

Shri Govind Guru University

(Established by Government of Gujarat Vide Gujarat Act no 24/2015)

Towards Smart Quality Education

Faculty of Arts

Syllabus for M.S.W.

Effective from July-2019

Website:www.sggu.ac.in

MASTER OF SOCIAL WORK
TWO YEARS FOUR SEMESTER COURSE

O.M.S.W. – 1

- Graduate / Post Graduate Degree-holder of any discipline of this University or any other University recognized by this University as equivalent thereto, with at least 48% of marks with Second Class shall be eligible to seek admission to M.S.W. Semester – I
No candidate will be admitted to Semester – III course unless he passes in Semester- I Examination and also has not failed in more than two theory Courses of Semester- II examination in the relevant academic year.

O.M.S.W.-2

- The Course is of Four Semester full time duration, regular course and no student will simultaneously be allowed to join any other course of this university or of any other Academic Institution.

O.M.S.W.-3

- Govt-Semi-govt./Grant –in-aid Institution or other registered company or registered establishment provided their qualifications or recognized by the University as equivalent to graduation for this purpose, will also be eligible to seek admission.
All candidate eligible to seek admission will be required to appear at entrance Test conducted for M.S.W. course those who secure at least 40 % of marks in the written test will be called for oral interview, and group discussion etc. in the order of merit depending on availability of seats to be filled up.
Sponsor & Payment seat candidates those who secure 35% marks in written test, they will be called for group discussion and Personal interview.

O.M.S.W.-4

- Besides the candidates having the qualification as per O.M.S.W.-1 sponsored candidate from Govt., Semi-Govt., Grants in aid Institution and candidate from registered company or establishment, having any other qualification which can be considered as equivalent to graduation can also be admitted to entrance test as per O.M.S.W.-3, provided that they fulfill, the following conditions.
(1) Employer of the said candidate will permit him/her for M.S.W. full time regular course for two consecutive years.

- (2) One who is second class/Grade graduate with 48% of marks or otherwise whose academic achievement is approved as equivalent to graduation by the Shri Govind Guru University.

O.M.S.W.-5

- The total intake for this programme is of 50

Thirty five seats + Two seats for NRI candidate will be treated as payment seats. Reservation policy for SC/ST & OBC and EWS class will be observed as per Rules of The UGC and the State Government.

In case any seat remains vacant in the sponsored category (No.2), Payment Category seats will be increased accordingly at the end of the admission process the remaining vacant seats will be transferred to category – I (General Category) and the General Category Seats will be increased to that extent.

O.M.S.W.-5A

- All eligible candidates will be required to appear in the entrance examination. The number of candidate to be called for group discussion and personal interview will be three times of approved intake (e.g. for 35 seats intake, 105 meritorious candidates will be given an opportunity to appear in the group discussion and personal interview)

O.M.S.W.- 6

- Regular Attendance in the class, fieldwork and department shall be the same as required by the U.G.C. norms & P.G. Rules for the Concerned Academic Year.

O.M.S.W.-7

- The regular candidate, who somehow leaves the first semester without fulfilling it's requirements, shall get his admission will automatically stand cancelled, And shall have to undergo through the whole process of admission afresh.

R.M.S.W.-I

The following are the subjects of semester Courses prescribed for the study of the M.S.W. full time two years Course.

SEMESTER-I

SR. NO	COURSE CODE	COURSE NAME	MARK		TOTAL MARKS	Credit	Duration of Examination
			EXTERNAL MARKS	INTERNAL MARKS			
1	MSW1C101	Philosophy , History and Ideologies Social Work	70	30	100	4	2:30 Hrs
2	MSW1C102	Methods of Social work - I	70	30	100	4	2:30 Hrs
3	MSW1C103	Methods of Social work - II	70	30	100	4	2:30 Hrs
4	MSW1C104	Work with Communities, Community Organization and Development	70	30	100	4	2:30 Hrs
5	MSW1C105	Management of Development and Welfare Services.	70	30	100	4	2:30 Hrs
6	MSW1C106	Field work- Agency visit (I) VIVA-VOCE = 50 MARKS (II) REPORT EVALUATION = 50 MARKS	-	-	100	4	-
					600		

(1) M.S.W. Part- I Semester – I :

- (i) Theory 500 Marks of five theory papers
- (ii) Field work 100 Marks to be obtained in the relevant components.

R.M.S.W.-7

NORMS FOR PASSING/STUDYTOUR /CAMP

- (1) It is compulsory to obtain a minimum 50% marks in each theory of courses & field work and dissertation separately.
- (2) Any student failing in field work shall have to repeat the field work and will have to reappear in all subject examinations. However, he/she entitled for a class.
- (3) However student failing in maximum of two theory papers of the relevant semester, will be allowed to seek admission by keeping fresh term to higher semester.
- (4) A candidate who has not cleared Semester-I in all respects shall not be admitted to semester-III and candidate who has not cleared semester-II in all respects will not be admitted to semester-IV.
- (5) The result of the 3rd semester will be declared after passing semester 1st – 2nd & the result of the semester- IV will be declared only after passing semester-III examination.
- (6) No class is will be awarded up to First-Three Semesters. Class is will be awarded after passing the final semester (i.e. Semester-IV). Marks of Semesters I to III will be carried forward to semester-IV. And a consolidated class shall be awarded accordingly to the respective rules.
- (7) A candidate failing in three/or more papers (Including field work) will have to Re-appear in the whole examination of the concerned semester.

M.S.W. SEMESTER-I

PAPER-1

PHILOSOPHY, HISTORY AND IDEOLOGES SOCIAL WORK

INTRODUCTION

This course aims at introducing the learners to a critical inquiry into the history of ideologies of social change and professional social work.

OBJECTIVES

- a. Understand the History of Evolution of Social Work Profession, both in India and in the West.
- b. Develop insights into the origin and development of ideologies / approaches to social change.
- c. Understand rational, goals, ideals and ethics for social change.
- d. Understand the perceptions of people and social problems, the status of benefactors and their motives.
- e. Develop skills to understand contemporary reality in its Historical context.
- f. Understand self as a part of one's own environment and explore one's assumptions, ideals and values to develop sensitivity to marginalization of vulnerable groups.

