ABOUT UNIVERSITY

Dr. C.V. Raman University was established on 3 November, 2006, in the district of Bilaspur, Chhattisgarh by the "All India Society for Electronics and Computer Technology" (AISECT), the Sponsoring Body. The University was named after the first Nobel Laureate of the country in the field of science – Dr. C.V. Raman, an Indian physicist efforts influenced in the growth of science in our country. The University's principle goal is to evolve a new cadre of highly skilled technical professionals with deep academic insights and a strong sense of Indian 'Values and ethics', commemorating our forefathers who helped shape this nation.

The Sponsoring Body of the University-All India Society for Electronics and Computer Technology (AISECT) is an ISO 9001:2008 certified organization, established in 1985 and is today's one of The India's most reputed and trusted Education Groups which houses private Universities, Engineering Colleges, Professional Institutions & Education Centres across the country. Till date, AISECT has transformed the lives of over 19 lakh students and has uplifted the lives of millions of people in the community. AISECT has been lauded for its exceptional work and has won awards from the World Bank, NASSCOM, TiE, Government of India, Government of Madhya Pradesh and several others on account of its commitment to high quality education over the last 28 years. AISECT is also a partner institution with Gol, GoMP and GoCG in their Common Service Centre Program and several other Dissertations of state and national concern.

MAIN OBJECTIVES

- Provide quality higher education and make provisions for research
- Create higher levels of intellectual abilities among our students
- Establish state-of-the-art facilities for education, training and examination, including online training
- Carry out teaching, research and offer comprehensive learning for a bright professional career
- Create centers of excellence for R&D to promote an environment of innovation and research
- Provide consultancy to public organizations and the Industry
- Award and maintain the standard of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by UGC, AICTE, BCI, MCI and other regulatory bodies.

Recognitions
- The University is recognized under Section 2(f) of the UGC Act.
- Joint Committee Approval of DEB(UGC/AICTE/DEB)
- Other recognitions include AICTE, NCTE, BCI and DEB
- It is the first University in the state of Chhattisgarh to be awarded an ISO: 9001-2008 Certification.

- Membership of the Association of Indian Universities (AIU)
- NACC B+

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THE FACULTIES OF STUDIES

The University has wide range of faculties which offers the traditional as well as the new era job oriented courses. The main emphasis is on providing a wide choice of courses at different levels. The following faculties currently are in operation in the University:

- Faculty of Arts
- Faculty of Commerce
- Faculty of Management
- Faculty of Science
- Faculty of Engineering
- Faculty of Information Technology
- Faculty of Education
- Faculty of Law

ABOUT INSTITUTE OF OPEN AND DISTANCE EDUCATION (IODE), CVRU

Education determines the quality of our life to a great measure, especially professional life. However, for many, in some circumstances, the path to education is ridden with many obstacles, including location, geographical inflexibility and lack of time. Fortunately, distance education is changing that scenario by providing an effective alternative platform to learn new skills and acquire a degree, such as distance education MBA, without having to attend traditional classes.

We, a UGC/DEB approved distance university (1 may 2009), offer various undergraduate and post-graduate degrees, along with a number of diplomas, which have benefitted many distance learners.

Our distance learning programmes are the shining light that many have been looking for; they unite conventional teaching approaches, including course materials in the form of books, and modern teaching methodologies, which include online access to the course. Our unique approach has made us the centre of distance education in Chhattisgarh, helping scores of professionals to obtain a degree and fly high in their careers.

With our distance learning programmes, we are bringing people into the fold of skilled workforce, which has changed the life of many.

What makes us a distinguished Chhattisgarh distance education university?

- Reaching various far-flung regions of the state through information technology
- Providing professional education, need- and knowledge-based
- Setting new national standards in distance education

IMPORTANT ACHIEVEMENTS

- AN ISO 9001: 2008 Certified University
- NIRF Ranking Under Top 200 University
- World Education Award
- Largest Network for Learning Support System.
- Declaration of Term end result Time to Time.
- Best in Skill Development Award 2015
- Best University in Open Distance and online Award 2017

ACADEMIC PROGRAMMES OFFERED BY THE UNIVERSITY IN OPEN AND DISTANCE LEARNING MODE

The University offers through the Institute of Open and Distance Education (IODE) both short term and long term programmes leading to Certificates, Diploma and Degrees, which are conventional as well as innovative. Most of these programmes have been developed after an initial survey of the demand for such Programmes in the job market. They are launched with a view to fulfil the learner's need for skill and employability.

- Certification,
- Improvement of skills,
- Acquisition of professional qualifications,
- Continuing education and professional development at work place,
- Self-enrichment,
- Diversification and updation of knowledge, and
- Empowerment.

PROMINENT FEATURES OF THE OPEN AND DISTANCE EDUCATION AT CVRU

The open and distance education at the Dr. C. V. Raman University has certain unique features such as
- Individual study - flexible in terms of place, pace and duration of study.
- Use of latest information and communication technologies.
- Modular approach to programmes.
- Cost-effective programmes.
- Socially and academically relevant programmes based on students need
- Convergence of open and conventional education systems.

- Take higher-education to the unreached sections of the society through the use of information technology.
- Provide need and knowledge-based professional education.
- Set the national standards for Distance Education.

PROGRAMME DELIVERY MODE

The methodology of instruction in the distance learning mode in the university is different from that of the conventional regular programs. The system adopted for this more learner oriented and the learner is an active participant in the pedagogical process. Most of the instructions are imparted through distance education methodology and face to face mode as per requirement. The programme delivery methodology used in the distance learning mode follows a multimedia approach for instructions, which compromises:

- **Self Instructional Written Material:** The printed study material (written in self instructional style) for both theory and practical components of the programs is supplied to the learners in batches for every course.

- **Audio-Visual Material Aids:** The learning package contains audio and video CDs which have been produced/adopted by the University for Better Clarification and enhancement for understanding of the course material given to the learners. A video programme is normally of 25-30 minutes duration. The video cassettes are screened at the leaner support centre during specific sessions which are duly notified for the benefit of the learners.

- **Counseling Sessions:** Normally counseling sessions are held as per schedule drawn by the IODE DR. C. V. RAMAN UNIVERSITY. These are mostly held outside the regular working hours of the learner support centre.

- **Teleconferences:** Live teleconferencing sessions are conducted via Internet/ satellite through interactive Video Conferencing facility (available at some places) from the University studios, the schedule of which is made available at the learner support centre.

- **Industrial Training/Practical/Dissertation work:** Some programmes have industrial training/practical/ Dissertation component also. Practical are held at designated institutions for which schedule is provided by the learner support centre. Attendance at practical is compulsory. For Dissertation Work, comprehensive Dissertation guide, in the form of booklet, is provided to the student along with the study material.

- The printed study materials will be dispatched periodically to the enrolled students for each paper of study. These materials will be as guide for the students for effective learning. The assignment for internal assessment shall also be dispatched along with the study material. Online modules are also available for some courses. These are in progress and as and when available, these will be available on the website of the students for registered candidates.

- The counseling sessions will be of 30 days duration for a course in a year. The actual schedule and place of contact program shall be announced and communicated to students in – time.

EVALUTION SYSTEM

The system of evaluation in open and distance learning system has a multi-tier system of evaluation.

1. Self-assessment exercise within each unit of study.
2. Continuous evaluation mainly through assignments which are tutor-marked practical assignments and seminar/workshop/extended.
3. The term-end examinations.
4. Dissertation work.

The evaluation of learners depends upon various instructional activities undertaken by them. A learner has to write assignment responses compulsorily before taking term-end examination from time to time to complete an academic programme. A learner has to submit TMA responses to the learner support centre established by IODE Dr. C. V. Raman University. A learner should keep duplicate copies of assignments responses of TMA that may be required to be produced at Student Evaluation Division on demand. Term-end examination will be conducted at various examination centre approved by institute of open and distance education Dr. C. V. Raman university spread all over the Chhattisgarh. The weightage for Term End Examination will be 70% and weightage for Internal Assessment will be 30 % for this programme.

TERM-END EXAMINATION AND PAYMENT OF EXAMINATION FEE

The University conducts Term-end Examination in semester system and held in the month of Nov/Dec and May/June every year. Students will be permitted to appear in term-end examination subject to the conditions that:
1. Registration for the courses, in which they appeared is valid,
2. Minimum Time to pursue these courses is elapsed.
3. Submission of required number of assignment in respective courses by the due date.

