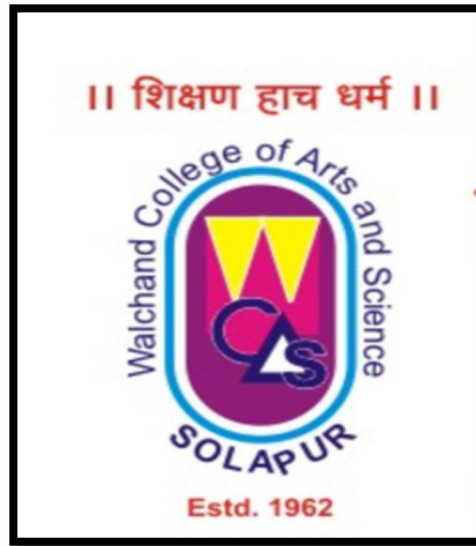


॥ शिक्षण हाच धर्म ॥
Shri Aillak Pannalal Digambar Jain Pathashala's
(Jain Minority Institute)

**WALCHAND COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS), SOLAPUR**

**(Affiliated to Punyashlok Ahilyadevi Holkar Solapur University,
Solapur)**

SYLLABUS



Choice Based Credit System

Name of the Faculty: Interdisciplinary

Name of the Programme: Master of Social Work (MSW) Part I
(As Per NEP 2020)

With effect from the Academic Year 2023-24

Walchand College of Arts & Science (Autonomous), Solapur

Definitions:

Programme: An educational programme leading to MSW Degree.

Course: Usually referred to, as ‘papers’ is a component of a programme. The courses should define learning objectives. A course may be designed to comprise lectures/ tutorials/ seminars/ field work/ outreach activities/ project work/ vocational training/viva/ assignments/ presentations/ self-study etc. or a combination of some of these.

Choice Based Credit System: With the view to ensure worldwide recognition, acceptability, horizontal as well as vertical mobility for students completing post graduate degree, Walchand College of Arts & Science, Solapur has implemented Choice Based Credit System (CBCS) at post graduate level. The CBCS provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses. The courses can be evaluated following the grading system, which is considered to be better than the conventional marks system. Therefore, it is necessary to introduce uniform grading system in the entire higher education in India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student’s performance in examinations.

Outline of Choice Based Credit System:

1. **Core Course:** A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
2. **Elective Course:** Generally, a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate’s proficiency/skill is called an Elective Course.

Discipline Specific Elective (DSE) Course: Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective.

3. **Ability Enhancement Courses (AEC):** The Ability Enhancement (AE) Courses may be of two kinds: **Ability Enhancement Compulsory Courses (AECC)** and **Skill Enhancement Courses (SEC)**. “AECC” courses are the courses based upon the content that leads to Knowledge enhancement; (i) Environmental Science and (ii) English/MIL Communication. These are mandatory for all disciplines. SEC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc.

Credit: Credit is a numerical value that indicates students work load (Lectures, Practical work, Seminar, Tutorials, Field work, Library work, Individual Conference, Group Conference and Project Report / Term Paper Guidance etc.) to complete a course unit. In most of the universities **15 contact hours** constitute **one credit**. The contact hours are transformed into credits. Moreover, the grading system of evaluation is introduced for PG programme wherein different modes of Internal Evaluation

are adopted. The candidate has to appear for Internal Evaluation of 20 marks and End Semester Examination for 80 marks twice during the academic year.

MASTER OF SOCIAL WORK (MSW) PROGRAMME

Preamble:

The programme aimed at developing the knowledge, values, beliefs and skills necessary for working with individuals, groups, communities and for collective action. The programme gives an edge to the social work students to enable them to inculcate the philosophies, ideologies and methodologies of social work profession. In order to fulfil this, the course covers wide range of topics pertaining to the core, supportive, interdisciplinary and elective domains of social work education. As per the U.G.C. guidelines, the College Level has adopted Choice Based Credit System (CBCS) which provides an opportunity for the students to choose courses from the prescribed elective courses. The M.S.W. programme consists of two years and arranged in four semesters.

Careers Opportunities of the programme

The degree of Master of Social Work is a Professional Post-Graduate degree in Social Work. It is a recognized qualification for positions of Human Resource Personnel, Welfare Officers, in Industrial sectors, Government and Non-Governmental Sectors provide positions such as Social Welfare Officers, Probation Officers in Child Development, ICDS Supervisors, CDPOs, and adult correctional organizations, Social Development, Rural and Tribal Welfare and Development, Rural and Urban Community Development, Women development and empowerment, Counsellors in Family Courts and Counselling centers, Medical and Psychiatric Social Workers in Hospitals, Social Defense, Social Work Research. Trained graduates after the course can get opportunities to hold responsible positions in International Organizations like UNO, UNDP, UNICEF, ILO, WHO and CSR projects of corporates, Research and Training Organizations such as YASHADA , MAVIM, NARI, BARTI etc or Social Work Educators in Universities and Schools of Social Work.

STRUCTURE OF MASTER OF SOCIAL WORK – NEP 2020

Year (2 Yr PG)	Le vel	Sem. (2 Yr)	Major		RM	OJT / FP	RP	Cu m. Cr.	Degree
			Mandatory	Electives					
		Sem I	Social Work Paper -I, II,III (3*4)=12 DSC1. History & Ideologies of Social Work DSC2. Dynamics of Human Behaviour DSC3. Social	Social Work Elective Paper-I A/B/C/D 04 DSE-A:Social Institutions and Social Problems DSE-B:Human Rights and Social Work	RM 04 Research Methods & Field Practicum- Practical (4+4=8*5	--	--	22	

