

NEHRU GRAM BHARATI

VISHWAVIDYALAYA

KOTWA- JAMUNIPUR- DUBAWAL
ALLAHABAD (UTTAR PRADESH)

[From Academic Session 2016-17 onwards]



SYLLABUS

For the

Master of Social Work

(A Four Semester Course)

Based on

Choice Based Credit System (CBCS)

ORDINANCES & SYLLABUS
MASTER OF SOCIAL WORK

1-Title

The title of the course shall be 'Master of Social Work'.

2-Objective

The aim of the course is to impart knowledge, develop skills and create suitable attitudes and behaviour patterns requires for effective provision of social and welfare services.

3-Duration

The total duration of the course shall be of two years, spread over in four semesters.

4- Seats

The total number of student to be admitted to the course shall be 60 each in regular course.

5- Eligibility

Any graduate in any stream shall be eligible for admission to the course.

6- Admission Policy

As per University Norms.

7- Course Content

The curriculum will be divided into two parts:

- (i) Theory papers

(ii) Field Work.

8-Theory Papers

There shall be four theory papers in each of the four semesters. The student will be required to opt for One elective paper out of the specialization in semester III and IV as per details given below:-

Credit System will be implemented in MSW course.

Master of Social Work

M.S.W. First Year

Semester –I

I.	SOCIAL WORK: CONCEPT , PHILOSOPHY AND PROFESSIONAL DEVELOPMENT.	[3 credit]
II.	DYNAMICS OF HUMAN BEHAVIOR	[3 credit]
III.	SOCIAL CASE WORK	[3 credit]
IV.	NEW TRENDS OF SOCIAL WORK	[3 credit]
V.	FIELD WORK PRACTICUM	[2 credit]
	Total =	[14 credit]

SEMESTER –II

I.	SOCIAL GROUP WORK	[3 credit]
II.	SOCIAL WORK RESEARCH	[3 credit]
III.	COMMUNITY ORGANIZATION	[3 credit]
IV.	SOCIAL POLICY, PLANNING AND DEVELOPMENT	[3 credit]
V.	FIELD WORK PRACTICUM	[2 credit]
	Total =	[14 credit]

M.S.W.IIIND YEAR

SEMESTER –III

I.	SOCIAL ACTION	[3 credit]
II.	COUNSELLING AND COMMUNICATION	[3 credit]
III.	POLITICAL ECONOMY AND DEVELOPMENT	[3 credit]
IV.	SPECIALIZATION (ELECTIVES) PAPER	[3 credit]
(i)	FOURTH PAPER : LABOUR WELFARE & HUMAN RESOURCE MANAGEMENT or;	
(ii)	FOURTH PAPER: MEDICAL AND PSYCHIATRIC SOCIAL WORK or;	
(iii)	FOURTH PAPER : RURAL AND URBAN DEVELOPMENT.	
V.	FIELD WORK PRACTICUM	[2 credit]
	Total =	[14 credit]

SEMESTER – IV

I.	SOCIAL WELFARE ADMINISTRATION	[3 credit]
II.	DEMOGRAPHY AND ENVIRONMENT	[3 credit]
III.	HUMAN DEVELOPMENT & SOCIAL WORK	[3 credit]
IV.	SPECIALIZATION (ELECTIVES) PAPER	[3 credit]
(i)	FOURTH PAPER : LABOUR LEGISLATION IN INDIA, OR	
(ii)	FOURTH PAPER : MENTAL DISABILITY & PERSONALITY DISORDERS, OR	
(iii)	FOURTH PAPER: RURAL AND URBAN PLANNING IN INDIA.	
V.	FIELD WORK PRACTICUM	[1 credit]
VI.	Dissertation	[2 credit]
VII.	Block Placement Report	[2 credit]
VIII.	Tour Report	[2 credit]
	Total =	[19 credit]

Grant Total Credit= [61 credit]

Master of Social work
M.S.W. Ist Year
FIRST SEMESTER

First Paper

Social work : Concept, philosophy and professional Development

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Introduction to Social Work : Concept, Nature, Scope and Objectives, Values, Principles and Professional Code of Ethics of Social Work.

Unit II

Historical Development of Social Work in India, U.K. and U.S.A.

