BHARATHIAR UNIVERSITY, COIMBATORE-641 046

B.S.W (Bachelor of Social Work) with Diploma in NGO Management (CBCS Pattern)
(For the students admitted during the academic year 2008-2009 and onwards)

**SCHEME OF EXAMINATIONS : CBCS PATTERN**

<table>
<thead>
<tr>
<th>Part</th>
<th>Study Components</th>
<th>Course Title</th>
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<td>III</td>
<td>Core II – Man and Society</td>
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<td>Core IV – Human Growth and Development</td>
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<td>Core V – Human Rights, Social Justice and Social Work</td>
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<td>Core VI – Indian Social Problems (Rural and Urban)</td>
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### SEMESTER – V

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### SEMESTER – VI

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**Total** 3600 140

@ No University Examinations. Only Continuous Internal Assessment (CIA)

# No Continuous Internal Assessment (CIA). Only University Examinations.

### List of Elective Papers (Colleges can choose any one of the paper as electives)

**Elective – I**

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<th>Course</th>
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<td>Social Policy *</td>
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<td>Corporate Social Responsibility *</td>
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**Elective – II**

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<td>A</td>
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<tr>
<td>Correctional Social Work *</td>
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**Elective - III**

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<td>Youth Welfare *</td>
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<td>School Social Work *</td>
<td>C</td>
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* Syllabus yet to be submitted
INTRODUCTION TO SOCIAL WORK

UNIT I
Basic concepts – social work: meaning, definitions, objectives and functions – Social welfare: meaning, scope and objectives - social service: meaning, difference between social service and social work - concept of social reform- social action – social security.

UNIT II
Religious thoughts of India – Hinduism- Christianity, Supreme Values of man, Modern Indian social thinkers: Swami Vivekananda, Gandhiji, Ambedkar and E.V.R

UNIT III
Basic values of human life, Philosophy of social work, professional ethics, skills, roles and functions of social worker.

UNIT IV
Historical development - Social work in the West and in India. Voluntary Social work and role of Non Governmental social welfare Agencies.

UNIT V
Methods and Fields of social work: Casework, group work, community organization, social action, social work research and social welfare Administration - Fields of social work: Labour welfare, Medical and Psychiatric social work, community development, correctional social work, Youth welfare and school social work.

References:
Kadushin Supervision in social work Rawat publications, Jaipur
Paul Chaudry Introduction to Social Work, Atma Ram & Sons,
Rameshwari Devi Social work practices
Ravi Prakash Mangal Deep Publications, Jaipur
Shaikh Azhar Igbal Principles and practices of social work Sublime publications, Jaipur, India
Subhedar. I.S Field work training in social work Rawat publications Jaipur and New Delhi
MAN AND SOCIETY

UNIT I

UNIT II

UNIT III
Indian family system: Marriage - forms, functions, changes in mate choice and ceremonies. Family - forms, Characteristics, functions and contemporary changes. Conflict, break down, adjustments.

UNIT IV

UNIT V
Welfare state: Concept, need, characteristics- India as a welfare state- Social Change: Definition, concept, types and theories of social change in India. Gender roles and inequalities.

References:
Other References:
Elliot And Merril Society And Culture, Prentice Hall Inc
Ghurye, G.S. Caste, Class And Occupation, Bombay, Popular
Prakashan
Jayaraman, Raja Caste And Inequality In India, New
Delhi, Hindustan
Kapadia K.M Family Marriage In India, New Delhi, Oxford University
Press
Mac-1ver And Page Society, An Introductory Analysis,
London, Macmillan
Madan G. R Indian Social Problems, Vol 11
Nagpaul, Hans Study Of Indian Society, A Sociological
Analysis Of Social Welfare And Social
Work Education, S. Chand & Co. New Delhi.
Natarajan, S, Century Of Social Reforms, Bombay,
Asia Publishing
House
Prabhu, Radharinath Hindu Social Organization, Bombay,
Popular Prakashan

FUNDAMENTALS OF COUNSELLING

Unit I
Meaning and definition of the term counselling – Goals and objectives of counseling –
scope of counselling.

Unit II
Counselling and Guidance – Counseling and psychotherapy Counselling and advice –
counselling and direction – Counselling and assistance – Counselling as profession.

