

Title of the Course: CERTIFICATE COURSE IN PARTICIPATORY RURAL APPRAISAL (PRA)

Aims:

“To Strengthen the capacity of trainee social workers and practitioners for community participation in all stages of development process.”

Objectives of the Course:

1. To provide conceptual knowledge and framework of PRA for the learner.
2. To help learner to understand philosophy and trends in PRA and MLP.
3. To provide an opportunity to the learner learning by doing through visual methods within flexible learning process.
4. To change the perceptions & attitude of learners about the Rural Development.
5. To generate important insights which can contribute policies.
6. To develop the insights to serving the needs of the poor and marginalized sections of the society.
7. To impart skills to undertake PRA and MLP process in the respective projects and service area.

Duration of Course: One Year

Fees Structure:

Admission Fees	100=00
Tuition Fees	500=00
Seminar fees	100=00
Internal Exam.Fees	100=00
Viva-voce	200=00
Total	1000=00

Course Structure:

1. Paper – I – Introduction to Participatory Rural Appraisal (PRA)
2. Paper – II – Participatory Planning & Practice
3. Practical Course – Village/Community Camp at least seven days, class room seminar-seminar presentation based on Field/Community village camp process.

Eligibility for admission: H.S.C. or equivalent examination passed.

This course is designed for catering the special needs of trainee social workers and practitioners working in the field of social development.

Intake: 60 seats for each batch (Maximum).

Skeleton of Course:

Sr. No.	Paper	Name of the Subject	Theory Practical	Teaching Hours	Maximum Marks Allotted			Passing			Credit
					Ext.	Int.	Tot.	Ext.	Int.	Tot.	
1	Paper-I	Introduction to Participatory Rural Appraisal	Theory	90	60	40	100	24	16	40	06
2	Paper-II	Participatory Planning & Practice	Theory	90	60	40	100	24	16	40	06
3	Paper-III	Field Work /Village camp	Practical	120	60	40	100	24	16	40	08

*** Minimum Staff:**

Staff pattern for this certificate course will not be appointed separately, but visiting and guest lecturer will be arranged as per requirement. One course co-ordinator will be appointed from the regular faculty of the college for the overall co-ordination of the course. Non-teaching work load of this course will be managed by the regular non-teaching staff of the college.

*** Mode of Examination:**

A) Theory Paper (2 x 100) = 200 marks

B) Practical/ Field Work, Seminar = 100 marks

Total = 300 marks

Written Examination: There will be two theory subjects of 100 marks each paper during the course. Written examination for each paper of 100 marks (60 + 40) will be conducted by the college by the end of the every course period

Heads of the Passing: The following shall be separate heads of the passing

A) Written theory papers – 40 marks (each paper)

B) Field work, Seminar – 40 marks

Failure in any one of the above heads shall be considered failure at the certificate course

Assessment of Course: Assessment of the students shall be done by examination and observation of overall performance in field work and allotted assignment during the course period. Written examination will be conducted after the end of each course which will be tentatively during the month of June for every batch. Paper setting, assessment and other related work will be done by the nominated committee. The examination will be conducted on the syllabus of the each theory paper for 60 marks written exam and remaining 40 marks will be for the internal assessment of the candidate for each paper. The CGPA and Grade point scheme for the assessment will be followed.

Field Work Assessment: Rural camp shall be compulsory for the learner , all students shall be placed for rural camp in community for the practical learning through observation, dialogue and participation. This placement will be for 07 days of working days continually (total 85 hrs.). Assessment of this field work will be done by the field work supervisor as well as faculty supervisor from the college.

Field work evaluation shall be based on, 07 days placement, role play, class room seminars, case study presentation and Vive- Voce.

Class Room Seminar: Submission of process report & Documents on field practice of methods

* **Details Syllabus:** As per attachment

Syllabus

Paper No. 1: Introduction to Participatory Rural Appraisal (PRA)

Topic No.	Content of Topic	Total Hrs	Remarks
1	Concept of Participation <ul style="list-style-type: none"> • Introduction, meaning of participation • Need of Participation, Types of participation • Advantages and limitations of Participation 	08	
2	Participatory Rural Appraisal <ul style="list-style-type: none"> • Emergence of PRA – from Rapid Rural Appraisal (PRA) to PRA/Participatory Learning and Action (PLA) • Development of PRA : Important Phases 	08	
3	Concept and Principles of PRA <ul style="list-style-type: none"> • Definition of PRA • Three Pillars of PRA • Features of PRA • Principles of PRA • Practicing PRA – Do's and Don'ts 	08	
4	PRA/PLA Methods <ul style="list-style-type: none"> • Observational Tools • Visual Tools • Discussion Tools 	04	
5	Visual Tools <ul style="list-style-type: none"> • Social Mapping • Resource Mapping (Shivar Pheri) • Seasonality Diagram 	06	
6	<ul style="list-style-type: none"> • Venn Diagram (Chapati Diagram) • Trend Analysis • Wealth Ranking 	06	

Paper No. 2: Participatory Planning & Practice

Topic No.	Content of Topic	Total Hrs	Remarks
1	Planning <ul style="list-style-type: none"> • Review of Participatory Methods • Planning for good Governance • Steps Process Planning 	06	
2	Micro-Level Planning <ul style="list-style-type: none"> • Meaning need and relevance in the present context • Genesis, Philosophy and Salient features 	08	
3	Importance of MLP <ul style="list-style-type: none"> • Domain of MLP • Principles of MLP • Participatory Methods (PRA) base of MLP process • Challenges in MLP 	10	
4	Steps of MLP <ul style="list-style-type: none"> • Environment Building • Collection of secondary data • Village/Hamlet Analysis – use of PRA tools • Well-being analysis • Informative options by the technical groups • Planning meeting 	08	
5	Steps of MLP <ul style="list-style-type: none"> • Problem Analysis, Identification in Marginalized groups • Prioritization of Problems in the marginalized groups • Presentation of the plan in Gramsabha • Implementation of MLP & follow up Plan 	06	
6	Skills for PRA <ul style="list-style-type: none"> • Facilitation skills • Report Writing skills • Interviewing . 	06	

Paper No. 3: Practical / Field Work

Sr. No.	Content of Field Work	Total Hrs	Marks
1	7 Days Placement in Field		60
2	Presentation		15
3	Report Writing & Presentation of Experiences Documentation and Village Action Plan		15
4	Viva-voce		10
Total		75	100