I	6.0		Work Research Practical (2+2)=4 DSC-P: Orientation Visits	DSE-C: Disaster Management DSE-D: Health and Social Medicine	batches) (14 students * 5 batches)				PG Diploma (after 3 Yr Degree)
		Sem II	Paper IV,V, VI (3*4)=12 DSC 1. Social Case Work DSC 2. Social Group Work DSC 3. Community Organization Practical (2+2)=4 DSC-P: Participatory Rural Appraisal	Elective Paper-I A/B/C/D 04 DSE-A:Social Action & Advocacy DSE-B:Self-help Group & Women Empowerment DSE-C: Social Work & Ecology DSE-D: Management of Orgaization	--	OJT 04 Fieldwork (Field Practicum) Practical (4+4=8*5 batches) (14 students * 5 batches)	--	22	
Cum. Cr. For PG Diploma			28	08	04	04	-	44	
Exit option: PG Diploma (44 Credits) after Three Year UG Degree									
II	6.5	Sem III	Social Work Paper -I, II,III (3*4)=12 DSC 1. Developmental Administration DSC 2. Project Identification & Skills in Communication DSC 3. Social Policy Practical (2+2)=4 DSC-P: Exposure visits	Social Work Elective Paper-I A/B/C/D 04 DSE-A:Human Resource Management- Perspective & Practice DSE-B:Rural Community Development DSE-C:Family & Child Development DSE-D: Health and Mental Health	--	--	RP-I 04 Research Project (Field Practicum) Practical (4+4=8*5 batches) (14 students * 5 batches)	22	PG Degree After 3-Yr UG Or PG Degree after 4-Yr UG
		Sem IV	Paper IV,V, VI (3*4)=12 DSC 1. Counselling in Social Work DSC 2. Project Feasibility & Media for	Elective Paper-I A/B/C/D 04 DSE-A:Human Resource Development and Labour Welfare DSE-B:Urban &	--	--	RP-I 04 Research Project (Field Practicum) Practical	22	

		Communication DSC 3. Social Legislations Practical (2+2)=4 DSC-P: Micro- study	Tribal Community Development DSE-C:Social Work Intervention with Women and Vulnerable Population DSE-D:Medical & Psychiatry Social Work			(4+4=8*5 batches) (14 students * 5 batches)	
Cum. Cr. for 1 Yr PGDegree	28	08	04	04	10	44	
Cum. Cr. for 2 Yr PGDegree	54	16	04	04	10	88	
2 Years-4 Sem. PG Degree (88 credits) after Three Year UG Degree or 1 Year-2 Sem PG Degree (44 credits) after Four Year UG Degree							

DSC: Department Specific Core-Major

DSE: Department Specific Electives-Major

DSC-P: Department Specific Core Practical-Major

RM: Research Methodology

OJT: On Job Training

RP: Research Project

Ordinances and Regulations for the Degree of Master of Social Work (MSW) Programme

I. Objectives of the Programme:

1. To impart education and training in professional Social work to those desirous of making a career in the fields of social work.
2. To impart theoretical knowledge and to provide practice learning opportunities required to practice in a professional manner.
3. To sensitize the trainees to involve themselves for the cause of poor, subaltern, under privileged and disadvantaged section of the society.
4. To promote a sense of commitment and dedication to strive for equity, social justice social harmony and peace.
5. To acquire knowledge and skills in undertaking practice-based research and to administer human service organizations
6. To develop confidence among the trainees to feel themselves as change agents for social change and transformation.

II. Competencies developed by the end of the Programme

1. Understanding the forms and mechanisms of oppression and discrimination and the strategies of change that advance social and economic justice.
2. Understanding the history of the social work profession and its current structures and issues. Applying the knowledge and skills of generalist social work to practice.

3. Applying knowledge of bio-psycho-social theoretical frameworks to understand the interactions among individuals and between individuals and society
4. Analysing the impact of social policies on individuals, groups and communities.
5. Acumen for scientific research studies and integrating research findings to practice
6. Using communication skills differentially with a variety of stakeholders

III, Medium of instruction: The medium of instruction and examination shall be in English.

IV. Duration of Programme: The duration of programme shall be of two years consisting of 4 semesters.

V. Eligibility for Admission :

Candidates who have passed any bachelor degree examinations from Punyashlok Ahilyadevi Holkar Solapur College Level or any other College Level in India or abroad considered as equivalent there to are eligible for the programme

Admission Procedure: Selection of candidates seeking admission shall be on the basis of 50:50 weightage of marks. While selecting the candidates 50% is considered for academic performance at the graduation level and 50% is for entrance examination will be considered. Entrance examination pattern may be objective type test or interview or both . it is the discretion of the department or institutes offering admission to MSW programme

VI. Specializations:

The MSW programme offers following four specialization in the beginning of the Third semester.

1. Group A : Human Resource Management (HRM)
2. Group B : Urban and Rural Community Development (URCD)
3. Group D : Family and Child Welfare (FCW)
4. Group E : Medical and Psychiatric Social Work (MPSW)

Guidelines for choice of specialization in Second year MSW:

At the beginning of the third semester, an eligible student will apply for the Specialization he/she wants by writing an application in the prescribed format. It should be submitted to the concerned Department / College Level, where he/she is studying within stipulated time. The Department / College Level after receiving such applications scrutinize for eligibility of the students and allotment of specialization shall be based on his or her marks obtained in the first year MSW Programme (Total marks scored both in first and second semester) and clear passed in all courses (papers) . Also almost equal number of students shall be allotted to each specialization from among the students admitted to third semester.

VII. Attendance:

Each course (theory, practical etc) shall be treated as an independent unit for the purpose of attendance. A student shall attend a minimum of 75% of the total instructions hours in a course including assignments and presentations in each semester. The students shall attend the class room lectures, activities and field work regularly. At least 75% attendance in each course(paper) is essential to appear for the exam.

VIII. Research Methods or Field Project (Field Work Practicum)

A distinctive feature of instructional programme in Social Work is the emphasis laid on Social Work Practicum. A student shall be placed in a Community / Organization to gain experience of working with the people at individual, intra-group, community and organizational levels during the first two semesters and in a setting appropriate to their specialization during the last two semesters of MSW programme.

A. Objectives of Field Practicum (Field Work)

1. To understand the agency as a system-its philosophy, thrust, objectives, structure and management of service / programmes.
2. Develop skills in documenting and utilizing community resources both governmental and voluntary.
3. To develop ability to work as a member of a team.
4. To make conscious use of professional values and ethics.
5. To develop enhanced practice skills and integrate learning.
6. Develop skills to analyze the impact of the wider social system on individuals, families, groups, communities and organizations.
7. Develop the ability to involve the client system in the problem solving process, utilizing skills of social work intervention.
8. Develop skills in documenting and utilizing community resources both governmental and voluntary.
9. Reinforce belief in the inherent strength of the people to meet their needs and resolve problems.

B. Field Practicum (Field Work) Rules and Regulations

Students placed in their respective organization or community for field work practice training. Students should complete minimum 20 Field Work Visits in Agency / Organization / Industry and or open community in each semester of MSW programme. During t

he semester II all the trainees are expected to undertake a minimum of one case study, one group work activity with the guidance of their supervisor. In Semester III & Semester IV the students will practice their fieldwork in their respective specialization set up and should attend atleast one seminar / conference/ workshop and submit the certificate of participation or attendance of the same to their faculty supervisor .

