

**SWAMI RAMANAND TEERTH MARATHWADA
UNIVERSITY, NANDED**



Syllabus

MASTER OF SOCIAL WORK

(M.S.W. - II Year)

Third Semester

(Semester Pattern)

With effect from June, 2015

**SWAMI RAMANAND TEERTH MARATHWADA
UNIVERSITY, NANDED
SYLLABUS OF
MASTER OF SOCIAL WORK (M. S. W.)
THIRD SEMESTER**

Paper No.	Title	Credits	Internal credits	External credits
XI	ADMINISTRATION OF WELFARE SERVICES (Compulsory)	04	02	02
XII	MANAGEMENT OF PARTICIPATORY PROGRAMME (Compulsory)	04	02	02
XIII	RURAL SOCIOLOGY (R.D.)	04	02	02
XIV	SOCIAL WORK WITH TRIBAL AND RURAL COMMUNITY (R.D.)	04	02	02
XV	HUMAN RESOURCE MANAGEMENT (Labour)	04	02	02
XVI	ORGANIZATIONAL BEHAVIOUR (Labour)	04	02	02
XVII	FAMILY SOCIAL WORK (F.C.W.)	04	02	02
XVIII	SOCIAL WORK WITH CHILDREN (F.C.W.)	04	02	02
XIX	FIELD WORK Orientation visit - 02 Con. Field Work - 04 Ind. Conf. - 01 Group Conf. - 01 Seminar/ Oral - 01	09	09	NIL

(Student can choose any one of the above specialization)

MSW – II Year
SEMESTER – III

ADMINISTRATION OF WELFARE SERVICES – XI

Unit – I Administration of Welfare

- Definition, Concept, Need, Objective, Principles and Scope of Social Welfare Administration.
- Structure of social welfare Administration.
- Democratic nature of Social Welfare Administration.
- Policy making and planning.

Unit – II Welfare Services

- Function of Social Welfare Administration.
- Problems of Social Welfare Services in India.
- Central Social Welfare Board.
- Registration of a Society and Trust.
- Public relations and Networking.

Unit – III Welfare Programme

- Importance of voluntary action in welfare services.
- Social welfare service Administration at different levels in India; Central, State and District.
- Welfare programmes and services for the disabled group and aged in India.
- Budgeting and accounting in social welfare agencies.

Unit – IV Management

- Concept and importance of management
- Financial and office Administration; Budgeting, accounting, auditing, fundraising strategies, office management and record maintenance.
- Foreign Contribution and Regulation Act. 1976

Unit – V **Personnel Administration**

- Personnel Administration; Manpower planning, training, supervision, Problems faced by NGO's
- Planning and programmes of social justice in India (SC/STs & BCs)
- Contribution of Professional Social Work to Social Welfare in India.

References;

1. *Banerjee, Shyamal, 1981, Principles and Practice of Management. New Delhi; Oxford & IBH Publishing Co. Pvt. Ltd.*
2. *chowdhry, D. Paul. 1992 Social Welfare Administration, New Delhi; Atmaram and Sons.*
3. *Encyclopedia of Social Welfare (2008). Social Work Education; Social Welfare Policy.*
4. *Sarita Sharma, Basotia G.R.Popalnia A.K. 1997. Management, Function, Financial Planning and Policy, New Delhi; Kanishka Publishers*
5. *Shankaran R. & Rodrigues; A handbook to the Management of Voluntary Organisations, Madras; Alpha Publishers.*
6. *Sachdeva D.R. (2003) Social Welfare Administration in India. Kitab Mahal New Delhi.*
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8. *Goel, Jain, R. K., Social Welfare Administration, Theory and Practice*
9. *Denny, David. (1998), Social Policy and Social Work, Oxford; Clarendon Press*
10. *Dayal, I, Management training in Organizations (Prentice Hall of India Pvt.Ltd,New Delhi-1989)*
11. *Ramaswami N: Handbook of Training and Development (TR Publications, Madras-1992)*

