

Netaji Subhas Open University
Master of Social Work (MSW)
SYLLABUS

Programme Objective: The objective of the programme is to prepare qualified professionals, who would bring about the desired social change in our societies by applying the skills and techniques that they would acquire in the tenure of two years. The course aims to acquaint the learners with the various social problems that we often come across by giving them a rigorous field work and to reach the root cause of these problems. In this manner the learners are encouraged to apply their theoretical knowledge in practice. The course is meant for the learners who come from various fields of social sciences. The learners are sincerely inclined to bring about social development and thus the course help them to work efficiently in various settings and people.

Expected Programme Outcome: The learners are expected to work with the NGOs and NPOs and also in the government department as social welfare officer etc. After successful completion of this course the students may opt for higher studies like Ph.D. They may also work in various social activities in collaboration with reputed NGOs as trainees.

Course Structure
Part - I (1st year)

| PAPER | TITLE | MARKS |
|--------------|--|--------------|
| I | History and Philosophy of Social Work | 100 |
| II | Methods of Social Work – 1 (Social Case Work/Social Group Work) | 100 |
| III | Methods of Social Work-2 (Community Organisation) | 100 |
| IV | Man and Society (Sociology/Indian Economic System) | 100 |
| V | Human Growth & Behaviour and Health & Hygiene (Human Growth & Behaviour/Health Care Management) | 100 |
| VI | Social Work Research and Statistics (Social Work Research/Statistics/Use of Computers) | 100 |
| VII | Field Work (Placement Reports) | 100 |
| VIII | Viva Voce | 50 |

Part - II (2nd year)

| PAPER | TITLE | MARKS |
|--------------|--|--------------|
| IX | Social Welfare Administration | 100 |
| X | Community Development (Rural and Urban) | 100 |
| XI | Contemporary Social Problems & Social Policy | 100 |

| | | |
|------|---------------------------------------|-----|
| XII | Crime and Correctional Administration | 100 |
| XIII | Social Legislation | 100 |
| XIV | Areas of Social Work Practice | 100 |
| XV | Project Work (Study Reports) | 100 |
| XVI | Viva Voce | 50 |

Full marks: 1500 (120 credits)

DETAILED COURSE CONTENT

PART – I

PAPER - I : HISTORY AND PHILOSOPHY OF SOCIAL WORK

1. Development of Social Work as a profession : concept of charity, philanthropy, changes in the approach from charity to social development.
2. Historical development of Social Work in India.
 - z Social reform movement in 19th and 20th Century : Christian Missionary, Brahma Samaj, Arya Samaj, Theosophical Society, Ramakrishna Mission and Prarthana Sabha.
 - z Social Welfare in British period and in the post Independence Period.
3. History of Social Welfare Institutions and the Social Work profession in the United Kingdom and United States of America.
4. Concept of voluntary action. The changing roles of the State and NGOs in Social Welfare with special reference to the fields of Education, Health, Disability, Women and child Development and Age Care. Future of voluntary action.
5. Social Philosophy of Rabindranath Tagore, Swami Vivekananda and Mahatma Gandhi.
6. Contribution of social work profession to the achievement of Social Justice and Human Rights in India, Constitutional provisions in India and their implications.
7. Basic assumptions, values, ethics and principles of Social Work.
8. Problems faced by social work profession in India.
9. Introductory concept of the terms.
 - i. Social Welfare

- ii. Social Service
- iii. Social Reform
- iv. Social Work
 - v. Social Legislation
 - vi. Social Policy
- vii. Social Defence
- viii. Social Change
- ix. Social Development
 - x. Social security
 - xi. Social Justice

PAPER - II : METHODS OF SOCIAL WORK - I

A. SOCIAL CARE WORK

(50 MARKS)

1. Definition, component and principles of Social Case Work.
2. The phases of problem solving process : Intake, Study, Diagnosis, Treatment and Termination.
3. Use of Casework skill in dealing with cases of
 - i. Marital discord
 - ii. Problems of Family Relationship
 - iii. Problems of the Aged
 - iv. Mentally Retarded persons
 - v. Persons affected with TB, VD, AIDS, Cancer, Leprosy.
4. Definition, objectives and techniques of interview in Social Casework. Criteria for successful interview.
5. Characteristics of Client-Caseworker relationship. Professional Self of a Social Caseworker and its implications in Social Casework.

