

THIRUVALLUVAR UNIVERSITY

BACHELOR OF SOCIAL WORK

DEGREE COURSE UNDER CBCS

(with effect from 2017-2018)

The course Structure and the Scheme of Examination

S. No	Part	Study Components		Ins. Hr / Week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
SEMESTER I									
1	I	Language	Paper-1	6	4	Tamil/Other Languages	25	75	100
2	II	English	Paper-1	6	4	English	25	75	100
3	III	Core Theory	Paper-1	6	4	Introduction to Social Work	25	75	100
4	III	Core Theory	Paper 2	6	4	Indian Social Problems	25	75	100
5	III	Allied	Paper-1	4	3	Structure of Indian Society	25	75	100
6	IV	Environ. Studies		2	2	Environmental Studies	25	75	100
Total				30	21		150	450	600
SEMESTER II									
7	I	Language	Paper-2	6	4	Tamil / Other Languages	25	75	100
8	II	English	Paper-2	6	4	English	25	75	100
9	III	Core	Paper-3	5	4	Direct Methods of Social	25	75	100

S. No	Part	Study Components		Ins. Hr / Week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
		Theory				Work			
10	III	Core Theory	Paper 4	5	4	Human Growth and Development	25	75	100
11	III	Allied	Paper-2	4	4	Introduction to Counselling	25	75	100
12	IV	Value Education		2	2	Value Education	25	75	100
13		Soft Skill		2	1	Soft Skill	25	75	100
Total				30	23		175	525	700
SEMESTER III									
14	I	Language	Paper-3	6	4	Tamil/Other Languages	25	75	100
15	II	English	Paper-3	6	4	English	25	75	100
16	III	Core Theory	Paper-5	4	4	Social Legislations	25	75	100
17	III	Core Theory	Paper-6	4	4	Theories of Social Work	25	75	100
18	III	Allied	Paper-3	4	3	Fundamentals of Statistics	25	75	100
19	IV	Skill Based Subject	Paper-1	3	2	Disaster Management	25	75	100
20		Non Major Elective	Paper-1	3	3	Computer and Office Automation	25	75	100
Total				30	24		175	525	700
SEMESTER IV									
21	I	Language	Paper-4	6	4	Tamil/Other Languages	25	75	100
22	II	English	Paper-4	6	4	English	25	75	100
23	III	Core Theory	Paper-7	4	4	Community Development	25	75	100

S. No	Part	Study Components		Ins. Hr / Week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
24	III	Core Theory	Paper-8	4	4	Social Work in Hospitals	25	75	100
25	III	Allied	Paper-4	4	3	Demography and Population Dynamics	25	75	100
26	IV	Skill Based	Skill-2	3	3	Community Programmes and NGO'S	25	75	100
27		Elective	Paper-1	3	3	Family and Child Welfare	25	75	100
Total				30	25		175	525	700
S. No	Part	Study Components		Ins. Hr / Week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
SEMESTER V									
1	I	Core Theory	Paper-9	6	4	Fundamentals of Social Work Research	25	75	100
2	II	Core Theory	Paper-10	6	4	Social Welfare Administration	25	75	100
3	III	Core Theory	Paper-11	6	4	Development Communication	25	75	100
4	III	Elective	Paper-2	6	4	Entrepreneurship Development	25	75	100
5	III	Non Major Elective	Paper-2	3	4	Women and Development	25	75	100
6	IV	Skill Based Subject	Paper -3	3	3	Project Management	25	75	100
Total				30	23		150	450	600
SEMESTER VI									
1	I	Core Theory	Paper-12	6	4	Medical Social Work	25	75	100
2	II	Core Theory	Paper-13	6	4	Social Work in Industries	25	75	100
3	III	Core Theory	Paper-	6	4	Social Work with Persons with Disabilities	25	75	100

S. No	Part	Study Components		Ins. Hr / Week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
			14						
4	III	Core Theory	Paper-15	6	4	Correctional Social Work	25	75	100
5	III	Elective	Paper-3	3	4	Human Rights	25	75	100
6	IV	Skill Based Subject	Paper-4	3	3	Fundamentals of Accounting	25	75	100
		Extension Activities		0	1		100	-	100
Total				30	24		250	450	700

Part I	Subjects	Papers	Credit	Total Credits	Marks	Total Marks
Part I	Languages	4	4	16	100	400
Part II	English	4	4	16	100	400
Part III	Allied (Odd)	2	3-4	7	100	200
	Allied (Even)	2	3	6	100	200
	Electives	3	3-4	11	100	300
	Core	15	4	60	100	1500
Part IV	Environment Studies	1	2	2	100	100
	Soft Skill	1	1	1	100	100
	Value Education	1	2	2	100	100
	Non Major Elective	2	3-4	7	100	200
	Skill Based	4	2-3	11	100	400
Part V	Extension	1	1	1	100	100
	Total	40		140		4000

SEMESTER – I

INTRODUCTION TO SOCIAL WORK

UNIT 1: Social Work – meaning & definition, objectives, functions and Professional ethics, Social welfare-meaning, scope & objectives -Social service – meaning, difference between social services and social work. Social security, social justice and social action. Historical development of social work in the west and in India.

UNIT 2: The rights of the individuals under the United Nations Charter of Human Rights and the Indian Constitution.

UNIT 3: Socio- Religious thoughts of India:

Hinduism (Four values) Dharma, Artha, Kama & Moksha

Christianity - Supreme value of man, Concepts of love & services.

Modern Indian Social thought – Vivekananda, Aurobindo, Gandhi & Radhakrishnan.

UNIT 4: Role of State, Central Government and Voluntary agencies in developing social welfare.

UNIT 5: Role of Social worker in various settings. Child welfare, youth welfare, aged welfare, family welfare, medical setting, Psychiatric setting & Labour welfare.