MANAGEMENT OF PARTICIPATORY PROGRAMME – XII

Unit – I Participatory Frame of Programme Planning

- Definition of programme planning, levels of participation, stages of participation conditions of facilitating participation in development
- Role of voluntary organizations in promoting participation in development, participatory approach by government through decentralized planning.
- Styles of Management: Bureaucratic, Democratic, Human Relations Model. Enhancing the involvement and the potential of people in organization's executive boards, committees; Professionals and other staff-relationship, communication, team work, and facilitating team build

Unit – II Steps in Participatory Programme Planning

- Identifying needs- PRA/PLA for identifying people's needs
- Determining priorities
- Assessing feasibility
- Specifying goals and objectives
- Identifying preferred solution
- Preparing action plan.
- Concept of logical framework analysis and result based management.

Unit – III Management of the Project

- Definition of the project, Need and Important.
- Preparation and project planning
- Implementing, supervision and evaluation of the project
- Accounting and record keeping in a project
- Preparation of accounts for auditing- records needed.
- Fund raising methods for local financial participation in the project.

Unit – IV Monitoring and Evaluation of Project

- Monitoring and Evaluation- Concept, Purpose
- Project Scheduling – Gantt charts, programme evaluation and review, Technique (PERT) and critical path method (CPM)
- Logical framework as a tool in monitoring and evaluating

- Assessment at various stages of the project: Pre-programme assessment, feasibility assessment, Mid-term and impact evaluation.
- Criteria for evaluation: achievement of physical targets, utilization of benefits, people's participation, educative value, technical aspects, deviation from the original plan, procedural accuracy, accounting procedures, costs, supervision efficiency, public relation.

Unit – V **Components of Project Proposal**

- Project title, executive summary, introduction, objectives, project beneficiaries, activities of the project
- Strategy of project implementation
- Budget/cost plan, itemized budget, monitoring and evaluation plan, outcome/output/impact.
- Sustainability of the project and conclusion.
- Workshop on project preparation.

References

1. Brody, R. 2004 *Effectively Managing Human Service Organizations*. Sage Publications.
2. CAPMukherjee, K.K. & Mukherjee, S.1999 *A Guide Book for Strengthening Voluntary Organizations*. Ghaziabad:Gram Niyojan Kendra.
3. Chandra, P.(1995).*Projects: Planning, Analysis, Selection, Implementation, and Review*, Tata McGraw Hill Pub. Co. Ltd.
4. Choudhury,S (1988), *Project management*. New Delhi: Tata McGraw Hill
5. CIDA,SIDA,DANIDA *Project databases*
6. Drucker, P.F. 1992 *Managing the Non-Profit Organization: Principles and Practices*.
7. Jossey-Bass.Lock, Dennis (1997), *Handbook of Project Management*. Delhi : Jaico Publishing House
8. Mohsin, M (1997),*Project Planning and Control*. Vikas Publishing House Pvt. Ltd.,
9. Moorthy, R. V (2002). *Project Management*. Masters Publication
10. Netting, F.E., &O'Connor, M.K.2002 *Organization Practice: A Social Worker's Guide to Understanding HumanServices*. Allyn & Bacon.
11. Norton, M. &Culshaw, M.2000 *Getting Started in Fund Raising*. New Delhi: Sage Publications

12. Padaki, V. & Vaz, M. 2004 *Management Development and Non-profit Organizations*, New Delhi, SAGE
13. Patil R. K (1976), *Appraisal of Rural Development Projects through Systems Analysis*. National Institute of Bank Management
14. PRIA 2001 *Historical Background of Non-profit Sector in India*. New Delhi: PRIA
15. Puttaswamaiah, K (1978). *Aspects of Evaluation and Project Appraisal*. Bombay : Popular, Parkashan
16. Pynes, J.E. 2004 *Human Resources Management for Public and Nonprofit Organizations*.
17. Roy, Sam, M (2002), *Project Planning and Management, Focussing on Proposal writing*. The Catholic Health Association of India
18. Scott, C.D. & Dennis, T. 1993 *Organizational Vision: Values and Mission*. Crisp Learning.
19. Sidel, M. & Zaman, I. 2004 *Philanthropy and Law in South Asia*, New Delhi: APPC
20. Smith, D.H. 2000 *Grassroots Organization*. Thousand Oaks, CA: Sage
21. Soriano, F. 1995 *Conducting Needs Assessment: A Multidisciplinary Approach*. New Delhi, Sage Publications
22. Srivastava, S.S. & Tandon, R. 2002 *Invisible Yet Widespread: the Non-profit Sector in India*. New Delhi: PRIA
23. Thomas, W. 1990 *Managing Non Profit Organizations in the 21 st Century*. Fireside: Simon & Schuster.
24. Vasant, Desai (1977), *Project Management: Preparations, Appraisal, Finance and Policy*. Delhi : Himalaya Pub. House,
25. Weinbach, R.W. 2002 *The Social Worker as Manager: A Practical Guide to Success*.

