

PROGRAMME GUIDE

MASTER OF SOCIAL WORKS (MSW)

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DR. C.V. RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR, CHHATTISGARH (C.G.)
PHONE: 07753- 253801, Website: www.cvru.ac

ABOUT DR. C. V. RAMAN UNIVERSITY

Dr. C. V. Raman University, located in the rural-tribal region of Kota, Bilaspur, Chhattisgarh, has significantly transformed higher education in terms of its quantity, quality, and accessibility over the past eighteen years. Dr. C. V. Raman is a private university located in Central India. It was established on November 3, 2006, in compliance with provision 2(f) of the UGC Act of 1956. The institution offers more than 62 academic programmes across 14 departments, encompassing various fields such as science, engineering, law, arts, commerce-management, information technology, pharmacy, education, and physical education. The university is the first private institution to be accredited with an "A" grade by NAAC and is also ISO 9001:2015 certified. The organization that obtained certification to establish its own community radio station in Chhattisgarh is CVRU, which is situated on a 70-acre plot of land. The radio station is named "Radio-Raman-90.4."

The institution is home to over 4500 students and 298 faculty members who are committed to their job with unflinching dedication. They strive to include the latest advancements in research and instruction while also demonstrating empathy and engaging in community service. The University has made significant efforts to transform itself into a prominent global educational institution that has established a unique and distinguished position. It is actively seeking new sources of wisdom and knowledge in order to distinguish itself significantly from others. Students are driven by the institution, which provides a platform for them to embody the concept of "BE CHANGE" (institution slogan). The university's establishment is rooted in the concepts and convictions of Dr. C.V. Raman, the inaugural Indian laureate of the Nobel Prize in science, whose comments succinctly capture the fundamental principles of the school.

The university has initiated collaboration with NSDC through CVRU-NSDC Skill Academy to deliver skill-oriented programmes, as part of its commitment to fulfil the purpose of skill development in India. Each regulatory authority, such as the AICTE, NCTE, BCI, PCI, and UGC, establishes and upholds criteria for degrees, diplomas, certificates, and other educational specializations.

In addition to academic programmes, the institution offers several amenities and services to its students, including NCC, NSS, Smart Classrooms, ITBI, hostels, transportation, and placement facilities. The University has established a total of 14 Centers of Excellence to foster students' interest in art and science and enhance their knowledge both internally and outside. The 14 centres are CEAER, Rabindranath Tagore International Arts and Culture, CERTe, Chhattisgarh Museum (Sanjohi), Biotechnology Research, Renewable and Green Energy, Performing Art and Raigarh Kathak, Skill Development and Industrial Consultancy, Future & High-end Skills, Vanamali Srijan Peeth, Chhattisgarh Sodh and Srijan Peeth, GIS and Remote Sensing, and Innovation, Incubation and Entrepreneurship Development. A fully automated library has been

developed to give students with an automated library system. This system allows students to access the library's digital learning resources and benefit from them.

VISION

Dr. C. V. Raman University's constant innovation in research, education, creativity, and business embracing social, ethical, human, and spiritual principles will have a revolutionary effect on society.

MISSION

- To create transformative educational experience for students focused on deep disciplinary knowledge problem solving, leadership, communication and interpersonal skill, and personal health and wellbeing.
- Creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation and entrepreneurship can flourish.
- Ensuring individuals can achieve their full potential.
- To impact society in a transformative regionally, nationally and globally by engaging with— partners outside the traditional border of the University campus.

OUR OBJECTIVES

Dr. C.V. Raman University aims to provide quality education, which will not only help in the student's Intellectual growth but also help the students in becoming responsible adults. Our aim is:

- Since our university is located in the tribal dominated area, scholarship opportunities are also given to ST and SC students to help them get quality education and increase their awareness level.
- To provide quality education and make provisions for research that enables students to achieve bright professional careers.
- To establish state-of-the-art facilities for students.
- To provide students an exposure to an industry environment, which is addressed through seminars, workshops, and regular field and industry visits.
- To nurture a higher level of intellectual ability through highly qualified faculties and a great library.
- Create research-oriented environment and innovation.
- To maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by all its and regulatory bodies

AICTE, NCTE, BCI, PCI & UGC.

- To provide world-class infrastructure for recreation, sports and a Shri J. P. Choubey Central Automatic Digital library with digital learning resources like CAS, SDI, resource sharing, list of latest arrivals, On-line e-resources, OPAC Services, Central Library is automated with KOHA Library Management Software integrated with RFID System.
- To support students through internships and placements for better opportunities.
- Conduct regular revision of curriculum & academic audits.
- Use of modern technologies for teaching to the student like projector, Smart Class Room, ICT Lab, Language Lab, Research Lab, Seminars, and involving students in teaching for talent acquisition.

OUR CORE STRENGTH

- Peaceful Environment: 70-acre green campus. The whole campus of CVRU is surrounded by a huge and green forest area with a significant range of Bio-Diversity consisting of the dense flora and fauna located on the Bilaspur Amarkantak Highway with a huge opportunity of exploration & scientific research.
- Educational Legacy: University's whole dedication & commitment to academics is a direct motivation, inspired by the Chancellor (President Awardee) in the form of visionary leadership.
- Programs in Broader Level: CVRU offers programmes in almost all domains of specializations at graduate (UG), postgraduate (PG), diploma, P-G diploma, integrated and Doctoral level which involve various professional, job-oriented, value-added courses, enrichment courses, technological courses, managerial courses, legal, vocational and skill development courses which fulfils the need for the complete development of the student & thereby of the nation and skill India mission.
- Student Diversity: CVRU campus has vibrant cultural ambience where students are from various states across the country.
- Tribal Students: Sincere, disciplined, mannered, cultured, enthusiastic, respectful proactive and huge percentage of our students are from SC/ST/OBC category & Rural background.
- Multi-disciplinary academic excellence through exceptional quality of its modern, comprehensive, inspiring, experiential, expansive & inclusive education system with special emphasis on skill & core human values.

- Location: Situated in the rural and tribal belt of the state of Chhattisgarh which caters to the social benefits, educational needs and developmental needs of the learners staying in vicinity of rural and economically poor background.
- In-campus community Radio: “90.4 Radio Raman” for spreading awareness regarding health, hygiene, medicine, education and other social-benefits
- Automated Library infrastructure with effective use of e-resources.
- Qualified young, dedicated, skilled and competent faculty members with leadership qualities.
- Excellent infrastructure & academic ambience with ICT enabled classrooms and well equipped modern laboratories for effective teaching learning process.
- Outcome based curricula and assessment system implemented.
- Central Instrumentation-Facility with cutting-edge technology for research, innovations and extension.
- Integration of skill and entrepreneurship in curriculum framework.
- Student centric environment with grievances redressal mechanism, mentoring, career guidance and counseling, training and placement, etc. functional.
- Environment protection initiatives including renewable energy, rain water harvesting, biogas plant, activities on sustainable green practices by IECSC.
- Proactive management and efficient governance system.

APPROVALS & RECOGNITION FROM REGULATORY BODIES

- Dr. C.V. Raman University is recognized by 2(f) under section 22 of UGC (University Grant Commission) Act 1956.
- The AICTE (All India Council of Technical Education) has approved the B.Tech, M.Tech, BBA, MBA & Diploma in Engineering Programmes of Dr. C.V. Raman University, Bilaspur.
- NAAC “A” Graded University.
- The NCTE (National Council for Teacher Education) has approved the B.Ed & M.Ed Programmes of Dr. C.V. Raman University, Bilaspur.

- The BCI (Bar Council of India) has approved the B.A.L.L.B., L.L.B., & B.Com. L.L.B Programmes of Dr. C.V. Raman University, Bilaspur.
- Dr. C.V. Raman University is the member of the Association of Indian Universities (AIU)
- The University is approved by CGPURC (Chhattisgarh Private University Regulatory Commission).
- The PCI (Pharmacy Council of India, a statutory body constituted under the Pharmacy Act, 1948) has approved the D.Pharm, B.Pharm & M.Pharm programmes of Dr. C.V. Raman University, Bilaspur.

THE FACULTIES OF STUDIES

The University has wide range of faculties which offers the traditional as well as the new era job oriented courses. The main emphasis is on providing a wide choice of courses at different levels. The following faculties currently are in operation in the University:

- Faculty of Arts (Performing and Fine Arts)
- Faculty of Commerce
- Faculty of Management
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education & Physical Educations
- Faculty of Law
- Faculty of Pharmacy
- Faculty of Science (Rural Technology)

ABOUT CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE) CVRU

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a degree, such as distance education MBA, without having to attend traditional classes.

We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers.

With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many.

What makes us a distinguished Chhattisgarh distance education university?

- ❖ Reaching various far-flung regions of the state through information technology
- ❖ Providing professional education, need- and knowledge-based
- ❖ Setting new national standards in distance education

IMPORTANT ACHIEVEMENTS

- AN ISO 9001:2015 Certified University.
- University of the Year Award 2023 by FICCI.
- CSR National Award 2023, CVRU, CG.
- Zee Madhya Pradesh & Chhattisgarh Education Excellence Award 2020.
- Auropath Global Award 2019 for Best Course— & Curriculum Design.
- Leading University of Chhattisgarh Award 2019.
- Zee Madhya Pradesh— & Chhattisgarh for Valuable Contribution Award.
- Felicitated for the Pioneering Initiative of accepting NIELIT Qualifiers for Higher Courses.
- ASSOCHAM India Excellence in Education, Training— & Development Award 2018.
- World Education Summit Award for Innovation in Open & Distance Learning.
- Education Excellence Award 2018.
- World Education Award 2016 (Dubai).

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY IN OPEN AND DISTANCE LEARNING MODE

The University offers through the Centre for Distance and Online Education (CDOE) both short term and long term programmes leading to Diploma and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes in the job market. They are launched with a view to fulfill the learner's need for skill and employability.

- Improvement of skills,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Diversification and updation of knowledge, and Empowerment.

PROMINENT FEATURES OF THE OPEN AND DISTANCE EDUCATION AT CVRU

The open and distance education at the Dr. C. V. Raman University has certain unique features such as:

- Individual study - flexible in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Modular approach to programmes.
- Cost-effective programmes.
- Socially and academically relevant programmes based on students need
- Convergence of open and conventional education systems.
- Take higher-education to the unreached sections of the society through the use of information technology.
- Provide need and knowledge-based professional education.
- Set the national standards for Distance Education.
- The programmes are offered in compliance to NEP 2020 Guidelines
- The programmes follow the multidisciplinary and inter-disciplinary approach
- Socially and academically relevant programmes based on students' need analysis

Programme Mission & Objectives

Mission Statement: -

The mission of the Social Work Programme at Dr. C.V. Raman University, Centre for Distance and Online Education is to advance knowledge, promote social justice, and empower communities through quality education and professional training in social work.

The programme is dedicated to preparing ethical, skilled, and compassionate social work professionals who can address social inequalities, human rights issues, and community development challenges. By integrating theory, research, and fieldwork, we aim to cultivate leaders and change-makers capable of creating positive societal impact.

Through inclusive and flexible distance learning, we ensure access to education for aspiring social workers, particularly those from rural, remote, and marginalized backgrounds. Our commitment is to foster critical thinking, advocacy skills, and innovative solutions to meet the evolving needs of society, promoting sustainable development and social well-being.

Objectives: -

The key objectives of the Programme are:

- To Develop Professional Empathy – Cultivate a deep sense of empathy and understanding toward individuals and communities, enabling social workers to share and address their concerns with compassion and sensitivity.
- To Enhance Analytical and Critical Thinking – Foster critical and analytical skills necessary for assessing social problems, formulating evidence-based solutions, and making informed ethical decisions in diverse professional settings.
- To Strengthen Practical Social Work Skills – Equip learners with effective communication, counseling, advocacy, and intervention skills to work efficiently in areas such as community development, child welfare, and rehabilitation.
- To Promote Ethical and Value-Based Practice – Instill ethical principles, integrity, and human rights-based approaches to ensure responsible and impactful social work practice.
- To Prepare for Leadership and Policy Roles – Enable learners to take on leadership, administrative, and consultancy roles in government organizations, NGOs, CSR initiatives, and international development sectors.
- To Adapt to Changing Social Environments – Equip learners with the ability to respond effectively to emerging social issues, policy changes, and global challenges in areas such as gender equality, climate justice, public health, and digital social work.