6. Concept and importance of Record Keeping in Social Casework.
7. Psycho-analytical concept and orientation in Social Casework : Contribution of Freud, Adler and Erickson.

B. Social Group Work

(50 Marks)

1. Definition, characteristics and types of Group. Importance of Group in personality development.
2. Definition and principles of Social Group Work, models in group work, historical development of Social Group Work.
3. Role of professional Social Worker in helping groups to utilise group relations, leadership in Social Group Work.
4. Record keeping, supervision and evaluation in Social Group Work.
5. Concept of Programme Planning. Importance of programme planning in Social Group Work.
6. Use of Group Work in different fields of Social Work : SHG, Correctional Services.
7. Group formation-sub-groups-triad, dyad and cliques. Crisis/conflicts in group situation and interventions : Communication and interaction in groups.
8. Techniques and skills in Social Group Work.

PAPER - III : METHODS OF SOCIAL WORK - II

Community Organisation

1. Definition, types, characteristics and basic problems of the community.
2. Community Organisation as a method of Social Work : definition, scope, principles, methods and techniques of Community Organisation.
3. Leadership in Community Organisation
 - i. Concept
 - ii. Theories
 - iii. Types

- iv. Role
- 4. Community Participation : concept, importance and methods to achieve.
- 5. Community Organisation in rural and urban communities.
- 6. Relevance of Community Organisation as a method across different spheres of social work intervention e.g. health, education, housing, sanitation, income generation, displacement, etc.
- 7. Social Action-concept, scope and process, its relationship with Community Organisation.
- 8. Relation of Community Organisation with other methods of Social Work.
- 9. Role of Community Organisation worker—guide, enabler, catalyst, educator and therapist.
- 10. Concept of Communication : definition, types, methods, suitable structure and channels of communication in organization. Precondition to effective communication, barriers to communication.
- 11. Sarvodaya Movement as a model of Community Organisation.

PAPER - IV : MAN AND SOCIETY

Part - I

Sociology

(50 Marks)

- 1. Definition and scope of Society from the angle of Economics, Psychology, Social Anthropology, Political Science and Sociology. Importance of Sociology in social work.
- 2. Elements of Society :
 - i. Community
 - ii. Associations
 - iii. Institutions
- 3. Indian Social Structure-social systems of :
 - i. Tribal

- ii. Urban
- iii. Rural
4. Change in Indian social institutions
 - i. Family
 - ii. Marriage
 - iii. Caste
 - iv. Religious groups
 - v. Gender bias
5. The effects of Globalisation on economic, cultural, social and family Structures. The adverse effects of development, displacement and migration for livelihood.
6. The influence of modernisation and urbanisation on the socio-economically depressed sections.
7. Contemporary Social Problems
 - i. Trafficking
 - ii. Child and elderly persons abuse
 - iii. Criminality
 - iv. Juvenile delinquency
 - v. Youth unrest
8. The process of socialisation-deviance and social control.

Part - II

Indian Economic System

(50 Marks)

1. Concepts and brief account of
 - i. Feudalism
 - ii. Capitalism
 - iii. Socialism
 - iv. Mixed Economy and
 - v. Welfare State
2. Brief introduction to major theories of economic growth.

3. Economic condition of India with particular reference to
 - i. National income
 - ii. Population
 - iii. Poverty
 - iv. Unemployment
 - v. Illiteracy
4. Planning in India-as an instrument of socio-economic policy—with special reference to :
 - i. education
 - ii. health
 - iii. housing
 - iv. class and caste equality
5. The problems and objects of development :
 - i. Agriculture
 - ii. Industries
 - iii. Rural and urban DevelopmentWith special reference to the vulnerable population.

