

JAMAL MOHAMED COLLEGE (Autonomous), Tiruchirappalli-620 020

PG Programme – Course Structure under CBCS

MASTER OF SOCIAL WORK – COURSE STRUCTURE

(For the candidate admitted from the academic year 2017-2018 onwards)

SEM	Course Code	Course	Course Title	Ins.Hrs / Week	Credit	Marks		Total	
						CIA	ESE		
I	17PSW 1C1	Core I	Social Work Profession	6	4	25	75	100	
	17PSW 1C2	Core II	Social Case Work	6	4	25	75	100	
	17PSW 1C3	Core III	Social Group Work	6	4	25	75	100	
	17PSW 1C4	Core IV	Community Organization and Social Action	6	5	25	75	100	
	17PSW 1C5	Core V	Field Work	6 (30days)	5	-	100	100	
			TOTAL		30	22			500
II	17PSW 2C6	Core VI	Counselling: Theory and Practice	6	4	25	75	100	
	17PSW 2C7	Core VII	Human Behaviour and Development	6	4	25	75	100	
	17PSW 2C8	Core VIII	Research Methods in Social Work	6	4	25	75	100	
	17PSW 2C9T	Core IX	Computer Applications in Social Welfare – Theory	3	3	10	40	50	
	17PSW 2C9P		Computer Applications in Social Welfare – Practical	3	2	10	40	50	
	17PSW 2C10	Core X	Concurrent Field Work	6 (30days)	5	-	100	100	
			TOTAL		30	22			500
	17PSW 3C11	Core XI	Corporate Social Responsibility	6	4	25	75	100	
	-	Elective – I	ELECTIVE - I	6	4	25	75	100	
	-	Elective - II	ELECTIVE - II	6	4	25	75	100	
	-	Elective – III	ELECTIVE - III	6	5	25	75	100	
	17PSW 3C12	Core – XII	Concurrent Field Work	6 (30days)	5	-	100	100	
	17PSW 3EC1	Extra Credit – I	Media and Social Work	-	5#	-	100	100#	
			TOTAL		36	22			500
IV	-	Elective – IV	ELECTIVE - IV	6	5	25	75	100	
	-	Elective – V	ELECTIVE - V	6	5	25	75	100	
	17PSW 4C13	Core XIII	Concurrent Field Work	6 (30 days)	5	25	75	100	
	17PSW 4C14	Core XIV	Pre-Employment Training	6 (30 days)	5	-	100	100	
	17PSW 4PW	Project Work	Project Work	6	4	-	100	100	
	17PSW 4EC2	Extra Credit – II	Training and Supervision in Social Work	-	5#	-	100	100#	
			TOTAL		30	24			500
		GRAND TOTAL				90			2000

Note: # Not Considered for Grand Total and CGPA

ELECTIVE DURING III & IV SEMESTERS

SPECIALISATION (ELECTIVE) COURSES

<i>III Semester</i>	17PSW3M11	Specialization – I	<i>Elective (i)</i>	Community Health
	17PSW 3M12		<i>Elective (ii)</i>	Mental Health
	17PSW 3M13		<i>Elective (iii)</i>	Health & Hygiene
<i>IV Semester</i>	17PSW 4M14		<i>Elective (iv)</i>	Social Work in Medical Settings
	17PSW 4M15		<i>Elective (v)</i>	Therapeutic Interventions in Social Work Practice
<i>III Semester</i>	17PSW 3M21	Specialization – II	<i>Elective (i)</i>	Rural and Urban Community Development
	17PSW 3M22		<i>Elective (ii)</i>	Local Self Governance
	17PSW 3M23		<i>Elective (iii)</i>	Sustainable Development
<i>IV Semester</i>	17PSW 4M24		<i>Elective (iv)</i>	Project and NGO Management
	17PSW 4M25		<i>Elective (v)</i>	Gender and Empowerment
<i>III Semester</i>	17PSW 3M31	Specialization – III	<i>Elective (i)</i>	Human Resource Management
	17PSW 3M32		<i>Elective (ii)</i>	Industrial Relations and Legislations
	17PSW 3M33		<i>Elective (iii)</i>	Training and Development
<i>IV Semester</i>	17PSW 4M34		<i>Elective (iv)</i>	Organizational Behaviour
	17PSW 4M35		<i>Elective (v)</i>	Strategic Management

SEMESTER – I CORE – I

SOCIAL WORK PROFESSION

Course Code	: 17PSW1C1	Max. Marks	: 100
Hours/week	: 6	Internal Marks	: 25
Credit	: 5	External Marks	: 75

Objectives:

1. To acquire basic knowledge on professional social work
2. To understand the historical development of the profession and its different methods.
3. To understand different skills and techniques in dealing with social issues and problems.

