

Master of Social Work Syllabus Semester –III

(Choice Based Credit System) (2017-2018)

Semes ter III	Elective basket- 1 Credit -4 (choose any one)	Elective basket- II Credit-4 (choose any one)	Elective Basket III Credit-4 (choose any one)	Elective Basket –IV Credit-6 (Skill workshop component) (choose any one)	Elective Basket –V Field work Practicum Credit-6 Internal evaluation (choose any one)
	i) Gender Studies	i) Health	i) Mental Health	i) Therapeutic Counselling skills	i) Institutional setting
	ii) Teaching, Training and Supervision	ii) Social Exclusion and Inclusion	ii) Informal labour and Informal sector	ii) Rural and Urban Studies	ii) Community Setting
	iii) Child rights	iii) Working with Disabilities	iv) Gerontology and geriatric care	iii) Development Communication Skills	iii) Issue based Setting
	Total Credits	24			

Master of Social Work Syllabus, Semester –IV
(Choice Based Credit System) (2017-2018)

Sem ester IV	Project based course-1 Credits-8	Project based course-II Credits-6	Optional Choices Basket-1 Credits-6 (Skill workshop component) Choose any one	Optional Choice Basket –II Inter disciplinary Credits-4
	Research project with dissertation	Field work based Project	i) Skills in Management of Non-Profit Organisation	i) Gender,sexuality and relationships
			ii) Sustainable development and environment	ii) Disaster Management
	Total credits	24	.	

Online Courses

(Any One)

- i) Peace education
- ii) Combatting Sexual Harassment at workplace.

24 credits + 24 credits =48 Credits

Ten point Grading System

Electives basket -1 (Choose any one) (Credits-4)

1. Course Title: Gender Studies (Credits -4)

Objectives :

- To study the historical factors affecting the status of women in India.
- To understand feminism and gender based violence
- To study the women's movement and LGBT movement.

Part	Unit	Content
A	1.	<p>Scope and Significance of Gender Studies in Social Work Practice</p> <p>a. Understanding the difference between Women's studies and gender studies</p> <p>b. Importance of developing Gender Sensitivity in social work practice</p> <p>c. Evolution of Gender studies (Women and LGBT) as an independent discipline and its relevance to social work</p>
	2.	<p>Historical factors affecting the Status of women in India</p> <p>a. History of Status of Women in India (Pre reform period- 19th Century reform movements-</p> <p>b. Role of women during independence struggle – post independence and in contemporary India.</p>
	3.	<p>Understanding Feminism and gender based violence</p> <p>a. Origins of patriarchy, Understanding patriarchy through overview of the feminist theories - Contemporary patriarchy. Feminist understanding of caste, class and gender (LGBT Categories) in India and Intersectionality</p> <p>b. Concept and forms of violence towards women and LGBT. Legal remedies and interventions to stop gender based violence</p>
B	4.	<p>Women's Movement (Global & National) LGBT movement</p> <p>a. Women's movement at the Global level- Genesis of Women's movement in India.</p> <p>b. Concerns, Achievements and Critique of women's</p>

		movement and its Future in a Developing nation.
	5.	<p>A Global – National Initiatives for the Empowerment of women and LGBT</p> <p>a. .International Initiatives, World conferences, CEDAW - by the United Nations for Women and persons who are LGBT</p> <p>b. Indian initiatives for Women (The ‘Towards equality report’, National perspective plan for women, Statutory bodies for empowerment of women) and persons who are LGBT</p>
	<u>6.</u>	<p>Status of persons with different sexualities</p> <p>a. Understanding personal narratives of the LGBT persons</p> <p>b. History of the LGBT movement in India.</p> <p>c. Status of the LGBT community and their issues.</p>

Reading list

Eagleton Mary (2003): A Concise Companion to Feminist Theory. USA. Black Well Publishers.

Patel Vibhuti (2002): Womens Challenges of the New Millennium. New Delhi. Gyan Publishing House.

Jain Devaki & Rajput Pam (2003): Narratives From The Womens Studies Family: Recreating Knowledge. New Delhi. Sage Publications.

Murthy N Linga (2007): Towards Gender Equality: India’s Experience. New Delhi.

Agrawal Anju: Gendered Bodies: The Case of the Third Gender in India. Contribution to Indian Sociology Vol. 31, 2(01/Jan/1997).

Talwar Rajesh: The Third sex and human rights. New Delhi. Gyan Publishing House, 1999.

Miles Angela R & Finn Geraldine (2002). Feminism: From Pressure to Politics. Jaipur. Rawat Publications.

Singh Surendra & Srivastava S P (2001). Gender Equality through Womens Empowerment: Strategies and Approaches. Lucknow. Bharat Book Centre.

Nanda Serena: The Third Gender: Hijra Community In India. (Manushi Vol. 1992, 72(01/Jan/1992) Page No: 9 - 16).

ii) **Course Title : Teaching ,Training and Supervision (credits-4)**

Objectives

- To understand the basic processes of curriculum development and field instruction in social work
- To develop skills in formulating objectives ,content of education for social work appropriate teaching and assessing methodology
- To develop social work student’s skills in the field work supervision
- To develop sensitivity to the needs of adult students

Part	Unit	Content
A	1	Social work education <ul style="list-style-type: none"> a. Social work education in India and at global level b. Overview of review committee reports of social work education in India c. Current issues related to training and practice
	2	Field instruction and supervision <ul style="list-style-type: none"> a. Field work component in social work education b. Selection of learning tasks c. Theories of supervision d. Individual and group conferences e. Student and field instructor relationship f. Ethics in supervision
	3	Assesment methods for field work in social work education. <ul style="list-style-type: none"> a. Objectives of field work evaluation b. Criteria for evaluation c. Tools for assessing the field work performance d. Methodology of evaluation e. Continuous feedback and evaluation
B	4	Learning patterns <ul style="list-style-type: none"> a. Theories of learning b. Principles of learning c. Learning patterns of adolescents and youth d. Learning patterns of adults
	5	Curriculum development <ul style="list-style-type: none"> a. Goals and objectives of social work training b. Principles and processes of curriculum development

		c. Social work training at the levels of Para professional Diploma in social work Undergraduation in social work Postgraduation in social work Doctoral degree in social work
	6	Social work practice skills Pedagogy Andragogy Preparing lesson plans

Reading list :

- ❖ Bhatt S, Phukan D (2015). Social Work Education in India : A Resource Book, New Delhi : published by National Association of Professional Social Workers in India (NAPSWI)
- ❖ Congress, Elaine.P.(1997).The value dilemmas of faculty advising: significant issues in a Code of ethics for faculty advisors. Journal of Teaching in Social Work,14(12).
- ❖ Cox, D (2001). Internationalizing social work education. Indian Journal of Social Work, 61,(2),April.
- ❖ Desai Murli (2002). Ideologies and Social Work, Historical and Contemporary Analyses, Rawat Publication: Jaipur and New Delhi.
- ❖ Desai, Murli. (2004).Methodology of progressive social work education. Rawat Publications:Jaipur And New Delhi.
- ❖ Desai, M., Jaswal, S.,& Ganapati,S.(2004). Social work knowledge, development and dissemination. Indian Journal of Social Work, 65 (1),January.
- ❖ George P, Sidhva D, Chakrabarti M (2016). Social Work in a Global Context, Issues and Challenges : Routledge Oxan and NewYork.
- ❖ Joseph G, George P O (----) . Social Work Education Emerging Concerns, Kerala: Published by Rajagiri College of Social Sciences.
- ❖ Kendall, Katherine (2000). Worldwide beginnings of Social Work Education; Indian Journal of Social Work, 61 (2) 141-156
- ❖ Knowles, Malcolm (1990).The adult learner: A neglected species, 4th ed.. Houston, TX: Gulf Publishing, ISBN 0-87201-074-0.
- ❖ Kadushin, A. (1992). Supervision in Social Work, 3rd ed., New York: Columbia University Press.
- ❖ Lawani, B. T. (2002) Social Work Education and Field Instructions, Centre For Social Research and Development, Pune

