M.A., SOCIAL WORK (MASW)

I – YEAR

MASW 11	-	PROFESSION OF SOCIAL WORK
MASW 12	-	FOUNDATION OF SOCIOLOGY & PSYCHOLOGY FOR SOCIAL WORK
MASW 13	-	SOCIAL WORK WITH INDIVIDUALS AND GROUPS
MASW 14	-	SOCIAL WORK RESEARCH
MASW 15	-	FIELD WORK . OBSERVATION VISITS

II – YEAR

SPECIALIZATION - A

MASW 21	-	SOCIAL WORK WITH COMMUNITIES & WELFARE ADMINISTRATION
MASW CD 22	-	RURAL COMMUNITY DEVELOPMENT
MASW CD 23	-	URBAN COMMUNITY DEVELOPMENT
MASW CD 24	-	CORPORATE SOCIAL RESPONSIBILITY
MASW 25	-	RESEARCH PROJECT

SPECIALIZATION - B

MASW 21	-	SOCIAL WORK WITH COMMUNITIES & WELFARE ADMINISTRATION
MASW HR 22	-	HUMAN RESOURCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT
MASW HR 23	-	LABOUR WELFARE AND INDUSTRIAL RELATIONS
MASW HR 24	-	ORGANIZATION BEHAVIOUR AND ORGANIZATION DEVELOPMENT
MASW 25	-	RESEARCH PROJECT

M.A., SOCIAL WORK - I YEAR
PROFESSION OF SOCIAL WORK

Block - I

Social work . definitions . nature . scope . concept clarification . characteristics . principles of social work . History of social work profession . Social work as a profession.

Block - II

Theories of Social Work . Models of social work, developmental, welfare and radical models . Values and professional ethics of social work . professional Associations . interface between professional and voluntary social work.

Block - III

Fields of social work . Micro and macro level of social work intervention . skills and techniques of Social work . Methods of social work . Approaches to Social Work . participatory, extension, charity, community organization, Right based approach.

Block - IV

Development planning . Social Welfare programmes in Five year plans . social work and sustainable development.

Block - V

Growth of social work education in India . social work curriculum; current trends in social work in the light of Liberalisation, Privatisation & Globalisation . Conservation, Human Rights, emerging Health issues.

BOOKS FOR REFERENCES

1. Arthur Fink & Co. : The Field of Social Work, Holt Rinehart and Winston, Newyork.

2. Banerjee, G.R. : Papers on Social Work: An Indian Perspective. Tata Inst. of Social Sciences, Mumbai.

3. Dasgupta, S : Towards a philosophy of social work in India, Popular Book Service

4. Gangrade, K.D. : Dimensions of Social Work, Marwah Publication, New Delhi.

5. Gore, M.S. : Social Work and Social Work Education, Asia publishing House.

6. Hans, Nagpaul : The study of Indian Society, S.Chand and Co.

7. Kinduka, S.K. (Ed.) : Social work in India, Sarvodaya Sahitya Samaj, Rajasthan.

8. Kulkarni, V.M., : Voluntary action in developing society, Indian Institute of Public Administration, New Delhi.

9. Kuppusamy, B. : Social change in India, Vikas Publ. House, New Delhi.

10. Natarajan, S. : Century of Social reformers in India, Asia Publishing House.

11. Paul Choudry : Introduction to Social Work, Atma Ram and Sons, Delhi.

12. Planning Commission : Social Welfare in India, Publication division, New Delhi.

13. Radhakrishnan, R. : Indian philosophy II Vols., London.

14. Rex Skidmore and Milton. G : Introduction to Social Work, Appleton Century Crofts, New York.

15. Soares, I.E. : The evaluation of welfare of the govt. of India, Delhi School of Social Work, Delhi.

16. Wadia, A.R. : History and philosophy of Social Work in India, Allied Publishing House.

M.A., SOCIAL WORK - I YEAR
FOUNDATIONS OF SOCIOLOGY & PSYCHOLOGY FOR SOCIAL WORK

Block - I

Concept of society . elements of society: individuals, groups, associations-social system: role, status, role conflict . social processes: Co operation, competetion, conflict, accomodation, assimilation, and accultaration.

Block - II

Social institutions . social and political institutions in India - culture and society:. concepts, functions and elements of culture . culture and civilization, - cultural lag: social change . meaning and theories and factors and processes of social change . social movements and social change in India.