UNIT – I:

15 hours

Social Work: Concept, Definition and Historical Development of Social work in UK & USA and India – Current trends in Social Work Practice in India. **Concepts:** Social Service, Social Welfare, Social Security, Social Defense, Social Justice, Social Reform and Social Development - Social Sciences knowledge for Social Work - Socio-Religious thoughts of India: Hinduism, Buddhism, Christianity and Islam - Social Reform Movements – #Thiruvallur’s Thoughts of Social Work#.

UNIT – II:

15 hours

Social Work as a Profession: Nature and Scope, Objectives Philosophy, Principles and Methods - Values and Ethics - Professional Social work and voluntary social work. #Social work theories: System and problem solving#.

UNIT – III:

16 hours

Methods and Fields: Direct and Indirect Methods: Meaning, Scope and Importance – Clinical Social Work, Psychiatric Social Work, Family and Child Welfare, Correctional Social Work, School Social Work, Youth Welfare, Aged Welfare and Labour Welfare.

UNIT – IV:

14 hours

Individual and Society: Concepts: Society, Association, Social Institutions, Culture and it’s Elements - Social Stratification: Caste and Class, Social Processes, Social Change and Social Control - Socialization, Westernization, Industrialization, Urbanization, #Modernization#.

UNIT – V:

10 hours

Issues and Problems: Social Disorganization, Social Deviance, #Poverty#, Illiteracy Population, Unemployment, Atrocities against Women, #Child Labour#, Juvenile Delinquency, Child Marriage, Female Infanticide, #Street Children# and HIV/AIDS (**Basic understanding of issues and problems is expected**).

- Self study portion.

TEXT BOOKS:

T.B-1. P. D. Misra . Social Work Philosophy and Methods.

T.B- 2 Sanjay Bhattacharya: An Integreted Approach to Social Work

T.B- 3 Vidhyabhushan: An Introduction to Sociology.

T.B- 4 Ram Ahuja : Social Problems in India

UNIT-I- Chapter 1,2 and 4 **T.B-1**, Chapter-1,2 **T.B-1**, Chapter 1 Section 20-26**T.B-2**
Chapter-2 Section 63-67 **T.B-2**

UNIT-II- Chapter 5,8 and 9 **T.B-1**

UNIT-III-Chapter 10-15 **T.B-2**

UNIT-IV-Chapter 4,5,6,20,21,31 and 39 **T.B-3**

UNIT-V- Chapter 41 **T.B-3** Chapter 1,2,3,4,8,10,13 and 16 **T.B-4**

BOOKS FOR REFERENCE:

1. Jacob K.K. Social work Education in India, Himanshu Pub., New Delhi, 2002.
2. Chowdry P. Introduction to Social Work, New Atmaram & Sons. New Delhi, 1998.
3. Stroup H.H. Social Work Education – An Introduction to the field, Eurasia Publishing, New Delhi, 1960.
4. Wadia A.R. History and Philosophy of Social work in India, Allied Publication, New Delhi, 2001.
5. Gilbert Pascaul. Fundamentals of Sociology, Orient Longmans, Madras, 1956.
6. Stanley. S. Social Problems in India, Allied Publishers, New Delhi, 2005.
7. Memoria C.B. Social Problems and Social disorganization in India. Kitab Mahal, New Delhi.
8. P. D. Misra . Social Work Philosophy and Methods.
9. Vidhyabhushan. An Introduction to Sociology.
10. G.R. Madan. Indian Social Problems Vol-I & II, Allied Pacific Pvt-Ltd, 1973.

SEMESTER – I CORE - II

SOCIAL CASE WORK

Sub. Code : 17PSW1C2
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. To understand casework as a method of social work and appreciate its place in social work practice.
2. To understand the values and principles of working with individuals.
3. To enhance understanding of the basic concepts, tools and techniques.

UNIT – I:

15 hours

Case Work: Definition, Objectives, Scope, and its Importance -Principles and Skills, **Basic Components:** Person, Problem, Place, Process –Relationship with other Methods of Social Work- Limitation of social case work practice in India. **Case Work Process:** Intake, Psycho-social study, diagnosis, treatment, evaluation, termination and follow-up

UNIT – II:

12 hours

Case Worker-Client Relationship: Meaning and its Importance-Ethics of case worker-Characteristics of Professional Relationship, Essential conditions to develop relationship-Empathy, Positive regard, warmth, Genuineness, Authority. Skills in Building Relationship, Use of Relationship in the helping process; **Problems in professional Relationship:** Transference, Counter Transference, Resistance, Silence. Home Visits and Collateral Contacts.