- ❖ Munson, C. (2002). Handbook of Clinical Social Work Supervision, 3rd ed., New York: Hawthorn Social Work Practice.
- ❖ Singh S, Srivastava SP (2003) Social Work Education in India Challenges and Opportunities
- ❖ Subhedar, I. S. (2001) Field Work Training in Social Work, New Delhi :Rawat Publications

iii) **Course Title : Child Rights (credits -4)**

Objectives :

- 1. To do a situational analysis of the vulnerable children**
- 2. To study the various groups of vulnerable children**
- 3. To study the various interventions at both national level and at the international level**

Part	Unit	Content
A	1	Vulnerability and Situational Analysis of Vulnerable Children <ol style="list-style-type: none"> a. Concept of vulnerability b. Situations contributing to vulnerability of children: family, society, economy c. Vulnerability induced due to development and global factors, disasters, wars and conflicts, trafficking of children
	2	Vulnerable Children: Part I <ol style="list-style-type: none"> a. Destitute and orphan children b. Child labour c. Street children d. Children with special needs/differently-abled children e. The girl child
	3	Vulnerable Children: Part II

		<ul style="list-style-type: none"> a. Children of women in commercial sexual exploitation b. Children of chemically dependent parents c. Children infected/affected by HIV/AIDS d. Sexually abused children e. Children in Conflict with Law: Definition, magnitude, types of offences committed, profile, theories of juvenile delinquency: Social learning theory, strain theory, labeling theory, control theory
B	4	<p>Interventions</p> <ul style="list-style-type: none"> a. Approaches: Curative, preventive, promotive b. Institutional services: Residential homes for children – Shelter homes, aftercare homes, homes for special children, SOS Balgram villages (Role of caregivers, Issues in residential care,) c. Non-Institutional services: Sponsorship, day/night care centres, foster care, adoption d. Campaigns and civil society initiatives, QICCA
	5	<p>International Initiatives in Child Rights</p> <ul style="list-style-type: none"> a. United Nations’ Convention on the Rights of the Child b. Beijing Rules c. International initiatives in child protection and child rights
	6	<p>National Initiatives in Child Rights</p> <ul style="list-style-type: none"> a. Juvenile Justice (Care and Protection of Children) Act, 2015 b. Child Labor (Prohibition & Regulation) Amendment Act 2016 c. Immoral Traffic (Prevention) Act, 1986 and Immoral Traffic (Prevention) Bill, 2006 d. Prevention of child sexual offences (POCSO)

Reading list

Unicef: The State Of The Worlds Children 2000.. Oxford. Unicef, 2000.--(362.7UNICEF)

Unicef: The State Of The Worlds Children 2005.. New York. Unicef, 2005. 92-806-3817-3--(362.7UNICEF)

Unicef: Rescue And Rehabilitation Of Child Victims Trafficked For Commercial Sexual Exploitation.. New Delhi. Ministry Of Human Resource Development, 2005.--(362.7UNI)

Dabir Neela: Rebuilding Lives Of Street Children.. Mumbai. Tata Institute Of Social Sciences, 2005.--(362.7DAB)

Cotton Mathew: An Introduction To Working With Children : A Guide For Social Workers.. New York. Palgrave Publishers, 2001. 0-333-69308-6--(362.7COT)

Fernandes Gracy: Resilience : A Joyful Growth Exercies In Promoting Resilience In Children, Part I And Ii.. Mumbai. College Of Social Work, 2006.--(362.7FER)

Kumari Ved & Brooks Susan L: Creative Child Advocacy : Global Perspectives.. New Delhi. Sage Publications, 2004. 0-7619-3241-0 Rs.395--(362.7KUM/BRO)

Sarada D & Rajani N: Child Rights And Young Lives.. New Delhi. Discovery Publishing House, 2010. 978-81-8356-435-9 Rs.995--(362.7Sar/raj)

Goa Initiative Mainstreaming Child Rights: Status Of Children In Goa : An Assessment Report-2007.. Goa. Goa Initiative For Mainstreaming Child Rights, 2007. Rs.105--(362.7GIMCR)

Desai Murli: Right-based Preventative Approach For Psychosocial Well-being In Childhood. London. Springer Publishing Company, 2010. 978-90-481-9065-2--(362.7DES)

Dabir Neela & Athale Naina: From street to hope: faith based and secular programes in Los Angelos, Mumbai and Nairobi for street living children. New Delhi. Sage Publications India Pvt. Ltd. , 2011. 978-81-321-058 Rs. 750--(362.7DAB)

Singh Ajit K.: Family and child welfare. New Delhi. Centrum Press, 2011. 978-93-8129370-6 995--(362.7SIN)

Patel Vibhuti: Girls and girlhoods at threshold of youth and gender VACHA initiative. Delhi. The Women Press, 2010. 978-8189-1102-77 1595--(362.7PAT)

Sonawat Reeta & Dholakia Sweta: Young children's right to learning, participation and development. Udaipur. Multi tech Publishing, 2008.--(362.7SON)

Naidu Y Gurappa: Child rights, law and development - emerging challenges. New Delhi. Serials Publications, 2012. 978-81-8387-566-0--(362.7NAI)

UNICEF: Preventive strategies for child protection : Practical guide to form and strengthen ; child protection committees. New Delhi. United Nations Children's Fund, 2013.--(362.7UNI)

Bajpai Asha: Child rights in India: law, policy and practice. New Delhi. Oxford University

Press, 2003. 9780195670820 Rs. 575--(362.7BAJ)

Adenwalla Maharukh: Child rights and law : a guidebook for legal interventions. Mumbai. Child Line, 2002.--(362.7ADE)

NCPCR: Convention on the rights of the child with optional protocols. New Delhi. NCPCR, 2012.--(362.7NCPCR)

Child Abuse: Confronting Reality by Mohua Nigudkar. EPW, Vol. 42, Issue No. 27-28, 14 Jul, 2007

Elective basket no-2 (Choose any one) (Credits -4)

i) Health (credits-4)

Objectives

- To help the learner understanding the connection between health, community health and health education
- To enable the learner gain conceptual understanding on the theme- health and development
- To provide an overview of health system, programmes and policies in India
- To find the overall impact of health in term of wellbeing, gender justice and sustainable development of the community

Part	Unit	Content
A	1	Introduction to Health, Community Health and Health Education

		<ul style="list-style-type: none"> a. Concept of Health; Dimensions of health; Factors affecting health; b. Concept and background of community health; Community diagnosis and health action plan; c. Concept, methods and Principles of health education; d. Role of a health worker in community setting; e. Organising and planning for community health programme
	2	<p>Health and Development: Multi-disciplinary Perspectives</p> <ul style="list-style-type: none"> a. Health Literacy and Health Behaviour; b. Social and Economic Determinants of Health; c. Health Infrastructure and Manpower Development; d. Health Sector Reforms; Emerging Socio-economic and Demographic Situation in India
	3	<p>Health System, Programmes and Policies</p> <ul style="list-style-type: none"> a. Three tier health care system: primary, secondary, and tertiary. b. Public vs private health care. c. National and State Level Health Policies and Programs. d. Health and Demographic Transition; e. Out of Pocket Expenses on Health; Health Insurance
B	4	<p>Health and Well-being</p> <ul style="list-style-type: none"> a. Health Disparities. b. Public Health and Sanitation. c. Ageing, Health and Well-being d. Migration and Urban Health

		e. Promoting Indigenous Health Systems
	5	Health and Gender <ul style="list-style-type: none"> a. Female Deficit and Emerging Challenges in India b. Gender Dimensions of Health Care c. Reproductive and Child Health issues d. Gender based Violence and Health Implications e. Linkages between Health and Environment.
	6	Role of Social work in the field of health <ul style="list-style-type: none"> a. Multi-Disciplinary approach b. Advocacy for patient rights

