



Course Code: SWRK4018

Course Title: Social Policy, Planning and Development

Credits Equivalent: 4 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

- Develop an understanding of the nature of social policy in the cultural, social, political and economic context
- Gain overview of planning process in India
- Develop an understanding of the major policies of the country
- Understand the concept and process of social development

Attendance Requirements:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Evaluation Criteria:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Course Contents:

UNIT - I: Introduction to Social Policy

- State Involvement in Welfare
- Social Policy: Definition, Objectives and Scope
- Models of Social Policy
- Actors in Formulation of Social Policy

UNIT - II: Social Policy and Planning

- Planning as an Instrument of Social Policy
- Planning Process and Institutional Mechanisms
- Types of Planning
- Overview of Five Year Plans

UNIT - III: Major Social Policies in India

- National Policy on Education
- National Policy on Health
- National Policy for Women, Children, Youth and Older Persons
- National Policy for Persons with Disabilities

UNIT - IV: Introduction to Social Development

- Social Development: Definition and Historical Context
- Poverty, Economic Growth and Economic Development
- Indicators of Social Development
- Sustainable Development
- Human Development Index

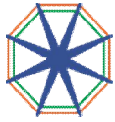


UNIT - V: Theoretical Framework for Social Development

- Modernization Theory
- Dependency Theory
- Theories of Liberalisation, Privatisation and Globalisation

Prescribed Text Books:

1. Alcock, P. May, M. & Wright, S. (2012). The Student's Companion to Social Policy. UK: John Wiley & Sons Ltd.
2. Black, J.K. (1991). Development in Theory and Practice: Bridging the Gap. Boulder: Westview Press.
3. Harrison, D. (1988). The Sociology of Modernization and Development. London: Routledge.
4. Todero, M.P. & Smith, S.C. (2015). Economic Development. Delhi: Pearson.
- Midgley, J. (1999). Social Development. New Delhi: Sage.



Course Code: SWRK4019

Course Title: Organisation Behaviour and Human Resource Management

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

- Understand the functioning of industrial organisations and Organisational Behaviour
- Provide requisite legal base to deal with issues related to human resources
- Learn the processes and concerns for employee development

Attendance Requirements:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Evaluation Criteria:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Course Contents:

Unit I: Organisational Behaviour

- Organizational Behaviour: Concept and Theories
- Group Dynamics
- Leadership: Traits, Typology and Theories
- Motivation: Need, Significance, Theories, Methods and Practices
- Organisational Communication: Concept, Significance, Modes, Channels, Impact
- Employee counselling, Employee Morale, Work Life Balance, Managing Occupational Stress and Burnout

UNIT II: Human Resource Management (HRM)

- Human Resource Management: Nature and Scope
- Objectives and Process of HRM
- Strategic Human Resource Management (SHRM), IHSM
- Functions of Human Resource Management: Planning, Recruitment & Selection, Job Description, Job Analysis and Job Evaluation.
- Methods of Evaluation: MBO, TQM, TPM, Kaizen, 5S, 7S, 6 Sigma and ISO.
- Psychological Testing, Interview, Placement & Induction

UNIT III: Human Resource Development

- Human Resource Development : Concept, Nature, Principle and Scope
- Approaches & Dimensions
- Promotion, Transfer, Separation, Absenteeism
- Training and Development
- Performance Appraisal System



UNIT IV: Wages, Salary and Grievances Administration

- Wages & Salary Administration
- Rewards, Incentives and Employee Compensation
- Employee Benefit and Services: Fringe Benefits
- Grievances: Concept, Source, Machinery, and Elements
- Discipline and Disciplinary Action

UNIT V: Recent and Future of Human Resource Management

- Learning and Development
- Employee Branding
- Human Audit and Research
- Globalisation and Future of Human Resource
- Managing Change and Challenges
- Workplace Violence, Gender Sensitivity, Disability Management, Diversity Management, Spirituality in the Workplace
- Application of Social Work skills in HRM

Prescribed Text Books:

1. Gary, D. (1997). Human Resource Management. New Delhi: Prentice Hall of India Pvt. Ltd
2. Luthans, F. (2005). Organisational Behaviour. New Delhi: Tata-McGraw Hill.
3. Aswathappa, K. (2008). Organisational Behaviour: Text, Cases and Games. New Delhi: Himalaya Publication House.
4. Subba Rao, P. (1996). Essentials of Human Resource Management and Industrial Relations. New Delhi: Himalaya Publishing House.
5. Mamaoria, C. B., & Gankar, S.V. (2005). Human Resource Management. New Delhi: Himalayan Publishing House.
6. Flippo, E. B. (2001). Personnel Management. New Delhi: Tata-McGraw Hill.
7. Chatterjee, B. (1996). Human Resource Management: A Contemporary Text. New Delhi: Sterling Publishers Pvt. Ltd.
8. Famularo, J. (1987). Handbook of Human Resource Administration. New Delhi: McGraw Hill Publications.
9. Subba Rao, P. (1996). Essentials of Human Resource Management and Industrial Relations. New Delhi: Himalaya Publishing House.
10. Nalini, R. (2011). Social work and the Workplace. New Delhi: Concept Publications.