Students can also submit on-line examination form as per guidelines through website at www.cvru.ac.in. Examination fee is required to be paid online payment gateway as per the fee table. Please do all correspondence regarding the course admission and other detail at the following address:

The Director

Institute of Open and Distance Education (IODE)

Dr. C. V. Raman University

Kargi Road, Kota, Bilaspur, Chhattisgarh

Phone: 07753-253851, 8827920016, 8827920019

Email: cvrussd@gmail.com

LEARNER SUPPORT DESK:

Phone: 07753-253872, 07753-253873, 8359050061

Email: cvrussd@gmail.com

PROGRAMME GUIDE

DISTANCE EDUCATION PROGRAMMES

Master of Social Work (MSW)

- **Scheme of Examination**
- **Detailed Syllabus & Reference Book**
- **Counseling and Study Structure**
- **Study Modules & Books Information**
- **Date Schedule & Instructions for Submitting Assignments**
- **Guideline For Preparation of Dissertation Report**

INSTITTITUTE OF OPEN AND DISTANCE EDUCATION (IODE)
DR. C.V.RAMAN UNIVERSITY

KARGI ROAD, KOTA, BILASPUR, CHATTISGARH
PHONE : 07753253851, 8827920016, 8827920019 FAX : 07753-253728
E-mail: cvrussd@gmail.comWebsite: www.cvru.ac.in

MASTER OF SOCIAL WORK (MSW)

Duration: 24 Months (2 Years)   **Eligibility: Graduate in any subjects**

NEW PROPOSED SCHEME OF EXAMINATION

Course Code	Name of the Course	Cred	Total Marks	Theory / Report/Practical		Assignments /Seminars & Presentations/Vi Voce/ Practical	
				Max	Min	Max	Min
First Semester							
1MSW1	Social Work - an Introduction	4	100	70	25	30	11
1MSW2	Social Research	4	100	70	25	30	11
1MSW3	Indian Social Problems	4	100	70	25	30	11
1MSW4	Sociology & Social Work	4	100	70	25	30	11
Total aggregate required to pass		**16**	**400**	**280**	**112**	**120**	**48**
Second Semester							
2MSW1	Social Psychology, Communication and Social Work	4	100	70	25	30	11
2MSW2	Social Case Work Counselling	4	100	70	25	30	11
2MSW3	Social Group Work	4	100	70	25	30	11
2MSW4	Social Welfare Administr and Legislation	4	100	70	25	30	11
Total aggregate required to pass		**16**	**400**	**280**	**112**	**120**	**48**
Third Semester							
3MSW1	Social Development and Social Work	4	100	70	25	30	11
3MSW2	Community Organizations and Social Operations	4	100	70	25	30	11
3MSW3	NGO Management	4	100	70	25	30	11
3MSW4	Practice In The Field Of Social Work	4	100	70	25	30	11
Total aggregate required to pass		**16**	**400**	**280**	**112**	**120**	**48**
Fourth Semester Option (							
4MSW1	Research Methodology	4	100	70	25	30	11
4MSW2	Human Rescores Management & Industrial Relations	4	100	70	25	30	11
4MSW3	Labor Welfare & Laws	4	100	70	25	30	11
4MSW4(A)	Medical Social Work	4	100	70	25	30	11
Total aggregate required to pass		**16**	**400**	**280**	**112**	**120**	**48**
Fourth Semester Option (							
4MSW1	Research Methodology	4	100	70	25	30	11
4MSW2	Human Rescores Management & Industrial Relations	4	100	70	25	30	11
4MSW3	Labor Welfare & Laws	4	100	70	25	30	11
4MSW4(B)	Dissertation	4	100	70	25	30	11
Total aggregate required to pass		**16**	**400**	**280**	**112**	**120**	**48**
Elective Paper							
1	Tribal Development	4	100	70	25	30	11
2	Urban Community Planning & Development	4	100	70	25	30	11

Evaluation Scheme

1. 36% in each theory, practical, Dissertation, dissertation & internal assessment
2. 40% Aggregate marks to pass
3. Marks of 4MSW(B) – Dissertation are to be send by the IODE/Study Institutes after evaluation. The distribution of 100 marks are as – Marks given by the external Examiner is out of 70 (50 on Report + 20 on Viva & Presentation), Marks given by the Internal examiner is out of 30 (20 on Report + 10 on Viva & Presentation).

DETAILED SYLLABUS

Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 1MSW1,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- SOCIAL WORK - AN INTRODUCTION

Social work – meaning, nature and scope – Entity Framework –meaning and definitions of social work, social work, the nature, scope of social work social work, objectives, values and principles of social work, social work in India.

Objectives of social work- Social Work values and principles and at different times –objectives of social work, social work and the basic principle of social work in India, in ancient India, social work, social work in the middle Ages, the English rule in social work, social work education in India development.

Social work role in the conception of the relationship and requirements –introduction, the concept of role, the concept of conformance, Characteristics of human requirements, classification of human requirements.

The meaning of the concept, social welfare and social service- the meaning of the concept, social welfare, social planning and social welfare, social welfare in India, priorities for social welfare, labor welfare, in India, the gap in social welfare and social work, social service.

Empathy, and spirituality concept ego- the meaning of empathy, the role of empathy in Social Work, the concept of ego strength, sense of ego strength, power, the role of ego in Social Work, Spirituality and Social Work, Social Work and function of the target.

Voluntary organization – Entity Framework –introduction, the concept of organization, type to organization, meaning NGOs, the role of NGOs voluntary organizations evaluate.

Non government organization – Entity Framework – meaning non- government organizations, non-governmental organization in the process of building, type of non- governmental organizations, non-governmental organizations and social work, non - governmental organizations evaluate, five-year plans and non- governmental organizations, democracy and
NGO.

Human Rights- Entity Framework human$_{Interdependency}$rights,what is the narrative human rights, human rights discourse- West vs. third world and indivisibility of human rights.

Human rights in India- Entity Framework – the human rights situation in India, the National Human Rights Commission, Human Rights Court, Human Rights and Social Work.

Welfare state, social legislation and social work- Entity Framework – Introduction, state of concept characteristics of the state, the emergence of the idea of the welfare state, the welfare state's special, main functions and problems of the welfare state, the welfare state and social work, social welfare and social legislation: social legislation in India.

Social reform, development and security – Entity Framework – introduction, social reform, social reform, meaning and definition, social reform in India, the deference between social development, social development cofactor, Social Security.

Social Movements, Social Refarms and socialism – Entity Framework –introduction, the concept of social movement, social movement nature of the condition of the development of
social movement, social reform movements in India, social reforms, characteristics of socialism, socialism state functions.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Social Work - An Introduction	समाज कार्य	तेजस्कर पाण्डेय	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 1MSW2,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- SOCIAL RESEARCH

Social Research – Entity Framework – the meaning of social research, social research objectives, the phase of social research, social research scope and significance of the study conclusions.

Type of Social Research – Entity Framework social research exploratory, descriptive social research, experimental social research pares social research applied social research, practical social research, and social evaluative research.

Research format – Entity framework – the study objectives, introduction, research format meaning and definitions of format research objectives, the research component part of the format the importance of research, research methodology of compilation format versus fact research the type of format.

Hypothesis: meaning characteristics, type and construction – Entity Framework –meanings and definitions of hypothesis characteristics of hypothesis type of hypothesis characteristics hypothesis construction resources, the importance of hypothesis, hypothesis boundaries.

Observation – Entity Framework – sense of observation and observation characteristics, the process of observation, observation types and their merits and demerits, the usefulness and limitations of observational method.

Schedule, Entity Framework – Schedules type, manufacturing process schedule, schedule, quality, schedule, defects or limitations, summary.

Questionnaire Entity Framework – Major types of Questionnaire Viseshtaan of Questionnaire, Questionnaire the creation, use Questionnaire Reliability of Questionnaire, Questionnaire properties. Questionnaire limits.

Case Study- Entity Framework as a method of personal study, baseline values of individual studies, used under individual study phase/ procedure individual study under the information (data) of the source, the importance of individual study personal Limitations of the study.

Sampling nature and method sampling refers to the essential characteristic of the great sampling usefulness and limitations of sampling.

Entity Framework –census and sampling, sampling refers to the essential characteristic of the great sampling, select sampling, sampling utility, sampling limitations, problems sampling, sampling determine the size and reliability.

Sampling method: random sampling Purposeful sampling, sampling stratified, multi layered sampling specific sampling and self – selected sampling Entity Framework – objectives, introduction, methods sampling, Shri system as potentially divine sampling unlikely.

Interview: meaning and definition, Interview phase of the utility of Interviews and Interview instructions – Entity Framework –Interview. Meaning and definition, objectives of the interview, the interview, the Interview stage of the process, Interviews problems, precautions to be taken during the Interview, the usefulness of Interviews, Interviews limitations, instructions interview.

Primary and secondary sources of information – Entity Framework – Source of information, primary materials, utilization of primary materials, primary material limitations, primary source materials, secondary materials, utilization of secondary materials, secondary materials, limitations, source materials, utilization of secondary materials, secondary materials limitations source of secondary materials, materials, primary and differences in secondary materials.

Tabulations of Data- Entity Framework –Materials characterization, classification, objectives and basic of classification, content analysis levels: singling, tabulation and interpretation, tabulation of materials, various types of tabulation, table creation, methods of tabulation, tabulation of the utility, limitations of tabulation, interpretation of content.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Social Research	समाजिक शोध व सांख्यिकी	डॉ. रवींद्रनाथ मुकर्जी	Vivek prakation

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 1MSW3,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- INDIAN SOCIAL PROBLEMS

Social Problems – Entity Framework –Introduction, meanings and definition of social problems, social problems characteristics, the origin of social problem. Type of the souses of solution of social problems, methods of study the perspective of the study of social problems.

Civil Society and Crime – Entity Framework – Civil society of ecology, meaning and definition of the crime, classification crime, crimes common factor theory of crime, crime in India.

