

School of Studies in Lifelong Education, Extension  
and Social Work

Jiwaji University, Gwalior

M.A. Extension Education and Social Work

Session 2022-23, 2023-24

**Syllabus**

**1<sup>st</sup> Semester (2022-23)**

| 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 (2022-23)**

| 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 (2023-24)**

| 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)  | Population 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 (2023-24)**

| 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)  | Mental Health and Psychiatric Social Work       |             |             |                         |      |                 |      |
| EESW404(A)  | Disaster Management                             | 100         | 4           | 60                      | 21   | 40              | 14   |
| EESW404(B)  | Social Legislation and Social Policy            |             |             |                         |      |                 |      |
| 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   |
| EESW408     | 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) (2022-23) 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) (2022-23)      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) (2022-23)

Marks 100  
(Th.60 & Int.Ass.40)

Cr. Total Credit  
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 |

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**M.A. Extension Education and Social Work**  
**Social Problems and Legal Literacy**

Paper 104 (First Semester) (2022-23)      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) (2022-23) 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
- स्पदजवद – न्कल चंतपा . ज्तंपदपदह – कमअमसवचउमदज
- 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) (2022-23)      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
  2. Perlman, Helen Harris
  3. Grace Mathew
  4. Dr.Surendra Singh & P.D.Mishra
  5. Jainendra Kumar Jha
- Social work  
- Social Case Work – A problem Solving Process  
- An Introduction to Social Case Work  
- Samaj Karya  
- An Introduction To Social Work



**M.A. Extension Education and Social Work**  
**Community and Health Education**

Paper 204 (Second Semester) (2022-23) 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 , Swachh 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 Pravartiyam
- Dr.Jagdish Singh - Sharirik Shiksha Evam Swasthya Shiksha
- Donald J Greckon - Community Health Education
- Mary Ellen Wurzbach - 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) (2023-24) Marks 100  
(Th.60 & Int.Ass.)

Total Credit  
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        | & | lkekfd 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) (2023-24) 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.
2. G.R.Madan
3. Dr.Surendra Singh & P.D.Mishra
4. S.D.Mudgal
5. Prayaagdeen Mishra

- Social Group Work- Principles & Practice
- Social work
- Samaj Karya
- Introduction to Social Work
- Samajik Samuhik Karya

**M.A. Extension Education and Social Work**  
**Labour Welfare and Industrial Social Work**

|   |                      |     |              |
|---|----------------------|-----|--------------|
| Paper 303(A) (Third Semester) (2023-24) | 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- prqHkqZt ekeksfj;k & lsfooxZ izca/k ,oa vkS/kksfxd lEca/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) (2023-24)      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  
Rural Development through NGO's

-      Puran Chandra  
A.K. Kapoor & Dharamvir singh

# M.A. Extension Education and Social Work

## Population Studies

Paper – 304 (A) (fourth Semester) (2023-24)      Marks 100      Cr.      Total Credit  
Optional Paper      (Th. 60 & Int.Ass. 40)      4      4

### 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 मूलतत्व" जिन्दलबुकस्टोर, महेश्वरीगंज, हापुड़।

M.A. Extension Education and Social Work

## Value Education and Human Rights

|  |                        |     |              |
|--|------------------------|-----|--------------|
| Paper – 304 (B) (Third Semester) (2023-24) | 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  
Dr. Pushpalata taneja  
Manchand Khandela

Manavadhikaar  
Manavadhikaar aur bal soshan  
Human rights and Social relations



# M.A. Extension Education and Social Work

## Social Welfare Administration and Social Action

Paper 401 (Fourth\_Semester) (2023-24)      Marks 100      Cr.      Total Credit  
(Th.60 & Int.Ass.40)      4      4

- 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. (Online)
  - Evolution of Voluntary Actions 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. (Online)
  - Voluntary Organisation in Social welfare administration: Concept, Characteristics, Classification and role.
- Unit III**      **Social Welfare Programme**
- Study of social welfare programmes in India:-
- Family Welfare
  - Child Welfare
  - Youth Welfare
  - Welfare Programmes for disabled
  - Labour Welfare
  - Welfare for the Aged.
- Unit IV**      **Social Defense Services Administration**
- 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**
- 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) (2023-24)      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
  2. Dr.Aruna & Dr.ChitralekhaRaghuvanshi-
  3. Dr.Dhananjay Verma
  4. T.D.Brock
  5. V.K.Kumar
  6. Savindra Singh
  7. D.R.Stoddart
  8. Girish Chopra
- Paryavaran Bhoogol  
- Paryavaran tatha Pradooshan  
- Paryavaran Chetna  
- The Ecosystem and the study State  
- Bioscience  
- A Study in Environment pollution.  
- Environmental Management:  
- Some New Dimensions.  
- Geography and Ecological Approach  
- Environmental Geography

# M.A. Extension Education and Social Work

## Guidance and Counseling

|                 |                             |           |     |              |
|-----------------|-----------------------------|-----------|-----|--------------|
| Paper – 403 (A) | (Fourth Semester) (2023-24) | 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**  
**Mental Health and Psychiatric Social Work**

**Paper – 403 (B) (Fourth Semester) (2022-23)**

**Optional Paper**

|                        |            |                     |
|------------------------|------------|---------------------|
| <b>Marks 100</b>       | <b>Cr.</b> | <b>Total Credit</b> |
| (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 2<sup>nd</sup> 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) (2023-24)  
Optional Paper

Marks 100  
(Th. 60 & Int.Ass. 40)

Cr. Total Credit  
4 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 Clarcecaroline, 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) (2023-24)      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.