

SEMESTER IV

**DEPARTMENT OF SOCIAL WORK
ALIGARH MUSLIM UNIVERSITY, ALIGARH
MSW IV SEMESTER UNDER CBCS**

*Maximum Marks - End-Semester: 70
Duration: 2½ hours*

SWM- 4001: ORGANIZATIONAL BEHAVIOUR

Course objective:

1. Understand the concept and nature of organizational behaviour
2. Learn various schools of managerial thoughts
3. Comprehend the significance of groups, teams and leaders in organizational effectiveness
4. Read about concept and theories of perception and motivation
5. Develop the understanding of strategies for change, conflict and stress management

Course Outcome:

The learner shall be able to:

1. Develop proficiency in theories of organizational behavior
2. Learn the importance of human behavior in organizational setup
3. Understand the significance of effective leadership and qualities of a leader
4. Apply various motivation techniques for organizational effectiveness
5. Equip with the strategies to resolve various organizational problems

UNIT-1: ORGANIZATIONAL BEHAVIOUR: AN OVERVIEW

Meaning and relation of Organization, Management and Organizational Behaviour, Nature of Organizational Behaviour, Dependent and Independent Variables, Challenges and Opportunities for Organizational Behaviour, Schools of Managerial Thoughts: Classical School of Management; Behavioural Approach/Theories & System Approach

UNIT-2: INDIVIDUAL & GROUP DYNAMICS

Perception: Process and Factors Influencing Perception; Perceptual Disorders, Motivation: Meaning and significance in the Organization, Content and Process Theories of Motivation, Group: Concept, Types and Theories of Group, Pros and cons of Group Decision Making, Leadership: Meaning, Definition & Styles; Leadership Theories

UNIT-3: ORGANIZATIONAL DYNAMICS

Organizational Change: Concept and Significance; Resistance to Change and its Management, Meaning and Concept of Organizational Conflict; Types of Work place Conflict, Conflict Resolution Strategies, Stress: Factors and Management

READINGS

1. Newstorn, John W ; Davis, keita *Organization Behaviour*, Tata McGraw Hill: New Delhi 1999
2. L.M Prasad. *Organizational Behaviour*, S. Chand & Sons: New Delhi 2003
3. Stephen P Robins,. *Organization Behaviour* Tata McGraw Hill: New Delhi, 1999.
4. Fred Luthans, *Organization Behaviour* McGraw Hill: Boston 1998
5. Mrityunjoy Banerjee, *Organization Behaviour* Allied Publication: New Delhi,1995
6. Amtai Etizioni, *Modern Organizations* Prentice Hall: New Delhi 1995
7. Rensis Likert, *The Human Organizations: Its Management & Values*,Tata McGraw Hill: New York
8. L Mullins, *Management and Organisational Behaviour* , Pitmans.
9. Udai Pareek & Sushama Khanna.: *understanding Organizational Behaviour*, 4th ed., Oxford University Press: New Delhi.2016
10. R.Griffin, and Kacmar *Laboratory research in management: Misconceptions and missed opportunities.* Journal of Organizational Behavior, 12: 301-311. 1991.

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SWM- 4002: HUMAN RESOURCE MANAGEMENT & INDUSTRIAL RELATIONS

Course Objective:

1. *Acquire knowledge in Human Resource Management and Development*
2. *Gain insight of Human Resource function and process of selection and recruitment*
3. *Develop knowledge of HR Audit, Accounting and HR information system*
4. *Analyze social work orientation on corporate culture, particularly relating to management of employees, workers and wages*
5. *Understand the concept, models and strategies of industrial relations and wage determination*

Course Outcome: *The learner shall be able to:*

1. *Learn skill, knowledge and attitudes required of a successful HR professional*
2. *Understand the need to have suitable skills and knowledge for the practice of industrial relations and labour welfare*
3. *Acquire managerial, interpersonal and negotiation skills*
4. *Update with the latest trends in strategic business and industrial setup*
5. *Develop the competence to evolve the problem-solving approaches by applying conceptual and behavioural skills*

UNIT-1: HUMAN RESOURCE MANAGEMENT, HRD AND HR PLANNING

Human Resource Management (HRM): Meaning, Functions and Scope; Human Resource Development (HRD): Meaning, Functions and Scope; Relationship between HRD, HRM & Personnel Management; HR Planning: Meaning, Objectives & Processes; HR Audit & Accounting; Concept of human Resource Information system (HRIS)