PAPER-V : HUMAN GROWTH & BEHAVIOUR AND HEALTH & HYGIENE

Human Growth & Behaviour

(50 Marks)

1. Human Growth and Development :
Concept and principles of development, social and cultural environment.
2. Growth and development in each stage of life span-conception to old age, opportunity and services including health and nutrition needed to support and enhance growth and development at each level.
3. Principles of growth and development : Basic human needs from infancy through adulthood.
4. Role of heredity and environment on human growth and behaviour.
5. Personality : Concept and theories.
6. Motivation of human behaviour : Concept, theories and types, biological and social

motives.

7. Social prejudice, propaganda, public opinion.
8. Human Groups : Group dynamics, Group morale and leadership, Group behaviour-audience, crowd and mob behaviour.

Health Care Management

(50 Marks)

1. (a) Definition of Health-physical, mental, social and spiritual.
(b) Personal hygiene, Home sanitation, First aid, Concept of hygiene : personal, environmental and sexual.
2. Reproductive and Child Health
 - (a) Antenatal Care :
 - (b) Post-natal Care :
3. Symptoms, causes, control and prevention of following diseases :
 - (i) TB
 - (ii) VD
 - (iii) AIDS
 - (iv) Cancer
 - (v) Hepatitis B
 - (vi) Malaria
 - (vii) Diarrhoea
 - (viii) Leprosy
4. Role of Social Worker in School Health Services :
 - i. Personal hygiene
 - ii. Classroom facilities
 - iii. Environment
 - iv. Sanitation and
 - v. Child to child practice.
5. Elements of Nutrition and Balanced Diet. Nutrition requirements in different target groups :
 - i. Infants
 - ii. Pre-school Children

- iii. Expectant and Nursing Mothers.
6. Causes, symptoms and treatment of mental disorder. Types of mental disorder- Psychoneurotic, Psychiatry, Psychotic.
7. Drug addiction : Causes, symptoms, treatment of the addicts, rehabilitation, role of different institutions and individuals.

PAPER-VI : SOCIAL WORK RESEARCH AND STATISTICS

Social Work Research

(50 Marks)

1. Introduction to Social Research
 - i. Survey and Research—meaning, importance and types
 - ii. Distinction between survey and research
 - iii. Social Work Research—meaning, importance, scope and limitations
 - iv. Distinction between Social Research and Social work Research.
2. Methodology of Social Work Research
 - i. Identification of problems and formulation research proposal
 - ii. Formulation of hypothesis
 - iii. Attributes of a good hypothesis
 - iv. Test of hypothesis
3. Research Design
 - i. Selection of topic
 - ii. Determination of sample from universe
 - iii. Sampling methods
 - iv. Time frame
 - v. Statistical tool to be used
4. Data Collection
 - i. Selection of source of data-primary and secondary, both
 - ii. Preparation of questionnaire

- iii. Abbreviation
 - iv. Case Study
 - v. Interview
 - vi. Limitations of each
5. Presentation and Tabulation of Data
- i. Analysis and interpretation
 - ii. Writing of findings in a structured way
6. Project planning, feasibility test and writing of project report.

Statistics

(50 Marks)

1. Introduction
- i. Definition
 - ii. Importance, scope and limitation of Statistics
2. Analysis of Univariate Data
- i. Features of Frequency Distribution
 - ii. Common charts and diagrams
 - iii. Measures of central tendency and dispersion
 - iv. Mean deviation
 - v. Standard deviation
 - vi. Quartile deviation
3. Analysis of Bivariate Data
- i. Bivariate Frequency Distribution
 - ii. Simple correlation
 - iii. Rank correlation
 - iv. Linear regression
4. Simple tests of Hypothesis
- i. t-test
 - ii. Chi-square test

Use of Computer

(20 Marks)

1. Word Processing
 - i. Document creation
 - ii. Editing
 - iii. Formatting
 - iv. Using tools such as spelling check, Thesaurus, etc. in Word Processors and Printing Documents.
2. Working knowledge under MS Excel and DBMS Environment.