REFERENCES

1. Friedlander, W.A., Introduction to Social Welfare, New Delhi, Prentice Hall, 1977
2. Indian Nationalism and Hindu Social Reform, Bombay, Oxford University Press – 1964 Heimsath, C.H.
3. Muzunden, A.M., Social Welfare in India, Bombay, Asia Publishing House, 1964
4. Routledge and Kegan Paul, 1968 – Woodroof, E.K., From Charity to Social Work, London,
5. Turner F.J., Social Work Treatment, New York, Free Press, 1974
6. Prabhu, Radharinath. Hindu Social Organisation (Bombay:Popular)
7. SAMA, D.S. Hinduism through the ages (Bombay, Bharatiya Vidhya Bhavan)
8. Natarajan,S. Century of Social Reforms (Bombay: Asia Publishing House)
9. Sudha .J.P Religion in India (New Delhi: Sterling Publishers Pvt.Ltd.) 10. Radhakrishnan.S Hindu view of life (Bombay: George Allennuina)
11. Rameshwari Devi ,Ravi Prakash Social work and Social Welfare Administration (Methods and Practice) Vol I and Vol II, Mangal Deep Publication, Jaipur,1998
12. S.D.Mudgal, An Introduction to Social work, Book Enclave, Jaipur, 1997.
13. Jainendra Kumar, An Introduction to Social Work, Anmol Publication Pvt, Ltd., New Delhi 2002

INDIAN SOCIAL PROBLEMS

UNIT 1:

Poverty and dependency: Definition, Relation between poverty and dependency - Classes of dependence – Care of the dependents. Factors responsible for poverty and dependency. Measures to eradicate poverty and dependency in India.

UNIT 2:

Beggary : Definition – Causes of beggary – types , ways and means of preventing beggary. Rehabilitation measures of the government.

UNIT 3:

Prostitution : Definition, Types, Causes – Implications of prostitution and rehabilitative measures.

UNIT 4:

Alcoholism and drug addiction : Alcoholism – causes / implications of drinking and prevention – prohibition, causes of success & failure of prohibition, drug addiction – types of drugs – Causes of addiction and teenagers – effects - remedial measures and de-addiction.

UNIT 5:

Juvenile delinquency: Definition –Causes – consequences of juvenile delinquency, vagrancy, truancy, street children – prevention – reformation of delinquents.

TEXT BOOK: Madan.G.R.Indian Social Problems

REFERENCE:

1. Merton, Robert.K and Nisbet Robert Lemert, Contemporary Social Problems Ny: Hard Course Brace 1965.
2. Lemert, Social Pathology Ny, Hard Couse Brace 1962. (1978 Reprint).
3. Athreya, Venkatesh B Sheela Rani Chuukkath. Literacy and Empowerment Sage Publishing , New Delhi, 1996.
4. Williams Kornblum, Joseph Julian, Social Problems, 8th Edition, Prentice Hall Inc., 1975.
5. Dr. Sunil, Social Problems in India – Issues & Perspectives, Regency Publications House, New Delhi, 1990.
6. Bharti Sharma, Juvenile Delinquents and their social culture, Uppal Publishing House, New Delhi, 1990.
7. S.K. Bhattacharya, Social Problems in India – Issues and Perspectives, published by Regency Publications, New Delhi.

ALLIED – 1

STRUCTURE OF INDIAN SOCIETY

UNIT 1: Social Work its relationship with social sciences. Society: Definition and Concepts of society, community, social groups, Associations and Institutions.

UNIT 2: Culture: Definition and Concepts of Culture and civilization, Norms, Folkways, Institutions and laws, Role and Function of culture.

UNIT 3: Social Stratification: Concept, Determinants, Caste, Class and Race.

UNIT 4: Family: Structure and Functions of Family, Types, influences of other agents of socialization, changing Indian Family and its consequences on the individual and society, Family disorganization.

UNIT 5: Social Control: Definition, Social Change: Concept, Process, Factors acting as agents of Social change.

REFERENCES

1. T.B.Bottomore, *Sociology: A Guide to Literature and problems*, New Delhi, Allen and Unwin (India) 1972.
2. K.M.Kalpadia, *Marriage and Family in India*, London, Oxford University Press, 1965.
3. Mac Iver and Page, *Society*, Macmillan and co., 1959.
4. Sharma, *Introduction to Sociology*, Sterling Publishers.
5. Srinivas, M.N.*Caste in Modern India*, Asia Publishing House, 1962.
6. Tumin.M. *Social Stratification New Jersey: Prentice Hall*, 1981.
7. Kumar S.*Principles of Sociology*, New Heights publishers and Distributors. New Delhi, 1982-83.
8. *Social Control & Social Change – K.Singh* Published by Prakashan Kendra – Lucknow, 2001.
9. Sachehidananada, *Social Change in Village India*. Published by AshokKumar Mittal Concept Publishing Company.
10. A. Kumar, *Structure of Society*, Anmol Publications, New Delhi.
11. Vidhya Bhusan & Shachdeva, *An Introduction to Sociology*, Kita Mahal Publications, Allahabad.

SEMESTER – II

DIRECT METHODS OF SOCIAL WORK

UNIT 1: Social Case Work – Definition, objectives, principles and basic concepts. Interviewing : Study, Diagnosis and Treatment .

UNIT 2: Social Group work – Definition, objectives, principles: Types of groups, Group processes: Group work Processes

UNIT 3: Community organization – Definition of Community organization, Principles, process of community organization and resource mobilization, Role of a community organization worker.

UNIT 4: Social case Work practice in Medical / Psychiatric/ Industrial / School settings and roles of case worker

UNIT 5: Social group work practice in Medical/ Psychiatric/ Industrial / School settings and roles of group worker.

REFERENCES

1. M.S.Gore, Social work education, Asia Publishing House 1965:
2. Gisela Konapka Social Group Work, A helping process, New Jersey Prentice Hall:.
3. Fred Milson ,Skills in Social group work.
4. Gangrade, K.D.Community Organisation in India (Bombay: Popular Prakashan)
5. Social Work and Community Development, Institute for Substantiable Development, Lucknow, First Edition 2002. Published by J.L. Kumar for Anmol Publications Pvt. Ltd., New Delhi.
6. P.D.Misra, Social Work Philosophy and Methods, Inter India Publications, New Delhi.

HUMAN GROWTH AND DEVELOPMENT

Unit 1: Growth and Development

Meaning of Growth and Development, Development tasks, Development stages.
Conception pregnancy & Delivery.

Infancy: Major adjustment of infancy.

Babyhood: Emotional behaviour in babyhood – Hazards of babyhood.

Early childhood: Emotional and Social Behaviour.

Late childhood: Emotional and Social Behaviour.

Unit 2: Puberty

Causes and age of puberty – Body changes at puberty – effects of puberty changes, adolescence – Developmental tasks of Adolescence, Emotional, Social aspects of adolescence.