Group conflict and juvenile delinquency – entity Framework – Group conflict, juvenile delinquency, juvenile delinquency the nature of the factors of juvenile delinquency, juvenile delinquency treatment, prevention of juvenile delinquency.

Corruption – Entity Framework – Meanings and definitions of corruption, corruption sociology, psychology of corruption, format for corruption, Areas of courses of corruption, corruption result achieved against corruption measures, to protest corruption suggestion.

Poverty – Entity Framework – Introduction, the concept of poverty measurement, extension and magnitude of poverty, causes of the poverty the problems of poverty, poverty prevention plans.

Unemployment – Entity Framework – Preamble, meaning and definitions of unemployment, types of unemployment in India, unemployment measures adopted for the control, treatment of unemployment.

Alcoholism- Entity Framework – Introduction, the concept of result of alcoholism the process of becoming alcoholic, alcoholism bad effect due to problems with alcoholism, treatment and control of alcoholism.

Aids- Entity Framework – Introduction, the concept of AIDS, the magnitude of AIDS, the emergence of the AIDS epidemic, AIDS development step, the result of AIDS, AIDS Care, AIDS control, non-governmental organizations, the role of protective programs.

Beggary and Prostitution - Entity Framework –begging, beggars type begging, due to the elimination of beggary, antisocial group, beggary meaning and definitions, the leading cause of prostitution type of Result of prostitution, major types of major results, prostitutions control efforts in India.

Pollution – Entity Framework – Pollution, types of pollution, pollution expand in India, Causes of pollution in India, the measures adopted to remove the pollution.

Community – Entity Framework – The meaning of communism, communism, problems, tensions and disturbances caused communism Discovery the cause of communism, communism, of sociology communal violence, measures to prevent communalism,

Regionalism – Entity Framework – Meaning of regionalism, regionalism characteristics, objectives of regionalism in India Tips for disposal.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Indian Social Problems	भारतीय सामाजिक समस्या	अरूणा मिश्रा	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER- First Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 1MSW4,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- SOCIOLOGY & SOCIAL WORK

Sociology – Meaning and Definition, Nature and Scope- Entity Framework – Sociology meaning and definitions, the nature of sociology. Sociology the scope.

Sociology and social work – Entity Framework – introduction, contents of sociology, sociology and social work Applied Sociology.

Society and Animal Society – Entity Framework –introduction, meaning and definition of society, the basic element of society, society and a social, human and society, animal society, human and difference in society.

Social group – Entity Framework – Introduction, social group, meaning and definition of the group characteristics social group classification, the concepts of primary, secondary group concept, the primary and secondary group. Coalition of P.& S.G.

Community – Entity Framework – Community – meaning and definition, Basic element of Community, Rural and Urban Communities, the difference between community and society.

Committee – Entity Framework – the Committee the committee deference in society, institution-meaning and definition, characteristics of institute, type of institutions, social work and the importance of institutions, committee and differences in the organization.

Culture and Civilization – Entity Framework, culture, meaning and definition of culture, the culture of the characteristics major dimensions, of culture, culture, nature, meaning and definition of civilization, differences in culture and civilization.

Social change – the concept, attribute and detailed pattern- Entity Framework –introduction, the concept of social change, meaning and definition of social change, social change characteristics. Factors of social change, social versus cultural change.

Secularization social wide pattern Entity Framework – the meaning of secularization, secularization of the characteristics, secularization and social change in India, secularization factors that promote, in Indian society characteristics secular state, India as a secular state.

Women and society – Entity Framework –demographic changes in the status of women, the specific problems of women, dowry, torture, discrimination, welfare programs for women and children.

Backward castes, tribes and classes- Entity Framework – backward castes, scheduled tribes, scheduled castes, other backward classes, backward castes, tribes and sections of the current situation.

Malinl settlements and asprishyta – Entity Framework – meaning and definitions of slums, the growth of slums in India, Origin and evolution of slums due to the effects of slums, slum improvement and elimination, Asprishyta, Rniogytaa, of Asprishyta, Niryogtaor, The result in India Asprishta Niewarn Asprishyarta suggestins for the Nirwarn.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Sociology & Social Work	भारत का समाज शास्त्र	एम.एल.लवानिया	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Second Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   THEO. MAX. M: 70 MIN. M: 25
COURSE CODE: 2MSW1,CREDIT:-4   ASSIG. MAX.M: 30 MIN. M: 11
COURSE:- SOCIAL PSYCHOLOGY, COMMUNICATION
          AND SOCIAL WORK

Social Psychology an Introduction- Nature of Social Psychology, Field of Social Psychology, Importance of Social Psychology

Basic Social Psychology Process- Introduction, Manifestation, Attribution, Learning, Socialization Motivation, Attitude

Personality and human behavior- Introduction, Concepts, Personality, Approach to the Study, The determinants of Personality, Behavioral Problem at various stages of development, Measurement of personality

Suffix of mind and psychology – Introduction, Mind Implies, States of mind, Conscious mind, Unconscious mind, Subconscious mind, Unconscious, Conscious, Subconscious Comparative Study of Mind, Dynamic mind

Importance of Psychology in Social Work Practice – Introduction, Importance of Psychology to social work practice

Aptitude- Introduction, The concept of aptitude, Characteristic of aptitude, Construction of aptitude, Aptitude Content, element, Difference between hypothesis and aptitude

Motivation- Introduction, Inspiration, Features of necessity, require the Socio- culture, Determinants, Adjustment, Adjustment of label, The social label adjustment, Stress, Stress-
effect on Personality, Depression, Impact on Personality of Despair, Struggle, Conflict, Impact of Personality

Inheritance and Environment - Introduction

Leadership- Introduction, Lead, Lead Generation, Necessary Conditions, Definition of Leadership, Main characteristics, Leadership Style, Function of Leadership, School, Type of Leadership, Leadership Properties

Communication & Introduction – Introduction, Definition, Importance of communication, Planning of Communication, Organization and Communication, Motivation and Communication, Coordination and Communication, Control and Communication, Decision making and Communication,

Effectiveness, Minimum Expenditure and Maximum output, The phase/stapes of communication, Ways of Communication, Factor of Communication, Communication the process and substance of communication network, Communication, Deliberated Process, Dispatch Communication as Communication, As a culture Producer in each of effective communication, characteristics.

Formal & Informal communication - Introduction, Formal Communication, The benefits of Formal Communication, Flats of formal Communication, Informal Communication, Informal Communication benefits, Defect of informal Communication, Written Communication, Benefit of written communication, Defect of writing Communication, Verbal communication, Benefits of verbal Communication, Defect verbal Communication, Nonverbal Communication, Benefits of nonverbal communication. Public Communication, Theory of Communication

Communication of Direction - Introduction, Upward Communication, Horizontal Communication, Through the Scenario in India, Traditional Medium, Modern Mass Media, Print, Audio, Visual, Audio-Visual Media, Effective Writing, Special Event, Documents, Press Conference, Press Release

Communication Barriers or obstacles – Introduction, Organizational Structure Barriers, Personal or Psychological Barriers, Technical Barriers, Linguistic or Meaning Barriers, Barriers in Communication Skills of Listening and understanding, Communication barriers to Correct Manner, Measurement of effective communication, To built more effective communication, Crisis, The role of media, Public relation campaign communication management, Crisis prevention, Management Communication, Puppet, Folklore, Folk literature, Drama, Cranny, Posters, Logo

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Social Psychology, Communication &Social Work	मनोविज्ञान के सम्प्रदाय एवं सिद्धांत	अखिलेष श्रीवास्तव	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Second Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   THEO. MAX. M: 70 MIN. M: 25
COURSE CODE: 2MSW2,CREDIT:-4   ASSIG. MAX.M: 30 MIN. M: 11
COURSE:- SOCIAL CASE WORK AND COUNSELLING

Individual Social work- Introduction, Function of Social Work, Characteristics of Individual Social work, Aims of individual Social Work, Nature of Individual Society, Fundamental beliefs of individual Social work, History of individual social work, New interest in Individual social work in twentieth Century

Approach of individual social work, Introduction, Approach of individual Social Work, Psychosocial approach of social work, The associated response of pavlar principles, Psychiatric social work, Medical Social work, Problem and nature of Individual service work, Diagnosis and treatment,

 The Social individual service work of communicating, Introduction, The diagnostic community, Functional Community, The basic assumptions of community, Difference between functional and diagnostic communicating, Difference between system of functional and diagnostic Community, Relationship of client and workers, Question of practice, Terminology, Reference book list.

Social Process, Concept of Social process, Cooperation, Competition, Conflict, Administration, Individual Social Work and Counseling.

Techniques and Skills in Social Personal Service, Frame Work, Objectives, Introduction, Techniques Method and Skills in Social personal Service work, Method of personal individual studies, Abstracting.

Personal Social work, Diagnosis and Evaluation frame work, The process of diagnosis, Aims, Type of diagnosis, Treatment/ Therapy, The aim of therapy, Type of Treatment, Method of direct Treatment, Evolution.

Advisory – an Introduction, Introduction, Negotiation, Negotiation - Process, Process of Guided Consultation, The process of unguided consultation, Importance of negotiation.