Reading List

- Government of India (2005). *Health Information of India 2005*, Ministry of Health and Family Welfare, CBHI, New Delhi
- MHFW (2010): “National Health Profile of India-2010”, Central Bureau of Health Intelligence (CBHI), DGHS, New Delhi
- Michele, I. (2004). *Health Program Planning and Evaluation: A Practical, Systematic Approach for Community Health*, London, Jones and Bartlett Publishers,
- Desai S B & Joshi Bharti: *Social work and community health*. New Delhi. Alfa Publications, 2012. -(362.1DES)
- Akram Mohammad: *Sociology of health*. Jaipur. Rawat Publications, - (362.1AKR)

ii) Course Title: Social Exclusion and Inclusive Policy Advocacy (credits-4)

Objectives

1. To provide an overview on social exclusion concepts and debates
2. To introduce the learner to the magnitude and extent of social exclusion in India
3. To introduce the basic concepts related to research on social exclusion and various inclusion policies and processes

Unit	Unit Title	Content
1	Introduction to the Concept	<ul style="list-style-type: none"> • Emergence of the social exclusion • Defining social exclusion • Dimensions of social exclusion • Interdisciplinary approaches to the study of social exclusion • Social inclusion debates in Europe, America and India
2	Social Exclusion in India	<ul style="list-style-type: none"> • Social exclusion of dalit, and tribal communities • Politics of exclusion and marginalization • Social movements against exclusionary practices- historical and contemporary • Contemporary politics for inclusion
3	Researching Social Exclusion	<ul style="list-style-type: none"> • Social exclusion of minority and other communities • Politics of exclusion and marginalization • Social movements against exclusionary practices- historical and contemporary • Contemporary politics for inclusion
4	Inclusion Policies and Processes	<ul style="list-style-type: none"> • Social inclusion policy and programmes • Ideological challenges to inclusion • Social legislations on social inclusion • Role of civil society organizations to address social exclusion
5	Global experiences on Inclusion	<ul style="list-style-type: none"> • Global survey on communities which are social excluded • European social inclusion policies and programmes • UK and Scandinavian Experiences • New Zealand and Australian Experiences in Addressing Social Exclusion
6	Action for Inclusion	<ul style="list-style-type: none"> • Skills in identifying social exclusion practices • Mobilizing people for social change

		<ul style="list-style-type: none"> • Advocacy for social inclusion • Networking strategies • Researching on social exclusion in India • Qualitative and Quantitative debate • Participatory approaches in measuring social exclusion • Some popular measures and indices of social exclusion • Need for contextual data
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Reading List

- Jordan, B. (1997) A Theory of Poverty and Social Exclusion. Cambridge: Polity Press.
- Hills, J. le Grand, J. and Piachaud, D (eds.) (2002) Understanding Social Exclusion, Oxford University Press, Oxford.
- Sukhdeo Thorat and Narendra Kumar (2008), B.R Ambedkar Perspective on Social and Inclusive Policies, Oxford University Press, New Delhi
- Sen, A. (2000) Social Exclusion: Concepts, Application and Scrutiny. Social Development Papers No. 1, Asian Development Bank, Manila

iii) Course Title : Disability (credits-4)

Objectives:

Enable students to:

1. Develop an understanding of the various types of disabilities and their causal factors and its familial and societal impact.
2. Understand the different models and approaches towards understanding disability.

3. Review International conventions on disability and examine legislations, national planning efforts and policies of government and voluntary organizations in the context of human rights of persons with disability in India.
4. Understand the roles of different professionals in the multi -disciplinary rehabilitation team with an emphasis on the role of the social worker as a vital member of the team.

Contents:

Part	Unit	Topic
A.	1	<p>Definition of disability:</p> <ul style="list-style-type: none"> • Different types of disabilities, • concept of inclusion, • causes, assessment, • treatment or rehabilitation modalities
	2	<p>Examining impact of disability across life domains</p> <ul style="list-style-type: none"> • Persons with disabilities-their familial and societal contexts; • Disabling and enabling environments and their impact on the quality of life of persons with disability; • Problems and issues faced by them related to activities of daily living, education, sexuality, integration, employment, interpersonal relationships, marriage; • Issues faced by women and girls with disabilities.
	3	<p>Models and Approaches:</p> <ul style="list-style-type: none"> • Individual and social models of disability; • Medical/clinical, psychological, • Economic/vocational, • Human rights and socio-political approaches.
	4	<p>International conventions and its evolution</p> <ul style="list-style-type: none"> • International initiatives in the field of disability

		<ul style="list-style-type: none"> • United Nations instruments, t • The convention on the rights of person with disability 2006.
	5	<p>Provisions in the Constitution of India and related legislations in India:</p> <ul style="list-style-type: none"> • The Rehabilitation Council of India Act 1991, • The Persons with Disability Act 1995, National Trust Act 2000, • Action taken by the government and their inclusion in development and rehabilitation, using the right based perspectives; • Institutional frameworks and the welfare of the differently abled and schemes for the welfare of the differently abled.
	6	<p>Social work Interventions</p> <ul style="list-style-type: none"> • The role of social worker as team member working with different stakeholders.

Reading list

G.N. Karna(2001) : Disability studies in India- Retrospects and Prospects. Gyan publishing house New Delhi.

Hans Asha & Patri Annie: Women, Disability And Identity.. New Delhi. Sage Publications, 2003.

Action On Disability And Development: Building Abilities : A Handbook To Work With People With Disability.. Bangalore. Books For Change Publications, 2001.

Karna G N: Disability Studies In India : Retrospects And Prospects.. New Delhi. Gyan Publishing House, 2001.

Bhaimali Anil: Rights Of Disabled Women And Children In India. New Delhi. Serials Publications, 2009.

Klasing Ensa: Disability And Social Exclusion In Rural India. Jaipur. Rawat Publications, 2007.

Barnes Colin & Mercer Goef: Exploring disability: a sociological introduction. (2) Cambridge. Polity Press, 2010.

Mannila Simo & Jarvikoski Aila: Disability and working life. Finland. Rehabilitation Foundation, 2005. 952-5017-56-7--(362.4MAN)

Singh Awadhesh Kumar: Rights of the disabled: perspective, legal protection and issues.