UNIT-2: SELECTION PROCESS, MANAGEMENT AND DEVELOPMENT

Recruitment and Selection Processes; Training Needs and Methods; Career Planning and Development; Job Analysis and Job Design; Job Evaluation: Objectives and Methods; Performance Appraisal-Concept and Methods; MBO: Objectives and Process

UNIT-3: INDUSTRIAL RELATIONS AND WAGE DETERMINATION

IR: Concept and Models; Workers Participation in Management: Concept, Determinants and Scope; Collective Bargaining: Concept, Strategies and process; Trade Unions as Bargaining Agent; Wage Determination: Factors, Principles and Theories; Methods of Wage Determination

READINGS

1. Mirza. S. Saiyadain. *Human Resources Management*. Tata MC Graw Hill Publishing Co., Ltd.: New Delhi, 1996.
2. Richard Pettinger. *Future of Industrial Relations*. Cengage Learning EMEA. June 2000.
3. Udai Pareek & T.V. Rao. *Designing and Managing Human Resource Systems*. Oxford and IBH Publishing 3rd Revised Edition: New Delhi, 2015.
4. Arun Monappa & Mirza S. Saiyadian. *Personnel Management*. Tata McGraw Hill Publishing Company Ltd, 2nd Edition: New Delhi, 1999.
5. Edwin B. Flippo. *Personnel Management*. Tata McGraw Hill Inc: New Delhi 1984.
6. C.S. Venkataratnam & B.K. Srivastav. *Personnel Management and Human Resources*. McGraw Hill Education: New Delhi, 2004.
7. C. B. Mamoria & V.S.P. Rao. *Personnel Management Text and Cases*. Himalaya Publishing House: Bombay 1994.
8. Arun Monappa. *Industrial Relations*. Tata McGraw Hill Publishing Company Ltd: New Delhi, 2004.

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SWM- 4003: SOCIAL SECURITY, LABOUR WELFARE AND RELATED LEGISLATIONS

Course Objective:

1. *Understand the conceptual and theoretical framework of social security*
2. *Analyze the need of social security for labour welfare*
3. *Explore various constituents of social security*
4. *Learn various social security legislations for labour welfare*
5. *Assess the role of labour welfare officer*

Course Outcome: *The learner shall be able to:*

1. *Gain conceptual understanding of social security*
2. *Comprehend the significance of social security for labour welfare*
3. *Understand various social security laws and labour legislations in India*
4. *Evaluate various approaches of labour welfare*
5. *Develop skills of labour welfare officer*

UNIT-1: SOCIAL SECURITY AND LABOUR WELFARE

Conceptual and Theoretical Framework of Social Security; Constituents of Social Security: Social Insurance, Social Assistance; Growth of Social Security in India; Concept, Principles & Approaches of Labour Welfare; Statutory and Non-Statutory Schemes of Labour Welfare; Role of Welfare Officer

UNIT-2: SOCIAL SECURITY LAWS

Workmen's Compensation Act, 1923; Employee's State Insurance Act, 1946; Employee's Provident fund and Miscellaneous Provision Act, 1952; Maternity Benefit Act, 1961; Payment of Bonus Act, 1965; Payment of Gratuity Act, 1972

UNIT-3: LABOUR LEGISLATIONS

Minimum Wages Act, 1948; Payments of Wages Act, 1936; Factories Act, 1948; Industrial Employment (Standing Orders) Act, 1946; Trade Union Act, 1926; Industrial Disputes Act, 1947; Contract Labour (Regulation and Abolition) Act, 1970

READINGS

1. A.M. Sarma. *Aspects of Labour Welfare and Social Security*. Himalaya Publishing House: Bombay, 1996.
2. V.G. Goswami. *Labour & Industrial Laws*. Central Law Agency: Allahabad, 1995.
3. B.N. Mishra. *International Social Security System*. Anmol Publication: New Delhi, 1993.
4. P.K. Sinha. *Social Security Measures in India*. Classical Publications: Delhi, 1980.
5. N. Hasan. *Social Security in the Framework of Economic Development*. University Press: Aligarh, 1965.
6. S.M. Chaturvedi. *Labour and Industrial Laws*. Central Law Agency: Allahabad, 1995.
7. R.C. Saxena. *Labour Problems and Social welfare* K.Nath & Company: Meerut, 1986.

