



University of Science & Technology Meghalaya

Department of Social Work

Lesson Plan

Session: 2020-21(Odd Semester)

Program :: MSW

Semester: iii

Name of the Course: Management of Non- Governmental Organization

Course Code: MSW 307 MDC

Name of the Faculty: Lojita khaidem

Details Plan

| Unit | Topic | Targeted No. of classes | Tentative Schedule (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|------|--|-------------------------|---|---------------------------------|----------------------------------|---------|
| 1 | NGO, Hist. of NGOs in the West & India | 3 | 28 th October 2021- 15 th November 2021 | Lecture | Test-I | |
| | Types and Activities of NGOs | 4 | | Lecture | | |
| | Social Audit | 3 | | Lecture | | |
| | | | | | | |
| 2 | Emerging Trends in NGOs Sector | 2 | 15 th Nov 2021- 14 th Dec 2021 | Lecture; Discussion | Test-II | |
| | Societies Registration Act 1860, Memorandum of Association and Bye-Laws, Tax relief under various Acts, The Foreign Contribution (Regulation) Act, 1976 (FCRA) | 5 | | Lecture; Discussion; Assignment | | |
| | | | | | | |
| | Trust & Society | 5 | | Lecture; Discussion | | |
| 3 | Social Entrepreneurship: Concept, Su | 3 | 15 th Dec 2021- 5 th Jan 2021 | PPT; Lecture | Test-iii | |

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|---|--|---|--|-----------------------------|--|--|
| | stainability of Social Enterprise | | | | | |
| | Profit & non-profit entrepreneurs, Funding | 3 | | PPT; Assignment | | |
| | Corporate Social Responsibility, Importance of CSR, Key Issues in CSR, Role of NGO's & civil societies in CSR. | 5 | | PPT; Lecture: Discussion | | |
| 4 | HRM, Concepts ,Objectives, Policies and Scope | 4 | 6 th Jan 2021- 25 th Jan 2021 | PPT; Lecture | | |
| | Job Design and analysis | 2 | | PPT; Leture | | |
| | Job Evaluation | 2 | | PPT; Lccture | | |
| | OB and Organisational Culture & Climate. | 2 | | PPT; Lecture | | |
| | Concept of Leadership | 2 | | PPT; Lecture; Discussuin | | |
| | Motivation and Work Performance | 3 | | Lecture; Discussion | | |


Suggested Books:

1. PRIA . (2001). Historical Background of Non-profit Sector in India. New Delhi: PRIA

2. Dadarwala, N.H. (2005). Good Governance and Effective Boards for Voluntary/Non- profit Organisations. New Delhi: CAP

3. Allison, M. & Kaye, J. (2005). Strategic planning for Non-profit Organisations: A Practical guide and workbook. John Wiley & Sons.


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Department of Social Work

Lesson Plan

Session: 2020-21(Odd Semester)

Program : BSW

Semester: iii

Name of the Course : Law and Social Work Practice

Course : Code: BSW 504

Name of the Faculty: Lojita khaidem

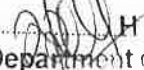
Details Plan


| Unit | Topic | Targeted No. of classes | Tentative Schedule (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|------|--|-------------------------|---|---------------------------------|----------------------------------|---------|
| 1 | Law, need of Law | 3 | 28 th September 2021- 15 th November 2021 | Lecture; PPT | Test-I | |
| | Structure, power and function of Police | 3 | | Lecture; PPT | | |
| | FIR, Bail, IPC | 3 | | Lecture;PPT | | |
| | | | | | | |
| 2 | Human Rights, Cultural Rights, Political Rights | 4 | 15 th Nov 2021- 14 th Dec 2021 | Lecture; Discussion | Test-II | |
| | Historical development | 1 | | Lecture; Discussion; Assignment | | |
| | Human Rights in India, | 3 | | Lecture; Discussion | | |
| | Provision under Human rights & DPSP, NHRC, Rights of Weaker sections | 3 | | Lecture; PPT, Assignment | | |
| | Social Justice | 2 | | Lecture: PPT | | |
| | Inequalities | 2 | | PPT; Assignment | | |
| | Social Legislation | 3 | 15 th Dec 2021- 5 th Jan 2021 | Lecture; Board, Assignment | | |

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|---|---|---|--|--|--|--|
| 3 | Social control, Social Change, Social Justice | 3 | | Lecture; PPT, Assignment | | |
| | Social Defense, social reform | 2 | | Lecture: PPT, Discussion | | |
| | Legislation pertaining to women, children, aged disabilities | 3 | | PPT, Discussion | | |
| 4 | Human Rights in NE- AFSPA | 2 | | PPT; Discussion | | |
| | Family courts, Lok Adalat, Legal Aid, Legal State Authority | 3 | 6 th Jan 2021- 25 th Jan 2021 | PPT, Lecture | | |
| | RTI, PIL, Prison Justice | 3 | | PPT; Lecture; Discussion, Assignment | | |
| | Role of NGOs in promotion & Protection of Rights | 5 | | PPT; Lecture; Discussion, Class Presentation | | |