The students are required to submit the hand written reports and a dairy in a structured format once a week to their respective faculty supervisors for evaluation and continuous guidance. The agencies are also expected to designate an agency supervisor, preferably a trained social worker to monitor the field work trainee at the agency level. The trainee shall take all the possible initiatives to participate in all the learning activities of the organization placed for training and shall attend the individual and group conferences regulating with regard to integration of theory and practice Only those students who have put in a minimum of 75% attendance in field practicum are eligible to appear for the practicum examination (viva- voce). The viva-voce shall be jointly conducted by one internal and one external examiner selected from the panel of examiners and as approved by the College Level. A minimum of 50% of the marks shall be scored to pass in the field practicum assessment and viva-voce separately. The failed candidate in field practicum (Field Work) in any semester shall not be promoted in next Semester or next year of MSW programme. They have to redo the field work by fulfilling all other requirements stipulated in this regard..

C) Guidelines of Internal Evaluation or End Semester Examination for MSW-

I Sem- I :

1. Internal Evaluation of Research Methods & Field Work (50 marks)

Sr No	Criteria	Marks allotted
1	Completion of visits allotted in their respective Industry/ Agency and/ or Community	20
2	Understanding about the research & social work methods	10
3	Submission of reports in diary and journal along with sign of agency supervisor	10
4	Overall behavior and participation (IC/GC)	10
Total		50

2. End Semester Examination of Research Methods & Field Work (Viva-voce) (50 marks)

Sr . No	Criteria	Marks allotted
1	Insights about agency/community	10
2	Knowledge of research & social work methods	15
3	Evaluation of the reports	15
4	Presentation skills	10
Total		50

3. Internal Evaluation of Orientation visits (30 Marks)

Every institution offering MSW programme shall organize a minimum of 4 orientation visits for the M.S.W. Part-I (in first semester) . For the M.S.W. Part-I agency visits to all specialization may have to be conducted. Students should submit the report of orientation visit to the concerned faculty coordinator.

Sr . No	Criteria		Marks allotted
1	Attendance and Participation during visit	4 x 5 marks	20
2	Reports of the visits	4 x 5 marks	10
Total			30

4. End Semester Examination of Orientation Visits (Viva-voce) (20 marks)

Sr . No	Criteria	Marks allotted
1	Insights about agency/ industry	10
2	Evaluation of the reports	5
3	Presentation skills	5
Total		20

D) Guidelines of Internal Evaluation or End Semester Examination for MSW-

I Sem- II :

1. Internal Evaluation of Field Project/ Field Practicum (50 marks)

Sr No	Criteria	Marks allotted
1	Completion of visits allotted	20
2	Implementation of social work methods (Case Study & Group Work)	10
3	Submission of reports in diary and journal along with sign of agency supervisor	10
4	Overall behavior and participation (IC/GC)	10
Total		50

2. End Semester Examination of Field Project/ Field Practicum (Viva-voce) (50 marks)

Sr . No	Criteria	Marks allotted
1	Insights about agency/community	10
2	Applications of social work methods	15
3	Evaluation of Field work reports	15
4	Presentation skills	10
Total		50

3. Internal Evaluation of Participatory Rural Appraisal / Participatory Learning and Action / Social Work Camp: (30 Marks)

Three days training on Participatory Rural Appraisal (PRA) or Participatory Learning and Action or 2 days training on PRA and 3 days social camp; any one of these is compulsory for the M.S.W. Part-I. It is to be conducted in 2nd semester. Students should prepare a PRA or PLA or Social Camp report and submit it to the Coordinating faculty member.

Sr . No	Criteria	Marks allotted
1	Attendance & Active Participation in PRA/ PLA activities	20
2	PRA/ PLA Report	10
Total		30

5. End Semester Examination of PRA/ PLA (Viva-voce) (20 marks)

Sr . No	Criteria	Marks allotted
1	Knowledge and applications of various tools of PRA /PLA	10
2	Evaluation of the reports	5
3	Presentation skills	5
Total		20

E) Guidelines of Internal Evaluation or End Semester Examination for MSW- II Sem- III Research Project & Field Work:

The research project offers students an opportunity to plan a study, prepare research tools, collect data in the field, analyze the data, and write up the project under the guidance of the faculty. The topic of research must be related to the area of social work. Ethical norms and concerns in research, plagiarism policy of the institute and College Level, must be adopted. The research project shall be based on quantitative research methods. However a mixed method approach, making use of both quantitative and qualitative data may also be permissible. The sample size for quantitative research shall not be less than 50 respondents. In qualitative research method the candidate has to take minimum 10 case studies in elaborative manner. Two Bound copies of the Research project – synopsis and Research project – report, duly signed by the Research Guide and certified by the Head of the department / Institution should be submitted to the department / institute at least one week before the viva voce of III semester and IV semester respectively.

1. Internal Evaluation of MSW- II SEM- III Research Project & Field Work (50 marks)

Sr No.	Criteria	Marks allotted
1	Understanding about the Research methodology	10
2	Conducting activities as per the respective areas of specialization	10
3	Formulation of the Synopsis	10
4	Submission of Field Work Reports in diary and journal along with sign of agency supervisor	10
5	Interaction with guide and professional behaviour	10
Total		50

2. End Semester Examination of MSW- II SEM- III Research Project & Field Work (50 marks)

Sr No.	Criteria	Marks allotted
1	Knowledge about research topic & identification of research gaps	10
2	Application of the Research Methodology in Research Project	10
3	Applicability of social work methods in their respective areas of specialization	10
4	Presentation of Synopsis	10
5	Evaluation of Field work reports	10
Total		50

3. Internal Evaluation of MSW- II SEM- III Exposure Visits: (30 Marks)

The institution offering MSW programme shall organize a minimum of 4 exposure visits for M.S.W. Part-II in third semester for students. The exposure visits should be organized to the organizations / industries related to their respective specialization within or outside city/ district / State. Students should submit the report of exposure visit to the concerned faculty coordinator.