COURSE CONTENT :

Module No.	Module Title	Content
1.	Indian History of Social Work Profession	<ul style="list-style-type: none">• Introduction• Beginning of social work education• Welfare versus developmental orientation in social work• Professionalisation of social work values, education, knowledge and professional associations.• Goals, values, functions / roles and process of social work

		<ul style="list-style-type: none"> • Interface between professional and voluntary social work.
2.	Indian History of Ideologies for Social Change	<ul style="list-style-type: none"> • Ancient period : Vedic, Vedantic and non-vedic ideologies Spirituality. • Medieval period : Zerioid : Zoroastrianism and Islam in India. Mysticism of Bhakti and Sufi movements, Sikhism • Modern period : Christianity in India. • Hindu reform movements. • Dalit movements, Gandhian ideology and Sarvodaya movement Nationalism. • Ideology of the Indian Constitution. • Ideology of Voluntary organizations and voluntary action.
3.	Western History of Ideologies for Social Changes	<ul style="list-style-type: none"> • Organised and Scientific Charity • Beginning of Social Work Education • Clinical Social Work. • ✓ Ecological Social Work. • ✓ Attributes of a profession. • Professionalisation of Social Work Education, knowledge and Professional Associations. • Goals, Values, Functions / roles and process of Social Work.
4.	Western History of Social Work Profession	<ul style="list-style-type: none"> • Medieval period : Judeo-Christian ideologies. Secular Humanism and Protestantism. • Modern period : Rationalism and Welfarism Liberalism and Democracy. Utilitarianism and Social Darwinism. Socialism and Human Rights. • Overview.

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Gore, M.S. 1993.	The Social Context of Ideology : Ambedkar's Social and Political Thought, new Delhi : Sage.
Kappen S. 1994.	Tradition Modernity Counterculture : An Asian Perspective, Bangalore : Visthar.
Panikkar, K.N. 1995	Culture, Ideology Hegemony : Intellectual and Social Consciousness in Colonial India, New Delhi : Tulika.
Singhal, D.P. 1983.	A History of the Indian People, London : Methuen.
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1980, 1990.	Retrospect and Prospect, new Delhi : UGC Curriculum Development Centers Report : New Delhi, University Grants Commission.
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The Culture Heritage	The Cultural Heritage of India (Vols. 1-6), Calcutta: The Ramkrishna Mission.
Encyclopaedia of Social 1987.	Encyclopaedia of Social Work, Silver Spring Maryland : National Association of Social Workers.
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M.S.W. – SEMESTER – I
Paper-2

METHODS OF SOCIAL WORK- I

INTRODUCTION

This course aims to develop simple to complex skills of working with individuals and families in various situations like preventive, facilitative and developmental, crisis. This course aims at developing the understanding of group work as a method, developing skills for intervention, and gaining knowledge of the scope of this method in various settings.

This course outline of is an outcome of an interactive process of teaching – learning for interventions : methods and strategic courses do not operate in isolation. Hence, the interlink ages between ideologies, skills and practice are drawn continuously.

OBJECTIVES

- a. Understand case work as a method of social work, and appreciate its place in social work practice.
- b. Understand the value and principles of working with individuals and families.
- c. Develop the ability to critically analyse problems of individuals and families and factors affecting them.
- d. Enhance understanding of the basic concepts, tools and techniques in work with individuals and families, in problems solving and in developmental work.
- e. Develop appropriate skills and attitudes to work with individuals and families.
- f. Develop ability to reflect on 'self as a person and grow as a professional social work.

- g. Appreciate the importance of groups in the life of an individual
- h. Develop awareness about the specific characteristics of group work and its contributions as a method of social work intervention.
- i. Gain knowledge about group formation and the use of a variety of group approaches.
- j. Develop understanding of concepts, dynamics and small group theory in relation to all types of groups e.g. family, staff, committee, long-term client groups.
- k. Begin to develop the skills of acceptance, sensitivity and a positive attitude towards different forms of behaviour manifested in group situations.
- l. Develop knowledge of the skills and techniques to be used by the social worker in groups.
- m. Develop a beginning awareness of the various programme media and skills of programme planning.
- n. Identify the various situations and settings where the method could be used, in the context of social realities of the country.
- o. Develop capacity for beginning self-awareness of one's own behaviour in the training group.
- p. Begin and develop commitment to the values of democratic processes in group life.

Module No.	Module Title	Content
A 1	The method and philosophy	<ul style="list-style-type: none"> • Introduction of case work as a method of social work • Concepts of adjustment and maladjustment • Philosophical assumption and case work values
2	Principles	<ul style="list-style-type: none"> • Principles of case work

3	Process in case work	• Case work process: Study, assessment, intervention, termination and evaluation.
4	Theories and approaches	• Understanding the client systems: theories and approaches
5	Tools for Help	Case work tools: Observation, listening, Interview, Home visit, communication skills, report building, recording.
5.1	Techniques	• Techniques of case work : supportive, resource enhancement and counseling.
6.	Self as a professional social worker	• Professional self :Conflicts and dilemmas in working with individuals and families

REFERENCES

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Banerjee, G.R. 1971	"Some Thoughts on Professional Self in Social Work". Indian Journal of Social Work, Mumbai : Tata Institute of Social Sciences.
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1964	House
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M.S.W. – SEMESTER – I
Paper-3
METHOD OF SOCIAL WORK-II
WORKING WITH GROUPS / GROUP WORK

Introduction

The course aims at developing the understanding of group work as a method, developing skills for intervention, and gaining knowledge of the scope of this method in various settings.

The course outline is an outcome of an interactive process of teaching-learning for more than half a decade by about seven faculties. The assumption is that is part of social work interventions: Methods and strategic courses do not operate in isolation. Hence, the interlinkages between ideologies, skills and practice are drawn continuously.

Objectives

- a. Appreciate the importance of groups in the life of an individual.
- b. Develop awareness about the specific characteristics of group work and its contributions as a method of social work intervention.
- c. Gain knowledge about group formation and the use of a variety of group approaches.
- d. Develop understanding of concepts, dynamics and small group theory in relation to all types of groups, e.g. family, staff, committee, long-term client groups.
- e. Begin to develop skills of acceptance, sensitivity and a positive attitude towards different forms of behaviour manifested in group situations.
- f. Develop knowledge of the skills and techniques to be used by the social worker in groups.

- g. Inculcating awareness of the various programme media and skills of programme -planning.
- h. Identify the various situations and settings where the method could be used, in the context of social realities of the country.
- i. Inculcating a beginning of self-awareness of one's own behaviour in the training group.
- j. Begin/and develop commitment to the value of democratic processes in group life.