Unit 3: Early and Late Adulthood.

Developmental tasks of Early Adulthood – Vocational, marital, social Adjustment – Late Adulthood – Adjustment to parenthood.

Unit 4: Middle Age.

Developmental tasks of middle age – social adjustment – Adjustment to physical changes – vocational and marital hazards of middle age.

Unit 5: Old Age

Characteristics of old age – Development task of old age, adjustment to retirement – Adjustment to loss of spouse – Life hazards of old age.

Text book

Elizabeth B. Hurlock, Development of psychology, Tata Mc Graw Hill & Pub. Cooperation Limited, New Delhi, 2002.

References:

English Oscy, Emotional problems of living London: George Allen and Alwin Limited, 1958.

Hurlock E.B., Developmental psychology, 1975.

Thompson, C.G., Child Psychology, New Delhi, Sorject Publications, 1981.

Qamar Hasan, Personality Assessment – A French Psychological Look, Gyan Publishing house, New Delhi, 1997.

Lawrence, Adult Personality Developmetn, Theories and concepts, S. Wrightsman, Sage Publications, New Delhi, 1994.

Alice Eagly H. & Shelly Chiken, The Psychology of Attitudes, Harcourt Brace Jovanovich college publishers, New York, 1993.

ALLIED - 2

INTRODUCTION TO COUNSELLING

Unit 1: Introduction to Counselling: Meaning, definition, need and importance of counselling & professional ethics in counselling.

Unit 2: Basic Principles of Counselling: Participation, individualization, confidentiality, communication, acceptance, self-confidence, self-awareness and other principles governing the counselling relationship.

Unit 3: Counselling process, interview and its significance in counselling- Use of observation in counselling and understanding of emotion in counselling.

Unit 4: Techniques of group counselling, strategies and structure- barriers to effective Counselling sessions: Counselling evaluation.

Unit 5: Components of effective counseling; Personality of the counselor's skills- Role and functions of the counselor in schools, industries, family, hospitals & rehabilitation institutions.

References:

1. Burnett.J : Counselling with young people
2. Fred Machinery: Counselling for personal Adjustment
3. Morrisco C. Engine: Counselling with Young people
4. Shesrom Everlett, Brammer M.Lawrence: The Dynamics of counselling process
5. Tobbert,E.L: Introdution to counselling
6. Colin Feltham, Controversies in psychotherapy and counselling, Sage publications, New Delhi, 1999.
7. Kathryn Geldard & David Geldard, Counselling Children, A pratical Introduction, Sage Publications,New Delhi, 1997.
8. Charles J.O.leary, Counselling Couples and Families. A Person centred Approach, sage Publications, New Delhi,1999.
9. Keith Tudor, Group Counselling, Sage Publications, New Delhi, 1999.
10. Don. C.Locke, Jane, E.Mayers, Edwin I.Iless, the Hand book of Counselling, Sage publication, International Educational and professional Publishers, New Delhi-2001.
11. Tara Chand Sharma, Modern Methods of Guidance and Guidance and Counselling Sarup & Son's, New Delhi 2002.

SEMESTER – III
SOCIAL LEGISLATIONS

Unit 1:

The concept of legislation, need and importance to legislation, legislation as a process, social welfare and social change – Direct principles of state policy.

Unit 2:

The Hindu and Muslim Laws governing marriage, divorce, adoption, minority and guardianship, maintenance, succession and inheritance.

Unit 3: Legislation Relating to the Welfare of Women.

Dowry Prohibition Act – 1961, Suppression of Immoral Traffic Act – 1977, Medical Termination of Pregnancy Act – 1971.

Unit 4: Legislation Related to Child

Juvenile Justice Act – 1986, Child Marriage Restraint Act – 1929 and Child Labour (Prohibition and Regulation) Act – 1986.

Unit 5: Legislation for the Amelioration of Social Problems

Protection of civil Rights Act – 1976, Consumer protection Act – 1986, Mental Health Act – 1987 and Beggary Prevention Act.

References:

1. Government of India, Social legislation – Govt.of India Publications – 1956.
2. Tandon.M.P., Mohamedanlan – Allahabad, Lan Association, 1964.
3. Hindulaw – R.K.Agarwala, Central law agency, Allagabad.
4. Senewalla R.K., Tara Poralla D.H. & Sons, Law other Layman _ Bombay 1962.
5. Devasia, V.V., Leelamma Devasia, Woman Social Justice and Human Rights, APH Publishing corporation, Delhi, 1998.
6. Child and Law – Indian Council for Child Welfare, Tamil Nadu, 1998.
7. Sankar Sen, A.P.H. Human Rights in Developing Society – Publishing Corporation, New Delhi, 1998.
8. Kohki, A.S., Sharma, S.R., Equal Oppurtutnity Human Rights and Social Welfare, Anmol Publications, Pvt.,Ltd, New Delhi,1997. Justice V.R.Krishna Iyer, Human Rights – A Judges Miscellanary, B.R.Publishing Corporation, Delhi, 199
9. Vyas, R.N. – The Soul of Indian Constituion (A Critical evaluation) print well Publications, Jaipur, 1998.
10. Jagadeesan Elatchiappearr Marriage and Social Legislations in Tamil Nadu, Madras-7.
11. Chkaraparty N.K Juvenile Justice, Deep & Deep Publication, New Delhi 1999.
12. Paras Diwan & Peeyusai Diwan, Children & Legal Protection, Deep & Deep Publication, New Delhi, 1994 .
13. Shanmuga Velayudam, Social Legislation and Social Change, Vazla Valamadai Publications, 2000Chennai.

THEORIES OF SOCIAL WORK

Unit 1: Theory in social work

Theory – Definition, functions, characteristics – relevance and importance of theory in Social Work.

Unit 2: Role Theory

Meaning – Concept of Role in Social Work – role conflict – Application of Role Theory in Social Work.

Unit 3: Gestalt Theory

Introduction – Origin of Gestalt theory – its impact on social work practice – Treatment methods and techniques.

Unit 4: Crisis Theory

Introduction – origin of crisis theory – sociological studies in crises theory- Social work & crises theory – social work practice in crises situation –Treatment in crises theory.

Unit 5:

Psycho-analytic theory & Social work practice.

