

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

Jiwaji University, Gwalior

M.A. Extension Education and Social Work

Session 2021-22, 2022-23

Syllabus

1st Semester (2021-22)

Course code	Course Name	Total Marks	Credit C(i)	End Semester Exam Marks		Sessional Marks	
				Max.	Min.	Max.	Min.
EESW101	Perspectives of Extension Education	100	4	60	21	40	14
EESW102	Introduction to Social Work	100	4	60	21	40	14
EESW103	Indian Society	100	4	60	21	40	14
EESW104	Social Problems and Legal Literacy	100	4	60	21	40	14
EESW105	Community Project	100	2	100	35	x	x
EESW106	Seminar	100	1	100	35	x	x
EESW107	Assignment	100	1	100	35	x	x
	Sub Total	700	20	540	189	160	56
EESW108	Comprehensive viva	100	4	100	35	x	x
	Grand Total	800	24	640	224	160	56

**M.A. Extension Education and Social Work
2nd Semester (2021-22)**

Course code	Course Name	Total Marks	Credit C(i)	End Semester Exam Marks		Sessional Marks	
				Max.	Min.	Max.	Min.
EESW201	Social Work & HRD	100	4	60	21	40	14
EESW202	Work with Individual & Families	100	4	60	21	40	14
EESW203	Psychological Perspectives in SW	100	4	60	21	40	14
EESW204	Community and Health Education	100	4	60	21	40	14
EESW205	Community Project	100	2	100	35	x	x
EESW206	Seminar	100	1	100	35	x	x
EESW207	Assignment	100	1	100	35	x	x
	Sub Total	700	20	540	189	160	56
EESW208	Comprehensive viva	100	4	100	35	x	x
	Grand Total	800	24	640	224	160	56



**M.A. Extension Education and Social Work
3rd Semester (2022-23)**

Course code	Course Name	Total Marks	Credit C(i)	End Semester Exam Marks		Sessional Marks	
				Max.	Min.	Max.	Min.
EESW301	Social Research: Methods and Statistics	100	4	60	21	40	14
EESW302	Work with Groups & Communities	100	4	60	21	40	14
EESW303(A)	Labour Welfare & Industrial Social Work	100	4	60	21	40	14
EESW303(B)	NGO Management and Social Development						
EESW304(A)	Women Studies	100	4	60	21	40	14
EESW304(B)	Value Education & Human Rights						
EESW305	Field work report & Viva-Voce	100	2	100	35	x	x
EESW306	Seminar	100	1	100	35	x	x
EESW307	Assignment	100	1	100	35	x	X
	Sub Total	700	20	540	189	160	56
EESW308	Comprehensive Viva-Voce	100	4	100	35	x	x
	Grand Total	800	24	640	224	160	56

**M.A. Extension Education and Social Work
4th Semester (2022-23)**

Course code	Course Name	Total Marks	Credit C(i)	End Semester Exam Marks		Sessional Marks	
				Max.	Min.	Max.	Min.
EESW401	Social Welfare Administration and Social Action	100	4	60	21	40	14
EESW402	Environmental Perspectives in S.W.	100	4	60	21	40	14
EESW403(A)	Guidance and Counseling	100	4	60	21	40	14
EESW403(B)	Population Studies						
EESW403(C)	Mental Health and Psychiatric Social Work						
EESW404(A)	Disaster Management	100	4	60	21	40	14
EESW404(B)	Social Legislation and Social Policy						
EESW404(C)	Developing Skill and Entrepreneurship						
EESW405(A)	Block Placement for Field Work & Viva	100	2	100	35	x	x
EESW405(B)	Research Project & Viva						
EESW406	Seminar	100	1	100	35	x	x
EESW407	Assignment	100	1	100	35	x	x
	Sub Total	700	20	540	189	160	56
EESW308	Comprehensive Viva-Voce	100	4	100	35	x	x
	Grand Total	800	24	640	224	160	56

M.A. Extension Education and Social Work
Perspectives of Extension Education

Paper 101 (First Semester) (2021-22) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

- Unit-1** **Concept of Extension Education**
- Meaning, Definition, Scopes and Objectives of Extension Education.
 - Characteristics, Philosophical and Sociological Perspective of Extension Education.(Online)
- Unit- 2** **Principles Methods and Process**
- Principles of Extension Education
 - Methods of Extension Teaching
 - Steps in Extension Teaching (Online)
 - Aids of Extension Teaching
- Unit- 3** **Forms of Education**
- Formal Education & Extension
 - Informal Education & Extension
 - Non-formal Education
 - Adult Education & Extension (Online)
- Unit-4** **Historical Perspectives of Extension Education**
- Extension work in India.(Online)
 - National rural development programs & Extension
 - Extension Education in Abroad – America, Japan, Israel, China, Nepal & Myanmar.
- Unit-5** **Communication Support in Extension Work.**
- Overview of Communication (Online)
 - Role of Communication in development
 - Process and Motivation
 - Methods & Media of Communication

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 and Social Work
Introduction to Social Work

Paper 102 (First Semester) (2021-22) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

- Unit I Concept of Social Work**
- Concept, definition and characteristics of Social Work.
 - Objectives and Principles of Social Work.
 - Scope of Social Work. (Online)
 - 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. (Online)
- Unit III Philosophy of Social Work**
- Basic Norms / Values of Social Work.
 - Philosophy of Social Work
 - Gandhian Philosophy of Social Work (Online)
- Unit IV Human Development**
- Concept and definition of Human Development, (Online)
 - 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 (Online)
 - Importance of maintaining records. (Online)
 - 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 and Social Work
Indian Society