Suggested Books:

1. Subramaniam, S. (2007). Human Rights- International Challenges, Manes Publications, New Delhi.
2. Ife, J. (2001). Human Rights and Social Work: Towards Rights-based Practice. UK: Cambridge University Press
3. Gangrade, K.D. (2008). Social Legislation In India Vol. 1 & 2, Concept Publishing Co. New Delhi


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Department of Social Work

Lesson Plan

Session: 2020-21(Odd Semester)

Program : BSW

Semester: iii

Name of the Course :Social Work Research

Course Code: BSW 303

Name of the Faculty: Lojita khaidem


Details Plan


| Unit | Topic | Targeted No. of classes | Tentative Schedule (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|------|--|-------------------------|---|---------------------------------|----------------------------------|---------|
| 1 | Social Research & Importance | 3 | 28 th September 2021- 15 th November 2021 | Lecture | Test-I | |
| | Meaning & Purpose of Research | 3 | | Lecture | | |
| | Ojectives, Scientific Research | 3 | | Lecture | | |
| | Theory in Research | 2 | | Lecture | | |
| 2 | Problem Formulation | 2 | 15 th Nov 2021- 14 th Dec 2021 | Lecture; Discussion | Test-II | |
| | Literature Review/ Theoretical Framework | 3 | | Lecture; Discussion; Assignment | | |
| | Research Questions/ Hypotheses | 3 | | Lecture; Discussion | | |
| | Design & Approaches | 3 | | Lecture; PPT, Assignment | | |
| | Data Collection | 2 | | Lecture: PPT | | |
| | Data Processing | 2 | | PPT; Assignment | | |
| | Central Tendency- Mean, Median Mode | 3 | 15 th Dec 2021- 5 th Jan 2021 | Lecture; Board, Assignment | | |

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|---|---|---|---|--|--|--|
| 3 | MS Word, Ms Excel, SPSS | 3 | | Lecture; PPT, Assignment | | |
| | Observation, Case studies, FGD, Interview | 4 | | Lecture; PPT, Discussion | | |
| 4 | Scales, Graphical Representation | 2 | 6 th Jan 2021- 25 th Jan 2021 | PPT, Discussion | | |
| | Pilot Study | 1 | | PPT; Discussion | | |
| | Data Collection, Data processing | 2 | | PPT, Lecture | | |
| | Report Writing | 3 | | PPT; Lecture; Discussion, Assignment | | |
| | Presentation | 5 | | PPT; Lecture; Discussion, Class Presentation | | |

Suggested Books:

1. Young, P. V. (1982). Scientific Social Surveys and Research. New delhi: Prentice-Hall of India Pvt. Ltd
2. Kothari, C. R. Research Methodology: Methods and Techniques.
3. Ramachandran, P. (1990). Issues in social work Research in India. Bombay: Tata Institute of Social Sciences


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Lesson Plan

Session: 2021-2022 (Odd Semester)

Program : MSW

Semester: 3rd SEM

Name of the Course Social Work Research

Course Code: 301

Name of the Faculty: Dr Nibedita Paul

Detailed Plan

| Unit | Topic | Targeted No. of classes | Tentative Schedule (DoC-DoE) | Unit Allotted for Sessional Test | Remarks |
|------|---------------------------|-------------------------|------------------------------|----------------------------------|---------|
| 1 | Social Work Research | 23 | 5.10.2021-08.11.2021 | | |
| 2 | Research Design | 22 | 09.11.2021-04.12.2021 | Test-I (Unit-1 & 2) | |
| 3 | Statistical tools | 24 | 06.12.2021-04.01.2022 | Test-II (Unit-3) | |
| 4 | Research Proposal writing | 16 | 05.01.2022-25.01.2022 | Test-III (Unit-4) | |
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Lesson Plan

Session: 2020-21(Odd Semester)