COURSE CONTENT :

Module No.	Module Title	Content
1.	Introduction and History of group work	<ul style="list-style-type: none"> • Understanding of groups • Characteristics and significance of group • Definition of Social Group Work. • Characteristics of Social Group Work.. • Purposes of Social Group Work. • Historical evolution of group work with special emphasis on the Indian Context.
1.1	Theories of Social Group Work	<ul style="list-style-type: none"> • Theories applicable to group work practice • Models in group work practice.
2.	Type of Groups	<ul style="list-style-type: none"> • Types and approaches based on objectives and purpose • Type of membership • Time duration • Social group work in different settings and • Analysis of group processes
3.	Values and Principles in group work and Characteristics of Group formation	<ul style="list-style-type: none"> • Values in social group work • Principles in group work • Assumptions underlying social group work • Factors of group formation • Formulation of goals • Identification of problems for group work
4.	Pre-group and Initial Phase	<ul style="list-style-type: none"> • Fear and anxieties of group work • Planning model • Characteristics of pre group phase • Characteristics of initial phase

		<ul style="list-style-type: none"> • Group structures • Facilitation skills and role of worker in pre-groups initial phase.
5.	Group processes	<ul style="list-style-type: none"> • Importance of group processes • Typical patterns • Processes in different type of groups • Worker skills in identifying and understanding processes • Bond, sub-groups, role • Leadership • Isolation • Decision making • Contagion • Conflict • Communication • Relationships
6.	Middle Phase And Use of programme	<ul style="list-style-type: none"> • Characteristics of middle phase • Group structures • Group dynamics • Facilitation skills • Role of group workers • Comparison across phases • Concept and principles • Programme planning • Skills in programme planning
7.	Facilitation	<ul style="list-style-type: none"> • Knowledge of skills and techniques for effective work with groups / problem solving
8.	Recording in Group Work	<ul style="list-style-type: none"> • Importance of recording in social group work • Principles of recording • Recording structure • Types of recording
9.	Evaluation in groups and Termination phase	<ul style="list-style-type: none"> • Importance of evaluation • Types of evaluation • Methods of evaluation • Need for termination • Types of Termination • Characteristics of termination phase • Worker's skills

REFERENCES

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Trecker, Harleigh B. 1990.	Social Group Work : Principles and Practice. New York : Association Press.
Wilson, G. Ryland, G. 1949.	Social Group Work Practice, Boston: Houghton Mifflin, Co.

Note :

As this course is an initiation to work with groups for students of the first year M.S.W. Programme (who going with various backgrounds) the right balancing between theoretical content, understanding of group processes on the one hand and providing initial skills in group work on the other, has been a constant challenge for the teachers. It is suggested that the course is best conducted in a unit or modular form of approximately four hours each, where small exercises and class assignments are woven into each other. This allows the student to see group processes unfold as well as get a 'First hands' experiences of handling groups.

1949	Wilson, D. R. & L. G. R. (Eds.)	Social Group Work Practice	London: Routledge
1950	Frederick, H. (Ed.)	Social Group Work: Principles and Practice	New York: Association Press
1954	Frederick, H. W.	An Introduction to Group Work Practice	New York: Macmillan Publication Co.
1955	Sart, R. & V. (Eds.)	Industrial Change Through Small Groups	New York: The Free Press
1956	Smith, M. & Glass, H.	Industrial Change Through Small Groups	New York: The Free Press
1957	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
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2011	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2012	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2013	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2014	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2015	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2016	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2017	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2018	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2019	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press
2020	Frederick, H. W.	Social Work with Groups	New York: The Haworth Press

M.S.W - SEMESTER –I

PAPER-4

WORK WITH COMMUNITIES, COMMUNITY ORGANIZATION, DEVELOPMENT

INTRODUCTION

Community organization / development, as a method of social work practice, is seen as a means to facilitate communities towards self-directed change. It takes as its basis the inequalities in society manifested through processes of marginalization, discrimination or disempowerment of groups, which have resulted in the loss of control over resources, be they tangible or intangible. The strategies of CO practice begin addressed as part of the course covers a range spanning different ideologies, from those being people-initiated, and those that are initiated by the elite. Community organization is seen as a means as well as an end, where collective processes sustain the community's capacity to bring about change.

OBJECTIVES

- a. Understand the critical elements of community organization practice.
- b. Enhance critical understanding of the models and strategies for community organization practice.
- c. Make the micro-macro connections between the range of complex issues in practice.
- d. Field practice to include a critical and holistic analysis of issues.
- e. Develop attitudes conducive to participatory activities in a civil society.

Course Content :

Module No.	Module Title	Content
1	Community Organisation Practice	<ul style="list-style-type: none"> • Social work within Community work • Understanding Human Rights in Community Organisation Practice.
2	Power	<ul style="list-style-type: none"> • Concept of Power • The range of perspectives • Dimensions of Power relevant to Community Organization.
3	Empowerment	<ul style="list-style-type: none"> • Concept of Empowerment • Barriers to Process and Cycle of Empowerment.
4	Gender and Empowerment	<ul style="list-style-type: none"> • Gender Sensitive Community Organization Practice • Feminist Principles
5	Models and strategies of Community Organization	<ul style="list-style-type: none"> • Locality Development Model • Social Planning Model • Social Action Model • Selection methods, Public interest Mobilization, Litigation, Protests and Demonstrations, Dealing with Authorities, Public Relations, Planning, Monitoring and Evaluation • Roles in different models attributes and attitude
5.1		<ul style="list-style-type: none"> • Saul Alinsky Model • Women-Centered Model
5.2		<ul style="list-style-type: none"> • Critique of Models and Reformulation of Models
5.3	Community Organisation as a Method	<ul style="list-style-type: none"> • Relevance of Community • Organisation as a method across different spheres of Social Work, Intervention and relook at one's own attitudes.
5.4	Strategy and Roles	<ul style="list-style-type: none"> • Unionization as a Strategy

		<ul style="list-style-type: none"> • Advocacy in Community Organisation
6	Current Debates in Community Organisation Practice	<ul style="list-style-type: none"> • Emerging Issues • Impact of Macro Policies

Notes :

- The content for these methods are vast. Hence, institutions need to be discerning in their choice of topics, and the extent to which each topic will be addressed. The method of teaching and the depth of the topic to be covered need to partner each other. Workshop method is best suited to teach the content of this course.
- This begin a method course, assimilation and grounding of skills and attitudes to work is highly dependent on field practice, where students have the opportunity to integrate theory with practice, innovate and bring back valuable experiences and analyses to the class. Without adequate field exposure either concurrent or intermittent the course will remain just a theoretical input.
- Another important part of the grounding process is the interaction of the students with field practitioners who have years of experience and are in position to discuss what is the best fit of strategies in a given situation and context. Such interaction needs to be encouraged. Most field practitioners are willing to participate in the teaching process, both, within the classroom as well as in the field.

