Department of Life Long Learning & Extension

Syllabus

POST MASTER DIPLOMA IN ADULT, CONTINUING EDUCATION AND EXTENSION

Course Structure

The schedule of papers prescribed for various semesters and marks shall be as follows:

Distribution of Papers and Marks Semester-1							
Paper Code	Title of Paper	End Sem. Exam	CIA	Total			
PMDACE-101	Conceptual Framework of Extension Education	75	25	100			
PMDACE-102	Basics of Community Development	75	25	100			
PMDACE-103	Educational Technology	75	25	100			
PMDACE-104	Livelihood and Development	75	25	100			
PMDACE-105	Research Methodology in Social Sciences	75	25	100			
	Total Marks	375	125	500			

Semester-2						
Paper Code	Title of Paper	End Sem. Exam	CIA	Total		
PMDACE-201	Life Long Education	75	25	100		
PMDACE-202	Psychological Foundation of Human Behaviour	75	25	100		
PMDACE-203	Survey Techniques and Report Writing	75	25	100		
	Project Report Based on Field Work	100		100		
	Viva Voce	100		100		
	Total Marks	425	75	500		

TITLE OF PAPER: Conceptual Framework of Extension Education

MARKS: 75

Objectives:

1. Explain the concept, Component, Process and scope of extension.

- 2 Discuss different models of extension in their holistic perspective.
- 3. Describe the current policy of adult education in India.
- 4. understand the various forms of Rural Extension and methods used in extension work.

Course Contents:

Unit I: Extension Education

- Concept, objective, Component, Process and Scope of Extension. Difference between formal education and extension education
- Philosophy and principles of extension
- Approaches to Extension Education
- Extension Teaching Methods, Extension in India and USA

Unit II: Models of Extension

- > First-line Extension Model: Concept, objectives and first-line extension work/Project
- Conventional Model: Top-Down Model/ Bureaucratic model- Concept, objectives
- Universities Extension Model: Extension Role
- Community Model or Community-driven Model
- Integrated Model Public-Private Partnership Model: Need and Nature

Unit III: Extension in Development

- ➤ Role of Extension in Development, Development aspects of extension, Characteristics of extension, Role of Extension is developing countries.
- > Development of Extension Programme: Essential Aspects and Issues.
- Work at Shantiniketan, Gurgaon Experiment programme Etawah Pilot Project,
- Current Trends and Policies in Adult and Extension Education in India

Unit IV: Rural Extension and Methods

- Types of Rural Extension: Agricultural Extension, Animal Husbandry Extension, Social Forestry Extension, Rural Industries Extension, Rural Health Extension and Rural Education Extension.
- Extension Methods Individual Methods, Group Methods, Mass Mobilization Methods and Selection and Combination of Methods.

- 1. Axinn, G. H. 1988. Guide on alternative extension approaches. Rome: FAO.
- 2. Ray, G. L. 1999. Extension Communication and Management. Calcutta: Naya Prakash.
- 3. Directorate of Extension. 196 1. Extension Education in Community Development. New Delhi: Ministry of Food and Agriculture, Govt. of India.
- 4. Ministry of Education and Social Welfare, Government of India. 1979. National Adult Education Programme: An Outline. New Delhi: Department of Education.
- 5 Daswani, C. J. 2002. "Education Beyond Literacy: Changing Concepts and Shifting Goals", in R. Govinda (Ed). India Education Report: A Profile of Basic Education. New Delhi⁻ Oxford University Press
- 6. Dahama, 0. P. 1973. Extension and Rural Welfare. Agra: Ram Prasad and Sons.
- 7. Chauhan, J. 2005. Prasar Siksha Avem Suchna Tantra, Agra: Eisha Prakashan.
- 8. Dahama, 0. P. and Bhatnagar 0. P. 1987. Education and Communication, for Development. New Delhi: Oxford and IBH Publishing Co. Pvt. Ltd.
- 9. Kumar, B. K. and Hansra. 2000. Extension Education for Human Resource Development. New Delhi: Concept Publishing Company.
- 10. Khan, P. M. 2002. Textbook of Extension Education. Udaipur: Himansu Publication.
- 11. Ray, G L. 2008 Extension Communication and Management. New Delhi: Kalyani Publishers.
- 12. Sharma, K. R. G 2008. Veterinary Extension Education. Hyderabad: BSPBS Extension Methods and Media Publications
- 13. Singh, Ranjit. 1987. A Text Book of Extension Education. Ludhiana: Sahitya Kala Prakashan
- 14. Supe, S. V. 1994. An Introduction to Extension Education. New Delhi. Oxford and IBH Publishing Co. Ltd.
- 15. Dubey, V. K., and Indira Bishnoi. 2008. Extension Education and Communication. New Delhi New Age International publishers.

