DEPARTMENT OF SOCIAL WORK

Number of Courses Focusing on Employability/ Entrepreneurship/ Skill Development

Programme :   PG- Master of Social Work

S.No.	Year	Total No. of Courses	Employability (1)	Entrepreneurship (2)	Skill development (3)	Total No. of Courses (1+2+3)
1.	2020-2021	32	16	02	14	32
2.	2019-2020	32	16	02	14	32
3.	2018-2019	33	17	02	14	33
4.	2017-2018	33	17	02	14	33
5.	2016-2017	16	09	01	06	16

Head of the Department
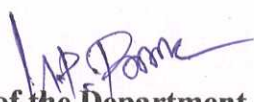
DEPARTMENT OF SOCIAL WORK

List of Courses Focusing on Employability/ Entrepreneurship/ Skill Development
(Regulations – 2019)

Programme : Master of Social Work

S.No.	Course Name	Course Code	Employability	Entrepreneurship	Skill development
1.	**Core I: Introduction to social work**	M19PSW01	✓	-	-
2.	**Core II:** Working with Individuals	M19PSW02	✓	-	-
3.	**Core III:** Working with Groups	M19PSW03	✓	-	-
4.	**Core IV:** Indian social structure and social problems	M19PSW04	-	-	✓
5.	**Core V:** Human Growth and Personality development	M19PSW05	✓	-	-
6.	**Practicum - I** Field work-Rural camp	M19PSWP01	-	-	✓
7.	**Core VI:** Community organization and social action	M19PSW06	✓	-	-
8.	**Core VII:** Social work research and social statistics	M19PSW07	-	-	✓
9.	**Core VIII:** Social welfare administration and social legislations	M19PSW08	✓	-	-
10.	**Elective - I :** Labour welfare	M19PSWE01	-	-	✓
11.	**Elective - I :** Health and hygiene	M19PSWE02	-	-	✓
12.	**Elective - I :** Youth welfare	M19PSWE03	-	✓	-
13.	**Practicum II :** Concurrent field work	M19PSWP02			-
14.	**EDC -** Fundamental of computers and communications	M19PECS01			✓

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S.No.	Course Name	Course Code	Employability	Entrepreneurship	Skill development
15.	Human Rights	M19PHR01	✓	-	-
16.	Elective - II : Human resource management	M19PSWE04	✓	-	-
17.	Elective - II : Hospital Administration	M19PSWE05	✓	-	-
18.	Elective - II : Social Development	M19PSWE06	✓	-	-
19.	Elective - III : Industrial relations	M19PSWE07	-	-	✓
20.	Elective - III : Introduction to Psychiatry	M19PSWE08	-	-	✓
21.	Elective - III : Management of non - profit organisation	M19PSWE09	-	✓	-
22.	Core - IX : Counseling skills for contemporary social work	M19PSW09	-	-	✓
23.	Practicum III : Concurrent field work	M19PSWP03	-	-	✓
24.	Elective - IV :Human Resource Development	M19PSWE10	✓	-	-
25.	Elective - IV : Medical Social Work	M19PSWE11	✓	-	-
26.	Elective - IV : Rural Community	M19PSWE12	✓	-	-
27.	Elective - V : Organisation Behaviour	M19PSWE13	-	-	✓
28.	Elective - V : Psychiatric Social work	M19PSWE14	✓	-	-
29.	Elective - V : Urban Community development	M19PSWE15	✓	-	-
30.	Practicum - IV : Concurrent field work	M19PSWP04	-	-	✓
31.	Practicum - V : Block Placement	M19PSWP05	✓	-	-
32.	Project - I Dissertation Project	M19PSWPR1	-	-	✓

Head of the Department

DEPARTMENT OF SOCIAL WORK

List of Courses Focusing on Employability/ Entrepreneurship/ Skill Development
(Regulations – 2019)

Programme : Master of Social Work

S.No.	Course Name	Course Code	Employability/ Entrepreneurship/ Skill development	Year of introduction (during the last five years)
1.	**Core I**: Introduction to social work	M19PSW01	Employability	2019 - 2020
2.	**Core II:** Working with Individuals	M19PSW02	Employability	2019 - 2020
3.	**Core III:** Working with Groups	M19PSW03	Employability	2019 - 2020
4.	**Core IV:** Indian social structure and social problems	M19PSW04	Skill development	2019 - 2020
5.	**Core V:**Human Growth and Personality development	M19PSW05	Employability	2019 - 2020
6.	**Practicum - I** Field work-Rural camp	M19PSWP01	Skill development	2019 - 2020
7.	**Core VI:** Community organization and social action	M19PSW06	Employability	2019 - 2020
8.	**Core VII:** Social work research and social statistics	M19PSW07	Skill development	2019 - 2020
9.	**Core VIII:** Social welfare administration and social legislations	M19PSW08	Employability	2019 - 2020
10.	**Elective - I :** Labour welfare	M19PSWE01	Skill development	2019 - 2020
11.	**Elective - I :** Health and hygiene	M19PSWE02	Skill development	2019 - 2020
12.	**Elective - I :** Youth welfare	M19PSWE03	Entrepreneurship	2019 - 2020
13.	**Practicum II :** Concurrent field work	M19PSWP02	Employability	2019 - 2020
14.	**EDC -** Fundamental of computers and communications	M19PECS01	Skill development	2019 - 2020
15.	Human Rights	M19PHR01	Employability	2019 - 2020
16.	**Elective - II :** Human resource management	M19PSWE04	Skill development	2019 - 2020

S.No.	Course Name	Course Code	Employability/ Entrepreneurship/ Skill development	Year of introduction (during the last five years)
17.	**Elective – II :** Hospital Administration	M19PSWE05	Employability	2019 - 2020
18.	**Elective – II :** Social Development	M19PSWE06	Employability	2019 - 2020
19.	**Elective – III :** Industrial relations	M19PSWE07	Skill development	2019 - 2020
20.	**Elective – III :** Introduction to Psychiatry	M19PSWE08	Skill development	2019 - 2020
21.	**Elective – III :** Management of non - profit organisation	M19PSWE09	Entrepreneurship	2019 - 2020
22.	**Core - IX :** Counseling skills for contemporary social work	M19PSW09	Skill development	2019 - 2020
23.	**Practicum III :** Concurrent field work	M19PSWP03	Skill development	2019 - 2020
24.	**Elective - IV :** Human Resource Development	M19PSWE10	Employability	2019 - 2020
25.	**Elective - IV :** Medical Social Work	M19PSWE11	Employability	2019 - 2020
26.	**Elective - IV :** Rural Community	M19PSWE12	Employability	2019 - 2020
27.	**Elective – V :** Organisation Behaviour	M19PSWE13	Skill Development	2019 - 2020
28.	**Elective – V :** Psychiatric Social work	M19PSWE14	Employability	2019 - 2020
29.	**Elective – V :** Rural Community development	M19PSWE15	Employability	2019 - 2020
30.	**Practicum - IV :** Concurrent field work	M19PSWP04	Skill Development	2019 - 2020
31.	**Practicum - V :** Block Placement	M19PSWP05	Employability	2019 - 2020
32.	**Project - I** Dissertation Project	M19PSWPR1	Skill Development	2019 - 2020

Head of the Department

MAHENDRA ARTS & SCIENCE COLLEGE
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Kalippatti – 637 501, Namakkal (Dt), Tamil Nadu.

MASTER OF SOCIAL WORK

SYLLABUS FOR MSW

OUTCOME BASED EDUCATION - CHOICE BASED CREDIT SYSTEM

For the students
admitted from the
Academic Year 2019-2020 onwards

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Kalippatti (PO) - 637 501, Namakkal (DT)

MAHENDRA ARTS & SCIENCE COLLEGE
(Autonomous)
(Affiliated to Periyar University)
Department of Social Work

Social Work Profession ought to promote social change, problem-solving in human relationships ,empowerment and liberation of people to enhance well-being. Utilizing theories of human behavior and social systems, Social Work intervenes at the point where people interact with their environments. Principles of human rights and social justice are fundamental to Social Work.

I - PROGRAMME EDUCATIONAL OBJECTIVES: Preamble

The objectives of M.S.W (Master of Social Work) course is to impart the candidates with a professional skills in social work through enhanced training programmes aimed at developing in them. Scientific knowledge about the dynamics of problems and issues in our society.

- An ability to critique the ideologies that lead to systematic domination and marginalization of vulnerable groups.
- Necessary skills of awareness, skills aiming at empowerment of people and skills in culture-sensitive methods of social change.
- Ability to apply skills in social work practice and social work research in different fields for achieving desirable change and development and empowerment of people.
- Attitudes and values necessary for working with people and organization for achieving the goals of the social work professional namely;

II - PROGRAMME OUTCOMES:

- Apply at the MSW level the foundation knowledge, skills, values and ethics of social work practice in the assessment and treatment of individuals, families, groups, organizations, and communities.
- Develop a professional identity as a social worker by applying professional values and ethics to social work practice.
- Demonstrate an understanding and appreciation for human diversity, to engage in non-discriminatory culturally sensitive practice that seeks social and economic justice for clients, without regard to age, class, caste, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, and sexual orientation.
- Use appropriate supervision and consultation to conduct research and disseminate research findings that contribute to enhancement of students' personal and professional development.

III - REGULATIONS

These regulations shall take effect from the academic year 2019-2020, i.e, for students who are to be admitted to the first year of the course during the academic year 2019-20 and thereafter.

1. **Objectives of the Course:**
    o   To get knowledge about the dynamism of the problems prevail in our society.
    o   To acquire the skills of awareness, empowerment of people and social change.
    o   To apply the skills in social work methods in different fields.
    o   To inculcate Professional skills among students.
    o   To expose students to various social issues through practical experience.

2. **Eligibility for Admission:**

    Bachelor's Degree in any discipline with a minimum of 50% mark. The basis of selection shall be the marks secured in the entrance examination as per University norms.

    The candidate should have completed the course through10+2+3 pattern priority will be given to graduates from Social Work, Sociology, Psychology, Rural Development & Labour Management background.

    Reservation of seats and others concessions will be in line with TamilNadu State Government and norms of the university.

3. **Duration of the Course:**

    The candidates shall complete all the courses of the programme in 2 years from the date of admission. The programme of study shall consist of four semesters and a total period of two years with a minimum of 90 credits. The programme of study will comprise the course according to the syllabus.

4. **Course of Study:**

    The course of study for the PG degree courses of all branches shall consist of the following:
     (i) Core courses
     (ii) Electives courses
     (iii) Skill Enhancement Courses
     (iv) Extra Disciplinary Course
     (v) Project
     (vi) Enhancement Compulsory Courses.

5. **Examinations**

    The course of study shall be based on semester pattern with Internal Assessment under Choice Based Credit System.

    The examinations for all the papers consist of both Internal (Continuous Internal Assessment - CIA) and External (End Semester) theory examinations. The theory examinations shall be conducted for three hours duration at the end of each semester. The candidates failing in any subjects(s) will be permitted to appear for the same in the subsequent semester examinations

6. Structure of the Programme:

SEMESTER: I

Course Category	Title of the Course	Course Code	Hrs / Week L	Hrs / Week P	No. of Credits	Max. Mark Int.	Max. Mark Ext.	Max. Mark Total
Core course- I	Introduction to social work	M19PSW01	5	-	4	25	75	100
Core course- II	Working with Individuals	M19PSW02	5	-	4	25	75	100
Core course- III	Working with Groups	M19PSW03	5	-	4	25	75	100
Core course - IV	Indian social structure and social problems	M19PSW04	5	-	4	25	75	100
Core course- V	Human Growth and Personality development	M19PSW05	5	-	4	25	75	100
Practicum - I	Field work- Rural camp	M19PSWP01	-	5	5	100	-	100
Total			**25**	**5**	**25**	**225**	**375**	**600**

SEMESTER: II

Course Category	Title of the Course	Course Code	Hrs / Week L	Hrs / Week P	No. of Credits	Max. Mark Int.	Max. Mark Ext.	Max. Mark Total
Core course - VI	Community organization and social action	M19PSW06	5	-	4	25	75	100
Core course - VII	Social work research and social statistics	M19PSW07	5	-	4	25	75	100
Core course - VIII	Social welfare administration and social legislations	M19PSW08	5	-	4	25	75	100
Elective course- I	Labour welfare (or) Health & Hygiene (or) Youth Welfare		4	-	4	25	75	100
Practicum - II	Concurrent field work	M19PSWP02	-	5	5	100	-	100
EDC	Fundamentals of computers & communications	M19PECS01	4	-	4	25	75	100
Comprehensive Examination - I		M19PSWC01	-	-	1	100	-	100
ECC	Human rights	M19PHR01	2	-	2	25	75	100
Total			**25**	**5**	**28**	**250**	**450**	**800**

SEMESTER: III

Course Category	Title of the Course	Course Code	Hrs / Week		No. of Credits	Max. Mark		
			L	P		Int.	Ext.	Total
Elective course - II	Human resource management (or) Hospital Administration (or) Social Development		5	-	4	25	75	100
Elective course - III	Industrial relations (or) Introduction to Psychiatry (or) Management of non-profit organization		5	-	4	25	75	100
Core Course - IX	Counseling skills for contemporary social work	M19PSW09	5	-	4	25	75	100
Practicum - III	Concurrent field work	M19PSWP03	-	5	5	100	-	100
Total			**15**	**5**	**17**	**175**	**225**	**400**

SEMESTER: IV

Course Category	Title of the Course	Course Code	Hrs / Week		No. of Credits	Max. Mark		
			L	P		Int.	Ext.	Total
Elective course - IV	Human resource development – IV(or) Medical Social Work – IV (or) Rural community development – IV		5	-	4	25	75	100
Elective course - V	Organizational behavior – V (or) Psychiatric Social Work –V (or) Urban community development – V		5	-	4	25	75	100
Practicum - IV	Concurrent Field work	M19PSWP04	-	5	5	100	-	100
Practicum - V	Block placement	M19PSWP05	-	5	5	100	-	100
PROJECT - I	Dissertation / Project	M19PSWPR1	-	5	5	25	75	100
Comprehensive Examination- II		M19PSWC02	-	-	1	100	-	100
Additional credit for online Course (swayam/mooc)								
Total			**10**	**15**	**24**	**275**	**225**	**600**
Overall total			**75**	**30**	**94**	**925**	**1275**	**2400**

Summary of Credits, Hours and Mark Distribution

Course Category	Credits				Total Credits	Total Hours	No. of Courses	Max. Marks
	I	II	III	IV				
Core	20	12	4	-	36	45	9	900
Elective	-	4	8	8	20	24	5	500
EDC	-	4	-	-	4	4	1	100
Practicum-concurrent field work	5	5	5	10	25	25	5	500
Project	-	-	-	5	5	5	1	100
Human Rights	-	2	-	-	2	2	1	100
Comprehensive Examinations		1		1	2			
TOTAL	25	27	17	23	94	105	22	2400

ELECTIVE SUBJECTS FOR MSW STUDENTS

ELECTIVE - I		
	Course Title	**Course Code**
SEMESTER II	Labour welfare (or) Health & Hygiene (or) Youth Welfare	M19PSWE01/ M19PSWE02/ M19PSWE03/

ELECTIVE – II & III		
	Course Title	**Course Code**
SEMESTER III	Human resource management (or) Hospital Administration (or) Social Development	M19PSWE04 M19PSWE05 M19PSWE06
	Industrial relations (or) Introduction to Psychiatry (or) Management of non-profit organization	M19PSWE07 M19PSWE08 M19PSWE09

ELECTIVE – IV & V		
	Course Title	**Course Code**
SEMESTER IV	Human resource development (or) Medical Social Work (or) Rural community development	M19PSWE10 M19PSWE11 M19PSWE12
	Organizational behavior (or) Psychiatric Social Work (or) Urban community development	M19PSWE13 M19PSWE14 M19PSWE15

IV - SCHEME OF EXAMINATION:
1. Question Paper Pattern for Theory Papers
　　Time: Three Hours　　　　　　　　　　　　　Maximum Marks: 75

Part A: (10 x 1 = 10)
Answer ALL Questions
(Objective type-Two Questions from Each Unit)

Part B: (5 x 2 = 10)
Answer ALL Questions
(One Question from Each Unit)

Part C: (5 x 5 = 25)
Answer ALL Questions
(One Question from Each Unit with internal choice)

Part D: (3 x 10 = 30)

Answer Any Three out of Five Questions
(One Question from Each Unit)

2. Question Paper Pattern for Practical Papers

EXTERNAL MARK: 60
INTERNAL MARK: 40

QUESTION PATTERN
3. Distribution of Marks:

The following are the distribution of marks for external and internal for End Semester Examinations and continuous internal assessment and passing minimum marks for Theory/Practical / Mini project / Project papers of PG programmes.

ESE	EA Total	Passing Minimum for EA	CIA Total	Passing Minimum for CIA	Total Marks Allotted	Passing Minimum (ESE)
Theory	75	38	25	12	100	50
Practical	60	30	40	20	100	50
Mini Project	--	--	100	50	100	50
Project	60	30	40	20	100	50

The following are the Distribution of marks for the Continuous Internal Assessment in Theory / Practical papers of PG programmes.

THEORY

EVALUATION OF INTERNAL ASSESSMENT

        Test   : 10 Marks
        Seminar   : 05 Marks
        Assignment : 05 Marks
        Attendance : 05 Marks

           Total   : 25 Marks

The Passing minimum shall be 50% out of 25 marks (12 marks)

PRACTICAL

EVALUATION OF INTERNAL ASSESSMENT

        Test 1   : 15 Marks
        Test 2   : 15 Marks
        Record   : 10 Marks

        Total   : 40 Marks

The Passing minimum shall be 50% out of 40 marks (20 Marks)

PROJECT

EVALUATION OF INTERNAL ASSESSMENT

        Review 1   : 10 Marks
        Review 2   : 10 Marks
         Review 3   : 10 Marks
       Pre-Viva   : 10 Marks

        Total   : 40 Marks

The Passing minimum shall be 50% out of 40 marks (20 marks)

4. Passing Minimum:

The Candidates shall be declared to have passed the examination if he/she secures not less than 50 marks in total (CIA mark + Theory Exam mark) with minimum of 38 marks in the End Semester Theory Examinations.

The Candidates shall be declared to have passed the examination if he/she secures not less than 50 marks in total (CIA mark + Practical Exam mark) with minimum of 30 marks in the End Semester Practical Examinations.