Social work Personal Service, Counseling and psychotherapy, Meaning and definition of Conspiracy, Meaning and nature psychiatry, The goal of psychiatry, Method of psychotherapy, Supportive psychotherapy, Meaning of evaluation, Field of evaluation, The need of evaluation, The purpose evaluation, Type of evaluation, Evaluation method, Difference between evaluation and monitoring.

Role of Social worker in individual social work, Relationship between individual social worker and client., Principle of personal social work, Phase of diagnosis, Direct treatment, Treatment, Practical

Services administration, Subject area of individual social work.

Interrelationship between systems of social work, Individual service work, The main method of treatment, Social group work, Community Organization, Social welfare administration, Social work research.

The field of social, individual service work in india, Correct action of Individual service, Area of corrective action in individual service too, Juvenile delinquency, The improvement system of juvenile delinquency in India, The problem of individual Social worker in School, Family Planning Function, Population and Economic growth, The role of personal social worker.

Interview and individual study in social service work, Individual Study in social individual social work, Characteristics of individual study, Interview in social individual service work, Characteristics of interviewer, Aims of interview, Use of methods in Interviews, Use of method in Recording, Process of Recording.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Social Case Work & Counselling	समाज कार्य का एक परिचय	एस.आर.बिल्लोरे	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Second Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 2MSW3,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- SOCIAL GROUP WORK

The Social Group, Introduction, Social Group Service work, Aims of social group service work, Development of social group service work, Development of social group service work, Format of social group service work, Relation between social work and social group service work.

Historical Development of group social work, Introduction, Historical development of group social work, Development of group work, Development of group social work in U.S., Development of group social work in India.

The Social group work theory and Skills, Introduction, Principle of group social work, Skills, Group Process, Role of worker, Superintendence of primary workers, Administration, Community planning.

Principle of self group work, Introduction, Self-Group, Value, Suffixes, Principle of self- group work, Growth phase of self group work, Group's aspiration, Training.

Format of Social Group work, Introduction, Format of Social Group work, Role of Social Worker at Various levels, Need of group work in India.

Social Group Work- Programme, Planning and Development, Introduction, Programme Planning and development, Approach of programme Planning, Social Group work and workers, Social work efficiently achieve collective measures, Characteristics and qualities of group workers, Skills of workers, Role and function of social group worker, Development of group0 leadership process, Qualities of good leadership.

Group Process, Introduction, Group practices, Group Planning and decision, The principle of group planning, Polarigution and social relationship, Mobility.

Relationship between social work and social group work in other system, Introduction, Concept, Relationship between social work and social group work in other system, Case study, Study of problem, Social group work, Community Organization, Social welfare administration, Method of democratic administration, Social work research, Social action.

Documentation and Supervision in Social group work, Introduction, Record in Social group work, Process record, Evaluation in group work, Supervision in social group work, Leadership, Dominance and leadership.

Groups in Social Group work, Introduction, Group building, Type of Group, Work of worker,

Characteristics of group creation, Necessity, Importance, Planning, Programme, Level of Group Development.

Team Building in Social group work, Introduction, Corporate team building in social work, Level of community development, Circumstance leadership by worker.

Role of institution in social group work, Introduction, Role of institution in social group work, Group work system, Type of social institution, The main features of social group work organization, Parts of institution, Work of institution, Employee related service.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Socail Group Work	समाज कार्य	तेजस्कर पाण्डेय	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Second Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 2MSW4,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- SOCIAL WELFARE ADMINISTRATION AND LEGISLATION

Social welfare administration- an Introduction, Introduction, The definition of social welfare administration, Major fields of social welfare administration, Classification of social welfare administration, Process of social welfare administration, The history of social welfare administration.

Social Welfare administration concept and nature, Introduction, The concept of Social welfare administration, Nature of social welfare administration, Works of social welfare administration, The theory of social welfare administration, Monitoring and evaluation in social welfare administration, Personnel management.

The Management of social welfare administration, Objectives, Introduction, Social welfare administration at government level, Administrative organization, Social welfare administration and non-government institution, Community Organization.

Main Components of social welfare administration, Introduction, Women welfare, Child welfare, Aged welfare, Welfare of schedules cast and tribes, Other backward classes welfare, Disabled welfare, Labor welfare.

Social Policy, Introduction, Concept, Region, Objectives of social policy, Value and ideology in social policy, Difference between social policy and economic policy, Format and approach of social policy.

Social Legislation and role of social worker, Introduction, Concept of social legislation, The field of social legislation, Neediness, Different Roles of social workers.

Policy Formulation, Introduction, Policy Formulation, Decision, Planning, Budgeting, Financial Control, Communication, Organizational Development, Coordination.

Dissertation Management, Introduction, Dissertation Management, Aims of Dissertation, All Specialized needs- Identifying, Monitoring, Evaluation, Accountability.

Personnel Policies and Human Resource Development, Objectives, Introduction, Required Personnel Policy, Development and Law, Human Resource Planning and Development, Planning in the Context of Social Welfare, Staff Development, Training, Employee Counseling,

Role of N.G.O. / Organization in Social Development and Welfare, Introduction, Rules and Regulations of N.G.O., Voluntary Organization and grant recognition to the various criteria,

Features, Functions, Responsibilities, Weakness and Transparency of Organization, Voluntary Organization and State Government Aid.

Social Legislation and the Constitution, Social Legislation, The Constitution- Importance, Director of State Policy Element, The Basic Duty, The constitution and Legislation,

Social Justice- The Role and Benefits Subject, Social Justice, Respect of Social Law, Social Justice and Civil Rights, Social Justice and Human Rights, Social Justice and Its Definite.

Safety Related Social Legislation, Relating to Social Protection, Social Security - Related Legislation, Related to Assistance, Disability Related Legislation, Health Related Act. ,

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Social welfare Adminstration & Legislation	समाज शास्त्र और समाज कल्याण	प्रेमलता शर्मा	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Third Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   THEO. MAX. M: 70 MIN. M: 25
COURSE CODE: 3MSW1,CREDIT:-4   ASSIG. MAX.M: 30 MIN. M: 11
COURSE:- SOCIAL DEVELOPMENT AND SOCIAL WORK

Introduction , Purpose, Concept, Characteristics, Factor, Study of Social Development, Nature.

Principles & Models of Development, Meaning, Definitions, Principles of Adam Smith, Principles of Rikordo, Principles of Thomas Robert Mathus, Principles of John Stuart Gill, Principles of Karl Marx, Principles of Schumpeter, The Principle of W.W. Rostow, Institutional Development, Reflective and Universal Principle, Deniel Frnn-" Passing of Traditional Society", Macliland " Achieving Society", Format of Development.

Social Development and cooperative Movement, Concept of Sarvodaya, Features of Sarvodaya, Cooperative Movement, Cooperative Act., Reserve Bank Survey, Cooperative Staff Training, Rural Credit Survey Committee, The Level of the Cooperative Movement, The Primary Committee, Central Committee, Public Power, Globalization and Human Development.

Social Change in India & different fields of Development, The Concept of Social Change, Characteristic of Social Change, Modernization and Development, Social and Economic Development, Inhibition of Economic Growth.

Human Development:Concept,Objective & Importance, Objective of Human Development, Importance of Human Development, Index of Human Development, Principles of Human Development.

Human Development – Policies and Programmes, Child Development, Women Empowerment, Youth Welfare, Aged Welfare, Education, Health, Housing, Social Securing, Scheduled Castes and Tribes, Other Backward Classes, Minorities.

Panchayati Raj : Concept & Development, Concept, Purpose, Gram Panchayat History before Independence, Panchayati Raj after Independence, Balwant Rai Mehta committee Report, Structure of Pnachayati Raj, Work of Pnachayati Raj, Community Participation in Social Development.

Development : A Human Right Perspective, Purpose, Concept, Measurement, Human Development and Human Rights, Social Norm of Indian Constitution, Fundamental Rights, Structure of Fundamental Rights, Critical Review (Appraisal) .

Rural Development, Concept, Reconstruction Approaches and Strategies, Gandhian Approaches, Assessment of various programmes, The role of Cooperatives, Issue Related Environmental Degradation, Illiteracy, Poverty, Rural Indebtedness and Rising Inequalities,

Urban Development, Concept of Urbanity and Urbanization, Town Planning, Urban Policy and Urban Development, Urban Social Groups, Ltd., Welfare Programmes, Problems Associated with Urban Development, Critical Appraisal .

Tribal Development, Concept, Approaches and Policies, Indian Constitutional Tribal Development effort., Different Programmes Tribal Development, Issues and Challenges of Tribal Development.

Factors leading to Change & their Impact, Objective, Factor, Urbanization, Migration, Industrialization, Nature and Variable nature of Human Relation, Liberalization, Privatization, Privatization, Globalization effects.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Social Development & Socil Work	Social work and social Development	Dutta S.	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Third Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 3MSW2,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- COMMUNITY ORGANIZATIONS AND SOCIAL OPERATIONS

Community & Community Organisation - introduction, purpose, nature & M features the concept of community, community organization, meaning, purpose, principles and organ.