New Delhi. Serials Publications, 2008. 978-81-8387-199-0 1195--(362.4SIN)

The World Bank: People with disabilities in india : from commitments to outcomes. New Delhi. The World Bank, 2009.--(362.4T W B)

Electives basket –III (Choose any one) (Credits-4)

i) Course Title -Mental health (credits-4)

Objectives of the Course

- 1.To enable students develop an understanding of the characteristics of positive mental health and differentiate from normal and abnormal behaviours
- 2.To enable students develop an understanding of the nature, causes, types and treatment of mental health disorders in children, adolescents and adults
- 3.To enable students understand and appreciate the relevance of Community Mental Health Programme
4. To enable students function as a member of Multidisciplinary Mental Health Team
5. To enable students to provide basic psycho-education, counselling and support to patients and family members

UNITS	TITLE OF THE UNIT
I	Introduction to Mental Health- <ol style="list-style-type: none">a. Multi dimensional Impact of Mental Health Problemsb. Concepts of Normality and Abnormalityc. Mental Illness and the Family

2	<p>a. Psychological disorders</p> <ul style="list-style-type: none"> • Causes, Classification, and Treatment Approaches. An Overview: Defining and Classifying Psychological Disorders <p>b. Anxiety disorders</p> <ul style="list-style-type: none"> • Phobic Disorder • Generalized anxiety disorder • Panic disorder • Obsessive Compulsive disorder • Post traumatic stress disorder <p>c. Somatoform and dissociative disorders</p> <p>d. Mood disorders</p> <ul style="list-style-type: none"> • Depression • Bi polar Disorder <p>e. Schizophrenia</p> <p>f. Personality disorders</p> <ul style="list-style-type: none"> • Antisocial Personality Disorder <p>g. Childhood disorders</p> <ul style="list-style-type: none"> • Attention deficit / Hyperactivity Disorder • Autistic disorder
3	<p>Mental Health- Relevance of Psychometric Testing</p> <p>a. Need for Testing</p> <p>b. Types of Tests and the use of various tests. IQ tests: , Wechsler Intelligence Scale for children , Binet Kamat test of intelligence: Vineland social maturity scale: Personality tests: Checklists for ADHD and Autism spectrum disorder</p>
4	<p>Community and School Mental Health</p> <p>a. Community Mental Health-Preventive, Promotive and Remedial Approaches</p> <p>b. Various Approaches in School Mental Health Programme</p>
5	<p>Policies and Legal situation related to Mental Health in India</p> <p>a. UN convention on the Rights of Persons with Disability</p> <p>b. National Mental Health policy of India</p> <p>c. Mental Health Act,1987</p> <p>d. <i>The Mental Health Care Bill, 2013</i></p>
6	<p>Multidisciplinary Approach in the Field of Mental Health and the Role of the Social Worker in different Settings</p> <p>a. Drug and Addiction Counselling</p> <p>b. Mental Health Hospitals</p> <p>c. Child Guidance Clinics</p> <p>d. Prison setting</p> <p>e. School Counsellor</p>

Reading list

1. Nevid Jeffrey S: Abnormal Psychology In A Changing World.. (5th) New Jersey. Prentice Hall, 2003.
2. Segrin Chris: Interpersonal Processes In Psychological Problems.. New York. The Guilford Press, 2001.
3. Patil Bajerao: Insanity beyond understanding. New York. Eloquent Books, 2009.
4. Hoekseman Susan Nolen: Abnormal psychology. (3rd) New Delhi. Tata McGraw-Hill Publishing Co., 2007.
5. Carson Robert C & Butcher James N: Abnormal psychology and modern life. (11th edition) Boston. Allyn and Bacon, 2000.
6. Nicky Hayes, Foundations of Psychology: An Introductory Text, 1994,Routledge
7. Clifford Morgan, King, Weinz &Schopler, Introduction to Psychology, Seventh Edition, 1986, New Delhi Tata McGraw Hill Publishing Co Ltd
8. Robert S Feldman, Understanding Psychology, 2004, New Delhi, Tata McGraw Hill Publishing Co Ltd
9. Benjamin Lahey, An Introduction to Psychology, Sixth Edition, 1998, New Delhi, Tata McGraw Hill Publishing Company Ltd.
10. Sandra K, Psychology, Ciccarelli,Glenn E Meyer, 2006 Pearson Education.
11. Supriya Paliwal, Social Psychology, RBSA Publishers, 2002
12. Jeffrey S Nevid, Spencer A Rathus, Beverly Greens, 2003, New Jersey, Prentice Hall
13. Donna M Gelfand, Clifford J Drew, Understanding Child Behavior Disorders, Fourth Edition, 2003, Thomson, Wadsworth
14. Nolen Hoeksema Susan, Abnormal Psychology, Third Edition, 2005, New Delhi , Tata McGraw Hill Publishing Company Ltd.
15. Murthy R Srinivasa & Others, Manual Of Mental Health Care for Multipurpose Workers, Bangalore, ICMR, Centre for Advanced Research, MCMH, 1988

ii) **Course Title : Informal labour force and informal sector (credits-4)**

Objectives

1. To develop an understanding about the labour issues in the informal sector
2. To enable students to look at the linkages related to caste and gender in the informal sector
3. To develop critical perspective about legal and social security measures concerned with labour in the informal sector

Part	Unit	Content
A	1	<p>History and Growth of Informal Economy</p> <ol style="list-style-type: none"> a. New economic reforms and growth of informal economy b. Concept of decent work and global labour standards c. Growth of informal economy in India d. Defining informal sector, informal employment and relations e. The labour commissions and their recommendations
	2	<p>Differentiated niches of informal sector</p> <ol style="list-style-type: none"> a. Caste, age, religion and region. b. Migrant labour market and workforce c. Skill formation and skill upgradation process in the informal sector d. Women workforce in the informal employment e. Human trafficking and child labour in the informal sector
	3	<p>Government Interventions</p> <ol style="list-style-type: none"> a. The labour legislations pertaining to informal workforce b. Government schemes for the informal work force c. Financial institutions and the informal sector.
B	4	<p>Informal labour force and the informal sector in the Urban area</p> <ol style="list-style-type: none"> a. Construction Industry and the construction labour force b. Home based Industry Small enterprises based in the slums

		<ul style="list-style-type: none"> c. Hawkers and vendors d. Domestic workers e. Informal employment in the Solid waste management industry
	5	<p>Informal labour force and the informal sector in the Urban area</p> <ul style="list-style-type: none"> a. Agriculture and allied industry and informal employment forms b. Industries based on use of natural resources c. Land less labour force and bonded labour d. Informal employment /livelihood patterns of Nomadic tribes and de-notified tribes e. Informal employment in the home based industry
	6	<p>Non government Intervention</p> <ul style="list-style-type: none"> a. Intervention models of SEWA ,Nirman, and other NGO's b. National Campaigns for policy and legislation framing c. Stree Mukti Sanghatana and other NGO working with waste pickers d. WEIGO and other international interventions e. Trade Unions and Cooperatives f. Ngo's and Civil Society organization g. Strategies for Organising the Unorganised
Total Hours		

Readings

1. 'Decent work and the informal economy', Report VI,2002 International Labour Office,
2. Agarwal.. A. N (2001)- Indian economy problems of development and planning, Vishwas Prakashan, Mumbai.Geneva.
3. Dutt. R & Sundharam- Indian Economy (2006 edition).S. Chand & Co, New Delhi.
4. Fisher..T, Shriram M.S.(2003)- Beyond Micro-credit- putting development back into micro-finance, Vistaar Publications, New Delhi
5. Martha Chen, Renana Jhabvala, Frances Lund, 2002,' Working paper on the informal economy – supporting workers in the informal economy, a policy framework, (employment sector, International Labor Organisation
6. Report of the national commission on labour (2002 – 1991 – 1967), Economic Indian

Informal Services, 2003

7. Renana Jhabvala , RKA Subramanya' The Unorganised Sector, work security and Social protection
8. Sarath Davala, 1994,' Unprotected Labor In India'
9. Sengupta Arjun Chair person, National commission for enterprises in the unorganized sector (reports)
10. Jan Breman 2012 ; Outcast Labour in Asia: Circulation and Informalization of the Workforce at the Bottom of the Economy 2012

iii) Course title : Gerontology and Geriatric Care (credits-4)

Objectives

- To help the learner understand the multidisciplinary field of gerontology
- To enable the learner gain theoretical and conceptual understanding on ageing
- To provide an overview of process of ageing
- To make the learner aware of the policies and programmes related to elderly
- To equip the students with skills related to geriatric care