UNIT – III:

15 hours

Tools and Techniques: Case work Tools: Interview, home visit, Listening, observation, communication, rapport building and Records. **Techniques**–Guidance, Clarification, Interpretation, Suggestion, Identification, Environmental Manipulation, Environmental Modification, Ego Strengthening, Counseling, Ventilation, Reassurance, Reflective thinking, Motivation, Support, Education, Developing insight. Enhancing Social Support, Resource Utilization Advocacy. Reinforcement, Limit Setting, Confrontation, Renewing Family Relationships, Externalization of Interests, Universalisation, Spirituality. **Skills-** Assertiveness Skills, Social Skills, Communication Skills, Interpersonal Relationship Skills and Coping with Emotions.

UNIT – IV:

18 hours

Approaches to Practice: Psychosocial, Functional, Problem Solving, Crisis Intervention, Family intervention, Holistic Approach, Behaviour Modification, Eclectic Model for Practice. **Case Work Interviewing:** Techniques and Skills. **Case Work Recording:** Meaning, Types of Records, Use of Records and Record Maintenance.

UNIT – V:

13 hours

Case Work Practice: Typical Problems of Clients and Case Work Practice with them in the following areas: #Correctional Institutions, Schools, Industry, De-Addiction Centers, Differently abled, the Aged, Terminally Ill people, Persons infected with HIV / AIDS and Families, adoption and sponsorship centers#.

- Self Study Portion

TEXT BOOKS:

T.B-1 R.K.Upadhayay, Social case work A Therapeutic Approach, Published Rawat Publications, 2003.

T.B-2 Helen Harris Perlman, Social Case Work A Problem Solving Process, The University of Chicago Press, Ltd, London, 1957.

T.B-3 Grace Mathew, An Introduction to Social Casework, Tata institute of social work, Mumbai, 1992.

T.B-4 Ms. Manju L. Kumar, Fields of social case work Practice, B.R. Ambedkar College, New Delhi.

UNIT – I Chapter II Section1-8, VI Section 6 , Chapter VII section 1-9-**T.B-1**
Chapter –I Section 1-5-**T.B-2**

UNIT – II Chapter IV Section 1-5-**T.B-1**, Chapter –I Section 6-**T.B-2**

UNIT – III Chapter V & VI **T.B-3**

UNIT – IV Chapter III Section 1-8,, VI Section 1-9 & VIII Section 5-**T.B-1**

UNIT – V Chapter 6 Section 1-4-**T.B-4**

BOOKS FOR REFERENCE:

1. Hamilton, Gordon Theory and Practice of Social Case Work; Columbia University Press, New York, 1956.
2. Miss Virginia Robinson, A Changing Psychology In Social Case Work” In 1939.
3. Biestek, Felic P,The Case Work Relationship, Loyola University Press, Chicago, Illinois,1957.
4. Hollis, F., Casework the Psycho-Social Therapy, Random House, New York, 1972.
5. Richmond, Mary, What is Social Case Work, The Russell Sage Foundation, New York,1922.
6. Sheafor, B.W. & Others, Techniques and Guidelines for Social Work Practice, Allyn and Bacon, London,1997.
7. Ms. Manju L. Kumar, Fields of social case work Practice, B.R. Ambedkar College, New Delhi
8. Kadushin, Alfred, The Social Work Interview, Columbia University Press, New York, 1972.
9. Robert & Robert Nee, Theories of social case work, (ed) University of Chicago Press, Chicago, 1970.
10. Samalley, Ruth Elizabeth, Theory of Social Work Practice; Columbia Univ.press, NY, 1971.
11. Tilbury; D.E.F, Casework in context - A Basic for Practice, Pergamon press, Oxford, 1977.
12. Timms, Noel, Recording in social work Rutledge & Kegan Paul., London, 1972.
13. Timms, Noel, Social Case Work: Principles and practices, Rutledge and Kegan Paul., London, 1964.
14. Wasik B.H, Bryant, D.M., and Lyons C.L Home Visiting: Procedure for Helping Families, Sage, Newbury Park, 2001.

SEMESTER – I CORE - III

SOCIAL GROUP WORK

Sub. Code : 17PSW1C3
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. To develop basic understanding about the concept of Social Group Work.
2. To understand the Historical Development of Group Work as a method of social work.
3. To develop different skills and techniques in practicing social group work.

UNIT – I:

15 hours

Social Group Work: Definition, objectives and scope - Models of Group Work- Historical Development of Group Work, Principles of Group Work, Values, Significance and Skills - Group Work Process - Limitation of social group work practice in India.

UNIT – II:

20 hours

Social Groups and Development: Definition, Characteristics, Types of Groups and Functions of Groups - 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, Behaviour Contagion, Conflict and Control.

