

**Paper – III OPTIONAL PAPER A – HUMAN RESOURCE MANAGEMENT AND  
LABOUR WELFARE**

Unit 1: Human Resource Management Nature and Scope, Definition, Objectives, Functions, Organisational of HRM

Unit 2: Strategic HRM, Human Resource Planning, Job Analysis and Design, Recruitment and Selection, Career Planning, Human Resource Development, Worker's Participation in Management

Unit 3: Labour Welfare Definition, Nature and Scope of Labour Welfare. Agencies of Labour Welfare. Principles of Labour Welfare, Classification of Labour Welfare Services

Unit 4: Labour Legislations Origin and Development of Labour Legislations, Principles of Labour Legislation, Main Provisions of the following Acts: 1) The Factories Act ,1948 2) The Industrial Dispute Act ,1947 3) The Industrial Employment (Standing Order) Act 1946 4) The Payment of Gratuity Act ,1972 5) The workmen's compensation Act,1923

References:

- 1) Pundar D. Deodhar, S. B. Shankaran S., "Labour Welfare Trade Unionism and Industrial Relations, Himalaya Publishing House, Mumbai.
- 2) Kapoor N. D, "Handbook of Industrial Law", Sultan Chand Sons, New Delhi
- 3) Garry Dessler, "Human Resource Management", Practice Hall of India Pvt. Ltd., New Delhi 2003
- 4) Arm Strong M, "A Handbook of Human Resource Management", Practice Kegan Page Ltd., London
- 5) Dr. S. S. Khanka, "Human Resource Management", S. Chand and Company Ltd., New Delhi 2003
- 6) MacMillan, "Human Resource Management", MacMillian Publishers India Ltd., New Delhi

## **Paper – III OPTIONAL PAPER B – COMMUNITY DEVELOPMENT**

Unit 1: Urban Community Nature, Scope of Urban, Sociology, Concept of Urban Basic Services, Slum Improvement Programme, Urban Community Development Programme

Unit 2: Rural Community Development Nature, Scope and Objectives, Gandhian Approach to Rural Development, Integrated Rural Development Programmes (IRDP), its implementations, Performance and Problem of IRDP in India, Role of Social Workers and NGO in Rural Reconstruction

Unit 3: Tribal Community Nature, Characteristics and Types of Tribal Community in India, Important Welfare Measures for Tribal Community Development

Unit 4: Municipal Corporation and Banks Role of Banks, Industries and Voluntary Organization, Programme for Urban Community Development, Role and Functions of Municipal Corporation in Urban Community Development

### References:

- 1) Desai A. R. (1969), "Rural Sociology", Popular Prakashan, Bombay
- 2) Thudipura Jacob Z, "Urban Community Development", Rawat Publicaiton, Jaipur, 1993
- 3) Muniradhana Naidu K, "Rural Development and Planning Perspective"
- 4) Verma R. M. (Ed.), "Prespectives on Social Welfare", S. Chand and Co. Ltd., New Delhi, 1984
- 5) Singh U. B., "Urban Administration in India", Serial Publication, New Delhi, 2004

## **Paper – III OPTIONAL PAPER C – MEDICAL AND PSYCHIATRIC SOCIAL WORK**

Unit 1: Medical Social Work Definition, Nature, Its Historical Development in Indian and abroad, Scope of Hospital Social Work

Unit 2: Health and Sociology Definition, Concepts, Dimensions of Health, Hospital Sociology, Health Development and Health Welfare, Concept of Patient as Person

Unit 3: Psychiatric Social Work Concept, Origin, Recent Trends of PSW in India, Role of Psychiatric Social Worker in Psychiatric Setting, DSM, Classification of Behavioural Disorders and Health Psychology

Unit 4: Mental Health Mental Health Education, Civil Society and Mental Health, Causes and Preventive Aspects, Services Mental Health Act, Community Mental Health, Therapeutic Community, Programmes and Development