Unit III

Philosophy of Social Work, Gandhian Philosophy of Social Work, Approaches to Social Work, Influence of Social thinkers and Social scientists in the Development of Social Work.

Unit IV

Problems of Social Work Profession and Suggestions.

Second paper :Social work : Dynamics of Human Behavior

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Human Behavior : Concept, Determents and Reflections, Basic Socio-Pay-
chological Process Perception, Learning, Motivation, Leadership, Organizational
Behavior, Adjustment.

Unit II

Group Dynamics : Development, Types, Theory of Group formation, Group Tasks,
Group Decision Making, Organizational Conflict, Management of Emotion.

Unit III

Personality : Concept, Determinant, Theory of Personality : Sigmund Freud, Carl
Jung, Alfred Alder, Caren Harney, Sullivan and Otto Rank, Kurt Lewin, Karl Rogers,
Erik H.Eriksson, Piagot.

Unit IV

Stages of Development: Social Psychological and cultural Development.

Third Paper: Social Case work

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Historical Development of Social Case Work in England, U.S.A. and India, Meaning, Concept and Scope of Social Case Work.

Unit II

Client – Case Work Relationship, Components of Social Case Work, Approaches of Social Case Work, School of Social Case Work.

Unit III

Principles of Social, Case Work, Social Case Work as a method of Social Work, Technique of Social Case Work, Case –Interviewing and recording.

Unit IV

Social Case work Process; Nature of Social Case work, Practice of Social Case Work in Different settings; Skills of Social Case Work.

Fourth Paper : New Trends of Social Work

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Identity of Social Work, The Social Work Process, Social Work Knowledge, Social Insurances, Religio-Philosophical Social Work, Spiritual Social Work.
Vivekananda's Socio-Spiritual approach to Social Work.

Unit II

Approaches to Social Work-Participatory approach to Social Work. The Behavioral approach to Social Work, Feminist Approach to Social Work, Unitary Approach, The Psychological Approaches

Unit III

Social Marketing, Micro and Macro Practice of Social Work.

Unit IV

Risk management, Crisis Intervention, System Theory, Social Issues and Social Problems.

Fifth paper : Field Work Practicum

Maximum Marks – 100

External Marks – 80

Internal Marks-20

SECOND SEMESTER
FIRST PAPER : SOCIAL GROUP WORK

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Social Group Work : Definition, Characteristic, Concept, Objectives, Historical Development of Social Group Work, Principles of Social Group Work, Significance of Social Group Work.

Unit II

Scope of Social Group Work, Role of Social Group Worker, Evolution of Social Group Work

Unit III

Recording in Social Group Work, Process of Social Group Work, Approaches of Social Group Work, Relationship of Social Group Work with other Methods of Social Work.

Unit IV

Techniques and Skills of Social Group Work, Practices of Social Group Work in different settings.

SECOND PAPER : SOCIAL WORK RESEARCH

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Concept and scope of Social Work Research, difference between Social research and Social Work research, Steps of Social Work Research, Nature of Social Work Research, Origin and Development of Social Work Research, Objectives of Social Work Research.

Unit II

Social Work Research Process, Role of Research in Social Work, Philosophy of Social Work Research, Ethical Issues in Social Work Research, Interdisciplinary Contributions to Social Work and Social Work Research, Multidisciplinary Social Work Research, Interdisciplinary Social Work Research, Trans Disciplinary Social Work Research.

Unit III

Participatory Research, Participatory Rural Appraisal (P.R.A) Logical Frame Work Analysis (L.F.A.) Action Research, Research Design, Tools of Data Collection, Use of Computer in Social Work Research.

Unit IV

Social Work Research Reporting, Training for Social Work Research, Review of Social Work Research in India, Models of Social Work Research.

THIRD PAPER : COMMUNITY ORGANIZATION

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Community Organization : Meaning, Objectives & Principles, Components, Process of Community Organization

Unit II

Resource Mobilization and Enlisting people's Co-operation, Lobbying and Advocacy, Monitoring and Evaluation, Community Organization in Different Settings.

Unit III

Role and Functions of Community Organization Worker. Approaches of community Organization. Models of Community Organization. Strategies of Community Organization.

Unit IV

Difference between Community Organization and development, Community Resources.

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FOURTH PAPER : SOCIAL POLICY, PLANNING AND DEVELOPMENT

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Social Policy : Concept, Objectives and Characteristics, The Process of Social Policy formulation, Models of Social Policy, Approaches of Social policy.

