

**School of Studies in Social Work and
Lifelong Education Extension
Jiwaji University, Gwalior**

2011-12 on words

M.A. in Extension Education and Social Work.

Ist Semester

Scheme, Syllabus and Course details

Paper / Subject	Theory		Total Marks
	Theory	Int.Assmnt.	
101 Methods of Extension Education	35	15	50
102 Indian Society	35	15	50
103 History and Philosophy of Social Work	35	15	50
104 Social Problems and Legal Literacy	35	15	50
105 Job Oriented Project Work	---	50	50

Grand Total of Marks			250

IInd Semester

Paper / Subject	Theory		Total Marks
	Theory	Int.Assmnt.	
201 Human Resource Development	35	15	50
202 Social Psychology	35	15	50
203 Work with Individual & Families	35	15	50
204 Community Health Education	35	15	50
205 Job Oriented Project Work	---	50	50
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Grand Total of Marks			250

IIIrd Semester

Paper / Subject	Theory		Total Marks
	Theory	Int.Assmnt.	
301 Labour Welfare & Industrial Relation	35	15	50
302 Research Methods in Social Work	35	15	50
303 Work with Groups & Communities	35	15	50
304 Social Work Practice- Viva-Voce(Practical),		-	100

Grand Total of Marks			250

IVth Semester

Paper / Subject	Theory		Total Marks
	Theory	Int.Assmnt.	
401 Social Welfare Administration	35	15	50
402 Environmental Education	35	15	50
403 – A Social Research Project			
or			
403 – B Block Placement for Field Work			
(Valuation of Project/ Field Work Report by Internal)			50
404 Viva-Voce (Practical) (Internal + External)			100

Grand Total of Marks 250

Details:

- Two years (4 Semesters) Full time course will be run under ordinance No.38.
- Students completed graduation in any discipline with 45 percent marks from U.G.C. recognized University, will be eligible to get admission.
- Regarding examination pattern, attendance, division, passing marks, academic rules, methodology etc will remain the same as for other MA Scheme for SOS.
- Medium of instructions- Hindi and English.
- Field Placement – The course curriculum will have emphasis on concurrent involvement of students in the fields in the field for social work practice, through field placements in various identified Institutions / Centres /NGO's, which is compulsory for all students of third semester?
- In fourth semester students shall have option of preferring social research project or they may opt, block placement for two months in one stretch.

M.A. EXTENSION EDUCATION & SOCIAL WORK

Methods of Extension Education

Paper 101 (First Semester) (2011-12)

Marks 50
(Th.35 & Int.Ass.15)

Unit – I An Introduction of Extension Education :-

- Meaning Definition & Philosophy
- Services & Process
- Principles & scope

Unit – II Methods of Extension Teaching:-

- Classification of Methods
- Extension Techniques
- Audio Visual Aids

Unit – III Methods of Learning

- Concepts of Learning
- Process of Learning
- Review of Teaching & Learning Process

Unit – IV Methods of Communication:-

- Concepts of Communication
- Process and network of Communication
- Methods of Communication

Unit – V Methods of Administration & Supervision:-

- Concepts of Extension Administration
- Basic Principles of Extension Administration
- Supervision of Extension work

Reference Books:

- | | |
|------------------|---|
| Bijendra Kumar | – Extension Education for human resource development. |
| And B.S. Hansra | |
| S.V. Supe – | Extension Education. |
| B.K. Choubey – | Extension Education. |
| Dr.K.C.Mallaya - | Jansankhya Shiksha |
| S.C.Srivastava - | Dynamics of Demographic Studies |
| Dr.D.S.Baghel - | Demography |
| Dr.J.P.Dubey - | University Extension in India: A historical perspective |
| गीता पुष्प शाह – | प्रसार शिक्षा |
| हरपालानी – | प्रसार शिक्षा |

M.A. EXTENSION EDUCATION & SOCIAL WORK

Indian Society

Paper – 102 (First Semester) (2011-12)

Marks 50
(Th.35 & Int.Ass.15)

Unit I Society

- Meaning and Characteristics of Society, Community and Institution, Social Groups, Social Structure and Social Stratification.
- Difference between Society and Community.
- Difference between Institution and Community.