Block - III

Social stratification . caste, class, casteism, communalism; social inequality; social mobility; social movements . social problems - social control . concepts, types functions and agencies of social control.

Block - IV

Psychology . definitions of behaviour fields of psychology; psychological functions . perception and motivations, attitudes, emotions.

Block – V

Life span . developmental stages . birth to old age . developmental tasks . personality development . personality theories . role changes . adjustments . stress . conflicts. Abnormal psychology . concept of normal and abnormality . mental disorders . psychosomatic disorders.

BOOKS FOR REFERENCES

1. An Introduction to Sociology by Vidya Bhusan & D.R. Sachedva. Kitab Mahal Publications. Allahabad. 2005.

2. Indian Sical Problems by G.R.Madan

3. Sociology by Richard T.Schaefer & Robert.p.Lamm.Mc.Graw Hill Inc. New York. 1995

4. Sociology by Antony Gidden, Polity Press, Cambridge. 2001.

5. Sociology . Focus on Society by Lucile   Duberman and Clayton. A.Hartjen.

6. Social Change in India by M.N. Srinivas

7. Bhatia B.D., 1992, Child Development and Guidance delhi, Doaba House

8. Bhartia, H.R., Abnormal Psychology (New Delhi-Oxford and IBH)

9. Coloman, James,C.: Abnormal Psychology and Modern Life (Bombay . D.B. araporevala)

10. Hurlock, elizabeth, B. - Personality Development (New Delhi . Tata Mcgraw Hill)

11. Linton, Raiph, Cultural Background of Personality (London . Routledge and Kegan Paul)

12. Naidu, Usha.S. and Vrinda.S,Nakhate, 1985, Child Development studies in India, TISS, Bombay

13. Page, J.D. Abnormal Psychology (New York . Mc Graw Hill)

14. Unit of Family Studies 1991, Families with problems in India (2 volumes) TISS Bombay

15. Young, Kimbal, Personality and Problems of Adjustments (New. Apleton Century Crofts)

M.A., SOCIAL WORK - I YEAR

SOCIAL WORK WITH INDIVUDUALS AND GROUPS

Block - I

Social case work . concept, objectives, purpose; historical growth; principles; case worker . client relationship; characteristics of professional relationship.

Block - II

Models of case work practice . psycho-social, functional, life models; problem solving, crisis intervention, family centred approach and co system perspective in social case work. Case work Couselling and Psychotherapy.

Block - III

Group work . concept, assumption, purpose, goals, principles and values of social group work; theoritical base of SGW; development of SGW; social groups . definitions, characteristics, types, functions . formation of groups.

Block - IV

Group dynamics . group processors :- bond, acceptance, isolation, rejection; sub group formation . cliques: types, roles; qualities of leadership . sociometry, sociograpy. Models of group work . social, remedial and reciprocal models.

Block - V

Practice of SCW in different settings: function, skills roles and responsibilities of a social case worker - Practice of social group work in different settings; function, roles skills and responsibilities of a social groups worker . Recording and evaluation in social case work and social group work.