TITLE OF PAPER : Basics of Community Development

MARKS: 75

Objectives:

Develop a conceptual understanding of community.

- Develop understanding of community Development.
- Develop skills in the use of various techniques of community Development.
- Promote attitude conducive to participatory practice.

Course Contents:

Unit – 1: Community

- Changing Concept of Community
- Understanding and working with the Community
- > Community development Origin, meaning, Principles ad Models
- > Approach and Theories of community development.

Unit – 2: Community Action

- > Getting into the community- Steps
- > Developing a community profile
- > It's importance and procedure
- > How to involve other [RRA, PRA]

Unit – 3: Community Participation

- Role of Community works
- Participation objective and principles
- Group participation Stages
- Skills of Community Worker

Unit – 4: Social Planning

- Changing Roles of Community Worker
- Community Social Policy
- Planning Stages & Practical applications of social planning
- Community Health

- 1 Giddens, Anthony (1993): Sociology. Polity Press. London.
- 2. Bottommore, T.B. (1971): Sociology: A Guide to Problem and Literature, George Allen and Unwin, Bombay.
- 3. Dunham Arthur (1962): Community Welfare Organization: Principles and Practice. New York: Thomas Crowell.
- 4. Gangrade, K.D. (1971): Community Organization in India. Mumbai: Popular Prakashan
- 5. Khinduka, S K. & Coughlin, Bernard (1965): Social Work in India. New Delhi: KitabMahal.
- 6 Kumar, Somesh (2002): Methods for Community Participation: A Complete Guide for Practitioners. New Delhi: Sage Publication (Vistaar).
- 7. Lee, Judith (2001): The Empowerment Approach to Social Work Practice: Building the Beloved Community. Columbia Press.
- 8. Ross, M.G. (1967): Community Organization. Theory, Principles and Practice. New York: Harper & Row.
- 9. Siddiqui, H.Y. (1997): Community Organization in India. New Delhi: Harman
- 10 Verma, R.B.S. & Singh, Atul Pratap (2015): Samudayik Sangathan Evam Abhyaas. Lucknow: New Royal Book Company (Hindi).
- 11. Verma, R.B.S., Singh, Atul Pratap& Verma, Jitendra Kumar. (Eds.) (2016): Community Engagement, Social Responsibility and Social Work Profession: Emerging Scope and Prospects. New Delhi: AlterNotes Press.
- 12. Weil, Merie (2005): Handbook of Community Practice. New Delhi: Sage

TITLE OF PAPER : Educational Technology

MARKS: 75

Objectives

To enable the students to understand the concept, Nature, Scope and Significance of E.T.

To equip the students with various technological applications available for learning process

To acquaint the students with emerging trends in E.T.

To train students in Basics of Computer including Internet

Unit I

Concept of Literacy and Illiteracy.

Concept of Educational Technology- Meaning, Nature, Scope and Significance of E.T

Components of E.T.- Software and Hardware,

Difference between Software and Hardware and their role in Educational Process

Use of E.T. in Formal, Non Formal and Informal Education

Unit II

Hardware Technologies: Important Accessories and their Applications—Radio, T.V., O.H.P, L.C.D. Projector, CCTV Uses of Strategies like Teleconferencing, Programmed Instruction, CAI, CAL

Unit III

Resource Centres for E.T.- CIET, UGC, IGNOU, NOS, State E.T. Cell, AVRC, EMRC and Their activity for the improvement of Teaching- Learning

Role of E Learning in continuing Education

Unit IV

Basics of computer - MS Office: Power Point, MS Word Internet, E mail

TITLE OF PAPER : Livelihood and Development

MARKS: 75

Objectives:

Overview of the concept of livelihood and related issues.