- To Foster Entrepreneurial and Social Startup Mindset – Encourage learners to establish social enterprises, community-based organizations, and self-sustaining welfare programs to create long-term impact and empowerment at the grassroots level.
- This MSW Programme ensures that learners are not only well-versed in theoretical and field-based social work but also prepared to lead, innovate, and contribute meaningfully to societal well-being.

(A) Relevance of the programme with HEI's Mission and Goals: -

The MSW (Master of Social Work) programme aligns closely with the HEI's mission and goals by promoting social justice, community engagement, and professional excellence. It prepares students to address societal challenges, uplift marginalized communities, and contribute to nation-building, reflecting the institution's commitment to holistic development and ethical service.

(B) Nature of prospective target group of Learners: -

This program is specifically designed to cater the need of students who are not able to study through regular mode. Working Professional, Housewives, Students from rural area, Students who do not wish to prefer regular courses due to various reasons & Students who cannot afford costly regular programmes, also those who are willing to develop their professional skill in Library Science are our target group learners.

(C) Appropriateness of Programme to be conducted on open and Distance Learning mode to acquire skills and competence: -

At the end of the Programme Expected Outcomes:

- **Specialized Knowledge in Human Resource Management (HRM):** Enhances expertise in labor laws, industrial relations, employee welfare, organizational behaviour, and HR policies for effective workforce management.
- **Expertise in Community Development (CD):** Equips learners with skills to assess community needs, implement development programs, and promote sustainable social change.
- **Integration of Theory and Practice:** Provides hands-on experience through internships, case studies, and project-based learning to bridge the gap between academic knowledge and real-world challenges.

- **Research and Analytical Skills:** Strengthens the ability to conduct research, analyze social issues, and develop evidence-based solutions for HR and community development sectors.
- **Policy Advocacy and Social Welfare Initiatives:** Enables learners to understand, evaluate, and influence social policies, labor laws, and welfare programs for marginalized communities.
- **Fieldwork and Practical Exposure:** Encourages experiential learning through supervised fieldwork in corporate, industrial, and community settings to develop professional competencies.
- **Leadership and Management in Social Work:** Prepares learners to take leadership roles in NGOs, CSR initiatives, HR departments, labor welfare organizations, and community development agencies.

Instructional delivery Mechanism & Usage of media for distance learning:

The methodology of instruction in the distance learning mode in the University is different from that of the conventional regular programs. The system adopted for this is more learner-oriented and the learner is an active participant in the pedagogical (teaching & learning) process. Most of the instructions are imparted through distance education methodology and face-to-face mode as per requirement. The programme delivery methodology used in the distance learning mode follows a multimedia approach for instruction, which comprises:

- **Self-Instructional Written Material:** The printed study material (written in self-instructional style) for both theory and practical components of the programs is supplied to the learners in batches for every course.
- **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced/adopted by the University for better clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration.
- **Counselling Session:** Normally counselling sessions are held as per schedule drawn by the CDOE, Dr. C.V. Raman University. These are mostly held at CDOE.
- **Teleconferences:** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at CDOE.
- **Industrial Training/ Practical/ Project Work:** Some programmes have industrial training/practical/ project component also. Practicals are held at designated institutions

for which schedule is provided by the CDOE. Attendance at practical's is compulsory. For Project work, comprehensive project guide, in the form of booklet, is provided to the student along with the study material.

- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.
- The counselling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact program shall be announced and communicated to students in – time.

Evaluation system:

The system of evaluation in Open & Distance Learning System is also different from that of conventional system. CVRU has a multi- tier system of evaluation given as follows:

- Self –assessment exercises within each unit of study.
- Continuous evaluation mainly through assignment which are tutor marked, practical assignments & seminar /workshops / extended contact programmes /Field work / Community engagement.
- End semester examination/Term End Examinations.
- Project works.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking End semester examination /term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the CDOE at Dr. C. V. Raman University. A learner should keep duplicate copies of assignment responses of TMA that may be required to be produced at Student Evaluation Division on demand. End semester examination /Term-end examination will be conducted at various examination centre approved by Centre for Distance and Online Education Dr. C.V. Raman university spread all over the Chhattisgarh. The weightage for End semester examination /Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

- (a) Internal Assessment (Continuous Assessment i.e. Home Assignment): 30 % weightage.
- (b) End semester examination /Term End Examination - 70 % weightage

End semester examination /Term End Examination (Summative assessment)	70
Internal Assessment (Continuous Assessment)	30
Total Marks	100

(H) TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE

The University conducts Term-end Examination in semester system & held in the month of Nov/Dec and May/ June every year. Students will be permitted to appear in End semester examination /term-end examination subject to the conditions that-

- 1) Registration for the programme, in which they wish to appear is valid,
- 2) Minimum Time to pursue these courses is elapsed &
- 3) Submission of required number of assignments in respective courses by the due date.

Students can also submit on-line examination form as per guidelines through website at www.cvrn.ac.in. Examination fee is required to be paid online payment gateway as per the fee table. Please do all correspondence regarding the course admission and other detail at the following address:

The Director
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)
Dr. C. V. Raman University
Kargi Road, Kota, Bilaspur, Chhattisgarh
Phone: 07753-253851,

LEARNER SUPPORT DESK:
Phone: 07753253872, 07753-253873
Email: lsd@cvru.ac.in

MASTER OF SOCIAL WORK (MSW)
SCHEME OF EXAMINATION
Proposed Scheme Examination

Duration: 24 Months (2 Year) Eligibility: Graduate from any Discipline

Course Code	Name of the Course	Credit	Total Marks	Theory		Practical/Project Report		Assignments/Project Viva -Voce	
				Max	Min	Max	Min	Max	Min
First Semester									
1MSW1	Social Work - an Introduction	4	100	70	25			30	11
1MSW2	Social Research	4	100	70	25			30	11
1MSW3	Indian Social Problems	4	100	70	25			30	11
1MSW4	Sociology & Social Work	4	100	70	25			30	11
1MSW5	Social Thoughts on society	4	100	70	25			30	11
Total aggregate required to pass		20	500	350	140			150	60
Second Semester									
2MSW1	Social Psychology, Communication and Social Work	4	100	70	25			30	11
2MSW2	Social Case Work and Counselling	4	100	70	25			30	11
2MSW3	Social Group Work	4	100	70	25			30	11
2MSW4	Social Welfare Administration and Legislation	4	100	70	25			30	11
2MSW5	Practice In The Field of Social Work	4	100	70	25			30	11
Total aggregate required to pass		20	500	350	140			150	60
Third Semester									
3MSW1	Social Development and Social Work	4	100	70	25			30	11
3MSW2	Community organizations and Social Operations	4	100	70	25			30	11
3MSW3	NGO Management	4	100	70	25			30	11
3MSW4	(Group-1 CD) Social work in Education/(Group-2 HR) Social Work Areas : An	4	100	70	25			30	11

	Introduction								
3MSW5	(Group-1 CD) Social Work With Senior Citizens/ (Group-2 HR) Organizational Behavior and Industrial Relations	4	100	70	25			30	11
Total aggregate required to pass		20	500	350	140			150	60
Fourth Semester									
4MSW1	Research Methodology	4	100	70	25			30	11
4MSW2	Human Resources and Industrial Relations	4	100	70	25			30	11
4MSW3	(Group-1 CD) Rural And Urban Community Development/(Group-2 HR) Human Growth and Personality Development	4	100	70	25			30	11
4MSW4	Project/Dissertation/Internship & Viva Voce	8	200	140		140	50	60	22
Total aggregate required to pass		20	500	350	140	140	56	150	60

OBJECTIVE OF THE SUBJECT

The main Objectives of Social work are:

- Make him/her alert and sharp about surrounding Social Activity.
- To be able to understand the Deferent Kinds of Social Problems.
- Complete Development about Social change.
- Prepare him/her for solve the social problem.
- Making Research mind and approach.
- To be able to understand The Rural community Development.
- Knowledge about Social problem and How to solve them?
- Preparing him/her/ for National level Competitive examination.

EXPECTED COURSE OUTCOME

Upon completion of Master of Social work Students should be able to-

- Identify and define basic terms and concepts which are needed for advanced course in Social work.
- Analyze social behavior and determine the effects on society.
- Independent judgment, intercultural and regional Sensitivity global and national perspectives to solve problems concerning Humanities.
- Outline the scientific method used by eminent sociologists.
- Integrate knowledge of social concepts.
- Explain Industrial revolution new mode of production and its effects on society.
- Develop information, interviewing and networking skills through reading handed out in class and an examination exercise.
- Be familiar with basic procedures of research.



DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 1st

Course: MSW

SUBJECT: SOCIAL WORK – AN INTRODUCTION

Subject Code: 1MSW1

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- Students can get the knowledge of Social Work and its History .
- Students can learn about social welfare in different field and the work of N.G.O
- Students can learn and aware about human right.
- Students know about social movement and social reform and socialism.

Unit	Description
Unit – I	<p>Social Work – Meaning, definitions, nature and scope, Objectives preamble, social work, the nature and scope, values and principles of social work, social work in India.</p> <p>Objectives of Social Work- Values, principles and at different times – objectives the basic principle of Social Work in India, in ancient India, social work in the middle Ages, the English rules, social work development education in India.</p> <p>Social work role in the conception of the relationship and requirements – Unit Outlines objectives, introduction, the concept of role, the concept of conformance, Characteristics of human requirements, classification of human requirements.</p>
Unit – II	<p>The meaning of the concept, social welfare and social service- Unit Outlines- objectives, preamble, Social Welfare, social planning and social welfare, social welfare in India, priorities for social welfare, labor welfare, in India, the gap in social welfare ,social work, and social services.</p> <p>Empathy, and spirituality concept ego- Unit Outlines- objectives, problems, the meaning of empathy, the role of empathy in Social Work, the concept of ego strength, sense of ego strength, power, the role of ego in Social Work, Spirituality and Social Work, Social Work and function of the target.</p> <p>Voluntary Organization – Objectives, introduction, the concept of organization, type to organization, meaning NGOs, the role of NGOs voluntary organizations</p>
Unit – III	<p>Non Government Organization –Meaning , non- governmental organization in the process of building, types of non- governmental organizations and social work, five-year plans and non- governmental</p>

	organizations, democracy and NGO. Human Rights- What is the narrative of human rights, human rights and indivisibility of human rights.
Unit – IV	Human Rights in India- Human Rights situation in India National Human Rights Commission, Human Rights Court, Human Rights and Social Work. Welfare state, social legislation and social work– Introduction, concept ,characteristics of the state, the emergence of the idea of the welfare state, functions and problems of the welfare state, the welfare state and social work, social welfare and social legislation: social legislation in India.
Unit – V	Social Reform, Development and Security –Introduction, meaning and definition, Social Reform in India, deference between social development and Social Security. Social Movements, Social Reforms and Socialism –Objectives, introduction concept, nature of Social movement, the condition of development of social movement, social reform movements in India characteristics of socialism, socialism state functions.

COURSE OUTCOMES:

- Student should know the History of social work.
- Student should learn about different field of social work and work of NGO.
- Student should be aware about human right, social movement and social reform

TEXT BOOKS:

- समाजकार्य पांडे ओजस्करतेजस्कार भारत पब्लिकेशन लखनऊ

REFERENCE BOOKS:

- समाजकार्य– राजाराम शास्त्रीउ.प्र. हिन्दीसंस्था–लखनऊ
- सामाजिक संबंधोके मूल तत्वडॉ. पी.डी. मिश्रा रावत पब्लिकेशन लखनऊ
- समाजकार्य के सिद्धांतडॉ. कृपाल सिंह सूदनभारत बुक सेंटरलखनऊ

Job Opportunities	Employability Skill Developed	Local/National/Global/ UNDP Goal Achieved	Entrepreneurship Opportunity
Social Worker Social Welfare Officer	Will understand the problem of Society	Goal 4 (Quality Education)	Able to join N.G.O.



DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 1st

Course: MSW

SUBJECT: SOCIAL RESEARCH

Subject Code: 1MSW2

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- To understand the application of the scientific method to answer social science research questions.
- To understand the logic of sampling.
- To understand the logic of these modes of observation: experimental method, interviews, focus groups, field research, and unobtrusive research
- To develop an understanding of the basic approaches to qualitative and quantitative data analysis

Unit	Description
Unit – I	<p>Social Research – The meaning , objectives, the phase of social research, social research scope and significance of the study conclusions. Type of Social Research - Social research exploratory, descriptive social research, experimental social research pares social research applied social research, practical social research, and social evaluative research. Research format – Entity framework – the study objectives, introduction, research format meaning and definitions of format research objectives, the research component part of the format the importance of research, research methodology of compilation format versus fact research the type of format .Hypothesis - meaning characteristics, type and construction – Objectives, preamble, meanings and definitions of hypothesis characteristics of hypothesis type of hypothesis construction resources of Hypothesis the importance of hypothesis, hypothesis boundaries, Planning projects</p>
Unit – II	<p>Observation –Objectives, preamble, sense of observation characteristics, the process of observation, observation types and their merits and demerits, the usefulness and limitations of observational method.</p> <p>Schedule,– Objectives, preamble, schedules type, manufacturing process schedule, schedule, quality, schedule, defects or limitations, summary.</p> <p>Questionnaire– Objectives, introduction, major types of Questionnaire, characteristic of Questionnaire, Questionnaire the creation, Questionnaire Reliability, Questionnaire properties and Limits of Questionnaire .</p> <p>Case Study- – The study objectives, preamble, as a method of personal study, values of individual studies, used under individual study phase/</p>

	procedure individual study under the information (data) of the source, the importance of individual study personal Limitations of the study.
Unit – III	<p>Sampling nature and method sampling refers to the essential characteristic of the great sampling usefulness and limitations of sampling.</p> <p>Entity Framework – objectives, preamble, census and sampling, sampling refers to the essential characteristic of the great sampling, select sampling, sampling utility, sampling limitations, problems sampling, sampling determine the size and reliability.</p>
Unit – IV	<p>Sampling method: random sampling Purposeful sampling, sampling stratified, multi layered sampling specific sampling and self – selected sampling – Objectives, introduction, methods of sampling,.</p> <p>Interview- meaning ,definition and objective of interview, phase of the utility of Interviews , instructions for stage of the interview process, Interviews problems, precautions to be taken during the Interview, the usefulness of Interviews, Interviews limitations, instructions for interview.</p>
Unit – V	<p>Primary and secondary sources of information – objectives, introduction, source of information, primary materials, utilization of primary materials, primary material limitations, primary source materials, secondary materials, utilization of secondary materials, limitations, source materials, utilization of secondary materials, secondary materials limitations source of secondary materials, differences between primary and secondary materials</p> <p>Tabulations of Data – objectives, introduction, materials characteristics, classification, objectives and basic of classification of content analysis , tabulation and interpretation, tabulation of materials, various types of tabulation, table creation, methods of tabulation, the utility and limitations of tabulation, interpretation of content</p>

COURSE OUTCOMES:

- Student should know about different types of social research
- Student should learn the logic of sampling
- Student should know about observation, interview and field research
- Student should know about basic approaches and data analysis

TEXT BOOKS:

- सामाजिक अनुसंधान Ahuja RamRawat Publication Lucknow
- case study Research Robert K Yin SAGE publication Bhopal

REFERENCE BOOKS:

- सामाजिकअनुसंधानपद्धतियां गुप्िएम.के साहित्यभवनपब्लिकेशनआगरा
- Research methodology C R Kothari ,Gaurav GargNew age information publisher (methods and techniques) Kota

Job Opportunity	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Able to take the post of researcher.	Able to understand research.	Goal 4 (Quality Education)	Writing research proposals
Able to take research projects.	Able to handle research problems.		Planning projects



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SEMESTER- 1st

Course: MSW

SUBJECT: INDIAN SOCIAL PROBLEMS

Subject Code: 1MSW3

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- Students can understand the problems of society. They can know about crime with sectors and prevention.
- Student can learn about corruption poverty and unemployment with causes and treatment.
- Student can learn the evil effects of alcoholism pollution and Aids

Unit	Description
Unit – I	Social Problems – objectives, Introduction meanings and definition of social problems, social problems characteristics, the origin of social problem. Type of the source of solution of social problems, methods the study of social problems. Civil Society and Crime – objectives Introduction, civil society of ecology, meaning and definition of the crime, classification crime, crimes common factor theory of crime, crime in India .Group conflict and juvenile delinquency – objectives, preamble, group conflict, juvenile delinquency, the nature and factors of juvenile delinquency, juvenile delinquency treatment, prevention of juvenile delinquency.
Unit – II	Corruption – objectives, preamble, meanings and definitions of corruption, corruption sociology, psychology of corruption, format for corruption, Areas of corruption, result achieved against corruption measures, suggestion to protest corruption .Poverty – objectives, introduction, the concept of poverty measurement, extension and magnitude of poverty, causes of the poverty the problems of poverty, poverty prevention plans .Unemployment – objectives, preamble, meaning and definitions of unemployment, types of unemployment in India, unemployment measures adopted for the control, treatment of unemployment.
Unit – III	Alcoholism- objectives, introduction, the concept of result of alcoholism the process of becoming alcoholic, bad effect due to problems with alcoholism, treatment and control of alcoholism .AIDS – objectives, introduction, the concept of AIDS, the magnitude of AIDS, the emergence of the AIDS epidemic, AIDS development step, the result of AIDS, AIDS Care, AIDS control, non- governmental organizations, the role of protective programs.
Unit – IV	Beggary and Prostitution- objectives, preamble, types begging, due to the elimination of beggary, antisocial group, beggary meaning and definitions, the leading cause of prostitution type of Result of

	prostitution, major types and results of prostitutions control efforts in India. Pollution – objectives, introduction, types of pollution, pollution expand in India, Causes of pollution in India, the measures adopted to remove the pollution.
Unit – V	Community – objectives preamble, the meaning of communism, communism, problems, tensions and disturbances caused by communism, Discovery the cause of communism, communism, of sociology communal violence, measures to prevent communalism, Regionalism – objectives, preamble meaning of regionalism, regionalism characteristics, objectives of regionalism in India Tips for disposal.

COURSE OUTCOMES:

- Student should be aware about the problems and crimes of society
- Student should be able to handle problems and treatment of corruption poverty and unemployment problems
- Student should be able to understand the problems and effects of pollution AIDS and alcoholism.

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Public relations (PR) specialist	Student will be able to develop their views on Indian Social problems. Self awareness.	Goal 4 (Quality Education) Goal 5 (Gender equality)	Able to become counselors



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SEMESTER- 1st

Course: MSW

SUBJECT: SOCIOLOGY & SOCIAL WORK

Subject Code: 1MSW4

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- Students can able to know the correction of Society and social work .
- Students can learn about community committee.
- Students can get the knowledge of women children welfare programs , problem of backward cast and settlement.

Unit	Descriptions
Unit – I	Sociology – Meaning and Definition, Nature and Scope - Objectives, preamble, definitions, and nature of sociology. Sociology and social work– Objectives, introduction, contents of sociology, sociology and social work Applied Sociology. Human Society and Animal Society – Objectives, introduction, meaning and definition of society, the basic element of society , human and society, animal society, difference between Human society and Animal Society.
Unit – II	Social group – Objectives, introduction of social group, meaning and definition of the group characteristics of social group classification, the concepts of primary, secondary group concept of primary and secondary group, difference between primary and secondary group .Community – Meaning and definition, Basic element of Community, Rural and Urban Communities, the difference between community and society. Committee – Entity Framework – objectives, preamble, the Committee the committee deference in society, institution- meaning and definition, characteristics of institute, type of institutions, social work and the importance of institutions, committee and differences in the organization.
Unit III	Culture and Civilization Objectives, preamble, culture, meaning and definition of culture, the characteristics major dimensions and nature of culture, , meaning and definition of civilization, differences in culture and civilization. Social change – objectives, introduction, the concept of social change, meaning and definition of social change, characteristics and Factors of social change, cultural change. And Social Change
Unit – IV	Secularization social wide pattern – objectives, preamble, the meaning of secularization, characteristics, secularization and social change in India, secularization factors that promote secularization in Indian society, characteristics of secular state, India as a secular state. Women and society – objectives, demographic changes in the status of women, the specific

	problems of women, dowry, torture, discrimination, welfare programs for women and children.
Unit – V	Backward castes, tribes and classes- Entity Framework – objectives, preamble, backward castes, scheduled tribes, scheduled castes, other backward classes, backward castes, tribes and sections of the current situation. Slums and untouchability – objectives, preamble, meaning and definitions of slums, the growth of slums in India, Origin and evolution of slums due to the effects of slums, slum improvement and elimination, The result of untouchability in India,. Suggestions for Prevention of untouchability..

COURSE OUTCOMES:

- Student should be able to relate society with social work
- Student should know about community and committee
- Student should know the different welfare programs
- Student should know problems of backward caste and settlement

TEXT BOOKS:

REFERENCE BOOKS:

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Program coordinator. Will be able to work in an educational institution.	Analyzing social problems.	Goal 4 (Quality Education) Goal 5 (Gender equality) Goal 3 (Good health and well being)	Educational Institution.



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SEMESTER- 1st

Course: MSW

SUBJECT: SOCIAL THOUGHTS ON SOCIETY

Subject Code: 1MSW5

Theory Max. Marks: 70

Theory Min. Marks 17

COURSE OBJECTIVE:

The objective of this course is to provide knowledge to the students of the social work how sociology can inform professional social work practice in Indian society. Providing a sociological understanding of the problems social workers face in the society.

Unit	Course Content	Methodology Adopted
Unit – I	WOMEN EMPOWERMENT Women, children's and workers. Child Lab	ICT based class room teaching, Group Discussion, Case Analysis, Individual Presentations
Unit – II	Domestic Violence Panchayati raj	ICT based class room teaching, Case Analysis, Individual Presentation, Visit to Venture Capitalists
Unit – III	Rural Development Social Change	ICT based class room teaching, Case Analysis, Group Presentation
Unit – IV	N.G.O Human Rights	ICT based class room teaching, Case Analysis, Individual Presentation
Unit – V	Self Help Group Environment	ICT based class room teaching, Case Analysis, Group Presentation

COURSE OUTCOME:

- After studying this chapter, students and researchers interested in the area of Social Work will be able to understand the relationship between sociology and social work and they can practice with different types of community and society.

TEXT BOOKS:

REFERENCE BOOKS:

- rural development in India Gupta K R Atlantic Publication New Delhi
- Panchayati Raj system in rural development Mohammed Iqbal DPS Publication New Delhi
- Human rights law and practice Jain rajshri Universal Publication Allahabad
- पाररजस्त्तिकीएवंपयावरणओझाएस. के. Uttar Pradesh

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Social worker . Will be able to work in NGO.	Leadership Skill. Assertiveness.	Goal4(Quality education) Goal 13 (climate action)	Leadership Skill. Self awareness.



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SEMESTER- 2nd

Course: MSW

Subject Code: 2MSW1

Theory Max. Marks: 70

Min. Marks 17

SUBJECT: SOCIAL PSYCHOLOGY, COMMUNICATION AND SOCIAL WORK

COURSE OBJECTIVE:

- Students can understand Social Psychology.
- Students can learn about motivation aptitude and leadership and can know deferent communication and their characteristics.