Paper 103 (First Semester) (2021-22)	Marks 100	Cr.	Total Credit
	(Th.60 & Int.Ass.40)	4	4

- Unit- I. Indian Society**
- Meaning, Concept & Characteristics of Society, Community, Association, Institution, Social Group.
 - Concept & Characteristics of Social Group, Social Structure, Social Stratification.
 - Social Process, Cooperation, Competition, Conflict, Accommodation & Assimilation. (Online)
- Unit -II Sociological Concepts**
- Social Control: Meaning, Concept and Types
 - Socialization Process: Concept and Types
 - Social Change: Concept, Factors of Social Change
 - Social Development: Concept, Evolution, & Process (Online)
- Unit-III Sociology & Social Work**
- Relationship between Sociology and Social Work
 - Social Problems: Concept, Types and Aspects
 - Social Work Practices in Solving Social Issue (Online)
- Unit- IV Faction, Economics and Social Work**
- Faction: Meaning, Structure & Features, Causes of formation of factions
 - Land Reforms and Indebtedness
 - Rural Social Problems (Online)
- Unit -V Current Sociological Perspectives**
- Urbanization (Online)
 - Leadership: Concept, Kinds, Characteristics & Changes
 - Industrialization & Globalization and its Impact on Social Life

Reference books:

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 and Social Work
Social Problems and Legal Literacy

Paper 104 (First Semester) (2021-22) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

Unit I Social Problems

- Concept and definition of Social Problem.
- Characteristics and causes of social problem (Online)
- Weaker sections of society(meaning and concept)
- Indian Constitution: Preamble, Fundamental Rights, Directive Principles,

Unit II Social problems related to child and youth

- Child marriage (Concept, Causes, Impact and efforts to solve problem.)
- Juvenile Delinquency (Concept, Causes, Impact and efforts to solve problem.)
- Child Labour (Concept, Causes, Impact and efforts to solve problem.)
- Drug abuse (Online)
- Youth Unrest (Online)

Unit III Social problems related to women

- Crime and Women (Nature and Types)
- Domestic Violence
- Gender inequality
- Prostitution (Online)

Unit IV Problems related to People & Environment

- Population.
- Environmental problems
- Corruption
- Illiteracy (Online)

Unit V Human rights and Legal Literacy

- Human rights (concept and basic human rights)
- Human rights violation: causes and remedies
- Working of NHRC (Online)
- Criminal Procedure Code(Cr.P.C.)and Civil Procedure Code (meaning)
- Public Interest Litigation, Right To Information

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 |

M.A. Extension Education and Social Work

Social Work & Human Resource Development

Paper 201 (Second Semester) (2021-22) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

Unit – I Concept of Human Resource Development:-

- Concept, Meaning, & Definition,
- Characteristics, aims, objectives,
- Social work and its relationship with HRD (Online)

Unit – II Human Resource Planning:-

- Meaning and definition, characteristics,
- Scope, need benefits, planning at different level, (Online)
- Types, process and techniques.

Unit – III Social work in industrial setting:-

- Job analysis – Meaning and definition, characteristics, (Online)
- 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
- Objective and Principles of training,
- Types & Methods of Training, Training Process (Online)

Unit - V Motivation, Moral and Discipline in Human Resource Development:-

- Motivation – Meaning and Definition, Characteristics, Nature, Classification, Importance, Theories and Process, (Online)
- 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
- रपदजवद – न्कल च्तापा . ज्त्पदपदह – वमअमसववउमदज
- आर.बी. एस. वर्मा, अतुल प्रताप सिंह – मानव संसाधन विकास एवं प्रबन्धन की रूपरेख

M.A. Extension Education and Social Work

Work with Individual and Families

Paper 202 (Second Semester) (2021-22) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

Unit I Introduction

- Concept and definition of Social Case Work.
- Propositions & Assumptions of Case Work.
- Principles and Objectives of Case Work.
- Counseling, Difference between Social Case Work and Counseling. (Online)

Unit II Components of Social Case Work

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

Unit III Tools of Case Work

- Listening
- Observation
- Interview
- Home visit
- Relationship (Online)

Unit IV Approaches of Social Case Work

- Psycho social
- Problem Solving
- Behavior Modification (Online)
- Crisis Intervention
- Functional

Unit V Problem Solving Techniques

- Supportive (Online)
- Reflective
- Logical Discussion
- Demonstration (Online)
- 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. Dr.Surendra Singh & P.D.Mishra - Samaj Karya
5. Jainendra Kumar Jha - An Introduction To Social Work

M.A. Extension Education and Social Work

Psychological Perspectives in Social Work

Paper 203 (Second Semester) (2021-22) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

Unit I Social Psychology – An Introduction:

- Concept, definition of social psychology,
- Scope of psychology, concept of human behavior (Online)
- Social work and Social psychology, Study methods of social psychology.

Unit II Factors influencing human behavior:

- Culture and Personality: Meaning ,Type and heredity & environment
- Meaning of personality, relationship in culture and personality,
- Socialization: Agencies of socialization, theories of socialization,
- Social Learning: Process and Factors of social learning. (Online)

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. (Online)
- Rumour: Characteristics, causes and conditions of rumour, and checks on spread of rumour.