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SWM- 4004: RURAL URBAN COMMUNITY DEVELOPMENT

Course Objective:

1. *Comprehend the concept, goals, ideology and the process of community development*
2. *Understand the principles and essentials of community development for working with communities*
3. *Develop insights into the concept of rural community development and major programmes in India for rural communities*
4. *Gain insights of urbanization, urban communities and programmes for urban community development in India*

Course Outcome: *The learner shall be able to:*

1. *Understand the concept and process of community development*
2. *Gain insights into the scope of social work profession in community development practice*
3. *Critically evaluate the programmes for rural & urban community development*
4. *Apply necessary skills for working in rural & urban communities*

UNIT-1: COMMUNITY DEVELOPMENT

Community Development: Concept, Goals and Ideology, Process of Community Development, Principles of Community Development, Essential Characteristics of Community Development, Community Development and Social Work Profession

UNIT-2: RURAL COMMUNITY DEVELOPMENT-CONCEPT AND PROGRAMMES

Rural Community Development: Concept, Strategies and Approaches, Planning for Rural Development, Peoples' Participation in Rural Development, Rural Community Development Programmes in India, Health Care in Rural India, Role of NGOs in Rural Development

UNIT-3: URBAN COMMUNITY DEVELOPMENT-CONCEPT AND PROGRAMMES

Urban Community Development: Concept, Objectives and Scope, 74th Amendment and Local Bodies, Urban Development Policy, Urbanization and Slums, Urban Community Development Programmes, Urban Basic Services, Role of NGOs in Urban Development

READINGS

1. Warren R.L. *Studying your Community*. Free Press, New York, 1965.
2. Weil M. (Ed.). *Community Practice: Conceptual Models*. The Howarth Press Inc., New York 1996.
3. Batten, T.R. *The Human Factor in Community Work*. Oxford Univ. Press, London. 1962.
4. Siddiqui, H.Y. *Working with Communities*. Hira Publication: New Delhi, 1997.
5. Shah, D.R.(Ed.). *Alternative in Rural Development*. Sterling Publication Pvt. Ltd: New Delhi, 1990.
6. Thudipara, Jacob Z. *Urban Community Development*. Rawat Publication: Jaipur, 1993.
7. Srivastava, S.P. *Development Debate*. Rawat Publication: Jaipur, 1998.
8. Singh, Hoshiyar. *Rural Development in India*. Rupa Books Intl.: Jaipur, 1985.
9. Mathur, M.V. *Panchayati Raj Administration*. IIPA: New Delhi, 1970.
10. Nagpaul, H. *Social Work in Urban India*. Rawat Publication: New Delhi, 1996.
11. Singh, Kamaldeo Narain. *Urban Development in India*. Abhinav Publication: New Delhi, 1978.
12. Mukherji, B. *Community Development in India*. Orient Longman: New Delhi, 1960.

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(ELECTIVE COURSE-VII)**

SWM- 4011: CRIMINOLOGY AND CORRECTIONAL ADMINISTRATION

Course Objective:

1. Understand the concept of crime & criminology and its relevance to social work practice
2. Learn various theoretical perspectives of criminology
3. Comprehend penology, punishment and its significance in correctional administration
4. Instill components of Criminal Justice System and Correctional Institutions
5. Acquire skills to develop social work interventions in correctional administration

Course Outcome: The learners shall be able to:

1. Understand crime and its causative factors
2. Gain knowledge about various schools of thought of criminology
3. Attain understanding of penology and punishment
4. Learn about various correctional institutions and its significance in criminal justice system
5. Apply skills to develop social work interventions in crime prevention and correctional administration

UNIT- 1: CRIME AND CRIMINOLOGY-CONCEPTUAL FRAMEWORK AND THEORIES

Crime: Concept, Causes, Prevention and Control; Types of Crime: Criminology: Meaning and Scope; Schools of Criminology: Classical, Positive, Neo – Classical, Biological Schools

UNIT - 2: THEORETICAL PERSPECTIVES IN CRIMINOLOGY

Psychological Theories; Sociological Theories: Social Disorganisation Theory; Strain Theory; Social Control Theory; Becker's Labelling Theory

UNIT-3 PENOLOGY AND CORRECTIONAL ADMINISTRATION

Penology: Meaning and Scope; Objectives and Reasons of Punishment; Types of Punishment; Components of Criminal Justice System; Correctional Institutions: Reformatory Schools; Remand Houses or Observation Houses; Borstal Schools; Probation Hostels/Houses

