

## M.S.W. SEMESTER-III

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

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

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

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

**Author**

**Name of Book**

**Publications**

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

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

# **M.S.W. – SEMESTER-III**

## **PAPER-14**

### **COUNSELLING: THEORY AND PRACTICE**

#### **INTRODUCTION**

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

#### **Objectives**

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

#### **COURSE CONTENT :**

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

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

## REFERENCES

Association of Psychological and Education Counsellors of Asia (APECA), 1982	Counselling in Asia : Perspectives and Practice, Fourth Biennial conference workshop, Philippines.
Bengalee, Mehroo, D. 1972	Guidance if you Please, Bombay : Macmillan.
Bessell, R. 1971	Interviewing ad Counselling, London : B.T. Bostord.
Brown, D. and Srebalu D.J.	In Introduction to Counselling Profession, Englewood Cliff: Prentice Hall.

1988	
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	Society of St. Paul.
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Lendrum, S. and Syme, G. 1933.	Gift of Tears : A Practical Approach to Loss and Bereavement Counselling, London : Routledge.
Nelson, Jones, R. 1982.	The Theory and Practice of Counselling Psychology, London : Cassell Education Ltd.,
Noonan, E. and Spring L.(Ed.) 1992.	The making of a Counsellor, London : Routledge.
Ontario Secondary Education Commission, 1972.	Counselling Services – A resource booklet, The Ontario Secondary School Teachers' Federation.
Peitrofesa, J.J. et al. 1984.	Counselling and Introduction, Chicago: Rand McNally College of

	Commerce.
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Ragg, N.M. 1977	People not cases : a Philosophical approach to social work, London : Routledge and Kegan paul.
Rama, Ballentiam and Ajaya, 1976.	The Samsar Model of Social Work Practice, mangalore: Preeti Publication.
Counselling in Action – Series, Series. London, Sage Publication (for different approaches).	

## M.S.W. – SEMESTER-III

### PAPER-15

#### DISASTER MANAGEMENT

##### Objectives

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

##### COURSE CONTENT :

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

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

## REFERENCES

Birnabbaum, F., Coplon, J. and Scharff, T. 1973	"Crisis Intervention after a Natural Disaster," Social Case Work, Vol. 54, No.9, 545-551.
Blaufard, H. and Levine, J. 1972.	"Crisis Intervention in an Earthquake." Social Work, Vol. 17, No.4, 16-19.
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	Oxford University Press.
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**M.S.W. – SEMESTER-III**  
**PAPER-16**  
**GANDHIAN APPROACH TO DEVELOPMENT**

**INTRODUCTION**

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

**Objectives**

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

**COURSE CONTENT :**

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

	Approach	
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## REFERENCES

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Palkhiwala, N. 1986	Relevance of Gandhi, new Delhi: Gandhi Peace Foundation.
Bandhopadhyaya, J. 1969	Social and Political Thought of Gandhi, Bombay Allied Publishers.
Unitahna, T.K.N. 1979.	Gandhi and Social Change, Jaipur: Rawat Publications.

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

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

**2. COMMERCIAL CORRESPONDENCE :**

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

**3. Grammer:**

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

**4. Composition**

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

**5. TEXT – YOU CAN WIN**

Question pertaining to SHIV KHERA'S BOOK.

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

#### **6. Business correspondence – basics**

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

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

**7. Grammar:**

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

**1. Composition: - (Translation)**

- 1. Sentence

2. Pracy
3. Paragraph

## ORAL SKILLS

- I.
  - 1) Identification of (phonetic) spelling and pronuvection
  - 2) Phrasing sentence
  - 3) Pronunciation
  - 4) Use of vocabulary
- II. Reading / Speech
- III. Participating approach.
- IV. Discursive (of special issues)
  - 1). Empowering speech – getting confidence.
  - 2). 1'st impression

## V. Assignments

- 1). Writing
- 2). Spellings
- 3). Syntheses of sentences
- 4). Interojection
- 5). Composition of Reply /letters [Bio-Data / Resume]

## REFERENCE BOOKS

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