RURAL SOCIOLOGY – XIII

Unit – I Components of Society

- Concept and meaning of rural sociology.
- Society as system of relationships
- Concept of Culture, traditions, customs, values and norms.
- Socialization- meaning, theories of socialization, process and agents.
- Social Processes.
- Methods and tools of Rural Sociology.

Unit – II Social Institutions

- Social institutions – marriage, family, religion, kinship, caste, class, occupation, economy, polity, education and legal system
- Social control – concept of social control, conformity and deviance; agents of social control
- Social structure- systems of social stratification, caste, class, occupation, culture, tribe and gender.
- Religion – Characteristics and Functions.

Unit – III Problems of Rural Community

- Economic – Poverty, and Migration
- Social problems – Illiteracy, Health
- Gender Problems.
- Causes of rural indebtedness in India
- Impact of rural indebtedness agrarian sector
- Emerging problems of Indian farmers.

Unit – IV Economical Issues and Challenges

- Definition, Nature and Scope of Economics.
- Gandhian approach to rural development
- Implication of current socio- economic context on the unorganized sector.
- Role of Social worker, its need and importance in the changing scenario

References

1. Chambers, R. 1983 *Rural Development: Longman*
2. Desai A. R., 1978, *Rural Sociology in India, Bombay; Popular Prakashan*
3. Etienne G. 1995 *Rural Change in South Asia. New Delhi: Vikas PublishingHouse Pvt. Ltd.*
4. Ganguli, B.N. 1973. *Gandhi's Social Philosophy. Delhi: Vikas Publishing House;*
5. Hariss-white, B., &Janakrajan, S.2004 *Rural India. Facing the 21st Century. London: Anthem Press*
6. Joshi, P.C. 1976. *Land Reforms in India*
7. Lele, R. 1996. *Rural Reconstruction: Challenges & Opportunities;*
8. Madan, G.R., 1983. *Village Development in India;*
9. Maheshwari, S.R. 1985. *Rural Development in India;*
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11. Nair T.K. & Anbarasan R. S. 1981; *Training Social Workers for Rural Development, ASSWI*
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14. Patil N. G., 2013, *Rural Indebtedness Perspective, ABD publication, New Delhi.*
15. Prasad, B. 2003. *Rural Development: Concept, Approach and Strategy;*
16. Reddy, G.Narayan 1986. *Rural Dynamics and Development.*
17. Shukla, K..S. 1988 *Collective Violence: Challenge and Response. New Delhi: IIP*
18. Srinivas, M.N. 2005 *Social Change in Modern India. New Delhi: Allied Publishers.*
19. Uberoi, P. 1997 *Family, Kinship and Marriage in India, Oxford University Press: New Delhi. Supplementary Readings:*
20. Winslow, R.W 1970 *Society in Transition: A Social Approach to Deviance. New York: Free Press.*

SOCIAL WORK WITH TRIBAL AND RURAL COMMUNITY – XIV

Unit – I Introduction to Tribal and Rural Community

- Tribes: Concept, Definition, Characteristics of the tribal community, Nomadic and Denotified Tribes; Major Indian Tribes and Tribes in Maharashtra and their distribution.
- Rural Community: Meaning, Characteristics. Rural Problems and their implications: Poverty, Illiteracy, Unemployment, problems related to Agriculture, Community Health and Infrastructure.