5. Submission of Record Note Books for Practical Examinations

Candidates appearing for practical examinations should submit a bonafide record note books prescribed for practical examinations. The candidates failed to submit the record book shall not be permitted to appear for the practical examinations

6. Project

The following guidelines to be followed for the Project with Viva-voce:

1. The project should be valued for 60 marks by an external examiner; however the Viva-Voce examination should be conducted by both the external examiner appointed by the College and the internal examiner / guide/ teacher concerned.
2. The Project Report may consist a minimum of 60 pages.
3. The candidate has to submit the Project Report 20 days before the commencement of the VI Semester Examinations.
4. A candidate who fails in the Project/Dissertation or is absent may resubmit the report, on the same topic, with necessary modification / correction / improvements in the subsequent Even Semester Examinations for evaluation and shall undergo viva-voce Examination.

7. Note

a) SWAYAM / MOOC – Free Online Education

SWAYAM / MOOC is an instrument for self-actualization providing opportunities for a life-long learning. Here the student can choose from hundreds of courses, virtually every course taught at the college level, offered by the best teachers in India and elsewhere.

The students can choose an online SWAYAM / MOOC course during their period of study which will earn an extra credit and it will be transferred to the academic records of the students.

b) Comprehensive Examination

This examination is conducted at the end of every year. Mode of the examination is online. The questions are of objective type and they cover the entire year's syllabus.

Core - I	Social Work	2019 - 2020
Code:M19PSW01	**Introduction to Social Work**	
Credit: 4		

Objectives

To imbibe the principles, values and ethics of professional social work and to recognize the need and importance of social work education and field work practicum

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand the social work profession and its related concepts	K1
CO2	Provide information about history of social work in India	K2
CO3	Gain knowledge on various models of social work	K2
CO4	Know about Indian history of ideologies for social change	K3
CO5	Understand radical and Marxist perspective of social work	K3

Unit- I

Social work; concept, Definition and Historical Development of social work in India and Abroad; Related concepts: Social service Social welfare, social security, social defense social justice and social development. Social reform movements in India

Unit- II

Social work as a profession; nature and scope, objectives and philosophy, principles and methods, values and ethics. Professional social work and voluntary social work, Social work Theories: Role theory, problem solving theory and Gestalt theory.

Unit- III

Social work Education in India: interdisciplinary nature of social work and its relationships with other profession. Field work in social work: Importance of field work and supervision; Professional Association (association of school of social work in India, Professional social worker forum), problems faced by the social work profession in India.

Unit- IV

Recognized fields of social work: Family Welfare, Child Welfare, Women Welfare, Youth welfare, community development (rural, urban & tribal), medical and psychiatric social work, correctional social work, labour welfare, Welfare of the aged. Role of social worker & Methods of social work practices in these fields.

Unit- V

Theories & Approaches (basic/overview only): Role theory, problem solving theory, and gestalt theory. Systems theory, ecological theory, communication theory, existential approach, radical and Marxist perspective of social work, feminist approach

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Social Work Education in India	Jacob K.K	Himanshu pub	2001
2.	Introduction to social work	Paul Chowdhry	The Dorsey press	1994

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Concepts and Methods of Social Work	Walter.A., Friedlander,	Prentice Hall of India	1990
2.	Social work education	Gore M.S	Asia Publishing house,	1965

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	M	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Core – II	Social Work	2019 - 2020
Code: M19PSW02	**Working with Individuals**	
Credit: 4		

Objectives

      To enrich the students knowledge regarding the developmental ability to critically analyze the problem of individuals and factors affecting them.

Course Outcomes

      On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand values and principles of working with individuals.	K1
CO2	Enhance understanding of the basic concepts, tools and techniques in working with individuals in problem solving and in developmental work.	K2
CO3	Gain knowledge on various models of social work	K2
CO4	Develop appropriate skills and attitudes to work with individuals.	K3
CO5	Identify the various situations and settings where the methods could be used in the context of social realities of the country.	K3

Unit- I

      Case work: Historical development; scope and limitations, its importance and relationship with other methods of social work, basic components social work: person, problem, place and process principles of casework.

Unit- II

      Case worker- client relationship: meaning and its importance, characteristics of professional relationship, empathy, transference and counter transference, resistance, sustaining the relationship genuineness, unconditional positive regard and disclosure.

      Case work process; intake and exploration: Analysis and assessment – psychosocial diagnosis formulation of goals, prioritization of needs development of action plan use of contacts intervention: use of supportive reflective and techniques of direct influence; importance of involvement of collateral contacts in the entire process.

Unit- III

Approaches to practice: Psycho-social, functional, problem solving, crisis intervention, eclectic model for practice. Case work interviewing: Principles, Techniques and skills case work recording: Types of records, Record Maintenance

Unit- IV

Counseling: Communication: Types &importance of listening counseling Definition nature and goals: counseling process, skills and techniques, characteristics of an effective counselor. Types of counseling individual and group counseling, marital counseling, student counseling, and industrial counseling, career guidance, difference between counseling and guidance.

Unit- V

Case work practice: Typical problem of clients and casework practice with them in the following areas: correctional settings, schools, industry, de-addiction and detoxification centers, with the physically handicapped, the aged and terminally ill people, case work practice with HIV/AIDS patients, with families.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	A psychosocial Therapy New York	Hollis, Flerence	Random house	1972
2.	An instruction to social case work	Mathew, Grace	TLSS, Bombay	1992

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Theories of Social case work	Robert & Robert Nee	university of Chicago	1970
2.	Recording in social work London	Timmis, Noel	Routledge & Kegan paul	1972

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	M	S	S
CO3	M	S	M	S	M
CO4	S	S	S	M	S
CO5	S	M	S	M	S

S- Strong; **M**-Medium

Core - III	Social Work	2019 - 2020
Code: M19PSW03	**Working with Groups**	
Credit: 4		

Objectives:

To equip the students knowledge with a broad exposure of behavioral sciences with specific reference to selected group behavior and to facilitate the integration of above knowledge with social work practice.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	To understand of group work as a method of professional social work	K1
CO2	To learn theoretical approaches that inform group work practice	K2
CO3	To gain insight into dimensions of group processes and group work practice	K2
CO4	To develop competencies for working with groups in diverse settings	K3
CO5	Identify the various situations and settings in the context of social realities of the country.	K3

Unit- I

Social Group: Definition, characteristics, types of group and functions of a group, stages of group development, basic human needs met by groups at different stages of group development. Group process: Bond, Acceptance, Isolation, Rejection, Sub-Group formation, withdrawal and control.

Unit- II

Social Group Work: meaning, definition, purpose and models of Group Work; Historical Development of Group Work, Principles of Group Work, Group Work process intake study, Diagnosis, Treatment, Evaluation and Termination/follow-up work.

Unit- III

Programme Planning: meaning and definition of Programme, principles and process of Programme planning and the place of agency in Programme planning; Programme laboratory – values and techniques; Games, Singing, Dancing, Dramatics, Street play, Puppetry, Group discussions, Parties, Excursion, Psychodrama, Socio-drama, role play, Brain Storming, Camping – Planning and Conducting Camps.

Unit- IV

Skills of Group Worker, Group Work and group therapy/ group psychotherapy; use of home visits and collateral contacts, leadership: concepts, definition, characteristics, functions, qualities of leader, types and theories of leadership, Socio-metry and Sociogram. Group Work Supervision: meaning, purpose, tasks, types and functions.

Unit- V

Group Work Recording: meaning, purpose, principles and summary records. Group work evaluation: meaning and its place in group work, steps in group work evaluation and Criteria for good group work. Applications of group work methods in different settings.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	The essentials of group worker	Doel, M. & Sawda	Jessica Kingsley Pub	2003
2.	Group dynamics	Cartwright, Dorwin	A theoretical synthesis. New York	1976

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Social Group work	Gisela Konapka G	Prentice Hall	1983
2.	Social Group work	Harleigh B.Trecker	Prentice Hall	1995

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	M	S	S
CO3	M	S	M	S	M
CO4	S	S	S	M	S
CO5	S	M	S	M	S

S- Strong; **M**-Medium

Core – IV	Social Work	2019 - 2020
Code: M19PSW04	**Indian Social Structure and Social Problems**	
Credit: 4		

Objectives

      To imbibe the students about the concepts of social structure and functions of the society along with the societal issues in the present scenario.

Course Outcomes

      On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand the social work profession, elements of the society and social process	K1
CO2	Provide the Sociological Perspective on Indian Social Structure	K2
CO3	Gain knowledge on various models of social work	K2
CO4	Understand the concept and the process of Social Change in India	K3
CO5	Sensitize the students of Social Work with the Problems of Indian Society	K4

Unit- I

      Concept of Society, Major elements of society: individual, groups, association, institution, social system, status, role, role conflicts. Social Processes: Co-operation, conflict, accommodation, assimilation and accumulation.

Unit- II

      Culture: Concept of culture, culture as a system of norms, folkways, mores, institution and laws; functions of culture; major elements of Indian culture; The culture lag theory and its applications to the Indian Society.

Unit - III

      Institutions: Structure and functions: Concept and meaning of religious, economic, educational, social (caste, kinship, marriage and family) and political institutions, patterns of interaction and interdependence among institutions; changes and their impact on Indian Society. Social Stratification in India: The concept of stratification, concepts of class and caste, casteism and communalism, social inequality and social mobility.

Unit- IV

Social Control: Concept, types and functions, conformity and deviance, major agencies of social control in India – family, kinship, caste, religion, education, law, tradition, customs and mores. Social Change in India – concept, factor and processes of social change – Urbanization, Industrialization, Modernization, Westernization, Secularization. Social movements and their contribution to social change – Women, Dalits, ecological movements.

Unit- V

Demographic Characteristics of the Present Indian Society, age structure, sex-ratio, rural urban ratio, literacy rate. Indian Social Problems: Meaning, causes and consequences, gender discrimination, violence, corruption, illiteracy, poverty, unemployment, underemployment, crime and juvenile delinquency, Commercial sex workers, alcoholism, drug addiction, suicide, child labour, child abuse, bonded labour, terrorism, problem of refugees, victims of HIV/AIDS.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Society and Cultural",	Elliot and Merill	Prentice Hall of India	2001
2.	Indian Social Problems	Madan G R	Allied Publishers, Bombay	1994

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Caste and Inequality in India	Jayaraman & Raja,	Hindustan, New Delhi.	2000
2.	Social Change in India Orient Longman	M.N.Srinivas	New Delhi	1997

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Core - V	Social work	2019 - 2020
Code: M19PSW05	**Human Growth and Personality Development**	
Credit: 4		

Objectives

 To enrich the students about the relevancy and importance of Psychology and motivational factors for the social workers.

Course Outcomes

 On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand the psychology of social work profession	K1
CO2	Study about the growth and development of Human	K2
CO3	Gain knowledge on various motivational process	K2
CO4	Understand the concept and the process of Social Change in India	K3
CO5	Sensitize the students with Social psychology of Social Work profession	K4

Unit- I

 Nature of psychology: Definition, scope of application in various fields; introduction to schools of psychology; Relevance of psychology for social workers.

Unit- II

 Human Growth and Development: Pregnancy and childbirth – infancy – babyhood – childhood – adolescent – adulthood – middle age – old age.

Unit- III

 Learning and motivation: Nature, definition and types; Theories of Pavlov and Skinner; Remembering and forgetting. Motivation: Concept of instinct: motives for survival- Meaning and definition; types and characteristics of motives; Hierarchy of motives; conscious and unconscious motivation. Adjustment: Concepts of adjustment and maladjustment; Stress; Frustration; Conflict – nature and types; Coping Mechanisms; Nature and types; Mental Health and community mental health.

Unit- IV

Perception and attitudes: perception space, depth, auditory and visual attention attitude; nature of attitudes, stereotypes and prejudices, formulation of attitudes and attitude change. Personality: Definition and structure; theories of personality: trait and type theories; important concepts of the contributions of Freud, Adler, Maslow and Erickson; Factors influencing personality development: Heredity & Environment and Socialization process.

Unit- V

Social psychology and its applications, Collective behaviour: Nature and reasons for collective behavior, manifestations of collective behavior. Psychological testing: Personality attitude and intelligence. Relevance of Psychology for social work practice.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Introduction to psychology	Davidoff.L.L:, Aucklan;	McGraw hill Inc	1881
2.	Development psychology	Hurlock E.B	Tata McGraw Hill,5th Ed., New Delhi	1971

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Abnormal psychology and Modern Life	Coleman James C	Bomby-D.B. Trarporevala.	
2.	The Fundamental to human Behaviour	Munn,N.A Psychology	London; George G Harrap&Co Ltd.,	1961
3.	Psychological Testing	Anastasi.A	New York; Mcmillan Revised Edition	1987

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Practicum - I	Social Work	2019 - 2020
Code: M19PSWP01	Field work practicum & Rural camp - I	
Credit: 5		

Objectives

To provide the students to enrich their knowledge by exposing the students to various social issues through organizations

1. **Observation /Orientation Visits**

   The First Year Students will be taken to Observation visits to various NGO's/Hospitals/Industries and Social welfare agencies in and around Coimbatore to expose the students to the various agencies and their functioning.

2. **Group Projects**

   The Students will have to organize Group projects on Social issues and problems of their choice and are expected to submit a report.

3. **Rural/Tribal Camp**

   The First Year Students will be taken to Rural /Tribal Camp for a period of 9 days to 10 days to experience the rural/tribal living and understand the problems of Rural / Tribal Community. The students will be evaluated on the basis of a Viva – voce examination.

4. **Fieldwork records**: Students should document their fieldwork recording in fieldwork diary and fieldwork journal separately. Time, tasks and work hours should be maintained in the diary. Detailed work record should be given in journal. Separate special reports based on fieldwork experiences and activities of students may be generated

   - Phase I – Staying in the village for 3 days
   - Phase II – Staying in another one village for about 3 or 4 days with the help of an NGO

The students will be evaluated on the basis of a Viva –voce examination

Core – VI	Social Work		2019 - 2020
Code: M19PSW06	Community Organization and Social Action		
Credit: 4			

Objectives

To understand the different dimensions of Community Organization and Social Action and its importance in Social Work.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand the different aspects of the Community	K1
CO2	Learn the use and practice of Community organization	K2
CO3	Introduce various aspects of social action as a method of Social Work	K2
CO4	Demonstrate the protest and litigations dealing with public relations	K3
CO5	Develop skills in social action, communication, and advocacy	K4

Unit- I

Community organization ; definition ; history, philosophy; scope of community, In India, community organization as a method of social work; community organization, Community development, understanding human rights in community practice.

Unit- II

Analysis of community; concept of community, community as a social system; sociological concept of community, types of communities and their characteristics. Rural, urban and tribal communities. Community dynamics; integrative and disintegrative forces, participative groups and groupism, functions of subgroups; minority groups, gender and empowerment

Unit – III

Models of community organization, general concept, specific content and process, locality development model, social planning model social action model, select methods- public interest mobilization, litigation, protests and demonstration, dealing with authorities, public relations, monitoring and evaluation, process of

community organization, study analysis; assessment; discussion, organization, action, evaluation, modification, continuation,

Unit – IV

Models of social action, definition, principles and process of social action, roles in different models attributes and attitude and skills, Paulo freire, sauo alinsky model, Mahatma Gandhi, Martian luther king, women centered model. Community power structure; concepts of power; dimensions of community power relevant to community organization.

Unit – V

Skills in community organization and social action; organizing, communication; training, consultation; public relation; resource mobilization; liasoning, facilitating Participatory skills; net- working; advocacy; legislative promotion. Recording – meaning, definition, purpose, principles, uses and types.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Community Organization Principle and Practice	Dunham, Arthur,E	New York: Thomas, Y.Crowell	1987
2.	Community Organization in India	Gangrate.K.D	Popular Prakashan Bombay.	1971

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1	Dynamics of Rural Transformation	Kurien . C. T.,	New Delhi: Orient Longman	1981
2	Community Organization and Social Action	Christopher, A. J. and William Thomas A	Mumbai, Himalaya	2006

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Core - VII	Social Work	2019 − 2020
Code: M19PSW07	**Social Work Research and Social Statistics**	
Credit: 4		

Objectives

      To enrich the students regarding the fundamentals of Research process, includes research designs and sampling methods and tools for data collection, data analysis and report writing, basic Statistics and its application to Social Work Research.

Course Outcomes

      On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Highlight the relevance of Social Work research	**K1**
CO2	Enable the students to the applications statistics in Social Work Research	**K2**
CO3	Develop skills and ability to take up Research Projects independently	**K2**
CO4	Enable the students for data collection either through questionnaire or interview schedule	**K3**
CO5	Apply the SPSS package for deriving qualitative and quantitative results	**K4**

Unit- I

      Social work research Meaning, definition, purpose of research, Social research and social work research. Scientific Method; Nature, Characteristics, purpose and steps in research process; concepts: operationalization of concepts, variable and its types, Hypothesis: Sources, Formulation, Attributes of hypotheses and types. Quantitative research: meaning, types, difference between qualitative and quantitative research

Unit- II

      Research design and Sampling: Research design: Exploratory, Descriptive, Diagnostic and Experimental. Formulation of research problem. Sampling: Definition, principles, Types and procedures; population and Universe, sampling Name measurement: Meaning, levels of measurement: Nominal, ordinal, interval and ratio; validity and reliability: meaning and types.

Unit – III

Sources and methods of data collection: Sources: Primary and Secondary, quantitative- interview- meaning and types; questioners: meaning and types; participatory and rapid appraisal techniques; qualitative- **in-depth interview, observation and types** and **document review**; mixed and multi method & triangulation. Research tools Observation and Survey methods, Interview: interview guide, interview schedule, questionnaire: construction of questionnaire, Concept, types of question, question format and sequence of questions; Personals Interview and mailed questionnaire: Advantages and disadvantages, Electronic resource and its usage.

Unit – IV

Preparation of Research proposal: financial, time and personnel budgeting; processing; and analysis coding scheme. Code book, tabulation; Diagrammatic representation of data: Types; Report writing and referencing; Agencies involved in social research; Ethical considerations of social work research; limitations of research.

Unit – V

Social statistics: Statistics: Meaning, use and its limitations in social work research measures of central tendency: Arithmetic mean, median and mode. Dispersion: range, quartile deviation, standard deviation and co-efficient of variation. Tests of significance: T test and chi-square test., correlation: meaning, types and uses, Karl Pearson's coefficient of correlation and V.Rank correlation. Computer Applications: Use and application of computer in Social Work Research with special to statistical package for social science (SPSS).