Unit II

Social Planning : Concept, Objectives, Scope and Models, Social Planning Under five year Plans, Planning Machinery of India.

Unit III

Social Development : Concept, Objectives, Dimensions, Indicators and Models, Social Development in Indian Context.

Unit IV

Relationship between Social Development and Sustainable development, Human Resource Development, Gender and Development.

FIFTH PAPER : FIELD WORK PRACTICUM

Maximum Marks – 100

External Marks – 80

Internal Marks-20

M.S.W. 2nd Year
THIRD SEMESTER
First Paper : SOCIALACTION

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Social Action : Concept and Meaning Objectives of social Action.

Unit II

Scope and Process of Social Action, Models of Social Action, Approaches of Social Action.

Unit III

Strategies of Social Action, Principles of Social Action, Social Action & Social Work.

Unit IV

Social Action and Social Movement, Mobilization and Organization of People Problems and Approaches.

SECOND PAPER : COUNSELLING AND COMMUNICATION

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Counselling : Meaning, Definition, Needs, Goals, Principles, Methods, Steps.

Unit II

Approaches to Counselling : Psycho-analytic Approach, Humanistic Approach, Behaviouristic Approaches, Existential Approach, Interpersonal Approach.

Unit III

Psychological Testing, Types of psychological Test, Problems of Counselling, Recent Trends in Counselling such as family, Marriage Carrier, and Industrial Counselling Social Work & Counselling.

Unit IV

Communication : Concept & Definition, Components, Steps, Channels, Methods, Barriers, Principles and Skills.

Forms of Communication : Formal and Informal, Intrapersonal & Inter-Personal.

THIRD PAPER :POLITICAL ECONOMY AND DEVELOPMENT

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Political Economy : Meaning & Significance, Relationship between political Economy and Social Work.

Unit II

Economy Systems : Capitalism, Socialism & Mixed Economy.

New Economy Trends in India: The Context of Reforms-Liberalization, Privatization & Globalization.

Unit III

External Assistance to India: Assistance from Foreign Countries, Assistance from Internal Institutions-World Bank and IMF.

Poverty: Concepts, Meaning, Causes.

Social Poverty: Meaning & Indicator.

Unit IV

Problems of Developed & Under Developed Countries, World New Economic Order, GATT and Dunkel Proposal.

FOURTH PAPER :SPECIALIZATION (ELECTIVES) PAPER

Maximum Marks – 100

External Marks – 80

Internal Marks-20

FOURTH PAPER: LABOUR WELFARE & HUMAN RESOURCE MANAGEMENT

Unit I

Labour Welfare : Concept, Need, Scope, Philosophy & Principles Constitutional & Legal Frame work of Labour Welfare in India.

Unit II

Role of Welfare Officer, Human Resource Management : Concept, Evolution, Philosophy, Objective, Principles.

Unit III

Human Resources Planning : Forecasting & Requirement, Selection, Induction & Training.

Unit IV

Job Analysis, Job Evaluation, Performance Appraisal, Discipline, Workers Participation in management in India.
Emerging Perspective on Human Resources Management.

OR

FOURTH PAPER : MEDICAL AND PSYCHIATRIC SOCIAL WORK

Unit I

Medical Social Work: Meaning, Development, Need, Scope, Principles and Skills.

Unit II

Social and Cultural Factors of Health.

Various Factors of Health.

Unit III

Role of Medical Social Workers in Various setting: General Hospital, Child Guidance Clinics, Family planning and Community Health Centers.

Unit IV

Psychiatric Medical Social Work : Concept and Needs, Principal and Approaches of Psychiatric Social Work, Role of Psychiatric Social worker.

OR

FOURTH PAPER : RURAL AND URBAN DEVELOPMENT

Unit I

Rural Development : Concept, meaning & Determinants, Different Models of Rural Development, Different programs of Rural Development.

Unit II

Problems of Rural Development: Structure and Functions of Rural Development, Factors of Rural Development. Unit III

Peoples Participation in Urban & Rural Development, Urban Development: Meaning, Definition, Goals & Objectives Process of Urban Development.

Unit IV

Consumer Protection, Urban Local Self-Government : concept & Significance. Structure and Functions of Nagar Nigam, Nagar Palika, Nagar Mahapalika, Town Area, Cantonment Board.