References:

1. Ministry of Social Welfare, The Encyclopedia of social work in India.
2. Tripathy .B.D.Nature of Sociological Theories, New Delhi: Sterling Ltd.,
3. Turner J.Franca, A social work treatment, New York: the free press 1979.
4. Colemann: Abnormal Psychology.
5. Mangal S.k., Abnormal Psychology, Sterling Publishers Private Limited.
6. Francies, G. Abraham, Sociological Theory, Oxpord Press University Press, New Delhi.

ALLIED - 3

FUNDAMENTALS OF STATISTICS

Unit-1: Statistics: definition, objectives, uses in social work, classification of data – meaning, objectives, types, formation of discrete, continuous, relative, and bivariate frequency distribution.

Unit 2: Tabulation: meaning, types, and parts of a table, difference between classification and tabulation; general rules of tabulation.

Unit-3: Measures of Central tendency: mean, median, and mode.

Unit-4: Measures of Dispersion: range, inter quartile range, quartile deviation, Mean deviation and Standard deviation, Lorenz curve.

Unit-5: Diagrammatic and graphic presentation: types – one dimensional, two dimensional, pictographs, cartogram, techniques of constructing graphs, histogram, frequency polygon, smooth frequency curve, and ogives.

Text book: Gupta, S.P. (1992). *Elementary Statistical Methods*. New Delhi: Sultan Chand & Sons.

References:

1. Anderson.T.W.,Introduction to Multivariate Statistical Analysis, New York :
2. John Wiley & Sons Chou, Y. (1975). *Statistics Analysis*. New York: Reinhart and Winston
3. David, J. (2009). *Statistics: A Very Short Introduction*. New York: Oxford University
4. Press. Gupta, S.C. (1993). *Fundamentals of Applied Statistics*. New Delhi: Sultan
5. Chand & Sons, Gupta, S.C. (2002). *Statistical Methods*. New Delhi: Sultan Chand & Sons.
6. Guthrie, G. (2010). *Basic research methods: An entry to social science research*. SAGE Publications India.
7. Mueller, John H., Schussler Karl F., and Costner, Herbert .L. *Statistical Reasoning in Sociology*, Boston: Houghton Mifflin, 1970.
8. Nagar. A.L. & Das, R.K. (1993). *Basic Statistics.*, New Delhi: Oxford University
9. Press. Salvatore, D. (1982). *Statistics and Econometrics*. New Delhi: McGraw Hill.
10. Speigal, M.R. (1992). *Theory and Problems of Statistics*. London: McGraw Hill Book Co.
11. Stigler & Stephen, M. (2002). *Statistics on the Table: The History of Statistical Concepts and Methods*. Cambridge: Harvard University Press

SKILL BASED SUBJECT – 1
DISASTER MANAGEMENT

Unit-I: Disaster

Definition, hazards, Vulnerability and Disaster cycle. Key agents in disaster management- Dimensions of Disaster Management

Unit-II

Response to Disasters-survey, assessment, importance & scope /basics of planning, sources of information- nature of crisis information, communication, and co-ordination of information man and management- disaster planning- early warning systems, managing human awareness, Vulnerability analysis.

Unit-III

Disaster- Indian experience

Nature Disaster- Floods/drought/cyclone/earthquake disaster – communal violence/ Ethnic conflicts/ refugees.

Other disaster- epidemic/fire/industrial disaster/ road accidents/ air accidents/railway accidents.

Unit-IV

Indian Disaster Management- Role of central state governments-role of NGO's in disaster management- role of media in disaster management-role of education in training and management.

Unit-V

Tsunami-Reality/ Facts/ Responses

Role of local/ state/ National International/ NGO's& Role of social workers.

References:

1. Shailendra K.Singh, Subhash C.Keradu, Shoba Singh Handbook of modern Management Miffal publications, 1998 New Delhi-110059
2. Parasuram. S and Unnikrishnan. P.V Oxford University press, YMCA, library building, Jai singh Road, 2000 NewDelhi-110001
3. Sachdeva J.L., Indian Journal of Adult Education, Vol. %9, NO-3 July- September 1998.17-B,Indra prastha Estate, New Delhi-110 002.

NON MAJOR ELECTIVE - 1

COMPUTER AND OFFICE AUTOMATION

UNIT I

Introduction to computers- definition, evolutions, generations, types of computers- Analog, digital and hybrid and special purpose, micro mini, main frame computers.

UNIT II

Hardware, block diagram of computer, I/O devices, memories –primary –RAM, ROM, EPROM, EEPROM, secondary storage devices.

UNIT III

Software, definition, categories – System, Applications, Programming Languages, Packages, O.S- Evolution, Single users Vs Multi users, Time sharing Multi Program, Multi-tasking, Multi processing, basic commands of MS –DOS &UNIX /NOVELL.

UNIT IV

Problem Solving through basic algorithms, Flow chart, Symbols, Simple algorithms to illustrate the problem solving technique. Basic language- constant, variables, key words, built in functions, control statements, arrays, subscripts, user defined functions and sub programmes.

UNIT V

M.S WORD – basics, using of text, word editing techniques, using templates.

M.S Power point – basics-, editing text, adding subordinate points, Running an Electronic slide show.

MS Excel- entering data, selecting ranges, creating graphs.

Use of Inter Net Explore.

References:

Texaliny. R.K (1998): P.C Software for Windows made Simple. New Delhi: Tata Mc Graw Hill

SEMESTER – IV

COMMUNITY DEVELOPMENT

Unit 1: Community Development

Definition, Meaning, Concept, history, philosophy, objectives and principles of community development in India.. Rural Urban contrast.

Unit 2: The Role of Nucleus groups in Rural Development

Formation of Nucleus group in Rural Development, the power structure, Social action, characteristics of nucleus group members, people's participation & Social education – Scope, concept, aims and problems, methods – adult literary methods.

Unit 3:

Community Development Process & Role of Community Development Worker.

Unit 4: Rural Community development

Scope, Features and problems. Rural Community Development Programmes – Government & Voluntary agencies – NIPCCD, CAPART, NABARD, PADI, DRDA.

Unit 5: Urban Development Programme

Agencies – CMDA, DDA, Tamil Nadu Urban Development Project (TNUDP), Municipal Administration, Housing development agencies, etc. Role of state Government & NGO's in Urban Development.