Part	Unit	Content
A	1	Gerontology: A Multidisciplinary Perspective a. Relevance, Definition and Development of the Field of Gerontology b. Human Rights Perspective on Gerontology; c. Demographic Aspects: Population Ageing, global trends and cross- country variations; d. Differentiating between individual ageing and population ageing; e. Myths and Assumptions about Ageing
	2	Theories and Approaches to Ageing a. Theories of Ageing: modernization theory, disengagement theory and activity theory; b. Approaches: Psycho-dynamic, ecological and lifespan; c. Vulnerability in the Older Adult: Marginalization due to class and caste, gender, migration, occupation and disability.
	3	Process of Ageing and Emerging Issues a. Process of Ageing: Causes and Consequences; b. Nature of Degeneration: Diabetes;

		<p>Cardiovascular Disease;</p> <p>c. Disability-related issues: Ophthalmologic, Hearing Impairment, Dental problems, difficulties in Speech and Orthopaedic problems like Arthritis and Osteoporosis;</p> <p>d. Terminal Illnesses; Psycho-neurological issues like Depression, Anxiety, Dementia, Parkinson's Disease, Alzheimer's Disease;</p> <p>e. Importance of promoting healthy methods of handling changes in physical and mental abilities in the natural process of Ageing.</p>
B	4	<p>Policies and Programmes</p> <p>a. International policies and provisions: UN Principles for Older Persons (1991), Proclamation on Ageing and the Global Targets for Ageing (2001) and the Universal Declaration of Human Rights (UDHR, 1948)</p> <p>b. Constitutional provisions and policies in India: National Policy on Older Persons (1999)</p> <p>c. Older Persons (Maintenance, Care & Protection) Bill, 2005; The Maintenance and Welfare of Parents and Senior Citizens Bill, 2007</p> <p>d. Programmes for the Older Adults over the Five-Year Plans: Welfare Schemes; Shelter and Housing; Health and Disability; Health Insurance.</p> <p>e. Pension and Retirement; Issues in access to these programmes and denial of Rights.</p>
	5	<p>Working with the Older People</p> <p>a. Defining role and functions;</p> <p>b. Work on psychological aspects (work-related, self-esteem and mental health), social and cultural aspects (social roles and support, family relationships leisure, handling technology),</p> <p>c. Work on economic security (dependency, housing, retirement and reduction in income, unorganised sector),</p> <p>d. Work on legal and advocacy issues (legal problems, wills)</p>

	6	Institutional and non institutional services for older people <ol style="list-style-type: none"> a. Residential care services by government and non government organisations b. Non residential care for the older people c. Community based care for the older people
Total Hours		

Reading list

I. Reading List

- Cowgill, D., and Lowell, D. (1972). *Aging and modernization*. New York: Appleton-Century-Crofts.
- Cumming, E., and William, H. (1961). *Growing old: The process of disengagement*. NY: Basic Books.
- Diamond, T. (1995). *Making Gray Gold: Narratives of Nursing Home Care*. Chicago, IL: University of Chicago Press.
- Ramamurti P V & Jamuna D: Handbook Of Indian Gerontology.. New Delhi. Serials Publications, 2004. 81-86771-48-4 Rs.1195--(362.6RAM/JAM)
- Akundy Anand: Anthropology Of Aging : Contexts, Culture And Implications.. New Delhi. Serials Publications, 2004. 81-86771-52-2 Rs.625--(362.6AKU)
- Desai Murli & Raju Siva: Gerontological Social Work In India.. Delhi. B R Publishing Company, 2000. 81-7646-144-x Rs.900--(362.6Des/Raj)

Elective Cluster –IV (Choose any one) (Credits-6)

Note- The elective in this basket will have component of skill based workshops or field visits or seminars .

i) Course Title :Therapeutic Interventions (credits-4)

Objectives :

- To develop an understanding of the key elements involved in the therapeutic intervention process
- To develop an understanding of the different approaches and models in therapeutic interventions and appreciate the use of eclectic approach to therapeutic intervention.

- To develop an understanding of the role of other professionals in the field and the role of the social worker as a member of the interdisciplinary team.
- To develop attitudes that will enhance the intervention process

Units	Topics
1.	<p>Introduction to Counseling</p> <ul style="list-style-type: none"> a. Goals of Counseling b. Qualities of an effective counselor c. Ethics in counseling d. Steps involved in the Process of Counseling e. Relevance of Psychometric Testing f. Understanding the pitfalls in counseling <p>Humanistic Approach Or Person-Centred Counseling</p> <ul style="list-style-type: none"> a. Key concepts and goals b. Notion of Self Concept c. Attributes of a fully functioning person d. The therapeutic process Six Factors Necessary for Growth in Rogerian Theory e. Merits and Limitations
2.	<p>Introduction to Marital and Family Therapy</p> <ul style="list-style-type: none"> a. Phases in Marriage b. Sources of conflict, conflict spiral c. stages in marital counseling <p>Feminist counseling</p> <ul style="list-style-type: none"> a. Nature and concept of ‘abuse’ and ‘violence’ b. Different kinds of abuse / violence – Physical, Emotional, Psychological, Mental, Social, Community Violence c. The Abuse Cycle d. Family dynamics leading to continuation of abuse e. Impact on family and children f. Feminist Therapy with specific reference to Counseling victims of Domestic violence g. Role of counsellor
3.	<p>* Gestalt therapy</p> <ul style="list-style-type: none"> a. Key Concepts : Processes and Goals: b. Classification of types of problems c. Growth and Goals of Gestalt therapy d. Therapeutic techniques and procedures of Gestalt therapy e. Layers of Movement in Growth f. Contributions and limitations

4.	<p>*Rational Emotive Behavior therapy</p> <ol style="list-style-type: none"> a. Key Concepts b. Rationality: Reason and Emotion: Appropriate and Inappropriate Emotions: Assumptions : Assumptions basic to RET: c. Some Irrational Beliefs and Characteristics of Irrationality d. Process of REBT: ABC DEF principle REBT Activating event- Belief system- Consequent emotional status- Disputing the belief system- E, transform the event into his growth potential. e. Merits and Limitations
5.	<p>*Transactional Analysis</p> <ol style="list-style-type: none"> a. Goals of TA b. Ego States : The Parent Ego state ,Adult ego state and Child Ego state c. Egogram and Structural Analysis d. Transactions in Transactional analysis ; complementary, crossed and ulterior. e. Basic Existential Life Positions f. Merits and Limitations
6.	<p>Grief and Trauma Counseling</p> <ol style="list-style-type: none"> a. Grief counseling Goals ,Process and techniques, b. Phases of Grief, Grief and Bereavement, Anticipatory Grief c. Abnormal Grief reactions d. Treatment involved and issues. e. Kubler Ross's Model of Stages of Grief f. Role of Counsellor and issues faced by counsellor g. Palliative Care : Domains of care h. Use of Teamwork Approach in Terminal Illness

*Lab sessions / Workshops will be Organized

References

- Capuzzi, David & Douglas, R. Gross Counselling & Psychotherapy: Theories & Interventions.. Merrill Prentice Hall, Ohio, US (2003)
- Dave Mearns & Brian Thorne Person centred counselling in action Sage Publication. New Delhi (1988)
- Gerard Egan. The Skilled Helper: Model, Skills & Methods for Effective Helping (2nd Ed.).
- Gibson, Robert L. Mitchell, Marianne H. Introduction to Counselling & Guidance (6th Ed.) Prentice Hall of India Pvt. Ltd. N. Delhi. (2005)
- Gregory & Smelter. Psychiatry: Essentials of Clinical Practice. Ch. 4. Brooks/ Cole Publishing Co. California
- Humphrey, Geraldine M. & Zimpfer, David G. (2008) Counselling for Grief & Bereavement 2nd Ed. Sage Pub. N. Delhi
- Les Parrott III - Counseling & Psychology (2nd Ed.). Thomson Brooks/Cole. US, UK (2003)
- Patterson C.H. - Theories of Counselling & Psychotherapy.. Harper & Row Pub. N. York (1986)
- Robert Carson et al Abnormal Psychology & Modern Life. 10th Ed