BOOKS FOR REFERENCES

1. Hollis, folorence (1964) Case Work . A Psychosocial therapy, Random House, New York.

2. Jordan, Williaml (970) Client Worker Transactions, Rutledge & Kegan Paul, London.

3. Kadushin, Alfred (!972) The Social Work Interview, Columbia University Press, New York

4. Mathew, grace (1992(An Introduction and Social Case Work Bombay; Tata Institute of Social Sciences, Mumbai.

5. Perlman, Helen H (1957) Social Case Work . A problem solving process, University of Chicago Press, chicage.

6. Robert, & Robert Nee (1970), theories of social case work, (ed) University of Chicago Press, Chicago.

7. Russel, M. N (1990), Clinical Social Work: Research and PRactice, Sage, Newbury Park.

8. Tilbury: D.E.F. (1977), Casework in context . A Basic For Practive, Pergamon press, Oxford.

9. Timms, Noel (1964), Social Case Work: Principles and practices, rutledge and Kegan paul., London.

10. Trevithick (2005) Social Work Skills, A Practice Hand Book, Open University Press, London.

11. Upadhyay, R.K (2003) Social Case Work, Rawat, Jaipur

12. Wasik B.H, Bryant, D.M., and Lyons C.L (2001) Home Visiting: Procedure for Helping Families, Sage, Newbury Park

13. Alissi, albert S(1980), Perspectives on social Group Work Practice, The free press, NY.

14. Conyne K, robert (1999), failures of Group Work Practice, Sage, Oaks.

15. Douglas Tom (1972) Group Process in Social Work, Chicester, Wi;;ey.

16. Gerald Corey (2000) Theory and practice of group counseling, Wordsworth, London.

17. Gisela Konopka (1972) Social group work-A helping process, Prentice Hall, engle Wood Cliffs.

18. Glassman. Urania, et al., (1990) group Work: A Humanistic approach, Sag, Newbury park,

19. Gravin, Charles, D. (1989) Contemporary Group Work, Prentice hall, New jersey.

20. Nicolson, Paula, Rowan Bayne, (1990) Applies Psychology for Social workers, Practical Social Work Series, Jo Campling (ed) Macumillan, London.

21. Trucker, Harleigh, B.(1967) Social Group Work: Principles and Practice, Association Press, New York.

M.A., SOCIAL WORK - I YEAR
SOCIAL WORK RESEARCH

Block - I

Research . meaning of Social Research and Social Work research; Objectives of Social Work Research; Approaches to research . qualitative & quantitative . research process . scientific enquiry . Need and importance of Social Work Research.

Block - II

Problem formulation . identification of research issues / topics; clarifying concepts; conceptualisation; operationalisation, hypothesis and research design.

Block - III

Data collection: data, meaning, sources; methods and tools of data collection; construction of tool of data collection. pretesting; validity & reliability; Sampling . meaning, methods and types, scaling techniques.

Block - IV

Data Analysis: Data cleaning, editing; classification; coding; tabulation . univariate; bivariate . descriptive statistics . meaning and need for statistics in SWR . measures of central tendency. measures of dispression . measure of association . SPSS.

Block - V

Report writing and Data presentation format of Social Work research report; content; reference, bibliography; footnote; parapharasing etc. . Writing research proposals and research papers.

BOOKS FOR REFERENCES

1. Goode, William. J and Paul K.Hatt: Methods in social Research, Mc.Graw Hill, New York

2. Gopal M.B: AnIntroduction toResearch Procedure in Social Sciences, Bombay:AsiaPublication House

3. Gupta S.C: fundamentals of Statistics, Himalaya Publication co.

4. Kothari C.R: Reseach Methodology, Methods and Echniques, Vishwa Prakashan, New Delhi, 1997.

5. Monette Duane R. & Sullivan thomas J: Applied Social research : Tool for Human Services,

   Harcourt Brace College Pub.m New York., 1998.

6. Ramachandran P., 1990: Issues in Social Reseach in India, TISS, Bombay

7. Ramachandran P.,1993: Survey Research for SocialWork, Bombay,Inst.for Community Organization Research.

8. Rubin, Allen and babbie, Earl: Research Methods for Social Work with infotrac, Thompson and Wadsworth Publishin, California. 2004.

9. Wilkinson T.S and Bhandarkar P.L: Methods and Techniques in Social Research, Himalaya Publications.

10. Young, Pauline. V: scientific Social Surveys and Research.

M.A., SOCIAL WORK - I YEAR

FIELD WORK – OBSERVATION VISITS

Every student should visit at least 10 organisation / agencies such as NGOs, Hospitals, Schools, Corporates, Companies, Orphage, reception home/prison, rehabilitation homes, projects launched by State / National / International agencies viz. AIDS / Tsunami etc., SHG, Slum clearance Board, THADCO, District Social Welfare office, Block Development office, PHC, etc., The above list is not an extensive one. The Student can add on any agency / department working for the downtrodden, underprivileged people.

The Candidates performance wil be assessed by evaluating the exposure visit report by TNOU for 100 marks.

SPECIALIZATION - A

M.A., SOCIAL WORK - II YEAR

SOCIAL WORK WITH COMMUNITIES & WELFARE ADMINISTRATION

Block - I

Community: definition, meaning, types, structure and dynamics, Community Development - definition, approaches, principles of Community Ogranisation . Community Organisation and method of Social Work . Community Organisation and Community Development.