FIFTH PAPER : FIELD WORK PACTICUM

Maximum Marks – 100

External Marks – 80

Internal Marks-20

FOURTH SEMESTER
FIRST PAPER : SOCIAL WELFARE ADMINISTRATION

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Social Welfare Administration : Meaning, Definition, Scope & Process of Social welfare Administration in Government & Non-Government Organization.

Unit II

Policies and Programmes relating to welfare of the Women Children and other Vulnerable Sections & weaker Section of the Society.

Unit III

Policy Making, Planning, Budgeting & Financial Control.

Unit IV

Society Registration Act 1860, Trust Act, F.C.R.A, 12A & 80G Registration, Project Formulation & Evaluation.

SECOND PAPER: DEMOGRAPHY AND ENVIRONMENT

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Demography : Population Trend Characteristics, Aspects & Dimensions Major Determinants of Population Growth: Fertility, Mortality & Migration.

Unit II

National Population Policy in India, Theory's on Population, Environment : Concept & Meaning.

Unit III

Environment Management, Environment movement in India, Environment policy in India, Role of Social Worker in Environment Protection.

Unit IV

Law relating to environment Protection : Forest Conservation Act, Environment Protection Act, Water (Prevention and Control of Pollution) Act, Air (Prevention and control of Pollution) Act.

THIRD PAPER: HUMAN DEVELOPMENT & SOCIAL WORK

Maximum Marks – 100

External Marks – 80

Internal Marks-20

Unit I

Human Development : Concept, Objectives, Importance & Indicators..

Unit II

Stages of Human Development.

Theories of Human Development

Unit III

Models of Human Development.

Human Development in Indian Context.

Human Development : Policies and Programmes.

Unit IV

Human Development and Social work, Role of Social Worker in Promotion of Human Development.

FOURTH PAPER : SPECIALIZATION (ELECTIVES) PAPER

Maximum Marks – 100

External Marks – 80

Internal Marks-20

FOURTH PAPER : LABOUR LEGISLATION IN INDIA

Unit I

Factories Act, 1948

Mines and Plantation Act, 1952

Unit II

International Labour Organization : Structure & Functions, Impact of ILO on Indian Labour Legislation.

Unit III

Plantations Labour Act, 1951

Payment of Wages Act, 1936

Minimum Wages Act, 1948

Unit IV

Industrial Disputes Act.

Trade union Act.

E.S.I, Act,

OR

FOURTH PAPER : MENTAL DISABILITY & PERSONALITY DISORDERS

Unit I

Major Mental Disorders: Psychosis-Schizophrenia, Paranoia, Manic Depression
Involution Melancholia.

Unit II

Treatment of Psychotic Disorders and Role of Psychiatric Social Workers.

Unit III

Minor Mental Disability: Meaning, Symptoms, Treatment, Psychoneurosis
Anxiety Reaction, Hysteria, Phobia.

Unit IV

Personality Disorders : Meaning and Nature of Personality Disorder. Problems in
Diagnosis of Personality Disorders.

OR

FOURTH PAPER : RURAL AND URBAN PLANNING IN INDIA

Unit I

Rural Planning : Concept, Meaning, Importance, History, Rural Planning Process.

Unit II

Rural Planning : Approaches and Programmes, Panchayati Raj Institution in India

Unit III

Urban Planning : Concept, History, Need & Policies, Urban Planning Process.

Urban Planning : Approaches and Programmes

Unit IV

Rural - Urban Continuum.

Emerging Mode of Urban Life

Master Plan of Towns.

Poverty elevation Programmes & Basic Service.

FIFTH PAPER : SPECIALIZATION (ELECTIVES) PAPER

	Maximum Marks – 100
	External Marks – 50
	Internal Marks – 50
Sixth Paper : Dissertation	Maximum Marks – 100
Seventh Paper : Block Placement Report	Maximum Marks – 100
Eighth paper : Tour Report	Maximum Marks – 100

9 SYLLABUS OF FIELD WORK PRACTICUM

Maximum Marks – 100
External Marks – 50
Internal Marks-50

There shall be two types of field work : (i) concurrent field work, and (ii) Block placement. Concurrent Field work will be required to be done simultaneously with class-room teaching of theory papers from the very beginning of the session up to the preparation leave before the commencement of the examination. Every student will be required to go for concurrent field work for three days in week (excluding Holidays and Dusehara and winter Vocations). Concurrent field work will be of 100 Marks in each Semester.