- Understand policy initiatives and their implication for/impact on livelihoods of vulnerable populations.
- Understand the role of professional for sustainable livelihoods.
- Inculcate attitudes and skills appropriate to meet the challenge and secure livelihood to large poor Populations

Course Contents:

Unit-1: Livelihood

Concept, Meaning & Indicators, Livelihood Resources; Right and Entitlements of Livelihoods: Conditions, Opportunities, Problems and Prospects

Unit-2: Grass-Root Initiatives

Micro-Finance, Micro-Credit, Micro-Enterprise, Self Help Group, Impact of Globalization and Climate Change on Livelihood.

Unit-3: Livelihood Mapping

Tools, Techniques and Subsector Analysis.

Livelihood Analysis: Portfolio, Sustainability, Stakeholder analysis, Market linkages and Social Entrepreneurship.

Livelihoods Promotion by Different Agencies, livelihood Programs in India. Challenges in Livelihood Promotion

Unit-4: Governance Issues

Planning and Implementation of Programs and Projects.

Social Audit, Micro Level Development Planning, & Sustainable Livelihood.

- 1. Acharya, S. S. Sustainable Agriculture and Rural Livelihoods, New Delhi: Indian Council of Social Science Research, 2006.
- 3. Baumann, Pari, and Subir Sinha. Linking Development with Democratic Processes in India. Political Capital and Sustainable Livelihoods Analysis. London: Overseas Development Institute, 2001.
- 4. Baumann, Pari. Sustainable Livelihoods and Political Capital: Arguments and Evidence from Decentralisation and Natural Resource Management in India. London: Overseas Development Institute, 2000.
- 5. Bhargava, Pradeep, and Radhey Shyam Sharma. Countering Uncertainties, Strategies for Sustainable Livelihoods: An Assessment of Impact of Poverty Reduction Programmes on the Poor in Rajasthan. Jaipur: Institute of Development Studies, 2002.
- 6. Das, S. K., Watershed Development and Livelihoods: People's Action in India. New Delhi: Routledge, 2008.
- 7. Datta, Sankar, & Vipin Sharma. State of India's Livelihood: The 4 P Report. Thousand Oaks, Calif: SAGE, 2010.
- 8. Deshingkar, Priya, & Daniel Start. Seasonal Migration for Livelihoods in India: Coping, Accumulation and Exclusion. London: Overseas Development Institute, 2003.
- 9. Ellis, Frank. Rural Livelihoods and Diversity in Developing Countries. Oxford University Press, 2000.
- 10 Deshingkar, Priya, & John Farrington. Circular Migration and Multilocational Livelihood Strategies in Rural India. New Delhi: Oxford University Press, 2009.
- 11. Farrington, John. Policy Windows and Livelihood Futures: Prospects for Poverty Reduction in Rural India. New Delhi: Oxford University Press, 2006.
- 12. Fernando, Jude L. Microfinance: Perils and Prospects. London: Routledge, 2006.
- 13. Hulme, David& Thankom Arun. Microfinance: A Reader. London: Routledge, 2009.
- 14 Menon, Ajit, Singh, Praveen, Shah, Esha, Lele, Sharachchandra & Suhas Paranjape. Community-Based Natural Resource Management Issues and Cases in South Asia New Delhi: SAGE India, 2007.
- 15. Moser, Caroline O. N., & Anis A. Dani. Assets, Livelihoods, and Social Policy. Washington, DC: World Bank, 2008.
- 16 Shiva, Vandana, and Kunwar Jalees Roti, Kapda Aur Makaan. How Ten Years of WTO Have Robbed the Ordinary Indian of Lives, Livelihoods, and Basic Needs. New Delhi: Navdanya/RFSTE, 2006.
- 17. Sinha, F. Microfinance Self-Help Groups in India Living up to Their Promise? Jaipur: Rawat Publications, 2009.
- 18. Sudmeier-Rieux, Karen. Ecosystems Livelihoods and Disasters: An Integrated Approach to Disaster Risk Management. Gland: The World Conservation Union (IUCN), 2006.

TITLE OF PAPER : Research Methodology in Social Sciences

MARKS: 75

Objectives:

• Familiarize students with the nature of social science research and its application.