Course Code: SWRK4029

Course Title: Working with Urban and Rural Communities

Credits Equivalent: 2 Credits (One credit is equivalent to 10 hours of lectures / organised classroom activity / contact hours; 5 hours of laboratory work / practical / field work / Tutorial / teacher-led activity and 15 hours of other workload such as independent individual/ group work; obligatory/ optional work placement; literature survey/ library work; data collection/ field work; writing of papers/ projects/dissertation/thesis; seminars, etc.)

Course Objectives:

- To develop understanding of urban communities and their problems
- To develop understanding of rural communities and their problems
- Develop commitment to the rights of vulnerable groups in urban and rural communities

Attendance Requirements:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Evaluation Criteria:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Course Contents:

UNIT - I: Urban Communities and Urbanisation

- Urban Communities: Types and Features
- Level of Urbanisation and Urban Infrastructure in India
- Causes and Consequences of Urbanisation
- Slum: Concept, Factors Contributing to Slum Development, Consequences and Issues around Evictions and Relocation

UNIT – II: Urban Development in India

- Urban development programmes in India
- 74th Constitutional Amendment and the role of Urban Local Bodies
- Informal Economy, Self-Employment, Unorganised Sector and Entrepreneur Development
- Urban Housing and Right to Shelter

UNIT - III: Introduction to Rural Communities

- Rural Communities: Issues of Identity and Diversity
- Rural Development: Definition and Elements
- Overview of Indian Rural Economy
- Tribal Development

UNIT - IV: Planning for Rural Development

- Panchayati Raj Institutions in India
- Panchayats (Extension to Scheduled Areas) Act, 1996
- Decentralised Planning
- Micro Planning
- Preparation of Gram Panchayat Development Plan

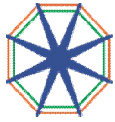


UNIT - V: Programmes and Schemes for Rural Development

- Historical Analysis of Rural Community Development Programmes in India
- Overview of Operational Programmes and Schemes for Rural Development of Government of India
- Overview of Operational Programmes and Schemes for Rural Development of Government of Bihar
- Microcredit and Self Help Groups

Prescribed Text Books:

1. Nagpal, H. (1994). Modernization and Urbanisation in India. Jaipur: Rawat Publications.
 2. Thudipara, J.H. (2007). Urban Community Development. Jaipur: Rawat Publications.
 3. UN-Habitat. (2016). Urbanization and Development: Emerging Futures. Nairobi: UN-Habitat.
 4. Laxmikanth, M. (2013). Indian Polity. New Delhi: McGraw Hill Education (India) Pvt. Limited.
 5. Singh, K. (2009). Rural Development: Principles, Policies and Management. Delhi: Sage Publications
- Chambers, R. (2013). Rural Development: Putting the Last First. London: Routledge.



Course Code: SWRK4996

Course Title: Fieldwork Practicum and Viva Voce-III

Credits Equivalent: 4 Credits

Course Objective:

- To understand the local community and prepare a community profile
- To develop skills to use effectively the integrated approach to problem solving
- To develop skills to organise people to meet their needs and solve their problems
- To develop ability to undertake tasks related to service delivery and programme management
- To develop advanced case recording and documentation skills
- To undertake social work research in the agency and community
- To design and implement intervention with the client system
- To understand the role of psychosocial and cultural factors in the field situation and sensitivity to issues related to marginalized group, social justice, human rights and environment.
- To develop ability to effect change in individual, community or group situation and trying out innovation in practice
- To develop leadership capacity for planning, organizing and evaluating different programmes of the agency or in a community.

Attendance Requirements:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Evaluation Criteria:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Field Work Task:

1. Observation of the functioning of different Groups in the Community
2. Participation in Agency – based and Community –Based Services
3. Preparation in Fund Raising, Resource mobilization and networking
4. Team Work with other Human Services professional, Assistance to Para- Professional and Volunteers in the Performance of their tasks
5. Partnership in need Assessment / survey and Development of Programme, its Implementation, Monitoring and Evaluation at the Micro level.
6. Review of field experience
7. Organization of the group to facilitate people's participation in utilization of Community Services
8. Referral and Follow-up
9. Conduct of surveys, Case Studies, use of Participant observation, PRAs, RRAs etc.



Course Code: SWRK4998
Course Title: Block Placement

Credits Equivalent: 4 Credits

Course Objective:

- To provide real life experience in a job situation
- To understand the organisation culture and administration.
- Acquire capacity building and competence for potential employment opportunities.

Attendance Requirements:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Evaluation Criteria:

As per relevant University Ordinance(s)/Rule(s) applicable from time to time.

Guidelines:

- Block Placement will commence immediately after the Semester II.
- The entire Block Placement has to be completed in one organisation.
- The duration of Block Placement will be at least **4 weeks** from the date of commencement.
- The students will be placed in an organisation approved by the Head of the Department.
- The organisation should have at least a trained professional capable of supervising the student.
- During the duration of Block Placement the student will abide by the rules and regulations of the organisation.
- The student will have to submit the detailed final report of the Block Placement to the Department within 2 weeks of the completion of the placement. This report shall *inter-alia* be the basis for the Viva-Voce examination to be conducted by an external examiner.
- At the end of the training, the student will submit a Certificate of Completion to the Department duly signed by the appropriate authority at the said organisation.