Block placement through placement in any reputed industrial organization or Non-Organization or social welfare agency of Government Organization for six weeks after the end of fourth semester will be organized just after the end of theory papers. The student will submit weekly report of the work done to the supervisor and on his/her recommendation marksheet/degree will be released by the examination section of Nehru Gram Bharti University, Allahabad.

In semester Fourth Field Based Action Research shall be 100 marks. In M.S.W. Fourth semester, in addition for theory examination and evaluation of Concurrent Field work (Inclusive of field Based Research Report), there be a

general Viva-Voce Examination of 100 marks to ascertain the comprehension of the subject and ability to communicate in face to face situations.

Every student will be required to pass separately in theory papers, field work and general Viva-Voce examination. In order to successfully pass, every student will be required to obtain at least 40% marks in the aggregate of theory papers, field work and general Viva-Voce Examination. Maximum Six attempts should be given for clearing Back Paper's.

10 STUDY TOUR

Every student, after completing second semester examination will be required to for study Tour. This Study tour will be Organized at that place where Social work Institution are in function.

11 PROJECT REPORT

Each student shall be required to prepare and submit a project Report on the theme which will be decided in consultation with Social Work Educators, before the commencement of the Third Semester.

12 ATTENDANCE

Seventy five percent attendance in theory Lectures and hundred percent in field work shall be compulsory. 30 days in each semester and 06 Hour for each days.

13 FEE

Fee will be charged as per Nehru Garm Bharati University, Allahabad norms and fee structure revises form time to time.

TEACHING FACULTY

Dr. Gyanesh Kumar Trivedi (HEAD)

Books Recommended

1. Davis, K. – Human Society
2. Mac Iver and Page – Society
3. मिश्र पी० डी० – सामाजिक सम्बन्धों के मूल तत्व
4. Friedlandra W.A.. – Concepts and Methods of Social Work
5. Khinduka, S.K.(ed)- Social Work in India
6. Friedlandra W.A.- Introduction to Social Welfare
7. सूदन, के० एस० – समाज कार्य : सिद्धान्त एवं अभ्यास
8. सिंह सुरेन्द्र एवं मिश्र, पी०डी० – समाजकार्य – इतिहास, दर्शन एवं प्रणालियाँ
9. Singh, Surendra and Soodan, K.S.(eds)-Horizons of Social Work
- 10.Mishra, P.D.-Social work- philosophy and Methods.
- 11.Chowdhry, D.Poul- Introduction to social work.
- 12.राजाराम शास्त्री – समाजकार्य
- 13.द्विवेदी, डा० मनीष–समाजकार्य....
14. Chowdhry, D.Poul- Social Welfare administration
15. सिंह, सुरेन्द्र एवं वर्मा, आर०बी०एस०–भारत में समाजकार्य का क्षेत्र.....
- 16.कुमार गिरीश – समाजकार्य के क्षेत्र.....
17. Jacob,K.K(ed)-Social Policy in India
18. Jacob,K.K(ed)-Social Development in India
19. सिंह, सुरेन्द्र, मिश्र, पी०डी० एवं सिंह, ए०एन०–भारत में सामाजिक नीति, नियोजन एवं विकास
20. Sharma, P.n. and Shastri, C.-Social Planning : Concept and Techniques
- 21.सिंह, सुरेन्द्र – सामाजिक अनुसंधान (खण्ड1 एवं 1)
22. Pllansky, N.A. – Social work Research
- 23.Khan, A.J. – Ideas and issues in Social Work
- 24.Bem. P. Allen : Personality Theories
- 25.Hall, G.S. & Linzeg, G. : Theories of Personality
- 26.Mun, H.N. : Personality
- 27.मिश्र, पी०डी० – सामाजिक वैयक्तिक सेवा कार्य
- 28.उपाध्याय, आर०के० – सामाजिक वैयक्तिक सेवा कार्य
29. मिश्र, पी०डी० – सामाजिक सामूहिक सेवा कार्य
30. बनमाला – सामाजिक समुह सेवा कार्य
- 31.Timms, N- Social case Work : Principles and Practices
32. Periman, H.- Social case work skills
- 33.Pincus, A and Anne Manhan – Social work Practice: Models and methods