- Learn the research process and develop abilities to prepare research design and strategies.
- Develop competency in conceptualizing, designing and implementing research.
- Learn the process of data collection, its processing, analysis& interpretation

Course Contents:

Unit -1: Basics of Social Research

- Social Research: Definition, Objective, Nature and Types of Social research, Scientific Method and Social Research.
- Method of Social Research: Qualitative Research and Quantitative Research
- Role and Responsivities of the researcher

Unit -2: Methodology

- Hypothesis: Concept, Types and Significance
- > Research Design: Concept, Significance, and Types.
- ➤ Sampling Design: Universe & Sample, Sampling importance, characteristics, types of Sampling, General Considerations in Determining a Sample Size, Limitations of Sampling.

Unit -3: Methods of Data Collection

- Sources of data Collection: Field and Documentary
- Methods of Data Collection: Interview, Observation and Case Study.
- > Data Collection Tools: Interview & Observation Guide, Interview Schedule, Questionnaire.
- > Processing of Data, Analysis and Interpretation.

Unit -4: Statistics and Computer application

- > Statistics: Meaning, Concept, Importance and Scope
- > Measures of Central Tendency: Mean, Median and Mode.
- Measures of Desperation: Mean Deviation and Standard Deviation
- Correlation, Chi- Square Test,
- > Use and limitations of Statistics in Research.
- Use and needs of computer in Research, Use of SPSS

- 1. Coolidge, Frederick L. 2000. Statistics: A Gentle Introduction. New Delhi: Sage Publications.
- Foster, J.J. 1998. Data Analysis Using SPSS for Windows: A Beginners Guide. New Delhi-Sage Publications
- 3. Goode, W. J. and Hatt, P.K. 1952. Methods in Social Research. New York: MacGraw Hill
- 4. Grinnel, Richard M.; Unrau, Yvonne A. 2005. Social Work Research and Evaluation Quantitative and Qualitative Approaches. New Delhi: Oxford University Press.
- 5. Gupta, S. P. 2006. Statistical Methods. New Delhi: Sultan Chand & Sons.
- 6. Hinton, Perry R 2004. Statistics Explained: A Guide for Social Science Students, London. Routledge.
- 7. Hugh, Mc Laughlin. 2007. Understanding Social Work Research. New Delhi Sage Publications.
- 8. Kerlinger, F. N. 1988. Foundation of Behavioural Research. Bombay: Himalayan Publication.
- 9. Kirk, Stuart A. 1999. Social Work Research Methods: Building Knowledge for Practice. Washington, D.C.: NASW Press.
- 10 Mukherjee, Ramkrishna. 1983. Classification in Social Research. Albany: State University of New York Press.
- Polansky, Norman A. 1975. Social Work Research. Methods for the Helping Professions. Chicago: University of Chicago Press.
- Ramachandran, P.; Naik, R. D. 1987. Research in Social Work, In Encyclopedia of Social Work in India (Vol. 2, pp. 386-394), New Delhi: Ministry of Social Welfare, Government of India.
- 13. Rubin, Allen; Babbie, Earl R. 2011. Belmont: Brooks/Cole Cengage.
- 14. Siegel, Sidney; Castellan, N. John 1988. Nonparametric Statistics for the Behavioural Sciences. New York: McGraw Hill.
- 15. Kushwaha Rajesh and Singh Sandeep Kumar, 2016, Samajik Shodh avam Samaj Karya Shodh, University Publication, New Delhi.
- 16. Trochim, William; Donnelly, James P. 2008. The Research Methods Knowledge Base Mason, Ohio: Atomic Dog/Cengage Learning.

TITLE OF PAPER : Life Long Education

MARKS: 75

Objectives

To enable the students to understand the concept and importance of Life Long Education

- To make students aware about recent development in Adult Literacy
- To acquaint students with various techniques of preparation of Learning Material for target groups
- To enable student to understand the importance of Distance Education

Unit I

- > Lifelong Learning: Concept, Need and Importance
- ➤ Current Trends in A.C.E.E.-- Education for All by 2015, Jan Shikshan Sansthan, Dakar Declaration 2000, Right to Education Act 2010, Sakshar Bharat -September 2009.
- Approaches to Post-literacy and Continuing Education

