems, community based non-institutional services: Juvenile Service Bureau, adoptions, foster-care etc.: Role of Social Worker in institutional and non-institutional services.

- V. After-care services: Concept, definition, meaning and objectives. History and recent trends, Role of Government, NGOs, International agencies in planning and implementation of After-care services. Application of Social Work Methods, Promoting public participation in correctional services.

BOOKS RECOMMENDED

George. B. Void	Theoretical criminology.
Barnes H.B. and Teeters N.K.	New Horizons in Criminology
Sutherland	Principles of Criminology
Glum, Johan Lewis	Criminology and Penology
Cavan, R.S.	Criminology;
Paul B. Tappan	Juvenile Delinquency
Sethna M.J.	Society and the Criminal
Venugopal Rao	Facets of Crime in India
Sheth H.	Juvenile Delinquency in Indian. Setting
Herawalla, P.C.	A study of Indian Crime Pauline Young — Social treatment in probation and delinquency Paul W. Tappan Contemporary Correction.
Jostana S. Shah	C.S. W.B. Report of the advisory Committee on probation services in India.
C.S. W.B.	Report of the Advisory Committee on After Care
Paul Chowdhary D.	Child welfare Manual.
Konopka G.	Group work in the Institutions
McGovein C.	Services in Children Institutions
Maye N Zold	Social Welfare Institutions
Allen W. Scott	Rehabilitation — A Community challenge
Vidya Bhushan	Prison administration in India.
Marulasiddaiah, H.M.	Contours of Social Welfare in India Govt. of India- Model prison Manual. 1970

H.C. 4.4 CONCURRENT FIELD WORK INCLUDING SEMINARS / WORKSHOPS/ CONFERENCE:

The second year students during the fourth semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field. The students are placed in organization.

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

The students also undertake any assignments given to them by the agency, they may also undertake any research for the organization.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference regularly.

Every student is expected to take part collectively in organizing proceedings of one Seminar / workshop in the areas of social work field.

HC 4.5 BLOCK PLACEMENT

Block Placement programme in professional Social Work education is designed for the student to work independently but under the supervision to enhance confidence and independent functioning. This placement is provided at the end of the 4th semester after the theory exam. The main objectives are to develop enhanced practice skill and integrate learning, to develop appreciation of other's efforts and develop sensitivity to gaps in the programme and to enhance awareness of self in the role of a professional social worker. The student shall do his or her block placement in an agency of their choice but it should be out of the District from their college. The students are required to be more independent and interactive than their previous practices in terms of their learning goal/. During Block placement, the student can take assignments, projects, documentation, as per the agency guidance.

Requirements: The student should get a record of attendance from the agency supervisor. Completion of all the requirements in this period is mandate for the completion of the course. Getting a certificate from the agency is preferred.

Supervision: the student shall contact the supervisor at least once a week for reporting and supervision.

After completion of one month placement the student submits an activity sheet, attendance certificate, daily reports to the Mother institution. The examiners evaluates the report in viva and awards the marks out of 80.

SOFT CORE

SC. 4.1 LABOUR WELFARE, LABOUR LAWS AND INDUSTRIAL RELATIONS.

INTRODUCTION

The purpose is to provide an in-depth knowledge about the relationship between employer, employee and the state, to bring out the importance of cordial employee relations for organizational productivity and gain an understanding of the mechanism of inter-personal relations, collective bargaining and productivity improvement functions in the organisation through involvement of all groups.

OBJECTIVES

1. Develop the skills of interpersonal relationship as per organisational requirement.
2. Understand the trends and dynamics between the partners in the organisation.
3. Enhance the knowledge on organisational performance, role and responsibility.
4. Develop the knowledge on various statutory / legal aspects influencing the organizations.
5. To stimulate thinking on rationale behind the Laws and their enforcement.
6. To provide an in-depth knowledge on Industrial relations.
7. To review the salient features of labour legislations.

Course Content

UNITS

- I. Labour Welfare: History of industrialization in India, concept of Labour Welfare, Definition, Philosophy, Principles, Scope and Statutory and Non-statutory Measures, Gandhian approach to Labour Welfare, Modern approach to Labour Welfare. International Labour Organization (ILO): Organizational set up, functions and role of International Labour Organization (ILO) in Industrial Relations in India.
- II. Labour Problems: Accidents, Turnover, Strikes, Absenteeism, Migration — Extent-causes and analysis-consequences preventive and remedial measures, Role of Social Worker in industries. Labour Laws: Factories Act 1948, Indian Trade Union Act 1926, The Industrial Employment (Standing Orders) Act 1946, Workmen's Compensation Act 1923, The Contract Labour (Regulation and Abolition) Act 1970, The Minimum Wages Act 1948 and The Payment of Wages Act 1936; The Apprentices Act, 1961, Industrial dispute Act 1947, Employees State insurance Act 1948, Employees provident Fund Act 1952, Working Compensation 1923, Maternity benefits Act 1961, Minimum wages Act 1948. The payment of Bonus Act 1965.
- III. Trade Unions: Trade Unionism in India, emergence, history and growth, Trade Union as an organization – Various Trade Unions in India, Trade Union policies, Role of Trade Unions in India, Employers' Associations – Objectives, structure and activities. Contemporary issues in employee relations. collective bargaining. Definitions, characteristics, critical issues in collective bargaining, theories of collective bargaining,

- IV. Industrial Relations : Meaning, Objectives & importance of Industrial Relation in Industry worker participation in management, changing employee / employer I trade union relationship Duties and function at Labour Welfare officer, Industrial Relation Officer.