34. Trecker, H.B.- Social Group work : Principles and Practice
35. Wilson, G & Ryland, G.- Social Group Work Practice
36. Konopka, G. – Social Group work : A Helping process
37. सिंह, ए०एन० – सामुदायिक संगठन
38. Gangrade, K.D.- Community organization in India
39. Mayo H. Jones D. – Community work
40. Murphy, G.G. – Community Organization
41. Rothman, B. & Ross, M.G. – Community Organization : Theory & Practice
42. Kumar, S.- Methods for community Participation
43. Siddiqui, H.Y. – working with Communities : An introduction Community work
44. Agarwal, S.N. – Indian's Population
45. Reddy Laxmi – Population education
46. Sapru, R.K.(ed) – Environmental management in India
47. Satapathy, N. – Sustainable Development
48. Sachdeva, D.R. – Social welfare administration in India
49. Pattiq- Social welfare administration
50. Siddiqui, H.Y.- Social Work and Social Action
51. Ramchandran, P.- Issues in Social work research in India
52. Banks, S. – Ethics and Values in social work practice
53. Congress, E.P. – Social work values and Ethics
54. Deasi, M.- Curriculum development on history of ideologies for social change and social work
55. Goswami, B.G. – Labour and Industrial law
56. भगोलीवाल, टी०एन०– श्रम अर्थशास्त्र एवं औद्योगिक सम्बन्ध
57. सिंह, सुरेन्द्र – भारतीय औद्योगिक श्रम
58. सिंह सुरेन्द्र – स्वदेश एवं विदेश में सामाजिक सुरक्षा (खण्ड 1,2 एवं 3)
59. Vaid, K. N. – Labour welfare in India
60. Moorthy, M.V. – Principles of Labour welfare
61. Park & Park – The text book of social and preventive Medicine
62. Mahanjan, B.K.- The text book of Social and preventive Medicine
63. Singh, Surendra and Mishr, P.D. – Health and Disease : Dynamics and Dimensions.
64. Smith, O.G. – Community Health

65. Goldstein, D. – Expanding Horizons in Medical social work
66. Goldstein, D. – Reading in the theory and practice in Medical Social work
67. Singh, Surendra and Mishra, P.D.- Yoa; an introduction
68. Pandey, K.C.- Rural development in Modern India
69. Sundram, I.,S.- Rural development
70. Singh, Katar- Rural development : Principles, Policies and management
71. यादव, सुबह सिंह तथा सत्यमान – ग्रामीण विकास – अधुनिक दर्शन
72. Dwivedi, Dr. Manish – Introduction to Counselling
73. Dryden, W. – Counselling in practice
74. Mishra, R.C.- Guidances and counseling
75. Eileen Scholes : Handbook of Communication
76. Rayudu, C.S. – Communication
77. Sheaffer Braford – Social work Profession : many Faces
78. Reddy, D.N. - Development and New Economic Order
79. Rugman, Alam – The End of Globalisation
80. Art, James – Political Economics
81. Augustine, J.- Strategies for third world development
82. Rao, D. Bhaskar – World Summit for Social Development
83. Sorough, L.R. – Themes of under – development
84. Flippo, E.B. – Personal management
85. Memoria, C.B. Personal management
86. Myres, C.A. – Industrial relations in India
87. Singh, Surendra – Industrial relations and personal management in India
88. Lowiey – Psychiatry for Social Workers
89. Verma, Ratna – Psychiatric Social work in India
90. मिश्र, पी०डी० – असामन्य व्यवहार
91. Deol, M. – Teaching social work Practice
92. Singh, R.R. – Field work in social work Education : A Perspective for human Service professions
93. Trevithick, P. – Social work skills : A practice
94. Hroejsi, C.R. and Garth wait, C.L.
95. Chiaferi, R. and Giffin, M. – Developing field work skill : A Guide for Human service
96. Singh D.K. – Social work : Concept and Methods

97. Singh D.K. – Social policy in India
98. Singh D.K. – Social administrative welfare
99. सिंह डीके – समाज कल्याण प्रशासन
100. Singh, Surendra – communication in Organization
101. Field Work in Social Work Perspective – Raj Bharti