Historical Development of Community Organisation & its relevance in Social Work- Its significance - outline, introduction, objective, historical development and social work community organization in the community. Sense of organization, community planning and community development, community organization, community development and community relation to work.

Methods and Procedures of Community Organization - outline, introduction, purpose, community organizations performing or systems, the phase of community organization, community welfare, employment, and community Danpeti community council, community development and community organization.

Process of Community Organisation - design, introduction, purpose, the process of community organization, community planning impact on rural life, democratic decentralization, economic growth, changes in attitude, health and sanitation, increasing literacy, communication, consciousness, rural leadership development, maternal and child welfare.

Skills in Community Organisation - design, introduction, purpose, intent of community organization skills, interviewing and counseling skills, recording and reporting skills, proficiency in research methods, policy formulation, program planning, welfare equitable allocation of resources , committee, organization, administrative procedures, skills, knowledge of social policy making Vidhayik levels, the role of community organization worker, worker, as a pioneer, as a Samrthedata, as an expert, a social therapist As

Approaches , Models & Strategies of Community Organisation - outline, introduction, purpose, sense of community organization, community organization approach, the format of community organization, community organization Rnnitiyo.

Community Development Programme - framework, introduction, purpose, the concept of community development, community development planning purposes, the organization plan, evaluate the progress of the plan.

Social Action : an Introduction- introduction, purpose, definition and features of social action, the fundamental fact of social action, social action theory.

Scope of Social Action outlines- introduction, the field of social action, social action to implement social legislation

Models Of Social Action- introduction, objective, social action format

Stratigies & Technics of Social Action- introduction, objectives, strategies and techniques of social action.

Social Action as a Technique of Social Work - introduction, social action, social action as a method of social work definitions, characteristics of social action, social action aimed at, Fundamentals of social action, social action phase, respectively theory of social action, particularly systems and methods of social action, social approval

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Community Organization & Social Operations	Social work and Community Development	Singh B.S.	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Third Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 3MSW3,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- NGO MANAGEMENT

NGO, Introduction, Objective, Meaning, Concept, Necessity, Type.
Issue, Concept of Management Issues, Development Issue, Poverty and Development Challenges of Management, Challenges of Management, In View of the United Nations Worldwide Development, Poverty and Exploitation.

NGO- Problems and Solutions, Indentify Problems, Facing and Solving Problems, Public Management, Governance, Good Governance, Governance and Management, Operation and Leadership.

NGO Strategy and Planning, Elements, Strategic Goals, Organization, SWAT analysis, Important Skills, Capacity Building.

NGO Established Legal Process, The Essential Elements of Trust, Trust Registration, NGO Exemption under the various acts., Income Tax Act Section (u/s) under 11 and 12, 80 Received Tax Payer Privilege under the Law, Essential Conditions for Registration under 80-G, Subsection 35-exemption to entitled NGO, Voluntary Organization – Registration, Registration of Institution, Process of Registration of NGO, Registration Certificate, Trusts, Companies Act, Tax Exemptions under Different sections.

Procedures and Documentation, Critical Documents for Trust, Trust deed of Elements, Necessary Documents for the establishment of the Society, Association Ltd., Memorandum, Society of Regulations, The Registration of Company under the Act.

NGO – Creating Accounts and Financial System Preparation, Create Accounts, The Record of Accounting, Vouchers, Journal, Ledger Account, Financial Statement Preparation, Receipt and Account Payment, Prepare different stage of income and expenditure on the time of receipt and payments, Analyzing income and expenses related to the special times., Schedules, Legal books, Ltd of government Aid, Accounting.

N.G.O. and PIL, Purpose of PIL, Constitution Provisions, To appoint counsel, Fund grant of staff government, Grant from government of India. General conditions.

N.G.O. and R.T.I, Purpose, Scope and detail, The process of obtaining information, Information relating, Depending on person, Authority under the act.,

Dissertation management –, Management concept, Process of Dissertation management,

Management process, Identification of Dissertation, Dissertation Construction, Cycle of Dissertation, Factor that determine the success of Dissertation, Theory of Dissertation management.

N.G.O. Various schemes of Government of India, Plans of the ministry of agriculture, Munising of human resource development plans, Planning of government due to back wards, Planning of government due to backwards, New and renewal schemes of the ministry of energy, Ministry of overseas Indian affairs, Planning of rural Development ministry, Schemes of the ministry of science and technology, Ministry of shipping, Road transport and highways schemes of ministry, Ministry of SSI plans., Plans of ministry of social justice and empowerment, Tribe plans of ministry, Ministries of water recourse plans., Plans of ministry of woman and child Development, Youth affairs and sports ministry plans, Plan of agriculture and renal Development Bank.

N.G.O. Aid Programme, Child welfare, Child labour act. (prohibition and Regulation), 1986 Hindu adaptation and Guardianship Act., 1986 Indian adulthood Act., 1875 teenagers Ltd., Justice, care and protection of children Act., Child marriage prevention Act. 1929, Women welfare, Equal remuneration Act 1976, Dowry prohibition Act. 1961, Sati prohibition Act. 1987, D.N.C. Act. 1971, Aged people, Criminal procedure code 1973, Mentally ill parsons., Consumer rights, Prevention of food adulteration Act. 1954, Human rights, Narcotic drugs, Animals treated with crusty, Wild life and the environment, Prisoners, Poor Ltd., Legal aid, Public property, Right to information,

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
NGO Mangemant	Social work Education & Field Instractions	Lawani B.T.	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Third Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 3MSW4,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- PRACTICE IN THE FIELD OF SOCIAL WORK

Introduction, Concept of Social Work Practice, Fields, Global and National Scenario, Relevance of Open and Distance Education Practice in Field of Social Work.

Orientation Toward Social Work Sector, Role and Expectations, Expectations in the Direction of field, Social Work Training Institute role in Field, Theories of Social Work Related Institutions, Expectations and Skills,

Format and Method of Social Work Supervision, Administrative and Environmental aspects of Social work Supervision, Assistant Functions, Distance Education System Practice in Field Work Supervision.

Individual, Family, Community and Organization, Individual Work Practice in Field of Social Work, Social Work Practice in Family, Community Social Work Practice, Organization in Practice, Therapy, Psychotherapy, Child Care, Education and Research, Corrective Service, Corporate Sector, Donor Agencies, N.G.O. (Non Government Organizations).

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Practice In The Field of Social Work	Field work in Social work Learning by Doing	Jagadish B.	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Fourth Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 4MSW1,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- RESEARCH METHODOLOGY

Nature of Social Research: Importance and uses, Difference between Pure and Applied Research, Identification of Research Problem, Research Design.

Hypothesis, Concepts and Variables, Typologies, Hypotheses Formulation and testing, Sampling Method.

Tools and Techniques of Data Collection,

Observation: Characteristics of observation, Kinds of observation, merits and Demerits, Questionnaire, Scheduled and Interviews, Sampling and Survey technique.

Nature of study: Case study, technique, Role and importance of case studies, Pilot studies and pannel studies.

Theory Formation in Social Sciences, Survey Analysis, Types, Merits, Demertis, Report writing, Purpose and contents of a Report.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Research Methodology	Research & Statistic in Field of Social wo	Nirajan kumar Sardar	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Fourth Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   **THEO. MAX. M: 70 MIN. M: 25**
COURSE CODE: 4MSW2,CREDIT:-4   **ASSIG. MAX.M: 30 MIN. M: 11**
COURSE:- HUMAN RESOURCES MANAGEMENT
          & INDUSTRIAL RELATIONS

Human Resources and Industrial Relations management, Concept, Major features, Functions, Purpose, The properties of human resource manager.

Human resource planning and evaluation –, Methods and techniques of human resource planning, Human resource planning in terms of demand and supply forecasts., Human resource information system in organizing, Human resource planning and cost calculations and auditing., Concept of productivity gains and incentives, Incentives and obstacles to gain criterion, The concept of job evaluation methods functional analysis and description.

Work job analysis-, Concept, Systems, Objective, Information airing form job analysis., Source of job information, Process of job analysis, Utility, Role, Impact concept, Fictional design evolution .

Selection Dissertation job placement, job identification and promotion –, Objective of selections, Characteristics, Importance, Policy, Process, Modern trends, Job placement, Job introduction, Promotions, Promotions purpose, Promotions type, Promotions basic.

Employee training-, Meaning, Definition, Characteristics of training, Training and education, Training and development, Training objective, Training needs, Training area, Principles, Ltd. Of different categories of employee, Type of training, Training method, Training procedures, Evaluations to training programe.

Management development –, Concept, Needs, Ltd. For different level, Management development programme, Subject matter, Management development methods, Work isolated methods used, Method used separately from work, Management development process, Management development area,

Performance evolution frame work –, Evolution meaning, Definitions, Characteristics, Purpose, Need, Propose evolution of subject matter who will evaluate?, Time related how often?, Performance evolutions traditional method, Modern method, Process of performance evaluation, Performance counseling, Interviewing, Essentials of an effective evaluation programme.

Industrial relation –, Defilation, Meaning, Industrial relation partner, Worker and their organization, Managers and their organization, Role of state or government, The purpose of industrial relations, Determinates of industrial relations, Scope of industrial selection.