UNIT – III:

14 hours

Approaches and Practices of Group Work: Therapeutic and Social Treatment - Group Dynamics and Member's Behaviour – Leadership in Groups: Concepts, Definition, Characteristics, Functions, Qualities of Leader, Types and Theories of Leadership - Sociometry and Sociogram.

UNIT – IV:

10 hours

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, Excursion, Psychodrama, Socio drama, Role play, and Brain Storming) - #Rural Camp: Planning, Organizing, Executing, Evaluating and Reporting#.

UNIT – V:

16 hours

Group Work Recording: Meaning, Purpose, Principles, Process and Summary Records - Group Work Evaluation: Meaning and its Place in Group Work, Steps in Group Work Evaluation and Criteria for Good Group Work. #Application of Group Work Methods in Different Settings: Community Settings, Medical and Psychiatric Settings, De-Addiction Centres, Correctional Institutions, Schools, Industries, Physically Handicapped and aged Homes#

- Self study portion.

TEXT BOOKS:

T.B-1. P.D.Mishra, Social work – Philosophy and Methods of Social Work, First Edition, Inter-India Publications, New Delhi, 1994.

T.B-2. H.Y. Siddiqui, Group Work – Theories and Practices, Second Edition, Rawat Publications, Jaipur, 2008.

T.B-3. Dr.Sanjay Bhattacharya, Social Work : Psycho-social and Health Aspects, Deep & Deep Publications, New Delhi 2008

UNIT I – Chapter XI – **T.B-1**

UNIT II – Chapter VI – **T.B-2**

UNIT III – Chapter II – Section 4 **T.B-3**

UNIT IV – Chapter XI – **T.B-1**

UNIT V – Chapter I – **T.B-2**

BOOKS FOR REFERENCE:

1. H.L Bluementhal, Administration of Social Group Work, Association Press, 1948.
2. K Conye Robert, Failures in Group Stage, Thousands Oaks, 1999.
3. Fred Milson, Skills in Social group work, Routledge Publications, 1973.
4. Gisela Konopka, Social group work - A helping process, Prentice Hall, 1963.
5. H.B Trecker, Social group work principles and practices, 1955.

SEMESTER – I CORE - IV

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Sub. Code : 17PSW1C4
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. To develop basic understanding about Community organization and social action.
2. To understand the Historical development of community organization and social action.
3. To learn the phases and methods of Community Organization and social action and develop the necessary skills to practice it.

UNIT – I:

12 hours

Community: Meaning, Types and Characteristics; Community Power Structure and Community Leadership -Community Dynamics: Integrative and Disintegrative Processes in the Community.

UNIT – II:

15 hours

Community Organization: Concept, Definition, Objectives, Philosophy, Principles - Community Organization as a Method of Social Work - Community Welfare Councils and Community Chests - Community Organization and Community Development: Similarities and Differences.

UNIT – III:

18 hours

Methods of Community Organization: Planning, Education, Communication, Community Participation, Collective Decision Making, Involvement of Groups and Organizations, Resource Mobilization, Community Action, Legislative and Non-Legislative Promotion, Co-Ordination; #Skills in Community Organization#; Community Organization as an Approach to Community Development.

UNIT – IV:

15 hours

Phases of Community Organization: Study, Assessment, Discussion, Organization, Action, Evaluation, Modification, Continuation and Community Study - Community Organization in Disaster Management (Fire, Flood, Earthquake, Tsunami, and War) - #Role of Social Workers in Community Organization#.

UNIT – V:

15 hours

Social Action: Definition, Objectives, Principles, Methods and Strategies; Social Action and Social Reform - Saul Alinsky's and Paulo Freire's Methods - Process of Social Action – Recent Social Action Movements in India (Lok Janpal Movement)

- Self study portion

TEXT BOOKS:

T.B. 1. P.D.Mishra, Social work – Philosophy and Methods of Social Work, First Edition, Inter-India Publications, New Delhi, 1994.

T.B. 2. A.J.Christopher, A.Thomas William , Community Organization and Social Action, First Edition, Himalaya Publishing House, Hyderabad 2006.

UNIT I – Chapter II – Section 1,2,3 **T.B.2**

UNIT II – Chapter XII – Section 1, 2,3, 4, 5, **T.B. 1**

UNIT III – Chapter III – Section 8,9 **T.B. 2**

UNIT IV – Chapter V – Section 3,4 **T.B.2**

UNIT V – Chapter XIV – Section 1,2,3,4,5,6 **T.B.1**

BOOKS FOR REFERENCE:

1. M.G. Ross, Community organisation- Theory and practices, Harper and Brothers Publishers, New York. 1955.
2. H.Y. Siddiqui, Working with communities, Hira Publications, New Delhi, 1997.