Unit II Social Stratification

- Meaning and Characteristics of Caste System. Merits and Demerits of Caste System.
- Jajmani System: Concept, features, advantages & disadvantages, and changes in jajmani system
- Future of caste system in India.

Unit III Social Institutions

- Marriage: Definition, forms and stages of marriage.
- Family: Definition and Characteristics.
- Joint Family System: Features, advantages and disadvantages. Causes of disintegration of joint family.

Unit IV Faction in Economic Structure

- Faction: Meaning, structure and feature,
- Causes of formation of Faction, inter-factional relationship.
- Land reforms and indebtedness.

Unit V Rural Urban Contrast

- Difference between rural and urban community.
- Process of urbanization.
- Urban Ecology: Factors and Theories.
- Leadership in Indian Society, kinds, characteristics and changes taking place in leadership.

Books recommended:

A.R.Desai	Rural Sociology
B.R.Chauhan	Rural Sociology
M.N.Sriniwas	Social Change
Tomar and Goyal	Urban Sociology
Yogendra Atal	Rural Sociology

M.A. EXTENSION EDUCATION & SOCIAL WORK

History and Philosophy of Social Work

Paper – 103 (First Semester) (2011-12)

Marks 50
(Th.35& Int.Ass.15)

Unit I Concept of Social Work

- Concept, definition and characteristics of Social Work.
- Objectives and Principles of Social Work.
- Scope of Social Work.
- Functions of Social Work.

Unit II History of Social Work

- History of Social Work in U.K.
- History of Social Work in U.S.A.
- History of Social Work in India.

Unit III Philosophy of Social Work

- Basic Norms / Values of Social Work.
- Philosophy of Social Work
- Gandhian Philosophy of Social Work

Unit IV Human Development

- Concept and definition of Human Development,
- Process of Development, Factors influencing human development.
- Life span approach: Prenatal, Childhood, Adolescence, Adulthood, Old Age.

Unit V Field Work in Social Work

- Field Work: Concept and Objectives
- Problems faced by students at field work placement
- Importance of maintaining records.
- Role of Social Worker in School.
- Role of Social Worker in Hospital.

Reference Books

- | | |
|-----------------------|--------------------------------|
| 1.G.R.Madan | Social work |
| 2.Jainendra Kumar Jha | An Introduction to Social Work |
| 3. Samaj Karya | Dr.Surendra Singh & P.D.Mishra |
| 4.Ram Babu Gupta | Child Psychology |

M.A. EXTENSION EDUCATION & SOCIAL WORK

Social Problems and Legal Literacy

Unit I Social Problems

1. Concept and definition of Social Problem.
2. Dowry, Child marriage, Untouchability, Prostitution.
(Causes, Impact, Constitutional Provisions and other efforts to solve problems)

Unit II Traditional Social Problems

1. Population (Concept, Causes, Impact and efforts to solve problem.)
2. Juvenile Delinquency (Concept, Causes, Impact and efforts to solve problem.)
3. Drug Abuse (Concept, Causes, Impact and efforts to solve problem.)
4. Child Labour (Concept, Causes, Impact and efforts to solve problem.)

Unit III Emerging Social Problems

1. Environmental Problem
2. Domestic Violence
3. Gender inequality
4. Youth unrest and agitations

Unit IV Human Rights

1. Concept of Human Rights.
2. Fundamental Human Right.
3. Human Rights in India.
4. Human Rights Violation: Causes & Remedies.
5. National Human Rights Commission.

Unit V Legal Literacy

1. Indian Constitution: Preamble, Fundamental Rights, Directive Principles,
2. Criminal Procedure Code(Cr.P.C.)- nature and types of crimes. Under standing of FIR, Arrest Warrant, Bail, Charge sheet, Police Custody, Enquiry, Rights of arrested person (women, child, men),
3. Civil Procedure Code (C.P.C.)- Nature and types of civil cases, understanding of Notice, Affidavits Plaints, Judgment Decree, Appeal, Public Interest Litigation,
4. Working of Family Court.