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Research Methodology	Paneerselvam R,	Prentice Hall of India,	2008
2.	Research Methods for Social Work	Allen Rubin and Earl R.	Cengage	2010

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Essentials of Scientific Behavioral Research	Sharma, R. A	Surya publications, Meerut	2000
2.	Research Methodology	C.R.Kothari	Wiley Easterm United	Recent edition

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	S	S	S	S
CO3	M	S	M	S	M
CO4	S	S	S	M	S
CO5	S	M	S	M	S

S- Strong; **M**-Medium

Core - VIII	Social Work	2019 - 2020
Code: M19PSW08	**Social Welfare Administration and Social Legislations**	
Credit: 4		

Objectives

   To portray the students about the concept of Social Welfare Administration and Social Legislations in Social Work field and to learn Social policy.

Course Outcomes

   On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Make the students to understand the Social Welfare Administration	**K1**
CO2	Gain knowledge on different Social Welfare agencies	**K2**
CO3	Orient the students on various Social Legislations	**K2**
CO4	Facilitate the students to learn the fundamental rights and directive principles of state policy	**K3**
CO5	Facilitate the students to learn various aspects of Social policy	**K4**

Unit- I

   Social welfare administration; meaning and definition of social welfare administration and social work administration; purpose, historical development, Principal, functions and area (policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase, and stock keeping, record maintenance, coordination, public relation, monitoring and evaluation, research, annual report); social welfare administration at national, state and local level; CSWB (central social welfare board) state welfare board, directorate of social welfare handicapped welfare, RCI **.**

Unit- II

   Social welfare programme and agencies; Evolution of social welfare in India; Voluntary social work, social agencies; meaning, definition, types and modal of NGOs; Role of NGOs in national development, governmental schemes on social welfare; agency registration; methods, advantages, preparation of byelaws, memorandum of association, rules, regulation and governing board, committees, executives; qualities, function and role, TNSC board.

Unit – III

     Social policy; definition, need, evolution and constitution base; sources and instrument of social policy, polices regarding other backward castes (OBCs), scheduled castes (SCs), scheduled tribal (STs) and denotified communities, policies and programme for women, children, aged and handicapped, development implementation of programme for weaker sections.

Unit – IV

     Social planning and social development; social planning and community planning, need and importance, planning machineries at the state & national levels; five year plans social development; concept and indicators for social change and social development in India.

Unit – V

     Social legislation; definition, its role as an instrument of social change, constitutional basis for social legislation; fundamental rights and directive principal of state policy; Hindu, Muslim, Christian, personal laws relating to marriage, divorce, minority and guardianships, adoption, succession and inheritance; legislation relating to social problem such and during prostitution, juvenile delinquency, untouchability, physical and mental disabilities.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Social welfare Administration	Pandey S.K.	Mahaveer and sons New Delhi	2007
2.	Social Work administration and Development	Batattacharia Sanjay	Rawat New Delhi	2006

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Social welfare Administration	Rameshwari Devi	Mangal deep publication	2001
2.	Social Welfare Administration	Choudry D.Paul	Atmaram and sons Lucknow	2000

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective - I	Social Work	2019 - 2020
Code:M19PSW01	**Labour Welfare**	
Credit: 4		

Objectives

To make the students to understand about the various Legislations related to laborer's Welfare, Safety and Social Security and labour legislations required for HR profession.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Learn about various Legislations related to laborers' Welfare	K1
CO2	Equip the students with labour legislations required for HR profession	K2
CO3	Enable to student to hone their skills in labour legislations	K2
CO4	Enable the students to learn welfare schemes available to employees	K3
CO5	Know the causes and consequences of accidents	K4

Unit- I

Concept of labour - characteristics of Indian labour- labour in unorganized sector - recommendations of national commission on labour on various issues, absenteeism and labour turnover - factors Influencing productivity.

Unit- II

Concept and scope of labour welfare - classifications of labour welfare – labour welfare officer - role of labour welfare officer - impact of automation, globalization & liberalization on labour welfare. Role of Trade Unions in Labour Welfare.

Unit – III

Labour welfare - principles of labour welfare - administration of labour welfare at central and state level -. The scheme of workers education - the objectives of workers education.

Unit – IV

Significant labour welfare measures - housing - industrial housing policy and housing programmes - family benefit schemes - children education - cooperative society – canteen - transport facilities and recreation facilities.

Unit – V

Industrial accidents - causes and prevention - industrial health & hygiene occupational diseases - treatment and prevention - pollution control and environmental protection'.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Elements of Industrial Law	Kapoor, N. D	Sultan Chand and Sons, New Delhi	2000
2.	Factory Laws Applicable in Tamilnadu	Subramanian, V.,	Madras Book Agency.	2002

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Industrial and Labour Laws	Kannan and SowriRajan	Taxman Allied Services	1996
2.	Labour and Industrial Laws	Misra, S. N.	Allahabad Law Agency.	1986

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective - I	Social Work	2019 - 2020
Code: M19PSW02	**Health & Hygiene**	
Credit: 4		

Objectives

To imbibe the students about the Concept of health and its relationship with welfare and factors influencing the health status of individual.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Learn about Individual Health and Hygiene	K1
CO2	Make the students to understand the community health care	K2
CO3	Identify the relationship between health and hygiene	K2
CO4	Gain knowledge on National Health Programmes	K3
CO5	Plan psycho-social interventions in preventive, promotive and curative services	K4

Unit- I

Concept of health and its relationship to welfare; Factors influencing the health status of individual: Multiple causation of disease transmission; Factors involved in the process of disease transmission; Specific and comprehensive health indicators; Vital health statistics.

Unit- II

Nutrition and health; nutrient groups; Functions, sources and requirements; Caloric requirements for different age groups; Balanced diet, malnutrition deficiency diseases.

Unit – III

Hygiene: Personal, food and environmental hygiene; relationship between health and hygiene; Environmental pollution; Living conditions; housing; sanitation, waste disposal and their influence of health.

Unit – IV

Major communicable diseases: symptoms, etiology, transmission, prevention and treatment of leprosy, Tuberculosis, STD, HIV, Polio, Malaria, Cholera and Typhoid.

Immunization schedule for children. Major non – communicable disease: Cancer, Diabetes, Hypertension, Asthma, Cardiac disorders. Occupational health: occupational health hazards common occupational diseases.

Unit – V

Health Education: Meaning and importance, Principles of health education, Techniques and strategies for various Community groups, Use of Audio - Visual Aids and Mass Media; First aid; concepts and methods of dealing with victims of accidents. Family planning: Importance and Techniques.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Occupational Health in developing countries,	Javaratham J	Oxford University Press Oxford	1993
2.	Environmental Health and Hygiene	Pritam Lily, Ram Telu	Vikhas pub	1993

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	preventive and social medicines	Park J.R. & Park K	Banashidass	1983
2.	Abnormal Psychology	Bhatia,H.R.	Oxford and IBH	1969

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective - I	Social Work	2019 - 2020
Code: M19PSW03	Youth Welfare	
Credit: 4		

Objectives

　　　　To make the students to understand about the process of socialization of Indian youth and aspirations of the youth in contemporary Indian society

Course Outcomes

　　　　On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Sensitize the students towards welfare programmes	K1
CO2	Make the students to understand the youth based schemes	K2
CO3	Develop skills on Project Management	K2
CO4	Train them as skillful leader	K3
CO5	Organize the programmes such as NCC, NSS and NYK	K4

Unit –I

　　　　Youth: concept, demographic profile in rural and urban; youth in Indian society: a historical over view of their role; process of socialization of Indian youth; aspirations of the youth in contemporary Indian society;

Unit-II

　　　　Categories of youth - Urban and Rural, Student and Non - Student, Employed and Unemployed, Male and Female. Needs and problems of youth in India. Formation of Youth Groups, Dealing with existing Groups, Limitations in Formation of Groups. Stages in formation-Types of groups- Intervention pattern.

Unit - III

　　　　Youth leaders and training youth leadership- voluntary Action in youth work- Types and areas of youth training – Youth Training Agencies- Training Methods.

Unit - IV

Social Change: The role of Mass - Media, its impact and influence - Basic function of mass- media, youth as an agent of Social Change Elements of Social Change - Characteristics of Change agents - The impact of rapid Social Change on Youth. Role of youth in social change and national development.

Unit – V

Youth Welfare: The Indian Youth Policy- Youth Rights and Responsibilities - UN declaration- Constitutional provision for Youth in India - Role of Government in development of Youth – NCC, NSS, NYK , Schemes of Central and State Governments , National Youth day and Youth week.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Rural Youth	Karaanth GK	Concept Publishing Company, New Delhi	
2.	Youth in Modern Society	Mehra LS	Ghoogh Publications, Allahabad	

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Rural Youth	Singh DR	Googh Publications, Allahabad	1987
2.	Youth &Youth Groups	Nrew JM	Fabes London	1968
3.	Youth in A challenging world	Funshs Estalle(ED)	Cross cultural, Perspectives on adolescence, Mouton Publications The Hauge	1976

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Practicum - II	Social Work	2019 - 2020
Code: M19PSWP02	Concurrent Field Work Practicum	
Credit: 5		

Objectives

<mark>This practicum enables the students to have exposure on the functioning of an NGO and implementation social welfare of scheme.</mark>

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Students will be placed in an NGO for a period of 15 days	K1
CO2	They should report to the department for 2 days on concurrent basis	K2
CO3	Under the agency supervisors directions students are expected to learn the agencies functioning and the programmes implemented	K2
CO4	In this process they are expected to handle minimum of 3 case works group works and one community organization programme.	K3
CO5	Identification of case, client, problem, rapport building, solving the problems	K4

The First Year Students will be placed for about 15 days in various Corporation Schools in Salem to practice School Social Work. After completing the 15 days of School Social Work, the students would be placed in the NGOs for the remaining 10 days field visits for their concurrent field work.

The students will be evaluated on the basis of a Viva –voce examination.

ECC	Social Work	2019 - 2020
Code: M19PHR01	**Human Rights**	
Credit: 4		

Objectives

To enrich the students about the international covenants on human rights and has been incorporated in fundamental rights of Indian constitution.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Gain knowledge about human rights	K1
CO2	Understand the different social legislations	K2
CO3	Acquire competency to apply knowledge of human rights and social legislation in social work practice	K2
CO4	Gain knowledge about fundamental rights and directive principles of state policy	K3
CO5	Know about the various legislations	K4

UNIT - I

Human Rights: Concept, Scope – Classification of Human rights – Universal Declaration of Human Rights – International Covenant on Economic, Social and Cultural Rights – International Covenant on Civil and Political Rights – Human Rights in the Constitution of India – National Human Rights Commissions – National Commission for women-National Commission for Minorities- National Commission for SC&ST- National Commission for the protection of the rights of the child – Social Work profession and Human Rights

UNIT – II

Contemporary Issues: Rights of Children, Women, *Dalits*, Refugees, and People living with HIV/AIDS – Prisoners, Refugees, and People with alternate sexuality – Persons with Disability-Minorities – Capital Punishment – Tools: Law, Welfare Schemes, Advocacy, Networking, Campaigning and Social Action – NGOs and Human Rights

UNIT - III

Social Legislation: Meaning and Scope. Family Courts, *Lok Adalats*, The Legal Aid, Public Interest Litigation - Right To Information Act (2005). Right to Education (RTE) - The National Food Security Act, 2013 – The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

UNIT - IV

Social Legislation relating to Women and Children Adoption and Maintenance Act (1986), The Juvenile Justice (Care and Protection of Children) Act, (2006) Child Labour Prohibition and Regulation Act (1986), Prevention of Immoral Traffic Act (1986) The Protection of Children from Sexual Offences Act 2012- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 - The Pre-natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, 1994- Protection of Women from Domestic Violence Act, 2005

UNIT - V

Protection of Civil Rights Act (1955) – Protection of Consumer Act (1986) – Transplant of Human Organ Act (1994) – 2013, Bonded Labor Abolition Act (1976) – The Maintenance and Welfare of Parents and Senior Citizens Act (2007)-The Environment (Protection) Act -1986

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Human Rights in a Post Human World	Upendra Baxi	Cambridge University Press. New Delhi	2007
2.	Human Rights in India	Das A.K	Sarup and Sons. New Delhi	2004

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Human Rights in India	Aish Kumar Das	Sarup and Sons. New Delhi	2004
2.	Human Rights - Gender and Environment	Biswal.T	Vira Publications. New Delhi	2006

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective - II	Social Work	2019 - 2020
Code: M19PSWE04	Human resource management	
Credit: 4		

Objectives

      To portray the students about various aspects of Human Resource Management and Personnel Management such as HR planning and various Management Systems.

Course Outcomes

      On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand the functional areas of Human Resource Management	K1
CO2	Gain knowledge on Human Resource Planning	K2
CO3	Provide requisite knowledge on various HR aspects	K2
CO4	Familiarize the emerging trends in HRM	K3
CO5	To sensitize students on the emerging trends of Human Resource	K4

Unit- I

      Management: concept, elements, principles and functions of management. Management thoughts: Henry Fayol, F.W. Taylor, Peter Drucker

Unit- II

      Human resource management: definition, scope, evolution and functions. Human resource policy: formulation and implementation: duties, responsibilities and qualities of human resource manager and challenges for 21st century

Unit – III

      Human Resource functions: human resource planning, recruitment, selection, induction placement, promotion, transfer, job analysis, training, performance appraisal; discipline and disciplinary procedure, personnel records and personnel research, HR audit.

Unit – IV

Wage and salary administration: job evaluation: definition, objectives, methods, advantages and limitation; Wage and salary administration: Nature and purpose, process of wage determination, wage structure and principles; Theories of wages: concepts of wages, wage differentials- financial and non-financial incentives.

Unit – V

Industrial social work: meaning, scope and relevance, application of social work methods in industrial sector. Labour problems and industrial counseling in industries and working with the families of the industrial workers: meaning, scope, relevance, advantages and disadvantages.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	International Human Resource management- Global perspective	S.K. Bhatia	Deep &Deep Publications pvt ltd, Delhi,	2005.
2.	Global strategic management	Dr.M.Mahmoudi	Deep &Deep Publications pvt ltd, Delhi,	2005

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Personnel Managerment	C.B.Mamoria	Himalaya Publishing House	1985
2.	Principles of Personnel Management	Edwin Flippo	McGraw Hill Book Co	1976

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	M	S
CO3	M	S	M	S	M
CO4	S	S	S	M	M
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective – II	Social Work	2019 - 2020
Code: M19PSWE05	**Hospital Administration**	
Credit: 4		

Objectives

To make the students to understand the process of various hospital departments and their services, quality assurance in hospital service and to gain knowledge on laws pertaining to hospital.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand the basic concepts of medical social	K1
CO2	Analyze the thoughts and contribution of medical administration of social work department at formal setting.	K2
CO3	Study and observe the process of Hospital management and admonition	K2
CO4	Realize the importance of medical social workers in dealing with chronically ill patients including physically challenged and prevention of disease and promotion of health.	K3
CO5	Recognize the significance of non-verbal communication and to know the various write up of Hospital proposal writing.	K4

Unit- I

Hospital – Definition, Meaning and Functions. History, Growth and Classification of Hospitals. Hospital Administration – Concept, definition, principles and functions.

Unit- II

Hospital Organization – Governing Boards, Committees, Hospital Administrator – Roles, Functions and Duties. Hospital Auxiliary Services. Role of Hospital in Health Care Delivery System.

Unit – III

Hospital Departments – Out- patient services, In - patient services: Dietary, Nursing and Ward Management, Medical Records, Lab, Radiology,

Casualty and Emergency, HR Department   Functions., Special Clinics - Diabetology, Oncology and Urology, Psychiatry

Unit – IV

Quality Assurance – Recruitment of staff, control of hospital, acquired infection and associated problems. Ethics in hospitals. Use of computer in hospitals. Rights of the patients . Health Insurance Policy.

Unit - V

Laws pertaining to hospitals: Salient Features – Mental health Act 1987, Prevention of Food Adulteration Act 1954, The Drugs and Cosmetics Act 1940, The Births, Deaths and Marriage Registration Act - Epidemic Diseases Act 1897.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Hospital Administration Desk Book	Benjamin Robert	Newjersey Prentice Hall	1983
2.	Hospital planning & Administration	Davis Lewelyn etal	WHO	1996

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Role of Hospital Programme of Community Health Protection	WHO Expert Committee	WHO Techincal Report Services	1957
2.	Hospital Organization & Management London	Rabick & Jonathan er al	Spectrum publisher	1983

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	M
CO2	S	S	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective − II	Social Work	2019 - 2020
Code: M19PSWE06	**Social Development**	
Credit: 4		

Objectives

       To learn about the society's development, its related aspects of human value and administration in Social programmes.

Unit-I

- Concept of Development, Growth and Development, Meaning, Differences between Growth and Development, Social Change and Sustainable Development, Characteristics of Developing Countries, Marginalisation of Human Value.

Unit-II

- Concept of Social Development , Social Development Models, Strategies and Major Areas, measurement of Social Development, Social and Economic Indicators, Social Cost Benefit Analysis.

Unit – III

- Concept of Globalization, Privatization and Investment of Government sectors, Structural Adjustment, New Economic Policy and its Impact on Society, Culture, Education, Communication and Labour.

Unit-IV

- Social Inequality and its relationship with Social Development. Information Technology and its Consequences on Social Development. NGO and People's Participation for attaining Social Development, Women Empowerment and Social Development. Human Resource Development and Social Development.

Unit-V

- UNO-Millennium Development Goals, Social Welfare Administration as a tool of Social Development, Future Shocks, Challenging Social Development in India, Role of Social Workers in bringing Social Change and Development .

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understanding the concept of various social development models and various levels of community development	K1
CO2	Knowing community development approaches and programs, schemes and tribal areas	K2
CO3	Study and observe development goals, social welfare administration as a tool of social development.	K3
CO4	Acquire the skills to work with the all community in urban and Rural area in social development.	K3
CO5	Identify the role of social workers in bringing social change	

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	The Economics of Under development	Agarwal & Sing	Oxford University	1984
2.	Social Inequality	Beteille A (ED)	Harmondsworth Penguin	1969

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Rethinking Social Development	Booth, David D	Research & Practice Harow Long man, (Scientific and Technical)	1994
2.	Social issues in development	Kulkami PD & Nanvathi Mehar G	Uppal	1980

Mapping with Programme Outcomes

Cos	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	M
CO2	S	S	S	M	S
CO3	S	S	M	M	M
CO4	S	M	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective – III	Social Work	2019 - 2020
Code: M19PSWE07	**Industrial relations**	
Credit: 4		

Objectives

Making the students to learn trends in industrial relations industrial conflicts, industrial peace and Grievance Readdressal legislations related to industrial disputes.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understanding about knowledge on the industrial relation systems in India	K1
CO2	Know the familiarize the students with the various IR process and work	K2
CO3	Explore the habits of group dynamics and given an insight into the concept of Welfare & Societal and Organization responses thereof.	K2
CO4	Know about the industrial welfare activity and social security measures.	K3
CO5	Know about the concept of workers participation in Management and collective Bargaining	K3

Unit- I

Definition - concept - need, importance, scope, objectives of industrial relations – Factors influencing industrial relations, bipartite and tripartite bodies in industrial relations – joint management council - works committee- Indian labour conference - standing labour committee-. Wage settlements.