- Samuel, T. Glading, Merrill - Counselling: A Comprehensive Profession (4th Ed.) an imprint of Prentice Hall, Ohio US (2000)
- Worden, William J. (2001) Grief Counselling & Grief Therapy: A Handbook for the Mental Health Practitioner. Third Ed. Routledge. London

ii) **Course Title: Tribal, Rural and Urban Studies (credits-6)**

Objectives

- To study the concept related to tribal and rural studies.
- To understand the tribal, rural governance and development
- To study the tribal and rural development programmes
- To study the concepts related to urban studies
- To understand the urban governance and development
- To study the issues related to slums and development

Part	Unit	Content
A	1	<p>Introduction to tribal and rural Studies:</p> <ul style="list-style-type: none"> • Concept of Rural and rurality; Caste and Rural Social Structures in rural India • Concepts related to tribal studies and tribal-caste continuum • Tribes and indigenous people; Use of terms in India; Scheduled Tribes, primitive tribes, denotified tribes, ex-criminal tribes in India. • Sociological understanding of tribal settlements, villages/ village studies; Ideas of Ambedkar, Mahatma Gandhi, and M.N Srinivas on villages , Kancha Illaiah
	2	<p>Tribal and Rural Governance and Development</p> <ul style="list-style-type: none"> • Defining governance; Understanding Tribal and rural governance structures; Salient feature of 73rd Amendment; • Decentralization and Panchayati Raj in India: Old Panchayats Vs New Panchayats; Powers and functions of the Zilla Parishad, Block/ Taluka panchayat, Gram Panchayat, and Gramsabhas • Governance in tribal areas; Salient features of the PESA Act 1996, Forest Dwellers Act, and other related legislations
	3	<p>Tribal and Rural Development Programmes and</p>

		<p>Schemes</p> <ul style="list-style-type: none"> • Concept of Tribal and rural development and block and village development; Administration of tribal and rural development programmes • Overview of Tribal and rural development in 5- year Plans with reference to the key government programmes and schemes: MGNREGA; NRLM; TRYSEM; IRDP • Rural Cooperatives: concept, scope and limitations of the cooperative movement; Self help groups: concept, formation, and maintenance; Three tier structure in SHGs; Micro credit and micro finance; SHGs and Women's empowerment
B	4	<p>Introduction to Urban Studies</p> <ul style="list-style-type: none"> • From rural to urban/ gemeinschaft and gesellschaft; Rise of the modern cities • Ancient, Medieval and Modern Cities: the work of Lewis Mumford, Gordon V. Childe, Max Weber, and Charles H. Cooley
	5	<p>Urban Governance and Urban Planning</p> <ul style="list-style-type: none"> • Concept of Urban (Census definition in India; 74th Amendment and its Implication for ULBs; Municipalities and Corporations: Legal and Organizational Framework • Functions of Parastatal Agencies in enhancing urban growth and development: MMRDA, MHADA, SRA • Urban Planning: Concepts and tools; Water and Sanitation Planning; Public Transport Planning; Affordable Housing for Poor • JNNURM; City Development Plan; Urban Poverty Reduction Strategies
	6	<p>Slums and Development</p> <ul style="list-style-type: none"> • Urban Slums and Urban Poor: An Overview ; Types of Slums; Slum Policies and Schemes in India • Slums Redevelopment and its Political Economy. • Community Participation Strategies in Urban Slums and its Impact: The Case of Sanitation

*** workshops and field visits will be organised**

Reading list

- Apte, P. (2013). Urban Planning and Development: An Indian Perspective. Gurgoan: Zorba Publishers
- GOI. (2005). Urban Infrastructure: Economic Survey 2004–05. New Delhi: Ministry of Finance
- MCGM. (2010). Mumbai Human Development Report 2009 (Chapters 4 and 8). New Delhi: Oxford University Press
- Singh, Surat& Singh, Mohinder 2006 Rural Development Administration in 21st Century: A Multi-Dimensional Study; Deep & Deep Publications, Delhi
- Sandhu Ravinder Singh: Urbanisation In India : Sociological Contributions.. New Delhi. Sage Publications, 2003.
- Prasad B K: Urban Development : New Perspective.. New Delhi. Sarup And Sons Publishers, 2003.
- Mohan Sudha: Urban Development New Localism.. Jaipur. Rawat Publications, 2005.
- Sivaramakrishnan K C: Oxford Handbook Of Urbanisation In India,2nd Edi. New Delhi. Oxford University Press, 2005.
- Chaudhary Anjana: Rural sociology. New Delhi. Dominant Publishers, 2004.
- Mukherjee Amitava: Participatory Rural Appraisal Methods And Applications In Rural Planning.. (2nd Revise) New Delhi. Concept Publishing Company, 2004.
- Prasad B K: Rural Development : Concept, Approach And Strategy.. (1) New Delhi. Sarup And Sons Publishers, 2003.
- Joshi Divya: Gandhiji On Villages.. Mumbai. Mani Bhavan Gandhi Sangrahalaya, 2002.
- Soundarapandian M: New Economic Policy And Rural Development.. New Delhi. Serials Publications, 2006.
- Narayanasamy N: Participatory Rural Appraisal: Principles, Methods And Application. New Delhi. Sage Publications, 2009.
- Singh Katar: Rural Development : Principles, Policies And Management.. (3) New Delhi. Sage Publication, 2009.
- Chatterjee Shankar: Rural development and National Rural Livelihood Mission (NRLM). Jaipur. RBSA Publishers, 2011.

iii) Course Title: Development Communication Skills (credits-4)

Objectives

- 1. To study the concepts related to media and development**
- 2. To learn the skills involved in development communications and media advocacy**
- 3. To study the elements of mass media**

4. To study the concepts related to social marketing , public opinion and public relations

Part	Unit	Content
A	1	<p>Media & Development</p> <ul style="list-style-type: none"> d. Paradigms of development and their critique e. Role of media in development f. Priorities of media in development g. Influence of media on different target groups
	2	<p>Skills in development communication</p> <ul style="list-style-type: none"> f. Group media: Concept, manufacture and skills g. Group media: How to make/use photo language, posters, puppets, flashcards, street play h. Folk media: Definition, types, problems faced in using folk media
	3	<p>Mass Media</p> <ul style="list-style-type: none"> a. Print media (newspapers, magazines, journals): Historical role, current trends, strengths and limitations b. Audio-Visual Media (radio, TV, cinema): Growth and changing focus in India, strengths and limitations, community radio c. Electronic media: Use of social networking, e-databases, blogs, virtual libraries, strengths and limitations
B	4	<p>Media Planning & Advocacy</p> <ul style="list-style-type: none"> e. Media planning: Understanding consumer profile, designing message, identifying locations for display f. Media advocacy g. Media ethics
	5	<p>Social Marketing, Public Opinion and Public Relations (PR):</p> <ul style="list-style-type: none"> a. Social Marketing: Definition, pre-requisites, differences between commercial and social products, 10 Ps b. Public opinion: Definition, stages, determinants c. Public Relations: Definition, need for PR in social work, tools of PR
	6	<p>Skills in media advocacy.</p> <ul style="list-style-type: none"> e. Writing press releases and letters to editors f. Organizing press conferences g. Right to Information Act (RTI)

Total Hours		

Reading list

- Compendium Sondhi Krishan: Development Communication And Information Economics In The New Millennium.. New Delhi. B R Publishing Company, 2003.
- Singh Dharmendra: Mass Communication And Social Development.. Delhi. Adhyayan Publishers & Distributors, 2004.
- Ghosh Avik: Communication Technology And Human Development : Recent Experience In The Indian Social Sector.. New Delhi. Sage Publications, 2006.
- Bienvenu Sherron: The Presentation Skills Workshop : Helping People Creat And Deliver Great Presentation. New Delhi. Prentice Hall Of India, 2008.
- Kumar Keval J: Mass communication in India. Mumbai. Jaico Publishing House, 2007.