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 Deviance: Causes, remedies and theories related to solve problems. (Online)

Unit V Social Psychology and its application:

- Uses of social psychology in sphere of mental health,
- Social psychology in crisis (Online)
- 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 and Social Work

Community and Health Education

Paper 204 (Second Semester) (2021-22) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

Unit I An introduction to Health Education :-

- Meaning ,Definition & Components of Health
- Factor effecting Health
- Meaning, Definition and aims of Health Education
- Principles of Health Education
- Methods of Health Education Teaching (Online)

Unit II Health & Sanitation:-

- Personal hygiene
- Community hygiene (Online)
- Water and community health – Drinking water supply, water borne diseases
- Sanitation Practices , Swachch Bharat abhiyan and relevant programmes

Unit III Health and Nutrition

- Balanced Diet- Meaning, Concept and Definition, Components
- Nutrition – Meaning and Concept, Sources of nutrients in our food
- Diet and its nutritious values (Online)
- Malnutrition – meaning, definition, types, causes and remedies.

Unit IV Mental Health and Problems

- Mental health – Meaning, concept and definition, Factors influencing mental health
- Mental Problems and its social impact – anxiety, stress, depression, isolation panic attacks, schizophrenia
- Age related issues – Dementia, Alzheimer’s disease, memory loss, Parkinson’s - treatment and management
- Role of social worker in Suicidal Prevention (Online)

Unit V Health Education and Diseases

- Communicable diseases like infections, flue – concept, causes and its prevention
- Occupational diseases – Concept, types, causes and their prevention
- Sex related diseases: AIDS, STD – Social impacts, education and prevention
- Cancer – Definition, types, causes, cure, education and prevention (Online)

Reference Books: -

- Nirmal Verma - Swasthya Shiksha
- Dr.Daisy Shiokand - Swasthya Shiksha Main Adhunik Pravartiyani
- Dr.Jagdish Singh - Sharirik Shiksha Evam Swasthya Shiksha
- Donald J Greckon - Community Health Education
- Mary Ellen 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
- Prof.Amresh Kumar - Swasthya Vigyan Darpan
- Dr.Usha Gopal - Manav Shareer rachana evam kriya vigyan
- Chandra ballabh – Health care services in Hospital
- Dr. G.C. Satpathy – AIDS Transmission challenges in new millennium
- P.K. Bajpai – Social work perspectives on Health
- Digumarti Bhaskar Rao – Community and school, Nutrition Education
- G.P. shairi – Swasthya Shiksha



M.A. Extension Education and Social Work

Social Research: Methods & Statistics

Paper 301 (Third Semester) (2022-23) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

- 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,
 - Basic elements of social research- concept, variables, theories, operational definition.
 - Social Work Research in India. (Online)

- 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. (Online)
 - Content Analysis Method (Online)

- Unit III Methods of Data Collection and Research Design:-**
- Sources of data, forms of data, principles of data collection (Online)
 - Various method of data collection: observation interview questionnaire & schedule.
 - Sampling- population, universe, types, techniques & procedures.
 - Research design – meaning purpose, functions.
 - Hypothesis – Meaning, Types, Formulation and Testing.

- Unit IV Statistical Method in Social Research**
- Use of statistics in social research. (Online)
 - Parametric and non parametric concept in statistics.
 - Various statistics methods – Averages, Mean, Median, Mode, Dispersion, t-test, chi square test, ANOVA, correlation and regression.

- Unit – V Interpretation, presentation and report writing of research project:-**
- Concept of interpretation and presentation, tabulation and classification, use of diagram, map and graphs.
 - Standard format for referencing, footnotes, research abstracts and bibliography.
 - Report writing – Deferent steps. (Online)

Reference Books:

- | | | |
|-------------------------|---|--|
| Devendra Thakur | – | Research methods in social survey. |
| Mk- IqjsUnz flag | & | Ikekftd vuqla/kku |
| Dr. Kathar | – | Research methodology, methods and Teaching |
| Dr. Sanjay Bhattacharya | – | Social work : An Integrated Approach |
| C.R. Kothari | – | Research Methodology methods & Techniques |

M.A. Extension Education and Social Work

Work With Groups and Communities

Paper 302 (Third Semester) (2022-23) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

Unit I Social Group Work

- Meaning and Definition of Social Group Work.
- Characteristics and Scope of Social Group Work. (Online)
- Assumptions, Principles and Objectives of Social Group Work.
- Skills in Social Group Work.

Unit II Programmes in Group Work

- Group Dynamics, Group Leadership.
- Meaning and nature of programmes.
- Importance of programme in Group Work. (Online)
- Problem Solving Process in Social Group Work.

Unit III Evaluation in Social Group Work

- Meaning and Definition of Evaluation
- Process of Evaluation of Social Group Work
- Area of Evaluation of Social Group Work
- Need of Evaluation (Online)
- Characteristics of Evaluation (Online)

Unit IV Community

- Concept and Meaning of Community.
- Types of Communities. (Online)
- People's participation in community decisions.
- Types of Problems of a Community (Water, Sanitation, Electricity, Health, Caste Problem, Religious Violence)

Unit V Community Organisation

- Concept and definition of Community Organisation.
- Assumption, Principles and Objectives.
- Steps in Community Organisation.
- Activities under Community Organisation. (Online)

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 and Social Work

Labour Welfare and Industrial Social Work

Paper 303(A) (Third Semester) (2022-23) Marks 100 Cr. Total Credit
Optional Paper (Th.60 & Int.Ass.40) 4 4

Unit – I Labour Welfare Concept:-

- Meaning, Need, Objectives, Scope,
- Historical perspective of labour welfare (Online)
- Agencies, Aspects, New Dimension.