Program BSW

Semester: V

Name of the Program Integrated Social Work Practice

Course Code: BSW 501

Name of the Faculty: Ciciwanbok Syiemlieh

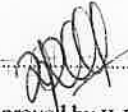
Details Plan


| Unit | Topic | Targeted No. of classes | Tentative Schedule (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|------|---|-------------------------|---|--------------------|----------------------------------|---|
| 1 | Introductory Class | 1 | 22 nd October 2021- 15 th November 2021 | Lecture; Board | Test-I | The course has been allotted to me on 21/10/2021. Hence, classes have not been taken prior to that. |
| | Generalist perspective | 3 | | Lecture; Board | | |
| | Concepts of Integrated Social Work Practice | 3 | | Lecture; Board | | |
| | Approaches to Integration | 3 | | Lecture; Board | | |
| | Value Base of Integrated Social Work Practice | 4 | | Lecture; Board | | |
| 2 | General Systems Theory | 4 | 15 th Nov 2021- 14 th Dec 2021 | PPT | Test-II | |
| | Role Theory | 3 | | PPT | | |
| | Eco-system Perspective | 3 | | PPT | | |
| | Empowerment Perspective | 3 | | PPT | | |
| | Strengths Perspective | 4 | | PPT | | |
| 3 | Prevention Models | 3 | 15 th Dec 2021- 5 th Jan 2021 | PPT | | |
| | Choosing Interventions | 3 | | PPT | | |
| | Intervention Models with Individuals, Families and Groups, Empowering | 6 | | PPT | | |
| | Processes | | | | | |
| | Levels of Practice | 6 | | PPT | | |

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| 4 | - Dialogue - Discovery - Developm ental of Community Work | | 6 th Jan 2021- 25 th Jan 2021 | | | |
| | Themes, issues and critical debates in social work intervention | 5 | | PPT, Classwork | | |

Suggested Books:

1. Bank, S. (2001). Ethics and values in Social Work. BASW Series: Palgrave
2. Fauri, D.P. and Wernet, S.P. (2004). Cases in Macro Social Work Practice (2nd Edn.). Allyn and Bacon
3. Johnson, L.C. (2004). Social Work Practice- A Generalist Approach (8th Edn.): Allyn and Bacon
4. Ferguson, L. et. al. (2004). Globalization and Global Justice and Social Work. New York: Routledge Taylor & Francis


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Lesson Plan

Session: 2021-2022(Odd Semester)

Program: BSW

Semester: BSW V

Name of the Course: Counselling and Social Work Practice

Course Code: BSW 503

Name of the Faculty: Ankita Sarma


Details Plan

| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|--|---|-------------------------|--|---|--|---------|
| Unit I | Counselling Concept, Meaning, Definition and Goal | 4 | 20 th September- 24 th September | Lecture/PPT, Video, Role play | Test-I Unit I and 2 topics from Unit II | |
| Unit I | Types and Stages of Counselling | 7 | 25 th September- 5 th October | PPT, Lecture | | |
| Unit I | Levels and Methods of Counselling | 7 | 6 th October- 18 th October | Demonstration through Videos, Role play and lecture | | |
| Unit I | Skills of Counselling | 1 | 19 th October | PPT and Lecture | | |
| Unit II Process of Counselling | Principles and process of counselling | 5 | 20 th October – 27 th October | PPT and Lecture | | |
| Unit II | Techniques and Process | 7 | 30 th October-9 th November | Role Play, PPT, Lectures | Test-II 2 topics from Unit II and Unit III (Entire) | |
| Unit II | Role of Counsellor | 2 | 10 th - 13 th November | Role play, PPT and Lecture | | |
| Unit II | Counselling Supervision and Burn-out | 4 | 15 th -20 th November | PPT and Lecture | | |
| Unit III Different Settings for counselling | Family, Marriage and Couple Counselling | 2 | 22 nd -23 rd November | PPT and Lecture | | |
| Unit III | Education and Career Counselling | 2 | 24 th - 27 th November | PPT and Lecture | | |
| Unit III | Trauma Patient, Drug Addiction, Sexual Abuse, Disability Counselling, Palliative Care Counselling | 10 | 28 th November – 14 th December | Assignment, PPT and Lecture | Test-III Unit IV | |
| Unit III | HIV/AIDS Counselling, Grief and Bereavement, PTSD | 5 | 15 th - 22 nd December | Assignment, PPT and Lecture | | |
| Unit IV Theories of Counselling | Person Centered Therapy | 5 | 23 rd - 30 th December | Role Play, Videos and Lecture | | |
| Unit IV | RET | 3 | 31 st December- 3 rd | Role Play, Videos | | |


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| | | | January | and Lecture | |
| Unit IV | Quality of good Counsellor, Indigenous approaches of counseling (Yoga and Meditation) | 7 | 4 th - 15 th January | PPT and Lecture, Assignment, Role Play | |
| Unit I- Unit IV | Revision | 6 | 17 th – 25 th January | Doubt Clearing | |
| | | | | | |
| | | | | | |

Suggested Books/Reference Books: .