SEMESTER – I CORE - V

FIELD WORK

Sub. Code : 17PSW1C5

Hours/week : 6

Credit : 5

Maximum Marks: 100

(Joint Evaluation by Internal & External
Examiners)

(i) Observation Visits (9 Visits)

In the first semester, the students will make 09 observational visits that comprise of community, health settings, industries and agencies working for special groups. These visits provide the firsthand practical information about social work profession.

(ii) Rural Camp (7 Days)

The Rural camp will be held for a period of 7 days in a rural / tribal area identified by the Camp In-charge and social work trainees. The key objective of camp is to help the students understand rural / tribal social systems, community need assessment, approaches and the strategies of intervention used by the various organizations working for the welfare of the rural / tribal community. The camp will also help nurture the capacity of the students to experience group living and to appreciate the value in terms of self-development, interpersonal relationship and sense of organizing, managing and taking responsibilities.

(iii) Group Project (2 programmes)

The students will be divided into groups and each group will be guided by a faculty member. Each group will identify a social problem or an issue through group discussions and they have to conduct two Group Awareness Campaigns.

Fieldwork Evaluation

Observational Visits (9 x 4)	=	36 marks
Camp	=	30 marks
Group Project (2 x 10)	=	20 marks
Consolidated Report	=	14 marks
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		100 Marks
		<hr style="width: 100%;"/>

**Note: A consolidated report covering observational visits, rural camp and group project will be submitted by the students and this report will be jointly evaluated through oral presentation by the internal and external examiners.*

SEMESTER – II CORE - VI

COUNSELLING: THEORY AND PRACTICE

Sub. Code : 17PSW2C6
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. To acquire basic knowledge on counseling and guidance.
2. To enhance different practical skills, therapies and technique in practicing counseling with vulnerable and focused groups.

UNIT – I

12 hours

Counselling: Meaning, Definition, Characteristics of Counseling - Goals and Importance - Types of Counseling: Crisis Counseling, Facilitative Counseling, Preventive Counseling and Developmental Counseling - Skills, Principles and Techniques of Counseling

UNIT – II

18 hours

Process of Counseling: Awareness of need for help – Development of relationship – Expression of feelings – Exploration of deeper feelings – Integration – Time perspective – Gain insight – Adjust to the reality - interview techniques – Counselor Counseelee relationship: factors influencing the relationship – Professional Ethics of Counseling - Counseling as a Profession in Indian Settings, Problems and Limitations.

UNIT – III

15 hours

Theories of Counselling: Psychoanalytic theories - behavioural theories - humanistic theories - existential theories - Learning theories-Family Dynamics-and life style.

UNIT – IV

13 hours

Therapeutic Intervention in Counseling: Psycho-analytic Therapy – Cognitive Therapy, Group Psycho Therapy, Family Therapy, Marital Therapy, Behaviour Therapy, Occupational Therapy (Concept, Techniques and Salient Features)

UNIT – V

17 hours

Counseling in Different Settings: #Family Counseling: Pre-marital and post-marital, sex education, HIV/AIDS counseling# -Educational Counseling and Guidance: Scholastic Backwardness, Emotional Disturbances, Problems of the Adolescence - Vocational Counseling: Career Counseling, Job Adjustment, Placement Counseling - Industrial Counseling: Absenteeism, Accident Proneness, Occupational Stress, Inter-personal Conflicts - #De-addiction Counseling - Role of Social Workers in Different Settings#.

- Self study portion

TEXT BOOKS:

T.B.1. S. Narayana Rao, Counselling and Guidance, Second Edition, Tata Mc Graw Hill Publishing Company Ltd, New York, (1981).

UNIT I – Chapter II – 1,2,8,9 **T.B.1**

UNIT II - Chapter VI – 1,2,3,4,5,6, **T.B.1**

UNIT III – Chapter V – 3,4,5,7,8 **T.B.1**

UNIT IV – Chapter V – 9,1,6**T.B.1**

UNIT V – Chapter X, XI, XII **T.B.1**

BOOKS FOR REFERENCE

1. George M.Gazde, Group Counselling – A Developmental Approach, Allyn and Bacon, Boston, 1984.
2. Dave, Indu, The Basic Essentials of Counselling, Sterling Publishers, New Delhi, 1997.
3. S.S.Jaswal, Guidance and Counselling – An elective approach, Anmol Publishers, Lucknow, 1988.
4. Fred Mickinney: Counselling for Personal Adjustment in Schools and Colleges, Houghton Mifflin Co., Boston, 1979.
5. D. Antony John, Types of Counselling, Anuragraha Publications, Nagarcoil, 1996.