Managerial Industrial relation-, The guiding regularity mechanisms., Employee discipline, Industrial employment Act. (standing orders), Employee grievance and settlement, International trade union and India., The work of international harbor organization, The structure of international labour union, The international labor organization impact on labor law.,

The industrial dispute and conflict resolution-, Meaning, Effect of industrial dispute, Precaution and settlement of industrial dispute, Industrial peace proposal, Settlement of industrial disputes., The role of labour administration, State organization, Meaning of collective bargaining, Content of collective bargaining, Industrial disputes act. 1947, Section of industrial disputes , Store government of industrial relation, The state corporation.

Grievance, Concept, Sense, Purpose, Required grievance addressable mechanism, Prerequisite grievance addressable mechanism, Prerequisite redressel (main element), Grievance redrersal law, Labour union grievance, Grievance redressal procedure in India, Idea grievance redress process, The benefits of systematic grievance redress process.

Compensation –, Concept, Definition of wages, Salaries wages and salaries, Format, determinates and concept of in centime and purpose, The concept of attendant benefits., The concept of the commission and its work, The meaning and role of C.P.C.(osru vk;ksx).

Participation of workers in management –, Sense of participation of workers in management, Objectives, Level or Volume of participation, Participation of workers in management plans in India., Worker in industry infraction of verma committee suggested, Participation of employees in management bill 1990, Workers participation in management in India due to failure of schemes.,

Industrial Communication, Derain, Purpose, Importance, Objectives, Method of Communication, Type, Means of Communication, Process, Barriers of effective Communication, Network analysis, Industrial Communication system .

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Human Resources Management & Industrial Relations	Human Resource Management Practice Concept & Cases	Tiwari T.D.	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY
Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Fourth Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   THEO. MAX. M: 70 MIN. M: 25
COURSE CODE: 4MSW3,CREDIT:-4   ASSIG. MAX.M: 30 MIN. M: 11
COURSE:- LABOR WELFARE & LAWS

Labour- concept and features, The national Labour Communication Recommendation for the unorganized sectors, Absence, Labour refund, Concept of productivity, Productivity and output gap.

Labour welfare – concept, scope and classification, Definition, Labour featuring welfare, Purpose of welfare, Pont of welfare, Welfare to work, The question bank for self evolution, Multiple choice (objective type), Vary short, Classification of labor welfare, Causes of failures of
welfare program., Importance of Labour welfare, Welfare officers duty, Other duties non applied,

Labour welfare theory and Governance –, Principles of Labour welfare, Administration Labour welfare, State government, Labour administration, Labour education, What is Labour education, The purpose of Labour education , .

Important measures relating to Labour welfare –, Importance of housing, Sides of housing problem, Poor housing defects, Workers cooperative societies, Characteristics of labour cooperative action committees., Participation in other areas, Industrial housing policy and housing programmer.

Automation and its effects, Concept, Effect, Loss by automation, Globalization, Its impact on Labour welfare, Effect of liberalization on Labour welfare, The role of Labour union in Labour welfare .

Industrial Accidents – causes and prevention, Industrial accidents, The accidents privation, Industrial health principle, Industrial health, Occupational diseases, Treatment, Vocational diseases, Pollution control environmental protection .

Wage and Salary administration-, Meaning, Definition, Wage and salary administration & purpose, Principles of wage & Salary administration, Wages policy in India, Bonus, Difference between relative wages and wage, Fringe, Laws and regulation related to employee benefits.

Social Security-, Meaning, Social security, Social security essential element of social sector schemes, The importance of social protection, Social security purpose, Social security, Needs, Social insurance and social support.

Labour – legislation-, Meaning of legislation, Meaning of labour legislation, Purpose, Important principle .

Legislation relating to working condition an safety, Factories act. Important definitions, Health provision, Security provisions, Welfare provisions, Work hours of adult worker, Important provision of miners act, The important provision of plantation labour act., The provision of motor transport labour act., Important provision act of store and institute .

Wage related legislation –, Payment of wages act. 1926, 1936 expanded and definition of wages, The obligation to pay wages, Wage- period & wages payment ltd., Time, Minimum wages, Fixation of normal working hours., Equal remuneration act, 1976, 1970 extends the contract labour regulation act., Payment bonus act. 1965 .

Legislation relating to social security-, Employee compensation act 1923, Employee state insurance act 1948, The employee provident fund miscellaneous provision act 1952, Employee pension scheme 1995.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Labor Welfare & Laws	Labour welfare Adminspration	Joshi J.C.	Ajay Publiser

Dr. C.V. RAMAN UNIVERSITY

Institute of Open and Distance Education (IODE)
Kargi Road, Kota, Bilaspur (C.G.)

SEMESTER-Fourth Semester

PROGRAMME:-MASTER OF SOCIAL WORK (MSW)   THEO. MAX. M: 70 MIN. M: 25
COURSE CODE: 4MSW4(A),CREDIT:-4   ASSIG. MAX.M: 30 MIN. M: 11
COURSE:- MEDICAL SOCIAL WORK

Medical Social Work : Introduction**,** Purpose, Scope of medical social work, The scope of medical social work in Abroad**,** The scope of medical social work in India**.**

Health,Hygiene,Illness & Medical Social Work- Introduction**,** Purpose, Health of concept and definition, Hygiene **,** The divination and concept of illness **,** Infection and low infection diseases, The medical social work practice and method used by the social worker **.**

Medical Social Work Practice- Introduction**,** Clinical social work and social workers**,** Definition and meaning of clinical social worker**,** The function of clinical social work, The history of clinical social work in India**,** Hospital and health function of social worker in welfare center**.**

Medical Team Work, General hospital, The role of social worker**,** The health of community areas in problems, The problems faced by medical social worker**.**

Medical team work – practice, Introduction**,** Meaning and dedication of medical team work**,** The role of main members of the medical team work**,** Team relationship between medical team member at work**,** The principles of medical team at work, The main problems of the medical team work**,** The main problems in prevalent in medical team work, The role of medical team work, Summary of the medical team work**,** Re stalrle, The main problems of need (ckf/kVks)**.**

Concept of Sick Person- Introduction**,** Retention of a person as a normal person, The patients right to health care, Social and emotional factor related to various sorts of disease T.B., destiny cancer, high blood pressure, sexually transmitted diseases the role of social worker.

Physical disability - Introduction, Concept, Types of physical disability, The role of technology advances on the rehabilitation of the desalted, The new apparatus for deal and dump, The new tools of bone disabled., Working of government agencies in physical handicapped, The role of social worker for physical handicapped, The role of social worker for the deaf and dumb.

Public health - The concept of public health, The effect of health, The health system of India, The prevention medicine .

Food & Nutrition- The concept of diet and nutrition, Impotence, Balance diet, Features and looser, Mal nutrition, Due steps to brunet the problems of mal nutrition in India, Measures to percent.

Family planning and family welfare - The concept of family welfare and family planning, The definitions and methods of family planning and family welfare, The importance of family planning

and family welfare and sex, reeducation, The school health programs, The carious of national health programs.

Normality & Abnormality - The concept of abnormal psychology, The reason of abnormality, Assessment, The abnormal psychology in adults.

Alcoholism & Drug Addiction - Definitions and characteristic clinical batterers of drinking, The alcohol and drag addiction, Cause and effect, Treatment and prevention of alcoholism and drag addition, The drug addiction alleviation and social worker in punrwas role.

Behavioral Disorder of Childhood- Introduction, Aims, Types, Symptoms, Cause, Prevention and treatment, Psychology therapy community.

REFERENCE BOOK

Subject Name	Book Name	Writer	Publication
Medical Social Work	चिकित्सकीय समाज कार्य	रमे'॥ चंद्र तिवारी	New royal book company

COUNSELLING AND STUDY STRUCTURE

Course Code	Title of the Course	Credit	Total Hours of Study	Counselling and Study Structure (hours)				Dissertation
				Face to Face Counselling	Self study	Practical	Assignme	
First Semester								
1MSW1	Social Work - an Introduction	4	120	16	68		36	
1MSW2	Social Research	4	120	16	68		36	
1MSW3	Indian Social Problems	4	120	16	68		36	
1MSW4	Sociology & Social Work	4	120	16	68		36	
Second Semester								
2MSW1	Social Psychology, Communication and Social Work	4	120	16	68		36	
2MSW2	Social Case Work and Counselling	4	120	16	68		36	
2MSW3	Social Group Work	4	120	16	68		36	
2MSW4	Social Welfare Administration and Legislation	4	120	16	68		36	
Third Sem								
3MSW1	Social Development Social Work	4	120	16	68		36	
3MSW2	Community Organizations and Social Operations	4	120	16	68		36	
3MSW3	NGO Management	4	120	16	68		36	
3MSW4	Practice In Field Of Social Work	4	120	16	68		36	
Fourth Sem								
4MSW1	Research Methodology	4	120	16	68		36	
4MSW2	Human Rescores Management Industrial Relations	4	120	16	68		36	
4MSW3	Labor Welfare & Laws	4	120	16	68		36	
4MSW4(A)	Medical Social Work	4	120	16	68		36	

