

**Scheme of Examination
&
Detailed Syllabus**

**Master of Social Work
(MSW)3RD Semester**



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AISECT UNIVERSITY

Matwari Chowk, In front of Gandhi Maidan,
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AISECT UNIVERSITY, HAZARIBAG (JH)

Scheme of Examination

Department: Master of Social Work (MSW)

Duration: 4 Semester

Course Eligibility: Graduate in any discipline

MSW Semester III												
Subject Details			Main Examinations				Sessionals ***		Credit Distribution			Allotted Credits
Subje ct Code	Subject Name	Total Mark s	Major		Minor		Max Mark s	Min Marks	L	T	P	Subject wise Distribut ion
			Ma x Mar ks	Min Mar ks	Max Mar ks	Min Mark s						
Theory Group												
HMSW 301	Social Development and Social Work	100	50	17	20	7	30	12	3	1	-	4
HMSW 302	Community Organizations and Social Operations	100	50	17	20	7	30	12	3	1	-	4
HMSW 303	NGO Management	100	50	17	20	7	30	12	3	1	-	4
HMSW 304	Social Work Areas : An Introduction	100	50	17	20	7	30	12	3	1	-	4
Elective Skill												
SCIT 201	Web Development	50	25	8	10	4	15	6	1	-	-	1
Practical Group			Term End Practical Exam				Lab Performance					
HMSW 305	Practical Project Report	100	50		17		50	17	-	-	2	2
HMSW 306	Urban Community Planning & Development	100	50		17		50	17	-	-	2	2
Elective Skill Practical												
SCIT 201	Web Development	100	50		17		50	17	-	-	2	2
Grand Total		700										23

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SEMESTER-III

Department: Master of Social Work (MSW)

Subject Code	Subject Name	Credits	Maximum marks Allotted					Duration of Exam.		
			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 301	SOCIAL DEVELOPMENT & SOCIAL WORK	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Pattern:

The question paper will consist of five questions carry 10 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, Candidates are required to answer all questions.

SYLLABUS

HMSW 301 SOCIAL DEVELOPMENT & SOCIAL WORK

UNIT – 1

Purpose, Concept, Characteristics, Factor, Study of Social Development, Nature.

Development Principles and Design – Meaning, Definitions, Principles of Adam Smith, Principles of Rikordo, Principles of Thomas Robert Mathus, Principles of John Stuart Gill, Principles of Karl Marx, Principles of Schumpeter, The Principle of W.W. Rostow, Institutional Development, Reflective and Universal Principle, Deniel Frnn-“ Passing of Traditional Society”, Macliland “ Achieving Society”, Format of Development.

Social Development - The cooperative Movement, Concept of Sarvodaya, Features of Sarvodaya, Cooperative Movement, Cooperative Act., Reserve Bank Survey, Cooperative Staff Training, Rural Credit Survey Committee, The Level of the Cooperative Movement, The Primary Committee, Central Committee, Land – Charity , Village Charity, Public Power, Globalization and Human Development.

UNIT – 2

Various Areas of India Social Change and Development - The Concept of Social Change, Characteristic of Social Change, Modernization and Development, Social and Economic Development, Inhibition of Economic Growth

Human Development – Concept, Aims, Importance, Objective of Human Development, Importance of Human Development, Index of Human Development, Principles of Human Development.

UNIT –3

Human Development – Policies and Programmes - Child Development, Women Empowerment, Youth Welfare, Aged Welfare, Education, Health, Housing, Social Securing, Scheduled Castes and Tribes, Other Backward Classes, Minorities

Unit – 4 Panchayati Raj- Concept and Development – Concept, Purpose, Gram Panchayat History before Independence, Panchayati Raj after Independence, Balwant Rai Mehta committee Report, Structure of Pnachayati Raj, Work of Pnachayati Raj, Community Participation in Social Development

Development- Human Rights Perspective – Purpose, Concept, Measurement, Human Development and Human Rights, Social Norm of Indian Constitution, Fundamental Rights, Structure of Fundamental Rights, Critical Review (Appraisal)