1. Deve, Indu (1983) The Basic Essentials of Counselling, New Delh: Sterling Publishers
2. Palmer, S Introduction to counseling and Therapy. The essential Guide, New Delhi: Sage
3. Barnes G.G (2004). Family Therapy in Changing Times 2nd Edition: New York



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Lesson Plan

Session: 2021-22(Odd Semester)

Program: Bachelor of Social Work

Semester: 3rd Semester

Name of the Course: Social Group Work

Course Code: 302

Name of the Faculty: Mr. Onessimos Shangdiar

Details Plan

| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|---------|---|-------------------------|---|----------------------------------|----------------------------------|--|
| Unit I | Introduction to group and social group work | 2 | 23 rd October - 2021 24 th November – 2021 | PPT & Group discussion & lecture | Unit I - II | Since this paper has been assigned to me yesterday therefore I have not taken any classes before 23 rd the Oct. |
| | Types of Groups | 5 | | | | |
| | Approaches of groups based on objectives and purpose, Type of membership | 3 | | | | |
| | Definition of social group work, Characteristics of Social Group work, Purpose of Social Group work. Evolution of group work with special emphasis on the Indian context. | 4 | | | | |
| Unit II | Values and Principles in group work | 3 | 27 th November - 20 th November | PPT & Lecture | | |

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|----------|--|---|--|-------------------|---------------|--|
| | Assumptions underlying social group work and philosophy of group work, | 4 | 2021 | | | |
| | Factors of group formation | 2 | | | Test-II | |
| | Formulation of goals | 3 | | | Unit II- III | |
| Unit III | Phases of Group Work practice | 2 | 22 nd December – 8 th January 2021 | PPT, GD & Lecture | | |
| | Pre-group and initial Phase | 2 | | | | |
| | Formulation of objectives and programme planning, | 2 | | | | |
| | Implementation, Evaluation, Termination and Follow up | 3 | | | | |
| | | | | | Test-III | |
| Unit IV | Group processes and group dynamics | 4 | 10 th January 25 th January 2022 | PPT & Lecture | Unit III - IV | |
| | Stages of group development | 4 | | | | |
| | Theories and models of social group work Role of the group worker | 4 | | | | |

Suggested Books/Reference Books:

1. Konopka, G. (1963). Social Group Work: A Helping Process. Englewood Wood: NJ Prntice Hall
2. Trecker, H.B. (1972). Social Group Work: Principles and Practices. New York: Association Press
3. Brandler, S. & Roman, C.P. (1999). Group Work, Skills and Strategies for effective Interventions. New York: The Haworth Press
4. Golpewar, B. (2007). Social Group Work. Nagpur: Indian Institute of Youth Welfare

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Department of Social Work

Lesson Plan

Session: 2021-22 (Odd Semester)

Program: Master of Social Work

Semester: 3rd Semester

Name of the Course: Social Welfare Administration

Course Code: MSW 302

Name of the Faculty: Mr. Onessimos Shangdiar

Details Plan


| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|---------|--|-------------------------|---|--------------------|----------------------------------|--|
| Unit I | Conceptual understanding of Social Welfare, Social Services, and Social Work Social welfare administration | 5 | 30 th October - 20 th November 2021 | PPT & Lecture | Unit I - II | Since this paper has been assigned to me yesterday therefore I have not taken any classes before 23 rd the Oct. |
| | Definition, Features, Scope | 4 | | | | |
| | Principles; Administrative processes, Welfare administration at central and state levels | 4 | | | | |
| | Central Social Welfare Board and State Social Welfare Boards, roles and functions | 2 | | | | |
| Unit II | Welfare Agencies | 2 | 22 nd November - 8 th December | PPT & Lecture | | |


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|----------|--|---|--|-------------------|---------------|--|
| | Indian Council for Child Welfare (ICCW) YMCA YWCA | 4 | 2021 | | | |
| | Indian Red Cross Society - Roles & functions; Role of voluntary agencies/NGOs in promotion of social welfare | 4 | | | Test-II | |
| Unit III | Non-Governmental Organization, Basics and History | 3 | 11 th December – 5 th January 2022 | PPT, GD & Lecture | Unit II - III | |
| | Types and Activities of NGOs; Trust and Society, Differences and Formations | 4 | | | | |
| | Registration procedure for NGOs, Tax Reliefs under various Acts; | | | | | |
| | Corporate Social Responsibility; Social Marketing and Social Entrepreneurship Major national | 5 | | | | |

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|---------|---|---|---|---------------|---------------------------|--|
| | and international NGOs, | | | | | |
| Unit IV | Documents required for forming a Trust and a society, Contents of a Trust Deed; Registration | 4 | 8 th Jan – 25 th January 2022 | PPT & Lecture | Test-III Unit III - IV | |
| | Indian Registration Act, Contents of the Memorandum of Association and Bye Laws of the Society | 3 | | | | |
| | Proposal Writing, Funding Activities and Project Documentatio n; Monitoring and Evaluation of NGOs. | 4 | | | | |

Suggested Books/Reference Books:

- 1.
- 2.
- 3.
- 4.


