

**DEPARTMENT OF SOCIAL WORK
SARDAR PATEL UNIVERSITY
VALLABH VIDYANAGAR**



**SYLLABUS EFFECTIVE FROM: 2017-18
MASTER OF SOCIAL WORK (HR)
Semester - I**

PA01CSHR21 Principles of Management Credits : 3

Learner Objectives

Understand the concept of scientific management .

Understand the current trends and practice in management in corporate

Demonstrate understanding of management principles and techniques

Unit : I	Introduction to Management Definition, Need and Scope, Key terms in management, Nature of management, Process of management, Significance of management, Different levels of management.	20%
Unit : II	Managerial Skills, Types of managers, Development of Management thought Introduction, Classical Theories: F. W. Taylor, Modern theories, Behavioral Approach, Quantitative School of Management, Systems management theory, Contingency School of Management, Quality School of Management Modern Management Concepts – Peter Drucker: , Peter Senge:, Gary Hamel, " M Alvin Toffler, Tom Peters, " Michael Hammer, ", C. K. Prahalad, Michael E. Porter.	20%
Unit : III	Functions of Management -I Planning: Introduction, Nature, Factors affecting planning, Myths about Planning , Tools for Planning: Importance/Need/Of Planning: Benefits of planning/ disadvantages of Planning, Steps in Planning Function,Types of Plans, MBO Organizing: Organizing – concept, name , importance, principles, centralization, decentralization, organization structures,, line and staff authority, functional, product matrix, geographical, customer, virtual, - Organizations as networks, - types of network , Organizational design for change and innovation.	20%
Unit IV	Functions of Management –II Staffing: Nature and Importance of Staffing Function, Steps in Staffing Process: Manpower planning, Need of Manpower Planning, Types of Recruitment, Selection, Placement, Training, Remuneration, Concept of Knowledge Directing: Concept , Nature/Characteristics , importance, Role of a supervisor, Functions of a supervisor Leadership,	20%

Unit V	Motivation - Supervision and communication Controlling: Concept: Features, nature, importance, process, techniques, Co-ordination , Planning and Controlling Case studies on Decision Making: Introduction to decision making, meaning, nature, Components , steps in decision making, Decision making	20%
--------	---	-----

Recommended Readings:

Harold Koontz & Heinz Weihrich :Essentials of Management, Tata McGraw Hill

Principles & Practice of management: L.M.Prasad.

Management Concepts & Practices – HannaganManagement, 11/E Stephen P. Robbins, San Diego State

University, Mary Coulter, Missouri State University – Pearson

Principles of Management – Tony Mordem, Ashgate Publishing, Ltd

Peter Drucker, Widely recognized as the father of modern management. "Concept of the Corporation"

Gary Hamel, author of "Leading the Revolution"

Michael Hammer, co-author of "Reengineering the Corporation" .

C. K. Prahalad, co-author of "Competing for the Future: Breakthrough Strategies for Seizing Control of Your Industry and Creating the Markets of Tomorrow"

Michael E. Porter, author of "Competitive Strategy: Techniques for Analyzing Industries and Competitors"

Edgar Schein, inventor of the term "Corporate Culture"

Peter Senge, MIT professor and author of The Fifth Discipline:The Art and Practice of the Learning Organization

Learner Objectives

1. Understand the role of individual in the society and importance of various social institutions and their impact.
2. Get a scientific insight about the social structure, stratification and issues related to caste, class and gender
3. Understand the socio-economic and political factors and their impact on society.
4. The various social problems and its impact on the society, various issues and challenges.
5. Develop the clarity about social issues and challenges in the social work field.

Unit : I **Sociological perspective and importance of sociology for social work practice** **20%**

Contribution of thinkers - Durkheim K. Mark, Auguste Comte, Max Weber, Talcot Parson, Mahhomad Unus.

Unit : II **Individual, society, culture, Social Structure and Functioning** **20%**

- i. Society as system of relationships;
- ii. Concept of Culture, traditions, customs, values and norms;
- iii. Socialization- meaning, theories of socialization, process and agents; iv. Social institutions– marriage, family, religion, education
- iv. v. Social control– concept of social control, conformity and deviance; agents of social control.