Rural Development – Concept, Reconstruction Approaches and Strategies, Gandhian Approaches, Assessment of various programmes, The role of Cooperatives, Issue Related Environmental Degradation, Illiteracy, Poverty, Rural Indebtedness and Rising Inequalities

UNIT – 5

Urban Development - Concept of Urbanity and Urbanization, Town Planning, Urban Policy and Urban Development, Urban Social Groups, Ltd., Welfare Programmes, Problems Associated with Urban Development, Critical Appraisal

Tribal Development – Concept, Approaches and Policies, Tribes of Uttarakhand, Indian Constitutional Tribal Development effort, Different Programmes Tribal Development , Issues and Challenges of Tribal Development

Factor and Effect of Change – Objective, Factor, Urbanization, Migration, Industrialization, Nature and Variable nature of Human Relation, Liberalization, Privatization, Privatization, Globalization effects

BOOK RECOMMENDED:

1. भारत में समाज कार्य के क्षेत्र – प्रो. सुरेन्द्र सिंह
2. भारत में समाजिक समस्याएँ – अरुण मिश्रा

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Department: Master of Social Work (MSW)

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			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 302	COMMUNITY ORGANIZATIONS AND SOCIAL OPERATIONS	4(3+1+0)	50	20	30	-	-	100	3hrs	-

Pattern:

The question paper will consist of five questions carry 10 marks each, one from each of the five units of the syllabus and will have internal choice. These five questions will have two parts A & B, Candidates are required to answer all questions.

SYLLABUS

HMSW 302 COMMUNITY ORGANIZATIONS AND SOCIAL OPERATIONS

UNIT – 1

community and community organization –introduction,purpose,nature and features the concept of community, community organization ,meaning ,purpose ,principles and organ

Historical Development of Community Organization & its relevance of Social Work- Its significance – outline, introduction, objectives, historical development in Social work community organization in community. Sense of organization, community planning & community development, community organization, community development & community relation to work.

UNIT – 2

Methods & Procedures of Community Organization – Outline, introduction, purpose, community organization performing or system, the phase of community organization, community welfare employment and community, Danpeti community council, community Development and community organization

Process of Community Organization – design, introduction, purpose, the process of community organization , community planning, impact on rural life, democratic decentralization, economic growth, changes in attitude, health & sanitation, increasing literacy, communication, consciousness, rural leadership development, maternal & child welfare.

UNIT -3

Skills in Community Organization – design, introduction, purpose, impact of community organization skills, interviewing& counseling skills, recording &reporting skills, proficiency in research methods, policy formulations, programme planning, welfare equitable allocation of resources, committee, organization, administrative procedures, skills, knowledge of social policy

making vidhayik levels, the role of community organization workers as a pioneer, as a samrthedata, as an expert, as a social therapist.

Approaches, Models And Strategies of Community Organization – outline, introduction, purpose, sense of community organization, community organization approach, the format oif community organization, community organization Rnnitiyo

UNIT- 4

Community Development Programme – Framework, introduction, purpose, the concept of community development, community development planning purpose, the organization plan, evaluate the progress of plan.

Social Action : an introduction, purpose, definition and features of social action, the fundamental fact of social action, social action theory.

Scope of Social Action outlines – introduction, the field of social action, social action to implement social legislation.

UNIT -5

Models of Social Action- introduction, objective, social action format

Strategies & Techniques of Social Action – introduction, objectives, strategies and techniques of Social action

Social Action as a Technique of Social Work – introduction, social action, social action as a method of social work definitions, characteristics of social action, social action aimed at, Fundamentals of social action, social action phase, respectively theory of social action, particularly systems & methods of social action, social approval.