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Department of Social Work

Lesson Plan

Session: 2021-22(Odd Semester)

Program: MSW

Semester: 3RD

Name of the Course: Human Resource Management and Occupational Social Work

Course Code: MSW 303C

Name of the Faculty: Sangita Mahanta

Details Plan

| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|------|--|-------------------------|--|---|----------------------------------|---------|
| 1 | Introduction To HRM and value of work | 20 | 05/10/2021 to 02/11/2021 | a) Power point presentation b) Lecture method c) Group Discussions d) Case studies e) Assignments and presentations f) Team Work | Test-I | |
| 2 | Corporate Ethics and Human Resource Development (HRD) | 10 | 03/11/2021 to 22/11/2021 | a) Power point presentation b) Lecture method c) Group Discussions d) Case studies f) Team Work | | |
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| | | | | | Test-II | |
| 3 | Human Resource (HR) Planning and Industrial Relations (IR) | 15 | 23/11/2021 to, 15/12/2021 | a) Power point presentation b) Lecture method c) Group Discussions d) Case studies e) Assignments and presentations f) Team Work | | |
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| 4 | Occupational Social Work and HRM | 16/12/2021 to 18/01/2022 | 20 | a)Power point presentation b) Lecture method c) Group Discussions d)Case studies e)Assignments and presentations f) Team Work | Test-III | |
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Suggested Books/Reference Books:

1. Nalini, R. (2011). Social work and the workplace. New Delhi: Concept Publications
2. Rao,Subba. (2000). Personal & Human Resource Management. Himalaya Publishing House, New Delhi
3. Aswathappa, K. (2001). Human Resource & Personal Management (Text & Cases).Tata McGraw Hill Publishing Company Limited, New Delhi
4. Mamoria C.B. &Gankar S.V. (2002). Personal Management (Text & Cases).Himalaya Publishing House, New Delhi

Sangita Mahanta

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Department of...Social Work

Lesson Plan

Session: 2021-22(Odd Semester)

Program:BSW.....

Semester: ...3rd.....

Name of the Course:Social Problems in India

Course Code: BSW 304

Name of the Faculty:Monalisha Rabha

Details Plan

| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|------|--|-------------------------|---|---------------------------------|----------------------------------|---------|
| 1 | Meaning, characteristics | 3 | 20 th September 2021- 30 th October | Lecture, PPT | Test-I | |
| | causes & types | 3 | | Lecture, PPT | | |
| | Identification of social problems , | 3 | | Lecture, PPT | | |
| | Stages in the development of social problems | 3 | | Lecture, PPT | | |
| 2 | Rural poverty, Urban poverty, | 1 | 1 st Nov 2021-9 th Nov 2021 | Lecture, PPT | Test-II | |
| | Unemployment, Population explosion | 1 | | Lecture, PPT | | |
| | Illiteracy , problems of elderly, | 2 | | Lecture, PPT | | |
| | problems of transgender | 1 | | Lecture, PPT | | |
| 3 | Crime &delinquency, , | 3 | 10 th Nov 2021- 23 rd Nov 2021 | Lecture, PPT | | |
| | corruption | 1 | | Lecture, PPT , group discussion | | |
| | prostitution ; | 2 | | Lecture, PPT , group discussion | | |
| | Human trafficking, | | | Lecture, PPT , group discussion | | |
| | stalking , honey trapping | 2 | | Lecture, PPT , group discussion | | |
| 4 | Fundamental Rights and | 3 | 24 th Nov 2021- 8 th Nov 2021 | Lecture, PPT , group discussion | Test-III | |

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| | DPSP | | | | | |
| | Intervention of social work to solve social problems | 3 | | Lecture, PPT , group discussion | | |
| | Govt. policies and programmes to solve social problems | 3 | | Lecture, PPT , group discussion | | |
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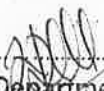
Suggested Books/Reference Books:

1. Social problems in India. -
Ahuja, R.
New Delhi: Rawat Publication

2.
Madan, G.R. (1976). Indian Social problems. New Delhi: Allied Publisher


3. Bajpai, A. (2003). Child Rights in India-Law Policy and Practice. Delhi: Oxford University Press
Delhi.

4. Dutta, R. K. (2003). Crime Against Women. New Delhi: Reference Press


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.....M.Rabha.....

Signature of the Faculty


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Department of...Social Work

Lesson Plan

Session: 2021-22(Odd Semester)

Program:MSW.....