Sr . No	Criteria		Marks allotted
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1	Attendance per visit	4 x 2 marks	10
2	Participation during visit	4 x 2 marks	10
3	Reports of the visits		10
Total			30

4. End Semester Examination of Exposure Visits (Viva-voce) (20 marks)

Sr . No	Criteria	Marks allotted
1	Insights about agency/ industry	10
2	Evaluation of the reports	5
3	Presentation skills	5
Total		20

F) Guidelines of Internal Assessment & End Semester Examination of MSW- II Sem IV Research Project & Field Work:

1. Internal Evaluation of MSW- II SEM- IV Research Project & Field Work (50 marks)

Sr No.	Criteria	Marks allotted
1	Data Analysis , Major findings and Social Work Intervention	10
2	Knowledge about the areas of intervention and scope of respective specialization	10
3	Submission of Research Report writing	10
4	Submission of Field Work Reports in diary and journal along with sign of agency supervisor	10
5	Research aptitude and professional behavior	10
Total		50

2. End Semester Examination of MSW- II SEM- IV Research Project & Field Work 50 marks)

Sr No	Criteria	Marks allotted
1	Evaluation of research acumen	10
2	Applications of specialization knowledge & Skills into the practice	10
3	Presentation of Research Project Report	15
4	Comprehension about Social Work Intervention	05
5	Evaluation of Field work reports	10
Total		50

3. . Internal Evaluation of MSW- II SEM- IV Micro study: (30 Marks)

Micro study for one week is mandatory for the M.S.W. Part-II students. Micro study can be conducted in the specialization related agencies / industries / communities with in or outside the city / district / state during 4th semester. Students should prepare micro study report and submit it to their faculty supervisor

Sr . No	Criteria	Marks allotted
1	Insight gained about the Organization or	10

	Community	
2	Participation in Microstudy	10
3	Report/s of the visits	10
Total		30

4. End Semester Examination of Microstudy (Viva-voce) (20 marks)

Sr . No	Criteria	Marks allotted
1	Knowledge and applications of various tools of PRA /PLA	10
2	Evaluation of the reports	5
3	Presentation skills	5
Total		20

X. Scheme of Internal Evaluation and End Semester Examination of Theory and Practical Examination:

1. **Each course (Theory paper)** shall carry a maximum of 100 marks out of which 40 marks shall be for internal evaluation and the remaining 60 marks shall be for End Semester Examination conducted at the end of each semester..

Internal Evaluation (Theory): The internal evaluation of 40 marks shall be based on the following criteria

Sr. No.	Criteria	Marks Allotted
1.	Home Assignment	10
2.	Unit Test/ Classroom assignment	10
3.	Attendance, Class participation & overall behavior	10
4.	Seminar/ PPT/ Presentation	10
	Total	40

2. Viva Voce / Practical Exam

At the end of each semester the viva-voce shall be jointly conducted by panel of two examiners out of which one is internal examiner (faculty member of social work department or College Levels affiliated to PAH Solapur College Level) and one external examiner who should be faculty member of social work other than parent College Level or any expert having experience of atleast 5 years in relevant field/ specialization. The panel of examiners selected for conducting viva voce examination should be approved by the College Level.

XI. Standard of passing:

Each Course (Paper) & Field Work shall constitute separate heads of passing.

1. Each Course (Theory Paper) consist of 100 marks

For passing in each semester, the candidate must get 40% of total marks in each theory paper in the examination conducted by College Level as End Semester Examination (ESE) i.e. 24 marks out of 60 marks and should obtain 40 % of total marks in the internal evaluation (IE) i.e. 16

marks out of 40 marks. There is separate head of passing for End Semester Examination as well as Internal Evaluation

2. Research Methods/ Field Project/ Research Project & Field Work consist of 100 marks each:

For passing in the Internal Evaluation (IE) of Research Methods/ Field Project/ *Research Project & Field Work* consist of 50 marks each and End Semester Exam (ESE) i.e. Practical / Viva Voce having weightage of 50 marks each, a candidate should obtain minimum 40% marks in each head in order to pass in the IE & ESE

3. Orientation Visit/ PRA/ Exposure Visit / Micro study consist of 50 marks each :

For passing in the Internal Evaluation (IE) of **Orientation Visit/ PRA/ Exposure Visit / Micro study** consist of 30 marks each and End Semester Exam (ESE) i.e. Practical / Viva Voce having weightage of 20 marks each, a candidate should obtain minimum 40% marks in each head separately in order to pass in the IE & ESE

4. Allowed To Keep Terms (ATKT) norms:

1. ATKT: Students who fail in any number of courses (papers) in the first semester will be allowed to keep terms in the second semester.
2. ATKT for the third semester: Students who fail in maximum of two papers including first and second semesters may be granted ATKT for the third semester.
3. ATKT for the fourth semester: Students who fail in maximum of two papers in the third semester will be allowed to keep terms in the fourth semester and may be granted ATKT, provided they have cleared all the papers of first and second semester including field work.

5. Failure in Field Work:

1. A Student who has failed in the **Internal Evaluation of Research Methods/ Field Project/ Research Project & Field Work /Orientation Visit/ PRA/ Exposure Visit / Micro study** shall not be allowed to keep term. He or She shall be declared fail in the particular semester and can repeat the same process of field work practice and Field work viva voce in the next/subsequent semester. However, the chance is limited for only one attempt.
2. If the student has passed in the **Internal Evaluation of Research Methods/ Field Project/ Research Project & Field Work / Orientation Visit/ PRA/ Exposure Visit / Micro study** but due to some unavoidable circumstances he/ she was not able to attend the viva voce exam (ESE) for that particular semester will be allowed in the next / subsequent semester but he or she has to appear for the field work viva voce of last semester separately. However the chance is limited for only one attempt.

6. Failure in the course (theory paper).

The candidates will be declared fail in the particular course (theory paper) if he or she fails to score 40 % of total marks in the internal assessment and he or she has to reappear for the same course in the next / subsequent semester for the theory examination conducted by the College Level as well as submit all the assignments and or presentations related to the respective course for internal assessment.

7. **Revaluation:**In any case, there is will be no revaluation or moderation of field work or research project or internal evaluation (IE) marks at the College Level

XII Change of Specialization :

The student may reappear at the M.S.W. examination with change of specialization provided that he/she has passed the M.S.W. examination with earlier specialization. In Such cases, the student have to appear for the specialization Courses (papers) along with, **Research Project & Field Work** (IE)and Viva-voce exam (ESE) . However, such students shall not get class and shall not be awarded with another degree but he/she will get a certificate mentioning the result. This opportunity (Change of group/specialization) will be given to the candidate up to only two years after his first degree of M.S.W.