SEMESTER – II CORE - VII

HUMAN BEHAVIOUR AND DEVELOPMENT

Sub. Code : 17PSW2C7
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. To acquire basic knowledge on Psychology, various stages of human growth and personality development.
2. To understand the various theories and concepts of psychology and its applications.
3. To develop different skills and techniques in assessing different psychological / psycho-social issues and problems of different age groups.

UNIT – I

13 hours

Psychology: Definition, Nature, Branches and Scope – Application of Psychology in Various Fields, Special Reference to Social Psychology and its Application, #Relationship between Social work and Psychology#, Biological basis of Behaviour – Human Behaviour.

UNIT – II

18 hours

Human Growth and Development: Meaning and Definition – Significant Facts about Development. **Developmental Stages:** #Pregnancy and Child Birth# – Physical, Psychological and Emotional Aspects of: Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood and Old age.

UNIT – III

15 hours

Personality: Definition, meaning and concept- Important Concepts and Contributions of Freud, Jung, Adler, Maslow and Eysenck. #Factors Influencing Personality Development#: Heredity, Environment and Socialization Process.

UNIT – IV

15 hours

Perception and Motivation: Definition, Types and Factors Influencing Perception – **Learning:** Definition, Types: Cognitive, Sensory, Motor and Verbal – Theories of Pavlov and Skinner, #**Memory:** Types, Stages of Memory, Remembering and Forgetting#. **Motivation:** Nature, Definition, Types and Characteristics, Motives for Survival: Hierarchy of Motives.

UNIT – V

15 hours

Intelligence: Definition, Measurement of I.Q, I.Q tests. #**Attitude:** Formation of Attitudes and Attitude Change#, **Adjustment:** Concepts of Adjustment and Maladjustment, Stress, Frustration, **Conflict:** Nature and Types - Coping Mechanisms, meaning and Types.

- Self Study Portion

TEXT BOOKS:

T.B-1 C.T.Morgan, R.A.King, J.R.Weise & John Schopler, Introduction to psychology, Published Tata McGraw-Hill Publishing Ltd, New Delhi, 2005.

T.B-2 S K Mangal,, Abnormal Psychology, Published Sterling Publishers Pvt. Ltd, New Delhi, 2007.

T.B-3 S K Mangal, General Psychology, Published Sterling Publishers Pvt. Ltd, New Delhi, 2007.

T.B-4 E.B.Hurlock, Developmental Psychology, New Delhi, Tata Mcgraw Hill, 36th Ed. 2006.

UNIT – I Chapter- I Section 1 & 2 & II Section 1 & 2-**T.B-1**

UNIT – II Chapter I -XIV -**T.B-4**

UNIT – III Chapter- XIV-**T.B-1**, Chapter-XVI section 1-4 -**T.B-3**,

UNIT – IV Chapter- III Section 1 & 2-**VII-T.B-1**, Chapter-VIII,X& XIII -**T.B-3**

UNIT – V Chapter- XIV-**T.B-3**, Chapter-V-**T.B-2**

BOOKS FOR REFERENCE:

1. L.L. Davidoff,Introduction to Psychology, Aucklan: McGraw Hill Inc., 1881.
2. J.R Weix, & Schopler J. McGraw Hill: 7th Ed.,1986.
3. N.A. Munn, Psychology: The fundamentals of human behaviour, London: George G. Harrap & Co, Ltd.,1961.
4. A. Anastasi. Psychological testing New York: Mcmillan Revised Edition 1987.
5. Rayner Eric. Human Development, London: George Allen and Unwin, 1978.
6. T.S.Saraswathi R.Dutta Development of Psychology in India, Delhi, Sage publications, 1987.
7. B. Kuppusamy, An Introduction to social psychology, Bombay: Media Promoters and Pub. Pvt. Ltd., 1980.
8. ICSSR. A survey of research in psychology chapter 2, developmental psychology Bombay: Popular Prakashan pp. 56-79, 1972.
9. P.R Newman & B.M. Newman Living: The process of Adjustment, The Dorsey process, 1981.
10. G.D.Myer, Social Psychology, Tata McGraw-Hill, 18th Ed. 2006.
11. Helen Beck, Developmental Psychology, Published McGraw Hill Education, Sixth edition 2001

SEMESTER – II CORE - VIII

RESEARCH METHODS IN SOCIAL WORK

Sub. Code : 17PSW2C8
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. To gain basic understanding about social work research and statistics.
2. To understand the different process and methodology involved in social work research.
3. To develop different skills and techniques in formulating research proposals.

UNIT – I:

12 hours

Social Work Research: Meaning, Definition, Purpose of Research, Social Work Research - Scientific Method: Nature, Characteristics, Purpose and Steps in Research Process – Concepts, Operational definition, Variables and its Types.