Unit	
Unit – I	Social Psychology an Introduction - Objectives, Introduction, Nature of Social, Psychology, Field of Social Psychology, Importance of Social Psychology Basic Social Psychology Process, Design, Objectives, Introduction, Manifestation, Attribution, Learning, Socialization, Motivation, Attitude Objectives, Personality and human behavior, Introduction, Concepts, Personality, Approach to the Study, The determinants of Personality, Behavioral Problem at various stages of development, Measurement of personality Suffix of mind and psychology - Out line, Objectives, Introduction, Mind Implies, States of mind, Side of mind, Conscious mind, Unconscious mind, Subconscious mind, Unconscious, Conscious, Subconscious Comparative Study of Mind, Dynamic mind, Ego, Man, Relation between Ego and moral mind.
Unit – II	Importance of Psychology in Social Work Practice and Defense mechanism Outline, Objectives, Introduction, Importance of Psychology in social work practice, psycho literature, type of psycho Literature, man psycho let, invisible psycho Literature Attitude – Outline, Objective, Introduction, The concept of Attitude, Characteristic of Attitude Construction of Attitude, Attitude Content, element, Difference between hypothesis and Attitude Motivation-Outline, Objective, Introduction, Inspiration, Features of necessity, Socio-culture, Determinants of Necessity, Adjustment, Adjustment of label, The social label of adjustment, Stress, Stress- effect on Personality, Impact of Depression on Personality, Conflict, Impact of Personality.
Unit – III	Inheritance and Environment- Out lines, Objectives, Introduction, (heredity) Bio structure, Law of heredity, Impact of heredity on personality, pre- reaction habit, Impact of heredity education types of environment, Impact of environment, importance of environment. Leadership – Outlines, Objectives, Introduction, Lead, Lead Generation, Necessary Conditions, Definition of Leadership, Main characteristics, Leadership Style, Function of Leadership, School, Type

	of Leadership, Leadership Properties Communication an Introduction – Outline, Purpose, Introduction, Definition, Importance of communication, Planning and Communication, Organization and Communication, Motivation and Communication, Coordination and Communication, Control and Communication, Decision making and Communication, Effectiveness, Minimum Expenditure and Maximum output, The stapes of communication, Ways of Communication, Factor of Communication, Communication as the process and substance of communication network, Communication as the process Deliberated Communication as Communication, As a culture Producer in each of effective communication, characteristics.
Unit – IV	Design and types of Communication - Outline Objective, Introduction, Formal Communication, The benefits of Formal Communication defect of formal Communication, Informal Communication, Informal Communication benefits, Defect of informal Communication, Written Communication, Benefit of written communication, Defect of writing Communication, Verbal communication, Benefits of verbal Communication, Defect verbal Communication, Nonverbal Communication, Benefits of nonverbal communication, Benefits of public communication, Internal communication, Benefits of Internal communication, Public Communication, Theory of Communication of Direction – Outline, Objective, Introduction, Upward Communication, Horizontal Communication, Through the Scenario in India, Traditional Medium, Modern Mass Media, Print, Audio, Visual, Audio-Visual Media, Effective Writing, Print Media Writing, Press, Special Event Templates, Documents, Press Conference, Press Release
Unit – V	Communication Barriers or obstacles – Outline, Objectives, Introduction, barriers Organizational Structure Personal or Psychological Barriers, Technical Barriers, Linguistic or Meaning Barriers, Barriers in Communication Skills of Listening and understanding, Communication barriers to Correct Manner, Measurement of effective communication, To built more effective communication, The role of media in crisis Public relation campaign and communication management, Crisis prevention, Management Communication Management in crisis prevention Puppet, Folklore, Folk literature, Drama, , Posters, Logo.

COURSE OUTCOMES:

- Student should be able to know different human psychology
- Student should know about leadership and types of communicative characteristic

TEXT BOOKS:

- New Pelican Guide to English Literature Modern Age-Vol.7.Boris Ford Penguin Books Delhi
- Twentieth Century English Poetry Anthony Thwaite penguin books Delhi

REFERENCE BOOKS:

- Social Work philosophy and methods NitishDhewas Bharat public Centre Lucknow
Fundamentals of Robert a baron Gopa BhardwajPearson Education Indiasocial
psychology

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Able to tack the Post of psychologist Counseling center,	Communication Skill and personality development. Social communication skills.	Goal 8 (Decent work) Goal 4(Quality education)	Communication, Skill.leadership skill, Writing, Print Media Writing, Press



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SEMESTER- 2nd

Course: MSW

SUBJECT: SOCIAL CASE WORK AND COUNSELING

Subject Code: 2MSW2

Theory Max. Marks: 70

Theory Min. Marks 17

COURSE OBJECTIVE:

- Students can understand the individual Social Work and they able to learn Social individual service in community.
- Students can get the knowledge of social process, method of personal studies and Social Therapy.
- Students can learn process of Students can learn their role in individual Social Work.

Unit	Description
Unit – I	Individual Social work – Outline, Objectives, Introduction, Function of individual Social Work, Characteristics of Individual Social work, Aims of individual Social Work, Nature of Individual Social work Fundamental beliefs of individual Social work, History of individual social work, new interest in Individual social work in twentieth Century Approach of individual social work - Frame work, Objective, Introduction, Approach of individual Social Work, Psychosocial approach of social work, The associated response of pavlar principles, Psychiatric social work, Medical Social work , nature of problem in Individual service work, Diagnosis and treatment The Social individual service work of communicating – Outline, Objective, Introduction, The diagnostic community, Functional Community, The basic assumptions of community, Difference between functional and diagnostic communicating, Difference between system of functional and diagnostic Community, Relationship of client and workers.
Unit – II	Social Process – Design, Purpose, Concept of Social process, Cooperation, Competition, Conflict, enactment Individual Social Work and Counseling Techniques and Skills in Social case work - Frame Work, Objectives, Introduction, Techniques Method and Skills in Social case work, Method of case studies, Personal Social work - Diagnosis and Evaluation frame work, The process of diagnosis, Aims, Type of diagnosis, Treatment/ Therapy, The aim of therapy, Type of Treatment, Method of case direct Treatment, Evolution
Unit – III	Counseling – an Introduction – Outline, Objectives, Introduction, Counseling Process of The process of instructed Counseling, Importance of Counseling Social case work - Counseling and psychotherapy, Outline, Objective, Introduction, Meaning and definition of Counseling Meaning and nature of Counseling, The goal and meaning of psychiatry, Method of psychotherapy, Supportive psychotherapy, Meaning of evaluation, Field of evaluation, The need of

	evaluation, The purpose evaluation, Type of evaluation, Evaluation method, Difference between evaluation and monitoring.
Unit – IV	Role of Social worker in social case work – Outline, Objective, Introduction, Relationship between individual social worker and client, Principle of social case work, stages of diagnosis, Direct treatment, Treatment, Practical Services administration, Subject area of social case work Interrelationship between Methods of social work – Outline, Objective, Introduction, Individual service work, The main Methods of treatment, Social group work, Community Organization, Social welfare administration, Social work research
Unit – V	The field of social case work in India, Outline, Objective, Introduction, remedial case work Area of remedial case work, Juvenile delinquency, The improvement system of juvenile delinquency in India, The problem of individual Social worker in School, Family Planning programme, Population and Economic growth, The role of social case worker Interview and case study in social service work – Outline, Objectives, Introduction, case Study in social case social work, Characteristics of individual study, Interview in social individual service work, Characteristics of interviewer, Aims of interview, methods use in Interviews, method use in Recording, Process of Recording

COURSE OUTCOMES:

- Student should know about social individual service with community
- Student should be able to know social process and social therapy
- Student should learn the role with personal social work

TEXT BOOKS:

REFERENCE BOOKS:

- Bhattacharya S. – Social work
- Mishra, P.D. – Social case work
- Lawani, B.T. – Social work Education and Field Instructions
- SumanGhosal – Child Survival and Social work

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Able to take post of counsellor in NGO and Hospital assistant professor	Able to understand the problem of psycho patient.	Goal 3 (Good Health and Well-Being.) Goal 4(Quality education)	Relationship between individual social worker and client. Social Worker, Diagnosis and treatment



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SEMESTER- 2nd

Course: MSW

SUBJECT: SOCIAL GROUP WORK

Subject Code: 2MSW3

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- Students can learn about group work and work with group easily.
- Students can get the knowledge of groups skills , planning, process and relationship of group.
- They can learn how to do documentation , supervision team building and employee service in groups work.

Unit	Description
Unit – I	The Social Group – Outline, Objective, Introduction, Social Group Service work, Aims of social group service work, Development of social group service work, Development of social group service work, Format of social group service work, Relation between social work and social group service work Historical Development of group social work – Framework, Objective, Introduction, Historical development of group social work, Development of group work, Development of group social work in U.S., Development of group social work in India The Social group work theory and Skills – Outlines, Objectives, Introduction, Principle of group social work, Skills, Group Process, Role of worker, Superintendence of primary workers, Administration, Community planning
Unit – II	Principle of self group work - Frame work, Objective, Introduction, Self-Group, Value, Suffixes, Principle of self- group work, Growth phase of self group work, Group's aspiration, Training Format of Social Group work – Outline, Objectives, Introduction, Format of Social Group work, Role of Social Worker at Various levels, Need of group work in India Social Group Work- Programme, Planning and Development – Outlines, Objectives, Introduction, Programme Planning and development, Approach of programme Planning, Social Group work and workers, Social work efficiently achieve collective measures, Characteristics and qualities of group workers, Skills of workers, Role and function of social group worker, Development of group leadership process, Qualities of good leadership,
Unit – III	Group Process – Design, Objective, Introduction, Group practices, Group Planning and decision, The principle of group planning, Polarization and social relationship, Mobility Relationship between social work and social group work in other system – Outline, Objectives, Introduction, Concept, Relationship between social work and social group work in other system, Case study, Study of problem, Social group work, Community Organization, Social welfare

	administration, Method of democratic administration, Social work research, Social action.
Unit – IV	Documentation and Supervision in Social group work – Outlines, Objectives, Introduction, Record in Social group work, Process record, Evaluation in group work, Supervision in social group work, Leadership, Dominance and leadership Groups in Social Group work Outlines, Objectives, Introduction, Group building, Type of Group, Work of worker, Characteristics of group creation, Necessity, Importance, Planning, Programme, Level of Group Development.
Unit – V	Team Building in Social group work - Frame work, Objectives, Introduction, Corporate team building in social work, Level of community development, Circumstance leadership by worker Role of institution in social group work, Outline, Objectives, Introduction, Role of institution in social group work, Group work system, Type of social institution, The main features of social group work organization, Parts of institution, Work of institution, Employee related service

COURSE OUTCOMES:

- Student should be able to work with group
- Student can get the knowledge of social skills and relation of group
- When should learn the process of documentation supervision and team building

TEXT BOOKS

REFERENCE BOOKS: Singh, A.K. – Group Dynamics in Social work Process

- Sandeep Singh – Social Group work
- NarsingPawar – Social work and Social welfare in India
- Shrivastva U. - Social work Ethics and Values
- VineetSaxena – Social work for Older and Sick people

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Able to become Social Worker.	Team Working, Time Management, Leadership skills,	Goal 5 {Gender Equality} Goal 4{Quality education}	Employee related service



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SEMESTER- 2nd
Course: MSW

Subject Code: 2MSW4
Theory Max. Marks: 70
Theory Min. Marks 17

SUBJECT: SOCIAL WELFARE ADMINISTRATION AND LEGISLATION

COURSE OBJECTIVE:

- Students can learn the knowledge of social welfare administration.
- Students can get the knowledge management on government level and its policy.
- Students can learn the role of social worker, personal policies and about human resources.
- They can know about the role of N.G.O and knowledge of social justice.