Block - II

Models of Community Organisation : general content, specific constant, process; locality development model; social planning model and social action model . process of Community Organisation; phases in Community Organisation; Methods and skills of Community Organisation.

Block - III

Social action : definition, objectives, principles, processess and methods of Social action . Social Action Models : Frare, Saul Alinsky, M.K. Gandhi, Martin Luther King, E.V.R. Periyar.

Block - IV

Social Legislation: Meaning, need, importance of Social Legislation; Role of social legislation in dealing with social problems - Role of Social worker in social action . Contributions of Social activists - Social Welfare Administration: Concept, meaning, importance.

Block - V

Functions of Social Work administrations, principles of social welfare administration; Role of Social worker in Social Welfare Administration; Skills in Community Organisation . Communication, training, public relations, Liasioning, resourse mobilization, net working, advocacy and legal initiatives.

BOOKS FOR REFERENCES

1. Ross, Murray G, Community Organization: Theory and Priniciples, Harper and Row, New York, 1985.

2. Gore MS, Family and the rights of the individual, NIPCCD, New Delhi, 1994

3. Dunham, Arthur E. Community organization in India., Popular Prakashan, Bombay.

4. Clinard Marshall B, Slums and community development, Free Press, New York

5. Kuppusamy, Social Change in India, vikas Publishing house, New Delhi

6. Murthy M V, Social Action, Asia Publishing house, Bombay.

M.A., SOCIAL WORK - II YEAR
RURAL COMMUNITY DEVELOPMENT (MASW CD Specialisation)

Block - I

Community Development . Meaning of community; Definition, concept, philosophy and objectives, scope of Rural community development . principles and approaches to rural community Development . Differences between Rural Development (RD) and Rural Community Development (RCD).

Block - II

History of RCD . Early pioneering projects: Sriniketan, Marthandam and Gurgoan . Trial projects . Baroda; Etawah, Nilokeri and Firka Development Projects . Community Development models . China, Indonesia, Philippines. Rural power structure . Economic, Social, Political.

Block - III

Analysis of Rural Problems . Poverty, Bondedness, unemployment, casteism, untouchability, illiteracy, housing, agricultural labourers, migration, Primary Health Care . Human Development Index . National Health Policy . Health and Sanitation . Poverty alleviation programmes through five year plans . Special programmes for SC/ST and women.

Block - IV

Emergence of Democratic Decesstralisation: Panchayat Raj system . three tier system; concept of local self Government . administration set up, functions, finance and problems of panchayat raj institutions . 73rd constitutional amendment and T.N. Panchayats Act, 1958; - Organisation and administration of CD from Block to National level - Components of Block administration . functions of BDO and extension officers.

Block - V

Structure and functions of Ministry at Centre and State for Rural Community Development . Role of Banks on Rural Community Development : NABARD, Central Cooperative Banks, Land Development Banks, Regional Rural Banks Primary Agri. credit societies and Nationalised Banks . Marketing Societies . Role of Rural Community Development worker in Rural Community Development . Micro finance institutions.

BOOKS FOR REFERENCES

1. Ashish Bose (1971)   : Indias urbanisation : 1901 . 2001; New Delhi: Mc Graw Hill.

2. Bhattacharya, B (1979) : Urban Development in India, Delhi: Shree Publishing House.

3. Bidyut Mohanty (1993):Urbanisation in Development countries Basic Services and CommunityParticipation. New Delhi ISS & Concept Publishing Co.,

4. Chandra S & Punalekar, S.P.: Urban community Development in India, NIPCCD

5. Clinard, Marshall, B. : Slums and Urban community Development; NewYork, The Free Press.

6. Desai, A.R. & Devadas Pillai (ed) (1972) : Slums and Urbanisation, Bombay, Popular Prakashan

7. Paul Wiebe (1975) : Social life in an Indian Slum, Delhi, Vikas Publishing House.

8. Integrated Approach to Development Policies, Programmes and Straategies G.N. Karaley Concept

   publishing company, New Delhi . IIO059Y 0 2005.

9. Changing pattern of Indian villages . G.R. Madan

10. Indian economy . Datt & Sundaram, S.chand Co., Delhi.

11. Rural development in India . C.M. Jain, T. Cangan.

12. Rual development in India, - Venkata Reddy, Himalaya Publishing House, Mumbai.

13. C.D. in India, - Mukarji.B,

M.A., SOCIAL WORK - II YEAR
URBAN COMMUNITY DEVELOPMENT (MASW CD Specialisation)

Block - I

Concept and meaning of Urban, Urbanism, Urbanisation, Urban Development and Urban Community Development . Classification and Characteristic features of Urban areas: towns, cities, metropolis, Megalopolis, urban agglomeration, rural - Urban continuum.