UNIT – II:

18 hours

Research Design and Sampling: Research Designs: Exploratory, Descriptive, Diagnostic and Experimental - Hypothesis: Formulation, Attributes of Hypotheses and Types - Population and Universe - Sampling: Definition, Principles, Types and Procedures - Measurement: Meaning, Levels of Measurement: Nominal, Ordinal, Interval and Ratio; Validity and Reliability: Meaning and Types.

UNIT – III:

18 hours

Sources and Methods of Data Collection: Sources: Primary and Secondary; Methods of Data Collection: Observation and Survey Methods. Research Tools: Interview Schedule, Questionnaire: Meaning, Types, Merits and Demerits – Pre-Test and Pilot Study. Qualitative Research Tools: Case Study, Participant and Non-Participant, Observation, Focus Group Discussion.

UNIT –IV:

14 hours

Social Statistics: Meaning, #Use and its Limitations in Social Work Research# - Measures of Central Tendency: Arithmetic Mean, Median and Mode; Dispersion: Quartile Deviation, Standard Deviation and Co-efficient of Variation - Tests of Significance: "t" Test and Chi-Square Test, Correlation: Karl Pearson's Coefficient of Correlation and Spearman's Rank Correlation.

UNIT – V:

13 hours

Research Proposal and Report Writing: Format, Processing of Data: Editing, Coding, Classification And Tabulation - Diagrammatic Representation of Data: Types; Interpretation and Analysis, Report Writing and Referencing; Applications and Limitations of Research in Social Work.

- Self study portion

TEXT BOOKS:

T.B.1 C.R.Kothari, Research Methodology Methods and Techniques, Second revised edition, New Age International Publishers, Hyderabad, 2004

T.B.2 Margaret Alston, Wendy Bowles, Research for Social Workers, Second Edition, Rawat Publications, NewDelhi,2003

UNIT I – Chapter I – Section 1,2,3,4,5,6,7,10 **T.B.1**

UNIT II – Chapter III – Section 1,2,3,4,5,6, **T.B.1**

UNIT III – Chapter VI – Section 1,2,3,4,5,6 **T.B.1**

UNIT IV – Chapter XIV – Section 1,2,4,7 **T.B.2**

UNIT V – Chapter VII, XIV – Section 1,2,3,4,5,6 **T.B.1**

BOOKS FOR REFERENCE:

1. 1.Whitly, Frederickl, The elements of Research, Third Edition, Prentice Hall, Newyork, 1960.
2. Goode and Hatt, Methods in Social research, First Edition, Mc Graw Hill, New York, 1952.
3. 3.M.A.Gopal, An Introduction to research Procedure in Social science.
4. D. K.Lal Das and Vanila Bhaskaran, Research Methods for Social Work,First Edition, Rawat Publications, 2005.

SEMESTER – II CORE – IX

**COMPUTER APPLICATIONS IN SOCIAL WELFARE
(THEORY & PRACTICALS)**

Sub. Code : 17PSW2C9T
17PSW2C9P

Hours/week : 6

Credit : 5

Maximum Marks: 100

Theory: 50 (10 + 40)

Practical: 50 (10 + 40)

External Marks : 75

Objectives:

To understand the theory and practical knowledge of Social Welfare Services.

Theory: 50 (Internal 10 + External 40) = 3 Hours

UNIT – I

13 hours

Administration of Welfare: Meaning and Definition, Purpose, Principles, Scope and Functions. Historical Development - Voluntary Vs Professional Social Work. **Welfare Services:** Central Social Welfare Board, State Social Welfare Board, Ministry of HRD and Social Justice and Empowerment, Nehru Yuva Kendra, Directorate of Sports and Youth Welfare, Schools of Social Work and Other Recognised Institutions.

UNIT – II

12 hours

Agency Administration: Registration of a Society and Trust - Advantages, Role, Functions, Constitution and Bye-Laws (Societies Registration Act 1860 Indian Trust Act 1882), Policy Making, Office Administration, Fund Raising, Annual Report, Methods of Resource Mobilization.

UNIT – III

16 hours

Social Legislation: Laws Related to Children: The Juvenile Justice (Care and Protection of Children) Act 2015, The Prohibition of Child Marriage Act 2009, The Protection of Children from Sexual Offences Act 2012. **Laws Related to Family:** Personal and Civil Laws related to Hindu, Muslim and Christian: Marriage, Divorce, Adoption, Minority and Guardianship, Maintenance & Succession.