Unit- II

Ethical codes of industrial relations concept code of discipline in industry, causes and effects of industrial conflicts –problem of short term employment and out sourcing–strikes, lock outs, lay off, retrenchment, closure – need for industrial peace.

Unit – III

The Industrial Disputes Act 1941 concepts of standing order - content - procedure for certification. The Industrial Employment (Standing Orders Act) 1946. Employee discipline - Domestic enquiry.

Unit – IV

  Definition, concept, Structure and objectives <mark>of trade unions-</mark> Growth of Trade unionism in India -positive role of trade unions - major trade unions in India - problems and weaknesses of trade unions- measures to strengthen the functioning of trade unions. Indian Trade Unions Act 1926

Unit - V

  The Concept of <mark>collective bargaining</mark> - objectives- principles, process -subject matter for collective bargaining -administration of collective agreements - difficulties observations of the National Commission on Labour 1969) Workers participation in Management - Concept, objective, importance - forms of participation - workers participation in management in India - limitations to workers participation.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Dynamics of Industrial Relationship in India	Memoria CB	Himalaya Publication	1999
2.	Industrial Relations Conceptional and Leagal frame Work.	Sharma AM	Himalaya Publication	1984

REFERENCE BOOKS:-

1	Title of the Book	Author	Publisher	Year of Publication
1.	Industrial Relations and Labour Laws	Srivathsava V	Vikas, New Delhi	1998
2.	Essential of Human Resource and Industrial Relations	Kappar,K.K (Ed)	Himalaya, New Delhi	1999

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	M
CO2	S	S	S	M	S
CO3	S	S	M	M	M
CO4	S	M	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective- III	Social Work	2019 – 2020
Code: M19PSWE08	**Introduction to Psychiatry**	
Credit: 4		

Objectives

After successful completion of this course, the students would learn about the various aspects pertaining to physical and mental health disorders.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	To Study about concept and History of mental health	K1
CO2	Know about the need of performance in assessment of mental health and mental status examination.	K2
CO3	Know about the prevalence and treatment modalities of related to psychosis, psycho-somatic and childhood disorder.	K2
CO4	Realize the importance of medical psychiatry social workers to know about the mentally disorders.	K3
CO5	Recognize the significance of non-verbal communication and to know the various write up of Case study report.	K4

Unit- I

Historical developmental of psychiatric social work, attitudes and believes pertaining to mental illness in ancient, medical and modern times, concepts of normality and abnormality and mental health.

Unit- II

Classification of mental illness; Diagnostic Statistical Manial (DSM IV/R), Instructional Classification of Disease (ICD); Psychiatric assessment: Interviewing, Case history taking, source o intake, mental status examination; formulation of psychosocial diagnosis

Unit – III

Psychiatric illness Neuroses, psychoses, organic & functional, Cultural bound syndrome, personality disorders, sexual deviations, alcoholism and drug dependence.

Unit – IV

Mental handicapped: definition. Classification, clinical types and causes, Cerebral Palsy: Clinical type, Causes, Associate disabilities; Epilepsy; definition, types, Causes & Management. Aging; biological, social and psychological problems. Suicide; Causes, Indications and preventions.

Unit – V

Child disorders Behavior disorders, eating, Elimination, Sleep and Speech disorders. Child psychosis autism and schizophrenia, Scholastic backwardness, Symptoms, Causes and Management. Attention deficit disorders and hyperactivity disorders.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Abnormal Psychology	James D.Page	Tata McGraw Hill publishing company	2005
2.	Abnormal Psychology	S.K.Mangal	Sterling publisher pvt ltd.	2004

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Abnormal Psychology an interactive approach	David A.Santogrossi	Cole Publishing Company	1995
2.	Abnormal Psychology	Irwin G.Sarason, Barbara R.Sarason	Prentice Hall of India Pvt Ltd	2002

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	M
CO2	S	S	S	M	S
CO3	S	S	M	S	S
CO4	S	M	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective - III	Social Work	2019 - 2020
Code: M19PSWE09	**Management of Non-Profit Organization**	
Credit: 4		

Objectives

On the successful completion of the course enables the students to learn about the theoretical knowledge about Non-Profit organization.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understanding about Non-Profit and Non-Government organization	K1
CO2	Know the project identification, Budgeting and project evaluation and monitoring work in this area	K2
CO3	Explore the habits of group dynamics and all welfare personal empowerment in all Non-Profit Organization.	K3
CO4	Know about project proposal writing work and project work.	K4
CO5	Identify the Non-Profit Organizations in administering the Social Welfare Programmes.	K3

Unit- I

Non – profit organization: Definition, Meaning, Objectives, and Principles – Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, and Social Welfare Organizations – Non-Governmental Organizations: Formulation of Societies, Trusts, and Non-Profit Companies.

Unit- II

Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.

Unit – III

Budgeting: Meaning, Steps, important items in Budget – Resource Mobilization – Central and State Government Assistance and Other Assistance – Fund Raising: Meaning, techniques – Income Generation Programmes (IGP) –

Financial Management – Financial Collaboration between Funding Organization and Non-Profit Organizations.

Unit – IV

Project evaluation and monitoring: Aims, Objectives, Purposes – Creating Management information system – Project appraisal: Meaning and techniques – Logical Frame Analysis (LFA) Participatory Rural Appraisal (PRA): Principles, methods of PRA –Network analysis.

Unit – V

Project personnel empowerment: Training: Meaning, need, importance, purpose and significance – Training needs: Areas of health – Rural development, child health and welfare, Women welfare, Youth welfare and aged welfare – Awareness on behavioural, environmental and social issues – Institution building of Non-Profit Organizations in administering the Social Welfare Programmes.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Their Contribution to Development	Clark John	Earth Scan, London	1991
2.	Debating Development- NGO and the future	Eade Deborah and Literingen	Rawat, New Delhi	2006

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Governance and Financial Management in Non-Profit organization	Kandasamy.M	caritas India, New Delhi	1998
2.	Directory of Funding Organizations	Kappar,K.K (Ed)	Information and News Network	1986

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	S	S	M	S
CO3	S	S	M	M	S
CO4	S	M	S	S	S
CO5	S	M	S	M	S

S- Strong; **M**-Medium

Core - IX	Social Work	2019 - 2020
Code: M19PSWE09	**Counseling Skills for Contemporary Social Work**	
Credit: 4		

Objectives

After completion of this course further it could help the students to acquire skills in counseling so as to practice effectively in various Social Work settings.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Facilitate the students to learn about counseling, Skills, techniques and types of Counseling.	K1
CO2	Gain Knowledge about counseling practice in different settings.	K2
CO3	Understand the basic skills required for the Counselor	K2
CO4	Acquire knowledge about the theoretical foundations and the process of Counseling.	K3
CO5	Expose the role of Professional Social Worker in Counseling field.	K4

Unit- I

Counseling: Definition, Elements, Characteristics & Goals, Evolution of Counseling, Philosophical foundations – dignity of the human person, sociology foundations influence of social system, psychological foundations – concepts of self, goal directed behavior, learning principles, development needs at different stages.

Unit- II

The Counseling Relationship:-

A) Regard & Respect B) Authenticity C) Empathy

Personal growth & Effectiveness of Counselor: concerns of self, attitudes, values and beliefs, relationship, self – esteem, openness to other accepting personal responsibility, realistic level of aspiration, self actualization, the portrait of the helper, the portrait of a trainee.

Unit – III

Theoretical approaches to Counseling: Client – Centered, TA, Rational emotive therapy, Cognitive approach, Family therapy, behavior therapy and eclectic approach.

Unit – IV

Counseling process: Problem Exploration and clarification and attending and listening, Attending, Orienting oneself to be present. Micro – skills, active listening – verbal and non – verbal messages and behavior helper's responses and client self – exploration, Helper's skills. Accurate empathy (primary) respect, genuineness, concreteness, client skills; self – exploration, focusing, summarizing, probing for missing exceptions, behavior, feelings, facilitation action, developing new perspective.

Unit – V

Group Counseling & Counseling in different settings: Definition, types, goals, group counseling process. Group development, Family, school, industry, De – addiction centers, Correctional settings, HIV/AIDS Patients.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Counseling - A Comprehensive Profession	Samuel T. Gladding	Pearson Education Dorling Kindersley India Pvt. Ltd	6th edition2009
2.	Counseling skills and theory	Hough & Margaret	Hodder Arnold publishers, UK	2006

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	First steps in Counseling	Sanders	PCCS Books Ltd, UK	2002
2.	Counseling and Guidance	Rao, Narayana	Tata McGraw Hill	2003

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	S	S	S	M
CO3	M	S	M	S	M
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Practicum - III	Social Work	2019 - 2020
Code: M19PSWP03	Concurrent Field Work And Study Tour	
Credit: 5		

Objectives

To gain the students to have <mark>exposure on the existing government welfare schemes and implementation social welfare scheme.</mark>

The Third semester fieldwork comprises of two components namely <mark>Fieldwork Placement</mark> (according to their specialization) and Study tour which would imbibe ethics and values of the Social Work profession in their fields of specialization.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Be exposed to social realities related to the fields of specialization.	K1
CO2	Develop a critical understanding of the needs of people and their concern in their fieldwork setting.	K2
CO3	understand and critique structural and systemic factors that influence service users	K2
CO4	undertake social work interventions in the field of specialization	K3
CO5	Inculcate ethical values and practices of social work	K4

A student has to work on two days a week for concurrent fieldwork. Every week 15 hours of concurrent fieldwork (7.5 hours + 7.5 hours) on the said two days is mandatory. These work hours should be completed in about 28 to 32 visits.

The students could be exposed to the needs of people and <mark>their concerns in their field work setting and critique structural and systemic factors that influence service users.</mark>

The students will be evaluated on the basis of their reports and presentation of a Viva –voce examination.

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Elective - IV	Social Work	2019 - 2020
Code: M19PSWE10	Human Resource Development	
Credit: 4		

Objectives

        To enrich the students to gain knowledge on social work orientation on corporate culture, particularly as it relates to social issues in the workplace and understand the concept of human resource development.

Course Outcomes

        On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Learn about the role of planning in Human Resource Development and its process	K1
CO2	Gain knowledge on effectiveness of training and development	K2
CO3	Equip the students to learn Human Resource Development trends	K2
CO4	Learn about the importance of organization change and communication	K3
CO5	Acquire the skills of comprehending a multi-stakeholder perspective in viewing workplace issues	K4

Unit- I

        a. HRD- Concept, objectives, process, and mechanism for HRD, Principles in designing HRD system;

        b. Human Resource Planning (HRP): Meaning, historical development, importance; subsystems and elements; HRD at different levels; areas of HRD; HR Information System, Demand and Supply of human resources, HR Planning in new and ongoing organizations. Investment approach to HR planning, HR planning process; coordination with corporate and other plans.

Unit- II

Human Resource Development & Management : meaning, need, importance, types: on the job and off the job training, Concept of learning, training, education and development, training effectiveness, Evaluation of Training Programme, Recent trends in executive development, use of transactional analysis, yoga in executive development; role of motivation in training and

motivation for trainers and trainees. Identification of training needs, organizing training programmes, Apprenticeship training, management training scheme, supervisory training scheme, workers education scheme, evaluation of training scheme and feedback.

Leadership: Concept, leadership and management-difference, styles, skills, teamwork, decision-making and steps; theories of leadership, Motivation: Concept, motivation skills and Motivation Theories: Drive theory, Incentive theory, opponent process theory, optimal level theory.

Unit – III
Organizational Development: meaning, objectives, characteristics, values, methods, phases, MBO-process and Organizational Change: Need, forces, and types of change, resistance and implementation of change, methods of making change as permanent, Group Behaviour: meaning, types and size of groups, formation of groups, factors that governs the formation of groups, development of groups, group cohesiveness and factors affecting cohesiveness, satisfaction, roles, status, group behaviour and group change, training and team building.

Human Relations and Interpersonal Communication: Essential qualities of human relations, Basic themes of human relations, Developing interpersonal relationship, Effective communication, Art of listening, verbal and non verbal communication, skills of effective Communicator, Impression Management.

Unit – IV
Performance Appraisal: Meaning, Approaches to Performance Appraisal, Methods/Techniques of Appraisal System, Importance, purpose and limitation; Potential Appraisal: Meaning and scope, latest trends in potential appraisal, Performance Assessment Centes,360 Appraisal, Management by Object. Stress Management and Conflict at work place: meaning, Causes and consequences, strategies for education for stress; Conflict: meaning, types of conflict and management of conflict.

Unit – V
Career Planning and Performance Counseling: Meaning and Steps involved; Career Development : Actions, Types and problems, succession planning;

Performance Counseling: Conditions for effective counseling, Phases and process involved. Human Resources Development: HRD and Inter-disciplinary perspectives, Pre-requisites for successful HRD programmes; HRD Trends: Job rotation, Job enlargement, Job enrichment, Quality of Work life, Total Quality Management (TQM) and TPM Management Information System: Meaning and importance; ISO 9000 Series. ESOP (Employer Stroke Option Programme)

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Key concepts in human resource management	Martin, John.	Sage Publications	2010
2.	Human Resource Development	Jaya, Gopal. R	Connectional analysis strategies Pub., New Delhi.	1993

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Training and Development	Craich Robnert, L.	McGraw Hill New Delhi	1993
2.	Developing and managing Human Resources	Sing P.N	Scuhandra Pub. Bombay	1993

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	M	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	M
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective - IV	Social Work	2019 - 2020
Code: M19PSWE11	**Medical Social Work**	
Credit: 4		

Objectives

To enrich the students about the basic concepts of Medical Social Worker in dealing with chronically ill patients including physically challenged and prevention of diseases and promotion of health.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Portray the various aspects of Medical Social Work learning its applicability in the Social Work	K1
CO2	Understand the interplay of health and development that leads to inequalities	K2
CO3	Acquire knowledge about various illnesses and understand its psychosocial impact	K2
CO4	Learn about the concepts related to health and illness	K3
CO5	Learn skills of social work interventions and ability to work in hospital teams	K4

Unit- I

The beginning of medical social work: the meaning of health, hygiene, illness and handicap: medicine through the ages; changing concept of health: concept of patient as person. Historical development in medical social work in the west, in India. Trend in medical social work practice in Chennai, Scope of medical social work.

Unit- II

Health care models – medical health prevention and promotion model, integrative model and developmental model, holistic approach to health, alternative system of health – yoga naturopathy.

Unit – III

Organization and administration of medical social work department in hospitals, Medical social work relation to different discipline, multidisciplinary approach and teamwork, patients right in health care, implications of hospitalization for the patient and his family.

Unit – IV

The psychosocial problems, Major communicable disease – TB, STD, AIDS, Polio. Diarrheal diseases, Malaria, typhoid, leprosy, leptospirosis. Major non communicable diseases – cancer, diabetes, hypertension, cardio disorder, neurological disorders, and asthma; physically challenged, Nutritional disorders, Occupational health problems, women's health problems, pediatric health problems, Geriatric health problems.

Unit – V

Role of medical social worker in following settings: OP unit, ICU, Pediatric ward, Maternity ward, Abortion clinic, Family Planning centre, STD clinic, HIV clinic, orthopedic department, Cardiology department, Blood bank, TB sanatorium and Cancer hospitals, Training of volunteers to work with the chronically ill in the community.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Preventive and Social Medicine	Park and Park	Banarsidas Bhanot Jaipur.	2009
2.	Medical Social Work	Saxena. A	Anmol Publications	2014

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Living with chronic Illness – the experience of patients and their families	Anderson R. & Bury M.	Unwin Hymman London	1988
2.	Social work perspectives in health	Bajpai P.K.	Rawat Publications, Delhi.	1997

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	M	M
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	S

S- Strong; **M**-Medium

Elective – IV	Social Work	2019 - 2020
Code: M19PSWE12	**Rural Community Development**	
Credit: 4		

Objectives

To portray the students about the rural Community Development and its related aspects like Panchayat Raj, Administration and Programmes.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Gain knowledge about rural realities and problems in rural communities	K1
CO2	Gain knowledge about theories and approaches of community development and experiments about rural community development	K2
CO3	Understand the local self administration of rural development and various development agencies working for rural development	K2
CO4	Learn about community development programmes in India and polices	K3
CO5	acquire skills of social work intervention with rural communities	K4

Unit- I

Rural community; Meaning, Characteristics: Rural Problems and their implications: Poverty, illiteracy, Unemployment, Problems related to agricultures Community health and Infrastructure.

Unit- II

Community Development: Concepts , Definition, Objectives, Philosophy and Principles Extension Education: Meaning, Definition Characteristics, Philosophy, Objectives, Principles, Approaches, Methods, Methods and limitations, Early experiment of the rural community development in India. People Participation in sustainable development.

Unit – III

Panchayat Raj Evolution and Function of Panchayat Raj system: salient Features, of 73d amendment cooperative movement in India: principles, characteristics, types and function of cooperatives.

Unit – IV

Rural Development administration, Administrative structure for Rural Development –Central and State level, Training of community functionaries; Rural Development Agencies. Role of CAPART (Council for Advancement of People's Action and Rural Technology) Bank and voluntary agencies in rural development

Unit – V

Rural Development Programmes: Swarnajeyanthi Gram Samridhi Yojana (SGSY), Micro Credit and Women's Development Schemes. Rural Appropriate Technology concept, definition, types and application emphasis to be given to the applicability of appropriate technology rather than specific technical details. Problems in implementation of rural community development programme. Role of social workers in rural development

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Rural Development: Principles, Policies and Management	Singh, K.	SAGE Publications	2009
2.	Indian Villages	M.N.Srinivas	Asia Publications, Madras	1995

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Indigenous for rural development	Jain, Suresh Chandra	Rawat Publications	2005
2.	Functioning of panchayat raj system	Sisodia, Y. S	Akansha Publishing House	2005

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	M
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective −V	Social Work	2019 - 2020
Code: M19PSWE13	**Organizational Behavior**	
Credit: 4		

Objectives

      To portray the students about the various aspects of organizational Behaviour, Individuals and groups in organization, dynamics and forms of organization, and organizational Change & Development.