Semester: ...3rd.....

Name of the Course: ...Labour Legislations and Welfare
304 C.....

Course Code: MSW

Name of the Faculty:Monalisha Rabha
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Details Plan


| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|------|---|-------------------------|--|--------------------|----------------------------------|--|
| 1 | Importance of Labour Legislations in India and its Objectives. | 3 | 30 th October 2021- 16 th Nov 2021 | Lecture, PPT | Test-I | This paper was assigned on 21 st October 2021 |
| | Principles of Labour Legislations ,Labour in Indian Constitution. | 3 | | Lecture, PPT | | |
| | Factories Act 1948 | 1 | | Lecture, PPT | | |
| | Shops & Establishment Act | 1 | | Lecture, PPT | | |
| | Contract Labor (Abolition & Regulation) Act 1970 | 1 | | Lecture, PPT | | |
| | The Plantations Act 1951 | 1 | | Lecture, PPT | | |
| | The Indian | 1 | | Lecture, PPT | | |
| | Mines Act 1952. | | | | Test II | |
| 2 | Wages ,Bonus and Social Security | 1 | 17 th Nov 2021- 4 th Dec 2021 | Lecture, PPT | | |
| | The Minimum | 1 | | Lecture, PPT, | | |

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|---|---|---|--|----------------|----------|--|
| | Wages Act 1948 | | | | | |
| | The Payment of Wages Act 1936 | 1 | | Lecture, PPT , | | |
| | Equal Remuneration Act 1976 | 1 | | Lecture, PPT , | | |
| | Payment of Bonus Act 1965. | 1 | | Lecture, PPT , | Test-III | |
| | Employees Provident Fund Act 1952 | 1 | | Lecture, PPT , | | |
| | Employees State Insurance Act 1948 | 1 | | Lecture, PPT , | | |
| | Workmen's Compensation Act 1923 | 1 | | | | |
| | Payment of Gratuity Act 1972 | 1 | | | | |
| | Maternity Benefit Act 1961. | 1 | | | | |
| 3 | Importance of Labour Welfare, Scope of Labour Welfare Activities, | 3 | 6 th Dec 2021 – 23 rd Dec 2021 | | | |
| | Theories of Labour Welfare and Importance of Labour Welfare in India. | 4 | | | | |
| | The Industrial Disputes Act 1947 | 1 | | | | |
| | Trade Unions Act 1926 | 2 | | | | |
| | Industrial Employment (Standing Orders) Act 1946. | 2 | | | | |
| 4 | Grievances & Discipline | 3 | 27 th Dec 2021- 17 th Jan 2022 | | | |
| | Grievance- Causes / sources of Grievances- Grievance | 4 | | | | |

| | | | | | | |
|--|--|---|--|--|--|--|
| | procedure-A model Grievance | | | | | |
| | Procedure- Grievance redressal machineries- Gender sensitivity - Sexual Harassment at Work places- preventive steps- procedures in dealing with the Complaints | 4 | | | | |
| | | | | | | |


Suggested Books/Reference Books:

1. Garg, K.C. Sharma, Mukesh; Sareen, V.K.(2002). Commercial And Labour Laws, Kalyani publishers, Ludhiana
2. Mathur .A.S. (1968). Labour Policy and Industrial Relations in India. Ram Prasad, Agra
3. Babu, Sharath and Rashmi, Shetty. (2007). Social Justice and Labour Jurisprudence.SAGE Publication. New Delhi.
4. Yadav, L.B.(ed.). (2000).Reading in Social and Labour Welfare. Institute For Sustainable Development, Lucknow


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.....M.Rabha

Signature of the Faculty


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Department of Social Work

Lesson Plan

Session: 2021-22(Odd Semester)

Program: Master of Social Work

Semester:3rd

Name of the Course:Family Dynamics and WelfareCourseCode: MSW 303 (B)

Name of the Faculty: Dr. Rameez Manzoor

Details Plan

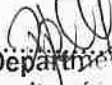
| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|----------|--|-------------------------|--|------------------------------------|----------------------------------|---------|
| I | Defining Families. | 2 | October 1, 2021 to November 5, 2021 | PPT/lectures/ Group Discussions | Test-I | |
| | Characteristics | 1 | | | Unit I | |
| | Family Rituals | 1 | | | | |
| | Family Traditions | 1 | | | | |
| | Family Routines | 1 | | | | |
| | Family Dynamics and Functions | 4 | | | | |
| | Conflicts and Violence | 4 | | | Test-II | |
| | Diversity of families: Nuclear family, Joint family, Extended family, Single parents, Younger parents and Foster families. | 4 | | | Unit II | |
| Unit II | Family Systems Theory | 2 | November 6 to November 22 | PPT/lectures/ Group Discussions | | |
| | Structural Theories | 3 | | | | |
| | Social Exchange Theories | 2 | | | | |
| | Family Development Theory | 3 | | | | |
| Unit III | Definition, Types of Marriage, | 4 | November 23 to December 20 | PPT/lectures/ Group Discussions | Test-III | |
| | Working parents, | | | | | |
| | Division of labor in Families | 1 | | | Unit III | |
| | Feminist and Gender Perspective of | 3 | | | | |