XIII Award of degree

The degree of Master of Social Work shall not be conferred upon a candidate unless the candidate has passed in all the papers and in field work prescribed for the four semester examinations in accordance with the provision of present syllabus.

EXAM QUESTION PAPER PATTERN

MSW- Part _____ **Semester** _____ **EXAM** _____

Paper No :

Title of paper :

Time:

Max. Marks: 80

Instructions: 1. All questions are compulsory.

2. Figures to the right Indicate marks

- | | | |
|-----|------------------------------------------------------------|----|
| Q.1 | Ten Multiple Choice Questions (Each MCQ carries one mark) | 10 |
| Q.2 | Write short notes on any 4 out of 5 | 20 |
| | a) | |
| | b) | |
| | c) | |
| | d) | |
| | e) | |
| Q.3 | A) Long Answers | 10 |
| | (OR) | |
| | B) Long Answers | |
| Q.4 | A) Long Answers | 10 |
| | (OR) | |

B) Long Answers

Q.4 Compulsory Question

10

MSW STRUCTURE AS PER THE NEP 2020

Year	Sem	Heads	Sr. No.	Title of the Course	Credit	Hours	Total No. of hours	IE Marks	ESE Marks	Total Marks	
MSW -I	I	Major – Mandatory	1	History & Ideologies of Social Work Profession	04	15	60	40	60	100	
			2	Dynamics of Human Behaviour	04	15	60	40	60	100	
			3	Social Work Research	04	15	60	40	60	100	
			4	Orientation Visits – Practical	02	30	60	30	20	50	
		Major- Electives (Any One)	A	Social Institutions and Social Problems	04	15	60	40	60	100	
			B	Human Rights and Social Work	04	15	60	40	60	100	
			C	Disaster Management	04	15	60	40	60	100	
			D	Health and Social Medicine	04	15	60	40	60	100	
		R M	1	Research Methods & Field Practicum- Practical	04	30	120	50	50	100	
		II	Major – Mandatory	1	Social Case Work	04	15	60	40	60	100
				2	Social Group Work	04	15	60	40	60	100
				3	Community Organization	04	15	60	40	60	100
				4	Participatory Rural Appraisal– Practical	02	30	60	30	20	50
	Major- Electives (Any One)		A	Social Action & Advocacy	04	15	60	40	60	100	
			B	Self Help Group and Women Empowerment	04	15	60	40	60	100	
			C	Social Work & Ecology	04	15	60	40	60	100	
			D	Management of the Organization	04	15	60	40	60	100	
	OJT / FP		1	Field Work (Field Practicum)- Practical	04	30	120	50	50	100	
	MSW - II		III	Major - Mandatory	1	Developmental Administration	04	15	60	40	60

		2	Project Identification and Skills in Communication	04	15	60	40	60	100	
		3	Social Policy	04	15	60	40	60	100	
		4	Exposure Visits – Practical	02	30	60	30	20	50	
	Major- Electives (Any One)	A	Human Resource Management - Perspective & Practice	04	15	60	40	60	100	
		B	Rural Community Development	04	15	60	40	60	100	
		C	Family and Child Development	04	15	60	40	60	100	
		D	Health and Mental Health	04	15	60	40	60	100	
	RP	1	Research Project & Field Practicum - Practical	04	30	120	50	50	100	
IV	Major - Mandatory	1	Counselling in Social Work	04	15	60	40	60	100	
		2	Project Feasibility and Media for Communication	04	15	60	40	60	100	
		3	Social Legislations	04	15	60	40	60	100	
		4	Micro Study- Practical	02	30	60	30	20	50	
	Major- Electives (Any One)	A	Human Resource Development and Labour Welfare	04	15	60	40	60	100	
		B	Urban & Tribal Community Development	04	15	60	40	60	100	
		C	Social Work Intervention with Women and Vulnerable Population	04	15	60	40	60	100	
		D	Medical and Psychiatric Social Work	04	15	60	40	60	100	
		RP	1	Research Project & Field Practicum- Practical	04	30	120	50	50	100

* RM (Research Methodology) ; **OJT/ FP (On job Training / Field Project); *** RP (Research Project)

Syllabus of Master of Social Work (M.S.W.)

MSW Part – I Semester-I

MSW- I SEM I

MAJOR-MANDATORY - I : HISTORY AND IDEOLOGIES OF SOCIAL WORK PROFESSION

Learning Objectives:

- To understand the basic concepts and ideologies of Social Work.
- To comprehend the development of Social work as a Profession.
- To imbibe the values and ethics of Social Work.
- To analyze the social work interventions in various settings.

Unit no.	Title of unit	Content of Sub Unit	Credit
1.	History of Social Work in India and Abroad	<ol style="list-style-type: none">1. Charity2. Scientific Charity3. Beginning of social work in abroad4. Beginning of social work in India5. Objectives of social work education6. Objectives of Social Work Profession	01
2.	Theoretical Understanding of Social Work	<ol style="list-style-type: none">1. Social service2. Social welfare3. Social policy4. Social security5. Social change6. Social development	01
3.	Social Work Profession	<ol style="list-style-type: none">1. Social Work Intervention2. Levels of Social Work Intervention3. Settings of social work interventions4. Methods of Social work5. Values of Social Work6. Ethics of Social Work	01
4.	Ideologies of Social Work	<ol style="list-style-type: none">1. Clinical Social Work2. Ecological Social Work3. Ideology of Indian constitution4. Subaltern Ideologies5. Sustainable Ideology6. Ideology of People centered development	01

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MSW-I SEM-I

MAJOR-MANDATORY –II: DYNAMICS OF HUMAN BEHAVIOUR

Learning Objectives:

- To understand basic concepts of human behaviour.
- To understand life span approach of development.
- To comprehend the different psycho-social processes influencing human behaviour.
- To have holistic perspective on human development.