STUDY MODULES AND BOOKS INFORMATION

Course Code	Name of the Course	Books / Module to be Used
First Semester		
1MSW1	Social Work Introduction	CVRU Module
1MSW2	Social Research	CVRU Module
1MSW3	Indian Social Problems	CVRU Module
1MSW4	Sociology & Social Work	CVRU Module
Second Semester		
2MSW1	Social Psychology, Communication and Social Work	CVRU Module
2MSW2	Social Case Counselling	CVRU Module
2MSW3	Social Group Work	CVRU Module
2MSW4	Social Welfare Administration Legislation	CVRU Module
Third Semester		
3MSW1	Social Development Social Work	CVRU Module
3MSW2	Community Organiza and Social Operations	CVRU Module
3MSW3	NGO Management	CVRU Module
3MSW4	Practice In The	CVRU Module
	Social Work	
Fourth Semester		
4MSW1	Research Methodology	CVRU Module
4MSW2	Human Rescores Management & Industrial Relations	CVRU Module
4MSW3	Labor Welfare & Laws	CVRU Module
4MSW4(A)	Medical Social Work	CVRU Module

DATE SCHEDULE AND INSTRUCTIONS FOR SUBMITTING ASSIGNMENTS

DUE DATE OF SUBMISSION OF ALL ASIGNMENTS AT THE STUDY CENTRE		
Year	**Assignment No.**	**Due Date**
Semester - I	1MSW1 1MSW2 1MSW3 1MSW4	April 30 (for January Session) October 31 (for July Session)
Semester - II	2MSW1 2MSW2 2MSW3 2MSW4	October 31 (for January Session) April 30 (for July Session)
Semester - III	3MSW1 3MSW2 3MSW3 3MSW4	April 30 (for January Session) October 31 (for July Session)
Semester - IV	4MSW1 4MSW2 4MSW3 4MSW4(A)	October 31 (for January Session) April 30 (for July Session)

INSTRUCTIONS TO STUDENTS FOR FORMATTING THE ASSIGNMENTS
सत्रीय कार्य हेतु छात्रों के लिये निर्देश

1. This booklet contains the assignments for the entire (All Semester) programme. Each
course has one assignment. All assignments should be completed and submitted at IODE CVRU/
study centre before the due date.
bl ifLrdk e¡ iwjh ikB~;Øe dh fy;¼IHkh leLVj½ d¡ l=h; dk;¡ fn;¡ x;¡ g! i#;¡d ikB~;Øe d¡ fy;¡ $d
l=h; dk;¡ fn;k x;k g f%l¡ i&k¡ dj'¡ d¡ i()kr f'*kkfjr frf+k rd ,k¡ Ih. /h Okj.;¡ d¡ njL+k f'k1kk
l¡L+kk' @ O*;¡;' d2n"dk¡ Hk%'k Ok/¡/(;d g!

2. Please note that you will not be allowed to appear for the Term End Examinations for the
course, until the assignments are submitted before the due date.
3i;k *;k' jg¡ %4 rd l=h; dk;¡ f'*kkfjr frf+k rd %ek¡ 'gh¡ gkx¡5 Oki l=kr ijh1kk e¡ 'gh¡ 4B l¡dx!

3. The assignments constitute the continuous component of the evaluation process and
have 30% weightage in the final grading. You need to score minimum marks as per Examinations
Scheme of Particular Programmme in assignment in each course in order to clear the continuous
evaluation component.
l=h; dk;¡ lrr e6;kad' dk eg#/i&k¡ Ox g $/¡ Of2re xf¡,x e¡ 78 ifr(kr O¡d f'*kkfjr g! lrr¡
e6;kad' e¡ 9#rh&k¡ dj'¡ grr¡ i#;¡d l=h; dk;¡e¡ l4f*kr dk;¡d'e d¡ ijh1kk ;k%'k d¡ O'¡lkj 2;¡'re O¡d
iÖ:r dj'k Of'/k;¡ g!

4. The assignment should be hand written on a A-4 size paper with proper cover which contains
all the required information as given on the next page. You can use the photocopy of the cover for
each assignment.
l=h; dk;¡ $;< lkb% ¡¡ij ij gLrfyf=kr gk¡k)kfg$ rt+kk 9l ij Oxy¡ i?B ij fn;¡ x;¡ d/j dk
O'¡lkj lHkh %k' dkjh fy=kh gk¡'h)kfg$! ¼Oki)kg¡ rk¡ d/j dh @kVk¡ifr i#;¡d l=h; dk;¡ ij yxkdj
i";Ar dj ldr¡ g½

5. Leave at least 4cm margin on the left, top and bottom of your answer sheets for the evaluator's
comments.
i#;¡d i?B ij 4k;¡5 Bij $/¡ 'h)¡ de l¡ de < l¡eh. %xg Ck¡,D %k¡ e6;kad'drk¡ Oi'¡h fV:i&kh d¡ fy;¡
i";kx dj¡xk!

6. Your answers should be brief, precise and in your own words. Please do not copy the
answers from the study material.
l=h; dk;¡ d¡ i"('kk¡ d¡ 9#rj l¡1kii5 Li?V $/¡ LEk;¡ d¡ (kFnk¡ e¡ gk¡'¡)kfg$! 9#rj LV,h eVfj;y dh dkG¡h
'gh¡ gk¡'¡)kfg;¡!

7. Please do not copy the assignment from other student.
3i;k l=h; dk;¡ n¡lj¡ Ck=¡ l¡ dkG¡h ' dj¡!

8. While solving the questions, clearly indicate the question number along with the part being
solved. Recheck your work before submitting it.
i"('kk¡ d¡ 9#rj fy=kr¡ le;5 i"(' l=;k O+k/k¡ 9 ld¡ Hkkx dk Li?V 96y¡kk dj¡! l=h; dk;¡ %ek¡ djr¡
le; $d 4kj i¡'Ì%k¡) dj y¡!

9. You may retain a copy of your assignment response to avoid any unforeseen situation.
l=h; dk;¡ dh $d ifrfyfi Oi'¡ ikl j=kr rkfd fdlh O'gk¡'h IkV'k l¡ 4)k %k ld¡!

10. You can resolve the difficulties you may face while studying the course material by sending an e-mail to Programme coordinator IODE CVRU/ study centre coordinator. However, the coordinator will not provide solutions to the assignment questions, since they constitute an evaluation component.

ikB;Øe lkexzh dks v/;;u djrs le; ;fn dksbZ dfBukbZ gksrh g rk 9 ldrs f'jkdj&k gksri dk;;dr'e le2/;d njL+k f'k1kk IzL+kk' ,k; Ih. /h. jke' f/'/f/Jky; @ O*;;' d2n" dks le2/;d Iz bz;ey Kkjk Izidz fdk;k %k Idrk g! ijzri le2/;d Iz=h; dk;zd dz iz''(k'z dz 9#rj 'ghz nzxz A;kfd ;ze6;kd' iLfr dzOx gz!

Note: Assignments of the course are available for download at the CVRU Website http://www.cvru.ac.in . You can download the assignments as per your course, follow the instructions given and submit it before due dates at the IODE CVRU/study centre.

GUIDELINE FOR PREPARATION OF DISSERTATION REPORT
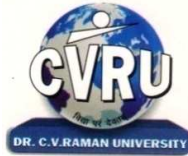
INSTITUTE OF OPEN AND DISTANCE EDUCATION
DR. C.V. RAMAN UNIVERSITY
KARGI ROAD, KOTA, DISTT. - BILASPUR
CHHATTISGARH

DISSERTATION REPORT   FORMAT

IODE PROGRAMME (BBA)

The Dissertation Report   consists of three main parts (i) The Preliminaries (ii) The Text (iii) Annexure. It is to be arranged in the following sequence.

THE PRELIMINARIES:

❖ Title Page (Outer Cover) as per the format given in Annexure III, (should be printed in White Colour on a Navy Blue background).

❖ Title Page (Inner Cover) as per the format given in Annexure IV

❖ Declaration by the candidate (Annexure – V)

❖ Certificate of Supervisor/s (Annexure – VI)

❖ Acknowledgements (Annexure – VII)

❖ Table of Contents (Annexure – VIII)

❖ Abstract/Preface

❖ List of Tables (If applicable)

❖ List of Figures (If applicable)

❖ List of abbreviations (Optional)

❖ Chapter –I   to ….continue according to the table of contents.

THE TEXT OF THE DISSERTATION REPORT

The text the Dissertation Report is usually divided in to chapter's with subheadings, within the chapters to indicate the orderly progression of topics and their relation to each other

Chapter-I Introduction: - The Dissertation Report   should normally begin with a general introduction presenting an overview of the purpose and significance of the study. The introduction should show why the topic selected is worth investigating. This will normally be done with reference to existing research, identifying areas that have not been explored, need to be explored. The final section of the introduction should provide a brief overview of each of the main chapters that the reader will encounter.

Chapter-II Review of Related Literature: - The purpose of the literature review is to summarize, evaluate and compare the main developments and current database in the field which are specifically relevant to the subject of research embodied in the Dissertation Report .

Chapter-III Research Methology: - The supervisor and the student may decide how this part of the Dissertation Report   should be structured. Although this section varies depending up on method and analysis technique chosen, the chapter describes and justifies the methods chosen for the study and why this method was the most appropriate.