| | | | | | | |
|----|---|---|-------------------------|------------------------------|--|--|
| | Play - Social and cultural | | | | | |
| | Survival Issues - Human rights - Female feticide - Infant mortality - Nurtitional rights - Immunization rights - Crime against children etc. | 4 | | | | |
| | Protection Issues - Child marriage - child trafficking - gender discrimination - children in armed conflict - child labour - child prostitution etc | 4 | | | | |
| | Participation Issues - Children's parliament - Balpanchayats - childrens' forums/associations etc. | 3 | | | | |
| IV | Constitutional rights - brief overview of child rights | 2 | January 5 to January 15 | PPT/Lecture/Group Discussion | | |
| | National and state child policies in India - National Policies for Children - National Action Plan for Children - Commissions for Protection of Child Rights - Juvenile Justice (care and protection) of child rights Act, 2000, 2015 - Adoption and Maintenance Act, Central Adoption and Regulatory Agency (CARA guidelines). | 4 | | | | |
| | UN Conventions and declarations | 2 | | | | |
| | Government and non-government services - Rajiv Gandhi National Creche Scheme for children of working mothers, | 2 | | | | |

| | | | | | | |
|---|--|--|--|--|--|--|
| aganwadis/balwadis, day-care centres, crèches etc | | | | | | |
|---|--|--|--|--|--|--|

Suggested Books/Reference Books:

1. Bajpai, A. (2005). Child Rights in India: Policy and Practice. USA: Oxford University Press
2. Hurlock, E. B. (1968). Child development. New Delhi: Tata McGraw Hill
3. Cohen, L.G. & Spencier, L.J. (2003). Assessment of children and youth with special needs. Boston: alley and Bacon
4. Venkatesan, S. (2005). Children with developmental disabilities: a training guide for parents, teenagers and caregivers. New Delhi: Sage
5. Pachaury, D.K. (1999). Children and Human Rights. New Delhi: A.B.H. Publishing Corporation
6. Chaturedi, T.N. (1979). Administration for Child Welfare. New Delhi: Indian Institute of Pub
7. Asch, M. (2000). Principles of Guidance and Counselling. New Delhi: Sarup & Sons
8. Maluccio, A.N., Pine, B.A. & Tracy. E.M. (2002). Social Work Practice with Families and Children. New York: Columbia University Press
9. Enakshi, G.T. (2002). Children in Globalizing India- Challenging out Conscience (ed). New Delhi: HAQ Centre for Child Right
10. Berk, L.E. (1999). Child Development (Third Ed). New Delohi: Prentice Hall of India


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Department of Social Work

Lesson Plan

Session: 2021-22(Odd Semester)

Program: BSW

Semester:3rd

Name of the Course: Social Problems in India CourseCode: BSW 304 General Elective

Name of the Faculty: Dr Rameez Manzoor


Details Plan

| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|------|--|-------------------------|---|---------------------------------|----------------------------------|---------|
| 1 | Meaning, characteristics | 3 | 20 th September , 2021- 30 th October | Lecture, PPT | Test-I | |
| | causes & types | 3 | | Lecture, PPT | Unit 1 | |
| | Identification of social problems , | 3 | | Lecture, PPT | | |
| | Stages in the development of social problems | 3 | | Lecture, PPT | | |
| 2 | Rural poverty, Urban poverty, | 1 | 1 st Nov 2021-9 th Nov 2021 | Lecture, PPT | Test-II | |
| | Unemployment, Population explosion | 1 | | Lecture, PPT | | |
| | Illiteracy , problems of elderly, | 2 | | Lecture, PPT | | |
| | problems of transgender | 1 | | Lecture, PPT | | |
| 3 | Crime & delinquency, , | 3 | 10 th Nov 2021- 23 rd Nov 2021 | Lecture, PPT | Unit 2 | |
| | corruption | 1 | | Lecture, PPT , group discussion | | |
| | prostitution ; Human trafficking, | 2 | | Lecture, PPT , group discussion | | |
| | stalking , honey trapping | 2 | | Lecture, PPT , group discussion | | |
| 4 | Fundamental Rights and DPSP | 3 | 24 th Nov 2021- 8 th Nov 2021 | Lecture, PPT , group discussion | Test-III | |
| | Intervention of | 3 | | Lecture, PPT , | Unit 3 | |