Course Outcomes

      On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand the background and dynamics of Organizational Behaviour	K1
CO2	Understand the functions and to resolve the conflicts in organizational environment	K2
CO3	Gain knowledge on organizational development	K3
CO4	Learn more about challenges in Organizational culture	K3
CO5	Analyze Organizational Changes and their impact on Organization Performance	K4

Unit- I

      Organizational Behavior: Definition and theoretical framework, historical perspective, function and roles of managers (including information technology), Challenges and Opportunities for managers to use OB concepts, behavioral science discipline to approaches and models of Organizational Behavior.

Unit- II

      The individual: Foundations of individual behavior, values, attitudes and job satisfaction, personality, perception, concepts of motivation and its applicability.

Unit – III

      The Group: Foundation of Group Behavior, Group Development, understanding work teams, morale, communication, leadership, power and polities, conflict and resolution.

Unit – IV

The Organization System: Foundations of organization structure, Hawthorne studies, Organizational Culture, Organizational Theories, Organizational Effectiveness, Organizational Climate, Japanese style of management, people – capability and maturity model

Unit – V

Organizational Dynamics: Organizational Change and stress management, Organizational development, application of transactional analysis (Johari Window and Ernic Berne) and future of Organizational Behavior

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Organizational Behaviour	Khanka .S.S	Sultan Chand and Company	2000
2.	Organizational Behaviour	Prasad. L M	Sultan Chand and Company	2006

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Organizational Behaviour	Jhon .W. Newstrom	Tata McGraw-Hill	2007
2.	Organizational Behaviour	Stephen P. Robins	Prentice Hall of India Pvt. Ltd.	2005

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	S	S	S	S
CO3	M	S	M	S	M
CO4	S	S	S	M	S
CO5	S	M	S	M	S

S- Strong; **M**-Medium

Elective – V	Social Work	2019 - 2020
Code: M19PSWE14	**Psychiatric Social Work**	
Credit: 4		

Objectives

On successful completion of this course the students could understand the various aspects & basis of Psychiatric Social Work and its applicability in the Social Work Profession.

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Understand basis and the history of psychiatric social work practice	K1
CO2	Understand the mental health problems, nature, magnitude, symptoms, effects and various treatment methods etc	K2
CO3	Learn about major therapeutic approaches of intervention and rehabilitation	K2
CO4	Understand the relevance and applicability of different approaches, vis-à-vis emotional and interpersonal issues	K3
CO5	Acquire skills of working with different populations across a variety of settings	K4

Unit- I

Psychiatric social work practice – cope, magnitude of mental health problems; analysis of mental health problems among vulnerable groups such as women, aged- socio-economically disadvantages urban and rural population and disaster victims – scope of social work in mental health.

Unit- II

Social work practice in mental health field, Psychiatric settings – hospitals, Non psychiatric settings, Non –institutional models of mental health as alternatives to institutional care (community based), collaborating and networking with various organizations; new avenues of mental health.

Unit – III

Social work treatment – Theory and Models, Psychoanalytical, Psycho-social, Transactional analysis, life model, family centered treatment, tasks centered, crisis intervention, behaviour modification, cognitive therapy.

Unit – IV

a. Psychiatric social work in special settings Child mental health and social work practice; development and psychological perspectives in child mental health; social work practice in child guidance clinic; Prevention and treatment intervention in family, School, neighborhood and community settings.

b. Social work practice in e addiction and crisis intervention centers and with special groups such as rape victims and HIV / AIDS patients.

Unit – V

Psychological rehabilitation: concept, principles, process and programmes; role of social workers. Mental health policies and legislation in India; national mental health programmes. Designing and implementing programmes that health in communities, Research – single case evaluation; qualitative and action research on mental health issues; monitoring and evaluation programmes; case study of models of mental health care in Chennai TTK Hospitals and SCARF.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Psychiatric epidemiology in India	Chandrashekhar, Suresh Math, Bhugra D	Indian Journal of Medical Research	2007
2.	Psychiatric Social work in India	Verma & Ratna	Sage Pub. New Deihi	1991

REFERENCE BOOKS:-

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	The Skilled Helper	Egan, E.	Brooks/Cole	2002 7th edition
2.	Comprehensive text book of psychiatry	Kaplan Harold,	Williams & Williams UK	1980

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	M	S	S	S
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Elective – V	Social Work	2019 - 2020
Code: M19PSWE15	**Urban Community Development**	
Credit: 4		

Objectives

        To make the students to understand the unique nature of urban community along with urban administration, urban problems and programmes for urban community development.

Course Outcomes

        On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Provide the students with theoretical knowledge of urbanization and Urban administration	K1
CO2	Understand the approaches to urban development, Various urban problems and Programmes for Urban Community Development	K2
CO3	acquire the skills to work with the urban community, and develop and implement programmes with them	K3
CO4	Portray the students to learn administrative structure and programmes for urban development	K3
CO5	Gain knowledge on Urban Community development projects and to understand the process of Urban Community.	K4

Unit- I

        Urban Community Meaning, Characteristics, Rural – Urban Contrast. City Meaning, Classification, Trends in Urbanization Process.

Unit- II

        Urbanization & Urbanism: Meaning, theories of Urbanization, Characteristics of Urbanism, Slums – definition, approaches, theories and Classification and Culture of Slums; Urban Problems: Housing, drug addiction, juvenile delinquency, Prostitution.

Unit – III

        Urban Community Development: Definition, Concepts, Objectives and historical background; approaches, principle, process and methods of Urban Community Development, Welfare Extension Projects of Central Social Board, Urban Development Planning: Town and Country Planning Act, 1971; Community

Planning and Community Participation; Role of Community Development Worker; - Application of Social Work methods in urban development

Unit – IV

Urban development administration: National, State and Local level; structure and function of Urban development Agencies; Urban services and Urban deficiencies; Nsgarpalika Act; functions of officials and non-officials in Urban Self Government Metropolital Development Authorities, Housing and Urban Board, Role of Voluntary Agencies in Urban development.

Unit – V

Urban development Programmes: Five Year Plans and Urban development: Madras Urban development Projects (MUDP) I & II; TamilNadu Urban development Projects (TNUP); Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY), TamilNadu Slum Area clearance Board, Problems in Implementation of Urban Community development Programmes.

TEXT BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Urban Sociology	Dr. Kumar	Lakshmi Narain Agarwal	2006
2.	Social Transformation in Urban India	Satish Sharma	Dominant New Delhi	2002

REFERENCE BOOKS:

S.No	Title of the Book	Author	Publisher	Year of Publication
1.	Text Book of Urban Sociology	Ramnath Sharma	Rajhans Press Meerut	1975
2.	Municipal System in India	Mohanty B.	Ashish New Delhi	1993

Mapping with Programme Outcomes

COs	PO1	PO2	PO3	PO4	PO5
CO1	M	M	S	S	M
CO2	S	S	S	S	M
CO3	M	S	M	S	S
CO4	S	S	S	M	S
CO5	S	M	S	M	M

S- Strong; **M**-Medium

Practicum - IV	Social Work	2019 - 2020
Code: M19PSWP04	**Concurrent Field work**	
Credit: 5		

Objectives

After exposure to this concurrent field work practicum, <mark>it could help the students to gain practical experience in the implementation & management of the various activities undertaken by the organization.</mark>

Fieldwork records: Students should document their fieldwork recording in fieldwork diary and fieldwork journal separately. Time, tasks and work hours should be maintained in the diary. Detailed work record should be given in journal. Separate special reports based on fieldwork experiences and activities of students may be generated.

Fieldwork conference: Fieldwork conference should be the part of time-table. Faculty needs to conduct fieldwork conference every week for all the students (Individual conferences — half an hour per week, group conferences once in a month). Faculty needs to maintain fieldwork conference report and concurrent fieldwork attendance report of each student separately.

Course Outcomes
On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	Be exposed to social realities related to the fields of specialization.	K1
CO2	Develop a critical understanding of the needs of people and their concern in their fieldwork setting.	K2
CO3	Understand and critique structural and systemic factors that influence service users	K2
CO4	Undertake social work interventions in the field of specialization	K3
CO5	Inculcate ethical values and practices of social work	K4

- Students shall make a thorough study on issue which they are dealing in the field. All the documents related to issue should be compiled and documented.
- Students are expected to learn primary social work intervention method, during the placement, irrespective of their specialization.
- A student has to work on two days a week for concurrent fieldwork. Every week 15 hours of concurrent fieldwork (7.5 hours + 7.5 hours) on the said

two days is mandatory. These work hours should be completed in about 28 to 32 visits.

- The students could be exposed to the needs of people and their concerns in their field work setting and critique structural and systemic factors that influence service users.
- The students will be evaluated on the basis of their reports and presentation of a Viva –voce examination

Practicum - V	Social Work	2019 − 2020
Code: M19PSWP05	**Block Placement**	
Credit: 5		

Objectives

Block placement is arranged at the end of fourth semester. This is of twenty five days duration including travelling. The block placement gives an opportunity for the students to develop professional preparedness for job situations. It is also an opportunity for them to build their career. Professional behavior and skills are developed during the block placement. Industries, hospitals, agencies and movement settings have to be given priority in block placement. ==The purpose of the block placement is to give the students professional internship cum pre-employment experience.==

Course Outcomes

On the successful completion of the course, students will be able to

CO	Statement	Knowledge Level
CO1	To understand the role of the agency in addressing current social realities.	K1
CO2	To gain an experience of working as a trained social worker in an agency for a continuous period of time.	K2
CO3	To acquire and consolidate skills relevant to the profession	K2
CO4	To consolidate the learning's over the semesters through the process of continuous engagement in the field of specialization.	K3
CO5	To foster an appropriate attitude and professional development at work.	K4

During the block placement, the students are required to submit fortnightly reports date-wise and also in detail of the work done. The first fortnightly report should be sent to the faculty supervisor and second fortnightly report should be brought by the students at the time of joining date, and submit it on the same date to the college. The reports should be signed by the student and countersigned by the agency supervisor.

On the conclusion of the block placement, the agency supervisor will send an evaluation report about the learning and performance of the student to the Department in the prescribed form which is sent to the agency by the Department.

Project -1	Social Work	2019 − 2020
Code: M19PSWPR1	Project Work	
Credit: 5		

PROJECT WORK - REGULATIONS

Every student would be required to produce at the end of the IV Semester, a Project report (4 copies) of not less than 75 pages and not more than 100 pages, setting out the problem chosen, the hypothesis developed for testing, the methods employed for the collection of data, a summary of the analysis for the data and documentation of findings, limitations of the study and conclusions.

The Project Report shall also contain a bibliography on the topic of the problem. The member of the faculty designated by the Department for supervising the work shall provide continuous guidance to the student regarding selection of the topic reference to literature, investigative procedures and the preparation of the project report.

In order to be eligible to present the project report at the end of the IV Semester, students will have to secure a Certificate from the guide stating that the carried out the project to the satisfaction of the guide.

The Project report will be evaluated as follows:

The project report will be examined independently by an external examiner and by the guide. The maximum marks for the Project Report will be 150. There will be a VIVA-VOCE Examination conducted by a panel consisting of one external examiner and two internal examiners (including the guide).

TITLE

A project report submitted to the **Mahendra arts & Science College** in partial fulfillment of the requirements for the award of the degree of

MASTER OF SOCIAL WORK

Name of the student Reg.

No………………..

Under the guidance of

Name of the guide Department,

College Name and place

Month and year of submission

Specimen – II

CERTIFICATE

This is to certify that the project entitled, **" TITLE",** is a bonafide work carried out by ………………… **Reg. No**. ……………………under my supervision and guidance during the academic year ……….. in partial fulfillment of the requirements for the award of the degree of **MASTER OF SOCIAL WORK** and the work is an original one and has not formed basis for the award of any degree, diploma, associate ship , fellowship of any other similar title.

GUIDE SIGNATURE   **HOD SIGNATURE**

DEPARTMENT OF SOCIAL WORK

List of Courses Focusing on Employability/ Entrepreneurship/ Skill Development
(Regulations – 2016)

Programme : Master of Social Work

S.No.	Course Name	Course Code	Employability	Entrepreneurship	Skill development
1.	**Core I: Introduction to social work**	M16PSW01	✓	-	-
2.	**Core II:** Working with Individuals	M16PSW02	✓	-	-
3.	**Core III:** Working with Groups	M16PSW03	✓	-	-
4.	**Core IV:** Indian social structure and social problems	M16PSW04	-	-	✓
5.	**Core V:** Human Growth and Personality development	M16PSW05	✓	-	-
6.	**Practicum - I** Field work- Rural camp	M16PSWP01	-	-	✓
7.	**EDC -** Life skill management	M16PSWED1	-	-	✓
8.	**EDC -** Corporate Social Responsibility	M16PSWED2	✓	-	-
9.	Human Rights	M16PHR01	✓	-	-
10.	**Core VI:** Community organization and social action	M16PSW06	✓	-	-
11.	**Core VII:** Social work research and social statistics	M16PSW07	-	-	✓
12.	**Core VIII:** Social welfare administration and social legislations	M16PSW08	✓	-	-
13.	**Elective - I :** Labour welfare	M16PSWE01	-	-	✓
14.	**Elective - I :** Health and hygiene	M16PSWE02	-	-	✓

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S.No.	Course Name	Course Code	Employability	Entrepreneurship	Skill development
15.	Elective - I : Youth welfare	M16PSWE03		✓	
16.	Practicum II : Concurrent field work	M16PSWP02	✓	-	-
17.	EDC - Fundamental of computers and communications	M16PECS01	-	-	✓
18.	Human Rights	M16PHR01	✓	-	-
19.	Elective - II : Human resource management	M16PSWE04	✓	-	-
20.	Elective - II : Hospital Administration	M16PSWE05	✓	-	-
21.	Elective - II : Social Development	M16PSWE06	✓	-	-
22.	Elective - III : Industrial relations	M16PSWE07	-	-	✓
23.	Elective - III : Introduction to Psychiatry	M16PSWE08	-	-	✓
24.	Elective - III : Management of non - profit organisation	M16PSWE09	-	✓	-
25.	Core - IX : Counseling skills for contemporary social work	M16PSW09	-	-	✓
26.	Practicum III : Concurrent field work	M16PSWP03	-	-	✓
27.	Elective - IV :Human Resource Development	M16PSWE10	✓	-	-
28.	Elective - IV : Medical Social Work	M16PSWE11	✓	-	-
29.	Elective - IV : Rural Community	M16PSWE12	✓	-	-
30.	Elective - V : Organisation Behaviour	M16PSWE13	-	-	✓
31.	Elective - V : Psychiatric Social work	M16PSWE14	✓	-	✓
32.	Elective - V : Rural Community development	M16PSWE15	✓	-	-
33.	Practicum - IV : Concurrent field work	M16PSWP04	-	-	-
34.	Practicum - V : Block Placement	M16PSWP05	✓	-	-
35.	Project - I Dissertation Project	M16PSWPR1	-	-	✓

Head of the Department

DEPARTMENT OF SOCIAL WORK

List of Courses Focusing on Employability/ Entrepreneurship/ Skill Development
(Regulations – 2016)

Programme : Master of Social Work

S.No.	Course Name	Course Code	Employability/ Entrepreneurship/ Skill development	Year of introduction (during the last five years)
1.	Core I: Introduction to social work	M16PSW01	Employability	2016 - 2017
2.	Core II: Working with Individuals	M16PSW02	Employability	2016 - 2017
3.	Core III: Working with Groups	M16PSW03	Employability	2016 - 2017
4.	Core IV: Indian social structure and social problems	M16PSW04	Skill development	2016 - 2017
5.	Core V:Human Growth and Personality development	M16PSW05	Employability	2016 - 2017
6.	Practicum - I Field work-Rural camp	M16PSWP01	Skill development	2016 - 2017
7.	Core VI: Community organization and social action	M16PSW06	Employability	2016 - 2017
8.	Core VII: Social work research and social statistics	M16PSW07	Skill development	2016 - 2017
9.	Core VIII: Social welfare administration and social legislations	M16PSW08	Employability	2016 - 2017
10.	Elective - I : Labour welfare	M16PSWE01	Skill development	2016 - 2017
11.	Elective - I : Health and hygiene	M16PSWE02	Skill development	2016 - 2017
12.	Elective - I : Youth welfare	M16PSWE03	Entrepreneurship	2016 - 2017
13.	Practicum II : Concurrent field work	M16PSWP02	Employability	2016 - 2017
14.	EDC - Life skill management	M16PSWED1	Skill development	2016 - 2017
15.	EDC - Corporate Social Responsibility	M16PSWED2	Employability	2016 - 2017

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S.No.	Course Name	Course Code	Employability/ Entrepreneurship/ Skill development	Year of introduction (during the last five years)
16.	Human Rights	M16PHR01	Employability	2016 - 2017
17.	Elective - II : Human resource management	M16PSWE04	Skill development	2016 - 2017
18.	Elective - II : Hospital Administration	M16PSWE05	Employability	2016 - 2017
19.	Elective - II : Social Development	M16PSWE06	Employability	2016 - 2017
20.	Elective - III : Industrial relations	M16PSWE07	Skill development	2016 - 2017
21.	Elective - III : Introduction to Psychiatry	M16PSWE08	Skill development	2016 - 2017
22.	Elective - III : Management of non - profit organisation	M16PSWE09	Entrepreneurship	2016 - 2017
23.	Core - IX : Counseling skills for contemporary social work	M16PSW09	Skill development	2016 - 2017
24.	Practicum III : Concurrent field work	M16PSWP03	Skill development	2016 - 2017
25.	Elective - IV :Human Resource Development	M16PSWE10	Employability	2016 - 2017
26.	Elective - IV : Medical Social Work	M16PSWE11	Employability	2016 - 2017
27.	Elective - IV : Rural Community	M16PSWE12	Employability	2016 - 2017
28.	Elective - V : Organisation Behaviour	M16PSWE13	Skill Development	2016 - 2017
29.	Elective - V : Psychiatric Social work	M16PSWE14	Employability	2016 - 2017
30.	Elective - V : Rural Community development	M16PSWE15	Employability	2016 - 2017
31.	Practicum - IV : Concurrent field work	M16PSWP04	Skill Development	2016 - 2017
32.	Practicum - V : Block Placement	M16PSWP05	Employability	2016 - 2017
33.	Project - I Dissertation Project	M16PSWPR1	Skill Development	2016 - 2017

Head of the Department

1. **Introduction:**

    Mahendra Arts and Science College (Autonomous) under choice based credit system (CBCS) is offering a two year MSW (Master of Social Work) Degree Course (Semester Patern). The term 'credit' is used to describe the quantum of syllabus for various programmes in terms of hours of study. Core and Elective courses are a set of compulsory courses required for each programme. Extra disciplinary course offered by a Department to the students of each of other Departments. The minimum credit requirement for a two-year masters programme is 92 (including human rights).