Unit	Description
Unit – I	Social welfare administration- an Introduction – Introduction, Outline, Objectives, The definition of social welfare administration, Major fields of social welfare administration, Classification of social welfare administration, Process of social welfare administration, The history of social welfare administration Social Welfare administration concept and nature - Outlines, Objectives, Introduction, The concept of Social welfare administration, Nature of social welfare administration, Works of social welfare administration, the theory of social welfare administration, Monitoring and evaluation in social welfare administration, Personnel management
Unit – II	The Management of social welfare administration – Outline, Objectives, Introduction, Social welfare administration at government level, Administrative organization, Social welfare administration and non-government institution, Community Organization Main Components of social welfare administration – Outlines, Objectives, Introduction, Women welfare, Child welfare, Aged welfare, Welfare of schedules cast and tribes, other backward classes welfare, Disabled welfare, Labor welfare Social Policy - Frame work, Objective, Introduction, Concept, Region, Objectives of social policy, Value and ideology in social policy, Difference between social policy and economic policy, Format and approach of social policy,
Unit – III	Social Legislation and role of social worker – Outlines, Objectives, Introduction, Concept of social legislation, The field of social legislation, Neediness, Different Roles of social workers Policy Formulation – Outlines, Objectives, Introduction, Policy Formulation, Decision, Planning, Budgeting, Financial Control, Communication, Organizational Development, Coordination Project Management – Outlines, Objectives, Introduction, Project Management, Aims of Project, All Specialized needs- Identifying, Monitoring, Evaluation, Accountability
Unit – IV	Personnel Policies and Human Resource Development – Outlines, Objectives, Introduction, Required Personnel Policy, Development and Law, Human Resource Planning and Development, Planning in the Context of Social Welfare, Staff Development, Training, Employee Counseling Role of N.G.O. / Organization in Social Development and Welfare – Outlines, Objectives, Introduction, Rules and Regulations of N.G.O., Voluntary Organization and grant recognition to the various criteria, Features, Functions, Responsibilities, Weakness and Transparency of Organization, Voluntary Organization and State

	Government Aid
Unit – V	Social Legislation and the Constitution - Social Legislation, The Constitution-Importance, Director of State Policy Element, The Basic Duty, The constitution and Legislation Social Justice- The Role and Benefits Subject - Social Justice, Respect of Social Law, Social Justice and Civil Rights, Social Justice and Human Rights, Social Justice and Its Definite Safety Related Social Legislation - Relating to Social Protection, Social Security- Related Legislation, Related to Assistance, Disability Related Legislation, Health Related Act.

COURSE OUTCOMES:

- Student should have the knowledge of social welfare and government policy for social welfare
- Student should learn the role of social worker , personnel policies and human resources
- Student should know the role of NGO and get knowledge of Social Justice

TEXT BOOKS:

REFERENCE BOOKS:

- Collective choice and social welfare Amartya Sen Penguin Publication Guru Gram Haryana
- Social welfare Administration M K Singh Vayu Publication New Delhi and legislation social policy

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Social Welfare Officer Project Manager Program Coordinator N.G.O	Action Planning, Problem-Solving Skills, Developing Employability Skill,	Goal 4 (Quality education)	Student can become professional Social Worker. Project Management



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SEMESTER- 2nd

Course: MSW

SUBJECT: PRACTICE IN THE FIELD OF SOCIAL WORK

Subject Code: 2MSW5

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- The main purpose of this subject is to develop a comprehensive understanding to the students in the context of social work practice as a unitary process.
- Student understand different methods in field of social work.
- To study of this subject students can about different social therapy.

Unit	Description
Unit – I	Introduction, Concept of Social Work Practice, Fields, Global and National Scenario, Relevance of Open and Distance Education Practice in Field of Social Work.
Unit – II	Orientation Toward Social Work Sector, Role and Expectations, Expectations in the Direction of field, Social Work Training Institute role in Field, Theories of Social Work Related Institutions, Expectations and Skills,
Unit – III	Format and Method of Social Work Supervision, Administrative and Environmental aspects of Social work Supervision, Assistant Functions, Distance Education System Practice in Field Work Supervision.
Unit – IV	Individual, Family, Community and Organization, Individual Work Practice in Field of Social Work, Social Work Practice in Family, Community Social Work Practice.
Unit – V	Organization in Practice, Therapy, Psychotherapy, Child Care, Education and Research, Corrective Service, Corporate Sector, Donor Agencies, N.G.O. (Non Government Organizations).

COURSE OUTCOME:

After studying this subject, the students will be able to develop their capacity in the context of the fundamental practice skills for social work and the wide range of client modalities and different types of report settings.

- Students Should be aware with different field of social work.
- Students can able to do different therapy with society.

TEXT BOOKS:

REFERENCE BOOKS:

- The practice of social work zastrow Brookers cole publication New Dehli

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Social work therapy Able to work in NGO	Training Institute	Goal 4(Quality education)	Field work



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SEMESTER- 3rd
Course: MSW

Subject Code: 3MSW1
Theory Max. Marks: 70

SUBJECT: SOCIAL DEVELOPMENT & SOCIAL WORK Theory Min. Marks: 25**COURSE OBJECTIVE:**

- Students can learn about institutional development, and about charity.
- Students can learn social changes development ,Economic growth human development and Panchayati Raj.
- Students can learn about human right.
- Students can able to learn about urban and treble development.

Unit	Description
Unit – I	Purpose, Concept ,Characteristics ,Factor, Study of Social Development Nature Development Principles and Design – Meaning, Definitions, Principles of Adam Smith, Principles of Rekardo, 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, DenielFrnn-“ 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 – II	Various Areas of Indian 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 – III	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 – IV	Panchayati Raj Development – Concept, Purpose, Gram Panchayat’s 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 of Human right Rural Development – Concept, Reconstruction Approaches and Strategies, Gandhian Approaches, Assessment of various programmes, Issue Related Environmental Degradation, Illiteracy, Poverty, Rural Indebtedness and Rising Inequalities
Unit – V	Urban Development - Concept of Urbanity and Urbanization, Town Planning, Urban Policy and Urban Development, Urban Social Groups, Welfare Programmes, Problems Associated with Urban Development, Critical Appraisal Tribal Development – Concept, Approaches and Policies, Tribes of M.P., Indian Constitutional Tribal Development effort, Different Programmes of 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, Globalization effects of Globalization.

COURSE OUTCOMES:

- Student should learn the institutional development and charity.
- Couldn't should know about social change economic growth and development of Panchayati Raj.
- Student should have knowledge of human right and tribal development.

TEXT BOOKS:**REFERENCE BOOKS:**

- Social development Pandey JanakRawat Publication Lucknow
- Gupta, S.K. – Social work and Social Development
- Dutta – Social work and Social Development
- Kunal Bhatia – Social work and community Development
- Pratiksha – Social Development and Social work
- Biju, M.R. – Rural Development under Decentralized Governance

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Educational institution Social Welfare officer	Comprehensive understanding to the students , Assertiveness,	Peace justice and strong institutions Goal 4(Quality education)	Social worker Youth Welfare



DR. C.V.RAMAN UNIVERSITY
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SEMESTER- IIInd
Course: MSW

Subject Code: 3MSW2
Theory Max. Marks: 70
Theory Min. Marks: 25

SUBJECT: COMMUNITY ORGANIZATIONS AND SOCIAL OPERATION

COURSE OBJECTIVE:

- They can able to learn the process and skills of community organization.
- Students can be able to learn approaches of community development programme.
- Students can learn the social action

Unit	Description
Unit -I	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 development & community relation to work.
Unit – II	Methods & Procedures of Community Organization – Outline, introduction, purpose, community organization performing system, the phase of community organization, community welfare employment and community, 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 – III	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 levels, the role of community organization workers as a pioneer, 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 of community organization, community organization Strategy.
Unit – IV	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 – V	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, social action as a method of social work characteristics of social action, social action aim Fundamentals of social action, social action phase, respectively theory of social action, particularly systems & methods of social action, social approval.

COURSE OUTCOMES:

- Student should be able to learn the process and skills of community organization.
- Student should know about community development programme.
- Student should learn the social action in society.

TEXT BOOKS:

REFERENCE BOOKS:

- The Hindu Social Organisation पांडे िेस्कर
- H Prabhupandarinath
- popular Publication Mumbai
- The Social Organisation Ingham John Kogan page Publication New Delhi

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Educational institution Social Welfare officer	Able to understand research Comprehensive understanding to the students , Assertiveness,	Peace justice and strong institutions Goal 4(Quality education)	Able to take research project N.G.O Management Planning projects Social worker Solve the community problems.



DR. C.V.RAMAN UNIVERSITY
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SEMESTER- 3rd
Course: MSW
SUBJECT: N.G.O. MANAGEMENT

Subject Code: 3MSW3
Theory Max. Marks: 70
Theory Min. Marks: 25

COURSE OBJECTIVE:

- Students can able to know the concept of N.G.O . strategy and legal process of N.G.O.
- Students can learn creat account receipt legal books .
- Students can know the various schemes of government . of India and know the process for development programmes.

Unit	Description
Unit – I	NGO – Introduction, Objective, Meaning, Concept, Necessity, Type Issue of NGO Management - 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 - Indentify Problems, Facing and Solving Problems, Public Management, Governance, Good Governance, Governance and Management, Operation and Leadership
Unit – II	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 of Association Regulation of Society ,The Registration of Company under the Act.
Unit – III	NGO – Creating Accounts and Financial System Preparation - Create Accounts, The Record of Accounting, Vouchers, Journal, Lezer 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) Accounting of government Aid e) Public Interest Legislation. N.G.O. and Public interest legislation - Purpose of P I L, Constitution Provisions, To appoint counsel, Fund grant of staff government, General conditions of government for grant. 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 – IV	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, Plans of human resource development 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, Plans for Small scale industry (SSI) of Indian Ministry , Plans of ministry of social justice and empowerment, Tribe plans of ministry, water recourse plans of ministry, Plans for woman and child Development, Youth affairs and sports ministry plans, Plan of agriculture and rural Development Bank
Unit – V	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

COURSE OUTCOMES:

- Student should know the concept strategy and legal process of NGO.
- They should learn making legal book and account receipt for NGO.
- Student should know schemes and process of social development programme for society.

TEXT BOOKS:

REFERENCE BOOKS:

- Pandey.R.P. – Educational for Social work Changing Horizons
- Suresh singh – Handbook of Social work Skills and Knowledge
- Gupta, S.K. – Management Organization in Social work
- Nandeshwar, P.K. – NGOs and Human Rights Movement
- Verma, B.S. – Organizational development in Social work

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Able to tack the post of NGO Writing research proposal Planning projects Creating charts and graphs	Able to understand NGO		Able to take research project Writing research proposal Planning projects



DR. C.V.RAMAN UNIVERSITY
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SEMESTER- 3rd
Course: MSW
SUBJECT: SOCIAL WORK IN EDUCATION
ELECTIVE PAPER-I (COMMUNITY DEVELOPMENT)

Subject Code: 3MSW4
Theory Max. Marks: 70
Theory Min. Marks: 25

COURSE OBJECTIVE:

- Students will be able to know the process future task and value of education.
- Student will be understand non formal education and role of school in education system.
- Student will be and testing the role of social worker in education system.

Unit	Description
Unit – I	Meaning and definition of education-education as a process of drawing out the best in individuals, concept and scheme o education: Goals of education The present Indian formal and non-formal educational system Goals, programmers, and regulatory mechanism Review and analysis of the educational system in India in the context of Indian realities-low literacy,

	low school enrolment, dropouts, wastage, stagnation and irrelevance or education to future life tasks and opportunities for placement in life.
Unit – II	Components in education - the teacher, the teacher, the curriculum, methodology, school organization, infrastructure, evaluation in methods, procedures issues and problems related to them Alternative approaches to education open leaning system, basic education, Paulo Freire and de-schooling society concept, non-formal education for children and adults, continuing education Values in education and value education- meaning, contents.
Unit – III	Non-formal and continuing education meaning and scope, their relevance to the inadequacies of the prevailing formal education system, major concepts and approaches in non-formal education functional literacy, adult education continuing education Important nor-formal continuing educational programm, components of non-formal education: the leaner, educator and techniques for effective leaning, socio-economic, physical and cultural factors influencing the adult learner, role of non-formal educator.
Unit – IV	Basic principles and methods underlying planning and implementing nor-formal & continuing education programm Social work perspective for work in the educational system-goals, use of differential strategies of intervention and work with different target groups Involvement of the community in the schools and college system, community school.
Unit – V	Role and function as of social worker as a change agent. Interdisciplinary approach in the field of education and working as a team member Organization of a school social work programme Problems faced Counselling in educational setting

COURSE OUTCOMES:

- Student should affair with process and value of education.
- Student should know about school college and non formal education.
- Student should know the role of social worker in education.