Chapter-IV Observations & Analysis:- Observations , Analysis and Interpretation should be done as per data collected from sample.

Chapter-V Results Conclusions and Suggestions: The results are actual statement of observations, including statistics, tables and graphs. Do not present the same data as graph as well as table. Use one of the appropriate style of presentation. The purpose of this chapter is

not just to reiterate the findings but discuss the observation in relation to the theoretical body of knowledge on the topic.

Bibliography Citation in Text: Citation in the text usually consists of the name of the author(s) and the year of the publication. The page no is added when utilizing a direct quotation. It should be arranged Alphabetically .

Example (i):Thomas.V (2007) identified….

Example (ii): Gould and Brown (1991, p. 14) used the

Example (iii) : Rhoades et. al (2008) define the …..

REFERENCE BOOK: All publications listed in the Dissertation Report   should be presented in a list of REFERENCE BOOK, following the sample.

Citation from Dissertation Report :

➢ Kundur., D. (1999),Mulitresolution Digital Watermarking: Algorithms and Implications for Multimedia Signals. Ph.D Dissertation Report , University of Toronto.

Citation from Journal:

➢ Clifford, G. D. and Tarassenko.,s L. (2001),One-pass Training of Optimal Architecture Auto-associativeNeural Network for Detecting Ectopic Beats. Electron Letters. 37(18): 1126–1127.

➢ Rhoades, B.E. (1997), A Comparison of various definitions of Contractive mappings, Trans.Amer.Math.Soc.,Vol. 5, no.3, 257-290.

Citation from Books:
➢ Thompson, D. ed., (1995),The Concise Oxford Dictionary of Current English. Oxford, UK: Oxford University Press, 9th ed. ISBN No.: 0987654.
➢ Lindsay, D. (1999),A Guide to Scientific Writing, Melbourne, Chapter 2, Australia: Addison Wesley Longman Australia, 2nd ed. ISBN No.: 12345678.

Citation from Website:
Anonymous, unZign, "Tool for Evaluating a Variety of Watermarks", http://altern.org/watermark/, (Browsing date: 23rd September 1997)
Publication of the University of Geneva (on digital watermarking): <http:// cuiwww.unige.ch/˜vision/Publications/watermarking_publications.html> (Browsing Date: 4thJanuary 2006)

Citation from patent:
Gustafsson J. K. (1976), "Analog-digital converter for a resistance bridge", Patent U. S. 3960010, June 1,.
REFERENCE BOOK must be given alphabetically in REFERENCE BOOK section and in text as …..
Clifford. G. D. and Tarassenko. L. (2001) suggested that……

Appendices:
• Questionnaire /Formula /Diagnosis/Any other Supporting Documents

GUIDELINES FOR WRITING :-

1. Font size For English		**Font size For Hindi**
Title Page	18-24	18-24
Headings / subheadings	12-16	16-20
Text	12	14
Footnotes	8-10	10-12

Footnotes be given on the same page where reference is quoted

2. Type style

Times New Roman for English   Kruti dev 10 for Hindi

3. Margins.

At least 1¼ -1½ inches (3.17-3.81cm) on the left-hand side, 3/4 - 1 inch (2 -2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27 - 1.90cm) at the outer edge. The best position for the page number is at top-center or top right ½ inch (1.27 cm) below the edge. Pages containing figures and illustration should be suitable paginated.

4. The *Dissertation Report* shall be computer typed (**English**- British, Font Style -Times Roman, Size-12 point, **Hindi-** Font Style -Krutidev-10,Size-14) and printed on A4 size paper.

5. The *Dissertation Report* shall be typed on one side only with double space with appropriate margin.

6. Use only standard abbreviations. Avoid abbreviations in the title. The full term for which an abbreviation stands should precede its first use in the text except in case of measurement units. The measurement units if any shall be followed consistently.

7. Maintain uniformity in writing the *Dissertation Report* .

8. All copies of the *Dissertation Report* are to be bound in colored hard cover (according to color code) of the *Dissertation Report* .

9. The final submission of the *Dissertation Report* shall be in 03 hard bound copies and 01 soft copy (MS Word) in a CD along with all the corrections and suggestions as recommended before.

THE TITLE OF THE DISSERTATION REPORT   IN THE OUTER COVER
SHALL LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Dissertation Report   submitted to
(Font: Times New Roman, Size: 12, Bold, centered)
{Here put a gap of one line}

<University's logo>

INSTITUTE OF OPEN AND DISTANCE EDUCATION
Dr. C.V. Raman University
Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)
{Here put a gap of one line}

For the award of the degree of
(Font: Times New Roman, Size: 12, Bold, centered)
{Here put a gap of one line}

PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}
by
(Font: Times New Roman, Size: 12, Bold, centered)
{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)
Registration No.: <>
(Font: Times New Roman, Size: 12, Bold, centered)
<Year>
(Font: Times New Roman, Size: 12, Bold, centered)
© *<Year><Name of the student>*.All rights reserved.
(Font: Times New Roman, Size: 10, Bold, Centered)

THE TITLE OF THE DISSERTATION REPORT   IN THE INNER COVER SHALL
LOOK EXACTLY LIKE THIS TITLE

(Font: Times New Roman, Size:16, Bold, Line Spacing: 1 ½, Centered)

{Here put a gap of 4 lines}

Dissertation Report   submitted to

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of one line}

INSTITUTE OF OPEN AND DISTANCE EDUCATION

Dr. C.V. Raman University

Kota, Bilaspur (C.G.)

(Font: Times New Roman, Size: 14, Bold, centered)

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For the award of the degree

of

(Font: Times New Roman, Size: 12, Bold, centered)

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PROGRAMME NAME

(Font: Times New Roman, Size: 14, Bold, centered)

{Here put a gap of two lines}

by

(Font: Times New Roman, Size: 12, Bold, centered)

{Here put a gap of two lines}

<NAME OF THE STUDENT>

(Font: Times New Roman, Size: 14, Bold, centered)

Under the Guidance of

(Font: Times New Roman, Size: 12, Bold, centered)

<NAME OF THE SUPERVISOR/S>

(Font: Times New Roman, Size: 14, Bold, centered)

<Year>

(Font: Times New Roman, Size: 12, Bold, centered)

©*<Year><Name of the student>.***All rights reserved.**

(Font: Times New Roman, Size: 10, Bold, Centered)

ANNEXURE-V

DECLARATION

I the undersigned solemnly declare that the Dissertation Report entitled "**title of the work**" is based on my own work carried out during the course of my study under the supervision of < name of supervisor >.

I assert that the statements made and conclusions drawn are an outcome of my research work. I further certify that

i.   The work contained in the Dissertation Report   is original and has been done by me under the general supervision of my supervisor (s).

ii.   The work has not been submitted to any other Institute for any other Degree/Diploma/Certificate in this University or any other University of India or abroad.

iii.   I have followed the guideline provided by the University in writing the Dissertation Report.

iv.   I have conformed to the norms and guidelines given in the concerned Ordinance of the University.

v.   Whenever I have used materials (data, theoretical analysis, and text) from other sources, I have given due credit to them by citing them in the text of the Dissertation Report   and giving their details in the REFERENCE BOOK.

vi.   Whenever I have quoted written materials from other sources, I have put them under quotation marks and given due credit to the sources by citing them and giving required details in the REFERENCE BOOK.

(Name & Signature of the Student)

Registration No.

CERTIFICATE

This is to certify that the work incorporated in the Dissertation Report   entitled " title of the Dissertation Report " is a record of own work carried out by **<Name of Student >** under my supervision for the award of degree of **Programme Name**   of Institute of Open and Distance Education   Dr. C.V. Raman University, Bilaspur (C.G.)-India.

To the best of my knowledge and belief the Dissertation Report :

i.   Embodies the work of the candidate himself/herself,

ii.   Has duly been completed.

iii.   Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Supervisor-

(Name and signature of the Supervisor
With designation and Name of Organization)

(Signature of Academic Coordinator)

(Seal of IODE)

ACKNOWLEDGEMENT

Acknowledgements should be brief and should not exceed one page. Acknowledgements should be duly signed by the candidate. Gratitude may be expressed to only those who really contributed to the work directly or indirectly. Name of student should appear at the bottom of the page.

SAMPLE ACKNOWLEDGEMENT

It is a matter of immense pleasure to express the overwhelming sense of gratitude, devotion, incontestable regards to my esteemed & learned guides <…………….> who have striven to perfect my Dissertation report.

> ……………………………………………………………………………………
> ……………………………………………………………………………………
> …………………………………………..

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my Dissertation work.

< Name of Student >

ANNEXURE-VIII

TABLE OF CONTENTS

Chapter-I	Introduction	……
Chapter-II	Review of Related Literature	…….
Chapter-III	Research Methodology	……..
Chapter-IV	Observation And Analysis	…….
Chapter-V	Result, Conclusions and Suggestions	……
Bibliography	As per style given in reference section of text of Dissertation report.	…….
Appendixes	Questionnaire/Formula/Diagnosis/Any ot Supporting Documents	…….

<u>Note</u>