Unit li

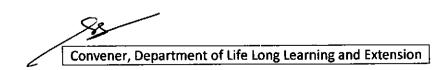
- > Fundamental Right to Education. Sarva Shiksha Abhiyan,
- > Mass Programme for Functional Literacy, National Literacy Mission.
- Conditions Necessary for the Success of Continuing Education

Unit III

- > Review, Tools and Techniques of Learning Material Preparation for Various Target Groups of Non Formal Education Dropouts,
- > Illiterates, Neo-literates and Semi-literates.
- > Role of Adult Educators in Bridging the Information Gap

Unit IV

- Continuing Education Needs of Various groups, Refresher Course, Orientation Course, Conference, Seminar, Symposium, Workshop.
- Distance Education-National Institute of Open School, Virtual University, Open University with special Reference to IGNOU.
- Continuing Education and Vocational Course.



- 1 DAE. 1992. Terminology of Adult Education: An abridged version of UNESCO Publication. New Delhi: MHRD (Dept. of Education), Govt. of India.
- Eurydice. 2000. Lifelong Learning, the contribution of education systems in the Member States of the European Union. Lisbon
- 3. Faure, E., et al. 1972. Learning to Be: The World of Education Today and Tomorrow. Paris: UNESCO.
- 4. Reddy, M. C. Reddeppa. 1997. Continuing Education: A Need of the Hour, Literacy Mission, Vol.XX1; No. 1-4 (Jan-Mar), pp.7- 12.
- 5. Reddy, M. C. Reddeppa. 2002. A Model for Promoting Reading Habits among I: Rural Youth, International Educator, Vo1.14/1&2, pp.27-33.
- 6. Sanyal, Bikas C. 2004. Lifelong Learning in the Twenty-first Century. Creating a Literate Environment International Journal of Adult and Lifelong Education, Vol.211, April, pp. 1535.
- 7. Hely, A.S.M. 1967. UNESCO and the Concept of Education Permanente, Indian Journal of Adult Education, Vo1.28 No. 12.
- Rajakrishna. 1971. "The Necessity and Strategy for Continuing Education in Asian Countries" in IUACE (Ed). Continuing Education and Universities in the Asia and South Pacific Region.
 New Delhi: Indian Universities Association for Continuing Education.

PAPER CODE : PMDAC- 202

TITLE OF PAPER : Psychological Foundation of Human Behaviour

MARKS: 75

Objectives:

Learning about the major concepts and theoretical perspectives in psychology.

- Understanding the nature and development of human behavior in socio-culture concept.
- Enabling Students to understand the different theories.
- Imparting concepts related to social psychology.

Course Contents:

Unit -1: Basics of Psychology

- Social Psychology: Nature, Scope Methods of studying Social Behavior
- Normal & Abnormal Behavior: Meaning & Characteristics
- ➤ Life Span perspective: Stages of Development-from Conception to Old age
- > Factors of human Development: Heredity & Environment
- > Determinants of human development

Unit-3: Psychological Perspectives

- Learning Concept, Significance, Process & Informal Education, factors influencing learning.
- > Motivation, Perception, Stereotype
- > Attitude: Nature, Formation and Measurement.
- Leadership

Unit -2: Human Personality and Behavioural Problems

- > Personality: Concept, Definition, Characteristics and Theories
- > Problems, Types and Determinants of personality
- > Behavioral problems: Coping Mechanism, Defense Mechanism, Stress & Frustration
- > Behavioral Disorder: Pain Disorder, Sleep Disorder & Psycho-Sexual Disorders etc.

Unit-4: Adults Learning

- > Learning needs of adult of different Socio-economics Structure, facilitating learning
- > Theories of adults learning
- > Difference between the Adult & Child as learner.
- > Psychological problems of Adults

