M.A. EXTENSION EDUCATION & SOCIAL WORK

Human Resource Development
Paper – 201 (Second Semester) (2013-14) Marks 100 (Th.85 & Int. Ass.15)

Unit – I  Concept of Human Resource Development:–
* Concept, Meaning, & Definition,
* Characteristics, aims, objectives,
* Nature scope Evolution philosophy, HRD Sub systems.

Unit – II  Human Resource Planning:–
* Meaning and definition, characteristics,
* Scope, need benefits, planning at different level,
* Types, process and techniques.

Unit – III  Job Analysis and career planning:–
* Job analysis – Meaning and definition, characteristics,
* Scope, components, Job description, employee Specification,
  Techniques of job design.
* Career Planning – Meaning and Objectives, Process, Advantage
  and Limitations
* Effective career planning, and Career Development.

Unit – IV  Training and Development:–
* Concept, Meaning and Definition, Characteristics of Training
* Objective and Principles of training,
* Types & Methods of Training, Training Process

Unit – V  Motivation, Moral and Discipline in Human Resource Development:–
* Motivation – Meaning and Definition, Characteristics, Nature,
  Classification, Importance, Theories and Process
* Moral – Meaning and Definition, Characteristics, Affecting and
  Rising Factors.
* Discipline - Meaning and Definition, Characteristics, Objectives,
  Forms, Principles of Maintaining Discipline, Cause of Indiscipline,
  Misconduct, Punishments.

Reference Books:
* Birendra Kumar, B.S. Hansra – Extension Education for Human Resource
  Development
* Dr. C.B. Gupta – Human Resources Management
* N.K.Chaddha - Manav Sansodhan Prabandhan
* Linton & Uday Park - Training & Development
* आदि. यदि, अनुभव प्रतियोगी – वाणिज्य डर्मेंटल कार्यकर्ता एवं
  प्रबंधन की कपासेश
Unit I  
**Social Psychology – An Introduction:**  
- Concept, scope of social psychology,  
- Problems of social psychology,  
- Social work and Social psychology, Study methods of social psychology.

Unit II  
**Individual and Society:**  
- Culture and Personality: Meaning, Type, and methods of studying culture,  
- Meaning of personality, relationship in culture and personality,  
- Socialization: Agencies of socialization, theories of socialization,  

Unit III  
**Social Behavior:**  
- Public opinion: Meaning, characteristics, important steps involved in formation of public opinion, agencies and measurement of public opinion,  
- Crowd: Characteristics, psychology of crowd behaviors, and important theories of crowd behavior.  
- Rumour: Characteristics, causes and conditions of rumour, and checks on spread of rumour.

Unit IV  
**Social Control and Social Conflict:**  
- Social control: Concept and forms of social control, law, religion and customs,  
- Social conflict: Nature, type, problem and resolution of social conflicts,  
- Social Deviance: Causes, remedies and theories related to solve problems.

Unit V  
**Social Psychology and its Application:**  
- Uses of social psychology in sphere of mental health,  
- Labour Management relationship and social psychology  
- Application of social psychology: National character and national integration.  

**Reference Books**
1. Akolkar  
2. Young K.  
3. Ginsberg M.  
4. Allport FH  
5. Mathur S.S.  
6. Mukerjee R.N.
Unit I  Introduction
1. Concept and definition of Social Case Work.
2. Assumptions of Case Work.
4. Need and Scope of Social Case work.
5. Counselling, Difference between Social Case Work and Counselling.

Unit II  Components of Social Case Work
1. Person (Meaning of behavior, principles of human behavior, objectives and effects of behavior, status and role of a person)
2. Problem (Definition & Causes of problem, types of problems and analysis)
3. Place (Importance, types of places/ institutions, characteristics of institutions.)
4. Process (Meaning, objectives & stages of process)

Unit III  Tools of Case Work
1. Listening
2. Observation
3. Interview
4. Home visit
5. Relationship

Unit IV  Approaches of Social Case Work
1. Psycho social
2. Problem Solving
3. Behavior Modification
4. Crisis Intervention
5. Functional

Unit V  Problem Solving Techniques
1. Supportive
2. Reflective
3. Logical Discussion
4. Demonstration
5. Environmental Modification

Reference Books
1. G.R. Madan  Social work
2. Perlman, Helen Harris  Social Case Work – A problem Solving Process
3. Grace Mathew  An Introduction to Social Case Work
4. Dr. Surendra Singh & P.D. Mishra  Samaj Karya
5. Jainendra Kumar Jha  An Introduction To Social Work
Unit I  An introduction of Health Education:
(a) Meaning Definition and Characteristics of Good Health
(b) Factors Affecting Health and Growth
(c) School Health Education
(d) Fundamental Principle of Health Education

Unit II  Teachings of Health Education
(a) Individual Health and Hygiene
(b) Community Health and Hygiene
(c) Drinking Water & Health

Unit III  Health and School Environment
(a) Health facilities in School
(b) Sanitation balance diet and drinking water
(c) School mid-day meal programme.

Unit IV  Health Education and Nutrition
(a) Concept of Mal Nutrition, and Diseases due to Mal Nutrition
(b) Balanced Diet and applied Nutrition
(c) Sources of Food for Diet

Unit V  Health Care Services
(a) Physical and Yoga Education
(b) Mental Health Education and Medical
(c) Population and Education

Reference Books:-
- Nirmal Verma
- Dr. Daisy Shikokand
- Dr. Jagdish Singh
- Donald J Greeckon
- Mary Ellen Wurzbrach
- V.K.Nanda
- K.Park
- R.C.Mishra
- Dr. Saket Ratna Tiwari
- Y. Venkata R. K. Prasad
- Dr. Laxmilakant
- M.Swami Nathan
- Prof Amresh Kumar
- Dr. Usha Gopal

Swaasthya Shiksha
Swaasthya Shiksha Main Adhunik
Shariirk Shiksha Evam Swaasthya Shiksha
Community Health Education
Community Health Education & Promotion
Health Education
Preventive & Social Medicine
Health and Nutrition Education
Health Education
Health Education
Psychology and Community Health
Aha Evam Poshan Vigyan
Swaasthya Vigyan Darpan
Manav Shareer Rachana evam kriya vigyan