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M.S.W. – SEMESTER-I
PAPER-5
MANAGEMENT OF DEVELOPMENTAL AND WELFARE
SERVICES

INTRODUCTION

The course aims to develop management competencies to function in organizations, participate as a team member and understand the role of a social worker as a programmers' manager.

OBJECTIVES

- a Understand the overall environment and its impact on the nature, structure and development of the organizations in corporate, public and voluntary sectors in the context of social work profession.
- B Understand policies and procedures involved in establishing and maintaining human service organizations, need for change.
- C Acquire skills to network and participate in the management of resources – human, material, environmental and network.
- D Develop skills to participate in management of programmes, as a part of the interdisciplinary team and initiate as well as develop new programmes.
- E Develop ability to analyse the practices applied in specific settings.

COURSE CONTENT :

Module No.	Module Title	Content
1	Social Services	Development and Welfare Organization's response to societal needs; role of state, voluntary and corporate

		sector.
2	Management services	<ul style="list-style-type: none"> • Types of setting, organizational characteristics like origin, nature, size, structure, and design; organizational climate and impact socio-political environment, impact. • Management Process: Vision of planning, Organizing, directing staffing, cooperation, evaluation. • Establishment, registration, different types of legislations, legal status, constitution, rules and procedure, goals • Financial Resources: Organizational budget, sources of finance, fund raising records, audit. • Physical: all activities related to acquiring, hiring and maintaining importable structure and infrastructure, maintainance of premises and daily upkeep. • Enhancing the involvement and the potential of people in organization's executive boards, committees; professionals and other staff relationship, communication, team work, and facilitative team building, supervision, and participation in training
3	Programme Development	<ul style="list-style-type: none"> • Programme management : long term, short term, and documentation: • Project proposals based on needs the nature resources, evaluation and research • Qualitative and quantitative Impact analysis
4	Public Relation	<ul style="list-style-type: none"> • Public relations need and its promotion by all in the organisation. Representing the organization, networking, in public, corporate and voluntary

		sector. Resource building, accountability, transparency, social Avidity, use of Media for publicity.
5	Change and its Managem nt	<ul style="list-style-type: none"> • Understand and manage change, innovation-in a rapidly changing social environment: for policy programmes and structure
6	Organizati onal Climate	<ul style="list-style-type: none"> • Understanding conflict, conflict resolution, creating positive climate

Note :

Learners to be encouraged to apply knowledge and information gained in class to study each topic in the setting placed for practice-learning, to compare and contrast it to class room learning and reality situations. A file be maintained for this study.

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M.S.W. Semeste-1
Paper-6
Field Work-Agency Visit

Introduction

The dimension of field work is an essential factor in the realm of social work. Before, starting field work in the training has to know all the fundamentals of field work.

Therefore, the student taking admission in sem I, has to know the all details of field work. This also covers the problems and points of field work. Therefore it is essential that it must a part of the syllabus of social work. Hence, as that matters are included in the syllabus of social works. And accordingly a hire and when the agency visit is to be taken, the details of this is mentioned below.

(1) Government Organizations.

(A) Social Security Officer's Office.

(B) Special Home for Boys.

(C) Special Home for Girls.

(D) Special Home for Crippled.

(E) Home for mentally Retardation Children.

(F) Prevention Centre for Children Crime.

(G) Beggars Home.

(H) State Shelter Home.

(I) Visit the office of the Social Security officer to find out about the protective plans and schemes.

(J) To Visit Crèche.

(II) Visit the office of the Social Welfare and Knowing the functions of office.

(III) Visit the office of the District Health officer's office and find out the work and functions of office.

(IV) Visit the office of integrated child development project officer to know. The schemes of it.

(2) Semi Government Organisation

1. Women Development Centre

2. The Orphanage, If any

3. Visit to Social Security and Social Welfare Activities run by Government Grants.

4. To visit of the District Labor Commissioner's office and Knowing about their work plans.

5. To visit District Legal Services Autheting Board and Knowing about it work.
6. In the civil Hospital visit to counselor and psychiatrist and knowing about their work style.
7. Visit health Centre and know about Activities of child rearing

(3) Non Government organization

1. Orphan Age
2. Old Age Home
3. AIDS Projects
4. Organizations for working with Children.
5. Organization for working with Village development.
6. Organization for working with women development
7. Organizations working for the Under privillaged and disadvantaged people.

Above mentioned places are recommended for agency visit. and, a part from these if there are appropriate institution they may be included, and the training is to be provided accordingly.

M.S.W. SEMESTER-II

SR. NO	COURSE CODE	COURSE NAME	MARKS		TOTAL MARKS	Credit	Duration of Examination
			EXTERNAL MARKS	INTERNAL MARKS			
1	SWCC-2001	Social Work Research	70	30	100	4	2:30 Hrs
2	SWCC-2002	Human Development and Psychopathology	70	30	100	4	2:30 Hrs
3	SWCC-2003	Family Social Work	70	30	100	4	2:30 Hrs
4	SWCC-2004	Human Growth and Development	70	30	100	4	2:30 Hrs
5	SWCC-2005	Computer application and Office Automation tools	70	30	100	4	2:30 Hrs
6	SWP-2006	Field work			100	4	
		(I).Weekly three days (Viva Voce 50 marks and Report Evaluation 50.MARKS) = 100 (II).Educational Tour (Shibir) Rural Camp (Within the state of Gujarat) = 50.MARKS			50	2	

					650		

(1) M.S.W. Part- I Semester – II :

- (i) Theory 500 Marks of five theory papers
- (ii) Field work 150 Marks to be obtained in the relevant components.

M.S.W. – SEMESTER – II
PAPER – 7
SOCIAL WORK RESEARCH

INTRODUCTION

This course is to equip learners to utilize and conduct research as service managers to improve services, evaluate, develop new services and intervention methods; strategies techniques and also, be an effective consumer of other researches.