Unit III
Psychoanalytical model and behaviour modification and counselling.

Unit IV
Factors influencing counselling relationship; namely, social, emotional, religion, sex,
age, etc – Basic principles and processes of counseling.

Unit V
Counselling with different Groups- skills, roles & Functions of the counsellor.
METHODS OF SOCIAL WORK

UNIT I
Social case work – definition, objectives, scope, principles and process (study, Diagnosis and intervention)- roles of a case worker.

UNIT II
Social group work – definition, objectives and scope, types of groups and group processes – Group work process - roles of a group worker.

UNIT III
Community organization – definition, objectives and scope, principles and processes - roles of a community organizer.

UNIT IV
Indirect methods of social work – social work administration Basic administrative practices – social legislation - importance for social work practice.

UNIT V
Social action and its importance for social work practice. Social work Research – meaning, aims, objectives and scope.

References:

1) M S Gore - social work Education Asia publishing House 1969.
2) Gisala konpka - Social group work – A helping process New Jercy : Prentice Hall
3) Fred Milson - Skills in Social group work
4) Norman polusky - social work Research Chicago : The university of Chicago press
5) Gangrade K D - Community organization in India Bombay : Popular Prakasahn
7) Govt. of India, Social Legislation - Its role in social welfare New Dehli : Publications Division Goal SI & Jain social
HUMAN GROWTH AND DEVELOPMENT

UNIT I

Meaning of Growth and Development, Developmental tasks, Developmental stages: Conception, pregnancy and Delivery.

Infancy : Major adjustments of Infancy
Babyhood : Emotional behavior in babyhood- Hazards of Babyhood
Early childhood : Emotional and social behavior
Late childhood : Emotional and social behavior

UNIT II Puperty

Causes and age of puberty- body changes at puberty- effects of puberty changes: Developmental tasks of Adolescence.

UNIT III Early and Late Adulthood

Developmental task of early adulthood- Vocational, marital, social adjustments- late adulthood – adjustments to parenthood.

UNIT IV Middle age

Developmental tasks of middle age- social adjustment- adjustment to physical changes- vocational and marital hazards of middle age

UNIT V Old Age

Characteristics of old age – developmental tasks of old age, adjustments to retirement- adjustment to loss of spouse – Life hazards of old age.

References:

Coleman J C (1978 ) Abnormal Psychology And Modern Life, Bombay - Tarapuriwala
Hurlock E B (1975) Developmental Psychology
Morgand King (1975) Introduction To Psychology, New Delhi Tata Mcgraw Hill Co. Ltd.
Kuppuswamy B Child Behaviour And Development
Linda L David Off Introduction To Psychology
WOMEN AND DEVELOPMENT

UNIT I

Women and development – their roles in family – community and society – status of women – values with reference to Indian women.

UNIT II

Women and family – Family structures – Women’s roles in decision making in the family.

UNIT III

Problems of women – child marriage, dowry, female infanticide, and foeticide educational backwardness, deserted and divorced women, prostitution – trafficking – rape – women and media- Empowerment of women.

UNIT IV


UNIT V

Women and Health – health services – Food and Nutrition - Education – Family welfare - Women and laws.


Central and State Government Welfare programmes for women.

References:

1. Mazumdar, V (ed) : women in changing society symbols of power, Bombay: Allied publishers
4. Bhasin, K and Agarwai, B 1984 : Women and Media Analysis Alternatives an Action , New Delhi , Kali for women
5. Benerjee, Nirmala : Indian women in a changing industrial scenario.
UNIT I

Human rights – Meaning, concept - classification of rights- Moral rights – Legal rights- Civil rights- political rights- Human rights and Issues of social justice..

UNIT II

Human rights concern- The UN Declaration of Human rights- Fundamental rights and Duties under the Indian Constitution- Directive principles of State Policy(DPSP).

UNIT III

Human rights of Emerging Sectors- Children’s rights- Refugees-Indigenous people- Contemporary issues in Human rights – Female infanticide, child labour, bonded labour. Dalit and Human rights.

UNIT IV


UNIT V

Role of social work(Voluntary organization) in relation to Human rights. National Human rights commission, State human rights commission, Human rights court- Public Interest Litigation(PIL), Legal Aid, lok adalats, role of advocacy, role of social action..