Practical: 50 (Internal 10 + External 40) = 3 Hours

UNIT – IV

17 hours

Applications of Computers in the Field of Social Work: MS Word –Editing, Reviewing, Clip Art, Preview on screen – saving, printing and reloading mail merge, Shortcut Key – Preparation of Technical Reports. MS excel: Creating Charts – Graphical Presentation such as Lines, Bars, Pie –Data base – Data Form -Sorting Data – Filtering, Data entry and basic calculations. MS PowerPoint-Creating a Presentation- Animation Running Slide Show, Saving the Slides, Printing Presentations.

UNIT – V

17 hours

Internet Resources for Social Workers: Creating of Mail ID – Sending and Receiving E-mails, Working with Attached Files, Searching in Internet, Advanced Search Techniques, Uses of Social Medias, Drafting of Reports, Use of Internet in Social Work Research.

TEXT BOOKS:

- T.B-1** Chowdhry, Paul, Social Welfare Administration, Edition:2006, Atma Ram & Sons, New Delhi, 2006.
- T.B-2** Shilaja Nagendra, Social Work and Social Welfare in India, First Edition, ABD Publishers, Jaipur, 2005.
- T.B-3** Shanmugavelayutham, Social Legislations and Social Change, First Edition, Vazhga Valamudan Publishers, Chennai, 1998.

UNIT I Chapter I Page. No. 1-8 **T.B-1**, Chapter X Page. No. 93 **T.B-2**.

UNIT II Chapter III Page. No. 15-42 **T.B-1**

UNIT III Chapter (Part IV) Page. No. 155-200 **T.B-3**

UNIT IV - Hands on Experience

UNIT IV - Hands on Experience

BOOKS FOR REFERENCES:

1. A.S.Kohli and S.R.Sharma, Encyclopaedia of Social Welfare Administration (Vol.1), First Print 1996, Anmol Publications Private Limited, New Delhi, 1998.
2. Bose, A.B., Social Welfare Planning in India, U.N. Pub., Bangkok, 1968.
3. Devi, Rameshwari and Parkash Ravi, "Social Work and Social Welfare Administration, Methods and Practices", Vol. I, Mangal Deep Publications, Jaipur. 1998.
4. G.R. Madan, Indian Social Problems, Vol-I&II, Allied Pacific Pvt. Ltd, Alhambra, CA, 1973.
5. Goel, S.L. and Jain, R.K 1988 Social Welfare Administration, Vol. I and II, New Delhi Deep Publications. (Unit I)
6. Jagannadham, C 1978 Administration and social change, New Delhi, Uppal Publishing House. (Unit I)
7. P.Jagadeesan, Marriage and Social legislations in Tamil Nadu, Elachiapen pub, Chennai, 1990.
8. Saxena, Sanjay, A First Course in Computers. Vikas Publishing House Pvt. Ltd. New Delhi, 1999.
9. Mansfield Ron, The Compact Guide to Microsoft Office Professional, Sybex Computer Books Inc. USA, 1997.
10. Claire Gregor, Practical Computer Skills for Social Work, Sage Publication, New Delhi, 2006.

SEMESTER – II CORE - X

CONCURRENT FIELD WORK

Sub. Code : 17PSW2C10

Maximum Marks: 100

Hours/week : 6

*(Joint Evaluation by Internal &
External Examiners)*

Credit : 5

The students shall spend 30 working days in the second semester for fieldwork training being placed in the social welfare organizations. The department will find the agencies and the detailed guidelines for methodology of fieldwork will be given to them.

Field Work Requirements:

The students should practice the methods of Social Work (Casework - 3, Group Work – 2 and Community Organization Programme – 1). Besides these components the trainee is expected to participate in the social work activities of the field work agency.

The department will issue a field work file to each student which needs to be carried to the agency everyday and get signed by the agency supervisor to monitor the attendance. The student trainee is expected to write a report on field work activities in their file. The faculty advisor will evaluate the students learning from these reports.

Fieldwork Evaluation

Case Work (3 x 10)	=	30 marks
Group Work (2 x 10)	=	20 marks
Community Organization Programme (1 x 25)	=	25 marks
Other Activities	=	15 marks
Consolidated Report	=	10 marks

100 Marks

**Note: A consolidated report covering case work, group work and community organization programme will be submitted by the students and this report will be jointly evaluated through oral presentation by the internal and external examiners.*

SEMESTER – III CORE – XI

CORPORATE SOCIAL RESPONSIBILITY

Sub. Code : 17PSW3C11
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

- 1. To provide the knowledge of corporate social responsibility in the business world.*
- 2. To make the students understand the business ethics and corporate social responsibility in global scenario.*
- 3. To enable them to acquire the skills necessary to become CSR – Social Workers.*

UNIT – I

12 hours

Corporate Social Responsibility – Definition, concepts and need - Concentration areas of CSR - