

INSTITUTE OF ADVANCED STUDIES IN  
EDUCATION (DEEMED UNIVERSITY)  
GANDHI VIDYA MANDIR,  
SARDARSHHR,  
RAJASTHAN.

*DETAILED SYLLABUS*

*FOR*

*DISTANCE EDUCATION*

**Post-Graduate Degree Programme**

**M. S. W.**  
**(MASTER IN SOCIAL WORK)**

**(YEARLY SYSTEM)**

**Course Title** : **Masters in Social Work**  
**Duration** : **02 Years**  
**Total Degree Marks** : **700**

**FIRST YEAR**

Course Name	Course Code	Marks		
		Theory	Practical	Total
Man and Society	MSW-Y110	100	00	100
Psychology for Social Work	MSW-Y120	100	00	100
Theory and practice of Social Work	MSW-Y130	100	00	100

**SECOND YEAR**

Course Name	Course Code	Marks		
		Theory	Practical	Total
Social Disorganization	MSW-Y210	100	00	100
Social Research	MSW-Y220	100	00	100
Social Policy and Administration	MSW-Y230	100	00	100
Industrial Relation and Personnel management	MSW-Y240	100	00	100

## **FIRST YEAR**

<b>Man and Society</b>	<b>Course Code:MSW-Y110</b>
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- Introduction: Approach to Society
- Primary Concepts: Society , Community, Association, Institution , class, caste, Mores and Folkways.
- Social Institution: Marriage, family, Caste , Religion, Economic and Political System and Law .
- Social Groups: Concept, Type of Groups, Importance of groups in human life.
- Social processes: Cooperation, Competition, Conflict, Accommodation, Assimilation.
- Social Control: Concept of Social control, Formal and Informal Agencies of Social control.
- Socialization process: Concept of social control, Formal and Informal agencies of Social control .
- Social change: Concept, Factors of social change, Implication of Social change, Theories of Social change, Evolution and Progress
- Social Development: Concept, Impediments in Social Development.
- Relationship of Sociology with social work.
- Economies and social work: Economic origin of social problems, Economic system: Nature characteristics and Limitations of Economic systems.
- Welfare state and Social planning in India: Objectives, Strategy, Social and Welfare planning.
- Problems of Industrialization and Urbanization.
- Dynamics of economic planning, working for socio economic development.

<b>Psychology for Social Work</b>	<b>Course Code:MSW-Y120</b>
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- Psychology : Meaning and Scope.
- Branches of Psychology: Clinical Psychology, Child Psychology, Experimental Psychology, Industrial psychology, Educational Psychology etc.
- Relevance of Psychology for social work practice.
- Perception: Definition, effects of motivation and Emotions on Perception.
- Basic Psychological factors: Cognition, Motivation and Interpersonal response traits.
- Social Attitudes: Nature, formation and change.
- Personality: Nature, traits, types and Development of Personality.
- Theories of Personality: Freud, Jung , Adler, Allport etc.
- Learning Theories: Stimulus response, Contiguity and Reinforcement theories.
- Role Theory.
- Leadership: Meaning, types, characteristics and functions of a Leader.
- The individual in the group.
- Classifications of the Psychiatric Disorder
- Psychotic and Neurotic disorders, symptoms, treatment and prognosis.
- Psychotherapeutic techniques.
- Psychiatric social work.
- Frustrations and conflicts: Definition and types. Defense Mechanism.

<b>Theory and practice of Social Work</b>	<b>Course Code:MSW-Y130</b>
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- Meaning and Concept of Social work
- Scope of social work
- Historical development of social work
- Motives of social work
- Principles of social work
- Social service, social welfare, social action, social reform and social policy.
- Social work as a profession
- Philosophy and values of social work.
- Social work, education, training and knowledge.
- Voluntary action, its significance and role of voluntary agencies.
- Social welfare services in India.
- Role of voluntary social Agencies in social work.
- Social welfare and its fields.
- Relevance of systems, Marxist, Radical, and Feminist approaches to the practice of social work.