Unit : III **Social Movements, Social Processes, Social Change** **20%**

- i. Nature and characteristics of social movements; factors contributing and restricting social movements. Child Advocacy Campaign, Campaign for Communal Harmony, Environmental Movements, Literacy and Basic Education Campaign, Women's Movements, Social work and social change..
- ii. Concepts, processes, agents of social change and theories of social change; Social structure and anomy; Conflict theory, conformity and deviance; Culture lag.

Unit IV **Social Disorganization and Social Problems** **20%**

- i. Social disorganization: Meaning, nature and factors responsible for social disorganization;
- ii. Classification of social disorganization - individual, family, community and societal disorganization; Marital conflict, family violence, divorce, dowry deaths, suicide; Superstitions; Generation gap; Ageing; Orphan hood, destitution, child abuse, juvenile deviance, child labour, commercial sex work and human trafficking; Addictions and drug peddling; Beggary; Un-employment; Squatter settlement and slums; Caste conflicts.

Unit V	Case studies on	20%
	Violence against women	
	Human Trafficking	
	Ageing Issue	

Recommended Readings:

1. Adinarayan, S. P. (1964) Social Psychology, New Delhi: Allied Publishers Pvt. Ltd.
2. Ali, A.F. Iman (1992) Social Stratification Among Muslim-Hindu Community, New Delhi : Commonwealth Publishers.
3. Bhatnagar, Ved (1998) Challenges to India's Integrity: Terrorism, Casteism, Communalism, New Delhi: Rawat Publication.
4. Bhusan, Vidya & Sachdeva, D. R. (2000) An Introduction to Sociology, Allahabad : Kitab Mahal.
5. Desai, A. R. (1978, Reprinted 1994) Rural Sociology in India, Bombay: Popular Prakashan.
6. Flippo, Osella and Katy, Gardner (2003) Contraventions to Indian Sociology, Migration Modernity and Social Transformation in South Asia, New Delhi : Sage Publication
7. Gandhi P. Jagadish (1982) Indian Economy – some issues, Institute of Social Sciences and Research, Vellore.
8. Madan, G.R. 2002 (revised edition) Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd.
9. Mohanty, Manoranjan (2004) Class, Caste, Gender – Readings in Indian Government and Politics, New Delhi : Sage Publication.
10. Puniyani, Ram (2003) Communal Politics : Facts Versus Myths, New Delhi : Sage Publication.
11. Shah, Ghanshyam (2001) Dalit Identity and Politics: Cultural Subordination and Dalit Challenge, New Delhi : Sage Publication.
12. Singh, Yogendra : Ideology and Theory in Indian Sociology, New Delhi : Rawat Publication.

LEARNER	1 Understand the importance of Individual behavior in Environment.	
OBJECTIVES:	2 Understand the concept of Recording, Relationship and communication.	
	3 Understand the importance of case work.	
UNIT 1.	FOUNDATION OF INDIVIDUAL BEHAVIOUR Introduction and Meaning of individual behaviour Factors affecting individual Behaviour: Environmental Factor Personal factors Psychological Factor	20%
UNIT 2.	INTRODUCTION TO CASE WORK Components of case work Principles of case work Process of case work	20%
UNIT 3.	RELATIONSHIP AND RECORDING IN CASE WORK Meaning and Characteristics Purpose and Principles Nature and techniques of recording	20%
UNIT 4.	COMMUNICATION AND INTERVIEW Communication Concept, Nature Types & Techniques of communication. Principles of communication Process of Communication Interview and its importance. Types of Interview.	20%
UNIT 5.	CASE STUDY ON INDUSTRIAL PROBLEM. Absentisam Individual differences culture and personality	20%

RECOMMENDED READINGS

1. Organisational Behaviour, By shakshi k.gupta
2. Organisational behaviour, Fred Luthans
3. Organisational Behaviour, L.M.Prasad
4. Social Work Profession in India, P.D.Mishra
5. Social Case work, R.K.Upadhyay
6. Principles of Management,B.S.Shah

PA01CSHR24 MANAGING GROUP BEHAVIOUR

UNIT – I UNDERSTANDING GROUP

[20%]