PAPER-VII : FIELD WORK

To reinforce the knowledge acquired through studies, actual practice in the field situation under the guidance of a Supervisor from the agency itself, students will be sent to different agencies for Block Placement of at least 30 days duration. Each student needs to spend the entire period of placement—

(i) to study the organisational aspects as well as

(ii) to practice the Case Work, Group Work, Community Organisation theories that they have learnt in the classroom situation.

The University will evaluate the performance of the students on the basis of the reports submitted. The students will have to pass independently in Fieldwork in order to qualify for the degree.

The students themselves will have to borne all expenses in this connection. Along with the report students will have to produce a Certificate of satisfactory completion of the Fieldwork. The Block Placement must be completed within eight months from the beginning of the course and the report will have to be submitted within one month from the completion of the Fieldwork. A Committee formed by the Board of Studies shall conduct a viva-voce examination basically centering the Fieldwork soon after the theoretical examination is over. The students will have to pass in the viva-voce also in order to complete the M.S.W. course.

Soon after the theoretical Examinations are over, a viva-voce examination will be held covering both—The theoretical papers as well as field work reports submitted.

PART – II

PAPER-IX : SOCIAL WELFARE ADMINISTRATION

1. Concept, importance, principles and areas of social welfare administration; difference between public administration and social welfare administration.
2. Administrative process and its components : Planning, Organization, Staffing, Direction, Coordination, Resource mobilization, Budgeting.
3. Concept, techniques, components, methods and principles of Supervision, Monitoring and Evaluation, Public Relation.
4. Concept and importance of Organization, Organizational Behaviour, Motivation; Team Building, Leadership, Decision Making and Group Dynamics.
5. Personnel Policies, Human Resource Planning and Development, Manpower Planning in the context of social welfare administration; Staff Development, Training, Employee Counseling.
6. Social Welfare Administration at the central level : Administrative structure, activities and various schemes of the Union Ministry e.g. MSJE, Department of Women and Children, Department of Youth Affairs.
7. Social Welfare Administration at the state level : Administrative structure, activities and various schemes of the State Government in the areas of women and children, Disability, Social Defence and Backward Class.
8. Role of NGO/Voluntary Organisation in social welfare and development, rules, regulation and criteria for various Grants-in-aid to NGO programme, Elements, Accountability and Transparency.
9. Formulation of Project Proposals : Needs Assessment, Guidelines and Technique.
10. Project Management : Components, skills, techniques, operation and methodology.

A. Rural Community Development

(50 Marks)

1. Rural Socio-Economic Structure : Rural Demography, Rural Social Structure, Rural Economic Structure, Rural Poverty; Migration pattern.
2. Concept, scope and importance of the study of Rural Community Development in India.
3. Historical review of early experiments in rural development with reference to Sriniketan, Gurgaon, Bhu Daan, Gram Daan and Nilokheri project.
4. Administrative organization of the Ministry of Rural Development and State Department of Rural Development and Panchayati Raj : objectives, function and financing pattern, implementation and target group of various Rural Development Programmes : SGRY, NFFWP, IWDP, DADP, SCP&TSP, IAY, RSVY.
5. Concept, historical development, structure and function of PRI, Legislative provision in PRI, need and importance of people's participation in local self government to strengthen participatory governance.
6. Concept of coordination and convergence in rural development, role of Bank, Cooperatives and Industries in rural development.
7. Concept, importance and review of Tribal Development in India.

B. Urban Community Development

(50 Marks)

1. Concept, importance, scope and growth of Urban Community Development in India.
2. Concept, origin, characteristics of urban slums programme intervention for slum development in India, Resettlement and Rehabilitation Programme for the Urban Slumdweller.
3. Special agencies of urban community development with special reference to W.B., structure, function of CMPO, KMDA, CIT, HIT, Haldia Development Authority, Siliguri Development Authority and Durgapur Development Authority.