OBJECTIVES

- a. Develop an understanding of scientific approach to human inquiry in comparison to the native or common sense approach in various aspects, and its process.
- b. Understand major research strategies, meaning, scope and importance of social work research.
- c. Develop an ability to see the linkages between practice, research and theory and their role in enriching one another.
- d. Develop attitudes consonant with the scientific approach-Concern for accuracy, specificity and authenticity, awareness of ones own prejudices or biases; honesty and being open to correction.
- e. Develop attitudes favourable to the judicious integration of practice, research, and theory.

- f. Develop ability to conceptualize, formulate and conduct simple research projects / exercises (This would include a broad range of basic research skills such as conceptualization of a research strategy and problem; writing a research proposal; developing tools for collecting data; use of sampling strategies; data collection, processing, presentation, analysis and interpretation; and writing research report etc.)
- g. Make informed assessment and judicious use of research studies and findings.
- h. Develop skills for use of library and documentation services for research.

The semester course for the semester system OR full paper in the annual examination system in the first year of the two-year postgraduate programme.

Course Content :

Module No.	Module Title	Content
A 1	Scientific inquiry	<ul style="list-style-type: none"> • Attitudes consonant with the scientific approach.
A	Concepts, hypotheses	<ul style="list-style-type: none"> • Concepts-Meaning; formal and operational definitions; variables and indicators. • Hypothesis-meaning; attributes of a sound hypothesis; role in explanatory research • Hypothesis testing – null hypothesis; the sampling distribution; level of significance; critical region; Type-1 and Type-II errors.
2	Social Work	<ul style="list-style-type: none"> • Social Work Research – Meaning, purposes, the research process, research and theory, linkages in practice.

	Research	<ul style="list-style-type: none"> • Qualitative Research. • Qualitative research-general characteristics; Use of qualitative methods in inquiry-The scope and importance of social work research.
3	Research Designs	<ul style="list-style-type: none"> • Basic Research Questions – meaning and importance, problem – formulation in research, some strategies used for research. • Surveys, Case Studies, Unobtrusive research strategies (including content analysis, existing data analysis, historical analysis). • Experiments including pre-experimental Quasi-experimental strategies; Use of single subject designs;
4	Sampling	<ul style="list-style-type: none"> • Rationale, characteristics sampling-meaning, types and utility; General considerations in the determination of sample size.
5	Data and its measurement	<ul style="list-style-type: none"> • Source of data; Primary and Secondary. Methods and instruments of data collection. Qualitative and quantitative, observation; participant observation life histories, group interview, (including telephone interviews). • Participatory and Rapid Appraisal Techniques; Triangulation. Levels of measurement. • Scales-Need for scales. Some prominent scaling procedures (Thurston-type, Likert-type; Bogardus-type, Semantic Differentials).
6	Data Processing & presentation	<ul style="list-style-type: none"> • Graphical, Tabular, Analysis and Interpretation • Use of computers
7	Participatory &	<ul style="list-style-type: none"> • Conducting participatory research-Monitoring and research

	evaluatory research	
8	Research Report	<ul style="list-style-type: none"> • Research Report-Writing Research Abstracts – Research Proposals.
	Ethics	<ul style="list-style-type: none"> • Ethics in Research
9	Tools and their use	<ul style="list-style-type: none"> • Use of Statistical tools and techniques- Statistics – Descriptive and Inferential Uses and limitations of Statistics • Proportions, Percentages, Ratios • Measures of Central Tendency; mean, Mode, Median
10		<ul style="list-style-type: none"> • Measures of Dispersion; Range, Quartile Deviation, Mean Deviation, Standard Deviation. The Index of Qualitative Variation. • Measures of Association: The Coefficient of–Contingency (C),The Coefficient of Predictability–Lambda,The Krushkal's Gamma, The Spearman's Rho and the Pearson's 'r'

Note :-

Institutions may choose to organize the above contents so as to have two parts A and B in this paper. In such cases where the contents are reorganized the content incorporated elsewhere could be shifted and included in the section related to the use of statistics. For example, graphical and tabular presentation of data, levels of measurement, hypothesis testing, use and computers, could all be included in the section on use of statistics, so as to make two approximately equivalent portions in this paper.

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M.S.W. SEMESTR – II
PAPER – 8
HUMAN DEVELOPMENT & PSYCHOPATHOLOGY

COURSE CONTENT :

Module No.	Module Title	Content
1	Human Nature concept, Human behaviour	<ul style="list-style-type: none"> • Nature of Psychology-Importance of Psychology for Social Work students • Inter play of Heredity and environment.
2	Dynamics of Human Behaviour personality & Assessment of personality stress	<ul style="list-style-type: none"> • Dynamics of Human behaviour manifestations in motivations and emotions. Defences. • Human reactions to stress and coping. • Intelligence, its measurement and classifications. • Concept of personality, types, traits and assessment of personality.
3.	Nature and scope of social Psychology	<ul style="list-style-type: none"> • Nature and definition of social Psychology • Group psychology, prejudices, Group conflicts Attitude formation and change, Public opinion. Propaganda collective behaviour.
4.	Concept of Deviation in Behaviour Clinical	<ul style="list-style-type: none"> • Normal and abnormal behaviour Criteria for assessment of Abnormal behaviour. So called Neurosis & Psychosis. • Anxiety Phobia. OBserve compulsive Disorder. Dissociative reactions conversion hysteria and others.

	Symptomatology Mild & Moderate Disorder	
5.	Types of Psychotic abnormal Behaviour.	<ul style="list-style-type: none"> • Psychotic Reactions according to DSM-IV Organic Psychoses • Psychosomatic disorders, Child behaviour Problems community Psychiatry.

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M.S.W. – SEMESTER-II
PAPER-9
FAMILY SOCIAL WORK

INTRODUCTION

This course is designed to promote understanding of the changing norms of this social system and the development of opportunities throughout its cycle. It also aims to develop skills in identifying the scope for reform and positive awareness for need of a healthy family unit.

OBJECTIVES

- a. Understand normative and changing norms of the institution of family and variations in them with reference to the family social ecology.
- b. Understand the implications of family norms for the status of individuals and developmental opportunities in the family by age and gender.
- c. Encourage study of the process of family socialization and understand family norms, ecology and dynamics.
- d. Understand dynamics of family interactions and development in the context of family norms and family ecology.
- e. Develop skills in identifying the need for reforms in family norms and creating public awareness in this area.

- f. Develop skills in writing holistic family case studies and carrying out family need-assessment for identifying the areas of intervention.
- g. Develop positive attitude to support understanding the need of a healthy family unit.