Unit – II Tribal and Rural Community Problems and Issues

- Problems of Agriculture farmers and workers and food security issues in rural India.
- Situational Analysis of Indian tribes: land, food security, employment / livelihood, migration, displacement.
- Analysis of current tribal situation with respect of Human Development Indices.
- Problems of Tribes: Child Marriage, Poverty, health, Illiteracy on tribes.

Unit – III Development Sector for Tribal & Rural Community

- Various scheme for tribal development department: Central and State level.
- Swarnajeyanthi Gram Swarozgar Yojana (SGSY)
- Micro-credit and Women's Development Schemes.
- Health Education, Water & Sanitation
- Women Empowerment – Strengthening of SHGs through their promotion as Federations and Cooperatives

Unit – IV Rural and Tribal Development Administration

- Administrative structure for rural & tribal development Central and State level.
- Panchayath Raj : Functions of Panchayats Raj System - Salient Features of 73rd amendment and its role in rural and tribal development.

- Cooperative movement in India: Principles, Characteristics, Types and functions of Cooperative.
- People's participation in Rural development
- Role of social worker in tribal and rural development programmes.

Unit – V **Development: Problems in Implementation of programmes**

- Problems in implementation of Rural and Tribal Development Programmes.
- Special Commission for Tribes and their Roles
- Application of Social Work Methods and Role of Social Workers.
- Role of Voluntary Agencies in Rural and Tribal Development

References

1. Babuji M. : *Tribal development administration*, Kanishka Pub., New Delhi, 1993.
2. Barnabas, A. P. 1987 *Rural Community Development in India*, In *Encyclopedia of Social Work in India*, Vol.II, New Delhi: Ministry of Welfare, Government of India
3. Bharadwaj, A. N. 1979 *Problems of Scheduled Castes and Scheduled Tribes in India*, New Delhi: Light and Life Publishers.
4. Bhatia B,S., Prem Kumar & Chawia A.S. : *Management of Rural Development*, Deep & deep pub., New Delhi, 1990.
5. Desai, A. R (Ed.) 1981 *Peasant Struggles in India*, New Delhi: Oxford University Press.
6. Devendra Thakur : *Tribal life in India (Ten Vols)*, Deep & deep pub., New Delhi, 1994.
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8. *Government of India : Five Year Plans Kitab Mahal New Delhi.*
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10. Jain. S. S. : *Community Development and Panchayat Raj in India.*
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20. Right : *How to assess the programme implementation, Sage pub., New Delhi.*
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22. William, Biddle J. : *The community development process – The discovery of local Initiative, Holt Rinehart and Winston, New York, 1965.*

HUMAN RESOURCE MANAGEMENT – XV

Unit – I Human Resource Management

- Human Resource Management: Concept, Role, Objective and Classification of function, Importance as part of general management.
- Scope and Principles of Management
- Principles of organization: Unity of command, authority, co-operation, supervision, delegation, centralization and de-centralization.

Unit – II Human Resource Function

- Recruitment and selection
- Job design, Job analysis, Job classification and Job Evaluation.
- Compensation and reward.
- Inter-relationship between HRM and HRD

Unit – III Retirement and Separation

- Retirement and Separation : Standing orders – Disciplinary procedures, Retirement, Exit Interview, Retirement Benefits.
- Domestic enquiry, Resignation.

Unit – IV Organizational Behaviour

- Organizational Behaviour: Concept, Components and Organizational Culture and Climate.
- Compensation Management ; Factors influencing compensation plans and policies, Components of salary, Pay for performance – Incentive scheme and types.

Unit – V Strategic of Human Resource Management

- Business strategy and organizational capability
- Strategic human resource planning and development
- Competencies of HR professional in a SHRM Scenario
- Human audit and research
- Globalization and the future of HRM
- Application of Social Work skills to HRM
- Industrial relationship and model grievance redressal procedure, Causes of indiscipline and procedures of disciplinary action.