Unit – II Wage and salary administration:-

- Objectives and Principles, Structure,
- Factors affecting, Methods of wage payment, (Online)
- 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. (Online)

Unit – IV Role of trade unions in labour welfare:-

- Meaning, Objectives and functions of Trade unions,
- Structure and Types of Unions, trade union movements in India. (Online)
- Problems of Trade Unions, limitations and advantages of trade union.
- 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, (Online)
- 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. Mk- prqI kqZt ckeksfj;k & IsfooxZ izca/k ,oa vkS/kksfxd IEca/k
3. Dr. D.R. Sachdeva – Social Welfare administration in India
4. Dr. Sanjay Bhattacharya – Social Work: An Integrated Approach

M.A. Extension Education and Social Work

NGO Management and Social Development

Paper – 303 (B) (Third Semester) (2022-23) Marks 100 Cr. Total Credit

Optional Paper (Th. 60 & Int.Ass. 40) 4 4

- Unit-I Introduction to Non Government Organization**
- NGO's : Definition, Concept, Objectives & Types
 - History of NGO's in India
 - Functions and Roles of NGO's
 - Present Status of NGO's (Online)
 - NGO's Movements in Other Countries
- Unit-II NGO's and its fields of work**
- Role of NGO's and Criteria for NGO's Support
 - NGO's and community development (Online)
 - Major Schemes of the Government of India in Various Sectors
- Unit-III NGO's and multidimensional aspect**
- Role of NGO's in Self help Group
 - Role of NGO in watershed management.
 - Role of NGO in wasteland management
 - Social Movement in India: Women's Movement, Dalit's Movement, Peasant, Movement and etc. (Online)
- Unit-IV Establishment of NGO's**
- Societies Registration Act, 1860
 - Charitable Endowments Act, 1890 (with Charitable Endowments (Central) rules 1942
 - Cooperative Societies Act, 1912
 - Company Act, 1956 (Some Relevant Part) (Online)
 - Indian Trust Act, 1882
- Unit-V National and international organisations**
- UN Agencies – UNICEF, WHO, FAO, SAID, RED CROSS, CARE, FORD FOUNDATION ETC
 - Donor Agencies (Online)
 - Other International Agencies
 - World Bank, IMF and Asian Development Bank

Reference books:

NGOs in India: role, guidelines & performance appraisal - Puran Chandra
Rural Development through NGO's - A.K. Kapoor & Dharamvir Singh

M.A. Extension Education and Social Work

Women Studies

Paper – 304 (A) (Third Semester) (2022-23) Marks 100 Cr. Total Credit

Optional Paper (Th. 60 & Int.Ass. 40) 4 4

Unit 1 - Basic Concepts

- Concept - Sex and Gender - meaning, definition, difference, stereotyping
- Feminism and its types - Liberal, Marxist, Radical, Socialist
- Women's Movements - First Wave, Second Wave (Online)

Unit 2 - Historical Perspective

- Status of women - Pre Independence, Post - Independence
- Women's movement - Global - First Wave, Second wave, Third Wave
- Historical review of status of women - Rigvedic period, Later Vedic period
- Demographic Characteristics of women population in India (Online)

Unit 3 - Women Empowerment

- Women Development Concept - Meaning, Definition
- Indicators of Empowerment - Women and Development (WAD), Women in Development (WID), Gender and Development (GAD)
- Non Governmental measures towards empowerment of women - Special Development Goals (Online)

Unit 4 - Issues and Challenges

- Concerns - Health - inadequate nutrition, skewed girl child ratio, son meta preference, maternal mortality rate, anaemia in adolescent girls
- Violence against women -Concept, meaning - female foeticide, molestation, sexual harassment, murder, stalking, rape, domestic violence, dowry demands. (Online)

Unit 5 - Safeguard measures

- Women's rights - Social, Political, Legal, Economic, Religious
- Constitutional provisions - Fundamental Rights, Directive Principles of State Policy, Fundamental Duties specific to women
- Legal provisions - Domestic Violence (Prevention) Act, 2005, PCPNDT Act, 1994, Dowry Prohibition Act, 1961, Sexual Harassment Prevention act,2013, Maternity Benefits act, 1961, Indecent Representation of Women's Act1986
- National Commission For Women.

Reference Books

1. 'Status of Women in Modern Society' by Kavita Mishra
2. 'Women & Education issues and Approaches' by Nirmala Sharma
3. 'Women Empowerment through SHGs' by Jyoti K Heggani
4. 'Family Welfare Programme' by Ranjana Desai
5. 'Gender, School & Society' by Mahesh Bharghav & Ranjana Pandey
6. 'Status of Women & Children in India' by Sunit Gupta and Mukta Mittal
7. 'Crime against Women & Protective Laws' by Shobha Saxena
8. 'Health status of Indian Women', Tata Institute of Social Sciences, 1988
9. 'Encyclopedia of Gender equality through Women Empowerment', (Volume 2), Maya Mazumdar
10. UN Handbook on National Action Plan on violence against Women
11. 'Indian Women present status & future Prospects', Pruthi Raj Kumar & Pruthi Romila, Mangal Days Publication,2003

M.A. Extension Education and Social Work

Value Education and Human Rights

Paper – 304 (B) (Third Semester) (2022-23) Marks 100 Cr. Total Credit

Optional Paper (Th. 60 & Int.Ass. 40) 4 4

Unit-I Concept of Human Value, Value Education towards Personal Development

Aim of Education and value education: Evolution of value oriented education; Concept of Human value; types of value; Components of value education Character Formation Towards Positive Personality: Truthfulness Constructively Sacrifice, Sincerity, Self Control, Altruism, Tolerance, Scientific vision.

Unit-II Value Education towards National and Global Development

National and International Value - Constitutional or national value – Democracy, socialism, secularism, equality, justice, liberty, freedom and fraternity
Social Values – Pity and probity, self control, universal brotherhood
Professional Value – Knowledge trust, sincerity in profession, regularity, punctuality and faith.
Religious Value – Tolerance, wisdom, character
Aesthetic Value – Love and appreciation of literature and fine arts and respect for the same.

Unit-III Human Rights

Concept of Human Rights – Indian and International Perspectives.
Evolution of Human Rights (Online)
Definitions under Indian and International documents
Indian constitution and Human Rights

Unit-IV Human Rights and its types

Classification of Human Rights
Human Rights of Women and children
Human Rights of Worker (Online)

Unit-v Violations and Redressal

Violation by State
Violation by Individuals
Nuclear Weapons and terrorism
Safeguards
Human Rights Commission (Online)

Reference Books:

Dilip jakhad	Manavadhikaar
Dr. Pushpalata taneja	Manavadhikaar aur bal soshan
Manchand Khandela	Human rights and Social relations

M.A. Extension Education and Social Work

Social Welfare Administration and Social Action

Paper 401 (Fourth Semester) (2022-23)	Marks 100 (Th.60 & Int.Ass.40)	Cr. 4	Total Credit 4
Unit I	Concept of Social Welfare <ul style="list-style-type: none">• Concept, definition, and scope of social welfare,• Difference between social work and social welfare,• Welfare state in India, Evolution of social welfare in India. (Online)• Evolution of Voluntary Actions in India		
Unit II	Social Welfare Administration <ul style="list-style-type: none">• 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. (Online)• Voluntary Organisation in Social welfare administration: Concept, Characteristics, Classification and role.		
Unit III	Social Welfare Programme <p>Study of social welfare programmes in India:-</p> <ul style="list-style-type: none">• Family Welfare• Child Welfare• Youth Welfare• Welfare Programmes for disabled• Labour Welfare• Welfare for the Aged.		
Unit IV	Social Defense Services Administration <ul style="list-style-type: none">• Concept of Social Defense, (Online)• Prisoners Welfare,• Suppression of immoral traffic in India,• Beggary,• After care Services, National Institute of Social Defense and its functions.		
Unit V	Social Action <ul style="list-style-type: none">▪ Concept, Definition, Meaning & Principles▪ Components, Strategies, Importance & Models▪ Historical evolution of Social Action in India▪ Role of Social Worker in Social Action▪ Social Action Movements in India (Chipko Movement, Narmada Bachao Andolan, Bachpan Bachhao Andolan)		

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
6. Sanjay Bhattacharya - Social Work – An Integrated Approach

M.A. Extension Education and Social Work

Environmental Perspectives in Social Work

Paper - 402 (Fourth Semester) (2022-23) Marks 100 Cr. Total Credit
(Th.60 & Int.Ass.40) 4 4

- 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 (Online)
- 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. (Online)
 - 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, (Online)
 - Pollution Problem in India.
- Unit V Environmental Planning and Management**
- Concepts of Environmental Planning and Management,
 - Aspects and approaches of planning and management, (Online)
 - 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.ChitralekhaRaghuvanshi- 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

M.A. Extension Education and Social Work

Guidance and Counseling

Paper – 403 (A) (Fourth Semester) (2022-23)	Marks 100	Cr.	Total Credit
Optional Paper	(Th.60 & Int. Ass. 40)	4	4

UNIT I: GUIDANCE

- Meaning and Definition, Developmental concept of Guidance leading to Modern Concept, Nature and Scope of Guidance,
- Aims and Principles of Guidance. (Online)
- Guidance and Education: Specific Relationship. Revolutionary changes in Modern Human Society. Need of Guidance-General and with special references to Indian Cultural Background.

UNIT II: COUNSELLING

- Meaning, historical development and importance of counselling. (Online)
- Types -Individual and Group counselling. Approaches of counselling: Directive, Non directive, Eclectic counselling. Techniques in counselling: Steps of counselling. The Qualities of effective counsellor.
- Counselling Skills-Building Trust: Listening, attending, building rapport, demonstrating empathy, observing, Interview (types of Interview), procedure of conducting interview. Preparation, process, interpretation, recording, and termination.

UNIT III: TOOLS AND TECHNIQUES

- Criteria of Good Guidance test: general, practical & psychological. Simple (Non Standardized)
- Tools of Guidance – Characteristics, construction and use by the Guidance worker. Anecdotal and cumulative records, Autobiography and self reports,
- Questionnaire, Rating Scale and Checklist, Observation and Interview schedules,
- Intelligence, Personality, Creativity, Aptitude, Attitude and Interest. (Online)

UNIT IV: UNDERSTANDING THE INDIVIDUAL

- Individual Differences in the process of Guidance and Counseling -Nature and Importance.
- Nature of Individual's Personality, its significance.
- Educational and Vocational Planning, world of work and world of education.
- Importance of assessing interest for educational and vocational guidance (Online)

UNIT V: ORGANIZATION OF GUIDANCE PROGRAM AT VARIOUS LEVELS

- Secondary and college level, Need for Practical Programs of Service.
- Basic Services of Guidance and Counseling, Role of various personnel and agencies in an organized program of services.
- Referral Services – Special and Community. (Online)

REFERENCES

- Agarwala J.C: Educational and Vocational Guidance & Counseling, Doaba House, New Delhi,1965.
- Barki B.G.,& Mukhopadhyay B : Guidance and Counseling- A manual, Sterling Publishers Pvt. Ltd, New Delhi,1989.
- Bhatnagar R.P : Guidance and Counseling in Education and Psychology, R. Lall Book Depot, Meerut,2011.
- Bernard, H.W.: Towards Better Personal Adjustment. McGraw Hill Book Co., New York,1957.
- Cattle, C. and Downie, N.M.: procedures and preparation for counseling, Englewood Cliffs, New Jersey, 1960.
- Chauhan S.S: Principles and Techniques of Guidance, Vikas Publishing House Pvt. Ltd, New Delhi,2001.
- Chibber S.K: Guidance and Educational Counseling, Common Wealth Publishers, New Delhi,2008.
- Crow and Crow : An Introduction to Guidance, Eurasia Publishing House (P) Ltd, New Delhi,1962.

M.A. Extension Education and Social Work
Population Studies

Paper – 403 (B) (fourth Semester) (2022-23) Optional Paper	Marks 100 (Th. 60 & Int.Ass. 40)	Cr. 4	Total Credit 4
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UNIT- I An Introduction to Population Education:-

- Definition & Concept of Population Education.
- History Perspective of Population Education. (Online)
- Objectives and approaches of Population Education.
- Components of Population Education and its relation with other discipline.

UNIT- II Demographic Trends of Population in India:-

- Status of Population in Madhya Pradesh and India.
- Distribution and density of Population in India.
- Causes of Population growth of India
- Constrictions of Population in India Religious, Social Economics & Political.
- Population Migration, Demographic terminologies. (Online)

UNIT- III Population and Quality of Life:-

- Meaning of quality of life and development.
- Consequences of Population growth of India.
- Impact of Population growth on quality of life.
- Impact of Population on health service, housing, food, education environment, employment etc. (Online)

UNIT- IV Managing Population Resources and Environment:-

- Sustainable management of resources-unsustainable consumption and production pattern and their impact of environment need for fostering production resource use and prevention of environment degradation.
- Interrelation between population and environmental issues.
- Improving quality of the environment (Online)

UNIT- V Population and Sustainable Development:-

- Integration and population issues in the development strategies : Planning decision making and resource allocation for meeting the needs of all, promoting social justice and eradication of poverty.
- Interrelationship between eradication of poverty and population stabilization. (Online)

References:-

1. Mehta : "National Conformal of population on Education", N.C.E.R.T., New Delhi
2. S.P.Jain : "Indian Population Situation", N.C.E.R.T., New Delhi
3. Mehta and Choudhary : "Population of Education" N.C.E.R.T., New Delhi
4. डॉ. के.सी. मलैया एवं शर्मा : "जनसंख्या शिक्षा", विनोदपुस्तकमन्दिर, आगरा।
5. पुष्पादुबे : "जनसंख्या शिक्षण" विवेकप्रकाशन, जवाहरनगर, दिल्ली।
6. सिंह एवं यादव : "जनसंख्या शिक्षा के मूलतत्त्व" जिन्दलबुकस्टोर, महेश्वरीगंज, हापुड़।



M.A. Extension Education and Social Work

Mental Health and Psychiatric Social Work

Paper – 403 (C) (Fourth Semester) (2022-23) Marks 100 Cr. Total Credit
Optional Paper (Th. 60 & Int.Ass. 40) 4 4

Unit I : Mental Health

1. Mental Health: Meaning, Definition and Concept.
2. Mental Health: Components, and Importance.
3. Difference between Mental Illness and Mental Retardation.
4. Mental Health: Historical Overview and Status in India.
5. Health and mental health care facilities in urban and rural settings in India.

Unit II: Psycho Social Aspects of Mental Health

1. Personality development in childhood, adolescence and adulthood.
2. Socialization, Genetic Influence: Identification and Emergence of Individuality Organisation and Actualization.
3. Motivation and Emotion: Social Context, Fulfilment and Frustration of motives, Incentive theory of motivation, Fear as motivation.
4. Theories of Emotion.

Unit III: Community Mental Health

1. Principles, Concepts and Components of Community Mental Health.
2. Rural and Urban Dimensions of Community Mental Health: Ideal Definition of Community Mental Health in Indian Context.
3. Forms of mental illness and superstitions observed in rural areas.
4. The roles of Professional Social Workers, allied disciplines in Community Mental Health.