4. Concept, composition, function of Urban Local Bodies : Municipalities, Municipal Corporation, Notified Area Authority. Relevance of Nagarpalika Bill and 74th Amendment of Constitution.
5. Background, administration, objectives, function and target group of various urban development programmes : SJSRY, WSSP, PMRY etc.
6. Urban Informal Sector : nature, genesis, special problems, programme interventions.
7. Role of Bank, Commercial Institutions and NGOs in urban development.

PAPER-XI : CONTEMPORARY SOCIAL PROBLEMS AND SOCIAL POLICY

1. Concept of social problem, nature and causes, types, theoretical explanations of social problem with reference to India.
2. Problem related to family and marriage in India, marital conflict : causes and consequence of divorce, desertion, problem of child marriage, dowry.
3. Problem of social dependency : aged, disabled, Home less : general profile, causal factor and intervention of social work method.
4. Problem of women : historical review, profile, problem of atrocities against women, policy to combat the problem.
5. Problem of Trafficking on Women and girls : nature, causes, extent and magnitude, social, economic and legal measures for prevention.
6. Problem of prostitution in India : nature, causes, extent and magnitude, criminal activities associated with prostitution, plight of the children of sex workers and child sex workers, social, economic and legal intervention for rehabilitation of sex workers.
7. Problems of children in need of Care and Protection : Categories, nature of problems, causes, extent and magnitude, combating measures.
8. Poverty : Concept, manifestation, incidence and magnitude, causes, problems of poverty, Anti-poverty strategies, effective measures in poverty alleviation.
9. Unemployment : Magnitude, Types, Causes, Consequences, measures taken to control unemployment.
10. Population Explosion : Increase in population, Causes of population growth, effects of population explosion, population policy, Family Welfare Programmes, population control.

11. Juvenile Delinquency : Nature and incidence, characteristics, factors, sociology of Juvenile delinquency, methods of treating delinquents, custody in juvenile institutions, preventive programmes.
12. Drug Abuse and; Alcoholism : Aberrant Behaviour, Basic concepts, extent and nature of drug abuse, motivation of drug abuse, theories of causation, role of family and peer group in drug abuse, combating drug trafficking, problems of alcoholism, preventive programmes.
13. Problems of Young Population : Demography of young population, problems of young people, youth agitation, youth leadership, programmes for the youth welfare and development.

PAPER-XII : CRIME AND CORRECTIONAL ADMINISTRATION

1. Concept of crime, Crime, criminal, and Criminology. Classification of crime crime as a social problem in India : major factors.
2. Concept, nature and extent of Juvenile Delinquency in India, major factors, legal provision and juvenile justice system, programme for control and prevention of delinquency.
3. Emergence of crime in Europe, contribution of Cesare Beccaria, Jeremy Bentham, Enrico Ferri.
4. Emergence of crime in North America, theories of crime.
5. Concept and importance of correctional service, correctional legislation - IPC, Cr. P.C, Prison Act, Reformatory School, Probation of Offenders Act.
6. Origin of prison, prison reform movement in India and penal reform in India.
7. Administration and function of correctional institution with reference to Presidency Jail and Alipore Jail.
8. Probation, Parole, Statutory Provision and after care, principles and practice, role in the control and management of crime.
9. Structure and function of correctional institution : state organization, observation home, children homes, special homes and shelter homes.
10. Application of social work method in correctional institution, role of social worker in probation, parole and after care.

11. Human Rights and the Law Enforcement Agencies - Police, Judiciary and Statutory Agencies.

PAPER-XIII : SOCIAL LEGISLATION

1. Concept, guiding principles, legislation and the role of law in social welfare and social security.
2. Provision related to social justice and human rights in the constitution with reference to rights of women and children, tribals, minorities and displaced persons.
3. Social legislation as an instrument of social change : Legal Aid, Family Court, PIL, National and State Legal Services Authorities, Lok Adalat.
4. Sailable feature, provision and implementation of legislation with reference to marriage and divorce, inheritance, succession, maintenance of spouse and children.
5. Laws safeguarding the rights of women and children e.g., J. J. Act, 2000, Child Labour (Prohibition & Regulation) Act 1986, Dowry Act 1961, Child Marriage Restraint Act 1929, ITPA 1986, Equal Remuneration Act, Maternity Benefit Act, MTP 1972, PNDT 1995.
6. Salient feature, compensation, range of benefit and administration of Old Age Pension, workmen's compensation, maternity benefit, unemployment assistance.
7. Review of social security measures with reference to women, children, SC&ST, Disabled.
8. Role of NGO in promotion and protection of rights of women, children and other weaker section of the society : Advocacy, Campaign, Lobbying, Net working.