संदर्भ पुस्तके

1. डॉ.जाधव माधव (2009) ग्रामविासाच्या मुलमंत्र - बळीवंश प्रशान, नांदेड
2. प्रा.जाधव जादीश - गावे जनातली ... मनातली - प्राचार्य वालचंद लाव विज्ञान महाविद्यालय, सोलापूर
3. डॉ. चाोडे दा.धो. (2000) नाारी समाजशास्त्र - ैलास पब्लिेशन, औरंगाबाद
4. डॉ. चाोडे दा.धो. (1910) ग्रामीा समाजशास्त्र - ैलास पब्लिेशन, औरंगाबाद
5. डॉ. ैरनार दिलीप (2010) भारतीय ग्रामीा समाजशास्त्र ैलास पब्लिेशन, औरंगाबाद
6. महाराष्ट्र शासन (मृद संधार गाव पाालोटोत्र व्यवस्थापन संचालनालय, पुणे - 1995) आदर्श गावाचा संल्प आर्गिप्रल्पार्य, म.
7. मदन जी.आर. (1990) ग्रामीा समाजशास्त्र एस.चंद एन्डंप्नी लि. नई दिल्ली
8. डॉ. ताठे निलम (2008) समाजशास्त्र - डायमंड पब्लिेशन, पुणे
9. डॉ.माने माािा (2004) सुबोध समाजशास्त्र - विद्या प्रशान नाापुर
10. प्रा.ुल र्गीपी.े. (2000) सामान्य समाजशास्त्र- श्रीमंेश प्रशान, नाापुर
11. प्रा. ैडे र ए.वाय (2003) मुलभूत समाजशास्त्र - फडे प्रशान ोल्हापूर
12. प्रा.वई र अनंत वासुदे (1999) समाजशास्त्र- निराली प्रशान
13. प्रा.जोशी, डॉ.मुळे तारा (1998) समाजशास्त्राची मुलतत्वे - विद्या प्रशान, नाापुर
14. लो सहभा गातून गाव अध्ययन प्रिया - अफार्म संस्था, पुणे
15. पी.आर.ए.पध्दती.

North Maharashtra University, Jalgaon

Ordinance N0. 181

1.College Name: Dr. Babasaheb Ambedkar College of Social Work,
Morane (P.L.)Tal./Dist.Dhule

2. Tital of The Course : Certificate Course in Para Legal Education

3.Aim / Objective of The course:

- To help Students to develop basic understanding about Indian Legal System and procedures
- To help to students to understand the Rights and duties given in Indian Constitution.
- To help to students basic concept of Human Rights and Tpes and scope of Human Rights.
- To help to students to understand the operational aspects of the Police System and Court Procedures.
- To help to students to understand Laws related to SC/ST/OBC/ Minority, Women and child and workers.
- To help to students to acquire basic understanding about the Legal Aid Services.
- To help to students to acquire skills to make appropriate use of Legal Procedures.
- To help to students to understand the provision related to the registration of organization.

4.Duration of the Course : One Year

5.Fees Structure:

Admission Fees	100=00
Tution Fees	500=00
Internal Exam. Fees	200=00
Viva-voce	100=00
Total	1000=00

6.Course Structure:

Paper I: Introduction to Laws

Paper II: Laws for Marginalized Groups

Paper III: Practical Corse: (Visit, Assignment and Viva-voce)

7.Eligibility for admission:

H.S.C. or equivalent qualification from a recognized institution .

OR

He/She should be regular student of any affiliated college who has professional experience, which the University accepts as qualifying the applicant for entry for a particular course.

Intake: 60 seats for each batch (Maximum).

8.Skeleton of Course

Sr N.	Paper	Name Of the Subject	Theory/ Practical	Teaching Hour's	Maximal Marks Allotted			Passing			Credit
					External	Internal	Total	External	Internal	Total	
1	Paper I	Introduction to Laws	Theory	90	60	40	100	24	16	40	6
2	Paper II	Laws for Marginalized Groups	Theory	90	60	40	100	24	16	40	6
3	Paper III	Visit, Assignment and Viva-voce	Practical	120	60	40	100	24	16	40	8

9.Minimum Staff:

Staff pattern for this certificates course will not be appointed separately, but visiting and guest lecturer will be arranged as per requirement. One course co-ordinator will be appointed from the regular faculty of the college for the overall co-ordination of the course. Non-teaching work load of this course will managed by the regular non-teaching staff of the college.

10. Mode of Examination:

- A) Theory Paper (2 x 100) = 200 marks
B) Practical = 100 marks
Total = 300 marks

Each Theory paper consists of 100 Marks

External Written Examination - 60 Marks

Internal Assessment - 40 Marks

- a) **Attendance** :- 10 Marks
b) **Test** :- 10 Marks
c) **Paper Presentation** :- 10 Marks
d) **Group Discussion** :- 10 Marks

Written Examination: There will be two theory subjects of 100 marks each paper during the course. Written examination for each paper will be conducted by the college by the end of the every course period.

Heads of the Passing: The following shall be separate heads of the passing

A) Written theory papers – 40 marks (each paper)

B) Practical – 40 marks

Failure in any one of the above heads shall be considered failure at the Certificate Course.

Assessment of Course: Assessment of the students should be done by examination and observation of overall performance in field work and allotted assignment during the course period. Written examination will be conducted after the end of each course which will be tentatively during the month of June for every batch. Paper setting, assessment and other related work will be done by the nominated committee. The examination will be conducted on the syllabus of the each theory paper for 60 marks written exam and remaining 40 marks will be for the internal assessment of the candidate for each paper. The CGPA and Grade point scheme for the assessment will be followed.