Unit no.	Title of Unit	Content of Sub Unit	Credit
1	Understanding human growth and development	1. Concepts, principles of growth & development 2. Inception process 3. Principles of parenting 4. Heredity and environment 5. Deprivations and development 6. Economic perspective of development	01
2	Life span approach	1. Indian Ashram's system of lifespan 2. Stage of Infancy, babyhood, childhood, adolescence, 3. Stage of puberty, adulthood & old age 4. Problems and adjustments in each stage 5. Social learning theory of Albert Bandura 6. Political Perspective of development	01
3	Understanding human behaviour	1. Concept and understanding of human behaviour 2. Methods of studying human behaviour 3. Interplay of body and environment 4. Adjustment and maladjustment –its causes 5. Adjustment and maladjustment –its remedies 6. Feminist perspective of development	01
4	Theories of personality	1. Psycho-dynamic theory of Sigmund Freud 2. Psycho-social theory of Erik Erikson	01

	development	3. Phenomenological theory of Carl Rogers 4. Motivation theory of Abraham Maslow 5. Cognitive learning theory of B.F. Skinner 6. Human rights perspective of development	
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MSW- I SEM I MAJOR- MANDATORY - III : SOCIAL WORK RESEARCH

Learning Objectives:

- To gain insight about social work research in addressing problems in the field of professional practice
- To develop competence in conceptualizing, designing and using research techniques.
- To understand the nature, scope and significance of research in social work practice.
- To conceptualize and formulate a research project.

Unit no.	Title of unit	Content of Sub Unit	Credit
1.	Social Work Research and Steps in Quantitative Research	<ol style="list-style-type: none"> 1. Social Work Research- Meaning, Definition Approaches & Importance of social work research 2. Variables and Types of Variables 3. Levels of Measurement 4. Problem Formulation 5. Review of Literature 6. Research Methodology <ul style="list-style-type: none"> • Objectives, Operational Definition • Hypothesis formulation, Types of hypotheses 	01

		<ul style="list-style-type: none"> • Sources , Methods, Tools and Techniques of • Data collection • Techniques of data collection- Simulation • Research Design& its Types • Universe, Sampling & Types of Sampling 	
2.	Qualitative Research in Social Work	<ol style="list-style-type: none"> 1. Qualitative Research- Concept & Steps 2. Case study Method- Concept, Definition, 3. Characteristics, Types & Steps 4. Research Strategies in Case Study and 5. Advantages of Case Study 6. Characteristics of Case Study Researcher 	01
3.	Data Analysis and Report Writing	<ol style="list-style-type: none"> 1. Data Processing 2. Data Interpretation & Analysis-Qualitative & Quantitative -Content analysis 3. Graphical & Tabular presentations of the data 4. Research Report writing :Preliminary pages , Chapterization & Appendices 5. Ethical Consideration in Research 6. Steps in Formulating Synopsis 	
4.	Application of Statistics in Research & SPSS	<ol style="list-style-type: none"> 1. Statistics: Definition & Functions 2. Functions of SPSS 3. Percentage ,Ratio, Proportion 4. Measures of Central Tendency 5. Measures of Dispersion -Standard Deviation 6. Chi Square, Correlation, t test & Anova 	01

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MSW-I SEM-I

MANDATORY ELECTIVE -A : SOCIAL INSTITUTIONS AND SOCIAL PROBLEMS

Learning Objectives:

- To gain the role of clarity of social institutions and its importance.
- To understand the social problems in the Indian context.
- To gain insight about the process of social change and social work intervention.
- To develop understanding of social issues and challenges in intervention process

Unit no.	Title of Unit	Content of Sub Unit	Credit
1	Social Institutions and its Functioning	<ol style="list-style-type: none"> 1. Meaning, Concept and Definition 2. Characteristics of social institution. 3. Marriage- Form, Functions and critical aspects. 4. Family – Types, Characteristics and functions. 5. Education – Characteristics , types and functions 6. New trends in social institutions and scope to social work Intervention. 	01

2	Social Problems in India	<ol style="list-style-type: none"> 1. Conceptual understanding of Social problems (Nature and Characteristics/ Causes/ remedies). 2. Marital conflict and its consequences. 3. Poverty, Illiteracy, Unemployment, Corruption, Crimes etc, 4. Social Problems related to Children. 5. Commercial sex workers and related issues 6. Professional social work services for intervening social problems in India. 	01
3	Social Organization and Social Disorganization	<ol style="list-style-type: none"> 1. Meaning, definition and nature 2. Characteristics of Social Organization and Disorganization. 3. Factors responsible for Social Organization 4. Factors responsible for Social Disorganization. 5. Classification of social disorganization: (Individual, family, community and societal disorganization). 	01
4	Social Mobility and Social Control	<ol style="list-style-type: none"> 1. Meaning, Concept and Definition 2. Need and Features. 3. Agents and agencies. 4. Factors contributing and restricting social mobility. 5. Govt. mechanisms for social control. 	01

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MSW-I SEM-I

MANDATORY ELECTIVE– B : HUMAN RIGHTS AND SOCIAL WORK

Learning Objectives:

- To conceptualize the understanding of Human rights.
- To comprehend the evolution of Human rights.

- To understand and analyze the various issues pertaining to Human Rights.
- To comprehend and evaluate the role of Social Work in Human Rights.

Unit No.	Title of Unit	Content of Sub Unit	Credit
1	History of Human Rights	1. Concept and definitions of Human Rights 2. Evolution of Human Rights 3. UN and Human Rights 4. Human rights and India 5. The nature of Human rights 6. Need of Human Rights	01
2	Universal Declaration of Human Rights	1. Objectives of Human Rights 2. Civil Rights 3. Political Rights 4. Cultural rights 5. Economic rights 6. Social Rights	01
3	Issues of Human Rights	1. Human Rights and Society 2. State and Human Rights 3. Fundamentalism 4. Terrorism 5. War & Refugees and Human Rights 6. Migration and Human Rights	01
4	Human Rights and Social Work	1. Human Rights Implementation 2. International agencies 3. Human Rights and national, agencies 4. Judiciary and Human rights 5. Role of Social Work and Human Rights 6. Human Rights and Social Justice	01

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MSW- I SEM I
MAJOR-ELECTIVES -C: DIASTER MANAGEMENT

Learning Objectives:

- To study the concept of disaster management & its impact.
- To gain the clarity about the role of Social Worker in disaster management
- To critically understand issues related to Disaster management.

Unit no.	Title of unit	Content of Sub Unit	Credit
1	Disasters & Its impact	<ol style="list-style-type: none"> 1. Definition and content, vulnerability and 2. Disaster preparedness, Education and awareness 3. Classification and Types of disaster (Natural - draught, floods, cyclones, earthquakes, Man made - famine, riots, eviction, industrial) 4. Physical Impact 5. Financial Impact 6. Psycho-social impact 	01
2	Disaster management Cycle	<ol style="list-style-type: none"> 1. Pre-disaster, prevention, preparation and education 2. Actual disaster, 3. Short term, long term plan, 4. Relief work, 5. Post disaster rehabilitation 6. Mitigation of negative effects 	01
3	Issues Involved	<ol style="list-style-type: none"> 1. Policy issues 2. Politics of aids, 3. Gender issues in disaster, 4. Prime-minister relief fund for disaster management. 5. Disaster Management Act 2005 	01
4	Intervening agencies and their role	<ol style="list-style-type: none"> 1. Government organization 2. Voluntary agencies 3. Local groups 4. Social workers in disaster management. 	01

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MSW-I SEM-I

MAJOR ELECTIVE–D: HEALTH AND SOCIAL MEDICINE

Learning Objectives:

- To understand basic concepts of health and social medicine.
- To understand occupational and environmental diseases.
- To comprehend about health and nutrition.
- To analysis health care services in India.