References:

1. Jain S.C., Community Development and Panchayat Raj in India.
2. Rajeswari Deyal, Community Development Programme in India.
3. Mukeriji, B., Community Development in India, New Delhi, Orient Longmans.
4. Dahema O.P., Extension and Rural Welfare, Ram Prasad & Sons, Agra – 3.
5. Eminger, Dognals, A guide to community Development, Ministry of Community Development.
6. Jain S.C. Rural Development Institution & Strategies, Rawat Publications, Jaipur, 1985.
7. Sethuramalingam. V, Urban Housing: Policies. Programmes and Interventions, S.S. Pub, Trichirappalli, 2000.

SOCIAL WORK IN HOSPITALS

UNIT I

Hospital – meaning –definition, nature and functions of hospital- classification of hospitals-based on objectives, based on ownership, based on system of medicine and based on the size of hospitals.

UNIT II

Different departments required in a hospital- out patient – in patient services emergency care – laboratory facilities required – dietary services – Medico legal cases.

UNIT III

Hospital Administration- Meaning, nature and scope. Human resource management in Hospitals- selection, promotion, transfer, performance appraisal, working hours, leave rules, safety, salary and wage policies, training and development.

UNIT IV

Record management in hospitals – essentials of records management- content of medical record- advantages of record keeping- use of computers in Hospital.

UNIT V

Use of social work method in Hospital setting – Role and functions of medical social worker in hospital setting- Importance of team work in a hospital

References:

1. Benjamin Robert,etal 1983 Hospital Administration New Delhi: Prentice.
2. Goal S.L 1981 Health care Administration New Delhi: Sterling.
3. Rabick & Jonathan,etal 1983 Hospital organization and Management
4. London: Spectrum.

ALLIED - 4

DEMOGRAPHY AND POPULATION DYNAMICS

UNIT 1:

a) Definition – Nature – Importance and scope of the study – Relations with other discipline. b) Basic Demographic concepts: Ratio – proposition – percent rate – Natural increase – Fecundity.

UNIT 2:

Theories of Population: Malthusian theory – Optimum theory - Biological Theories – Socio Economic Theories.

UNIT 3:

Composition of population: Rural urban composition – Sex composition – Age composition – Religious composition – Class composition.

UNIT 4:

Population growth in India : Contemporary trend in population growth – Causes effects.

UNIT 5:

Population policy and control in India: Population policy of India – Family Welfare planning programmes in India – Measures of Population Control.

REFERENCES:

1. Agarwala, S.N. India's Population Problems, Tata Mc Graw Hill, New York.
2. Raj, Huns. Population Studies, Surgeet publications, Delhi, 1988.
3. Chandrasekar, S. Infant Mortality population growth and family planning in India, London George Allen Unwin Ltd., 1972.
4. Base Ashish and Desai P.B. Studies in Demography Essays presented in honour of prof. S. Chandrasekar, London, Allen & Unwin and chopal Hill University, North California press, 1971.
5. Krishna Reddy M.M. Marriage population and Society – Kanishka Publishers, New Delhi, 1998.
6. Krishna Reddy M.M. Population and Society in India, Kanishka Publishers, New Delhi, 1998
7. Population Transition in India Vol I & Vol II – Singh Pram Bhatia Bose, B.R. Publishing corporation, New Delhi, 1989.
8. The Billings Method – Dr. Evelyn Billings Ann Westmore, Randon House, New York, 1981.
9. Fertility Status of Women – G.A. Siddique, Published by Rohit Publications, 4675/21, Ansari Road, Durya Ganj, New Delhi – 02, 2001.

SKILL BASED SUBJECT – 2

COMMUNITY PROGRAMMES AND NGOs

Unit – I

Social Enterprise: history, role, importance, need and relevance; Role of NGOs in population activities: health, education, empowerment and development.

Unit-II

Self Help Groups: concepts, objectives, origin; Formation of Self Help Groups: principles, need and stages in the formation, criteria for membership; Guidelines for the formation of Self Help Groups.

Unit – III

Community Health: meaning, definition, health as a fundamental right; Public health; Personal and Environmental Hygiene; Communicable and Non-communicable diseases; prevention and control; Indicators of Health; Public Health Organisation.

Unit – IV

Nutrition: concepts, processes, types of food; Nutrients: functions and sources; Balanced diet: Malnutrition Deficiency diseases; prevention and control; Applied Nutrition Programmes.

Unit – V

Health Care: Concepts, health care services, Primary Health Care, present level of health care; Health Education: principles and means; National Health Programmes: ICDS, Balwadi and Anganwadi programmes; Expanded Programme of Immunization, National Programme for the control of blindness; STD control programme, National AIDS control programme.

Suggested Readings

1. Action Aid. *Annual Report 1994-95*.
2. Oxfam. *Annual Report 1994-95*.
3. *NGO: Guidelines for Good Policy and Practice*. UG: The Common Wealth Foundation.

ELECTIVE – 1

FAMILY AND CHILD WELFARE

Unit 1:

Philosophy of family and child welfare- National child welfare policy in India

Unit 2:

Problems of children – child abuse, child labour, street children- female infanticide, girl children.

Unit 3:

Family welfare planning programme and methods of family planning- natural family planning methods- artificial methods.

Unit 4:

Family and child welfare services by social welfare and other departments of government.

Unit 5:

Role of voluntary agencies in family and child welfare services Institutional and Non-Intitutional services for family and child welfare, national and international organisations working for children in India.

References:

1. Bee Dell, C. 1970, Residential life with Children London: Routledge and Keganpaul.
2. Daridson. F and Gornicki. B 1964, Care of Children in day centers Genera W.H.O., Publications.
3. Deranandan and Thomas, M.M.1959, changing Pattern of Family in India, Bangalore press.
4. Gokkale S.D and Lohani N.K.1979, Child in India: Bombay Lomaria Publication.
5. Girija Khanna and Varghesu M.A.1978, Indian women today, Delhi Vikas Publications.
6. Rudolf C.Heredia, The Family in changing World, Edward Mathias, Indian Social Institute, New Delhi, 1995.
7. Aruna Khas Giwala, Family Dynamics, Anmol Publication, New Delhi.
8. Digumarti Bhaskara Rao, Care the Child Vol I and Vol II, Discovery Publishing House, New Delhi, 1997.
9. Laxmi Devi, Encyclopaedia of Child and Family Welfare Vol I & II, Institute for Sustainable Development, Lucknow and Anmol publication, New Delhi.