11.Detail Syllabus: As per attachment

Paper I - Introduction to Laws

Unit	Title	Content	Suggested No. of Hours
1	Indian Constitution	<ul style="list-style-type: none"> • Preamble • Fundamental Rights • Directive Principles of State Policy • Fundamental Duties • Powers of the President and Governor • Powers of the Prime minister • Powers of the Supreme court and High Court • Public Interest Litigation 	14
2	Human Right	<ul style="list-style-type: none"> • Concept of Human Right • Theories of human rights. • United Nation Organization • Universal Declaration of Human Rights 1948 • Human Rights Protection Act-1993 	16
3	Criminal Justice System	<ul style="list-style-type: none"> • FIR, Non-Cognizable Offence • Offence, Arrest, Bail, Charge Sheet • Police Custody & Judicial Custody • Rights of Arrested Person • Trial, Arguments & Judgment • Magistrate & Sessions Courts 	16
4	Indian Penal Code	<ul style="list-style-type: none"> • Concept of Crime • Types of Crimes • Exception • Offences against State • Offences against Property • Offences Against Human Body 	14
5	Civil Justice System	<ul style="list-style-type: none"> • Concept of Civil Cases • Types of Civil Cases • Notice, Affidavit, Plaint, Written Statement, Framing of Issues, Discovery & Inspection, Trial, Arguments • Decree, Judgment 	16
6	Some Special Acts	<ul style="list-style-type: none"> • Consumer Protection Act, 1986 • The Information Technology Act 2000 • The Communal Violence (Prevention, Control, and Rehabilitation of Victims) Act, 2005 • Right to Information Act, 2005 • Representation of the People (Amendment and Validation) Act 1956 	14

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- Basant Lal Wadehra (2009) Public Interest Litigation: A Handbook
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Oxford & IBH Publishing Co. Pvt. Ltd. New Delhi
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criminal law, revenue law, personal laws, constitutional law
Deep And Deep Publication Private Limited New Delhi
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- Protection Act
Universal Law Publishing Co.Pvt.Ltd, Delhi
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- Apar Gupta (2011) Commentary on Information Technology Act: With Rules,
Regulations, Orders, Guidelines, and Reports
Lexis Nexis Butterworths Wadhwa Nagpur
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Lok-Adalts & Para-Legal Services
- P. K. Das (2005) Handbook on the Right to Information Act, 2005 ,
Universal Law Publishing Co.Pvt.Ltd, Delhi
- C. J. Nirmal (2002) Human Rights in India: Historical, Social, and Political
Perspectives
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Yashwantrao Chavan Academy of Development Administration, (2006) Right to
Information Act, 2005: A Primer,

- पाटील बी.व्ही. (२००६) भारतीय राज्यघटना, `सा र, पब्लिशिंग, पुणे
देशमुख बी.टी. भारतीय संविधान, पिंपळापुरे अँड . पब्लिशर्स, नागपूर
अभय शेलर (२०१४) मानवी हक्क संरक्षण अधिनियम, लॉ बुक हाऊस, औरंगाबाद
फौजादार प्रिया संहिता (२०१४) चौधरी लॉ पब्लिशर्स, पुणे
भारतीय दंड संहिता (२०१४) चौधरी लॉ पब्लिशर्स, पुणे
डॉ.व्ही.एम.पेशवे (१९९३) ग्राह संरक्षण विद्या प्रकाशन, नागपूर
माहितीचा आधिनियम (२०१३) चौधरी लॉ पब्लिशर्स, पुणे
नरेंद्र चवळगावकर, (२००४) विद्या आणि मातृस, प्रतिमा प्रकाशन, पुणे
अॅड. टी.शिरुडकर पोलिसांचे व नागरिकांचे आधिनियम, अशोक गेवरे अँड कंपनी.
औरंगाबाद.

Paper II - Laws for Marginalized Groups

Unit	Title	Content	Suggested No. of Hours
1	Rural and Urban poor	<ul style="list-style-type: none"> •Maharashtra Slum Areas (Improvement, Clearance And Redevelopment) Act, 1971 •Maharashtra Employment. Guarantee Act, 1977 •National Rural Employment Guarantee Act 2005 •Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 •National Urban Livelihoods Mission 	16
2	SC/ST/OBC/Minority	<ul style="list-style-type: none"> • Protection of Civil Rights Act, 1955 •Scheduled Castes and Tribes (Prevention of Atrocities) Act, 1989 •National Commission for Scheduled Castes (NCSC) •National Commission for Scheduled Tribes (NCST) •National Commission for Minorities Act, 1992 •The National Commission for Backward Classes Act, 1993 	14
3	Women and Child	<ul style="list-style-type: none"> • National Commission for Women Act, 1990 •The Protection of Women from Domestic Violence Act 2005 •304(B) and 498 (A) under IPC •The Juvenile Justice (Care and Protection of Children) Act, 2000. •The Commissions for Protection of Child Rights Act, 2005 •Right of Children to Free and Compulsory Education Act, 2009 	16
4	Worker	<ul style="list-style-type: none"> • The Maternity Benefit Act, 1961 •Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 •Factory Act, 1948 •The Minimum Wages Act, 1948 •The Unorganized Workers' Social Security Act 2008 •Employees State Insurance Act-1948 	16
5	Registration of NGOs	<ul style="list-style-type: none"> •Societies Registration Act 1860 •Charitable and Religious Trusts. Act, 1920. •Bombay Public Trusts Act, 1950 •Income Tax Act 1961 • Foreign Contribution (Regulation) Act, 2010. 	14
6	Legal aid	<ul style="list-style-type: none"> •Concept of Legal aid, Need for legal aid •Legal aid schemes and Problems, Lok adalat and its \ functioning • National Legal Services Authority, • Role of Special Executive Officers and role of NGOs in legal aid. 	14

References:

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- डॉ. ल म ा ात्तापल्ले (२००९) भारतातील सामाजि ल्या ा प्रशासन, विद्या बुक्स पब्लिशर्स,
और ाबाद
- प्रमोद सडॉल र (२००८) महाराष्ट्र ामी ा रोज ार हमी योजना - २००५, राज्य शासन े द्र,
पु े
- व. शं. जोशी (२०१०) ना ारी हक् संरं ा ा अधिनियम १९९५, न्यानदिप प्र ाशन
विल्सन मो ाडे अॅट्रोसिटी अॅक्ट, सुधिर प्र ाशन, वर्धा
- पुष्पा रोडे (२००९) महिलांसाठी आधार ायद्याचा, डायमंड प्र ाशन, पु े
- ौटूंबि (२०१३)हिंसाचारापासून महिलांचे संरं ा ा अधिनियम २००५, नाशि लॉ हाऊस, और ाबाद

Paper III: Practical/ Field Work

Sr. No.	Content of Field Work	Total Hrs	Marks
1	5 Visit (District Legal Aid Committee, Jail, Police Custody, Consumer Court, Remand Home etc.)	60	50
2	Assignment	50	25
3	Viva-voce	10	25
Total		120	100

COMMUNICATION FOR SOCIAL WORKERS

Learner Objectives:

- Understand the need and scope of communication in various fields of social work.
- Develop the skills to conceptualize, make and use a range of communication media
- Develop the confidence and skills in communicating for public outreach

Unit-1: Introduction to Communication for Development

- Need of communication in development
- Levels and types of communication in social work
 - Formal and informal
 - Interpersonal
 - Group
 - Mass
- Problems in communication
 - Communicator related
 - Receiver related
 - Channel related
 - Environment related

Unit -2: Communication for Development – approaches, strategies and techniques

- Concept and scope of development communication
- Behaviour Change Communication and Information Education Communication
- Participatory Communication

Unit -3. Use of Communication Media in Practice

- Visual Media
 - Types : Posters, Charts, Photos, Bulletin Board, Transparencies, Power Point Slides,

Graphs

- Steps for making and presenting visual media
 - Skills in developing visual media
- Audio – Visual & Mass Media
 - Using Audio – Visual and Mass Media (Films/Film Clips/Video and Slogans) in

advocacy, mobilization and campaigns

- Alternate Media – Street Theatre, Folk Media, Social Songs
- New Media – Web technology, Social Networks and Blogs

Unit -4. Communication Planning

- Need of planning for effective communication
- Steps in communication planning
- The communication planner and roles

Unit -5 Communication skills for social workers

- Verbal skills– presentations at seminars/conferences, public speaking
- Writing skills : News briefs, news release, field based feature stories, letters to the editor
- Interface with the media – Press conferences, Radio/TV interviews and bytes, conceiving ideas and scripts for productions on social issues.

Recommended Readings:

1. Andal, N. (1998) Communication Theories and Models, Mumbai : Himalaya Publishing House.
2. Fossard Estade (2005) Writing and Producing Radio Drama, Delhi : Sage Publication.
3. Jain Rashmi (2003) Communicating Rural Development (Strategies and Alternatives), Jaipur : Rawat Publication.
4. Kuppuswamy B. (1976) Communication and Social Development in India, New Delhi : Sterling Publishers.
5. Melkote, Srinivas (2nd edition 2003) Communication for Development in the Third World, New Delhi : Sage Publications.
6. Menon, Mridula, Gandhi, Ved Prakash (1997) Media and Communications- Vol. I. (New Information Order): New Delhi : Kanishka Publishers/Distributors.
7. Mody, Bella (1991) Designing Messages for Development Communication, New Delhi : Sage Publication.
8. Nair, K. S., White, Shirley (1993) Perspectives on Developmental Communication, New Delhi : Sage Publication.
9. Narula, Uma (2006) Handbook of Communication Models, New Delhi : Atlantic Publishers and Distributors
10. Narula, Uma (revised edition 1999) Development Communication : Theory and Practice, New Delhi : Har-Anand Publication Pvt. Ltd.
11. Singhal, Arvind, Rogers, Everett M.: India's Information Revolution, New Delhi : Sage Publication.

12. White, Shirley A. (2nd Ed. 2002) The Art of Facilitating Participation, New Delhi : Sage Publication.
13. Ahuja, Pramila, Ahuja, G. C. (1993) How to listen better, New Delhi : Sterling Publishers Pvt., Ltd.
14. Bettinghous, Erwin P. (1973) Persuasive Communication, New York : Holt, Rinehart and Winston, Inc.
15. Alvia A Goldberg, Carl Lason (1975) Group Communication : Discussion Process and Application, New Jersey : Prentice Hall, Inc, Eaglewood Cliffs.
16. Crispin Cross P. (1974) Interviewing and Communication, Bostan : Routledge and Kegen Paul
17. Davas, Rustam (1993) Creative Leadership, New Delhi : UBS Publishers
18. Davis, Martin (2002 Ed.) Companion to Social Work, USA : Blackwell Publishers Ltd.
- 19 Heun, Linda R., Heun, Richard E. (2001) Developing Skills for Human Interaction, London : Charles E. Merrill Co.
20. Kumar, Niraj (1998) Management Communication Today, New Delhis: Classical Publishing Company
21. Mark, Doel and Shardlow, Steven M. (2005) Modern Social Work Practice, England : Ashgate Publishing Ltd.
- 22 Mishra, Vijaya (1991) Communication Dynamics, Aurangabad : Kirti Prakashan.
23. Thompson, Neil (2002- 2nd Ed.) People Skills , New York : Palgrave Mcmillan
24. Rapidex-Self Letter Drafting Course, Instant Letter Producer (1998) Delhi : Pustak Mahal.
26. Rathnaswamy P (1995) Communication Management, New Delhi : Deep and Deep Publications
27. Thill, John Bovie, Courtland (19932nd Ed.): Excellence in Business Communication, New York: McCraw Hill Inc.

Paper I: Introduction to Communication for Development

Topic No.	Content of Topic	Total Hrs	Remarks
1	Communication Development <ul style="list-style-type: none">▪ Introduction, Meaning▪ Need of communication in development▪ Communication Profile of India: History, growth, reach & access of radio, TV, video, telecommunications, computers, film, print media, traditional media and alternate media.	08	
2	Levels and types of communication in social work <ul style="list-style-type: none">▪ Formal and informal▪ Interpersonal▪ Group▪ Mass	06	
3	Problems in communication <ul style="list-style-type: none">▪ Communicator related▪ Receiver related▪ Channel related▪ Environment related	06	
4	Communication for Development – approaches, strategies and techniques <ul style="list-style-type: none">• Concept and scope of development communication• Behavior Change Communication and Information Education Communication• Participatory Communication	08	
5	Role of communication in development: <ul style="list-style-type: none">• Information dissemination,• Problem solving and development support.• IT revolution.	06	
6	The development agencies: <ul style="list-style-type: none">• Government• non-government• co- operative and others.	06	