- 1. Baron, R.A. & Byrne, D., Social Psychology (8thEdition), Prentice Hall, New Delhi, 1998.
- 2. Bron, Rober A.; Byrne, Donn, Social Psychology, Allyn and Bacon, Boston, 1997.
- Hall, C.S.; Lindsay, G. &Campbell, J.B., Theories of Personality, John Willey & Sons, Inc. New York, 1998.
- 4. Hilgard Ernest R., Atkinson, Rital, Introduction to Psychology, Harcourt Brace Jovanovich Inc. New York, 1979.
- 5 Hurlock, E.A., Developmental Psychology, Lifespan Approach, Tata McGraw Hill, New Delhi, 1994.
- 6. Hurock, Elizabeth B., Child Development, McGraw Hill Book Company, London, 1978.
- 7. Loid, Dodge Farnald, Psychology Six Perspectives, Sage Publication, New Delhi, 2007.
- 8. Maluccio, A.N., Pine, B.A. & Tracy, E.M., Social Work Practice with Families and Children, Columbia University Press, New York, 2002.
- 9. Mansead, A.S.R.; Strobe W. (Ed.), The Blackwell Reader in Social Psychology, Oxford: Blackwell, 1997.
- Morgan, C.T.; King, R.A.; Welsz, J.R. & Schopler, J., Introduction to Psychology (7th Ed.),
 Tata McGraw Hill Publication Company Limited, New Delhi, 2003.
- 11. Myers, David G., Psychology, W H Freeman & Co., 2006.
- 12. Nevid Jeffrey S., Psychology: Concepts and Applications, Houghton Mifflin Co., 2007
- 13 Rathus Spencer A., Psychology: Concepts and Connections, Wadsworth Publishing Company, 2006.
- 14. Robinson, Lena, Psychology for Social Workers, Routledge, London, 1995.
- 15. Sharma, Rajendra K. & Sharma, Rachna, Social Psychology, Atlantic Publishers, 2007.
- 16. William, James, Principles of Psychology, Cosimo Inc., New York, 2007.

Par

TITLE OF PAPER : Survey Techniques and Report Writing

MARKS: 75

Objectives:

- Familiarize students with the nature of survey research method and its application in social work.
- Learn the process and develop abilities to data collection.
- · Develop competency in report writing, review of literature.
- · Learn the process of tables & figures and result analysis.

Course Contents:

Unit 1: Survey Method and Survey Design

- Concept of survey method
- Operationalizing survey research tools
- > Advantages and weaknesses of survey method
- Stages in survey research, formulation of research questions
- Sampling design in survey method (sampling elements, population, sampling ratio, sampling frame etc.)

Unit 2: Techniques of data collection and Issues in Survey Research

- > Techniques self-administered questionnaire, face-to-face interview, telephonic interview, internet survey, structured observation etc.
- > Issues in data survey instruments reliability and validity
- Problems and issues in executing survey research
- > Ethical issues in survey research

Unit 3: Report Writing

- Report writing concept and purpose
- Major section in report title, authors' name, institutional affiliation, running head etc.
- Abstract, introduction to research report, general guidance to write introduction
- > Review of literature purpose and sources, types of literature, writing process
- Methodology purpose, procedure and design.

Unit 4: Result Analysis, Discussion and Summary

- ➤ Definition, description of results, Tables and figures, Discussion
- ➤ Summary and Conclusion guidelines for writing a summary, process for paraphrasing and summarizing, strategies for writing effective conclusion
- ➤ References in research reports format, process of writing, electronic sources
- > Footnote, general guidelines to write references

- 1. Moser, C. A. and G. Kalton 1973. Survey Methods in Social Investigation. The English Language Book Society: London.
- 2. de Vaus, D.A. 1986. Surveys in Social Research. George Allen and Unwin: London.
- 3. Young, P. V. 1988. Scientific Social Surveys and Research. New Delhi: Prentice Hall.
- 4. Aldridge, Alan. And Levine, Ken. 2001. Surveying the Social World Principles and Practice in Survey Research. open University Press: Buckingham.
- 5. Fink, Ar1en.e. 1995. The Survey Hand Book. Sage Publications: Thousand Oaks.
- **6.** Cohen, Louis and Manion, Lawrence. 1994. **Research Methods in Education.** Routledge: London and New York.
- 7. Madan, T. N. 2004. In Pursuit of Anthropology. IN V. K. Srivastava (ed) Methodology and Fieldwork. Oxford University Press: New Delhi.
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- **10.** Singh, AK. (2009). Test Measurements and Research Methods in Behavioural Sciences (Fifth Edition). Bharti Bhawan Publishers & Distributors.
- **11.**Publication Manual of the American Psychological Association (6th edition, 2009). American Psychological Association. Washington, DC.