References:

Biswal Tafan 2003 Social work and Human rights: New Delhi: Rawat
Malhotra . M. (ed) 1992) Anthropology of development, Mittal publications, New Delhi,
Paramahamsa V.P.K. 1984 Rural transformation: Readings, Hyderabad:
Richard B Brandt (Ed) 1962 National Institute of Rural Development, Social justice,
Prentice - hall, Inc, N J 1962
Sivagami Paramasivam 998 Human rights – A study, Salem: Sriram

INDIAN SOCIAL PROBLEMS ( Rural & Urban)
UNIT I

UNIT II
Rural social problems-Concept-Meaning-Illiteracy-Poverty-Unemployment-Untouchability-Exploitation and Bonded Labour-Caste dominance and Communal riots.

UNIT III

UNIT IV
General Social Problems-Vagrancy-Beggary-Corruption-Issues related to consumer Protection-Environmental Pollution-Dowry and Divorce-Suicide-Crime Terrorism.

UNIT V
Problems of Vulnerable Groups-Physically handicapped-Mentally handicapped-Problems of the destitute and Elderly-Role of Social Worker-Voluntary Organizations.

References:

Elliot & Merrial 1980 Social Disorganization.
Madan GR 1986 Indian Social Problems Vol
Ram Ahuja 1993 Social Problems in India Jaipur: Rowat.
Robbins A.J 1957 Mental Hospitals in India and Social Work Services, Delhi School of Social Work

ENTREPRENEURIAL DEVELOPMENT
UNIT I
Concept of entrepreneurship- Definition, characteristics and functions of entrepreneur-types of Entrepreneur- Need for training and development- EDP- Phases of EDP- Development of women Entrepreneurs and rural Entrepreneurs.

UNIT II

UNIT III

UNIT IV
Incentives and subsidies- Subsidy scheme for selected categories of Industries- subsidy for feasibility report /studies, Exemption from power cut, concessional power tariff, concession in water Royalties, interest free sales tax loan, stamp duty exception, special concession for SC and ST entrepreneurs

UNIT V
Industrial Sickness- causes and consequences of Industrial sickness, corrective measures- Government policies for small scale enterprises.
Project identification - meaning and classification of project- project formulation – concept, significance and elements of project formulation – Evaluation and project report.

References:

Khanka S.S  1999  Entrepreneurial development
New Delhi: S.Chand.


Saravanavel .P  1987  Entrepreneurial Development,
Chennai: Esspeekay.

Srinivasan. N.P.  1999  Entrepreneurial Development
New Delhi: S.Chand.
DIPLOMA IN NGO MANAGEMENT

DIPLoma Paper – I: PROJECT MANAGEMENT

Unit – I
Project Management: concepts, tools and techniques; The Project manager: Manager’s role and functions; Project preparation: Guidelines for drafting a Project.

Unit – II
Planning: nature, purpose, steps, types, merits and demerits; Organising: nature, purpose departmentation, span of control, delegation, centralization and decentralization.

Unit – III
Staffing: nature and purpose, components of staffing; Controlling: concepts and methods; Coordinating: need, principles, approaches for effective coordination.

Unit – IV
Monitoring: Formulation of objectives; Designing a monitoring system; Participatory monitoring process; Reporting ongoing and the completed project.

Unit – V
Evaluation of projects: types, procedures and processes; Participatory evaluation: Evaluation and reporting of an ongoing/completed project; Participatory Rapid Appraisal (PRA); Management Information System (MIS).

Suggested Readings
SOCIAL WORK RESEARCH AND SOCIAL STATISTICS

UNIT I
Social work research: meaning, objectives, functions, types and limitations – identification of the area for research: selection and formulation of problems – formulation of assumptions – hypothesis: meaning, characteristics of a good hypothesis, sources and types of hypothesis – review of literature.

UNIT II
Research design: definition and importance of research design – types of research design: qualitative, quantitative, exploratory, diagnostic and experimental – steps involved in conducting a research.

UNIT III

UNIT IV

UNIT V

References:

Ramachandran P. 1999 Survey Research for Social Work, Bombay: TISS.
Young P.V 1956 Methods of Social Survey and Research, USA: Prentice Hall.
UNIT I

Introduction to computers- definition, evaluations, generations, types of computers- Analog, digital and hybrid and special purpose, micro mini, main frame computers.