TEXT BOOKS:

REFERENCE BOOKS:

- Baldock, J.; Manning,N.; Social Policy, Our, New York, 2007.
- Midgley,J., Social Development: The Developmental Perspective in Social Welfare, Sage, Delhi, 1995
- Blau, J.; Abramoviz, M., The Dynamics of Social Policy, OUP,U.S, 2007.
- Midgley, James; Livermore, M., The Handbook of Social Policy, Saga,Delhi, 1995
- Gore, M.S, Social Aspects of Development, Rawat Publications, Jaipur,
- An introduction to Sociology Singh Krishnakant , ABD Publication Jaipur Singh Ram Shankar

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Guidance conselal	Team work Exxon paling	Goal 4(Quality education)	Teacher , Social Work in education



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SEMESTER- 3rd

Course: MSW

SUBJECT: SOCIAL WORK WITH SENIOR CITIZENS
ELECTIVE PAPER-I(COMMUNITY DEVELOPMENT)

Subject Code: 3MSW5

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- Student will understand the role of senior citizen in changing society and family structure.
- Restaurant will be aware with work Government and non government institution for senior citizen.

Unit	Description
Unit – I	Concept of aging, ageing as a golden period of life, pain and agony. Definition of the aged Concept of Geriatrics, Gerontology and senior citizens Perception of the role of the aged in India and in a changing socio-economic structure Biology and physical aspects of ageing social aspect changing roles and function in the family and society. Psychological aspects self-image of the aged and the significant other, self-esteem Economic aspects
Unit – II	Family and its role in the promotion of physical, mental and emotional health of the aged society and the aged, identification of their potentialities.
Unit – III	Service for the aged government and non-governmental, institutional and non- institutional Counseling for the old age and family members, mobile health service, recreation centers, senior citizens clubs and day care centers, Institution for the aged, need and problems of institutionalization, types, Integration of the aged with the other sections.
Unit – IV	Legislation pertaining to the aged: pension, Provident Fund, Social security and other statutory provisions Gaps in legislation, social work with the aged-need and areas of practice . Role of N.G.O.
Unit – V	Home/family based services, emergency response system s, Helpline, Peer Counseling, Community Services, multi service day care centers, information & referral service social work interventions in hospice & Palliative care.

COURSE OUTCOME:

- Student should know the role of senior citizen in family and changing society.

- Student should know the work of Government and Non governmental Institutions for senior citizens.
- Student should know their role with senior citizens.
- Social Work with older people Ann Mc Donald polity publisher Cambridge
- समािकायाकेनएआयामभसिं
- पांडेबािश्वर
- ववक्रमकीति , भारिबुकसेंटरिखनऊ

REFERENCE BOOKS:

- Edward J Maroro, StevenN. Austad,
- Greene, Roberta Rubin,
- Hillier. Susan M Barow, Georgia, M
- Holliday, Robin
- Kaye. Lenaral W.
- Handbook of the Biology of Ageing,
- Social Work with the Aged and their Families, Aging The Individual and Society,
- Social Work practice with older people Lynch Roby polity publisher

Job Opportunities	Employability Skill Developed	Local/National/Global/UND P Goal Achieved	Entrepreneurship Opportunity
Ngo Public relations specialist Guidance counselor	Assertiveness Guidance counselors Social workers	Goal 4(Quality education)	Role of N.G.O



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SEMESTER- 3rd

Course: MSW

**SUBJECT: SOCIAL WORK AREA -AN INTRODUCTION
ELECTIVE PAPER-II (HR)**

Subject Code: 3MSW4

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- Students can learn about distance education and process to work in field.
- Students can learn the methods supervision
- Students can learn to do social work practice in family organization and they learn

Unit	Description
Unit – I	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 – II	Orientation towards social work sector, roles and expectations – outlines, objectives, introduction, orientation towards the field of social work, role and expectations in direction of Area of social work direction of the of Social work training institute in social work area roles and expectations of social work training institute in social work area, Theories of social work and related institutions, expectations and skills.
Unit – III	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 – IV	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 – V	Therapy, psychotherapy , Child Care, Education and Research, corrective services, corporate sector, donor agencies, non-governmental organizations.

COURSE OUTCOMES:

Text Books

- Student should learn process of field work.
- They should understand the process of supervision.

- Student should learn Social Work practices in different fields of society.
- भारतमेंसमाजकल्याण—डी.के. सिंह।न्यूरोयलपब्लिकेशन लखनऊ।
- समाजकार्य—राजाराम शास्त्री उ.प्र. हिन्दीसंस्थान लखनऊ।

Reference Books

- भारतमेंस्थानीय प्रशासन—समाजकार्य के दर्शनडॉ.हरिषचंद्र शर्मा
- ओजस्करपाण्डेय—कॉलेजबुकडिपोजयपुरभारतप्रकाशनदिल्ली
- An Introduction to Sociology Singh Krishnkant , ABD publication jaipur Singh Ram Shankar

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
industrial communication officer managing industrial officer human resource planner work training institute	Assertiveness Guidance counselors Social workers	Goal 4(Quality education) Goal 9(IndustryInnovation and infrastructure)	distance education system



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SEMESTER- 3rd

Course: MSW

**SUBJECT: ORGANIZATIONAL BEHAVIOR INDUSTRIAL
RELATIONS ELECTIVE PAPER-II (HR)**

Subject Code: 3MSW5

Theory Max. Marks: 70

Theory Min. Marks: 25

COURSE OBJECTIVE:

- The objective of teaching this paper student will understand the concept of labor. They will know the recommendations give on various issues for the unorganized

Unit	Description
Unit – I	Organizational Behavior, Meaning, importance and scope, personality, learning, perception, attitude, values and ethics aspects, work culture
Unit – II	Industrial Psychology: Meaning and scope, fatigue, boredom, accidents, Job satisfaction, employee morale, group dynamics, leadership, occupational stress and its management.
Unit – III	Industrial Relations Concept, objectives, scope, approaches, determinants and reflectors status of industrial relations in India, corporate social responsibility
Unit – IV	Industrial disputes Concept, causes and effects, grievance handling procedure, Industrial Disputes Act, 1947 The Industrial Employment (standing orders) Act, 1946
Unit – V	Collective Bargaining Concept, objectives, principles, forms, methods and theories, Industrial democracy Concept and importance, worker participation in management, management of industrial conflicts

COURSE OUTCOME:

- After Studying this paper students will learn to employ and work with the adjustment of the workers in a broadcast form

TEXT BOOKS:

- Organizational behavior Khanka S Chand Publication New Delhi

REFERENCE BOOKS:

- Management and organizational Behaviour Sharma S C , Sathiya Publication Agra Shankar Gaurav
- Frank, Wandel, LOrganizationalDevelopment,California Management Review, Winter
- Davis, Keith. The Essence ofPersonal Management and Industrial RelationsPrentice
- Hall of India PvL.m New Delhi
- Fisher, Cynthia, SchoenfeldtHuman Behavior at WorkTata McGraw Hill, New Delhi

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Human resource management Job analysis Management development Compensation offers Industrial communication	Introduction to employability Action planning Grievance Industrial communication	Goal 4(Quality education) Goal 10(Reduced inequalities) Goal 9 (Industry, innovation and infrastructure)	Industrial communication leadership, occupational stress and its management.



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SEMESTER- 4th
Course: MSW
SUBJECT: RESEARCH METHODOLOGY

Subject Code: 4MSW1
Theory Max. Marks: 70
Theory Min. Marks: 25

COURSE OBJECTIVE:

- To understand the application of the scientific method to answer social science research questions.
- To understand the logic of sampling , observation: experimental method, interviews, focus groups, field research, and unobtrusive research
- To develop an understanding of the basic approaches to qualitative and quantitative data analysis.

Unit	Description
Unit – I	Nature of Social Research: Importance and uses, Difference between Pure and Applied Research, Identification of Research Problem, Research Design.
Unit – II	Hypothesis, Concepts and Variables, Typologies, Hypotheses Formulation and testing, Sampling Method.
Unit – III	Tools and Techniques of Data Collection, Observation: Characteristics of observation, Kinds of observation, merits and Demerits, Questionnaire, Scheduled and Interviews, Sampling and Survey technique.
Unit – IV	Nature of study: Case study, technique, Role and importance of case studies, Pilot studies and panel studies.
Unit – V	Theory Formation in Social Sciences , Survey Analysis, Types, Merits, Demerits, Report writing, Purpose and contents of a Report.

COURSE OUTCOMES:

- Student should know the method of social research
- Students should be aware of different types of research logics
- Student should develop the research knowledge

TEXT BOOKS

- Social research methods Russell H SAGE Publication Bhopal

REFERENCE BOOKS:

- Nirjaka Sardar – Research and Statistics in the field of Social work
- Sanjeev Raman – Research Particles in Social work
- Neeta Mehta – Social work Research and Statistics
- Sheikh Nazir Jabbar – Social work Research Methods and Techniques
- Kothari, C.R. – Research Methodology

Job Opportunities	Employability Skill Developed	Local/National/Global/UN DP Goal Achieved	Entrepreneurship Opportunity
Able to tack the post of researcher Able to take project Market research analyst	Able to understand research Couducting field observation	Goal 4(Quality education) Goal 10(Reduced inequalities) Goal 9 (Industry, innovation and infrastructure)	Able to take research project Planning project Writing research project Research Problem, Research Design.
	Policy analyst		

	Able to handle research problem		
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KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 4th
Course: MSW

Subject Code: 4MSW2
Theory Max. Marks: 70
Theory Min. Marks: 25

SUBJECT: HUMAN RESOURCES AND INDUSTRIAL RELATIONS

COURSE OBJECTIVE:

- Students can learn human resource planning job evaluation and functional analysis.
- Students can understand about job placement and promotion.
- Students can learn about employee training and management development, industrial relation, dispute and conflict and industrial communication.

Unit – I	Human Resources and Industrial Relations management – Concept, Major features, Functions, Purpose, The properties of human resource manager. Human resource planning and evaluation – Methods and techniques of human resource planning, Human resource planning in terms of demand and supply forecasts, Human resource information system in organizing, Human resource planning and cost calculations and auditing, Concept of productivity gains and incentives, Incentives and obstacles to gain criterion, The concept of job evaluation methods functional analysis and description. Work job analysis – Concept, Systems, Objective, Information form job analysis, Source of job information, Process of job analysis, Utility, Role, Impact concept, Fictional design evolution
Unit – II	Selection project job placement, job identification and promotion – Objective of selections, Characteristics, Importance, Policy, Process, Modern trends, Job placement, Job introduction, Promotions, Promotions purpose, Promotions type, Promotions basic. Employee training –Meaning, Definition, Characteristics of training, Training and education, Training and development, Training objective, Training needs, Training area, Principles, Ltd. Of different categories of employee, Type of training, Training method, Training procedures, Evaluations to training programe Management development – Concept, Needs, Ltd. For different level, Management development programme, Subject matter, Management development methods, different used methods from work, Method used separately from work, Management development process, Management development area
Unit – III	Performance evolution – Evolution meaning, Definitions, Characteristics, Purpose, Need, Propose evolution of subject matter who will evaluate? Time related how often? Performance evolutions traditional method, Modern method, Process of performance evaluation, Performance counseling, Interviewing, an effective evaluation programme Industrial relation – Defilation, Meaning, Industrial relation partner, Worker and their organization, Managers and their organization, Role of state or government, The purpose of industrial relations, Determinates of industrial relations, Scope of industrial selection. Managerial Industrial relation - The guiding regularity mechanisms, Employee discipline, Industrial employment Act. (standing orders), Employee grievance and settlement, International trade union and India, The work of international nlabourorganization, The structure of international labour union, The international labor organization impact of labor law.