COURSE CONTENT :

Module No.	Module Title	Content
1.	Theoretical and conceptual frameworks to study family	<ul style="list-style-type: none"> ❖ Origin and evolution of family and marriage ❖ Ideology of family rights and responsibilities
2	Normative family functions and structure and changes	<ul style="list-style-type: none"> ❖ Normative family and marriage functions and structure, ethnicity and socio-economic background ❖ Social changes and changes in family and marriage functions and structure ❖ Implications for the family and its members

3	Alternate family and marriage patterns and structure	<ul style="list-style-type: none"> ❖ Dual earner/career families ❖ Single parent families ❖ Female headed households ❖ Childless families ❖ Reconstituted/step families ❖ Consensual unions ❖ Homosexual families
4	Family socialization of child, family	<ul style="list-style-type: none"> ❖ Family interactions ❖ Family development/ family life cycle
5	Family assessment	❖ Some methods and its implications
6	Creating public awareness for promoting family rights and responsibilities	❖ Modes of awareness building

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M.S.W. – SEMESTER-II
PAPER-10
HUMAN GROWTH AND DEVELOPMENT

INTRODUCTION

The course aims to introduce the learners to the development of the individual across the life span, in a systems and an ecological perspective. It also provides an understanding human development and behaviour, in contextual influences, including individuals in disadvantaged or specials contexts. The theoretical inputs are to enhance the understanding of peoplkes' growth, health, and development at various stages as bio-psycho-socio-spiritual being over the life span.

Objectives :

- a. Develop an overall understanding of the principles of growth, their relevance and application to behaviour at various phases in the life span.
- b. Understand twin roles of individual's heritage and environmental influences in growth and development.
- c. Understand interactinal nature of growth and behaviour at various stages in the life span : infancy, childhood, adolescence, youth, adulthood and old age, and impact of cultural aspects.
- d. Develop sensitivity towards needs, developmental tasks and health status along with need for developmental programmes for the same.

- e. Apply the information of growth, development and health in social or practice in general and to individuals, groups and communities in particular.

COURSE CONTENT :

Module No.	Module Title	Content
1.	Concept of Growth and Development	<ul style="list-style-type: none">❖ Child requiring practices – deprivation & Development❖ Principles of growth and Development❖ Social work significance of Development
2	Theories of Human Development	<ul style="list-style-type: none">❖ Freud's Theory Cognitive development – Theories of Eric Fromm & Theory of Harry Sullivan
3	Indian Concept	<ul style="list-style-type: none">❖ Understanding Indian concept of life❖ Stages of life❖ Indian concept of Development
4	Human Development	<ul style="list-style-type: none">❖ Adolescence , Physical, Social & Psychological aspects❖ Hazard of life❖ Youth in Indian Society

5	Marital Advantage Vocational Adjustment Aging	<ul style="list-style-type: none"> ❖ Vocational and marital adjustment ❖ Aging-characteristics hobbies, adjustments health, mental health, death, dying, and bereavement ❖ Special focus is on psychosocial development, moral development, and personality development vis-à-vis the influence of the contexts of development. The contexts here refer to gender family, significant others, neighbourhood, peers, school, community work place and other larger contexts like the society and culture. Emphasis is placed on the Indian context of development, variations from the normal patterns of development and views on the stages
6	Relevance to Social Work Practice/ Exploration of programmes Evaluation	<ul style="list-style-type: none"> ❖ Relevance of social work practice across the stages of development, development needs, tasks, health, problems and services

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M.S.W. – SEMESTER –II
PAPER-11

COMPUTER APPLICATION AND OFFICE AUTOMATION TOOLS

Objectives: -

The objective of the course is to familiarize the students with the innovations in computer science field and how computer can be useful to social work. It also aims at the knowledge of different application of office atomization and Internet.

Course inputs:

Unit: - 1

Computer Processing System: -

Definition of computer, Hardware / Software concepts

Generation of Computers, Types of computers, Elements

A digital computer, CPU and it's functions, various computer systems.

Unit: - 2

Input-Output –Devices: -

Basic concept of input – Output devices, various Input devices: -

Keyboard, Mouse, MICR, OCR, Microphones, Various Output devices: -

VDU, Printer, Plotter.

Unit: - 3

Storage Devices: -

Types of memories (primary and Secondary), memory Capacity and it's enhancement, memory devices and their comparisons, auxiliary storage tapes, disks (magnetic and optical) various devices and their comparisons.

Unit: - 4

Operating System: -

Introduction to MS-DOS and MS-Windows family operating systems. Application software and system software.

Unit: - 5

Introduction to Internet: -

History and concept of Internet, technological foundation of Internet, Domain name systems (DNS) and IP addresses. Internet protocols.

Unit: -6

Word Processing: -

Introduction to MS-Word, Basic Commands, Formatting text, Paragraphs and documents, Page setup and Mail merge.

Unit: -7

Spread sheet management: -

Introduction to MS-Excel, Cell formatting, Auto Fill, Formulation of cell formula, cell errors, worksheet formations.

Unit: -8

Presentation Package: -

Introduction to Power Point, Creating Presentation, formatting slides, show time effects and animation effects.

REFERENCE BOOKS

1. Internet- An Introduction – TMH
2. Computer Science – Balagurysamy – THMS
3. MS-office-2000 – TMH
4. MS-Word in Easy steps – Comdex
5. MS-Excel in Easy steps – Comdex
6. MS-Power point in Easy Steps – Comdex
7. Computer Fundamentals – P.K.Sinha - BPB

M.S.W. SEMESTER-III

SR. NO	COURSE CODE	COURSE NAME	MARKS		TOTAL MARKS	Credit	Duration of Examination
			EXTERNAL MARKS	INTERNAL MARKS			
1	SWCC-3001	Personnel Management & H.R.D.	70	30	100	4	2:30 Hrs
2	SWCC-3002	Counseling Theory and Practice	70	30	100	4	2:30 Hrs
3	SWCC-3003	Disaster Management	70	30	100	4	2:30 Hrs
4	SWCC-3004	Gandhian Approach to Development	70	30	100	4	2:30 Hrs
5	SWCC-3005	Communication Skills	70	30	100	4	2:30 Hrs
6	SWP-3006	Field work (I).Weekly three days (Viva Voce 50 marks and Report Evaluation 50.MARKS) = 100 (II).Educational Tour (Out of Gujarat) (In unusval circumstomas , the decision of Hon.Vice-chancalor will be final) = 50 Marks			100 50	4 2	

M.S.W – SEMESTER-III
Paper-13
Personnel Management & H.R.D.