PAPER-XIV : AREAS OF SOCIAL WORK PRACTICE

A. Disability :

- I. Medical aspect : Types of disability, causes, preventive measure as early intervention.
- II. Social aspect : Impact of disability as family and society, programmes and policies of disability, role of professional social worker in dealing with the problem.

III. Implication of disability related legislation and status regarding their implementation- PWD Act 1995, Mental Health Act 1987, RCI Act 1992; and National Trust Act 2000.

B. Child Development and Child Protection :

- i) Demographic profile of children in India.
- ii) Developmental Needs of Children, Role of parents, Family and Peer.
- iii) Programme and policy on child development.
- iv) Child protection-Constitutional safeguards, child rights in CRC.
- v) Child Abuse-Nature, forms & consequence, trafficking in children.
- vi) Children and Law - Juvenile Justice (care & protection of children) Act 2000. Child Labour (prohibition & Regulation) Act 1986, ITPA - 1986.

C. Age Care :

- i) Demography of the aged in India
- ii) Aging as a social problem-social, economical and psychological problem of widowhood.
- iii) Programmes for Welfare of the aged, community based Approach in age care.
- iv) Role of social work profession in Age Care.

D. Women Development :

- i) Status of Women in India, Factors affecting status of women.
- ii) Problems of women in the areas of Health, Education, Employment and political participation.
- iii) Women & Law : Marriage Act, Property Rights, Trafficking, Adoption, Maternity Benefit, Equal Remuneration, Female Foeticide & infanticide.
- iv) Role of women's organization, NGOs, SHGs in the development & empowerment of women.
- v) Programmes for the women development at the National & State Level.

E. Youth Welfare :

Demographic profile of youth in India. Importance of youth. Youth welfare Programmes. Role of Social Worker in Youth Welfare.

F. Welfare of the Backward Classes :

Demographic Profile of Schedule Caste and Schedule Tribe Population. Social, Cultural and economic Problems faced by them. Different approaches to their solution. Welfare programmes initiated by the Government and NGOs.

PAPER-XV : PROJECT WORK / AGENCY PLACEMENT

The final year students of M.S.W. course are required to do Project Work. Agency placement. Each one of them will have to conduct a study based on a particular problem/issue as part fulfilment of the requirements of M.S.W. degree. The topic for study / social investigation to be independently conducted by each student during the stage of M.S.W. Part II shall be finalised by the students in consultation with the Counsellors.

On completion of the study they will have to prepare Project Report in English or Bengali and submit the same to the Coordinator of the respective Study Centre before the commencement of the M.S.W. final examination. The report must bear the signature of the Supervisor-Counsellor. If decided by the authority, they can go for agency placement alternatively.

PAPER-XVI : VIVA VOCE

Soon after the final examination is over, the students will have to appear in a viva-voce examination to be conducted by a Committee appointed by the University. To get a M.S.W. degree the students will have to get pass marks both in the Project Work as well as in the viva-voce examination besides the theoretical papers.