Unit – IV	The industrial dispute and conflict resolution – Meaning, Effect of industrial dispute, Precaution and settlement of industrial dispute, Industrial peace proposal, Settlement of industrial disputes, The role of labour administration, State organization, Meaning of collective bargaining, Content of collective bargaining, Industrial disputes act. 1947, Section of industrial disputes, Store government of industrial relation, The state corporation Grievance – Concept, Sense, Purpose, Required grievance deterrence process, Prerequisite grievance addressable, Prerequisite in India, Idea grievance deterrence process, The benefits of systematic grievance deterrence (main element), Grievance law, Labour union grievance, Grievance deterrence procedure deterrence process
Unit – V	Compensation –Concept, Definition of wages, Format, determinates and concept of in centime and purpose, The concept of incomparable benefits, The concept of pay and wage commission and its work, The meaning and role of C.P.C. Participation of workers in management – Meaning of participation of workers in management, Objectives, Level or Volume of participation, Participation of workers in management plans in India, Worker in industry infraction of verma committee suggested, Participation of employees in management bill 1990, causes of failure of workers participation plans in India. Industrial Communication – Purpose, Importance, Objectives, Method of Communication, Type, Means of Communication, Process, Barriers of effective Communication, Network analysis, Industrial Communication system.

COURSE OUTCOMES:

- Student should be aware about human resource evolution and functional analysis
- Student should know the process of job placement and promotion
- Student should be able to know Industrial Relation dispute development management and conflict

TEXT BOOKS:

REFERENCE BOOKS:

- Takar, A.B. – Concept of Human Resource Management
- Chabra, T.N. – Human Resource Management
- Tiwari, T.D. – Human Resource Management Practice Concepts and cases
- Shaheed Ramzan, C.P. – Handbook of Management and Behavioral Sciences
- Ramesh, B.P. – Dynamics of Rural Labor

Job Opportunities	Employability Skill Developed	Local/National/Global /UNDP Goal Achieved	Entrepreneurship Opportunity
assistant professor job analysis industrial communication officer managing industrial officer human resource planner	Assertiveness Guidance counselors Social workers Communication skill	Goal 4(Quality education) Goal 9(Industry Innovation and infrastructure)	Management development



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SEMESTER- 4th
Course: MSW

Subject Code: 4MSW3
Theory Max. Marks: 70
Theory Min. Marks: 25

SUBJECT: RURAL AND URBAN COMMUNITY DEVELOPMENT
ELECTIVE PAPER-I(COMMUNITY DEVELOPMENT)

COURSE OBJECTIVE:

- Student will be know about rural community rural development ministry and planning of government for rural area
- Student will be understand the different types of urban community
- Student will be understand rural and urban development programs and about popular participation in social development

SYLLABUS:

Unit – I	Rural Development –Concept Problem and Issues Rural Community – Concept and need of rural community development – Approaches of Rural Development. Spatial planning approach – Multipurpose approach, Integrated development approach, Area development approach – Multi level district planning, Target sector approach-n Illiteracy
Unit – II	Poverty – Unemployment, Underemployment, Seasonal employment, untouchability, communal conflicts – political issues – infrastructural issues – Impact of globalization
Unit – III	Rural community development administration : organization set up and administration from national to block level. Panchayat raj institution role of press in rural administration central rural development ministry and community and community development agencies and district level rural development agencies and district planning authorities function of block development officer and extension officer.
Unit – IV	History of urban local self government in India – form of urban local self government organizational structure and function problems of municipal administration in India process of organizing the communities. new trend in popular participation in development relevance of social work practice's
Unit – V	Rural and urban community development programmes : Rural development programme: a very brief idea on IRDP,, ITDP,TRYSEM,SJSRY in depth study on the centre and state current rural and urban development programmes .

COURSE OUTCOME:

- Student should understand development planning of rural community
- Student should be able to understand the types of urban community
- Student should aware with rural Urban Development programs

TEXT BOOKS:

REFERENCE BOOKS:

- Industrial relation and Labour legislation Sharma P C . PHI Publication New Delhi
- labour welfare and social security Kumar Anil Deep and Deep Publication NewDelhi.
- Singh, Katar, Rural Debelopment, 1995
- Rao, 2000, Sustainable Development
- Rajora, Rajesh, Integrated Water Shed Management 1998, Rawat Publications,
- Palanithurai, 2006, Dyanamics of New Panchayati Raj System in India (Vol. 5). Concept Publications,
- sharma, 2005, Grass Root Governance .Aalekh Publications.

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Rural development officers Rural development organizer programme	Rural development organization Counseling center Family planner	Goal 4(Quality education) Goal 5(Gender equality) Goal 3 (Good Health and well Being)	Guidance counselees Planning projects Social workers Assertiveness



DR. C.V.RAMAN UNIVERSITY
KARGI ROAD, KOTA, BILASPUR (C.G.)

SEMESTER- 4th
Course: MSW

Subject Code: 4MSW3
Theory Max. Marks: 70
Theory Min. Marks: 25

SUBJECT: HUMAN GROWTH & PERSONALITY DEVELOPMENT
ELECTIVE PAPER-I(HR)

COURSE OBJECTIVES :

- Student will be understand the social Institutions and culture of Human Development.
- Student will be able to learn the theories of Human Development.

Unit – I	Life span perspective, interactional or system approach to studying human development; Nature and principles of growth and human development; Determinants of human development: Heredity, Ecology and Environment; Social Institutions and Culture
Unit – II	Stages of development their needs, tasks, problems, perspectives on gender, and available institution for providing services prenatal, infancy, childhood , adolescence, adulthood, middle age, old age & death Understanding the Indian concept of life span stages.
Unit – III	Theories of Human Development Psychosocial Theory, Learning Theories, Theory of Cognitive Development, Motivation
Unit – IV	Concepts meaning of personality and personality traits, Theories of personality development Behaviour and Learning theories, Humanistic theories Meaning of normal and abnormal behaviour Types causes and manifestations of abnormal behaviour, application to Social Work Practise.
Unit – V	Psycho – Social Bases of behaviour, social perception, values attitudes prejudices , stereotypes and discriminations Gender , Social customs , traditions , values in parenting and child rearing practices ,deprivation and development during stages of the life span.

COURSE OUTCOME:

- Student should know about the culture and social Institutions of Human Development
- Student should learn human development theory
- Student should be able to know Customs and tradition of human growth
- Human Growth and Development Reddy Shrivasa Indian Books Publication Agra

TEXT BOOKS:

REFERENCE BOOKS:

- Personality Development & Soft Skill Mira ke Basu Oxford Universality Press
- मनव विकास अग्रवाल नीता अग्रवाल पब्लिकेशन आगरा त्रिपाठी आकाक्षा
- समाज कार्य ओस्कर तेस्कर पाण्डे रावत पब्लिकेशन लखनऊ
- Baron. R.A.&Byner D Social Psychology Ailyn and Bacon, Boston 1997
- Baron. R.A.&Byner D Social Psychology (8th) Prentice Hall, New Delhi 1998
- Collens D. Jorden . C. & Coleman , H An Introduction to Family Social Work Wadsworth Publishing 1999

- Load Dodge FarraidPsychosology – Six Perspectives Sage Publishing ,New Delhi 2007
- Morgan C.T. King R.A. Wdeg J R &Schopler , J. Introduction to Psychology (7th Editions) Tata McGrew Hill Publication Company Limited New Delhi 2003

Job Opportunities	Employability Skill Developed	Local/National/Global/UNDP Goal Achieved	Entrepreneurship Opportunity
Guidance counselor Human resources representative	Assertiveness Guidance counselors Social workers	Goal 4(Quality education) Goal 8 (Decent work and Eeconomic Growth)	Team Working Assertiveness
Public relations specialist	Communication skills		



Dr. C.V. RAMAN UNIVERSITY
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-IV
COURSE-MSW
SUBJECT- PROJECT WORK

SUB.CODE- 4MSW7
MAXI.MARKS – 200
MINI.MARKS – 72

1. Project Work.

1.1. Introduction.

1.2. Review of Related Literature.

1.3. Research Methodology.

1.4. Observation And Analysis of Data.

1.5. Summary, Result and Suggestion.

1.6. Conclusion.

Bibliography – As per style given in Reference section of text of the thesis.

2. Preparation & Presentation of Synopsis.

3. Exam, Evolution And Viva Voce.

COUNSELLING AND STUDY STRUCTURE

Course	Title of the Course	Credit	Total	Counselling and Study Structure (hours)				Project work
Code			Hours of Study	Face to Face Counselling	Self study	Practical	Assignments	
FIRST SEMESTER								

1MSW1	Social Work - an Introduction	4	120	16	68	-	36	
1MSW2	Social Research	4	120	16	68	-	36	
1MSW3	Indian Social Problems	4	120	16	68	-	36	
1MSW4	Sociology & Social Work	4	120	16	68	-	36	
1MSW5	Social Thoughts on society	4	120	16	68	-	36	
SECOND SEMESTER								
2MSW1	Social Psychology, Communication and Social Work	4	120	16	68	-	36	
2MSW2	Social Case Work and Counselling	4	120	16	68	-	36	
2MSW3	Social Group Work	4	120	16	68	-	36	
2MSW4	Social Welfare Administration and Legislation	4	120	16	68	-	36	
2MSW5	Practice in the Field of Social Work	4	120	16	68	-	36	
THIRD SEMESTER								
3MSW1	Social Development and Social Work	4	120	16	68	-	36	
3MSW2	Community organizations and Social Operations	4	120	16	68	-	36	
3MSW3	NGO Management	4	120	16	68	-	36	
3MSW4	(Group-1 CD) Social work in Education/(Group-2 HR) Social Work Areas : An Introduction	4	120	16	68	-	36	
3MSW5	(Group-1 CD) Social Work With Senior Citizens/ (Group-2 HR) Organizational Behavior and Industrial Relations	4	120	16	68	-	36	
FOURTH SEMESTER								
4MSW1	Research Methodology	4	120	16	68	-	36	
4MSW2	Human Resources and Industrial Relations	4	120	16	68	-	36	
4MSW3	Group-1 CD) Rural And Urban Community Development/(Group-2 HR) Human Growth and Personality Development	4	120	16	68	-	36	
4MSW4	Project/Dissertation/Internship & Viva- Voce	8	240	-			-	240

STUDY MODULE AND BOOK INFORMATION

Course Code	Name of the Course	Module/Books to be Used
First Semester		

1MSW1	Social Work - an Introduction	CVRU Module
1MSW2	Social Research	CVRU Module
1MSW3	Indian Social Problems	CVRU Module
1MSW4	Sociology & Social Work	CVRU Module
1MSW5	Social Thoughts on society	CVRU Module
Second Semester		
2MSW1	Social Psychology, Communication and Social Work	CVRU Module
2MSW2	Social Case Work and Counselling	CVRU Module
2MSW3	Social Group Work	CVRU Module
2MSW4	Social Welfare Administration and Legislation	CVRU Module
THIRD SEMESTER		
3MSW1	Social Development and Social Work	CVRU Module
3MSW2	Community organizations and Social Operations	CVRU Module
3MSW3	NGO Management	CVRU Module
3MSW4	(Group-1 CD) Social work in Education/(Group-2 HR) Social Work Areas : An Introduction	CVRU Module
3MSW5	(Group-1 CD) Social Work With Senior Citizens/ (Group-2 HR) Organizational Behavior and Industrial Relations	CVRU Module
FOURTH SEMESTER		
4MSW1	Research Methodology	CVRU Module
4MSW2	Human Resources and Industrial Relations	CVRU Module
4MSW3	(Group-1 CD) Rural And Urban Community Development/(Group-2 HR) Human Growth and Personality Development	CVRU Module