    Social work is a professional course provided at Post Graduate level with three specializations Viz. 1.Human Resource Management (HRM), 2.Medical and Psychiatry (M&P), & 3.Community Development (CD). The course basically focuses on various social problems and ways of handling the problems at Individual, Group and Community level. This course aims at creating Social work Professionals with qualitative skills and knowledge by which they contribute to a health and positive society.

2. **Objectives**

    The objectives of M.S.W (Master of Social Work) course are to prepare the candidates for a career in social work through professional training programme aimed at developing in them.

    a) To get knowledge about the dynamism of the problems prevail in our society.
    b) To acquire the skills of awareness, empowerment of people and social change.
    c) To applying the skills in social work methods in different fields.
    d) To inculcate Professional skills among students.
    e) To expose students to various social issues through practical experience.
    f) To motivate the students to develop a holistic approach towards life and society
    g) To achieve the goals of social work profession namely

    - People capacity building,
    - Improving quality of work life and
    - Promoting social justice.

3. Eligibility

Pass in any UG Degree.

4. Duration of the Course

The course shall extend over a period of 2 years comprising of 4 semesters, with two semesters per year.

5. Course of Study

The Course of M.S.W Degree shall be under the Semester System according to the Syllabus to be prescribed from time to time. This Course consists of Core Subjects and Elective Subjects.

DISTRIBUTION OF THE MARKS

SUBJECT	No of Papers	Marks @
Core Subjects (Theory)	9 $	900
Core Subjects (Practicals)-I	5 #	500
Core Subjects (Practicals)-II	2 *	200
Elective Subjects (Theory)	5 **	500
Extra Disciplinary Course (EDC)	1 ***	100
Common Paper	1 ****	100
Total	**23**	**2300**

Note:

$ Core Subjects (Theory)

Both Theory and Practicals should be included where ever applicable.

 # Core Subjects(Praticals)-I (Field Work & Project)

Concurrent Field Work Practicals (100 marks for Internal Assessment) and rural camp included with field work.

Dissertation (in final semester) -Practical application of Social Work Research. (60 marks for Internal Assessment & 40 marks for External Assessment).

In II, III and IV semester students go for field work for 30 full working days.

* Core Subjects(Praticals)-IV(Block Placement)

Block Placement (1 month in IV sem) - Application of theoretical knowledge as practicals in various fields of Social Work as a course requirement should be fulfilled. (30 marks for evaluation of concern agency/industry/hospital, 30 marks for internal Assessment & 40 marks for External Assessment).

** Elective Subjects (Theory – Specialization)

According to the electives (Specialization's) both theory and practicals should be included where ever applicable.

*** Extra Disciplinary Course (EDC)

Extra disciplinary course offered by a Department to the students of each of other Departments.

**** Common Paper

All the departments have a common and compulsory paper named as Human Rights.

Scheme of Papers:

S. No	Paper Code	Course Title	Hour	Credits per Course	CIA	ESE	Total
	Semester - 1						
1		Introduction to social work	5	4	25	75	100
2		Working with Individuals	5	4	25	75	100
3		Working with Groups	5	4	25	75	100
4		Indian social structure and social problems	5	4	25	75	100
5		Human Growth and Personality development	5	4	25	75	100
6		Field work practicum & Rural camp –1	5	5	100	-	100
	Semester – 1I						
7		Community organization and social action	5	4	25	75	100
8		Social work research and social statistics	5	4	25	75	100
9		Social welfare administration and social legislations	5	4	25	75	100
10		Labour Welfare (Specialisation paper – I) (or) Health & Hygiene (Specialisation paper – I) (or) Youth Welfare(Specialisation paper – I)	4	4	25	75	100
11		Concurrent field work practicum – 2	5	5	100	-	100
12		EDC : Life Skills Management	4	4	25	75	100
		EDC ;CORPORATE SOCIAL RESPONSIBILITY					
13		Human rights	2	2	25	75	100
	Semester – 1II						
14		Human resource management (Special paper – II) (or) Hospital Administration (Special paper – II) (or) Social Development (Special Paper – II)	5	4	25	75	100
15		Industrial relations (Special paper – III) (or) Introduction to Psychiatry (Special paper – III) (or) Management of non-profit organization (Special paper – III)	5	4	25	75	100
16		Counseling skills for contemporary social work	5	4	25	75	100
17		Concurrent field work practicum – 3	5	5	100	-	100
	Semester – 1V						
18		Human resource development (Special paper – IV) (or) Medical Social Work (Special paper – IV) (or) Rural community development (special paper – IV)	5	4	25	75	100
19		Organizational behavior (Special paper – V) (or) Psychiatric Social Work (Special paper –V) (or) Urban community development (special paper – V)	5	4	25	75	100
20		Concurrent Field work practicum – 4	6	5	100	-	100
21		Block placement	5	5	100	-	100
22		Dissertation / Project	5	5	60	40	100
		Total	**101**	**92**	**960**	**1240**	**2200**

8. **Concurrent field practicum:**

Supervised fieldwork will be an integral part of the training programme. It should de consider as a observation visit for 10-15 agencies.

Class room instruction and field work will be analyzed on concurrent basis. One month in forth semester students will have block field work on a daily or full time basis in a agency carefully selected to give the student satisfactory learning experience.

Under the concurrent plan, there will be no classroom lecturers on two or three days in the week on such days students will report to the fieldwork centers. Under the block field work plans, students will have no class room lecturers at the time of 15 days & 1 month but every working day they will report at the agency where they are placed for block field work. The block fieldwork which is in the nature of a pre-employment training is designed to give the students continuity of work experience in an agency.

Students are required to undergo fieldwork instruction in a social welfare agency to which they will be assigned by the department of social work. Fieldwork may commence with orientation visits to selected welfare agencies and may proceed with placement in various government and voluntary welfare institutions, hospitals, factories, community development blocks, community centers, etc. The agency selected for fieldwork placement should have a well-defined fieldwork programme, willingness to give standards in social work. Fieldwork should be organized under competent supervision provided by fieldwork instructors who are members of the agency staff.

The college will submit to the University for Approval, information on all field work agencies where students may be adopted in the field work programme where the department faculty and the field instructors assured responsibility for the supervision of students through individual weekly conferences and periodical consultation with the agency staff. (II UGC REVIEW COMMITTEE REPORT).

Evaluation of fieldwork will be done by the department of social work taking into account the assessment mode by the field instructor. The marks obtained in fieldwork evaluation should be sent to the university in the stipulated time.

9. **Rural camp and block field work**

Both should be in addition to the concurrent fieldwork. The rural camp should occur during the first semester for a period of 7-10 days.

The students have to attend summer placement in the second semester & block placement in the fourth semester, for a period of 15 days & 1 month respectively. The

students have to submit a report along with attendance certificate in original issued by the institute concerned to the department and appeared for block placement viva-voce exam in the month of April. The report will be valued by the internal Examiners and the report shall be sent to the controller of examinations through proper channel.

10. **Project/Dissertation**

a) Project

Each candidate shall be required to take up a project work in the forth semester. The head of the department in consultation with the faculty members shall assign the project work to the students in the beginning of the third semester itself under intimation to the university and also indicate the project guide. Two typed copies of the project work shall be submitted to the university through the HOD not later than the specified date by the university.

b) Dissertation

The Dissertation will be evaluated by two examiners nominated by the university. Besides the candidate concerned will have to defend his/her work on the Dissertation in a viva-voce.

c) Viva – Voce

The viva – voce (in defence of the dissertation only) will be conducted by a panel of two examiners nominated by the university one of whom shall be the project guide.

d) No. of copies/distribution of dissertation:

The students should prepare three copies of dissertation and submit the same for the evaluation by Examiners. After evaluation one copy is to be retained in the college library and one copy is to be submitted to the University (Registrar) and one copy can be held by the students.

QUESTION PAPER PATTERN

Theory: Time: 3 Hours   Max.Marks: 75

PART-A (5 x 5 = 25)

Answer all the questions (Either or type from each unit)

PART-B (5 x 10 = 50)

Answer all the questions (Either or type from each unit)

Paper Name : **Introduction to Social Work**
Paper Code : **M16PSW01**

Unit I

      Social work; concept, Definition and Historical Development of social work in India and Abroad; Related concepts: Social service Social welfare, social security, social defence social justice and social development. Social reform movements in India

Unit II

      Social work as a profession; nature and scope, objectives and philosophy, principles and methods, values and ethics. Professional social work and voluntary social work. Social work Theories: Role theory, problem solving theory and Gestalt theory.

Unit III

      Social work Education in India: interdisciplinary nature of social work and its relationships with other profession. Field work in social work: Importance of field work and supervision; Professional Association (association of school of social work in India, Professional social worker forum), problems faced by the social work profession in India.

Unit IV

      Recognized fields of social work: Family Welfare, Child Welfare, Women Welfare, Youth welfare, community development (rural, urban & tribal), medical and psychiatric social work, correctional social work, labour welfare, Welfare of the aged. Role of social worker & Methods of social work practices in these fields.

Unit V

      Theories & Approaches (basic/overview only): Role theory, problem solving theory, and gestalt theory. Systems theory, ecological theory, communication theory, existential approach, radical and Marxist perspective of social work, feminist approach

References

1. Jacob K.K.: Social Work Education in India, Himanshu pub., New Delhi Comption, Beuiah R., Introduction to Social Welfare and Social work, The Dorsey press, Illionis, 1980. Delhi, 1994.
2. Paul Chowdhry, Introduction to social work, Atma Ram & Sons, New Delhi.
3. Walter.A., Friedlander, Concepts and Methods of Social Work, Practice Hall of India Pvt. Ltd., New Delhi.
4. Shaw, lan and Lishman, Joiyce, Evaluation and Social work practice. Sage, London, 1990.
5. Gore M.S: Social work education, Asia Publishing house, 1965.

Paper Name : Working with individuals
Paper Code : M16PSW02

Unit I

Case work: Historical development; scope and limitations, its importance and relationship with other methods of social work, basic components social work: person, problem, place and process principles of casework.

Unit II

Case worker- client relationship: meaning and its importance, characteristics of professional relationship, empathy, transference and counter transference, resistance, sustaining the relationship genuineness, unconditional positive regard and disclosure.

Case work process; intake and exploration: Analysis and assessment – psychosocial diagnosis formulation of goals, prioritization of needs development of action plan use of contacts intervention: use of supportive reflective and techniques of direct influence; importance of involvement of collateral contacts in the entire process.

Unit III

Approaches to practice: Psycho-social, functional, problem solving, crisis intervention, eclectic model for practice. Case work interviewing: Principles, Techniques and skills case work recording: Types of records, Record Maintenance.

Unit IV

Counseling: Communication: Types &importance of listening counseling Definition nature and goals: counseling process, skills and techniques, characteristics of an effective counselor. Types of counseling individual and group counseling, marital counseling, student counseling, and industrial counseling, career guidance, difference between counseling and guidance.

Unit V

Case work practice: Typical problem of clients and casework practice with them in the following areas: correctional settings, schools, industry, de-addiction and detoxification centers, with the physically handicapped, the aged and terminally ill people, case work practice with HIV/AIDS patients, with families.

Reference

1. Hollis, Flerence; case work –A psychosocial Therapy New York; Random house; 1964.

2. Mathew, Grace 1992, An instruction to social case work, TLSS, Bombay.

3. Pearlmann Helen, Social case work; The university of Chicago press.

4. Timmis, Noel; Recording in social work London; Routledge & Kegan paul, 1972.

5. Robert, Robert & Robert Nee (eas); Theories of social case work, university of Chicago, 1970.

Paper Name   : Working with groups
Paper Code   : M16PSW03

Unit I

Social Group: Definition, characteristics, types of group and functions of a group, stages of group development, basic human needs met by groups at different stages of group development. Group process: Bond, Acceptance, Isolation, Rejection, Sub-Group formation, withdrawal and control.

Unit II

Social Group Work: meaning, definition, purpose and models of Group Work; Historical Development of Group Work, Principles of Group Work, Group Work process intake study, Diagnosis, Treatment, Evaluation and Termination/follow-up work.

Unit III

Programme Planning: meaning and definition of Programme, principles and process of Programme planning and the place of agency in Programme planning; Programme laboratory – values and techniques; Games, Singing, Dancing, Dramatics, Street play, Puppetry, Group discussions, Parties, Excursion, Psychodrama, Socio-drama, role play, Brain Storming, Camping – Planning and Conducting Camps.

Unit IV

Skills of Group Worker, Group Work and group therapy/ group psychotherapy; use of home visits and collateral contacts, leadership: concepts, definition, characteristics, functions, qualities of leader, types and theories of leadership, Socio-metry and Sociogram. Group Work Supervision: meaning, purpose, tasks, types and functions.

Unit V

Group Work Recording: meaning, purpose, principles and summary records. Group work evaluation: meaning and its place in group work, steps in group work evaluation and Criteria for good group work. Applications of group work methods in different settings.

References

1. Fred Milson: Skills in Social group work
2. Gisela Konapka G (1983): Social Group work – A helping process, Engle Wood, Cliffs. N.J., Prentice Hall
3. Harleigh B.Trecker: Social Group work, Principles and Practices, Prentice Hall; NJ
4. Gisela Konapka: Social Group work – A helping process, Engle Wood, Cliffs. N.J., Prentice Hall
5. Gisela Konapka: Group work in Institutions

Paper Name : Indian social structure and social problems
Paper Code : M16PSW04

Unit I

Concept of Society, Major elements of society: individual, groups, association, institution, social system, status, role, role conflicts. Social Processes: Co-operation, conflict, accommodation, assimilation and accumulation.

Unit II

Culture: Concept of culture, culture as a system of norms, folkways, mores, institution and laws; functions of culture; major elements of Indian culture; The culture lag theory and its applications to the Indian Society.

Unit III

Institutions: Structure and functions: Concept and meaning of religious, economic, educational, social (caste, kinship, marriage and family) and political institutions, patterns of interaction and interdependence among institutions; changes and their impact on Indian Society. Social Stratification in India: The concept of stratification, concepts of class and caste, casteism and communalism, social inequality and social mobility.

Unit IV

Social Control: Concept, types and functions, conformity and deviance, major agencies of social control in India – family, kinship, caste, religion, education, law, tradition, customs and mores. Social Change in India – concept, factor and processes of social change – Urbanization, Industrialization, Modernization, Westernization, Secularization. Social movements and their contribution to social change – Women, Dalits, ecological movements.

Unit V

Demographic Characteristics of the Present Indian Society, age structure, sex-ratio, rural urban ratio, literacy rate. Indian Social Problems: Meaning, causes and consequences, gender discrimination, violence, corruption, illiteracy, poverty, unemployment, underemployment, crime and juvenile delinquency, Commercial sex workers, alcoholism, drug addiction, suicide, child labour, child abuse, bonded labour, terrorism, problem of refugees, victims of HIV/AIDS.

References:

1. Ghurye, G.S., Caste and Inequality in India, New Delhi, Hindustan
2. M.N.Srinivas, Social Change in India Orient Longman, New Delhi.
3. Madan G.R., Indian social problems Volland II,Allied Publishers, Bombay

4. Kapadia K.M., Family and Marriage in India, New Delhi oxford university Press
5. Mac-lver and page, Society an introduction analysis, London Macmillan

Paper Name   : Human Growth and Personality development
Paper Code   : M16PSW05

Unit I

Nature of psychology: Definition, scope of application in various fields; introduction to schools of psychology; Relevance of psychology for social workers.

Unit II

Human Growth and Development: Pregnancy and childbirth – infancy – babyhood – childhood – adolescent – adulthood – middle age – old age.

Unit III

Learning and motivation: Nature, definition and types; Theories of Pavlov and Skinner; Remembering and forgetting. Motivation: Concept of instinct: motives for survival- Meaning and definition; types and characteristics of motives; Hierarchy of motives; conscious and unconscious motivation. Adjustment: Concepts of adjustment and maladjustment; Stress; Frustration; Conflict – nature and types; Coping Mechanisms; Nature and types; Mental Health and community mental health.

Unit IV

Perception and attitudes: perception space, depth, auditory and visual attention attitude; nature of attitudes, stereotypes and prejudices, formulation of attitudes and attitude change. Personality: Definition and structure; theories of personality: trait and type theories; important concepts of the contributions of Freud, Adler, Maslow and Erickson; Factors influencing personality development: Heredity & Environment and Socialization process.

Unit V

Social psychology and its applications, Collective behaviour: Nature and reasons for collective behavior, manifestations of collective behavior. Psychological testing: Personality attitude and intelligence. Relevance of Psychology for social work practice.

References:

1. Davidoff.L.L: **Introduction to psychology**, Aucklan; McGraw hill Inc 1881.
2. Hurlock E.B **Development psychology**, Tata mc Graw Hill,5th Ed.,1971, New Delhi.
3. Coleman James C., **Abnormal psychology and Modern Life** Bomby-D.B. Trarporevala.
4. Munn,N.A Psychology - **The Fundamental to human Behaviour** ;London; George G Harrap&Co Ltd., 1961.
5. Anastasi.A., **Psychological tesing** New York; Mcmillan Revised Edition 1987

Paper Name   : Field work practicum & Rural camp –1
Paper Code   : M16PSWFW1

Observation visits for 10-15 agencies & Rural Camp for 7-10 days.

Paper Name   : Community organization and social action
Paper Code   : M16PSW06

Unit I

Community organization ; definition ; history, philosophy; scope of community, In India, community organization as a method of social work; community organization, Community development, understanding human rights in community practice.

Unit II

Analysis of community; concept of community; community as a social system; sociological concept of community, types of communities and their characteristics. Rural, urban and tribal communities. Community dynamics; integrative and disintegrative forces, participative groups and groupism, functions of subgroups; minority groups, gender and empowerment.

Unit III

Models of community organization, general concept, specific content and process, locality development model, social planning model social action model, select methods- public interest mobilization, litigation, protests and demonstration, dealing with authorities, public relations, monitoring and evaluation, process of community organization, study analysis; assessment; discussion, organization, action, evaluation, modification, continuation,

Unit IV

Models of social action, definition, principles and process of social action, roles in different models attributes and attitude and skills, paulo freire, sauo alinsky model, Mahatma Gandhi, Martian luther king, women centered model. Community power structure; concepts of power; dimensions of community power relevant to community organization.