### References:

- 1) Turner F. J. (1986), "Social Work Treatment", Free Press Maxwell MacMillan International, New York
- 2) Park J. E. and Park K. (1982), "Text Book of Preventive Social Medicine", Bhanot Pub., Jabalpur
- 3) Ratna Verma, "Psychiatric Social Work in India", Sage Publication, New Delhi, 1991
- 4) Batia (1992), "Essentials of Psychiatry", CBS Publication, Delhi
- 5) Linda Brannon, Jess Feist, "Introduction of Health Psychology", (2007), Akash Press, New Delhi
- 6) Carson Rc (1992), "Abnormal Psychology and Modern Life", Harper C. Line Publication, New York

### **Paper – III OPTIONAL PAPER D – FAMILY AND CHILD WELFARE**

Unit 1: Family as an Institution, Types of Family, Impact of Modernisation on Family, Family Welfare: Concept, Programme, Services and Schemes, Forms of Marriage, Marriage Conflicts, Marriage as Sacrament

Unit 2: Child Welfare Social Issues related to Children, Concept, Objective, Schemes and Services of Child Welfare, Need to Change the Health Status of Children, Social Aspects of Child

Unit 3: Legislations Relating to Family and Children, Juvenile Justice Act 2002, Law Relating to Marriage, Divorce, Maintenance and Inheritance and Adoption, Child Labour Act, Role of Social Worker in Family and Child Welfare, Role of Family Counselling Centre, Correctional and Remand Home, Role of International Aids

Unit 4: Youth Welfare Concept, Needs of Youth Welfare, Youth Problems, Needs of Youth, Evolution of Youth Welfare, Status of Women, Women Welfare, Aids and Services

#### References:

- 1) Harthman Aunetal, "Family Centred Social Work Practice", Free Press, London, 1985.
- 2) R. Kumar, "Child Development (Vol. 1)", A. P. H. Publishing Corporation, Delhi (2009)
- 3) A. S. Kolhli and S. R. Sharma, "Health Family Planning and Social Welfare", Anmol Publication Pvt. Ltd., New Delhi (1997)
- 4) Giri Raj Gupta, "Family and Social Change in Modern India", Vikas Publishing House Pvt. Ltd., New Delhi 1976
- 5) D. K. Gupta, "Child Development and Protection", Omega Publications, New Delhi (2009)
- 6) Mehta P., "Indian youth", Somaiya, Bombay 1971
- 7) Paras Diwan, "Family Law", Allahabad Law, Faridbad (Haryana) 2005
- 8) Shipra Lawamia, "Juvenile Delinquency", Rawat Publication, Jaipur and New Delhi

**Paper – III OPTIONAL PAPER E – CRIMINOLOGY AND CORRECTIONAL  
ADMINISTRATION**

Unit 1: Definition and Crime, Criminals and Criminology, Significance of the Crime Problem, Juvenile Delinquency

Unit 2: Theories of Crime The Classical School, Sociological Theories, Types of Crime, Alcoholism, Drug Addiction and Crime Nature and Scope of Criminology

Unit 3: The Police System Forms of Punishment, Efficacy of Punishment, The Criminal Court

Unit 4: The Prison Administration, Probation of Offenders, Parole, Open Air Institutions Crime Prevention Re cidivson: Controlling Crime, Role of Social Worker in Crime Prevention

References:

1. Fundamentals of Criminology by Henry W. Mannle, J. David Hirschel, Prentice Hall International (U.K), London
2. Society and Criminal by M. J. Sethana, Deep and Deep Publication, New Delhi
3. Criminology and Penology by N. V. Paranjape, Central Law Agency, Allahabad
4. The Principles of Criminology by Sutherland and Grasse, Sultanchand Publications, New Delhi
5. Readings in Criminology and Penology by Dressler
6. Criminology by Garafalo Raffaele, Litthe Brown and Co. Boston
7. Howard Jones, Crime and the Penal System, London University Press, London