Electives cluster- IV (Choose any one) (Credits-4)

Course Title: Field work

Students will be offered Field work placement in the following settings. They have to opt for one of the setting. They will be placed with government or non government organization for the semester.

- 1. Institutional Setting: Schools, Hospitals, homes for the elderly, children etc**
- 2. Community Setting: Tribal communities, Rural communities, Urban communities , migrant communities**
- 3. Issue based Setting: women, education, addictions, environment, governance , child rights etc**

Semester IV	Project based course-1 Credits-8	Project based course-II Credits-6	Optional Choices Basket-1 Credits-4 (Skill workshop component) Choose any one	Optional Choice Basket – II Interdisciplinary courses Credits-4 (choose any one)
	Research project with dissertation	Field work based Project	i) Skills in Management of Non Profit Organisation	i) Gender ,sexuality and relationships
			ii) Teaching, Training and Supervision	ii) Disaster Management
	Total credits	24	.	

Master of Social Work Syllabus Semester –IV (Choice Based Credit System) (2017-2018)

Semester –IV

1. Research and Dissertation (credits -8) (Compulsory)

All the students will be selecting their research study topic by end of MSW semester-II. They will be helped in proposal writing, data collection data processing through various workshops held in MSW semester-III and IV.

The students are expected to analyse their data and write dissertation in the semester IV. Their Research Dissertation will be assessed through continuous evaluation method and a Viva Voca at the end of the semester.

2. Field work based Project (credits-6) (Compulsory)

In the semester IV students will continue to work in the same field agency as the earlier semester –III. This semester they will focus on developing a field work based project with a project report. This semester will culminate into a Field work seminar based on the field work settings offered.

The students will be assessed using internal continuous evaluation and their performance in the seminar. At the end of the semester they will also be assessed through Viva-Voca with external panel .

Optional Course Cluster-I (Choose any one)(Credits- 6)

1. Course Title: Skills for Social Workers/ Management of Non Profit Organisations (credits-6)

Objectives :

1. To understand the elements of governance of non profit organisations
2. To study the components like project planning, monitoring and evaluation
3. To learn the skills related to fund raising

Part	Unit	Content
A) Governance and Management of NPOs	1	Governance of Non Profit Organisations <ol style="list-style-type: none"> a. Volunteerism and Voluntary Action in Indian History; Evolution of NPOs/ NGOs in India; Key Concepts: Governance, Accountability, Transparency b. Registration Procedure and Laws: Trust Act, Societies Act, Bombay Public Trust Act, Companies Act c. Income tax Act- Select Sections; Income tax Exemption for NGO d. FCRA Act 2010: Important provisions related to foreign contributions and reporting to the government e. Fundamental Concepts and Principles of good governance; Board Structures & Processes; Governance Controls and Fulfillment of Compliances as a part of good governance system
	2	Project Planning, Monitoring and Evaluation <ol style="list-style-type: none"> a. Conceptual awareness on Project Planning,

		<p>Monitoring and Evaluation</p> <ul style="list-style-type: none"> b. Introduction to Project Cycle; Community Need Assessment; Developing Project Mission Statement; Developing Objectives c. Developing Activities- Output, Outcome and Impact Matrix; Utilizing Basic Budgeting Skills for Creating Monitoring Indicators d. M&E tools: Log Frame Analysis and Result Based Management; Stakeholders Participation in PME/ Project Cycle e. Evaluation: Principles, Ethics, Methodologies and Basic Skills
	3	<p>Human Resource & Financial Management</p> <ul style="list-style-type: none"> a. Schools of thought in Management: Classical, Behavioral, Quantitative, Contingency, and Quality b. Human Resource Management: Process, planning, performance management, employee remuneration and benefits administration; Labour laws applicable in Non Profit Sector c. Motivating and rewarding employees; Leadership and development levels; managing change d. Building Blocks of Financial Management: financial planning, keeping accounts, internal controls and financial reporting e. Strategic Aspects of Financial Management: Risk assessment and scenario planning; building financing strategies and managing reserves
B) Advance Skills in Fundraising Management	4	<p>Fundraising Management – I</p> <ul style="list-style-type: none"> a. Basic Principles in Fundraising; Importance of Strategic Fundraising Management b. Analysis and Planning for Resource Development; The Effectiveness and Efficiency Question; Fundraising Modes c. Issues Related to Small and Large Operations; Ethics of Fundraising d. Building Case for Support and Fundraising Materials; Developing and Managing Fundraising Information System e. Prospect Identification, Research, and Segmentation; Nurturing Relationships with Donors; Four Parts of an Acknowledgment Program
	5	<p>Fundraising Management - II</p> <ul style="list-style-type: none"> a. Major Gift Programs: When Major Gift Strategies Are Appropriate; Preparing for a Major Gifts Initiative; The Solicitation Interview (How to Ask for a Major Gift); After the Solicitation; Solicitation Training and Role Playing

		<p>b. Mail and Email Fundraising: Acquisition Mailings; Renew and Upgrade; Lapsed Donors; Public Relations and Information; Frequency; Ensuring Success; Elements of the Appeal Package; Mail Lists; Mail Preparation; Newsletters as Part of the Direct Mail Program; Updating Websites</p> <p>c. Telephone Solicitations: Volunteer Telephone Solicitations; Professional Telephone Solicitation Campaigns</p> <p>d. Special Event Fundraisers: Choosing a Special Event; Implementing the Event; Cause-Related Marketing</p> <p>e. Grantsmanship: Government Grants and Contracts; Foundations; Project Development; Acknowledgment and Reporting Requirements</p>
	6	<p>Fundraising Management- III</p> <p>a. Planned Giving: Defining Planned Giving; Importance of Planned Giving; Charitable Gift Instruments; Donor Education and the Planned-Giving Program; Endowment Fund; Marketing Plan for Charitable Gift Annuities</p> <p>b. Capital and Endowment Campaigns: Requirements for a Successful Campaign; Chronological Steps; Building Endowments; Campaign Organization and Structure</p> <p>c. Human Resources in Fundraising: The Board of Directors; Resource Development Staff and Volunteers; Working with Consultants</p> <p>d. Evaluation of Fundraising Plans and Process</p> <p>e. Presentation of Fundraising Plan</p>

Reading list

- Fogle, M. (2014). *NPO Governance and Laws in South Asia*. New Delhi: FMSF
- ISHR (nd.). Project and Organizational Development for NGOs and CBOs. *New York: Columbia University Retrieved at http://hrcolumbia.org/peacebuilding/cbos_manual_en.pdf*
- Weinstein, S. (2009). *The Complete Guide to Fundraising Management (Third Edition)*. New Jersey: John Wiley & Sons, Inc.
- Fogle, M., and Patra, S. (2007). *Handbook on Financial Audit and Reporting in NGOs*. New Delhi: FMSF
- Fogle, M. (2012). *Finance and Legal Handbook for NPOs (Fourth Edition)*. New Delhi: FMSF
- Fogle, M. (2012). *Comprehensive commentaries on FCRA 2010*. New Delhi: FMSF
- Brunt, C. (2017). *Human Resource Management in International NGOs: Exploring Strategy, Practice and Policy*. UK: Palgrave Macmillan

ii) **Course title : sustainable development and environment (credits-6)**

Objectives :