Paper II : Communication Methods and Planning

Topic No.	Content of Topic	Total Hrs	Remarks
1	<p>Visual Media</p> <ul style="list-style-type: none"> ▪ Types : Posters, Charts, Photos, Bulletin Board, Transparencies, Power Point Slides, Graphs ▪ Steps for making and presenting visual media ▪ Skills in developing visual media 	08	
2	<p>Audio – Visual & Mass Media</p> <ul style="list-style-type: none"> ▪ Using Audio – Visual and Mass Media (Films/Film Clips/Video and Slogans) in advocacy, mobilization and campaigns ▪ Alternate Media – Street Theatre, Folk Media, Social Songs ▪ New Media – Web technology, Social Networks and Blogs 	10	
3	<p>Communication Planning</p> <ul style="list-style-type: none"> ▪ Definition of Communication Planning ▪ Concept 	06	
4	<p>Need of Communication Planning</p> <ul style="list-style-type: none"> ▪ Need of planning for effective communication ▪ Steps in communication planning ▪ The communication planner and roles 	06	
5	<p>Communication skills for social workers</p> <ul style="list-style-type: none"> ▪ Verbal skills– presentations at seminars/conferences, public speaking ▪ Writing skills : News briefs, news release, field based feature stories, letters to the editor 	08	
6	<p>Interface with the media</p> <ul style="list-style-type: none"> ▪ Press conferences ▪ Radio/TV interviews and bytes ▪ Conceiving ideas and scripts for productions on social issues. 	06	

Paper III : Practical/ Field Work

Sr.No.	Contend of Field Work	Total Hrs	Marks
1	4 Visits	30	40
2	Project Submission	30	40
3	Report Writing & Presentation	20	10
4	Viva-Voice	20	10
Total			100

North Maharashtra University, Jalgaon

Ordinance NO. 181

1.College Name: Dr. Babasaheb Ambedkar College of Social Work,
Morane (P.L.)Tal./Dist.Dhule

2. Title of The Course: PG Diploma in Child Rights

3.Aims / Objectives of the Course:

- Develop students understanding about concept of child and theories related to child development
- Develop students understanding about children in difficult situation
- Develop students understanding about Government Legislations, Policies and Programs related to children
- Training students to work in the domain of child rights

4.Duration of the Course: One Year

5.Fee Structure:

Admission Fees	100=00
Tution Fees	500=00
Internal Exam. Fees	200=00
Internal Assesment	100=00
Facilitation Charge	100=00
Total	1000=00

6.Course Structure:

Paper I: Child and the Concept of Childhood and Vulnerable Children

Paper II: Legislations, Policies, Programs and Social Work Intervention

Paper III : Practicals /Field Work

7.Eligibility for admission:

Any graduate from recognized university or students already enrolled for Master's Degree programmes under North Maharashtra University, Jalgaon. Admission will be directly given to the candidates on first cum first basis.

Intake: 60 seats for each batch (Maximum).

8.Skeleton of Course

Sr N.	Paper	Name Of the Subject	Theory/ Practical	Teaching Hour's	Maximal Marks Allotted			Passing			Credit
					External	Internal	Total	External	Internal	Total	
1	Paper I	Child and the Concept of Childhood and Vulnerable Children	Theory	90	60	40	100	24	16	40	6
2	Paper II	Legislations, Policies, Programs and Social Work Intervention	Theory	90	60	40	100	24	16	40	6
3	Paper III	<ul style="list-style-type: none">• Field Visits• Project Work On Issues related to Children	Practical	120	60	40	100	24	16	40	8

9. Minimum Staff:

Staff for this P.G. Diploma Course will not be appointed separately, but visiting and guest lecturers will be arranged as per requirement. One course coordinator will be appointed from the faculty of the college for the overall co-ordination of the course. Administrative work load of this course will managed by the regular non-teaching staff of the college.

10. Mode of Examination:

- A) Theory Paper (2 x 100) = 200 marks
B) Practical/ Field Work, Seminar = 100 marks
Total = 300 marks

Each Theory paper consists of 100 Marks

External Written Examination - 60 Marks

Internal Assessment - 40 Marks

a) **Attendance** - 10 Marks

b) **Test** - 10 Marks

c) **Paper Presentation** - 10 Marks

d) **Group Discussion** - 10 Marks

Written Examination: There will be two theory papers of 100 marks each for the course. Written examination for each paper will be conducted by the college at the end of the every course period.

Heads of Passing: The following shall be separate heads of passing

- A) Written theory papers – 40 marks (each paper)
- B) Field work, Seminar – 40 marks

Failure in any one of the above heads shall be considered failure at the Diploma course

Assessment of Course: Assessment of the students should be done by examination and observation of overall performance in field work and allotted assignment during the course period. Written examination will be conducted after the end of each course which will be tentatively during the month of June for every batch. Paper setting, assessment and other related work will be done by the nominated committee. The examination will be conducted on the syllabus of the each theory paper for 60 marks written exam and remaining 40 marks will be for the internal assessment of the candidate for each paper. The CGPA and Grade point scheme for the assessment will be followed.

11.Detailed Syllabus: As per attachment

Syllabus

Paper I – Child and the Concept of Childhood and Vulnerable Children

Unit	Title	Content	Suggested No. of Hours
1	Introduction to the concept of child and childhood	<ol style="list-style-type: none"> 1. What is childhood 2. Diverse childhoods in India 	15
2	Theories in Child Development	<ol style="list-style-type: none"> 1. Freud 2. Piaget's 3. Eric Erickson 4. Vygotsky's 	15
3	Situation Analysis of Children in India	<ol style="list-style-type: none"> 1. Child Demography 2. Budgetary Allocation / financial outlet 3. Vulnerability Profile of children in India 	15
4	Children in Need of Care and Protection	<ol style="list-style-type: none"> 1. Children in need of care and protection – Child Labour, street Children, abused Children, Children With disability, Trafficked Children, Children in Institutions and Children in “Families At Risk” 2. Children in Conflict with Law 	15
5	Problems of Children in formal Institutions	<ol style="list-style-type: none"> 1. Government Institutions 2. Non - Government Institutions 	15
6	Values and principles in work with Children	<ol style="list-style-type: none"> 1. Principle of presumption of innocence 2. Principle of dignity and worth 3. Principle of family responsibility 4. Principle of best interest 5. Principle of safety 6. Principle of equality and non-discrimination 7. Principle of right to privacy and confidentiality 8. Principle of Natural justice 	15