Block - II

Urban Poverty: definition, causes, consequences, - slums : meaning, nature, causes and characteristics . slum clearance, improvement resettlement and rehabilitation . role of Central State and local Self Governments in addressing the problems of Urban poor . Structure and functions of Metropolitan Development Authority and Slum Clearance Boards.

Block - III

Urban Community Development : Delhi and Hyderabad projects . TNUDP ; Jawaharlal Nehru Urban Renewal Mission; TN Urban Development fund . Role of Government agencies viz Housing Boards, HUDCO and NGOs in Urban Community Development.

Block - IV

Marginalized groups in Urban centres: Urban displaced/evicted, Pavement dwellers, street children, trafficked women and children, domestic child labour. Special Issues: Pollution; Solid waste Management; Rain water Harvesting; Transportation; Sanitation and Health care . Beggary and Prostitution . Disaster management . Role of Governments, NGOs is addressing these issues.

Block - V

Peoples participation in Urban Community Development . importance of participation . factors hindering / promoting peoples participation . Social work intervention in Urban Community Development: Conscientization, organizing; developing local leadership, conflict resolution, advocacy, capacity building, enhancing peoples participation, resolving group conflicts, programme planning and service delivery, HRD, monitoring and evaluation.

BOOKS FOR REFERENCES

1. Ashish Bose (1971) Indias Urbanization, McGraw Hill, New Delhi.

2. Bhattacharya, B (1979) Urban Development in India, shree publishing, New Delhi

3. Bidyut Mohanty (1993) Urbanization in Developing countries, ISS and Concept, New Delhi.

4. Clinard, Marshall B (1972), Slums and Urban community Development, The Free Press, New York

5. Desai & Pillai (1972) Slums and Urbanisation, Popular, Bombay

6. Milk Davis, 2006, Planet of Slums, Verso, London and New York.

7. Robert NEuwirth, 2005, Shadow Cities: A Billion Squatters; a New Urban World, routledge, New York and London.

M.A., SOCIAL WORK - II YEAR
CORPORATE SOCIAL RESPONSIBILITY (MASW CD Specialisation)

Block - I

CSR an overview : CSR . meaning, definition, concept, need and scope in the Indian context; origin and emergence of CSR . Concentration areas.

Block - II

Business ethics and CSR : Business ethics; Corporate Governance across the nations; ethical decision making in different cultures; consumer protection; environment protection. gender issues in multiculturalism; ethics and corruption; ethics and safety.

Block - III

Corporate Community interface: Need for Corporate, NGO, Government and Community partnership; need assessment; building successful partnership; tools and techniques for making purposeful partners . Roles & Skills of social worker in CSR: advocacy, administration, documenting, presenting, public relations, supervising.

Block - IV

Models of CSR . ISO Standards on CSR . Globalization and emerging trends in CSR . Roles responsibilities and challenges of CSR personnel . Industrial Social Work and CSR.

Block - V

Case Studies of Sucessful CSR initiatives in India: Infosys, Ranbaxy, TATA, Taj Hotels Ltd, Titan, TVS, MRF, Saint Gobain, Flextronix, Orchid chemicals, WIPRO . Role of Corporates during disaster times and natural calamities.

BOOKS FOR REFERENCES

1. The business of social responsibility . Harsh shrivastava, Books for change, Bangalore, yr 2000

2. Corporate social responsibility . concepts and cases, CV. Baxi, yr 2005.

3. Global strategic management, Dr.M. Mahmoudi, Deep & Deep Publications pvt. Ltd,Delhi yr 2005.

4. International Himan resorce management . Global perspective, SK. Bhatia, Deep & Deep Publications pvt ltd, Delhi, yr 2005.