Reference Books

- | | |
|------------------------|-----------------------------------|
| 1.Dilip Jakhad | Manavadhikaar |
| 2.Ram Ahuja | Samajik Samasyayen |
| 3.Dr.Pushpalata Taneja | Manavadhikaar aur Baal shoshan |
| 4.Dr. Ganesh Pandey | Bhartiya Samajik Samasyayen |
| 5.Ram Aahuja | Social Problems in India |
| 6. Man Chand Khandela | Human Rights and Social Relations |

Human Resource Development

Paper – 201 (Second Semester) (2011-12)

Marks 50
(Th.35 & Int.Ass.15)

- Unit – I Concept of Human Resource Development :-**
Concept, Meaning, & Definition, Characteristics, aims, objectives, nature scope Evolution philosophy, HRD Sub systems.
- Unit – II Human Resource Planning :-**
Meaning and definition, characteristics, scope, need benefits, planning at different level, Types, process and techniques.
- Unit – III Job Analysis and career planning :-**
Job analysis – Meaning and definition, characteristics, Scope, components, Job description, employee Specification, Techniques of job design.
Career Planning – Meaning and Objectives, Process, Advantage and Limitations, Effective career planning, and Career Development.
- Unit – IV Training and Development**
Concept, Meaning and Definition. Characteristics of Training and Objective.
Principles of training, Types & Methods of Training,
Training Process
- Unit - V Motivation, Moral and Discipline in Human Resource Development:-**
Motivation – Meaning and Definition, Characteristics, Nature, Classification, Importance, Theories and Process,
Moral – Meaning and Definition, Characteristics, Affecting and Rising Factors.
Discipline - Meaning and Definition, Characteristics, Objectives, Forms, Principles of Maintaining Discipline, Cause of Indiscipline, Misconduct, Punishments.

Reference Books:

- Birendra Kumar, B.S. Hansra – Extension Education for Human Resource Development
- Dr. C.B. Gupta – Human Resources Management
- N.K.Chaddha - Manav Sansadhan Prabandhan
- Linton & Uday Parik - Training & Development
- आर.बी. एस. वर्मा, अतुल प्रताप सिंह – मानव संसाधन विकास एवं प्रबन्धन की रूपरेख

M.A. EXTENSION EDUCATION & SOCIAL WORK

Social Psychology

Paper – 202 (Second Semester) (2011-12)

Marks 50
(Th.35 & Int.Ass.15)

- Unit I** **Social Psychology – An Introduction:**
Concept, definitions, nature of social psychology,
Problems and scope of social psychology,
Study methods of social psychology.
- Unit II** **Individual and Society:**
Culture and Personality: Meaning ,Type, and methods of studying culture,
Meaning of personality, relationship in culture and personality,
Socialization: Process, factors, agencies of socialization, theories of
socialization,
Social Learning: Factors of social learning.
- Unit III** **Social Behavior:**
Public opinion: Meaning , characteristics, important steps involved in
formation of public opinion, agencies and measurement of public opinion,
Crowd: Characteristics, psychology of crowd behaviors, and important
theories of crowd behavior.
Rum our: Characteristics, causes and conditions of rum our, and checks on
spread of rum our.
- Unit IV** **Social Control and Social Conflict:**
Social control: Concept and forms of social control, law, religion and
customs,
Social conflict: Nature, type, problem and resolution of social conflicts,
Social Tensions: Effect, causes, land measures of reducing tension.
Social Deviance: Causes, remedies and theories related to solve problems.
- Unit V** **Social Psychology and its application:**
Uses of social psychology in sphere of mental health,
Labour Management relationship and social psychology
Application of social psychology: National character and national
integration.

Reference Books

- | | | |
|----|---------------|-------------------|
| 1. | Akolkar | Social Psychology |
| 2. | Young K. | Social Psychology |
| 3. | Ginsbergh M. | Social Psychology |
| 4. | Allport FH | Social Psychology |
| 5. | Mathur S.S. | Social Psychology |
| 6. | Mukerjee R.N. | Social Psychology |

M.A. EXTENSION EDUCATION & SOCIAL WORK

Work with Individual and Families

Paper – 203 (Second Semester) (2011-12)

Marks 50
(Th.35 & Int.Ass.15)

Unit I Introduction

1. Concept and definition of Social Case Work.
2. Assumptions of Case Work.
3. Principles and Objectives of Case Work.
4. Need and Scope of Social Case work.
5. Counselling, Difference between Social Case Work and Counselling.

Unit II Components of Social Case Work

1. Person (Meaning of behavior, principles of human behavior, objectives and effects of behavior, status and role of a person)
2. Problem (Definition & Causes of problem, types of problems and analysis)
3. Place (Importance, types of places/ institutions, characteristics of institutions.)
4. Process (Meaning, objectives & stages of process)

Unit III Tools of Case Work

1. Listening
2. Observation
3. Interview
4. Home visit
5. Relationship

Unit IV Approaches of Social Case Work

1. Psycho social
2. Problem Solving
3. Behavior Modification
4. Crisis Intervention
5. Functional

Unit V Problem Solving Techniques

1. Supportive
2. Reflective
3. Logical Discussion
4. Demonstration
5. Environmental Modification

Reference Books

- | | |
|-------------------------|--|
| 1.G.R.Madan | Social work |
| 2.Perlman, Helen Harris | Social Case Work – A problem Solving Process |
| 3.Grace Mathew | An Introduction to Social Case Work |
| 4.Samaj Karya | Dr.Surendra Singh & P.D.Mishra |
| 5.Jainendra Kumar Jha | An Introduction To Social Work |

M.A. EXTENSION EDUCATION & SOCIAL WORK

Community Health Education

Paper – 204 (second semester) (2011-12)

Marks 50
(Th.35 & Int.Ass.15)

Unit I An introduction of Health Education:-

- (a) Concept of Health Education
- (b) Objectives & Topics of Health Education
- (c) Instructional approaches & strategies of Health Education

Unit II Health Education for Nutrition and Hygiene:-

- (a) Concept of Food & Nutrition
- (b) Balanced diet & applied nutrition
- (c) Prevention & Control of public food supply

Unit III School Health Education:-

- (a) Psychological Aspects of Adults, Health Problems & Protection
- (b) School food services & mid-day meal scheme
- (c) Method of Health Education & Teacher training

Unit IV Epidemiology & Prevent ional Approach:-

- (a) Personal Health Aspects & Hygiene
- (b) Community Health Aspects & Hygiene
- (c) Problems and control of infection & environmental sanitation

Unit V Community Health Services & Protection:-

- (a) Primary Health Service
- (b) Public Health Centres & Schemes
- (c) Major Global Trends, HIV/AIDS, Problems of National and International Approaches

Reference Books: -

- Nirmal Verma Swashthya Shiksha
- Dr.Daisy Shiokand Swashthya Shiksha Main Adhunik Pravartiyani
- Dr.Jagdish Singh Sharirik Shiksha Evam Swasthya Shiksha
- Donald J Grecon Community Health Education
- Mary Ellan Wurzbrach Community Health Education & Promotion
- V.K.Nanda Health Education
- K,Park Preventive & Social Medicine
- R.C.Mishra Health and Nutrition Education
- Dr.Saket Ratan Tiwari Health Education
- Y.Venkata R.K.Prasad Health Education
- Dr.Laxmikant Psychology and Community Health
- M.Swami Nathan Ahar Evam Poshan Vigyan

M.A. EXTENSION EDUCATION & SOCIAL WORK

Labour Welfare and Industrial Relation

Paper – 301 (Third Semester) (2012-13)

Marks 50
(Th.35 & Int.Ass.15)

- Unit – I Labour Welfare Concept :-**
Meaning, Need, Objectives, Scope, Types, Techniques of welfare work, agencies, Aspects, New Dimension.
- Unit – II Wage and salary administration :-**
Objectives and Principles, Structure, Factors affecting, Methods of wage payment, Wage policy in India, Wage incentives, Advantage and Limitation, Intensive Plans, Concept of profit sharing- Advantage and Disadvantage, Workers participation in management, conceptual overview.
- Unit – III Industrial Relations and Industrial Disputes :-**
Concept, Objectives and approaches,
Industrial unrest in India, Causes of Industrial disputes, preventive and settlement machinery.
State and Industrial relations.
- Unit – IV Trade Unions and Collective Bargaining :-**
Meaning, Objectives and functions of Trade unions, Structure and Types of Unions, Registration, Rights and Liabilities of a Registered Union, Problems of Trade Unions, Employee Associations, Trade Union Movement in India.
Collective Bargaining – Meaning and objectives, Importance and requirements, Collective bargaining in India.
- Unit – V Social Welfare and Social Security :-**
Scope of Social Welfare, Principles of Social Welfare, Task of Social Welfare, Concept of social security in India, The Employees Insurance Act, The Employees Provident Fund and Miscellaneous Provisions Act, The Maternity Benefit Act, The Payment of Gratuity Act.

Reference Books:

1. Dr. C.B. Gupta – Human Resource Management
2. डा. चतुर्भुज मामोरिया – सेविवर्ग प्रबंध एवं औद्योगिक सम्बंध
3. Dr. D.R. Sachdeva – Social Welfare administration in India
4. Dr. Sanjay Bhattacharya – Social Work : An Integrated Approach

M.A. EXTENSION EDUCATION & SOCIAL WORK

Research Methods in Social Work

Paper – 302 (Third Semester)

(2012-13)

Marks 50
(Th.35 & Int.Ass.15)

- Unit – I Social Science Research :-**
Meaning, Nature objectives and types, utility of research methods, Methods of social research, Pure and applied research, various theories of social research, Social Work Research in India.
- Unit II Research Methods :-**
Case Study Method – Meaning, concepts, procedure, features, approaches, advantage and disadvantage.
Social Survey Method– Definition, subject matter, types, procedures, and growth, Merits and demerits, Social surveys in India.
Experimental Method – Definitions, Types.
Historical Method – Concepts and Source.
Content Analysis Method
- Unit III Methods of Data Collection and Research Design :-**
Sources of data, forms of data, principles of data collection, sampling design, various method of data collection – observation interview questionnaire and schedule.
Research design – meaning purpose, functions.
Hypothesis – Meaning, Types, Formulation and Testing.
- Unit IV Statistical Method in Social Research**
Concept of statistics use
Various statistics methods – Averages, Mean, Median, Mode, Standard deviation, Index number, Correlation.
- Unit – V Interpretation, presentation and report writing of research project :-**
Concept of interpretation and techniques, concept of presentation, tabulation and classification, use of diagram, map and graphs.
Report writing – Deferent steps, Layout, Types and Mechanics.

Reference Books :

1. Devendra Thakur – Research methods in social survey.
2. डा. सुरेन्द्र सिंह – सामाजिक अनुसंधान
3. Dr. Kathar – Research methodology, methods and Teaching.
4. Dr. Sanjay Bhattacharya – Social work : An Integrated Approach
5. C.R. Kothari – Research Methodology methods & Techniques

M.A. EXTENSION EDUCATION & SOCIAL WORK

Work with Groups and Communities

Paper – 303 (Third Semester) (2012-13)

Marks 50
(Th.35 & Int.Ass.15)

Unit I Social Group Work

1. Meaning and Definition of Social Group Work.
2. Characteristics and Scope of Social Group Work.
3. Assumptions, Principles and Objectives of Social Group Work.
4. Skills in Social Group Work.

Unit II Programmes in Group Work

1. Group Dynamics , Group Leadership.
2. Meaning and nature of programmes.
3. Importance of programme in Group Work.
4. Problem Solving Process in Social Group Work.

Unit III Evaluation in Social Group Work

1. Meaning and Definition of Evaluation
2. Process of Evaluation of Social Group Work
3. Area of Evaluation of Social Group Work
4. Need of Evaluation
5. Characteristics of Evaluation

Unit IV Community

1. Concept and Meaning of Community.
2. Types of Communities.
3. Peoples participation in community decisions.
4. Types of Problems of a Community (Water, Sanitation, Electricity, Health, Caste Problem, Religious Violence)

Unit V Community Organisation

1. Concept and definition of Community Organisation.
2. Assumption, Principles and Objectives.
3. Steps in Community Organisation.
4. Activities under Community Organisation.