SEMESTER – V

FUNDAMENTALS OF SOCIAL WORK RESEARCH

Unit 1:

Importance of Research in Social Work Profession. Differences between Social research & Social work research.

Unit 2:

Definition and importance of Research Designs, objectives, steps in research design, types of research designs – Definition, objectives, steps, advantages and disadvantages, problems in designing research.

Unit 3:

Social Survey and Case Study – definition – objectives and process.

Unit 4:

Sampling and Sample design – Probability and non-probability types, meaning, process, advantages and disadvantages.

Unit 5:

Tools of data collection – observation, interview schedule, questionnaire, interview guide; pilot study – Definition, objectives, purpose; pretest: Definition, objectives, purpose, process. Research report preparation. Central tendency and Measures of dispersion.

References:

1. Naikiran S., & Selvaraju R., Research Methods in Social Science, Himalaya Publishing House, Mumbai – 04, 1st Edition 2001.
2. Krishnaswami O.R., Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai – 04, 2001.
3. Goode William and Halt, Methods in Social Research.
4. Pauline Young, Scientific Social Surveys and Research.
5. Norman Polansky, Social Work Research.
6. Kothai C.R., Research Methodology Methods and Techniques.
7. Moser C.A. and Kalton .G., Survey Methods in Social Investigation.
8. Hebert and Blaodo, Social Research.
9. Sharma B.A.V., Reserch Methods in Social Sciences.
10. Gupta. S.P. Statistical Methods, New Delhi, Sultan chundand Sons, 1988.
11. Allen Rubin & Earl Babbie, Research Methods for Social Work, Books/ Cole Publishing Company, 1993.
12. David Hall & Irene Hall, Practical Social Research, Macmillan Press Ltd., 1996.
13. Singh A.K., Bharathi, Tests, Measurements and Research methods in behavioural Sciences Bhavan Publishers/Distributors, 1997.

SOCIAL WELFARE ADMINISTRATION

Unit 1: Administration: Concept, importance, definition, goals, type of administration, definition and nature of social work administration.

Unit 2: Basic Administrative Processes: Planning, Organizing, Staffing, Decision Making, Coordination, Recording and Budgeting, Communication.

Unit 3: Personnel Administration: Staff selection, Induction, Training, Orientation, Placement, Service conditions, Discipline, staff morale, Supervision and Evaluation.

Unit 4: Public Relations: Meaning, Need for Public relations, Principles, use of different media, fund raising.

Unit 5: Voluntary Organisations: Registration and role of voluntary organization in social welfare: Functioning of Boards and committees.

REFERENCE:

1. Kulkarni. Dm, essays in Social Administration.
2. Urwick.L, the elements of Administration.
3. Fraser Moore, Public Relations.
4. Arthur Denhen, Administration.
5. Jain S.P., Social Welfare Administration.
6. Paul Chowdary, Social Welfare Administration.
7. Elwood Stree, Social Agency Administration.
8. Hall, P.L.Public Administration.
9. Sachadeva, D.R. Social welfare Administration –in India, Kitab Mahal New Delhi, 1998.
10. Pat Young, Mastering Social welfare, Mc Millan Press Ltd., London,2000.

DEVELOPMENT COMMUNICATION

Unit 1:

Communication: Concept, definition and purpose; Need and importance of communication.

Unit 2:

Types, Principles and models of communication: Communication process: Channels and stages of communication: Skills and techniques of communication, Communication media and its role; Role of language in communication.

Unit 3:

Communication with self-concept of self-growth – goals of interpersonal communication, Interviews, Non – verbal communication in small groups.

Unit 4:

Mass communication for social change and social action; Types of mass media, selection of suitable approaches and media for different target groups.

Unit 5:

Written communication – Types, guidelines in developing different types of written communication.

References:

1. Dahama, O.P., Communication for education, New Delhi, JCH.
2. Berlo David.K: the process of communication. An Introduction to theory and practice, New York, Holt Rinehart and Winston Inc.
3. Nalini Vittal: Communication for Rural Development in India: some facts, Hyderabad HIRD.
4. Schram willur : Mass communication Urban. (A university of illness press)
5. Tunitall. J (ED): Media Sociology: Reader London constable.
6. Singh K.N & Singh S.N –Effective communication media for Rural Audiences (Bombay : Dharmmal Morarji Chemical C0.Ltd.,)
7. Rogers E.M & Shoemaker F.F : Communication of innovations, A cross cultural approaches.
8. Developing Communication Skills, Krishna Mohan Meera Banerji, Birla Institute of Technology and Science, Pilani, 1990.
9. Rayudu C.S., Communication, Himalaya Publishing House, Mumbai.
10. Singh U.K. Sudarasan K.N., Broadcasting Education, Discovery Publishing House, New Delhi.

ELECTIVE – 2

ENTREPRENEURIAL DEVELOPMENT

UNIT I

Concept of entrepreneurship- Definition, characteristics and functions of entrepreneur- types of Entrepreneur- Need for training and development- EDP- Phases of EDP- Development of women Entrepreneurs and rural Entrepreneurs.

UNIT II

Institutional finance to entrepreneurs –SFCs- SIDCs- SPCOT- commercial Banks- UTI- Small Industries Development Bank.

UNIT III

Special Agencies for entrepreneurs- DICs- SIDO-NSIC-SISIs-Indian Investment Centre- Khadhi and Village Industries Commission.

UNIT IV

Incentives and subsidies- Subsidy scheme for selected categories of Industries- subsidy for feasibility report /studies, Exemption from power cut, concessional power tariff, concession in water Royalties, interest free sales tax loan, stamp duty exception, special concession for SC and ST entrepreneurs

UNIT V

Industrial Sickness- causes and consequences of Industrial sickness, corrective measures- Government policies for small scale enterprises. Project identification - meaning and classification of project- project formulation – concept, significance and elements of project formulation – Evaluation and project report.

References:

1. Khanka S.S 1999 Entrepreneurial development New Delhi
2. Paramjeet Kaur 1994 Women entrepreneurs, New Delhi
3. Saravanavel .P 1987 Entrepreneurial Development, Chennai
4. Srinivasan. N.P. 1999 Entrepreneurial Development New Delhi

NON – MAJOR ELECTIVE
WOMEN AND DEVELOPMENT

UNIT I

Women and development – their roles in family – community and society – status of women – values with reference to Indian women.