References

1. *Bhtia SK: Personnel Management and Industrial relations (Deep and Deep Publications, New Delhi-1980)*
2. *Dwivedi RS: Management of Human Resource (Oxford and IBH Publishing Co., New Delhi-1982)*
3. *Dyal Ishwar: Management Training in Organizations (Prentice Hall of India Pvt Ltd., 1984)*
4. *Flippo EB: Principles of Personnel Management (MC Graw Hill Book Company, New York 1966)*
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6. *Kumar, Arun (2002) Child as Human Resource, New Delhi : Sarup and Sons*
7. *Lal Das DK: Personnel Management, Industrial relations and Labour welfare (YK Publishers, Agra 1991)*
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9. *Murthy, S. (2001) Child Labour in India, Jaipur : RBSA Publication*
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12. *Robbins, Stephen P.(1978).The Administrative Process: Integrating.Theory & Practice. Prentice Hall of India Pvt. Ltd.*
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17. *Verma Pramod and Mukerjee, Surya: Trade Unions in India (Oxford and IBH Publishing House New Delhi-1982)*
18. *Weinhrich, Heinz & Koontz, Harold (2006). Management: A Global Perspective, 11th Edition. Tata*

ORGANIZATIONAL BEHAVIOUR – XVI

Unit – I Organization Behaviour

- Organization Behaviour; Definition, Concept, Approaches and Scope
- Historical background of organizational behaviour
- Models of organization

Unit – II Motivation

- Motivation; Concept and theories, techniques of motivation.
- Motivation and organization reward system
- Awards, employees empowerment and engagement
- Stress and monitoring

Unit – III Organizational Development

- Organizational Development; Concept, Definition, Theory and Practice; management of change.
- Feedback and organizational development
- Organizational development intervention techniques.
- Sensitivity training

Unit – IV Foundation of Group Behaviour

- Group dynamics, Concept, types of groups
- Dynamics of group formation, decision making in groups
- Leadership theories, types of leadership
- Powerful persuasion strategies
- Team work and Work culture

Unit – V Current Trends

- Current trends in organizational behaviour practice; Traditional management thought (Indian Models)
- Organizational conflict; Concept, Causes and Types, Conflict – resolution strategies.
- Organizational change; Concept force of change and resistance to change, managing organizational change and diversity.

References

1. Agrawal, S.K. *Leadership in Industrial Setting*, New Delhi, Rawat Publications, 1986.
2. Arnold and Feldman *Organisational Behaviour*, New Delhi, McGraw Hill, Co., 1987.
3. Chattopadhyaya, *Managing Organisational Change*, New Delhi,
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11. Mitchell, T.R. & *People in Organisation*, New Delhi, McGraw Hill, 1987.
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13. Pillai, L. *Decision Making in A public Organisation*, New Delhi, Rawat Publications, 1991.
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17. Rudrabasavraj *Dyanamics of Personnel Administration Management of Human Resources*.
18. Subramaniam KN: *Labour Management Relations in India* (Asia Publishing House, Bombay-1967)
19. Tripathi PC & Reddy PN: *Principles of Management* (Tata McGraw Hill Publishing Company Limited, New Delhi-1983)

FAMILY SOCIAL WORK – XVII

Unit – I Family as a Social Institution

- Concept of family, Types, Functions, Role, Family dynamics and patriarchy in family
- Overview of conceptual frame work for understanding marriage and family; family system perspective, family development perspective.
- Review of changing situation in marriage and marital relationship
- Family and gender, Equity and equality

Unit – II Life Span Approach to Family

- Characteristics, Goals, Needs, Task and Problems of each stage in the family life cycle.
- Family life education – concept, philosophy, goals and significance.
- Marginalized families due to poverty, Caste, Cultural inequalities.

Unit – III The Family in the Context of Social Change

- Concept and Characteristics of Social change.
- Normative family functions and changes.
- Socio-Economic background social changes and family.
- Impact of migration, Industrialization, Urbanization, Liberalization, Privatization and Globalization on family changing functions.

Unit –IV Work with Family

- Family Social Work; Concept and Definition, Historical background and Principles.
- Scope and practice of Social Work in – family service agencies.
- Field of family welfare and development, Family problems, causes and types.
- Programme for family empowerment and protection of human right.
- Family conflict: Concept, Causes and Types, Conflict solution and its procedure.