DATE SCHEDULE AND INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

DUE DATE OF SUBMISSION OF ALL ASSIGNMENTS AT THE STUDY CENTRE		
year	Assignment No.	Due Date (for July Session)
Semester - I	1MSW1	November/December 30
	1 MSW2	November/December 30
	1 MSW3	November/December 30
	1 MSW4	November/December 30
	1 MSW5	November/December 30
Semester - II	2 MSW1	April 30
	2 MSW2	April 30
	2 MSW3	April 30
	2 MSW4	April 30
	2 MSW5	April 30
Semester - III	3 MSW1	November/December 30
	3 MSW2	November/December 30
	3 MSW3	November/December 30
	3 MSW4	November/December 30
	3 MSW5	November/December 30
Semester- IV	2 MSW1	April 30
	2 MSW2	April 30
	2 MSW3	April 30
	2 MSW4	April 30

INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS

सत्रीय कार्य हेतु छात्रों के लिये निर्देश

- Assignment questions are available on the university website (cvru.ac.in). Learners support division will also send assignment questions to learners through mail Id. Each course has one/ two/three assignments as per course credit. It can be online/offline, All assignments should be completed and submitted (offline and online) at CODE CVRU before the due date.
असाइनमेंट प्रश्न विश्वविद्यालय की वेबसाइट (cvru.ac.in) पर उपलब्ध हैं। शिक्षार्थी सहायता प्रभाग शिक्षार्थियों को मेल आईडी के माध्यम से असाइनमेंट प्रश्न भी भेजेगा। प्रत्येक पाठ्यक्रम में पाठ्यक्रम क्रेडिट के अनुसार एक/दो/तीन असाइनमेंट होते हैं। यह ऑनलाइन/ऑफ़लाइन हो सकता है, सभी असाइनमेंट पूरे होने चाहिए और नियत तिथि से पहले CODE CVRU पर (ऑफ़लाइन और ऑनलाइन) जमा किए जाने चाहिए।
- Online assignment questions will be also sent to learners' email IDs via Google Forms. Learners must submit assignments according to the given time and instructions.
असाइनमेंट प्रश्न Google फ़ॉर्म के माध्यम से शिक्षार्थियों की ईमेल आई डी पर भेजे जाएंगे। शिक्षार्थियों को दिए गए समय और निर्देशों के अनुसार असाइनमेंट जमा करना होगा।
- Please note that you will not be allowed to appear for the Term End Examinations for the course, until the assignments are submitted before the due date.
कृपया ध्यान रहे जब तक सत्रीय कार्य निर्धारित तिथि तक जमा नहीं होंगे आप सत्रांत परीक्षा में नहीं बैठ सकेंगे।
- The assignments constitute the continuous component of the evaluation process and have 30% weightage in the final grading. You need to score minimum marks as per Examinations Scheme of Particular Programme in assignment in each course in order to clear the continuous evaluation component.
सत्रीय कार्य सतत मूल्यांकन का महत्वपूर्ण अंग है एवं अन्तिम ग्रेडिंग में 30 प्रतिशत अंक निर्धारित हैं। सतत मूल्यांकन में उत्तीर्ण करने हेतु प्रत्येक सत्रीय कार्य में संबंधित कार्यक्रम के परीक्षा योजना के अनुसार न्यूनतम अंक प्राप्त करना अनिवार्य है।
- The assignment should be hand written on a A-4 size paper with proper cover which contains all the required information as given on the next page. You can use the photocopy of the cover for each assignment.
सत्रीय कार्य ए 4 साइज पेपर पर हस्तलिखित होना चाहिए तथा उस पर अगले पृष्ठ पर दिये गये कवर के अनुसार सभी जानकारी होनी चाहिए। (आप चाहें तो कवर की फोटो प्रति प्रत्येक सत्रीय कार्य पर लगाकर प्रयुक्त कर सकते हैं)
- Leave at least 4cm margin on the left, top and bottom of your answer sheets for the

evaluator's comments.

प्रत्येक पृष्ठ पर बायें, ऊपर एवं नीचे कम से कम 4सें.मी. जगह छोड़ें जो मूल्यांकनकर्ता अपनी टिप्पणी के लिये प्रयोग करेगा।

7. Your answers should be brief, precise and in your own words. Please do not copy the answers from the study material.
सत्रीय कार्य के प्रश्नों के उत्तर संक्षेप स्पष्ट एवं स्वयं के शब्दों में होना चाहिए। उत्तर स्टडी मटेरियल की कॉपी नहीं होना चाहिये।
8. Please do not copy the assignment from other student.
कृपया सत्रीय कार्य दूसरे छात्र से कॉपी न करें।
9. While solving the questions, clearly indicate the question number along with the part being solved. Recheck your work before submitting it.
प्रश्नों के उत्तर लिखते समय प्रश्न संख्या अथवा उसके भाग का स्पष्ट उल्लेख करें। सत्रीय कार्य जमा करते समय एक बार पुनः जांच कर लें।
10. You may retain a copy of your assignment response to avoid any unforeseen situation.
सत्रीय कार्य की एक प्रतिलिपि अपने पास रखें ताकि किसी अनहोनी घटना से बचा जा सके।
11. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator CDOE CVRU. However, the coordinator will not provide solutions to the assignment questions, since they constitute an evaluation component.
पाठ्यक्रम सामग्री के अध्ययन के समय यदि कोई कठिनाई होती है तो उसके निराकरण हेतु कार्यक्रम समन्वयक दूरस्थ शिक्षा संस्थान डॉ.सी.वी.राम विश्वविद्यालय के ई-मेल द्वारा संपर्क किया जा सकता है। परंतु समन्वयक सत्रीय कार्य के प्रश्नों के उत्तर नहीं देंगे क्योंकि ये मूल्यांकन पद्धति के अंग हैं।

Note: Assignments of the course are available for download at the CVRU Website <http://www.cvrु.ac.in>. You can download the assignments as per your course, follow the instructions given and submit it before due dates at the CODE CVRU.

GUIDELINE FOR PREPARATION OF DISSERTATION REPORT



CENTRE FOR DISTANCE AND ONLINE EDUCATION
DR. C.V. RAMAN UNIVERSITY
KARGI ROAD, KOTA, DISTT. - BILASPUR
CHHATTISGARH

DISSERTATION

REPORT FORMAT CDOE PROGRAME (M.Lib.I.Sc.)

The Dissertation Report consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

- ❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blueback ground).
- ❖ Title Page (Inner Cover) as per the format given in Annexure IV
- ❖ Declaration by the candidate (Annexure –V)
- ❖ Certificate of Supervisor/s (Annexure –VI)
- ❖ Acknowledgements (Annexure –VII)
- ❖ Table of Contents (Annexure –VIII)
- ❖ Abstract/Preface
- ❖ List of Tables (If applicable)
- ❖ List of Figures (If applicable)
- ❖ List of abbreviations(Optional)
- ❖ Chapter –I tocontinue according to the table of contents.

THE TEXT OF THE DISSERTATION REPORT

The text the Dissertation Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I Introduction: - The Dissertation Report should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Dissertation Report

Chapter-III Research Methology: - The supervisor and the student may decide how this part of the Dissertation Report should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Chapter-IV Observations & Analysis:—Observations , Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this chapter is not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically .

Example (i): Thomas.V (2007) identified....

Example (ii): Gould and Brown (1991, p. 14) used the

Example (iii) : Rhoades et. al (2008) define the

REFERENCE BOOK: All publications listed in the Dissertation Report should be presented in a list of REFERENCE BOOK, following the sample.

Citation from Dissertation Report :

- Kundur., D. (1999), Multiresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Dissertation Report , University of Toronto.

Citation from Journal:

- Clifford, G. D. and Tarassenko.,s L. (2001), One-pass Training of Optimal Architecture Auto-associative Neural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.
- Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc., Vol. 5, no.3, 257-290.

Citation from Books:

- Thompson, D. ed., (1995), The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
- Lindsay, D. (1999), A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:

Anonymous, unZign, “Tool for Evaluating a Variety of Watermarks”, <http://altern.org/watermark/>, (Browsing date: 23rd September 1997)
Publication of the University of Geneva (on digital watermarking): <http://cuiwww.unige.ch/~vision/Publications/watermarking_publications.html> (Browsing Date: 4th January 2006)

Citation from patent:

Gustafsson J. K. (1976), “Analog-digital converter for a resistance bridge”, Patent U. S. 3960010, June 1,.

REFERENCE BOOK must be given alphabetically in REFERENCE BOOK section and in text as

Clifford. G. D. and Tarassenko. L. (2001) suggested that.....

Appendices:

- Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

1. Font size For English	Font size For Hindi
TitlePage 18-24	18-24
Headings / subheadings 12-16	16-20
Text 12	14
Footnotes 8-10	10-12

Footnotes be given on the same page where reference is quoted

2. Typestyle

Times New Roman for English

Kruti dev 10 for Hindi

3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Dissertation Report* shall be computer typed (**English-** British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.
5. The *Dissertation Report* shall be typed on one side only with double space with appropriate margin.
6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.
7. Maintain uniformity in writing the *Dissertation Report*.
8. All copies of the *Dissertation Report* are to be bound in colored hard cover (according to color code) of the *Dissertation Report*.
9. The final submission of the *Dissertation Report* shall be in 03 hard bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

**THE TITLE OF THE DISSERTATION REPORT IN THE
OUTER COVER**

SHALL LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Dissertation Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}



<University's logo>

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of one line}

For the award of the degree of

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Registration No.: <>

(Font: Times New Roman, Size: 12, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

© <Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

**THE TITLE OF THE DISSERTATION REPORT IN THE INNER
COVER SHALL
LOOK EXACTLY LIKE THIS TITLE**

(Font: Times New Roman, Size: 16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Dissertation Report submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

CENTRE FOR DISTANCE AND ONLINE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

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For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

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PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©<Year><Name of the student>.All rights reserved.

(Font: Times New Roman, Size: 10, Bold, Centered)

DECLARATION

I the undersigned solemnly declare that the Dissertation Report entitled “**title of the work**” is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work. I further certify that

- i. The work contained in the Dissertation Report is original and has been done by me under the general supervision of my supervisor(s).
- ii. The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.
- iii. I have followed the guideline provided by the University in writing the Dissertation Report.
- iv. I have conformed to the norms and guidelines given in the concerned Ordinance of the University.
- v. Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Dissertation Report and giving their details in the REFERENCE BOOK.
- vi. Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the REFERENCE BOOK.

(Name & Signature of the Student)

Registration No.

ANNEXURE-VI

CERTIFICATE

This is to certify that the work incorporated in the Dissertation Report entitled “title of the Dissertation Report” is a record of own work carried out by <Name of Student >under my supervision for the award of degree of **Programme Name** of **CENTRE FOR DISTANCE AND ONLINE EDUCATION** Dr. C.V. Raman University, Bilaspur (C.G.)-India.

To the best of my knowledge and belief the Dissertation Report:

- i. Embodies the work of the candidate himself/herself,
- ii. Has duly been completed.
- iii. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor-

(Name and signature of the Supervisor
With designation and Name of Organization)

(Signature of Academic Coordinator)

(Seal of CDOE)

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <.....> who have striven to perfect my Dissertation report.

.....
.....
.....

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my Dissertation work.

< Name of Student >

TABLE OF CONTENTS

Abstract /Preface	I
List of Tables:(If applicable)	II
List of Figures :(If applicable).....	III
List of Abbreviations/Symbols (If applicable).	
.....	IV

Chapter-I	Introduction
Chapter-II	Review of Related Literature
Chapter-III	Research Methodology
Chapter-IV	Observation And Analysis
Chapter-V	Result, Conclusions and Suggestions
Bibliography	As per style given in reference section of text of the Dissertation report.
Appendixes	Questionnaire/Formula/Diagnosis/ Any other Supporting Documents