1	Indian Industrial working class	Indian Industrial, Growth & development, Industrial workers of India, Social composition of Indian workers, characteristics & problems of Indian workers. Migratory-character.
2	Workers of the organized & unorganized sector	Characteristics of organized sector and problems of unorganized sectors workers.
3	Personnel Mgr.	Definitions, concept and scope of personnel Mgt. Role of personnel Mgt in the organization.
4	Man power strategy	Need for manpower planning, Manpower Recruitment, selection Recruitment, compulsory. Notification of vacancies Act. Recruitment procedure.
5	Promotion & Transfer	Personnel policy regarding promotion, Merit promotion, Time-bound promotion Notional promotion, Transfer- policy, types of transfer.
6	Training	Concept and objectives of training, Types of training. Methods of training Evaluation of Training.
7	Communication	Concepts & objectives of communication Type of communication, communication channels, communication-An, Integral aspect of modern Mgt
8	Performance Appraisal	Definitions & objectives, performance Appraisal process, Methods of performance appraisal, Limitations of performance appraisal.

9	Compensatory packages	Wage & salary administration Mode & Methods of payment. Minimum wages Act. Payment of wage Act. Equal Remuneration Act. Other Allowances, perks Incentives & Bonus.
10	Human Relations & Human Resources Utilization	The concept of human relations, Human relations & Industrial Relation, Dynamics of inter relations, Definitions and concept of human relations Mgt. Principles & scope of human resources Mgt., Difference between personnel Mgr. & human resources Mgr. Changes & challenges of human resources Mgr
11	Group – dynamics	Definitions & concept Types of Groups, Behavioral Factors.

<u>Author</u>	<u>Name of Book</u>	<u>Publications</u>
1.Dr.S.P.Shah & Dr.J.B.Thakore	Human Resource Mst & Industrial Relations	Mahajan Publilshing Ahmedabad
2.C.B.Memoria	Personnel Management	Himalaya Publication Bombay
3.C.B.Memoria	Dynamics of Industrial Relations	“
4.Rudrabasauraj	Dynamics of Personnel	

	& Administration	“
5.N.S.Gupta	Organization Theory	
	& Behavior.	“
6.Biswanath Ghosh	Human Resources Develop-	
	ment & Management	Vikas Publishing
7.R.C.Saxena	Labour Problems &	
[in Hindi]	Social welfare	-
8.V.V.Giri	Labour Problems in Indian	Gujarat University
[in Gujarati]	Industry	Ahmedabad
9.N.D.Kapoor	Industrial Laws	Himalaya Publishing Bombay
10.Dr.Girish Thakkar	Udhyogo nu arthshastra –2	University Granth Nirman Ahmedabad
11.Keith Davis	Human Behaviour at work	Tata MC Graw Hills New Delhi

M.S.W. – SEMESTER-III

PAPER-14

COUNSELLING: THEORY AND PRACTICE

INTRODUCTION

Counseling helps is called upon in developmental, preventive, facilitative and crisis situations throughout the life span during different phases / stages and for various life events. The courses aim to equip learners with skills of counseling and understand various approaches.

Objectives

- a Develop a holistic understanding of counseling as a tool for help.
- b Acquire knowledge of various approaches : their theoretical under-pinnings for goals, values, processes and techniques.
- c Develop an understanding of the approaches of help and self-help available in our culture.
- d Develop skills of application to real life situations.
- E Develop ability to recognize and synthesize attitudes and values that enhance investment of self in the counsellor's role.

COURSE CONTENT :

Module No.	Module Title	Content
1.	Counselling situations and goals	<ul style="list-style-type: none"> ❖ Counselling situations: Developmental, preventive, facilitative, crisis ❖ General factors and their influences on counseling processes ❖ Goals of counseling ❖ Short and long range goals. ❖ Principles and practices
2	Client	<ul style="list-style-type: none"> ❖ Client as a person, (client system as a unit) voluntary and non-voluntary, expectations, behaviour, communication-verbal and non-verbal
3	Approaches to counseling affective: Cognitive and Behavioural	<ul style="list-style-type: none"> ❖ Approaches : theoretical base, thrust, goals, key concepts, techniques ❖ Approaches like Person Centered, Rational Emotive, Transactional Analysis, Behavioural Approaches, Gestalt, Existential Approach, Egans three stage model, Eclectic model ❖ Indigenous approaches of help and self-help like yoga, reflection. Act of prayashchit (Atonement)
4	Couple and family counseling	<ul style="list-style-type: none"> ❖ Issues in such counseling, its process and stages ❖ Counselling for groups: process, advantages and disadvantages of group

	Group counselling	counseling
5	Techniques	❖ Counselling techniques like initiating contact, intake, rapport, establishing structure, interaction, attending behaviour, observation, responding, rating and its interpretation
6	Counsellor person-(may shifted to be the second module if so desired)	❖ Counsellor as a professional: personality, coping expertise, gender, values ❖ Awareness, behaviour, burnout self-renewal, prevention of burn-out, professional issues and trends

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	Commerce.
Pepinsky, H.B. and Pepinsky, P.N. 1954.	Counselling Theory and Practice, New York : Ronald Press.
Ragg, N.M. 1977	People not cases : a Philosophical approach to social work, London : Rountledge and Kegan paul.
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Counselling in Action – Series, Series. London, Sage Publication (for different approaches).	

M.S.W. – SEMESTER-III
PAPER-15
DISASTER MANAGEMENT

Objectives

- a Understand ecosystem equilibrium and disequilibrium.
- b Develop skills to analyze factors contributing to disaster.
- C Develop an understanding of the process of disaster-management.
- d Develop skills to participate in disaster management.
- e Develop an understanding of the social worker's role in the team for disaster management.

COURSE CONTENT :

Module No.	Module Title	Content
1.	Disaster and Development	<ul style="list-style-type: none">❖ Content and Definition❖ Disaster and level of development❖ Vulnerability and disaster preparedness, education and awareness

2	Classification / Types	❖ Disaster, risk, hazard ❖ Natural-famine, drought, floods/ Storms, cyclones, earthquakes ❖ Manmade-Riots, biological warfare. Industrial, militancy insurgency, eviction
3	Issues involved	❖ Policy Issues, Politics of Aid, Gender
4	Impact of Disaster	❖ Physical, economical, spatial and Psycho-Social
5	Disaster management	❖ Predictor Prevention, preparation, education, preparedness
6	Intervening Parties	❖ Government organization, voluntary organization, local groups, community participation, volunteers, social workers

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Blaufard, H. and Levine, J. 1972.	"Crisis Intervention in an Earthquake." Social Work, Vol. 17, No.4, 16-19.
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	Oxford University Press.
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M.S.W. – SEMESTER-III
PAPER-16
GANDHIAN APPROACH TO DEVELOPMENT

INTRODUCTION

The course aims at sensitizing the learner to the Gandhian approach and utilize some of his skills in practice.