READINGS

1. F.T Callen & R Agrew (Eds). *Criminological Theories, Past to Present*. Roxbury Publication: Los Angeles, 2005.
2. Mark David Chong & Abraham P Francis. *Demystifying Criminal Justice Social Work in India*. Sage Publications: New Delhi, 2017.
3. David Scott. *Penology, Sage Course Companion: Knowledge and Skills for Success*. Sage Publications: London, 2008.
4. K.D Gaur. *Criminal Law, Criminology and Criminal Administration*. Deep and Deep Publications: New Delhi, 2002.
5. Philip Smith Philip & Kristin Natalier. *Understanding Criminal Justice: Sociological Perspectives*. Sage Publications: London, 2005.
6. C.Valier. *Theories of Crime and Punishment*. Longman: Essex, 2001.
7. N.V Paranjape. *Criminology and Penology* 2nd Edition. Central law Publication: Allahabad, 2001.

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(ELECTIVE COURSE-VIII)**

SWM-4012: MARGINALISED COMMUNITIES: ISSUES AND INTERVENTIONS

Course Objective:

1. Understand the concept and forms of marginalisation and Social Exclusion
2. Comprehend various communities in India: Scheduled Castes, Scheduled Tribes and religious minorities
3. Learn various social movements for the empowerment of marginalized communities in India
4. Develop insights into major thoughts and approaches for the development of marginalized communities
5. Equip with the practical knowledge of working with marginalised communities

Course Outcome: The learner shall be able to:

1. Gain conceptual clarity of marginalisation and Social Exclusion
2. Develop insights into various forms of marginalisation and exclusion in India
3. Evaluate various social movements for the empowerment of marginalized communities in India
4. Understand the role of civil society in development of various communities
5. Integrate social work skills and knowledge to work with marginalised communities

UNIT-1: SCHEDULE CASTES

Marginalisation and Social Exclusion: Concept and Forms; Caste System in India; Status of Schedule Castes in India; State mechanisms for the empowerment of Schedule Castes; Social Movements for anti-casteism; Major thoughts for the empowerment of Schedule Castes: Phule, Ambedkar, Gandhi; Social Work Practice and Role of Civil Society Organisations for Schedule Castes Welfare/ Development

UNIT 2: SCHEDULED TRIBES

Tribes: Concept; Status of Scheduled Tribes in India; State mechanisms for the empowerment of Schedule Tribes; Social Movements for tribal welfare; Approaches in Tribal Empowerment; Social Work Practice and Role of Civil Society Organisations for Schedule Tribes Welfare/ Development

UNIT 3: MINORITIES

Minorities: Type and composition; Status of Religious Minorities in India; State mechanisms for the empowerment of Religious Minorities; Social Movements for religious minority welfare; Social Work Practice and Role of Civil Society Organisations for Minority Welfare/ Development

READINGS

1. Dipankar Gupta (Ed.) *Social Stratification*. Oxford University Press: New Delhi:1991.
2. J.B. Gokhale. *From Concession to Confrontation: The Politics of an Indian Untouchables Community*. Popular Prakashan: Bombay, 1993.
3. V. Joshi. *Tribal Situation in India: Issues in Development*. Rawat Publications: New Delhi, 2005.
4. M. Galantar. *Competing Equalities: Law and the Backward Classes in India*, Berkely, 1984.
5. Chandhoke, N (1999) *Beyond Secularism: The Rights of a Religious Minority*, Delhi
6. Sheppard, M (2006) *Social Work and Social Exclusion: The Idea of Practice*, U.K, Ashgate.
7. Kannan, P (2008) *Scheduled Caste Welfare* APH Publishing Corporation.
8. Kothari, R (2014) *Politics In India* Orient Blackswan Private Limited.
9. Lal, V. (2013) *Modern Indian society* Oxford university press.
10. Pandey, R. (1997) *Minorities in India protection and welfare* APH Publishing Corporation.
11. Rajan, I. S. (2011) *Migration, identity and conflict* Routledge publication.
12. Sharma, K.L. (2011) *Social Inequality in India* Rawat Publication.
13. Tandon, R. (2007) *Citizen Participation and Democratic Governance: In our Hands* Concept Publishing Company.