UNIT II

Women and family – Family structures – Women's roles in decision making in the family.

UNIT III

Problems of women – child marriage, dowry, female infanticide, and foeticide educational backwardness, deserted and divorced women , prostitution – trafficking – rape – women and media- Empowerment of women.

UNIT IV

Working women – women employment – working women and their problems – women in Industry – women in agriculture – women and self-employment.

UNIT V

Women and Health – health services – Food and Nutrition - Education – Family welfare - Women and laws.

1. Medical Termination of pregnancy Act, 1971.

2. Equal remuneration Act, 1976.

Central and State Government Welfare programmes for women.

References:

1. Mazumdar, V (ed) : women in changing society symbols of power , Bombay: Allied publishers

2. Desai , N and Krishnaraj, M 1987 : women and society in India. Delhi : Ajanta publishers

3. Augutine , (Ed) : Indian family in transition New Delhi : Vickas publishing house.

4. Bhasin , K and Agarwai, B 1984 : Women and Media Analysis Alternatives an Action , New Delhi , Kali for women

5. Benerjee, Nirmala : Indian women in a changing industrial scenario.

6. Gopalan C & Balasubramaniam SC Indian council of medical Hyderadad : research ,1963

SKILL BASED SUBJECT – 3

PROJECT MANAGEMENT

Unit – I

Project Management: concepts, tools and techniques; The Project manager: Manager's role and functions; Project preparation: Guidelines for drafting a Project.

Unit – II

Planning: nature, purpose, steps, types, merits and demerits; Organising: nature, purpose departmentation, span of control, delegation, centralization and decentralization.

Unit – III

Staffing: nature and purpose, components of staffing; Controlling: concepts and methods;

Coordinating: need, principles, approaches for effective coordination

Unit – IV

Monitoring: Formulation of objectives; Designing a monitoring system; Participatory monitoring process; Reporting ongoing and the completed project.

Unit – V

Evaluation of projects: types, procedures and processes; Participatory evaluation: Evaluation and reporting of an ongoing/completed project; Participatory Rapid Appraisal

(PRA); Management Information System (MIS).

Suggested Readings:

1. Nagarajan K. 2001. *Project Management*. New Delhi: New Age International.
2. Desai, Vasant. 1997. *Project Management*. Mumbai: Himalaya Publishing House
3. Singh, Narendra. 1998. *Project Management and Control*. Mumbai: Himalaya Publishing House.
4. Terry, G. *Principles of Management*.
5. Karmakar, K.G. *Rural Credit and Self Help Groups: Micro Finance*.
6. Narayanasamy, N. et al. 2001. *Suya Uthavi Kulukal Melanmai* (Tamil). Gandhigram: Gandhigram Rural Institute.

SEMESTER – VI
MEDICAL SOCIAL WORK

UNIT 1: Concepts of health, well-being, health care and development. Relationship between health, mental health and development; Social and environmental production of illness.

UNIT 2: Health and health care problems; Migration, marginalization and health; Violence, conflict, health and development.

UNIT 3: Clinical illnesses (and their manifestation, role of social worker in such illnesses; psychosocial aspects related to various illnesses.

UNIT 4: Social Work Interventions in a clinical and non-clinical setting; working with individuals, groups, families and communities; social action and advocacy.

UNIT 5: Welfare and benefits accrued to persons with an illness, health insurance, Social Work practice in different settings, Medical emergencies and role of social worker.

REFERENCES

1. Doyal, Lesley and I. Pennell. (1989). *The Political Economy of Health*, London: Pluto.
2. Monica Das Gupta *et al* (eds.). (1996). *Health, Poverty and Development in India*, Delhi: Oxford University Press.
3. Park, J.E. (2006). *Textbook of Social and Preventive Medicine*, 17th edition. Jabalpur: Banarsidas Bhanot.
4. World Health Report. (2001). World Health Organization, Geneva.

SOCIAL WORK IN INDUSTRIES

UNIT 1: Labour: concept, characteristics and problems of Indian labour- labour in organized and unorganized sectors.

Unit 2: **Labour Welfare:** concept, scope, theories and Principles of Labour welfare-and classification- Role and functions of Labour Welfare Officer. Objectives and functions of International Labour Organization (ILO) - role of ILO in labour welfare-implementation of ILO recommendations in India

UNIT 3: Labour Legislations: Concept, need and historical development of Labour Legislation in India Factories Act, 1948 – Occupational safety and health-The Contract Labour (Regulations and Abolition) Act, 1970, Concept and types of wages-Legislations relating to Wages: The Payment of Wages Act,1936- The Minimum Wages Act , 1948.

UNIT 4: Industrial Relations – Meaning, Scope and Need. Factors influencing IR - Actors of IR-Employees and their organization, employers and the government - Approaches to IR- Bipartite and Tripartite Machineries for IR –Trade Unions.

UNIT 5: Social Security

Meaning & scope of social security, social assistance & social insurance, legal provision for social security in India workmen compensation act 1923, employers provident fund act 1952, ESI act 1948, Maturity benefit act 1961.

REFERENCES:

1. Memoria C.B. : Industrial relations in India
2. 6.Ajay Bhola, J.N. Jain. (2009). *Modern industrial relations and labour laws*. Regal Publications.
3. Arun Monappa. (1989). *Industrial relations*. New Delhi: Tata Magraw-Hill
4. BD Singh. (2010). *Industrial relations and labour laws*. Excel Books Publications.
5. Bhatia S.K. (2008). *Industrial relations and labour laws*. New Delhi: Deep and Deep Publications.
6. Dewan and Sudharsan. (1996). *Labour management*. New Delhi: Discovery Publishing House
7. Gaur.L. (1986). *Trade Unionism and industrial relations*. New Delhi: Deep and Deep
8. Giri,V.V. (1959). *Labour problems in Indian industry*. Bombay: Asia publishing house.
9. Jain J.N. (2009). *Modern industrial relations and labour laws*. New Delhi: Regal Publications

SOCIAL WORK WITH PERSONS WITH DISABILITIES

Unit 1: Disability

Concepts, impairment, handicapped and rehabilitation. Types of disabilities- Visually handicapped, hearing handicapped, mentally handicapped, orthopedically handicapped including spastics children and leprosy cured. Psycho-Social problems of the disabled: Social work intervention with the disabled

Unit 2:

Causes of disabilities- malnutrition, vitamin deficiencies, genetic disorder, congenital deformities, accidents etc.