Unit V

Skills in community organization and social action; organizing, communication; training, consultation; public relation; resource mobilization; liasoning, facilitating Participatory skills; net-

working; advocacy; legislative promotion. Recording – meaning, definition, purpose, principles, uses and types.

References:

1. Dunham, Arthur,E. "Community Organization Principle and Practice (New York: Thomas, Y.Crowell)
2. Gangrate.K.D., Community Organization in India, Popular Prakashan Bombay.
3. Ross.Murry.G., Community Organization: Theory and Practice, Harper & Bro., Bombay.
4. Harper,E & Dunham,A. "Community Organization in Action, Association Press, New York.
5. Hillman Arther "Community Organization and Planning (New York: The Macmillan Company)

Paper Name : Social work research and social statistics
Paper Code : M16PSW07

Unit I

Social work research; Meaning, definition, purpose of research, Social research and social work research. Scientific Method; Nature, Characteristics, purpose and steps in research process; concepts: operationalization of concepts, variable and its types, Hypothesis: Sources, Formulation, Attributes of hypotheses and types. Quantitative research: meaning, types, difference between qualitative and quantitative research

Unit II

Research design and Sampling: Research design: Exploratory, Descriptive, Diagnostic and Experimental. Formulation of research problem. Sampling: Definition, principles, Types and procedures; population and Universe, sampling Name measurement: Meaning, levels of measurement: Nominal, ordinal, interval and ratio; validity and reliability: meaning and types.

Unit III

Sources and methods of data collection: Sources: Primary and Secondary, quantitative-interview- meaning and types; questioners: meaning and types; participatory and rapid appraisal techniques; qualitative- in-depth interview, observation and types and document review; mixed and multi method & triangulation. Research tools Observation and Survey methods, Interview: interview guide, interview schedule, questionnaire: construction of questionnaire, Concept, types of question, question format and sequence of questions; Personals Interview and mailed questionnaire: Advantages and disadvantages, Electronic resource and its usage.

Unit IV

Preparation of Research proposal: financial, time and personnel budgeting; processing; and analysis coding scheme. Code book, tabulation; Diagrammatic representation of data: Types; Report writing and referencing; Agencies involved in social research; Ethical considerations of social work research; limitations of research.

Unit V

Social statistics: Statistics: Meaning, use and its limitations in social work research measures of central tendency: Arithmetic mean, median and mode. Dispersion: range, quartile deviation, standard deviation and co-efficient of variation. Tests of significance: T test and chi-square test., correlation: meaning, types and uses, Karl Pearson's coefficient of correlation and V.Rank correlation. Computer Applications: Use and application of computer in Social Work Research with special to statistical package for social science (SPSS).

References:

1. Whilty, Frederickl, The elements of Research.

2. Goode and Hatt, Methods in social research

3. Clarie, Selttiz, Marie Jahoda, Research methods in social relations.

4. Pauline, V.Young – Scientific Social Surveys and Research.

5. C.R.Kothari, Research Methodology, Wiley EASterm United, New Deihi, 1985.

Paper Name : Social welfare administration and social legislations
Paper Code : M16PSW08

Unit I

Social welfare administration; meaning and definition of social welfare administration and social work administration; purpose, historical development, Principal, functions and area (policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase, and stock keeping, record maintenance, coordination, public relation, monitoring and evaluation, research, annual report); social welfare administration at national, state and local level; CSWB (central social welfare board), state welfare board, directorate of social welfare handicapped welfare, RCI .

Unit II

Social welfare programme and agencies; Evolution of social welfare in India; Voluntary social work, social agencies; meaning, definition, types and modal of NGOs; Role of NGOs in national development, governmental schemes on social welfare; agency registration; methods, advantages, preparation of byelaws, memorandum of association, rules, regulation and governing board, committees, executives; qualities, function and role, TNSC board.

Unit III

Social policy; definition, need, evolution and constitution base; sources and instrument of social policy, polices regarding other backward castes (OBCs), scheduled castes (SCs), scheduled tribal (STs) and denotified communities, policies and programme for women, children, aged and handicapped, development implementation of programme for weaker sections.

Unit IV

Social planning and social development; social planning and community planning, need and importance, planning machineries at the state & national levels; five year plans social development; concept and indicators for social change and social development in India.

Unit V

Social legislation; definition, its role as an instrument of social change, constitutional basis for social legislation; fundamental rights and directive principal of state policy; Hindu, Muslim, Christian, personal laws relating to marriage, divorce, minority and guardianships, adoption,

succession and inheritance; legislation relating to social problem such and during prostitution, juvenile delinquency, untouchability, physical and mental disabilities.

References:

1. Bose A.B., Social Welfare planning in India, U.N. publishers, Bangkok.
2. P.D.Misra, Methods of Social Work.
3. Paul Chowdry, Social Welfare Administration
4. Coudry, Paul Hand book on social welfare Atma Ram & sons, Delhi 1993.
5. Dension D & Chairman, Valeeries, Social policy and administration, George Allan and Unwin, Londan.

Paper Name : Labor Welfare
Paper Code   : M16PSW09A

Unit I

Concept of labour - characteristics of Indian labour- labour in unorganized sector - recommendations of national commission on labour on various issues, absenteeism and labour turnover - factors Influencing productivity.

Unit II

Concept and scope of labour welfare - classifications of labour welfare – labour welfare officer - role of labour welfare officer - impact of automation, globalization & liberalization on labour welfare. Role of Trade Unions in Labour Welfare.

Unit III

Labour welfare - principles of labour welfare - administration of labour welfare at central and state level -. The scheme of workers education - the objectives of workers education.

Unit IV

Significant labour welfare measures - housing - industrial housing policy and housing programmes - family benefit schemes - children education - cooperative society – canteen - transport facilities and recreation facilities.

Unit V

Industrial accidents -. causes and prevention - industrial health & hygiene occupational diseases - treatment and prevention - pollution control and environmental protection'.

References:

1. Bhagoliwal T.N Economics Of Labour And Social Welfare Charles B An Introduction To Industrial Sociology D.B. Taraporele Sons.-Bombay (1970
2. Giri V V Labour Problems In Indian Industry Bombay; Asia Publishing House Government Of India Dept. Of Labour And Employment, Report Of The National Commission On Labour Delhi: Manager Of Publications.
3. Mongia J.L Readings In Indian Labour And Social Welfare
4. Moorthy M. V Principles Of Labour Welfare Vishakapatnam Gupta Brothers.

5. Norman R- E Psychology in Industry - New Delhi.

Paper Name : Health & Hygiene
Paper Code : M16PSW09B

Unit – I

Concept of health and its relationship to welfare; Factors influencing the health status of individual: Multiple causation of disease transmission; Factors involved in the process of disease transmission; Specific and comprehensive health indicators; Vital health statistics.

Unit – II

Nutrition and health; nutrient groups; Functions, sources and requirements; Caloric requirements for different age groups; Balanced diet, malnutrition deficiency diseases.

Unit – III

Hygiene: Personal, food and environmental hygiene; relationship between health and hygiene; Environmental pollution; Living conditions; housing; sanitation, waste disposal and their influence of health.

Unit – IV

Major communicable diseases: symptoms, etiology, transmission, prevention and treatment of leprosy, Tuberculosis, STD, HIV, Polio, Malaria, Cholera and Typhoid.
Immunization schedule for children. Major non – communicable disease: Cancer, Diabetes, Hypertension, Asthma, Caridiac disorders. Occupational health: occupational health hazards common occupational diseases.

Unit – V

Health Education: Meaning and importance, Principles of health education, Techniques and strategies for various Community groups, Use of Audio - Visual Aids and Mass Media; First aid; concepts and methods of dealing with victims of accidents.
Family planning: Importance and Techniques.

Reference:

1. Park J.R. & Park K: Textbook of preventive and social medicines Jabalpur, m/s Banashidass, 1983.
2. Meredidh Daves J.B. : Public health and preventive medicine.
3. Jones shainberg Byer : Communicable and non communicable diseases.
4. Egbert, Seneca: Manual of hygiene and sanitation, Lea & Febiger, New York 1926.
5. Pritam Lily, Ram Telu : Environmental health and Hygiene, Vikhas pub., New Delhi 1993.

Paper Name   : Youth Welfare
Paper Code   : M16PSW09C

Unit –I

Youth: concept, demographic profile in rural and urban; youth in Indian society: a historical over view of their role; process of socialization of Indian youth; aspirations of the youth in contemporary Indian society;

Unit-II

Categories of youth - Urban and Rural, Student and Non - Student, Employed and Unemployed, Male and Female. Needs and problems of youth in India. Formation of Youth Groups, Dealing with existing Groups, Limitations in Formation of Groups. Stages in formation- Types of groups- Intervention pattern.

Unit-III

Youth leaders and training youth leadership- voluntary Action in youth work- Types and areas of youth training – Youth Training Agencies- Training Methods.

Unit-IV

Social Change: The role of Mass - Media, its impact and influence - Basic function of mass- media, youth as an agent of Social Change Elements of Social Change - Characteristics of Change agents - The impact of rapid Social Change on Youth. Role of youth in social change and national development.

Unit –V

Youth Welfare: The Indian Youth Policy- Youth Rights and Responsibilities - UN declaration- Constitutional provision for Youth in India - Role of Government in development of Youth – NCC, NSS, NYK , Schemes of Central and State Governments , National Youth day and Youth week.

References :

1. Karaanth GK, Rural Youth, Concept Publishing Company, New Delhi
2. Mehra Ls, Youth in Modern Society, Ghoogh Publications, Allahabad
3. Singh DR 1987, Rural Youth, Googh Publications, Allahabad
4. Nrew JM 1968, Youth &Youth Groups, Fabes London
5. Funshs Estalle(ED), Youth in A challenging world, Cross cultural, Perspectives on adolescence, Mouton Publications, The Hauge 1976

Paper Name : Concurrent field work practicum – 2
Paper Code : M16PSWFW2

Concurrent field work (Methods of social work practices).

Paper Name   : EDC: Life Skills Management
Paper Code   : M16PSWED1

Unit - I

Motivation: The success mantra, self esteem, stress management, Anger Management

Unit - II

Developing result oriented study methods, memory techniques, Intelligence Test, Aptitude test, Emotional Quotient, Goal Setting and Time Management

Unit - III

Personality development, Leadership Training, confidence building, developing soft skills, Positive Attitude, decision making, assertive Behavior, Team Building.

Unit - IV

How to frame Curriculum Vitae, Score in Group Discussions, Organize Presentations, Face Personal Interviews, Face success, failures and cope with stress.

Unit - V

Handling negative Criticism, Non- Verbal communication (Body Language), mock interviews, Group Discussions, Presentations and career options.

References:

1. Allan Pease, The Definitive Book of Body Language

2. Marvin Karlins, What Every BODY is Saying: An Ex-FBI Agent's Guide to Speed-Reading People

3. David R. Shaffer, Social and Personality Development

4. Gloria Galanes & Katherine Adams, Effective Group Discussion: Theory and Practice

5. S.K.Mangal, General Psychology.

CORPORATE SOCIAL RESPONSIBILITY
Paper Code : M16PSWED2

UNIT I

Corporate social responsibility in Indian context and International: CSR-Definition, concepts, overview of corporate social responsibility ,concentration areas.Need to be social responsible.

UNIT II

Business ethics and corporate social responsibility in global scenario CSR-Business ethics, corporate governance across the nations, ethical decision-making in different culture, consumer protection, environment protection, gender issues in multi culturalism ,ethics and corruption, ethics and safety.

UNIT III

Corporate community participation & Role and skills of Social worker in CSR: Corporate, NGO, Government, citizen, need for partnership, need assessment, corporate perspective on building successful partnership, tools and techniques.

Role and Skills

Advocacy,administration, marketing, mediating, budgeting, organizing,documenting,presenting,public speaking, teaching, supervising, writing.

UNIT IV

Corporate social responsibility-policies and activities: ISO-standard on CSR , International standards and norms. National and International activities. 38

UNIT V

Case studies of successful CSR Initiative: AMM foundation, Bajaj Auto, Byst & CII, Coca-cola India, HMT, Hindustan lever, Infosys, Ranbaxy, super tannery, TATA, The Taj Mahal Hotel, Titan, TVS, MRF, Saint

Gobain, Orchid and others.

Reference:

Wayne Visser , Dirk Matten ,
Manfred Pohl , and Nick Tolhurst .
-The A to Z of Corporate Social Responsibility:
the Complete Reference of Concepts, Codes
and organizations.
Philip Kotler and Nancy Lee
-Corporate Social Responsibility: Doing the Most
Good for Your Company and Your Cause

Paper Name : Human resource management
Paper Code : M16PSW10A

Unit I

Management: concept, elements, principles and functions of management. Management thoughts: Henry Fayol, F.W. Taylor, Peter Drucker.

Unit II

Human resource management: definition, scope, evolution and functions. Human resource policy: formulation and implementation: duties, responsibilities and qualities of human resource manager and challenges for 21st century.

Unit III

Human Resource functions: human resource planning, recruitment, selection, induction placement, promotion, transfer, job analysis, training, performance appraisal; discipline and disciplinary procedure, personnel records and personnel research, HR audit.

Unit IV

Wage and salary administration: job evaluation: definition, objectives, methods, advantages and limitation; Wage and salary administration: Nature and purpose, process of wage determination, wage structure and principles; Theories of wages: concepts of wages, wage differentials- financial and non-financial incentives.

Unit V

Industrial social work: meaning, scope and relevance, application of social work methods in industrial sector. Labour problems and industrial counseling in industries and working with the families of the industrial workers: meaning, scope, relevance, advantages and disadvantages.

References

1. Agarwal, R.D., (Ed) Dynamics of personnel management in India, Tata – McGraw Hill publishing Co. Ltd., New Delhi.
2. C.B.Mamoria, Personnel Managerment, Himalaya Publishing House. Bombay, 1985.

3. Edwin Flippo, Principles of Personnel Management, McGraw Hill Book Co., New York, 1976
4. Gupta, Human Resource Management.
5. Bhonsle. Y.B. (Ed), Personnel management, The Indian Scene, S.Chand & Co., New Delhi, 1977

Paper Name : Hospital Administration
Paper Code   : M16PSW10B

Unit– I

Hospital – Definition, Meaning and Functions.   History, Growth and Classification of Hospitals. Hospital Administration – concept, definition, principles and functions.

Unit– II

Hospital Organization – Governing Boards, Committees, Hospital Administrator – Roles, Functions and Duties. Hospital Auxiliary Services. Role of Hospital in Health Care Delivery System.

Unit– III

Hospital Departments – Out- patient services, In - patient services: Dietary, Nursing and Ward Management, Medical Records, Lab, Radiology, Casuality and Emergency, HR Department Functions., Special Clinics -Diabetology, Oncology and Urology,Psychiatry.

Unit– IV

Quality Assurance – Recruitment of staff, control of hospital, acquired infection and associated problems. Ethics in hospitals. Use of computer in hospitals. Rights of the patients . Health Insurance Policy.

Unit– V

 Laws pertaining to hospitals: Salient Features – Mental health Act 1987, Prevention of Food Adulteration Act 1954, The Drugs and Cosmetics Act 1940, The Births, Deaths and Marriage Registration Act…... Epidemic Diseases Act 1897.

References:

1. Benjamin Robert, etal 1983, Hospital Administration Desk Book, Newjersey Prentice Hall
2. Davis Lewelyn etal 1966, Hospital Planning & Administration, Geneva: WHO
3. Goal SL 1981, Health Care Administration A text Book New Delhi, Sterling Publishers
4. Rabick & Jonathan et al 1983, Hospital Organization & Management London, Spectrum Publishers
5. WHO Expert committee 1957, Role of Hospital in programme of Community Health Protection, WHO Technical Report Services

Paper Name : Social Development
Paper Code : M16PSW10C

Unit-I

Concept of Development, Growth and Development, Meaning, Differences between Growth and Development, Social Change and Sustainable Development, Characteristics of Developing Countries, Marginalisation of Human Value.

Unit-II

Concept of Social Development , Social Development Models, Strategies and Major Areas, measurement of Social Development, Social and Economic Indicators, Social Cost Benefit Analysis.

Unit – III

Concept of Globalization, Privatization and Investment of Government sectors, Structural Adjustment, New Economic Policy and its Impact on Society, Culture, Education, Communication and Labour.

Unit-IV

Social Inequality and its relationship with Social Development. Information Technology and its Consequences on Social Development. NGO and People's Participation for attaining Social Development, Women Empowerment and Social Development. Human Resource Development and Social Development.

Unit-V

UNO-Millennium Development Goals, Social Welfare Administration as a tool of Social Development, Future Shocks, Challenging Social Development in India, Role of Social Workers in bringing Social Change and Development .

Refrences:

1. Agarwa;&Sing (1984), The Economics of under development, oxford University
2. Beteille A (ED)(1969), Social inequality, Harmondsworth, Penguin
3. Booth, David D (1994), Rethinking Social Development: Theory, Research& Practice Harow Long man, Scientific and Technical
4. Bouden, Raymond (1986), Theories of Social Change: A critical Appraisal cambrildge
5. Kulkami PD& Nanavathi Mehar G, Social issues in Development New Delhi, Uppal

Paper Name : Industrial relations
Paper Code : M16PSW11A

Unit I

Definition - concept - need, importance, scope, objectives of industrial relations – Factors influencing industrial relations, bipartite and tripartite bodies in industrial relations – joint management council - works committee- Indian labour conference - standing labour committee-. Wage settlements.

Unit II

Ethical codes of industrial relations concept code of discipline in industry, causes and effects of industrial conflicts –problem of short term employment and out sourcing–strikes, lock outs, lay off, retrenchment, closure – need for industrial peace.

Unit III

The Industrial Disputes Act 1941 concepts of standing order - content - procedure for certification. The Industrial Employment (Standing Orders Act) 1946. Employee discipline- Domestic enquiry.

Unit IV

Definition, concept, Structure and objectives of trade unions- Growth of Trade unionism in India -positive role of trade unions - major trade unions in India - problems and weaknesses of trade unions- measures to strengthen the functioning of trade unions. Indian Trade Unions Act 1926

Unit V

The Concept of collective bargaining - objectives- principles, process -subject matter for collective bargaining -administration of collective agreements - difficulties observations of the National Commission on Labour 1969) Workers participation in Management - Concept, objective, importance - forms of participation - workers participation in management in India - limitations to workers participation.