Reference Books

- (i) An introduction to Social Work—Betly J. Piccard
- (ii) From Charity to Social Work—Kathleen Woodroote
- (iii) History and Philosophy of Social Work in India—Prof. A. R. Wadia
- (iv) Handbook of Social Welfare—Dr. D. Paul Choudhury
- (v) Towards a Philosophy of Social Work in India—S. Dasgupta
- (vi) Concept and History of Social Work—G. R. Madan

Paper – II

- (i) Social case work : A Problem Solving Process—Perlman, Helen Harris
- (ii) Theory and Practice of Social case Work—Hamilton G.
- (iii) Social Group Work : Principles and Practice—H. B. Trecker
- (iv) Social Group Work Practice—Wilson & Ryland

Paper – III

- (i) Community Organization—Dr. (Prof.) Banmala
- (ii) Encyclopaedia of Social Work in India (Vol. I)—Govt. of India
- (iii) Community organization-Theory & Principles—R. G. Murray
- (iv) Community Organization in India—K. D. Gangrade
- (v) Social Action—S. Dasgupta
- (vi) Social Action—N. V. Moorthy

Paper – IV

- (i) Sociology—Morris Ginsbery
- (ii) Sociology—S. Sachder
- (iii) Indian Economy—Mishra & Puri
- (iv) Artha Vidya—Joydeb Sarkhel

Paper – V

- (i) Elements of Social Pshycology—B. Kuppuswamy

- (ii) Introduction to Psychology—C. T. Margan
- (iii) Fields of Applied Psychology—A. Anastasi
- (iv) Psychology : The Fundamentals of Human Adjustment—N. L. Munn
- (v) Child Psychology—Skinner & Harriman
- (vi) Human Growth & Development—Chris Backett
- (vii) Health women, Healthy, Mothers : An information Guide—Dr. A. A. Arkutu
- (viii) Communicable Disease Control Handbook—J. Hawker & Others.
- (ix) Training Mamal for Middle Level Health Workers—VHAI

Paper – VI

- (i) Research Methods—Ram Ahuja
- (ii) Samajik Gabesona : Padhhati Prakriya—Krishnadas Chattopadhyay
- (iii) Social Research Methods—Lorence Newman
- (iv) Social Statistics—Hubert M. Junior
- (v) Statistical tools & techniques—P. K. Giri & J. Banerjee

Paper – IX

- (i) Social Welfare Administration—S. L. Goel & R. K. Jain
- (ii) Organisation of Social Welfare—A. S. Kohli & S. R. Sharma
- (iii) Social Welfare Administration—D. Paul Choudhury
- (iv) Encyclopaedia of Social Welfare Administration—A. S. Kohli & S. R. Sharma

Paper – X

- (i) Urbanization and Urban Systems in India—R. Ramachandran
- (ii) Social Problems in India—Ram Ahuja
- (iii) Urban and Regional Planning in India—K. V. Sundaram
- (iv) Sociology—D. C. Bhattacharya
- (v) Urbanization, Migration and Rural Change—Biplab Dasgupta
- (vi) Slums and Community Development—Marshall B. Clinard

Paper – XI

- (i) Social Problems in India—Ram Ahuja
- (ii) Handbook of Sociology—Ogbarn & Nimkaff
- (iii) Indian Social Problems—Vol I & II—G. R. Madan
- (iv) Our Laws. Multiple Action Research Group
- (v) National Perspective Plan for Women—Govt. of India

Paper – XII

- (i) Indian Social Problems Vol. I & II.—G. R. Madan
- (ii) Sociology—D. C. Bhattacharyya
- (iii) Rights of Women in India—Justice Mallick & Dr. Bela Dutta Gupta
- (iv) Criminal Procedure Code—P. D. Mathew
- (v) The Juvenile Justice Act—P. D. Mathew
- (vi) Social Legislation in India—K. D. Gangrade

Paper – XIII

- (i) Social Justice and Development of Weaker Section—Bindheswar Pathak
- (ii) Theory of Justice—Rams John
- (iii) Social Justice and the Indian Constitution—V. R. Krishna Iyer (Ed)
- (iv) Social Security and National Development—M. M. Singh
- (v) A Study of Organization in Rural Development—K. K. Mukherjee

Paper – XIV

- (i) National Perspective Plan for Women, Gov. of India
- (ii) Status of Women in India—Dr. Phularenu Guha

(iii) Indian Social Problems—G. R. Madav

(iv) Youth Policy—Dept. of Youth Affairs & sports, Govt. of India