Unit 3:

Persons with Disability Act 1995- emphasis on the appointment of state commissioners for disabled in all States.

Unit 4:

Government scheme for disabled offered by state commissioner for disabled-(a) Special education (b) Training programme (c) Employment of persons with disability (d) Self Employment for disabled and (e) Supplying of aids and appliances: Grant- in aid to NGO'S Vocational training and welfare of persons with disabilities in Tamilnadu.

Unit 5:

Approaches in rehabilitation- community based approach and outreach programmes by NGO'S for disabled, Role of family in the treatment, training and rehabilitation of the handicapped.

Reference:

1. Spurgeon and Pearson- Emotional Problems of living.
2. Minna field, Patients and People, New York, Columbia University press.
3. Ida M. Cannon, On the Social Frontiers of Medicine, London, Harward University press.
4. Merfalia,J.C-Handicapped Child.
5. Merfalia,J.C-Rehabilitation in India, Publication.
6. Policy Note, Citizens Charter and Performance Budget of social welfare Dept, Govt. of Tamilnadu.
7. PWD Act 1995 Govt. of India Publication.
8. Schemes for Disabled by state commissioner.

CORRECTIONAL SOCIAL WORK

Unit 1: Criminal Justice System:

Legislative – police – judiciary and correctional system – origin and development of correctional social work in India.

Unit 2:

Penology and corrections – probation – parole – half way homes – open air prisons and welfare measures meant for prisons – prisoners' rights UN minimum standard rules for prisons.

Unit 3:

Social defense in India – juvenile delinquency – Institutional & Non – institutional programmes for delinquency – Juveniles guidance Bureau – Boys Club – Boot Camps and other programmes meant for delinquents.

Unit 4:

Victimology – concept – philosophy – Victimology in India.

Unit 5: Correctional Techniques:

Preventive and curative measures – Role of social worker in correctional Administration. Social theory – psycho analysis and other therapeutic methods of corrections.

References:

1. Sutherland and Chessy, Principles of Criminology, Bombay. The times of India Press, 1968.
2. Tappan Paul, W. Contemporary Corrections, New York: Hill Book Ltd., Inc.1951.
3. Tappan Paul, W. Crime, Justice & Correction, New York: Mc.Graw Hill Book Company.
4. Wadia, A.R., Historical and Philosophical Background of Social Work, Tata Institute of Social Publications, Bombay.
5. Chakrabarthy N.K., Juvenile Justice, Deep & Deep Publications, Pvt.Ltd., New Delhi, 1999.
6. Panakal J.J. & S.D.Gokhale, Crime and Corrections in India, rate Institute of Social Sciences, Bombay, 1989.
7. Parvesh K.Atri, Dimensions of Crime in India, Anmol Publications Pvt.Ltd., New Delhi, 1998.
8. Ansari, M.A.Social Justice and Crime in India, Sunlime Publications Jaipur, 1996.
9. Antony A.Vass, Social Work Competencies – Core Knowledge Values and Skills, Sage Publications, New Delhi, 1998.
10. Rajendra K.Sharma, Criminology and Penology, Atlantic Publicshers and Distributors, Delhi, 1998.

ELECTIVE – 3

HUMAN RIGHTS

Unit – I

Meaning of Human Rights – Kinds of human rights – Theories of human rights – The concept of human rights – The concept of liberty and equality - Promotion and protection of human rights by the United Nations. History and Development of Human rights concepts.

Unit – II

The universal declaration of human rights – preparation – preamble and enumeration of rights in the declaration – India and the universal declaration – Influence of the universal declaration.

Unit – III

Indian constitutional guarantee of human rights – preamble, Fundamental rights – Directive principles of state policy – Recent amendments of Indian constitution.

Unit – IV

Violation of human rights – women – children – workers – prisoners – Dalits.

Unit – V

Human rights and voluntary organization at International, National and State level – Human rights commissions in India – National Human rights commission – Its constitution – power and Functions – Human rights court in districts.

References:

1. Agarwal, H.O. Human rights. Allahabad Central Law Agency
2. Bagyamuthu. D.Human Rights and people's structure. Chennai; Christian Literature Society
3. Gadgil D.R.1968 Human Rights in a Multi – Nation. Bombay; Asia Publishing
4. Gokulesh sharma Human Rights and Legal Remedies New Delhi: Deep and Publishin
5. Sivagami Paramasivan Human Rights – A study in Salem Sri Ram Computer Printers
6. Sudhir Kapoor Human Rights in 21st century Jaipur; Mangal Deep Publicatons
7. Lalit parmar
8. Human Rights – Aamo / Publications Pvt. Ltd – New Delhi – 110 002.(India) 1998
9. 8J.Ravindran Human Rights Praxis A resource boole for study, action and reflection. The Asian Forum for Human rights and Development(Forum – ASIA) Bangkok 10320, Thailand, Printed at Multivista Global Ltd Chennai – India.

SKILL BASED SUBJECT – 4

FUNDAMENTALS OF ACCOUNTING

Unit – I

Book keeping: Definition, objectives, systems; Book of Accounts: Day book, Ledger accounts; Recording of Transactions: kinds of accounts; Rules for debit and credit.

Unit – II

Trial Balance: meaning, objectives, scope, preparation, error and rectification; Proforma Invoice; Stock Register.

Unit – III

Final Accounts and Balance Sheet: Definition, objectives and preparation of trading accounts; Profit and Loss Account and Balance Sheet.

Unit – IV

Accounting for Non-Profit Organisation: Receipts and Payments Account, Income and Expenditure Account; Balance Sheet; Maintenance of Project Account.

Unit - V

Accounting Information System: meaning and importance, end users; Financial Statements: limitations, rearrangement and modification, Accounting vs. Reporting formats; Preparation of Reports: Statement of Accounts, Statement of Inventory, Cash Flow Summaries.

Suggested Readings

1. Krishnaswamy, O.R. 1980. Cooperative Account Keeping. New Delhi: Oxford and IBH Publishing Co.
2. Maheswari, S.N. 1993. Financial Accounting New Delhi: Vikas Publishing House.
3. Grewaal, T.S. Introduction to Accountancy. New Delhi: S. Chand & Sons.
4. Gupta, R.L. Advance Accounting. Vol. I. New Delhi: S. Chand & Sons.