BOOK RECOMMENDED:

1. भारत समाज के प्रमुख मुद्दे– डॉ. संजीव महाजन
2. भारत में समाजिक परिवर्तन – सौरभ उपाध्याय

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			Theory			Practical		Total	Theory	Practical
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HMSW 303	N.G.O. Management	4(3+1+0)	50	20	30	-	-	100	3hrs	-

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SYLLABUS

HMSW 303 N.G.O. Management

UNIT – 1

NGO – Introduction, Objective, Meaning, Concept, Necessity, Type

Issue - Concept of Management Issues, Development Issue, Poverty and Development Challenges of Management, Challenges of Management, Indication of Development, In View of the United Nations Worldwide Development, Poverty and Exploitation

NGO- Problems and Solutions - Identify Problems, Facing and Solving Problems, Public Management, Governance, Good Governance, Governance and Management, Operation and Leadership

UNIT – 2

NGO Strategy and Planning – Elements, Strategic Goals, Organization, SWAT analysis, Important Skills, Capacity Building

NGO Established Legal Process - The Essential Elements of Trust, Trust Registration, NGO Exemption under the various acts, Income Tax Act Section (u/s) under 11 and 12, 80 Received Tax Payer Privilege under the Law, Essential Conditions for Registration under 80-G, Subsection 35- exemption to entitled NGO, Voluntary Organization – Registration, Registration of Institution, Process of Registration of NGO, Registration Certificate, Trusts, Companies Act, Tax Exemptions under Different Law

Procedures and Documentation - Critical Documents for Trust, Trust deed of Elements, Necessary Documents for the establishment of the Society, Association Ltd., Memorandum, Society of Regulations, The Registration of Company under the Act.

UNIT – 3

NGO – Creating Accounts and Financial System Preparation - Create Accounts, The Record of Accounting, Vouchers, Journal, Ledger Account, Financial Statement Preparation, Receipt and Account Payment

Prepare different stage of income and expenditure on the time of receipt and payments

- a) Analyzing income and expenses related to the special times.
- b) Schedules
- c) Legal books
- d) Ltd of government Aid
- e) Accounting

N.G.O. and Pill - Purpose of PIL, Constitution Provisions, To appoint counsel ,Fund grant of staff government, Grant from government of India. General conditions.

N.G.O. and R.T.I – Purpose, Scope and detail, The process of obtaining information, Information relating, Depending on person, Authority under the act.

UNIT – 4

Project management – Management concept, Process of project management, Management process, Identification of project, Project Construction, Cycle of project, Factor that determine the success of project, Theory of project management.

N.G.O. Various schemes of Government of India - Plans of the ministry of agriculture, Munising of human resource development plans, Planning of government due to backwards, Planning of government due to backwards, New and renewal schemes of the ministry of energy, Ministry of overseas Indian affairs, Planning of rural Development ministry, Schemes of the ministry of science and technology, Ministry of shipping, Road transport and highways schemes of ministry, Ministry of SSI plans, Plans of ministry of social justice and empowerment, Tribe plans of ministry, Ministries of water recourse plans, Plans of ministry of woman and child Development, Youth affairs and sports ministry plans, Plan of agriculture and renal Development Bank

UNIT – 5

N.G.O. Aid Programme - Child welfare, Child labour act. (prohibition and Regulation), 1986 Hindu adaptation and Guardianship Act, 1986 Indian adulthood Act, 1875 teenagers Ltd, Justice, care and protection of children Act, Child marriage prevention Act. 1929, Women welfare, Equal remuneration Act 1976, Dowry prohibition Act. 1961, Sati prohibition Act. 1987, D.N.C. Act. 1971, Aged people, Criminal procedure code 1973, Mentally ill parsons, Consumer rights, Prevention of food adulteration Act. 1954, Human rights, Narcotic drugs, Animals treated with crusty, Wild life and the environment, Prisoners, Poor Ltd., Legal aid, Public property , Right to information

BOOK RECOMMENDED:

1. समाज कल्याण विभाग व सामाजिक समूह सेवा कार्य – संदीप सिंह
2. सामाजिक नियंत्रण एवं परिवर्तन – डॉ. आर .एस. वाष्णैय

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			Theory			Practical		Total	Theory	Practical
			Major	Minor	Sessional.	End Sem	Lab Work			
HMSW 304	Social Work Area & Introduction	4(3+1+0)	50	20	30	-	-	100	3hrs	-

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SYLLABUS

HMSW 304 Social Work Area & Introduction

UNIT – 1

An Introduction - social work field practice - an introduction, overview, purpose, introduce the concept of social work practice field, the field of social work practice, global and national scenario, the relevance of open and distance education practice in the field of social work.

UNIT –2

Orientation towards social work sector, roles and expectations - outlines, objectives, introduction, orientation towards the field of social work, social work roles-an4-expectationsjji the direction of the field, Social Work Social Work Training Institute in roles and expectations, Theories of social work and related institutions, expectations and skills.

UNIT – 3

The format and methods of social work supervision - outlines, objectives, introduction, format and methods of social work supervision, administrative and environmental aspects of social work supervision, supervision of assistant functions, distance education system practiced in the field work supervision.

UNIT – 4

Social work field work in practice individual, family, community and organization - outlines, objectives, introduction, individual practice social work field, the field of social work practice in the family, the community social work practice, social work organization in practice

UNIT – 5

Therapy, psychotherapy, Child Care, Education and Research, corrective services, corporate sector, donor agencies, non-governmental organizations

BOOK RECOMMENDED

1. भारत में समाज कल्याण – डी.के. सिंह
2. समाज कार्य – सुरेन्द्र सिंह

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Detailed Syllabus

SEMESTER - III

SCIT 201 WEB DEVELOPMENT

(Elective Skills)

UNIT- 1

Know the Computer -, Introduction, What does computer stand for? Strengths of computers, Fundamental uses of computers, Types of Computers.

Input Devices - Introduction, Input Device, Typing Input Devices, Pointing Input Devices, Scanning Input Devices, Audio Visual Input Devices

Output Devices - Introduction, Output Devices, Soft Copy vs. Hard Copy Output, Monitor, Printers, Plotter.

UNIT 2

Central Processing Unit - Introduction, What is Central Processing Unit, Storage and its needs, Data Access Methods, Primary Storage, Secondary Storage, Hard Disk Operations, Floppy Disk Drives, CD-R, CD-RW, DVD, Flash Drives, Blue Ray Disk, Memory Card. PDF to Word Converter, word to PDF converter, PPT design, Excel data processing , Paint.

UNIT 3

Internet - Introduction, What is Internet actually ?, Growth of Internet, Internet Service Provider, Anatomy of Internet, ARPANET and Internet history of the World Wide Web, Services Available on Internet (Internet Tools), Basic internet terminologies, net etiquette, Application of internet.

UNIT 4:

WORLD WIDE WEB - Introduction, Basic Features, Evolution of the WWW, Browsers, URL (web address), Search Engines, Searching The Web.

ELECTRONIC MAIL -Introduction, What is an E-mail?, Concept of Email, How Does Email Work ?, Structure of an E-mail, Setting up a Mail Account.

List Hyper Text Mark-up Language -Introduction, Concept of Hyper Text Mark-up Language, Versions

of HTML, HTML Editors, Elements of HTML, Document Layout, Setting Up A Form, Creating A Menu.

UNIT-5

Concepts of Hypertext, HTML introduction, features, uses & versions Using various HTML tags, Elements of HTML syntax, Head & Body Sections, , Inserting texts, Text alignment, Using images in pages, Hyperlinks – text and images, Backgrounds and Colour controls, creating and using Tables in HTML, and presentation, Use of font size & Attributes, List types and its tags.

Practical:

1. WAP which shows headings five time in ascending order. Align the heading also.
2. Write a program which show four paragraph under four headings.
3. Write a program for formatting the text & marked highlighted text.
4. Write a program to insert an image in a page.
5. Write a program to make a table for any company employee's data record.
6. Write a program to make forms for different uses.
7. Write a java script to print the heading and paragraph & also create a button
8. Write a program to upload video on web page.
9. Write a program to change the back ground of any page.
10. Write a program to create a link between pages.

Reference Books:

1. Frontiers of Electronic Commerce, By- Kalakota, Ravi ; Stone, Tom ; Whinston, Andrew B, Addison Wesley Publishing Co , ISBN 8178080575
 2. E-Commerce An Indian Perspective (Second Edition) – by P.T. Joseph, S.J. Prentice-Hall of India
 3. Internet & Web Design by A. Mansoor, Pragya Publications.
 4. Learn HTML in a weekend by Steven E. Callihan, PHI
 5. Using HTML By Lee Anne Phillips, PHI
 6. SAMS Teach Yourself Javascript in 24 Hrs. By Michael Moncur, TechMedia
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