BOOKS RECOMMENDED

Savitha	Gandhi and Social policy in India
Goel and Goel	Principles problems and prospective cooperative Administration.
Mills C.W.	Sociological Imaginations
Madan G.R.	India's Social Transformation
Kulkarni.P.D.	Social Policy in India, Tata Institute of Social Sciences, Bombay.
Gokhale S.D. (Ed.)	Social welfare — Legend and Legacy
Bose A.B.	Social Welfare Planning in India, E.C.A.F.C., Banglok
Dandekar, V.M. and Rath, M.	Poverty in India, Indian School of Political Economy.
Dantawala, M.L.	Poverty in India: Then and Now 1870-1970., McMillan India, Madras.
Srinivasan,T.N. & Bardhan P.K. (Ed.)	Poverty and Income distribution in India. Statistical Publicity Society, Calcutta.
Shonfiled A and Show Stella (Eds)	Social Indicators and Social Policy, Heinemann Education Books, London GOI Publications pertaining to Social Policy and planning.
Bose, A.B. 1970	Social welfare Planning in India, (Mimcol. New Delhi: ESCAFE
Punekar (1998),	Industrial Relations; Himalaya Publishing House
Mamoria CB (2000),	Dynamics of Industrial Relations
Suba Rao P (2003),	Personnel & Human Resource Management, Himalaya Publishing House
Michael VP,	Industrial Relations
Sharma AM,	Industrial Relations Conceptual & Legal Frame Work, Himalaya Publishing House, Bombay.
Dakar RS,	Personnel Management & Industrial Relations, Vikas Publishing House.
Prakash, Arjun Agarwal (1968)	Gheraos and Industrial Relations, N.M. Tripathi, Bombay.

JOURNALS

1. Personnel Today: NIPM (Calcutta)
2. Industrial Relation: TISS Bombay
3. Labour Journal: H.L. Kumar Group

S.C 4.2 PERSONAL AND PROFESSIONAL GROWTH

INTRODUCTION

The course aims at enhancing personal and professional effectiveness by developing a continuous awareness and deeper insight into one's being. It encourages value clarification, upholding of professional ethics, and ability to make effective choices for integration. It provides opportunities to understand stress, stressors and methods to handle stress experienced.

OBJECTIVES

1. Understand self as a being, as one in the process of becoming and experience self-awareness.
2. Examine own values and attitudes and explore choices made to express self in own environment.
3. Develop positive life skills and practice self-help methods for integration and for stress reduction.
4. Understand and uphold professional values and ethics.

UNITS

- I. Self and self awareness: Understand self through a cognitive construct / paradigm (two/three models from among those available may be offered as workshops)
Suggested approaches are: Rational, Emotive therapy, Gestalt Approach, Transactional Analysis, Reality therapy, Yoga for Therapy, Mediation Techniques.

Explore self as being, and understand the process of becoming. (through observation)
Practice consciously measures to sustain and experience continuous awareness.
Observation and Reflection: Theory and techniques. Communication choices: Communication mode and patterns and Effectiveness. Interpersonal communication. Nature of choices made.

- II. Emotions and their expression: Emotions, nature of expression.

Understand own pattern of communication, choices made to express emotions, modes used, examine need for change.

Communication: Informal and knowledge and skills of rapid reading, writing creative writing, report writing and public speaking.

III. Creativity and self: Understand brain functions: Creativity, need and development.

Life Style: Conscious life style — enhancing life skills: Communication, decision making, empathy, critical thinking, use of time and money, building and sustaining bonds-relational, collegial and personal.

IV. Values, attitude and professional ethics: Values and attitudes-their role in life. Values conflict its impact value clarification.

Study of professional ethics.

Integration: Through Eastern and. Western approaches experience the processes of integration Approaches recommended are yoga as a science, meditation (tool for meditation — own choice)

V. Stress / Burn out-Self help methods: Stress, Stressors, nature and impact of stress, its expression, and burnout.

Explore and experience methods to workout stress. For greater harmony and joy.

Spirituality and growth: Explore spirituality by understanding descriptions of spirituality from different faiths, its space and place in personal and professional life.

Enhance conscious behavior and application of continued awareness in day-to-day functioning and professional practice.

REFERENCES

Becavar, D. (Ed.) 1997	The Family, Spirituality and Social Work, Journal of Family Social Work, Vol.2, No.4, 1997.
Bhattacharya, K. 1971	The Indian Concept of Self, Bulletin Ramakrishna mission Institute of Culture, 22(8), August 1971 304-13.
Burke, R, J. 1982	Personality, Self-Image and Situational Characteristics of Effective Helpers in Work Settings, The Journal of Psychology, VoL 12, 213
Byrue, D. 1966	Self-Concept, Ch. 12, 434. An Introduction to Personality: A Research Approach, New Jersey: prentice

	Hall Inc.
Crum. J.K. 1976	The Art of Inner-listening, Theosophist, 97(8), May 1976, 64-65
Grossbard, H. 1954	Methodology for Developing Self- Awareness, Journal of Social Casework, Vol.35, No.9, November 1954, 380-386.
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