- Meaning & Classification of group
- Group structure
- Formal and Informal groups
- Theories of Group Formation
- Methods of integration of individual and group

UNIT – II DECISION MAKING & PROBLEM SOLVING

[20%]

- Decision Making: Concept, Types and process of Decision Making
- Group Decision Making: Concept, methods of Group Decision Making, Technique to improve group Decision Making
- Problem Solving : Concept & Approaches for problem solving
- Group Dynamics: Concept, Definition, Need & Significance of Dynamics

UNIT – III UNDERSTANDING TEAM WORK & LEADERSHIP

[20%]

- Concept, definition, importance and types of team, characteristics of an effective team
- Cooperation & competition
- Leadership : Concept, Definition and theories of leadership (Trait Theory, behavioural theory, situational Theory, System Theory)

UNIT – IV CONFLICT MANAGEMENT

- Concept of Conflict Management
- Individual level Conflict: Interpersonal & intrapersonal Conflict
- Group Level Conflict: Intergroup & Intragroup Conflict
- Conflict Resolution

UNIT – V Case Study on Team work, Leadership, Conflict Management, problem-solving ,
Decision Making

[20%]

RECOMMENDED READINGS

1. Prasad L.M., Organizational Behaviour
2. K Ashwathappa 2008. Organizational Behaviour . Himalaya Publishing House, Mumbai

3. Pareek Uday 2007. Understanding Organizational Behaviour. Oxford University Press
4. McDermott, F. 2002 Inside Group Work: A Guide to Reflective Practice. NSW: Allen and Unwin.
5. Alissi, A.S. (ed.) 1980 Perspectives on Group Work Practice. New York: Macmillan.n
Corey, G. 1997 Groups: Process and Practice. Pacific Grove. CA: Brooks/Cole Publishing.

Learner Objectives

Formulate researchable questions

Define a research strategy and design a research project to answer a research question

Discuss the practice and principles of qualitative and quantitative social research s in the social work field.

Unit : I	Science & Scientific Method Science – Concept & Meaning Meaning and characteristics of scientific method	20%
Unit : II	Social Research: Nature & Concept & Types Meaning and definition of Social Research Nature scope and importance of Social research Types of research: Historical, Descriptive, Analytical, Experimental, Interdisciplinary, Participative, actionand evaluative research. Concepts used in research: Variables, Attributes, Universe, Sample, Hypothesis, matching, Measurement, Control Social Research Process	20%
Unit : III	Research Design Research design: Concept, Meaning and importance of research Design Types of Research Design: Experimental Design: After only, Before-After, Ex-post facto experimental Design Non Experimental Design: Exploratory, Descriptive and Diagnostic	20%
Unit IV	Problem Formulation and Hypothesis Testing Problem formulation: Identifying probable issues for research, selecting specific research issue, Formulation of objectives, clarifying the objective. Concepts and relevance of Hypothesis formulation..	20%
Unit V	Case studies on : Qualitative and Quantitative Research Project Governmental and Non Governmental Research Projects on Social Issues	

Recommended Readings:

1. Kothari, C. R 2004 Research Methodology: Methods & Techniques, New Delhi, New Age International
2. Krishnaswamy, O. R. 1993 Methodology for Research in Social Science,Himalaya,Bombay
3. Laldas, D. K. 2000 Practice of Social Research, Jaipur: Rawat
4. Mikkelsen, Britha 2005 Methods for Development Work and Research- A New Guide forPractitioners, New Delhi : Sage publication
5. Ramchandran, P. 1968 Social Work Research and Statistics, Bombay : Allied Publishers
6. Rubin, Allen & Babbie Earl 1968 Research Methods for Social Work, USA Wadsworth, West,Brooks/Cole and Schirmer

PA01CSHR26	Fieldwork Practicum (New) (With effect from : June 2017)	Credits : 8
-------------------	---	--------------------

Unit	Description in detail	Weightage (%)
-------------	------------------------------	----------------------

Basic Text & Reference Books : ----

PA01SSHR21	Skill Laboratory	Credits : 2
-------------------	-------------------------	--------------------

Unit	Description in detail	Weightage (%)
-------------	------------------------------	----------------------

Basic Text & Reference Books : ----