Unit – V Family Therapy and context

- Family therapy: History and techniques, stages of family therapy, research and evaluation.
- Role of social worker: Role in policy making and implementing family welfare programmes and services: application of social work methods in strengthening family.

- Family planning in Indian context: Problems and prospects. Administration of Family planning programmes at national and state levels. Governmental and Non governmental organizations in family planning

References

1. Agatha Bowley : The Problems of Family life
2. Ashish Bose : From Population to People 3. Ruth Nanda : The Family –Its function and Destiny
3. *Carter, Betty, Monica Mc Goldrick ed (1999). Expanded Family Life Cycle: Individual, Family Social Perspectives. Boston: Allyn and Bacon.*
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12. *Marie Mignon Mascarehas (1989). Family Life Education Value Education. Bangalore Crest Publications*
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15. *Patterson, Joellen (1998). Essential skills in Family Therapy :From the First Interview to Termination. Newyork : Guilford Press.*
16. *Sally Holland (2011). Child & Family Assessment in Social Work Practice. Newyork : Sage publications.*
17. Srinivasan & Mukherji : Dynamics of Population and Family Welfare in India

SOCIAL WORK WITH CHILDREN – XVIII

Unit – I Introduction to Child

- Child Welfare: Concept, Demographic characteristics of the child in India
- Emerging philosophy of child development.
- Needs and problems of a growing child.
- Stages of child development.
- Theories of child development; psychoanalytic theory, psychosocial theory, cognitive-development theory, leaning theory.
- Role of social institutions and organizations like family, group and school in the development of children and preparations for different adult roles.

Unit – II Situational Analysis

- Needs and problems of children in India : child labour, child abuse, child trafficking, children of sex workers, children suffering from terminal/incurable disease (HIV/AIDS),
- Educational needs of the children in India.
- Causes and efforts of child labour,
- Social work intervention in the problem of child labour.

Unit – III Child Welfare Programmes and policy

- Historical review of child welfare in India.
- Programmes for child welfare; health, nutrition, education, recreation child rights.
- National policy for children, National charter for children, National action plan for children.
- Commissions for protection of child rights and Maharashtra state policy for children.
- Hindu adoption and maintenance Act; Guardianship and wards act.

Unit – IV Child Abuse

- Nature, types and causes of child abuse in India, the battered child and child trafficking, child-prostitution and child-beggars
- Social work intervention in the problems of child abuse.
- Comprehensive approach to child protection; helplines for children; skills in advocacy and campaigning for children.

Unit – V **Child Labour**

- Concept, Programme and Policies
- National Plan of Action for Children 2005
- Human Rights for the Children
- Child labour Act.1986

References:

1. *Suchitra S Dinkar (2010). Child Development and Psychology. New Delhi : Axis Publications*
2. *Rashmi Agrawal (2008). Education for Disabled Children. New Delhi : Shipra publications*
3. *Michele Henderson, (2009). How to Motivate Children to Learn. Newyork : Epitome Books*
4. *Maureen Jowitt (2005). Socialwork with children and families. UK : Learning Matters Ltd*
5. *Brotherton Graham (2010). Working with Children, young people and families. Newyork :Sage Publications.*
6. *Sharry, John (2005). Counselling Children, Adolescents and Families. New Delhi : Sage Publications*
7. *Anil Bhuimali (2009) : Rights of disabled women and children in India. Serials publications,*
8. *Mukhopadhyay Suresh & Mani MNG, Education of Children with special needs in India,*
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10. *National Initiative for Child Protection Childline India Foundation,2000*
11. *Middleton-Moz, Jane (1983). Children of trauma: Rediscovering your discarded self. Deerfield Beach, Fl: Health Communication, Inc.*
12. *Miller, A. (1983). For your own good: Hidden cruelty in child-rearing and the roots of violence. New York: Farrar, Strauss, Giroux.*
13. *Chaudhary, D. Paul Atma : Child Welfare Development, Delhi, Ram & Sons.*
14. *Pyles, M.S. (1947): Institutions for Child Care & Treatment, New York: Child Welfare League of America.*
15. *India (1964): Council for Child-Welfare: A National Policy for Children, New Delhi, The Author.*
16. *M.Mustafa: Child Labour in India*