UNIT II

Hardware, block diagram of computer, I/O devices, memories –primary –RAM, ROM, EPROM, EEPROM, secondary storage devices.

UNIT III

Software, definition, categories – System, Applications, Programming Languages, Packages, O.S- Evolution, Single users Vs Multi users, Time sharing Multi Program, Multi tasking, Multi processing, basic commands of MS –DOS &UNIX /NOVELL.

UNIT IV

Problem Solving through basic algorithms, Flow chart, Symbols, Simple algorithms to illustrate the problem solving technique. Basic language- constant, variables, key words, built in functions, control statements, arrays, subscripts, user-defined functions and sub programmes.

UNIT V

M.S WORD – basics, using of text, word editing techniques, using templates. M.S Power point – basics-, editing text, adding subordinate points, Running an Electronic slide show. MS Excel- entering data, selecting ranges, creating graphs. Use of Inter Net Explore.

References:

DIPLOMA IN NGO MANAGEMENT

DIPLOMA PAPER – II: FUNDAMENTALS OF ACCOUNTING

Unit – I
Book keeping: Definition, objectives, systems; Book of Accounts: Day book, Ledger accounts; Recording of Transactions: kinds of accounts; Rules for debit and credit.

Unit – II
Trial Balance: meaning, objectives, scope, preparation, error and rectification; Proforma Invoice; Stock Register.

Unit – III
Final Accounts and Balance Sheet: Definition, objectives and preparation of trading accounts; Profit and Loss Account and Balance Sheet.

Unit – IV
Accounting for Non-Profit Organisation: Receipts and Payments Account, Income and Expenditure Account; Balance Sheet; Maintenance of Project Account.

Unit - V
Accounting Information System: meaning and importance, end users; Financial Statements: limitations, rearrangement and modification, Accounting vs. Reporting formats; Preparation of Reports: Statement of Accounts, Statement of Inventory, Cash Flow Summaries.

Suggested Readings
SOCIAL WELFARE ADMINISTRATION

UNIT I
Social welfare administration – Concept – Definition – objectives, principles and scope of social welfare administration.

UNIT II
Administration process – planning, organizing, staffing, direction, Coordination, reporting, budgeting, decision making. Leadership and communication.

UNIT III

UNIT IV
Voluntary social welfare organizations: Structure – functions and problems of voluntary organizations in India – Role of voluntary organizations in planned social change – Functioning of Boards and Committees.

UNIT V
Central Social Welfare Board and state social welfare advisory board, Departments of social welfare at the centre and state levels – Programmes, Activities, functions, Aiding process.

References:

Batattacharia sanjay 2006 Social work administration and development, New Delhi, Rawat.
Choudry D. Paul 1991: Voluntary social welfare in India, New Delhi, sterling.
Choudry D.Paul; 2000 Social Welfare Administration, Lucknow, Atmaram and sons
Pandey S.K. 2007 Social welfare Administration, New Delhi, Mahaveer and sons
Rameshwari Devi 2001 Social welfare Administration, Jaipur, Mangal deep publication, Jaipur.
DISASTER MANAGEMENT

UNIT I

Disaster-meaning, concept-Natural Disaster- floods, earthquake, draught, volcanoes, forest fires, coastal hazards, and landslides.

UNIT II

Manmade Disaster-Chemical and Industrial Accidents, Accidental explosions, Bomb blast, nuclear disasters, Pollutions.

UNIT III

Factors influencing Natural and Manmade disaster-political, economic, social, cultural, Ideological, Ecological, institutional, scientific and technological. Disasters and Development-causes and consequences.

UNIT IV

Disaster Management-Control plan, emergency preparedness. Disaster management cycle-Post disaster review, results of exercises, prevention , mitigation, preparedness. Intervention of State in Disaster.

UNIT V

Role of Voluntary organization in Disaster Management, Social Work intervention in Disaster-resource mobilization, working with other professionals,

References:

Indu Prakash (1994) Disaster Management
Rashtra Prahari Prakashan.
Sahibad, Gaziabad.

A.P.H. Publishing Corporation,
New Delhi.