JOURNALS:

1. Harvard business review: corporate social responsibility getting the logic right, vol 84,issue12,yr 2006.

2. Indian journal of social work . CSR in the globalized business environment., vol 66,isue2, yr 2006.

3. Indian journal of Industrial relations-CSR:present practice and future possibilities,vol40,issue4,yr 2005.

M.A., SOCIAL WORK - II YEAR

RESEARCH PROJECT

Every student is required to select an issue / problem with reference to his/her elective subject and to complete a research project under the supervision and guidance of a qualified teacher currently working in any affiliated college / research institute / university and approved by TNOU for the purpose of research guidance. The project report should be in the format prescribed by TNOU and should contain a minimum of 75 pages and maximum 100 pages inclusive of all tables, diagrams, annexure. The report will be assessed by the respective Research guide for 25 marks and the remaining 75 marks will be awarded by a panel of experts through viva-voce examination conducted by TNOU.

M.A., SOCIAL WORK - II YEAR
SOCIAL WORK WITH COMMUNITIES & WELFARE ADMINISTRATION

Block - I

Community: definition, meaning, types, structure and dynamics, Community Development - definition, approaches, principles of Community Ogranisation . Community Organisation and method of Social Work . Community Organisation and Community Development.

Block - II

Models of Community Organisation : general content, specific constant, process; locality development model; social planning model and social action model . process of Community Organisation; phases in Community Organisation; Methods and skills of Community Organisation.

Block - III

Social action : definition, objectives, principles, processess and methods of Social action . Social Action Models : Frare, Saul Alinsky, M.K. Gandhi, Martin Luther King, E.V.R. Periyar.

Block - IV

Social Legislation: Meaning, need, importance of Social Legislation; Role of social legislation in dealing with social problems - Role of Social worker in social action . Contributions of Social activists - Social Welfare Administration: Concept, meaning, importance.

Block - V

Functions of Social Work administrations, principles of social welfare administration; Role of Social worker in Social Welfare Administration; Skills in Community Organisation . Communication, training, public relations, Liasioning, resourse mobilization, net working, advocacy and legal initiatives.

BOOKS FOR REFERENCES

1. Ross, MurrayG, Community Organization: Theory and Priniciples, Harper and Row, New York, 1985.

2. Gore MS, Family and the rights of the individual, NIPCCD, New Delhi, 1994

3. Dunham, Arthur E. Community organization in India., Popular Prakashan, Bombay.

4. Clinard Marshall B, Slums and community development, Free Press, New York

5. Kuppusamy, Social Change in India, vikas Publishing house, New Delhi

6. Murthy M V, Social Action, Asia Publishing house, Bombay.

M.A., SOCIAL WORK - II YEAR

HUMAN RESOURCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT (MASW HR Specialisation)

Block - I

Management . meaning, functions and principles; Human Resource management, Definition; functions. Evolution of the concept of HRM; Human resource management functions . procurement, Development, Compensation, Integration, maintenance and separation of human resources; Human resource policy and HRM functional areas.

Block - II

Recruitment . methods and Techniques; wage and salary administration . Job evaluation . Wage determination and administration; Theories of wage . incentives - fringe benefits . Executive compensation.

Block - III

Performance appraisal . meaning, approaches, methods and techniques; potential appraisal . performance Management; modern appraisal methods; employee motivation.

Block - IV

Training and Development . meaning, need and importance; types of training . methods and techniques of training . Training need assessment - organizing training programmes . Training evaluation - Career planning and Development; employee counseling.

Block - V

Human Resource Management and Human Resource Development; HRD Trends . Job rotation; Job enlargement, Job enrichment; Quality of Work Life (QWL) Total quality management (TQM); competency management . ISO certification - Roles and responsibilities and challenges of HR manager.

BOOKS FOR REFERENCES

1. Relevant Bare Acts - Handbook of Industrial law (SC & Co.)

2. Kapoor N.D.(1996), Puri S.K. (1984) - Introduction to Labour Law & Industrial Law Allahabad Agricultural Institute)

3. Suryanarayan Misra (1982) - Introduction to Labour & Industrial laws (Alahabad Agricultural Institute)

4. Varma M.M. & Agarwal (1994)Edmond Clouter - Industrial Law

5. Gupta S.N. (1982) - Labour & industrial law (Collins Publications)

6. Tazmann Series - Industrial law

7. Bhagoliwal, T.N. - Economics of Labour and Social Welfare (Agra, sahitya Bhavan)

8. Giri V.V. - labour Problems in Indian Industry (Bombay: Asia Publishing House)

9. Govt. of India, Dept.: Labour & Employment (1969) - Report of Committee on Labour Welfare (Delhi : Manager of Publication)