References:

1. Memoria C B 1999 Dynamics Of Industrial Relationship in India - Bombay: Himalaya.
2. Sharma A M 1984 Industrial Relations Conceptional and Legal Frame Work - Bombay: Himalaya.
3. Srivathsava v 1998 Industrial relations and Labour Laws, New Delhi: Vikas.
4. Subba Rao P. 1999 Essentials of Human resource and Industrial Relations, New Delhi, Himalaya.
5. Gupta, Human Resource Management.

Paper Name   : Introduction to Psychiatry
Paper Code   : M16PSW11B

Unit – I

Historical developmental of psychiatric social work, attitudes and believes pertaining to mental illness in ancient, medical and modern times, concepts of normality and abnormality and mental health.

Unit – II

Classification of mental illness; Diagnostic Statistical Manial (DSM IV/R), Instructional Classification of Disease (ICD); Psychiatric assessment: Interviewing, Case history taking, source o intake, mental status examination; formulation of psychosocial diagnosis

Unit – III

Psychiatric illness Neuroses, psychoses, organic & functional, Cultural bound syndrome, personality disorders, sexual deviations, alcoholism and drug dependence.

Unit – IV

Mental handicapped: definition. Classification, clinical types and causes, Cerebral Palsy: Clinical type, Causes, Associate disabilities; Epilepsy; definition, types, Causes & Management. Aging; biological, social and psychological problems. Suicide; Causes, Indications and preventions.

Unit – V

Child disorders,   Behavior disorders, eating, Elimination, Sleep and Speech disorders. Child psychosis autism and schizophrenia, Scolastic backwardness, Symptoms, Causes and Management. Attention deficit disorders and hyperactivity disorders.

Reference:

1. James D.Page, 2005 Abnormal Psychology, Tata McGraw Hill publishing company Ltd, New Delhi.
2. S.K. Mangal, 2004 Abnormal psychology, Sterling publishes pvt Ltd, New Delhi
3. David A. Santogrossi, 1995 Abnormal Psychology An Integrative approach, Cole publishing company.

4. Irwin G.Sarason, Barbara R.Sarason 2002 Abnormal Psychology, Prentice Hall of India Pvt Ltd – New Delhi.

5. Robert C. Carson, James N. Butcher and Susan. Mineka, 2006 Dorling Kindersley (India) Pvt Ltd – New Delhi.

Paper Name : Management of non-profit organization
Paper Code : M16PSW11C

Unit I

Non – profit organization: Definition, Meaning, Objectives, and Principles – Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, and Social Welfare Organizations – Non-Governmental Organizations: Formulation of Societies, Trusts, and Non-Profit Companies.

Unit II

Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.

Unit III

Budgeting: Meaning, Steps, important items in Budget – Resource Mobilization – Central and State Government Assistance and Other Assistance – Fund Raising: Meaning, techniques – Income Generation Programmes (IGP) – Financial Management – Financial Collaboration between Funding Organization and Non-Profit Organizations.

Unit IV

Project evaluation and monitoring: Aims, Objectives, Purposes – Creating Management information system – Project appraisal: Meaning and techniques – Logical Frame Analysis (LFA) Participatory Rural Appraisal (PRA): Principles, methods of PRA –Network analysis.

Unit V

Project personnel empowerment: Training: Meaning, need, importance, purpose and significance – Training needs: Areas of health – Rural development, child health and welfare, Women welfare, Youth welfare and aged welfare – Awareness on behavioural, environmental and social issues – Institution building of Non-Profit Organizations in administering the Social Welfare Programmes.

References:

1. Clark, John 1991 Voluntary Organisations: Their Contribution to Development, London, Earth Scan.

2. Eade Deborah and Literingen Ernst.(ed) 2006 Debating development-NGOs and the Future, New Delhi: Rawat.

3. Ginbery, Leon.H 2001 Social Work Evaluation - Principles and Methods, Singapore, Allyn and Bacon.

4. Kandasamy.M 1998 Governance and Financial Management in Non – Profit Organization, New Delhi, Caritas India.

5. Kappor, K.K(Ed) 1986 Directory of Funding Organizations, New Delhi, Information and News Network.

Paper Name : Counseling skills for contemporary social work
Paper Code : M16PSW12

Unit I

Counseling: Definition, Elements, Characteristics & Goals, Evolution of Counseling, Philosophical foundations – dignity of the human person, sociology foundations influence of social system, psychological foundations – concepts of self, goal directed behavior, learning principles, development needs at different stages.

Unit II

The Counseling Relationship:-

      A) Regard & Respect   B) Authenticity   C) Empathy

Personal growth & Effectiveness of Counselor: concerns of self, attitudes, values and beliefs, relationship, self – esteem, openness to other accepting personal responsibility, realistic level of aspiration, self actualization, The portrait of the helper, The portrait of a trainee.

Unit III

Theoretical approaches to Counseling: Client – Centered, TA, Rational emotive therapy, Cognitive approach, Family therapy, behavior therapy, eclectic approach.

Unit IV

Counseling process: Problem Exploration and clarification and attending and listening, Attending, Orienting oneself to be present. Micro – skills, active listening – verbal and non – verbal messages and behavior helper's responses and client self – exploration, Helper's skills. Accurate empathy (primary) respect, genuineness, concreteness, client skills; self – exploration, focusing, summarizing, probing for missing exceptions, behavior, feelings, facilitation action, developing new perspective.

Unit V

Group Counseling & Counseling in different settings: Definition, types, goals, group Counseling process. Group development. Family, school, industry, De – addiction centers, Correctional settings, HIV/AIDS Patients.

References:

1. Association of psychological and practices 1982, Counselling in Asia, Perspective and practices, Educational counselors of Asia.

2. Fullmer D.W., & Bernard H.W., Counselling, Context & Process

3. Kennedt. E., On becoming a counselor: A basic guide for non-professional counselors, Macmillan, New Delhi.

4. Bengalee, M.Ehroo D., 1972 Bellel, R.B.Guidance if you please, Macmillan, Bombay, Interviewing & counseling, S.T.Botsford, London

5. Carkhuff R.Bereason, B.S.Holt, Beyond counseling and therapy, London

Paper Name : Concurrent field work practicum – 3
Paper Code   : M16PSWFW3

Concurrent field work (Social work methods practices).

Paper Name : Human resource development
Paper Code : M16PSW13A

Unit I

a. HRD- Concept, objectives, process, and mechanism for HRD, Principles in designing HRD system;

b. Human Resource Planning (HRP): Meaning, historical development, importance; subsystems and elements; HRD at different levels; areas of HRD; HR Information System, Demand and Supply of human resources, HR Planning in new and ongoing organizations. Investment approach to HR planning. HR planning process; coordination with corporate and other plans.

Unit II

Human Resource Development & Management : meaning, need, importance, types: on the job and off the job training, Concept of learning, training, education and development, training effectiveness, Evaluation of Training Programme, Recent trends in executive development, use of transactional analysis, yoga in executive development; role of motivation in training and motivation for trainers and trainees. Identification of training needs, organizing training programmes, Apprenticeship training, management training scheme, supervisory training scheme, workers education scheme, evaluation of training scheme and feedback.

Leadership: Concept, leadership and management-difference, styles, skills, teamwork, decision-making and steps; theories of leadership, Motivation: Concept, motivation skills and Motivation Theories: Drive theory, Incentive theory, opponent process theory, optimal level theory.

Unit III

Organizational Development: meaning, objectives, characteristics, values, methods, phases, MBO-process and Organizational Change: Need, forces, and types of change, resistance and implementation of change, methods of making change as permanent. Group Behaviour: meaning, types and size of groups, formation of groups, factors that governs the formation of groups, development of groups, group cohesiveness and factors affecting cohesiveness, satisfaction, roles, status, group behaviour and group change, training and team building.

Human Relations and Interpersonal Communication: Essential qualities of human relations, Basic themes of human relations, Developing interpersonal relationship, Effective communication, Art of listening, verbal and non verbal communication, skills of effective Communicator, Impression Management.

Unit IV

Performance Appraisal: Meaning, Approaches to Performance Appraisal, Methods/Techniques of Appraisal System, Importance, purpose and limitation; Potential Appraisal: Meaning and scope, latest trends in potential appraisal, Performance Assessment Centes,360 Appraisal, Management by Object. Stress Management and Conflict at work place: meaning, Causes and consequences, strategies for education for stress; Conflict: meaning, types of conflict and management of conflict.

Unit V

Career Planning and Performance Counseling: Meaning and Steps involved; Career Development : Actions, Types and problems, succession planning; Performance Counseling: Conditions for effective counseling, Phases and process involved. Human Resources Development: HRD and Inter-disciplinary perspectives, Pre-requisites for successful HRD programmes; HRD Trends: Job rotation, Job enlargement, Job enrichment, Quality of Work life, Total Quality Management (TQM) and TPM Management Information System: Meaning and importance; ISO 9000 Series. ESOP (Employer Stroke Option Programme)

References:

1. Jeya, Gopal, R. 1993, Human Resource Development - connectional analysis and strategies, sterling pub., New Delhi.
2. Sing P.N., 1993, Developing and managing Human Resources, Scuhandra pub. , Bombay.
3. Craich Robert, L., 1987, Training and Development - Hand book, McGraw Hill. Pub., New Delhi.
4. Famularo Joseph 1987, Handbook of Human Resources Administration, McGraw Hill. Pub., Singapore.
5. Pareek Udai & Rao T.V, 1982, Designing and Managing Human Resources, Oxford & IBH, New Delhi.

Paper Name : Medical Social Work
Paper Code : M16PSW13B

Unit – I

The beginnings of medical social work: the meaning of health, hygiene, illness and handicap: medicine through the ages; changing concept of health: concept of patient as person. Historical development in medical social work in the west, in India. Trend in medical social work practice in Chennai. Scope of medical social work.

Unit – II

Health care models – medical health prevention and promotion model, integrative model and developmental model; holistic approach to health; alternative system of health – yoga naturopathy.

Unit – III

Organization and administration of medical social work department in hospitals. Medical social work relation to different discipline, multidisciplinary approach and teamwork, patients right in health care, implications of hospitalization for the patient and his family.

Unit – IV

The psychosocial problems. Major communicable disease – TB, STD, AIDS, Polio. Diarrhoeal diseases. Malaria, typhoid, leprosy, leptospirosis. Major non communicable diseases – cancer, diabetes, hypertension, cardio disorder, neurological disorders, and asthma; physically challenged, Nutritional disorders, Occupational health problems, women's health problems, pediatric health problems, Geriatric health problems.

Unit – V

Role of medical social worker in following settings: OP unit, ICU, Paediatric ward, Maternity ward, Abortion clinic, Family Planning centre, STD clinic, HIV clinic, Orthopaedic department, Cardiology department, Blood bank, TB sanatorium and Cancer hospitals, Training of volunteers to work with the chronically ill in the community.

Reference:

1. Anderson R. & Bury M. (eds.) 1988. Living with chronic Illness – the experience of patients and their families. London: Unwin Hymman

2. Bajpai P.K. (Ed.) 1997. Social work perspectives in health; Rawat publications, Delhi.

3. Barlett H.M. 1961. Social work practice in the Health Field. New York: National Association of social workers.

4. Crowley M.F. 1967. A New Look at Nutrition. London; Pitman medical Publishing Company Ltd.

5. Field M. 1963. Patients are people – A Medical – Social Approach to Prolonged Illness. New York :Columbia University Press.

Paper Name : Rural community development
Paper Code   : M16PSW13C

Unit I

Rural community; Meaning, Characteristics: Rural Problems and their implications: Poverty, illiteracy, Unemployment, Problems related to agricultures Community health and Infrastructure.

Unit II

Community Development: Concepts , Definition, Objectives, Philosophy and Principles Extension Education: Meaning, Definition Characteristics, Philosophy, Objectives, Principles, Approaches, Methods, Methods and limitations, Early experiment of the rural community development in India. People Participation in sustainable development.

Unit III

Panchayat Raj Evolution and Function of Panchayat Raj system: salient Features, of 73d amendment cooperative movement in India: principles, characteristics, types and function of cooperatives.

Unit IV

Rural Development administration: Administrative structure for Rural Development – Central and State level; Training of community functionaries; Rural Development Agencies. Role of CAPART (Council for Advancement of People's Action and Rural Technology) Bank and voluntary agencies in rural development.

Unit V

Rural Development Programmes: Swarnajeyanthi Gram Samridhi Yojana (SGSY), Micro Credit and Women's Development Schemes. Rural Appropriate Technology concept, definition, types and application emphasis to be given to the applicability of appropriate technology rather than specific technical details. Problems in implementation of Rural community development programme. Role of social workers in rural development.

References:

1. M.N.Srinivas, Indian Villages, Asia Publications, Madras

2. Bhatia B.S., Prem Kumar & Chawia. A.S., Management of Rural Development, Deep & Deep Publications, New Delhi. 1990

3. Jain S.S.: Community Development and panchayat raj in India.

4. Rajeswar Dayasl: community development programme in India, Kitap Mahal.

5. Mukerji B. community development in India, Orient Longman, New Delhi.

Paper Name : Organizational behavior
Paper Code   : M16PSW14A

Unit I

Organizational Behavior: Definition and theoretical framework, historical perspective, function and roles of managers (including information technology), Challenges and Opportunities for managers to use OB concepts, behavioral science discipline to approaches and models of Organizational Behavior.

Unit II

The individual: Foundations of individual behavior, values, attitudes and job satisfaction, personality, perception, concepts of motivation and its applicability.

Unit III

The Group: Foundation of Group Behavior, Group Development, understanding work teams, morale, communication, leadership, power and polities, conflict and resolution.

Unit IV

The Organization System: Foundations of organization structure, Hawthorne studies, Organizational Culture, Organizational Theories, Organizational Effectiveness, Organizational Climate, Japanese style of management, people – capability and maturity model.

Unit V

Organizational Dynamics: Organizational Change and stress management, Organizational development, application of transactional analysis (Johesi Window and Ernic Berne) and future of Organizational Behavior.

References:
1. L.M.Prasad, Organisational Behaviour, S.Chand & Co., 2000
2. Fred Luthans, Organisationa Behaviour, McGraw Hill, New York, 1998
3. Arnold, Huge. J and Deniel E.Feldman: Organisational Behaviour, McGraw Hill, 1986
4. Keith Davis: Human Behavioural work, McGraw Hill, 1995
5. Pau; Hersey and Kenneth H.Bianchard: Management of organizational Behaviour, Fourth edition, Prentice Hall, N.J.1985

Paper Name   : Psychiatric Social Work
Paper Code   : M16PSW14B

Unit – I

Psychiatric social work practice – cope, magnitude of mental health problems; analysis of mental health problems among vulnerable groups such as women, aged, socio-economically disadvantages urban and rural population and disaster victims – scope of social work in mental health.

Unit – II

Social work practice in mental health field, Psychiatric settings – hospitals, Non psychiatric settings, Non –institutional models of mental health as alternatives to institutional care (community based), collaborating and networking with various organizations; new avenues of mental health.

Unit – III

Social work treatment – Theory and Models, Psychoanalytical, Psycho-social, Transactional analysis, life model, family centred treatment, tasks centred , crisis intervention, behaviour modification, cognitive therapy.

Unit – IV

a. Psychiatric social work in special settings Child mental health and social work practice; development and psychological perspectives in child mental health; social work practice in child guidance clinic; Prevention and treatment intervention in family, School, neighborhood and community settings.

b. Social work practice in addiction and crisis intervention centers and with special groups such as rape victims and HIV / AIDS patients.

Unit – V

Psychological rehabilitation: concept, principles, process and progammes; role of social workers. Mental health policies and legislation in India; national mental health programes. Designing and implementing programmes that health in communities, Research – single case evaluation; qualitative and action research on mental health issues; monitoring and evaluation programmes; case study of models of mental health care in Chennai TTK Hospitals and SCARF.

References:

1. Berriors G.E. And Dawson J.H.1983. Treatment and Management in Adult Psychiatry. London: Baillierer Tindall.

2. Ellis, Albert. 1967. Reason and Emotion in Psychoterapy. New York: Lyle Stuart.

3. Gerald Caplin. 1961. An Approach to Community Mental Health: New York: Grun & Stratton.

4. Goldstein E. 1984. Ego Psychology and Social Work Practice: New York: Free Press.

5. Goldstein H. 1979. Social Work Practice a Unitary Approach: Caroline: University of South Caroline Press.

Paper Name   : Urban community development
Paper Code   : M16PSW14C

Unit I

Urban Community: Meaning, Characteristics, Rural – Urban Contrast. City Meaning, Classification. Trends in Urbanization Process.

Unit II

Urbanization & Urbanism: Meaning, theories of Urbanization, Characteristics of Urbanism, Slums – definition, approaches, theories and Classification and Culture of Slums; Urban Problems: Housing, drug addiction, juvenile delinquency, Prostitution.

Unit III

Urban Community Development: Definition, Concepts, Objectives and historical background; approaches, principle, process and methods of Urban Community Development, Welfare Extension Projects of Central Social Board, Urban Development Planning: Town and Country Planning Act, 1971; Community Planning and Community Participation; Role of Community Development Worker; - Application of Social Work methods in urban development.

Unit IV

Urban development administration: National, State and Local level; structure and function of Urban development Agencies; Urban services and Urban deficiencies; Nsgarpalika Act; functions of officials and non-officials in Urban Self Government Metropolital Development Authorities, Housing and Urban Board, Role of Voluntary Agencies in Urban development.

Unit V

Urban development Programmes: Five Year Plans and Urban development: Madras Urban development Projects (MUDP) I & II; TamilNadu Urban development Projects (TNUP); Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY), TamilNadu Slum Area clearance Board, Problems in Implementation of Urban Community development Programmes.

References:

1. Clinard, Marshell B, Slums and community development, The free press, New York, 1970

2. Mitra, Arup: Urbanisation: Slums informational sector and employment and poverty, B.R.Publications, 1994.

3. Clinard, Marshell B, Slums and community development, The free press, New York, 1970.

4. Wiepe, paul, Tenants and Trustees, MacMillan, Delhi, 1981

5. Thudipara, Jacob Z., Urban Community Development Rawat Pub., New Delhi – 1993.

Paper Name   : Concurrent Field work practicum – 4
Paper Code   : M16PSWFW4

Concurrent field work (Social work methods practices).

Paper Name   : Block placement
Paper Code   : M16PSWBP1

Compulsory pre-employment training for 30 days from the concerned agency.

Paper Name   : Dissertation / Project
Paper Code   : M16PSWPR1

Compulsory doing dissertation in their specialization.