DIPLOMA IN NGO MANAGEMENT

DIPLOMA PAPER – III : POPULATION, SOCIETY AND ENVIRONMENT
Unit – I
Components of population change: Fertility and Mortality: concepts, definitions, data sources, basic measures, influencing factors, levels and trends; Migration: concepts, definitions, types, identifying migrants, levels and trends.

Unit – II
Social consequences of demographic change: Changes in fertility, mortality and migration, marriage, family, kinship, lifestyle and society; Social legislation and social change.

Unit – III
Population and socio-economic changes: inter-relationships, Social consequences of demographic changes: beggary, prostitution, crimes, juvenile delinquency, dowry, poverty, illiteracy and unemployment, urbanization and the growth of slums; unhygienic environment and unhealthy conditions.

Unit – IV
Ecology and Environment: Definition, meaning, importance and need; Ecosystem: relationship between man and environment; Over population; Environmental Deterioration: Air pollution, water pollution, noise pollution and solid waste disposal; Resource depletion.

Unit – V
Sustainable development: concepts and meaning; Agenda for sustainable development – a paradigm shift; Strategies and Agencies for sustainable development.

Suggested Readings
COMMUNITY DEVELOPMENT

UNIT I


Unit II

Rural community development: concept, principles, need-programmes: IRDP, ITDP, TRYSEM, Swarna jayanti Gram Swarozgar Yojana, Rural Housing Schemes, NRCP, Rural Sanitation Programme, Watershed Development, role of NIRD and SIRD.

Unit III

Local self government- Local self-government in ancient India, during Mugal and British period. Panchayat Raj system, Role and function of village president, chairman, BDO. Constitutional (73rd) amendment, state legislation strengths and weakness.

Unit IV


Unit V


References:

Bhadouria and Dua 1986 Rural development strategies and Perspectives; Delhi, Anmol.

Bose, Ashian 1974 Studies in India’s Urbanization 1901 to 1971, New Delhi, Tata Mcgraw Hill.

Cedric Payn 1990 Housing and Urbanization: A study of India, New Delhi, Saye.

Centre for urban studies (1978) Urban planning and Development Authorities, Newdelhi, Indian Institute of Public administration.

Desai and Devadas


Rjeswar dayal (1962) Community development programmes in India Allahabad, kitab mahal.

Ram K. VERMA 1996 Development Infrastructure for Rural Economy, jaipur, prit well.

Sharma, R.N.1975 Textbook of urban sociology, meerat, Rajhans.

Singh, Dr Panchayat Raj and Rural Organization, Allahabad: Charugh.


USEFUL PUBLICATIONS (1999-2000):

The first edition of India Rural Development Report-1999 brought out by NIRD focuses on the theme of "Regional Disparities in Development and Poverty". This is a maiden effort to comprehensively analyze various facets of rural development: agriculture, labour, infrastructure, gender and environment to capture the variations in development at sub-state level covering all the 78 National Sample Survey Regions across the country.

Vasundhara – an anthology of land resources in India, compiled by Department of Land Resources.

The Wastelands Atlas of India, the first of its kind, by the Department of Land Resources, in collaboration with the National Remote Sensing Agency (NRSA), Hyderabad, represents an important landmark in the ongoing efforts aimed at identifying the nature and extent of wastelands/degraded lands. For the first time, an authoritative figure of 63.85 million has been provided for the extent of Wastelands in the country, grouped into 13 categories. In percentage terms this accounts for 20.17% of total geographical area.

Annual Report of the Ministry.
SOCIAL WORK IN HOSPITALS

UNIT I

Hospital – meaning –definition, nature and functions of hospital- classification of hospitals-based on objectives, based on ownership, based on system of medicine and based on the size of hospitals.

UNIT II

Different departments required in a hospital- out patient – in patient services- emergency care – laboratory facilities required – dietary services – Medico legal cases.

UNIT III

Hospital Administration- Meaning, nature and scope. Human resource management in Hospitals- selection, promotion, transfer, performance appraisal, working hours, leave rules, safety, salary and wage policies, training and development.

UNIT IV

Record management in hospitals – essentials of records management- content of medical record- advantages of record keeping- use of computers in Hospital.

UNIT V

Use of social work method in Hospital setting – Role and functions of medical social worker in hospital setting- Importance of team work in a hospital

References:


Goal S.L 1981 Health care Administration New Delhi: Sterling.