Objectives

- a. Develop an understanding of Gandhi's concept of society and his approach to social transformation.
- b. Develop knowledge of the specific programmes formulated by Gandhi for rural reconstruction and the development of the weaker sections of society, with the focus on strategies and skills.
- c. Develop the ability to identify similarities and differences between the Gandhian and professional social work approaches to social change, welfare and development.

COURSE CONTENT :

Module	Module	Content
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No.	Title	
1.	Gandhian thought	<ul style="list-style-type: none"> ❖ Salient features of Gandhian thought ❖ Gandhian values ❖ Concepts and methods Concept of a good society, Sarvodaya
2	Approach	<ul style="list-style-type: none"> ❖ Economics and its organization : Ownership of property, concept of trusteeship, distribution and economic equality ❖ System of production, problems of mechanization. decentralization of production, rural-urban relationship
3	Social organisation	<ul style="list-style-type: none"> ❖ Marriage and family, position of women, social stratification, caste and untouchability, education and its role. Basic education
4	Constructive programmes	<ul style="list-style-type: none"> ❖ Contents Training of constructive workers ❖ Skills involved, nature of programmes ❖ Bhoodan Gramdan ❖ Gandhian and Vinobha's movements with special reference to Bhoodan and Gramdan
5	Gandhian and Professional Social Work	<ul style="list-style-type: none"> ❖ Similarities and differences between Gandhian and professional approach to social development and welfare

	Approach	
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Gandhi, M.K. 1976.	Social Service, Work and Reform 3 Volumes, Ahmedabad : Navjivan Press
Ganguli, B.N. 1972	Gandhi's Vision of Ideal Society, Hyderabad: Andhra Mahila Sabha
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Unitahna, T.K.N. 1979.	Gandhi and Social Change, Jaipur: Rawat Publications.

SEMESTER – III
PAPER NO: - 17
COMMUNICATION SKILLS
COURSE CONTENT

1. TEXT : YOU CAN WIN – Shiv Khera (Macmillan India Ltd. Price 208/130)
(Blue print of the Textual question paper will be before June – 2001)

2. COMMERCIAL CORRESPONDENCE :

1. Inward structure of business letters
2. Business Letters
 - (1) Inquiry and its replies
 - (2) Order and its execution

3. Grammer:

1. Correction of sentences
 - a. Tense
 - b. Articles
 - c. Change the voice
 - d. Chang of Degrees
 - e. Remove too

4. Composition

1. Gujarati / Hindi into English -5
2. English into Hindi/Gujatati – 5
(Topics from Commerce and Managemenet)

5. TEXT – YOU CAN WIN

Question pertaining to SHIV KHERA'S BOOK.

- 1) Analysis of various aspects of Shiv Khera's books:
- 2) Detailed Study of various common sense approaches, which are useful for an individual to realize his/her true potential for successfully leading ones life/career.
- 3) Sense slips to positive thinking
- 4) Slips to lash ones weakness into knights
- 5) Doing right thing for right occasion;
- 6) Making change by controlling things rather low things unwilling to you.
- 7) Build up trust with people around you
- 8) Accomplishing more by rumoring barriers to effectiveness.
- 9) Dispelling confusion.
- 10) Positive thinking is enhanced so that it is turned into attitude, ambition and action.

6. Business correspondence – basics

- 1) Structure of letters, (Ref: Heading), Address, Allocation subject heading, opening paragraphs, Body of the letter, closing Paragraph, The closure, signature, end.
- 2) Various kinds of business letters: -
 1. Inquiries
 2. Quotation voluntary offers
 3. Orders (reply given by firm) pending orders
 4. Execution of orders
 5. Complain & adjustment.
 6. Settlement of Account
 7. Status inquiries
 8. Circulars (official press release)
 9. The import Trade
 10. The export Trade
 11. Bills of exchange

- 12. Settlement of forcing Accounts.
- 13. Agency
- 14. Carriage by sea
- 15. Banking
- 16. Insurance
- 17. Correspondence of a company secretary.

7. Grammar:

- 1) Different tenses – Present / Past / Future (simple / continuous perfect)
- 2) Use of Articles – a, an, the,
- 3) Use of prepositions - of, on, from, for etc.
- 4) Change in voice - Active / Passive
- 5) Change of degrees
- 6) Remove 'too'
- 7) Punctuation (marks) [., ;, :, ?, !, “, ”]
- 8) Prepositions – of, on, in, at, till, since, from, beside.
- 9) Conjunctions – unless, scarcely, No sooner.
- 10) Strong & weak verbs : Present / Past / Participle come
- 11) Use of adjectives a, some, any.
 - a. Each & every, either or, Neither nor.
 - b. Little, a little, the little
 - c. Few, a few, the few
- 12) Direct and indirect speech (especially for case studies)
- 13) Verb (knowledge for proper speech / writing)

1. Composition: - (Translation)

- 1. Sentence

2. Pracy
3. Paragraph

ORAL SKILLS

- I.
 - 1) Identification of (phonetic) spelling and pronuvection
 - 2) Phrasing sentence
 - 3) Pronunciation
 - 4) Use of vocabulary
- II. Reading / Speech
- III. Participating approach.
- IV. Discursive (of special issues)
 - 1). Empowering speech – getting confidence.
 - 2). 1'st impression
- V. Assignments
 - 1). Writing
 - 2). Spellings
 - 3). Syntheses of sentences
 - 4). Interjection
 - 5). Composition of Reply /letters [Bio-Data / Resume]

REFERENCE BOOKS

1. ABC of Common Grammatical Errors for learners & teachers of English – Nigel D. Turton (Macmillan Ltd.) – Rs. 155
2. English Grammar and Composition – Rajendra Pal & Prem Lata Suri (Sultan hand & Sons) Rs. 40
3. A new approach to English Grammar and Composition Brij Nandanlal (Arya Book Depot – New Delhi) Rs. 37-80
4. Modern Business Correspondences And Minute – Writing – Bhal & Nagamia.