10. Kanik. V.B. - Indian Labour (Calcutta: Minerva Associates)

11. Agarwal, R.D., (Ed) Dynamics of personnel management in India, Tata-McGraw Hill publishing Co. Ltd., New Delhi.

12. Bhonsle, Y.B. (Ed), Personnel management, The Indian Scene, S.Chand & Co., New Delhi, 1977.

13. Davar, R.S., Personnel management and Industrial relations, Vikas publishing House, New Delhi, 1977 (reprint)

14. Flippo, Edward. B., Principles of Personnel Management, McGraw Hill Book Co New York, 1976. Fraser, John Munro, Introduction to Personnel Management, French, Wendell, personnel management process, Houghton Miffin, Boston, 1977.

15. Indian Institute of personnel management, personnel Management in India, Asia Publishing House, Bombay, 1977.

16. Monappa, A., and Saiyadain, M.S., Personnel amangement, Tata . Mcgraw Hill Publishing Co., New Delhi, 1979.

17. Muri, M.G., and Muir, J.B., A Guide to personnel management, Bureau of National affairs, Washington, 1973.

18. Prasad, Lallan, personnel management and industrial relations in public sector, progressive corporation, Bombay, 1973.

19. Yeder D., Personnel management and Industrial relations, prentice . Hall of India, New Delhi., 1975.

20. Mamoria C.B., (1985) personnel management, Bombay Him alaya Publishing House.

21. Recent References : Refer Strategic HRM Paper & change Management Paper.

M.A., SOCIAL WORK - II YEAR
LABOUR WELFARE AND INDUSTRIAL RELATIONS (MASW HR Specialisation)

Block - I

Labour welfare: concept, meaning, definition and scope for labour welfare; Types of welfare activities . statutory, non-statutory: Intramural, extramural welfare facilities; Theories of labour welfare; Role, status and functions of labour welfare officers . Appointment of Labour welfare officers.

Block - II

Problems of Industrial workers . Absenteeism, addiction, indebtedness, familial discord, health; accidents; - scope for social work in dealing with the problems of industrial workers . employee counseling. Grievance redressal; Industrial social work - Need, scope and areas of Industrial Social work. Roles and responsibilities of Industrial Social Worker.

Block - III

Social Security . Concept, meaning and need for social Security; social Security . social Security legislations . Workmans compensation Act 1923, - Factories Act 1948 . Employees provident Funds (Miscellaneous provisions) Act, 1952 . Employee state Insurance Act 1948 . Payment of Gratuity Act 1972; Payment of wages Act 1936, - Minimum wages Act, 1948 . Payment of Bonus Act 1965 . The Equal Remuneration Act . Labour welfare Fund Act . Maternity Benefit Act.

Block - IV

Industrial Relations . concept, meaning, - Need and importance of industrial relations; Industrial Harmony, - industrial peace, unfaire labour practices, code of ethics; Trade unions . concept meaning and definitions; Types of unions . Registration of unions - functions and problems of Trade unions . Trade union movement in India; Collective Bargaining . goals, pre. requisites and process of collective bargaining; Employee discipline and indiscipline - Disciplinary procedure . Domestic enquiry.

Block - V

       Industrial Relations Legislations: Industrial Despites Act 1947, Trade unions Act 1962, Industrial Establishments (standing orders) Act, ILO: History, aims, objectives, structure and functions of ILO . Influence of ILO on Industrial Relations in India.

BOOKS FOR REFERENCES

1. Desai, M. (ed.) 1994 - Family and Intervention : A Course Compendium, Bombay: Tata Institute of Social Sciences.

2. Engles, F. 1994 - Origin of the Family, Private Property and the state. Bombay: Prople¢s Publishing House

3. Hartman. A, and Laird. J - Family Centred Social Work Practice, New Yourk. 1982 Free Press.

4. Horchschild. A, 1989 - The second Shift: Working Parents and the Revolution at Home, New York: Viking.

5. India: Ministry of Welfare 1994 - India¢s Commitment to Family Well Being, An Overview of the Report of National Seminars on the International year of the Family, 1994. Bombay : Tata Institute of Social Sciences.