Unit IV: Psychiatric Social Work

1. The Field of Psychiatric Social Work: Basic concepts and theoretical frame work.
2. Historical Development and value concepts of Psychiatric Social Work Practice.
3. Practice of psychiatric social work in different organisations: Child Welfare Agencies, Family Service Agencies, Non Traditional Mental Health Services, International organization, General hospital, Institutions for the Retarded School Setting and Correctional Institutions.

Unit V: Counseling

1. Meaning, Historical Development and importance of Counseling.
2. Types – Individual and Group Counseling. Approaches of Counseling: Directive, Non directive, Eclectic Counseling. Techniques in Counseling, Steps of Counseling. The Qualities of effective counsellor.
3. Counselling Skills: Building Trust, Listening, Attending, Building Rapport, Demonstrating Empathy, Observing, Interview, Interpretation, Recording and Termination.

References:

1. Chavan BS, Gupta Nitin, Arun Preeti, 'Community Mental Health in India', Jaypee Brothers Medical Publisher. (2012)
2. Herman, Marc HM, Hoon, Tan Chay, Pi, Edmond(Eds.), 'Education about Mental Health and Illness'
3. Bland Robert, Renouf Noel, Tullgren, 'Social Work Practice in Mental Health- An Introduction', Routledge publication 2nd edition (2015).
4. Verma Ratna, 'Psychiatric Social Work in India' Sage Publications India Limited. (1991).
5. Barki B.G., Mukhopadhyay B., 'Guidance and Counselling – A manual' Sterling Publishers Pvt.Ltd., New Delhi. (1989)
6. Bhatnagar R.P., ' Guidance and Counseling in Education and Psychology', R. Lall Book Depot, Meerut (2011).

M.A. Extension Education And Social Work

DISASTER MANAGEMENT

Paper – 404 (A) (Fourth Semester) (2022-23) Optional Paper	Marks 100 (Th. 60 & Int.Ass. 40)	Cr. 4	Total Credit 4
Unit-I	Disasters: An Overview: Disaster: meaning, factors, significance, causes and effects; Type of disasters: earthquake, flood, cyclone, drought and famine, landslide, snow avalanche, fire, forest fire, industrial and technological disasters and epidemics: conflicts, community/ethnic clashes and warfare.		
Unit-II	Planning Disaster Management: Planning, policies and management of disasters: Awareness about disasters: public awareness programme and mobilizing community participation; Role of various agencies: Government military and para-military forces, NGOs, media, disaster mapping predictability, forecasting, preparing community and mitigation.		
Unit-III	Impact of disasters: on individuals, families, groups; on children women and the elderly; physical, economic and psycho-social. (Online)		
Unit-IV	Relief and Reaching out: Search, rescue, evacuation and shelter for victims; Clearance of debris, disposal of the dead and damage assessment; Trauma centre management: psycho-social care; emergency health operations and safety measures: drinking water, food nutrition and hygienic sanitation; Emergency support functions and their coordination.		
Unit-V	Reconstruction and rehabilitation: Rehabilitation: social, economic, health and hygiene aspects; Reconstruction and rehabilitation; Disaster resistant housing, house relocation, repairing, strengthening of house, Monitoring and evaluation. (Online)		

Reference books:

1. Abarquez I and Murshed Z, 2004, Community-Based Disaster Risk Management: Field Practitioners Handbook New Delhi, Asian Disaster Preparedness Center
2. Anderson M and Woodrow P., 1998, Rising from the ashes: Development Strategies in times of Disaster, London: ITDG Publishing, WWW.itdgpublishing.org.uk
3. Blaikie P, Cannon T, Davis I and Wisner B, 2004, At risk: Natural hazards people's Vulnerability and disaster, London; Routledge.
4. Carter I 2002, Preparing for disaster, PILLARS Guide, Tearfund UK, Order from roots@tearfund.org or download from www.tearfund.org/tilz
5. Carter I, 2003, Mobilising the community the community PILLARS Guide, Tearfund UK, Order from roots@tearfund.org or download from www.tearfund.org/tilz
6. Deshpande B.G. 1996, Earthquakes Animals and Man Gurgaon : JAC Trust
7. Heijmans A and Victoria L 2001, Citizenry-Based and Development-Oriented Disaster Respons, Philippines: Centre for Disaster Preparedness.
8. Monan, Munasingheand Clarke Clarkecaroline, 199 2, Disaster Prevention fro Sustainable Development, Economic and Policy Issues, Geneva : World Bank
9. Murthy, D.B.N. 2007, Disaster Management: Test and Case Studies, New Delhi Deep & Deep

M.A. Extension Education and Social Work

Social Legislation and Social Policy

Paper – 404 (B) (Fourth Semester) (2022-23)	Marks 100	Cr.	Total Credit
Optional Paper	(Th. 60 & Int.Ass. 40)	4	4

Social Policy in India

- Social Policy: Meaning, Definition and Concept of Social Policy.
- Components and Characteristics of Social Policy.
- Need and Scope of Social Policy.
- Models of Social Policy: Residual Welfare Model, Industrial Achievement Performance Model, Institutional Redistributive Model.
- History of Social Policy in India: Role of Indian Constitution and Directive Principles of State Policy, The Resolution of Socialistic Pattern of Society, Social Policy Resolution – 1964.
- Distinction between social - economic policies and social welfare policies.
- Relationship of Social Policy with Social Development, Social Planning and Social Work.