Reference Books:

1. Trecker H.B. Social Group Work- Principles & Practice
2. G.R.Madan Social work
3. Dr.Surendra Singh & P.D.Mishra Samaj Karya
4. S.D.Mudgal Introduction to Social Work
5. Prayaagdeen Mishra Samajik Samuhik Karya

M.A. EXTENSION EDUCATION & SOCIAL WORK

Social Welfare Administration

Paper – 401 (Fourth Semester) (2012-13) Marks 50
(Th.35 & Int.Ass.15)

- Unit I** **Concept of Social Welfare**
Concept, definition , and scope of social welfare,
Difference between social work and social welfare,
Welfare state in India, Evolution of social welfare in India.
- Unit II** **Social Welfare Administration**
Concept, definition and scope of Social Welfare Administration
Principles and Task of Social Welfare Administration
Role of Welfare Ministry, State Welfare Board and Non-Government
Organizations in Social Welfare.
- Unit III** **Voluntary Organisation**
Concept, Characteristics and functions & Classification of Voluntary
Organisation.
Weaknesses and deficiencies of Voluntary Organisation.
Evolution of Voluntary Action in India.
Role of Voluntary Organizations in Social Welfare.
- Unit IV** **Social Welfare Programme**
Study of social welfare programmes in India:- 1. Family Welfare 2. Child
Welfare 3. Youth Welfare 4. Welfare Programmes for disabled 5. Labour
Welfare 6. Welfare for the Aged.
- Unit V** **Social Defense Services Administration**
Concept of Social Defense,
Juvenile Delinquency, Prisoners Welfare,
Suppression of immoral traffic in India,
Beggary,
After care Services, National Institute of Social Defense and its functions.

Reference Books

1. G R Madan Social Work
2. Dr.Hajira Kumar Theories in Social Work Practice
3. Dr. Girish Kumar Fields of Social Work
4. Dr.D.R.Sachdev Social Welfare Administration in India
5. Dr.D.R.Sachdev Bharat Main Samaj Kalyan Prashasan

M.A. EXTENSION EDUCATION & SOCIAL WORK

Environment Education

Paper – 402 (Fourth Semester)

(2012-13)

Marks 50
(Th.35 & Int.Ass.20)

- Unit I** **Man and Environment Relations**
Introduction of Environment, Structure and Types of Environment.
Environment and Ecology, Environment and Resources, Relationship between Man and Nature
- Unit II** **Ecology and Ecosystem**
Concept, Objectives, Scope, Types, Areas and Principles of Ecology.
Concept , Types, Components, Functions and Stability of Ecosystem.
- Unit III** **Environmental Degradations**
Concept, Types and Process of Environmental Degradation.
Factors of Environmental Degradation.
Problems and Impact of Environmental Degradation.
Extreme events hazards and disaster.
- Unit IV** **Environmental Pollution**
Concepts, Sources, and Classification of pollution.
Air Pollution, Water Pollution, Solid Waste Pollution, Noise Pollution
Impact of Pollution,
Pollution Problem in India.
- Unit V** **Environmental Planning and Management**
Concepts of Environmental Planning and Management, Aspects and approaches of planning and management, Concept of resource management, Meaning and Classification of resources, Preservation and Conservation of Ecological Resources.

Reference Books

1. Savindra Singh Paryavaran Bhoogol
2. Dr.Aruna & Dr.ChitralkhaRaghuvanshi Paryavaran tatha Pradooshan
3. Dr.Dhananjay Verma Paryavaran Chetna
4. T.D.Brock The Ecosystem and the study State
Bioscience
5. V.K.Kumar A Study in Environment pollution.
6. Savindra Singh Environmental Management :
Some New Dimensions.
7. D.R.Stoddart Geography and Ecological Approach
8. Girish Chopra Environmental Geography