Paper II – Legislations, Policies, Programs and Social Work Intervention

Unit	Title	Content	Suggested No. of Hours
1	Constitutional Provisions related to Children	<ol style="list-style-type: none"> 1. Directive Principles 2. Right to Education 	15
2	National Provisions	<ol style="list-style-type: none"> 1. National policy for Child. 2. National Commission for Protection of Child Rights 	15
3	Legislations Related to Children	<ol style="list-style-type: none"> 1. IPC and CrPC related to children 2. J.J. Act 3. POCSO Act 	15
4	Programs and interventions for Child Protection; Institutional Services and Family Strengthening Non-Institutional Alternative Care	<ol style="list-style-type: none"> 1. Integrated Child Protection Scheme 2. Integrated Child Development Services 3. Institutional Services - After care initiatives 4. Non Institutional Services <ol style="list-style-type: none"> i. Scholarship – Bal Sangopan Yojana ii. Foster care iii. Adoption 	15
5	Role of Government and NGOs in Child Rights and Child Protection.	<ol style="list-style-type: none"> 1. Role of Govt. and administration and child protection mechanism in India 2. Functioning of various Govt. departments related to children 3. Role of NGOs – Various initiatives of Child Rights and Child Protection 	15
6	Skills in Work with Children	<ol style="list-style-type: none"> 1. Various Therapies, Counseling techniques and Communication Skills in Work with Children. 2. Skills in working with children in different settings and with different vulnerable groups 3. Children Rights advocacy, activism and Networking with Allied systems. 	15

Paper III: Practical / Field Work

Sr. No.	Content	Hours	Marks
1.	Observation visit/ Exposure visit to women welfare Agencies [4visits]	40	40
2	News Paper Cutting- News & editorial Articles Related Children's issues	30	25
3	Book/article Review- Related to Children (One Book, One Article)	30	25
4	Viva-Voce- based on Theory, Fieldwork / Particle	20	10
	Total	120	100

References

North Maharashtra University, Jalgaon

Ordinance N0. 181

1.College Name: Dr. Babasaheb Ambedkar College of Social Work,
Morane (P.L.)Tal./Dist.Dhule

2. Tital of The Course: *P.G Diploma in Women Development*

3.Aim / Objective of The course:

- To help students to acquired knowledge of the status of women in Indian Society.
- To help students to understand the need and process of women Empowerment.
- To help students to understand the Government efforts for women Development.
- To help students to Understand the NGO,s Intervention for women Empowerment.
- To help students to understand the Constitutional provision related to women .
- To sensitize the students towards Gender issues.

4.Duration of the Course : One Year

5.Fees Structure:

Admission Fees	100=00
Tuition Fees	500=00
Seminar fees	100=00
Internal Exam.Fees	100=00
Viva-voce	200=00
Total	1000=00

6.Course Structure:

Paper I: Status of women

Paper II: Women movement and empowerment

Paper III :Field Work / Practical

7. Eligibility for admission:

Any Graduation or equivalent qualification from a recognized institution or completed certificate course in same subject;

OR

He/She should be regular student of any affiliated college who has professional experience, which the University accepts as qualifying the applicant for entry for a particular course.

8. Skeleton of Course

Sr N.	Paper	Name Of the Subject	Theory/ Practical	Teaching Hour's	Maximam Marks Allotted			Passing			Credit
					Exte rnal	Inter nal	Tot al	Exte rnal	Inte rnal	Tot al	
1	Paper I	Status of women	Theory	90	60	40	100	24	16	40	6
2	Paper II	Women Movement & Empowerment	Theory	90	60	40	100	24	16	40	6
3	Paper III	Field Work /Practical	Practical	120	-	100	100	24	16	40	8

9. Minimum Staff: 03

10. Mode of Examination: Allotment of Marks

Each Theory paper consists of 100 Marks

- a) External Written Examination (Theory paper)- 60 Marks
- b) Internal Assessment(Theory paper)- 40 Marks

- 1) **Attendance** - 10 Marks
- 2) **Test** - 10 Marks
- 3) **Paper Presentation** - 10 Marks
- 4) **Group Discussion** - 10 Marks

11.Detail Syllabus:

Paper -I: Status of Women

Unit	Title	Content	Suggested No. of Hours	Marks
1	Women Status in Indian Society	1) A Historical review of women status 2) Present status of women in Indian Society 3) Demographic characteristics of women	15	20
2	Women and Social Institution	1) Family-Meaning and Definition,types and Importance 2) Marriage-concept, definition and types 3) Multiple Role of women-Role conflict, Role change	15	15
3	Gender Concept	1) Meaning and concept of Gender 2) Social construction of Gender 3) Gender discrimination 4) Representation of Gender in media(T.V. & Cinema)	15	20
4	Women Status in Rural area	1)Women and Health 2)Women and Education 3) Women and Employment	15	15
5	Issues and Problems related to women	1) Female Feticide 2) Dowry 3) Problems of Dalit and Tribal Women 4) Violence Against women/Gender based violence	15	15
6	Law related to women	Law related to women- Art.498(a), Protection of women from Domestic Violence Act.2005, PNDT Act1986, Sexual Violence prevention act -2013	15	15
		Total	90	100

Paper- IInd -Women Movement and Empowerment

Sr.No.	Topic	Content	Hrs	Marks
1	Theories' of Women Development	<ul style="list-style-type: none"> • Feminist Theory • Marxist Theory • Liberian Theory 	15	20
2	Social Reform movement and women	<ul style="list-style-type: none"> • Social Reform Related Sati pratha ,Child marriage, • Remarriage of widow, Mundan , • Women education. 	15	15
3	Government and NGO intervention	<ul style="list-style-type: none"> • Various Scheme for Women Development • Role of NGO's in women empowerment 	15	15
4	Social &Economical Empowerment	<ul style="list-style-type: none"> • SHG Movement in Khandesh, • Entrepreneurship of women. • Functional literacy in women • Changing role of women in family 	15	15
5	Women and political empowerment	<ul style="list-style-type: none"> • Participation in local Self Govt. • Participation in Gramsabha, • Decision making power in politics. • Participation in Assembly & Parlment 	15	20
6	Constitutional provision for Women	<ul style="list-style-type: none"> • Constitutional provision [Fundamental Rights and Directive Principal] • 73rd and 74th Amendment • 50% Reservation for women in panchayat Raj Institution – special reference to Maharashtra 	15	15
		Total	90	100

Paper IIIrd-Field work /Practical

Sr.No.	content	Hours	Marks
1.	Observation visit /Exposure visit to women welfare Agencies[at list-5visit]	30	25
2	Case Study - Related to violence Against women Success story of women or SHG	25	20
3	News Paper Cutting -News & editorial Article Related women issues, Women development &movement	30	20
4	Book/article Review - Related to women(One Book, One Article)	20	20
5	Viva-Voce - based on Theory, Fieldwork / Particle	15	15
	Total -	120	100