Social Policies in India

- Formulation of Social Policy: Role of Government, Political Parties, Individual Reformers, Voluntary Organisations, Social Action Groups, Plan Documents, Laws, Parliamentary Committees.
- Problems in Policy implementation.
- Strategies for effective changes in Social Policies : Use of mass media, creation of public opinion, public interest litigation, pressure over Government, pressure group.
- Various Social Policies in India: Important provisions
 - * National Education Policy 2020
 - * National Health Policy 2017
 - * National Policy for the Empowerment of Women 2001
 - * National Policy for Senior Citizens 2011
 - * National Policy for Children 2012
 - * National Environment Policy 2006
 - * National Urban Housing and Habitat Policy 2007

Social Planning in India

- Social Planning : Meaning, Definition and Concept of Social Planning.
- Need and Scope of Social Planning.
- Overview of Planning Process, Establishment of Planning Commission, Structure and Functions of Planning Commission.
- NITI Aayog : Composition, Objectives and Functions of NITI Aayog.
- Five Year Plans and Social Policy in India.

Social Legislation in India

- Social Legislation: Meaning, Definition and Concept of Social Legislation.
- Components and Characteristics of Social Legislation.
- Need and Scope of Social Legislation.
- Types of Social Legislation: Social Reform Legislation , Labour Legislation and Social Welfare Legislation.
- Legislation making process.
- Barriers in implementing legislation.
- Social Work intervention in proper implementation of legislation.

Social Legislations in Various Fields

- Protection of Women from domestic violence, Act 2005.
- The Sexual Harassment of Women at work place (Prevention, Prohibition and Redressal) Act 2013.
- Divorce, Dissolution and Separation Act 2020.
- The Juvenile Justice (Care and Protection of Children) Act 2000.
- The Protection of Children from sexual offences (Amendment) Act 2019.
- The Schedule Cast and Schedule Tribe (Prevention of Atrocities) Act 1989.
- The Unorganised Workers Social Security Act 2008.
- The Rights of Persons with Disabilities Act 2016.
- Maintenance and Welfare of Parents and Senior Citizen Act 2007
- Mental Health Care Act 2017.
- The Environment Protection Act 1986.
- Consumer Protection Act 2019.
- The Right of Children to free and Compulsory Education Act 2009.
- The Right to Information Act 2005.

References:

1. Mishra Dayakrishan, 'Social Administration' College Book Depo, Jaipur.
2. Kulkarni P.D., 'Social Policy in India', *****
3. Gangrade K.D., 'Social Legislations in India' *****
4. Bhattacharya Sanjay, 'Social Work Administration and Development, Rawat Publications, New Delhi.
5. Chatterjee B.B., 'Impact of Social Legislation on Social Change', Minerva Associate, Calcutta.
6. Babu Sharath Shetty Rashmi, 'Social Justice and Labour Jurisprudence', Sage Publications, 2007.
7. Shanmugavelayutham K, 'Social Legislation and Social Change' Valhga Valamulan Publishers, Chennai.2000.



M.A. Extension Education and Social Work
Developing Skill and Entrepreneurship

Paper – 404 (C) (Fourth Semester) (2022-23)	Marks 100	Cr.	Total Credit
Optional Paper	(Th. 60 & Int.Ass. 40)	4	4

Unit I : Soft Skills

1. Introduction, Definition and Significance of Soft Skills.
2. Process and Importance of Soft Skill Development.
3. Positivity and Motivation: Developing Positive Thinking and Attitude.
4. Meaning and Theories of Motivation, Enhancing Motivation Levels.

Unit II: Interpersonal Communication

1. Developing Interpersonal Relationships through effective Communication. Listening Skills, Formal Writing Skills. Skills, Methods and Strategies for effective Public Speaking.
2. Communication Models, Process and Barriers, Team Communication.
3. Corporate Communication Styles - Assertion, Persuasion, Negotiation, Concept of Team Building, Concept and Skills of Leadership.
4. Non – Verbal Communication: Importance and Elements, Body Language.

Unit III: Decision Making and Problem Solving Skills

1. Decision Making : Meaning, Types and Models, Dilemmas in Application of Decision Making.
2. Conflict Management: Conflict – Definition, Nature, Types and Causes, Methods of Conflict Resolution.
3. Stress Management: Definition, Nature, Types.
4. Symptoms, Causes and Remedies of Stress. Stress analysis models.

Unit IV: Entrepreneurship

1. Concept, Meaning, Types and Characteristics.
2. Functions and Importance of Entrepreneurship.
3. Process of Entrepreneurship.
4. Myths about Entrepreneurship, Limitations of Entrepreneurship.

Unit V: Problems of Entrepreneurship Development

1. Types of Problems in Entrepreneurship Development
2. Concept and Types of Business Risks.
3. Values, Attitudes and Motivation in Entrepreneurship Development
4. Role of Entrepreneur in Problem Solving.

References:

1. Ghosh B.N., “ Managing Soft Skills for Personality Development”, McGraw Hill India, 2012
2. Dhanavel S.P., “ English and Soft Skills ”, Orient Blackswan India, 2010
3. Science Tec. Entrepreneur (A Bi Monthly Publication), Centre for Entrepreneurship Development, M.P.(CEDMAP), 60, Jail Road, Jhangirabad, Bhopal 461008