Unit no.	Title of Unit	Content of Sub Unit	Credit
1	Introduction to health	1. Meaning, definition and concept of health & disease 2. Indicators of health 3. Modes of transmission of diseases 4. Levels of prevention of disease 5. Modes of Intervention	01
2	Occupational & environmental diseases	1. Concepts of occupational diseases 2. Occupational hazards: Physical, Chemical, Biological, Mechanical and Psychosocial 3. Environmental sanitation: Water contamination and pollution, Air pollution	91

		4. Food hygiene, Housing and ventilation 5. Prevention and control of occupational diseases	
3	Health and nutrition	1. Concept of nutrition 2. Problems of malnutrition in India 3. Social aspects of nutrition 4. Balanced diet 5. Govt. initiatives about nutrition	01
4	Health care services and health care	1. Public sector- health infrastructure 2. Public health care programs 3. Private sector- family physicians, private hospitals 4. Health care research 5. NGO initiatives in health care services	01

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MSW-I SEM-II MAJOR- MANDATORY – I : SOCIAL CASE WORK

Learning Objectives:

- To develop sound theoretical & skills background for case work practice.
- To make aware about the Social Case Work process.
- To improve the understanding of the concept of crisis and social work response.
- To improve the knowledge of relationship in problem solving profession.

Unit No.	Title of the Unit	Content of Sub Unit	Credit
1	Foundation of Social Case work	➤ Definitions and Concept ➤ Principles ➤ Concept of social functioning ➤ Components of casework: person, problem, place, process, relationship ➤ Process- Intake, Psycho-social study, ➤ Psycho –social diagnosis, interventions,	01

		termination, evaluation, follow-up	
2	Tools, techniques & skills in social Case work	1. Tools and Techniques in Social Case Work 2. Listening 3. Observation 4. Communication 5. Skills in Social Case Work: exploring problems, resource mobilization, home visit, finding alternate solutions, referral, getting Information 6. Recording and Interview in Social Case Work	01
3	Relationship on Social Case Work	1. Concept, definition 2. Importance of client worker relationship 3. Characteristics of relationship 4. Purpose of relationship 5. expectations, empathy, 6. Genuineness, acceptance and authority	01
4	Theories in social case work	1. Psycho-analysis 2. Client-centered 3. Behavioral modification 4. Psycho-social 5. crisis intervention	01

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MSW-I SEM-II
MAJOR- MANDATORY – II : SOCIAL GROUP WORK

Learning Objectives:

- To understand social group work practice relevant to Indian conditions;
- To provide insights into the various dimensions of group processes and group development;
- To develop skills and competence for applying group work method
- To gain the knowledge & scope of group work method in various settings

Unit No	Title of the Unit	Content of Sub Unit	Credit
1	Basic Concepts of Group Work	1. Definition , Characteristics & Types 2. Ethics and value base of social group work 3. Principles of Social Group Work. 4. Theories of Group formation 5. Group Work Process or stages of working with group.	01
2	Core Skills of Group Work & Leadership	1. Communication, Listening & Analytical Thinking 2. Evaluation skills & Recording 3. Leadership- Concept, Types and Skills 4. Leadership in Group Work 5. Co-Leadership, Use of Self Disclosure	01
3	Techniques of Working with Groups and Group Dynamics.	1. Name learning techniques, group activities, group discussion. 2. Social skills techniques 3. Group Development, understanding of Group Dynamics. 4. Theories of Group Dynamics. 5. Various Theories of working with groups	01
4	Group Work Setting	1. Importance of Group work Settings, 2. Group work in Institutional Settings, 3. Group work in Rehabilitation Settings 4. Behavioral Problems of the Alcoholics & Drugs users 5. Group work settings with Children & Youth, Women & Aged	01

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MSW- I SEM II

MAJOR- MANDATORY - III : COMMUNITY ORGANIZATION

Learning Objectives:

- To Develop understanding about community organization as a method of social work
- To Understand the Importance of people participation in Community Organization
- To Enhance critical understanding of the models and strategies of community organization
- To study the key elements in Community Development Practices

Unit no.	Title of unit	Content of Sub Unit	Credit
1.	Community organization Method and Pract	<ol style="list-style-type: none"> 1. Community- Meaning, Definition, Types & Characteristic 2. Community mapping, social capital mapping , Understand Community resilience 3. Definitions, meaning and concept of community organization as a social work method 4. Community Organization- Process, Principles 5. Roles of Community Organization Practitioner, Functions of community organizer 	01
2.	Models and strategies of Community organization	<ul style="list-style-type: none"> • Participatory Learning and Action(PLA): Principles, Methods, Tools and Importance of people participation • Rothman’s three Models of community organization, social change model, social planning model and social action model • Strategies: Public interest litigation, Mass Mobilization, Dealing with Authorities. Public, relations, Planning Monitoring and Evaluation • Strength based community development • Contemporary Models and Case-studies of Community Organizations (Ralegan Siddhi, Hevare Bazar and 	01

		Menda Lekha)	
3..	Community Orga as a Para Political Process	<ul style="list-style-type: none"> • Concept of power, sources of power, Understanding community power structure • Powerlessness and empowerment, barriers in process of community empowerment, Cycle of empowerment, Challenges in participation. • Strategies for capacity building of the marginalized groups • Committee formations, leadership and cadre building and networking • Gender sensitive community organization 	01
4.	Community Development practices	<ol style="list-style-type: none"> 1. Community development, definition, concept, meaning 2. Community development approaches neighbourhood development approach, system change approach, structural change approach 3. Web searching on different ministry websites and portals working on community development 4. Current community development programs, Writing community development Programme and policy brief 5. Video Making on community development stories and documentary 6. Sustainable development goals, Brundtland Commission on development 	01

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MAJOR- ELECTIVES – A: SOCIAL ACTION AND ADVOCACY

Learning Objectives:

- To develop understanding about social action as a method of social work
- To study the various perspectives of Social Action
- To enhance the understanding about the forms of advocacy & Lobbying
- To know the key components of social audit

Unit no.	Title of unit	Content of Sub Unit	Credit
1.	Social Action as method of Social Work	<ul style="list-style-type: none"> • Definitions, meaning, concept of Social Action • Scope, Goals and Elements of Social Action • History of social action in India, Chipko, Apiko, Salt Satyagrah, Civil disobedience movement • Process and Principles of social action • Forms & Methods of social action 	01
2	Social Action Perspectives	<ul style="list-style-type: none"> • Perspectives of Mahatma Gandhia, • Perspectives of Mahatma Jyotiba Phule, • Perspectives of Dr. Babasaheb Ambedkar • Citizen's Rights perspectives • Perspectives at International level (Paolo Freire & Saul Alinsky) 	01
3	Advocacy	<ul style="list-style-type: none"> • Definition, meaning, concept of Advocacy • Forms of advocacy • Media advocacy, goals of working with media • Public opinion building in advocacy • Definition of lobbying, direct lobbying, campaigning 	01
4	Social Audit	<ul style="list-style-type: none"> • Definition & Principles of Social audit and Types of audit • Working of social audit, designing social audit • Social audit tool kit (Six key steps for social audit) • Environmental Audit and management • Sustainable development and Environmental audit • Differences between environmental audit and Social Audit 	01

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MSW- I SEM II

MAJOR-ELECTIVES -B: SELF HELP GROUP & WOMEN EMPOWERMENT

Learning Outcomes:

- To gain clarity about the concept of Self Help Group and women empowerment
- To understand the initiatives taken for women empowerment.
- To comprehend the necessity of empowerment of women through Self Help Group.
- To gain knowledge about the various Government organizations working for women empowerment

Unit No	Title of Unit	Title of Sub units	Credit
1	Conceptualizing Women Empowerment	<ol style="list-style-type: none"> 1. Concept & need of women Empowerment 2. Equality and Empowerment: India's Commitments 3. Dimensions of Women Empowerment – Educational, 4. Economical Socio-cultural, familial / Interpersonal, 5. Legal, Political, Psychological 	01
2	Initiatives for women empowerment	<ol style="list-style-type: none"> 1. Concept of Women & Development 2. National Initiatives for Empowerment of Women 3. International Conventions for Protection of Women Rights 4. NGOs working for the emancipation of women at National and International level 	01
3	NABARD	<ol style="list-style-type: none"> 1. National Bank for Agriculture & Rural Development, Bank linkage programmes, 	01

		<ol style="list-style-type: none"> 2. Size of SHGs, Characteristics, opening & Saving bank account, Quantum of loan, 3. Documentation, presence of Defaulters in SHGs 4. Grading of SHGs for Bank finance, Rate of Interest, voluntary savings, Thrift, purpose of bank loan, cash credit/overdraft for SHG, 5. Improving Risk Mitigation system Building second tier Institution, 6. Training & capacity Building Programme, Theory and Practices 	
4	MAVIM, DRDA, NULM	<ol style="list-style-type: none"> 1. Mahila Arthik Vikas Mahamandal, Maharashtra State- Nodal agency History – Role for women empowerment, Projects, Schemes training, activities, 2. MAVIM Administration, Theory and Practices 3. District Rural Development Agency- Concept, Functions and Services 4. National Urban Livelihood Mission- Concept, Mission, functions and service/programmes 	01

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- 7) www.nulm.gov.in
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MSW- I SEM II
MAJOR-ELECTIVES -C: SOCIAL WORK AND ECOLOGY

Learning Objectives:

- To understand the concept of Ecology and Environment.
- To get acquainted with the concept of green social work.
- To gain the clarity about the role of Social Worker in Ecology.
- To study the various Environmental Movements

Unit no.	Title of unit	Content of Sub Unit	Credit
1	Ecology	1. Ecology Meaning, Concept, Definition 2. Ecology and Environment 3. Importance of environmental studies and public awareness. 4. Food chain, food web, energy pyramid. 5. Green social work practice and social justice	01
2	Human And Environment	1. Inter relatedness of human life, 2. Living organism and environment 3. Environment and lifestyle 4. Current issues of environment	01
3	Natural Resources and Diversity	1. Forest, Land, Water, pollution sources 2. Ill effect on human health and control measures of different types of pollution: soil, water, air, noise. 3. Waste matter disposal: recycling, renewal, problems and issues 4. Utilization of appropriate technology for waste matter disposal and treatment.	01
4	Role of Organizations and Environmental Movements	1. Role of Government, NGOs, people initiatives, individual initiatives, State, 2. National, International treaties and agreements related to environment protection and prevention 3. Different groups of environment working online filing petition for environmental care. 4. Movements in India and Maharashtra 5. The Environment (Protection) Act, 1986 6. Work with Interdisciplinary team for environmental protection and preservation of Environmental	01

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MSW-I SEM-II

MANDATORY ELECTIVE -D : MANAGEMENT OF THE ORGANIZATION

Learning Objectives:

- To understand the concept and level of management
- To develop insights into the origin and development of management thoughts
- To familiarize with the various managerial functions of the organization
- To explain organogram of the organization

Unit No.	Title of Unit	Content of Sub Unit	Credit
1	Concept of Management	1. Definition, Need and Scope, Key terms in management, 2. Nature of management, 3. Process of management, 4. Significance of management, 5. Different levels of management. 6. Managerial Skills, Types of managers	01

2.	Development of Management thought	<ol style="list-style-type: none"> 1. Introduction 2. Classical Theories: F. W. Taylor, 3. Modern Management Concepts 4. Modern theories: (Behavioural Approach, Quantitative School of Management, Systems management theory, Contingency School of Management, Quality School of Management) 	01
3	Principles and Functions of Management	<ol style="list-style-type: none"> 1. Planning: Nature, Types, Importance, Steps in Planning 2. Organizing: Span of Management 3. Staffing: Nature & Significance 4. Directing: Relevance of Communication 5. Coordination and Controlling: Concept and Importance 6. Reporting and Recording 7. Budgeting: Concept and Importance 	01
4	Organizational Structure	<ol style="list-style-type: none"> 1. Introduction, 2. Line, Staff & Functional Authority relationships 3. Status & Authority 4. Classification of Organizational Structure 5. Organizational Designs 	01

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