Reference

1. Agrawal Sushila – Status of Indian Women , Print well Publication, Jaipur-1988
2. Devendra Kiran – Changing status of women in India ,Vikas publication,1994
3. Sharma –Gender in Indian Society, Rawat publication, Jaipur
4. Sunit Gupta & Mukta Mittal -Status of women India ,Anmol publication,1995
5. Lina Gonsalves –Women and Human Rights, APH publication, New Delhi.
6. V. S. Ganesamurthy- Empowerment of Women in India, New Century publication, New Delhi.
7. R. K. Dutta – Women Empowerment, Reference press, New Delhi.
8. Arora Krishna –The protection of women from Domestic violence Act. 2005
9. डॉ.बी.आर.आंबेडकर - भारताचे संविधान शासकीय मुद्रालय, पुणे
१०. पाटील बी.व्ही. - भारतीय राज्यघटनाचे संशोधन प्रणालीकरण पुणे २००६
११. डॉ.एस.बी. देवदास - सामाजिक चळवळी परंपरात आणि नवीन साईनाथ प्रकाशन, नागपुर
१२. घनश्याम शाह - भारतातील सामाजिक चळवळ डायमंड प्रकाशन, पुणे
१३. मिना पी मुन - फुले आंबेडकर स्त्री चळवळ नागपुर प्रकाशन पुणे

North Maharashtra University, Jalgaon

Ordinance N0. 181

1.College Name: Dr. Babasaheb Ambedkar College of Social Work,
Morane (P.L.)Tal./Dist.Dhule

2. Tital of The Course : PG-Diploma in Tribal Development

3.Aim / Objective of The course:

- Acquired knowledge of the status of Tribal in Indian Society
- Understanding the need and process of Tribal Empowerment
- Understand the Government efforts for Tribal Development
- Understand the NGO,s ,Intervention for Tribal Empowerment.
- Understand the Constitutional Provision Related to Scheduled Tribe.

4.Duration of the Course : One Year

5.Fees Structure:

Admission Fees	100=00
Tution Fees	500=00
Internal Exam. Fees	200=00
Internal Assetment	100=00
Facilation Charge	100=00
Total	1000=00

6.Course Structure:

Paper I: Tribal Life In India

Paper II: Tribal Development In India

Paper III : Paractical /Field Work

7.Eligibility for admission:

Any graduate from recognized university or students already enrolled for master degree programmes under North Maharashtra University, Jalgaon. Admission will be directly given to the candidates on priority basis.

Intake: 60 seats for each batch (Maximum).

8.Skeleton of Course

Sr N.	Paper	Name Of the Subject	Theory/ Practical	Teaching Hour's	Maximal Marks Allotted			Passing			Credit
					External	Internal	Total	External	Internal	Total	
1	Paper I	Tribal Life In India	Theory	90	60	40	100	24	16	40	6
2	Paper II	Tribal Development In Indi	Theory	90	60	40	100	24	16	40	6
3	Paper III	<ul style="list-style-type: none"> • Study Tour/Visit In Tribal Area • Project Work On Issues related to Tribal 	Practical	120	60	40	100	24	16	40	8

9. Minimum Staff:

Staff pattern for this certificates course will not be appointed separately, but visiting and guest lecturer will be arranged as per requirement. One course co-ordinator will be appointed from the regular faculty of the college for the overall co-ordination of the course. Non-teaching work load of this course will managed by the regular non-teaching staff of the college.

10. Mode of Examination:

- A) Theory Paper (2 x 100) = 200 marks
 B) Practical/ Field Work, Seminar = 100 marks
Total = 300 marks

Each Theory paper consists of 100 Marks

External Written Examination - 60 Marks

Internal Assessment - 40 Marks

a) **Attendance** - 10 Marks

b) **Test** - 10 Marks

c) **Paper Presentation** - 10 Marks

d) **Group Discussion** - 10 Marks

Written Examination: There will be two theory subjects of 100 marks each paper during the course. Written examination for each paper will be conducted by the college by the end of the every course period.

Heads of the Passing: The following shall be separate heads of the passing

A) Written theory papers – 40 marks (each paper)

B) Field work, Seminar – 40 marks

Failure in any one of the above heads shall be considered failure at the Diploma course

Assessment of Course: Assessment of the students should be done by examination and observation of overall performance in field work and allotted assignment during the course period. Written examination will be conducted after the end of each course which will be tentatively during the month of June for every batch. Paper setting, assessment and other related work will be done by the nominated committee. The examination will be conducted on the syllabus of the each theory paper for 60 marks written exam and remaining 40 marks will be for the internal assessment of the candidate for each paper. The CGPA and Grade point scheme for the assessment will be followed.

11.Detail Syllabus: As per attachment

Paper I – Tribal Life In India

Unit	Title	Content	Suggested No. of Hours
1	Introduction to Tribal.	a) Definition , Meaning and Characteristics of Tribes. b) Population Strength c) Numbers & Distribution –Demographic, geographic d) Majors Tribes in Maharashtra & India	15
2	Tribal Society & Organization	a) Tribal Village – nature , structure. b) Tribal Family, Marriage c) Kinship d) Yovagrah	15
3	Tribal Traditions & culture	a) Traditions, Language ,Song b) Dance-Drama -Instruments c) Historical reviews of Tribal Culture d) Nature & Change in Tribal Culture e) Religious Practices	15
4	Tribal Movement in India	a) Right Based Movement; Land, Enviorment , Forest, Human Right & Other b) Naxalaist Movement c) Political Movement d) Social Movement	15
5	Changing Tribal Life	a) Impact of Interaction between tribal and other People b) Impact of Globalization on Tribal Societies	15
6	Tribal Society Problems	a) Livelihood b) Employment c) Poverty d) Education e) Health f) Superstation	15

Paper II – Tribal Development In India

Unit	Title	Content	Suggested No. of Hours
1	Tribal Administration	a) Constitutional Provisions/Laws b) Central Government c) State Government d) District / Project Level It's Functioning & Scheme	15
2	National Bodies for Tribal	a) Tribal Sub Plan ,Meaning ,Concept & Objective b) National Commotion On Tribal	15
3	Tribal Research	Tribal Research Institute a) Objective b) Structure and Functioning	15
4	Tribal Development & Five Year Plan	a) Budget b) Achievement c) Failure and Reasons	15
5	Government and Tribal Welfare	a) Role of Bureaucracy to Implement Tribal Welfare Schemes. b) Role of Local Self Government of Tribal Development on PESA	15
6	Tribal Development and Voluntary Organization	a) Role of NGO's Aims/Objectives and Programmes of NGO's at Khandesh Level b) NGO;s at National and International Level	15