## SECOND YEAR

<b>Social Disorganization</b>	<b>Course Code:MSW-Y210</b>
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- Concept of Social organization and social disorganization
- Social disorganization and Social change.
- Approaches to the study of social disorganization
- Personal disorganization
- Family disorganization
- Community disorganization
- Concept of crime and Juvenile delinquency.
- Concept of social problems.
- Major social problems in India
  - Beggary
  - Alcoholism
  - Drug Addiction
  - Problem of the Aged
  - Problem of Commercialized sex.
  - Poverty
  - Unemployment
  - Juvenile delinquency
  - Child Labour.
- Social Defense-Concept and Scope
- Correctional work in India.
- Social Legislation
  - Juvenile Justice Act, 1986
  - Immoral traffic (Prevention Act, 1956)
  - Probation of Offenders Act 1958
  - Family Courts Act, 1984
  - The Child Labour (Prohibition and Regulation Act 1986)

<b>Social Research</b>	<b>Course Code:MSW-Y220</b>
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- Social research and social work Research: Meaning scope and basic principles.
- Social survey and social Research: Concept, nature and methods.
- Nature and study of Social Phenomenon.
- Scientific Method: Characteristics, applicability and Limitations
- Research Problem and its Formulation
- Different types of studies and their usage in Social and Social work research.
- Research Design: Nature and type.
- Hypothesis: Concept, Characteristics and Formulation.
- Sources of Data Collection.
- Methods of data collection: Interview method, Observation, Questionnaire, case study method, Area study.
- Project Formulation and report writing

**Social policy:****Basic concepts**

Concept, nature , scope, principles of social policy. Sources of social policy: ideology, public opinion, constitution, Social policy and welfare policy similarities, and differences. Values underlying social policy and social planning based on the constitutional provisions(i.e. the directive principles of state policy and fundamental rights)and the human rights, Social policy and social development relationships.

**Process and Social Policy**

Social policy formulation structure and processes, major determinants in social policy formulation, Social policy implementation-Role of different agencies and major problems of implementation, remedies, Policy implementation, monitoring and evaluation.

**Social work Administration:**

Basic concepts, meaning, scope and significance of social work administration, functions of social work administration, social administration and social work administration. Social work administrator, Functions and Skills.

Bureaucracy: Nature, characteristics and issues

**Social Planning:**

Definition, nature , scope, principles, process and models of social planning, Indian federal structure and social planning. Social policy and welfare planning-centralization, decentralization, people's participation in social planning.

Social planning machinery in India and its functions.

Social planning in Five Year Plans

**Industrial Relations:**

**Basics of Industrial Relations:** Concept, nature and scope of Industrial Relations. Union management perspective, public policies and union management relations, major event and international issues.

**Union and Unionism:** Historical Development of unionism , trade union movement in India, theories of unionism, trade union structure, functions and recognition, leadership and management in trade unions, role of outside leadership, white collar and managerial trade unions, management and employer association, trend in union-management relations, the trade union Act, 1926.

**Industrial Disputes and Conflict Resolution:** Causes, effect, prevention and settlement of 9industril Disputes, Dynamics of industrial conflict and collaboration. Collective bargaining-nature and content, negotiation skills, issue sand trends in collective bargaining, Role of Labour Administration-conciliation, arbitration and adjudication. The industrial disputes Act 1948.

**Managing Industrial Relations:** Regulatory mechanism guiding Industrial Relations, Employee Discipline, standing orders, suspension, retrenchment and dismissal. The employee grievance handling; ILO and India.

**Industrial Democracy and Workers participation in management:** Industrial democracy concept, philosophy, rationale, present day state of affairs and its future prospects. Workers' participation in management-evolution, structure and processes, design dynamics of participation forums, strategies and planning for implementing participation.

**Personnel management:**

**Personnel management; Functions and Behavior:** Concept of Personnel management, role of personnel department, tasks and responsibilities of personnel manager, management systems and processes, managerial skills, organizational climate and conflict, managing change. Management objectives (MBO).

**Human Resource Planning(HRP) & Job Evaluation:** Basics of HRP:Macro level scenario of HRP, Concepts and Process of HRP, methods and techniques;demand forecasting and supply forecasting, Human Resource Information Systems(HRIS).HR accounting, HR costing and HR audit. Productivity and incentives-concepts; criteria and constraints. Job evaluation concept, scope and Limitations, Job analysis and Description, job evaluation methods.