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|--|--|---|--|--------------------------------|--|--|
| | social work to solve social problems | | | group discussion | | |
| | Govt. policies and programmes to solve social problems | 3 | | Lecture, PPT, group discussion | | |

Suggested Books/Reference Books:

1. Social problems in India. - Ahuja, R. New Delhi: Rawat Publication
2. Madan, G.R. (1976). Indian Social problems. New Delhi: Allied Publisher
3. Bajpai, A. (2003). Child Rights in India-Law Policy and Practice. Delhi: Oxford University Press Delhi.
4. Dutta, R. K. (2003). Crime against Women. New Delhi: Reference Press


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Department of Social Work

Lesson Plan

Session: 2021-22(Odd Semester)

Program: Master of Social Work

Semester: 3rd

Name of the Course: Family Dynamics and Welfare Course Code: MSW 303 (B)

Name of the Faculty: Dr. Rameez Manzoor

Details Plan

| Unit | Topic | Targeted No. of classes | Tentative Schedule Unit wise (DoC-DoE) | Tentative Pedagogy | Unit Allotted for Sessional Test | Remarks |
|----------|--|-------------------------|--|------------------------------------|----------------------------------|---------|
| I | Defining Families. | 2 | October 1, 2021 to November 5, 2021 | PPT/lectures/ Group Discussions | Test-I | |
| | Characteristics | 1 | | | Unit I | |
| | Family Rituals | 1 | | | | |
| | Family Traditions | 1 | | | | |
| | Family Routines | 1 | | | | |
| | Family Dynamics and Functions | 4 | | | Test-II | |
| | Conflicts and Violence | 4 | | | | |
| | Diversity of families: Nuclear family, Joint family, Extended family, Single parents, Younger parents and Foster families. | 4 | | | | |
| Unit II | Family Systems Theory | 2 | November 6 to November 22 | PPT/lectures/ Group Discussions | Unit II | |
| | Structural Theories | 3 | | | | |
| | Social Exchange Theories | 2 | | | | |
| | Family Development Theory | 3 | | | | |
| Unit III | Definition, Types of Marriage, Working parents, | 4 | November 23 to December 20 | PPT/lectures/ Group Discussions | Test-III | |
| | Division of labor in Families | 1 | | | Unit III | |
| | Feminist and Gender Perspective of | 3 | | | | |

| | | | | | | |
|----|--|---|---------------------------|------------------------------------|--|--|
| | Families, Impact of Urbanization / Modernization on marriage stability and Parenting | | | | | |
| | Parent Child Relationship, | 1 | | | | |
| | Family Stress and Sibling Rivalry | 2 | | | | |
| | Introduction to Institutions for family Welfare | 1 | | | | |
| | Ministry of Health and Family Welfare | 1 | | | | |
| | National Institute of Health and Family Welfare | 1 | | | | |
| | National Rural Health Mission | 1 | | | | |
| | Planning Commission | 2 | | | | |
| | Family Courts | 1 | | | | |
| | Legal Service Authority | 1 | | | | |
| | INGOS' and NGOS' role in empowering families. | 2 | | | | |
| IV | Social Work interventions for Families living in Poverty | 2 | December 21 to January 20 | PPT/lectures/ Group Discussions | | |
| | Families of prisoners | 2 | | | | |
| | Families with persons living with disability | 2 | | | | |
| | Migrant families | 2 | | | | |
| | Families of victims of Domestic violence and Transgender families | 3 | | | | |
| | Structural family therapy | 2 | | | | |
| | Milan systems therapy | 2 | | | | |
| | Solution Focused Therapy | 2 | | | | |
| | Narrative therapy | 2 | | | | |
| | Introduction to Methods of | 1 | | | | |

| | | | | | | |
|--|---------------------------|---|--|--|--|--|
| | Social Work interventions | | | | | |
| | Genogram of the family | 1 | | | | |
| | The Flow Chart | 1 | | | | |
| | Eco Map | 1 | | | | |
| | Pathways plans | 1 | | | | |
| | Diary Sheet | 1 | | | | |
| | Home Visits. | | | | | |

Suggested Books/Reference Books:

1. Desai, Murli. (1994). Family and intervention: A course compendium. Mumbai: TISS
2. Tiwari, S. (2000). Health and Family Welfare. Delhi: Anmol Publications Pvt. Ltd
3. Patel, T. (2005). The Family in India: Structure and Practice. Delhi: Sage Publications
4. Mathur, Hari Mohan. (1992). The family welfare programmes in India. (ed). New Delhi: Vikas publishing house

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