Paper III: Practical / Field Work

Sr. No.	Content of Field Work	Total Hrs	Marks
1	Study Tour/Visit In Tribal Area	50	40
2	Study Tour/Visit In Tribal Area Report Writing	10	10
3	Project Work On Issues related to Tribal	50	40
4	Project Viva -Voce	10	10
Total		120	100

संदर्भ सूची

- १) भिल्ल आदिवासी - प्रा.डॉ. ल्या । मोरे - सम्यलता प्र ।शन, धुळे.
- २) आदिवासीचे महान धार्मि स्थळ ोधली चरा ढ - मधु र उध्दवराव मडावी - शरद चांदे र सिंघानीया न ।र, यवतमाळ
- ३) वनवासी : आदिवासींच्या अस्तीत्वाला न ।र - एल.े .मडावी, प्र ।श : डॉ.राजेंद्र सुरपाम ज्ञानेश्वर, सयाम ना ।पूर
- ४) सातपुड्यातील आदिवासी लो संस्ृ ती - प्रा.डॉ.भास् रराव नाराय । पाटील, प्रा.डॉ.संजीव सु देव प ।ारे, प्र ।श : राहूल वाघ, धुळे.
- ५) आदिवासी स्त्री जीवन - प्रा.सुमन मुठे, प्र ।शन : सु ।ावा प्र ।शन
- ६) आदिवासी सिंधू संस्ृ तिचे वारसदार व त्यांचा धम्म - गोूळदास मेश्राम, सु ।ावा प्र ।शन.
- ७) आदिवासी साहित्य : स्वरूप आ । । समी ।। - डॉ.विनाय तुभराम - विजय प्र ।यशन, ना ।पूर
- ८) आदिवासी बोलू ला ।ला - अॅड. माधव बंडू मोरे - सु ।ावा प्र ।शन
- ९) आदिवासी और उन । संघर्ष - एस.एल.सा ।र - सा ।र प्र ।शन, मैनपूरी
- १०) आदिवासी चळवळ स्वरूप व दिशा - दिप ।ाय वाड - सु ।ावा प्र ।शन
- ११) भारतातील आदिवासी वंश - प्रा.वि.श्री.ुल ।ी - शास ।ीय मुद्र ।ालय व त्रंथा ।ार, ना ।पूर
- १२) आदिवासी वि ।स प्रशासन- डॉ.एस.जी.देव ।ाव र - श्रीसाईनाथ प्र ।शन, ना ।पूर
- १३) सिंधुदु । जिल्ह्यातील आदिवासी (ठा र) - मोहन र ।सिं ।, न्यू:एज प्रिटी । प्रेस, मुंबई.
- १४) सातपुड्यातील भिल्ल - डॉ. गोविंद ।ारे, मॅजेस्टी प्र ।शन
- १५) भारतीय आदिवासी - डॉ. प्रभा र मांडे
- १६) आदिवासी संस्ृ ती भाषा व साहित्य - डॉ.पुष्पा ।ावीत, अथर्व पब्लि े शन्स्
- १७) पश्चिम ।ादेशातील आदिवासी लो साहित्य - डॉ.पुष्पा ।ावीत, प्रशांत पब्लि े शन्स्

Kavayitri Bhainabai Chaudhari North Maharashtra University, Jalgaon

Ordinance N0. 181

1.College Name: Dr. Babasaheb Ambedkar College of Social Work,
Morane (Nakane) Tal. Dist. Dhule

2. Tital of The Course :- PG-Diploma in Research Methodology.

3. Objectives of the Course:

1. Develop students knowledge about social work Research. .
2. Understand Meager research strategy, scope and importance of social research.
3. Develop and understanding of scientific approach to research.
4. Acquire skill in data analyses and research reporting.

Paper I –Social Work Research

Unit	Title	Content	Suggested No. of Hours
1	Meaning & Importance of Social Research	Meaning and Concept of social work research Objectives of social work research Hypothesis and importance of social work research	20
2	Types and Method of Research	Types of Research Research and Scientific methods	20
3	Review of Literature	Meaning and Concept of literature review Sources of Literature. Planning of Review. Importance of Literature review	20
4	Methods of data collection	Meaning and concept of data collection. Methods of data collections Methods of primary data. Use of secondary data	20
5	Importance of social research	Relevance of social work research in various social fields Social work research and use of suggestions in planning process.	20

Paper II – Research Methodology

Unit	Title	Content	Suggested No. of Hours
1	Foundation of Research	Scientific Research Importance of Research Methodology in Social Work Research Kinds of Research	20
2	Tools of data collection	Meaning and types of data collection. Construction of schedule and questionnaire Pilot studies and pre test.	20
3	Sampling	Meaning and concept of sampling Types of sampling Sample size.	20
4	Data Processing	Classification and coding Master chart Tabulations Graphical Presentation SPSS-use in research, hypothesis testing	20
5	Writing of Report	Meaning ,Types of reports, Report writing formats, Documentation Annexure.	20

Paper III – Practical in Social Research.

Sr. No.	Content of Field Work	Total Hrs	Marks
1	Research Paper -2	20	20
2	Research Article Review -2	20	20
3	Research Proposal Writing /outline	20	10
4	Project Report	60	50
Total		120	100

Reference Book

1. Research methodology : Method and Techniques by C.R. Kothari new age International Publishers,ISBN:81 -224 -1522-9.
2. Design of Social work Research by Lal Das D.K. (2005) Rawat Publication, Jaipur Survey Research in social work, Institute of community organization and research.
3. Methodology and Theories of social Research by Wilkinson and Bhandarkar, Himalaya publication, Nagpur.
4. Samajik Sanshodhan Paddhati by Bodhankar Sudhir, Sainath publication , Nagpur.
5. Method in social Research, by Gude, W.J. & Hatt, McGraw Hill publication, New Delhi.
6. Methodology in social Research, by Mukhraj and Partha N. Sage Publication , New Delhi.
7. Samajik Sanshodhan Paddhati by Aglave Pradeep, Sainath Prakashan, Nagpur