DIPLOMA IN NGO MANAGEMENT

DIPLOMA PAPER –IV: COMMUNITY PROGRAMMES AND NGOs

Unit – I
Social Enterprise: history, role, importance, need and relevance; Role of NGOs in population activities: health, education, empowerment and development; Self Help Groups: concepts, objectives, origin; Formation of Self Help Groups: principles, need and stages in the formation, criteria for membership; Guidelines for the formation of Self Help Groups.

Unit – II
Community Health: meaning, definition, health as a fundamental right; Public health; Personal and Environmental Hygiene; Communicable and Non-communicable diseases; prevention and control; Indicators of Health; Public Health Organisation.

Unit – III
Nutrition: concepts, processes, types of food; Nutrients: functions and sources; Balanced diet: Malnutrition Deficiency diseases; prevention and control; Applied Nutrition Programmes.

Unit – IV
Health Care: Concepts, health care services, Primary Health Care, present level of health care; Health Education: principles and means; National Health Programmes: ICDS, Balwadi and Anganwadi programmes; Expanded Programme of Immunization, National Programme for the control of blindness; STD control programme, National AIDS control programme.

Unit – V
Population Programmes: National Family Welfare Programme: Meaning, objectives, need, evaluation; India Population Project: Minimum Needs Programme; Project Funding; Procedures and processes involved, selection criteria for funding of NGOs; Coordination with Government/Co-financing Donors/Nodal Agencies – Direct Funding and channelised funding, experience of donors and NGOs; current trends in funding.

Suggested Readings

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Elective – I | SOCIAL LEGISLATION

UNIT – I

UNIT – II
The Hindu & Muslim laws governing massage, divorce, adoption & inheritance.

UNIT- III
Social legislation relating to the physically, mentally & socially handicapped persons, SC/ST, legislations relating to the Welfare of the children & women.

UNIT – IV
Social legislation for amelioration of social problems such as delinquency, prostitution, dowry, beggary.

UNIT – V
Legislation and social work, role of social worker in promoting in social justice.

References:
Sone R.K.
Walla D.R. - Law and layman Tara Povalla and Sons Bombay.
Social Legislation - Its role in social welfare - Government of India, New Delhi, Publication Division.
Tandan .M.P.(1964) - Indian law Allagabad Association,
**Elective – II A Social Work in Industries**

**UNIT I**

**UNIT II**
Labour welfare- Definition, scope, objectives, classification and principles of labour welfare- need for labour welfare, qualification, qualities and the role of labour welfare officer.

**UNIT III**
Definition, concept and objectives of trade union- positive role of trade union –structure and functions of major trade unions in India. Problems and weakness of trade union.

**UNIT IV**
Industrial relations – Definition, concept, need, importance, scope and objectives of Industrial relations, causes and effects of Industrial conflict-strikes, lock-out, lay-off, retrenchment, closure.

**UNIT V**
Industrial social work : Meaning, concept & scope of social work in Industry. Application of social work methods in Industrial setting.

**References:**

- Basudeb Sahoo 1999: Labour movement India , Rawat publications, jaipur.
- Deodhar Saraswathi Sankaran
- Tripathi P.C 2005: Personnel Management and Industrial relations. Sulatan chand and Sons

**UNIT I**

The concept of family - family as a social unit - the functions of family - modern family - cultural aspects and the present trends of family.

**UNIT II**

Importance of family in the present context; Effects of Industrialisation, Westernisation, Modernisation and Urbanisation, on the family.

**UNIT III**

The place & significance of the child in the family, major problem of children in India, child hood and its importance, the present position of children. Major problems of children in India, Child labour, Street Children Juvenile Delinquents, Female infanticide, Sexual Abuse of Children.

**UNIT IV**

The child rearing patterns; emerging philosophy of child development, UN declaration of the rights of the child, National policy for children in India.

**UNIT V**

Family Welfare Services, File Year Plans or Family Welfare Services ; CSWB; child development services under the five year plan in India, National and International agencies in Family Welfare & Child Welfare.

**References:**

Gokhab S.D and Sohine - Child in India


Govt. of India - Profile of Child in India; Ministry of Social Welfare.

Kumar R - Child Development in India, Vol I & II.

Sumithra Gupta - Social Welfare in India.

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