6. Khasgiwala, A. 1993 - Social Work Perspectives, New Delhi: Anmol.

7. Family Dyanamics:

8. Klein, D.M. and White, J.M. - Family Theories: An Introduction, Thousand oaks: Sage

9. J.M. 1996 Publications.

10. LLM Monographs - Monographs

11. Internations, 1992 . 1994

12. Raju. M.L. and Krishna, - Future of Indian Family challenges for Social work Education,

13. G.R. (Eds.) 1996 - Tirupathi: Sri Padmavathi Mahila Visvavidyalayam.

14. Tata Institute of Social - Special Issue of The Indian Journal of Social Work on

15. Sciences. 1993 - %Family Development+, 54(1)., Mumbai: Tata Institute of Social Sciences.

16. Tata Institute of Social Sciences. 1995 - Special Issue of The Indian Journal of Social Work on %The Family+, 56(2). Mumbai: Tata Institute of Social Sciences.

17. Uberoi, P. 2000 - The Family in India: Beyond the Nuclear versus Joint Debate, Occasional Paper in Sociology, Delhi: Institute of Exonomic growth.

18. Unity for Family Studies 1994 - Enhancing the role of the Family as an Agency for Social and Economic Development, Bombay: Tata Institute of Social Sciences.

M.A., SOCIAL WORK - II YEAR
ORGANIZATION BEHAVIOUR AND ORGANIZATION DEVELOPMENT
(MASW HR Specialisation)

Block - I

Origin of Human Relations Movement . Significance of Hawthorne Experiments; Fundamental concepts of organizational behaviour; Goals and objectives of OB: Key factors and Elements of organizational behaviour; Approaches and models of organizational behaviour; Theoretical frame work; scope and limitations of organizational behaviour; OB and Organisational Development.

Block - II

The Individual . foundations of individual behaviour; values, attitudes; personality; perception, motivation; The Group . foundations of Group behaviour, group development, team, morale; leadership, and conflict; Theories of motivation and theories of leadership.

Block - III

The organization system: organization structure, organization culture, organizational climate; organizational Dynamics . organizational change, Organizational Development (OD); Transactional analysis (TA); organizational communication.

Block - IV

Concept and meaning of strategy . strategic Human Resource Management (SHRM) . Aligning Human resources to strategic management; Emerging trends and challenges for HR . Knowledge Management (KM) . HR out-sourcing, HRIS, Ethical Issues in SHRM . Down sizing / Right Sizing.

Block - V

Corporate Social Responsibility . Meaning, need, scope and emerging trends; models of Corporate Social Responsibility: Japanese concepts of management . Kaizen, 5S, TOM, TPM, Six sigma.

BOOKS FOR REFERENCES

1. Arnold, Huge. J and Daniel E. Feldman : organizational behaviour, Mc.Graw Hill, 1986.

2. Fred Luthans : organizational behaviour, McGraw Hill, New York, 1998.

3. Kilth Davis : Human behaviour at work, Mc.Graw Hill, 1995.

4. Paul Hersey and Kenneth H.Blanchard : Management of organizational behaviour, 4th edition, Practice Hall, N.J. 1985.

5. Prasad L.M. : organizational behaviour, S.Chand. Com. 2000.

6. Lawlee, Porter L.M. : Behaviour in organization, McGraw Hill New York 1981.

7. Schein Edgar, the art of Human resources management, Eaglewood cliffs, N.J., Prentice Hall,1985.

8. Ouchi W.G. : Theory . How American business can meet the Japanese challenges, Addision Wesley, 1981.

9. Wroon. V.H. and Grant L : Organization behaviour and human performance, Wiley, New York,1972.

10. Lewell.L.N. and Reitz.H.J.:Group effectiveness in organization, Glenview I.L., Scott Foresman, 1981.

M.A., SOCIAL WORK - II YEAR

<u>RESEARCH PROJECT</u>

Every student is required to select an issue / problem with reference to his/her elective subject and to complete a research project under the supervision and guidance of a qualified teacher currently working in any affiliated college / research institute / university and approved by TNOU for the purpose of research guidance. The project report should be in the format prescribed by TNOU and should contain a minimum of 75 pages and maximum 100 pages inclusive of all tables, diagrams, annexure. The report will be assessed by the respective Research guide for 25 marks and the remaining 75 marks will be awarded by a panel of experts through viva-voce examination conducted by TNOU.