- 1. To Understanding sustainable development (philosophy & theory)**
- 2. To study the underlying framework for sustainable development practice**
- 3. To Understand Sustainability issues in rural and urban areas**
- 4. To study the Interventions by the Government and non government bodies**

Part	Unit	Content
A	1.	<p>Understanding sustainable development (philosophy & theory)</p> <p>a. Historical evolution of Sustainable development mode growth models, theories of sustainability</p> <p>b. Concept of Sustainable development. principles of Sustainable development Sustainable development & social work practice – need and implications</p>
	2.	<p>Framework for sustainable development practice</p> <p>a. climate change, food security & livelihood resources</p> <p>b. Major climate change protocols & un charter on climate change</p> <p>c. SDG'S (Sustainable development goals) & their implementation mechanisms</p>
	3.	<p>Sustainability issues in rural areas</p> <p>a. Issues related to land, water management & forest rights</p> <p>b. Development Induced displacement – impact on rural farmers, poor and sustainability challenges</p>

		c Bio-diversity loss & de-forestation
B	4.	Sustainability issues in urban areas a. Issues of Housing & water b. Privatization of common property resources c. Waste management concerns
	5.	Sustainable development ,society and law, Environment a. Environment Laws in India b. Government framework, role of MOEF ,pollution control board, climate change plan of Indian Government
	6.	Sustainable development practice : a. Workshop and Project based practice work for students b. Workshop on climate, change, self and society c. Environmentalism, major environment movements, civil society sector, citizen's movements.
Total Hours		

Reading list

- Dasgupta Partho (2013) - The Nature Of Economic development & Economic development of Nature', Economic & Political weekly December 21,2013 (Pg 38-45), Vol : XLVIII No 51,
- Santosh Shintre-(2012) - Ecological & Enviornmental Reporting In India – The handbook for Media,NGO & People- Published By Sakal Newspapers
- Bose B C: Integrated Approach To Sustainable Development.. New Delhi. Rajat Publications, 2001.
- Cahill Michael: The Environment And Social Policy.. London. Routledge And Kegan Paul, 2002.
- Kothari Smitu: The Value Of Nature Ecological Politics In India.. Noida. Rainbow Publishers, 2003.
- Gole Prakash: Nature Conservation And Sustainable Development In India.. Jaipur. Rawat Publications, 2001.
- Prasad Kamta: Water Resources And Sustainable Development.. Delhi. Shipra Publications, 2003.
- Bhat Mohd Yousuf: Environment And Human Rights.. Delhi. Reference Press, 2004.
- Futehally Laeeq: Our environment. New Delhi. National Book Trust, 2012.

- Mehta Rani: Sociology and environment sustainability. Jaipur. Rawat Publications, 2014.
- Saxena H M: Environmental ecology, Biodiversity and climate change. Jaipur. Rawat Publications, 2015. 978-81-316-0689-6--(301.31SAX)

Optional Cluster-2 (Interdisciplinary) (credits-4) (choose any one)

1. Gender, Sexuality and Relationships

Objectives:

1. To study the concepts like patriarchy,sexuality, feminism
2. To understand the concepts related to relationships
3. To study the concerned policies and laws

Unit	Content
1.	<p>Patriarchy</p> <ul style="list-style-type: none"> • Definition and Concept- Origins and understanding of Patriarchy- Theories of Patriarchy.
2.	<p>Gender & Feminism</p> <ul style="list-style-type: none"> • Definition and Concept- Diversity in Gender Identities. • Role of the Family & Society in Gendering. • Feminism- History and Ideological perspectives. • Women’s Rights & Movement
3.	<p>Sexuality</p> <ul style="list-style-type: none"> • Definition and Concept- Alternate sexualities. • History of alternate sexualities and the LGBT movement. • Societal attitudes towards persons with alternate sexualities and violation of their rights.
4.	<p>Relationships</p> <ul style="list-style-type: none"> • Definition and Concept- Theories of relationships. • Types and phases of relationships. • Importance of relationships.
5.	<p>Initiatives, Policies & Laws</p> <ul style="list-style-type: none"> • International and national initiatives, policies and legislations pertaining to men, women & LGBT.
6	<p>Workshop</p> <ul style="list-style-type: none"> • Gender, gender identity Vs sex, Sexual orientation. • Critical understanding of relationships vis a vis one’s Gender and Sexuality.
Total Hours	

Reading list:

- Eagleton Mary (2003): A Concise Companion to Feminist Theory. USA. Black Well Publishers.
- Evans Mary (1997): Introducing Contemporary Feminist Thought. Cambridge. Polity Press.
- Murthy N Linga (2007): Towards Gender Equality: India's Experience. New Delhi.
- Agrawal Anju: Gendered Bodies: The Case of the Third Gender in India. Contribution to Indian Sociology Vol. 31, 2(01/Jan/1997).
- Talwar Rajesh: The Third sex and human rights. New Delhi. Gyan Publishing House, 1999.

ii) Course Title: Disaster Management (credits-4)

Objectives

1. To study the concept of Disaster and disaster management
2. To understand the major requirements for coping with disaster
3. To study the intervention at the time of the disasters.

Part	Unit	Content
A	1	Introduction to Disaster Management <ul style="list-style-type: none">• Definitions of Disaster Management; Classification of Disasters;• The General effects of Disasters.• Traditional disaster threats; The New Disaster Threats and Modern Loss Factor;• Disaster Management cycle and composition of main activities.
	2	Disaster Management and Social Work Profession <ul style="list-style-type: none">• Scope for disaster related action; Philosophy for coping with Disasters; Counter disaster resources.• International disaster assistance;• Social Work Response to disaster management• Specific role of professional social workers in community based disaster risk management.

		<ul style="list-style-type: none"> •
	3	<p>Major Requirements for Coping with Disaster</p> <ul style="list-style-type: none"> • Foundational factors: Organization, Planning, Training needs and specialized skills, Utilization of resources; graduated response. • Logistics, Leadership, and Public awareness
B	4	<p>Institutions and Instruments in Disaster Response and Standards of Service.</p> <ul style="list-style-type: none"> • International Decade for Natural Disaster Reductions and UN Resolutions. • Administration of Relief in India and review of disaster related policies. • The Disaster Management Act 2005. • Code of conduct for humanitarian workers. • Humanitarian Charter and Minimum standards in Disaster Response.
	5	<p>Long Term Measures in Disaster Management.</p> <ul style="list-style-type: none"> • Prevention: Problem areas, Resources relevant to Prevention. • Mitigation: Major mitigation, components; problem areas, formulation and implementation of mitigation programs. • Preparedness: Nature of preparedness; Problem areas, maintenance of preparedness levels; Resources relevant to preparedness arrangements
	6	<p>Response to Disaster: Impact and Post Impact Factors.</p> <ul style="list-style-type: none"> • Response: Characteristics, problem areas; Requirements for effective response; • Human factors in response, resources relevant to various aspects of response. • Recovery: The bases for recovery action problem areas, Requirements for effective recovery • Post disaster review: The importance of post disaster review; Aspects covered in post disaster review.

Readings list

- Carter, W. Nick. (1991). Disaster Management: a disaster manager's hand book. Asian Development Bank, Manila, Philippines.
- Jegadish P. (2007). Disaster Mitigation and Management. Deep & Deep Publications, New Delhi.
- Goel S.L. (2006). Encyclopaedia of Disaster Management, Vol. I, II, & III. Deep & Deep Publications, Pvt. Ltd.; New Delhi.
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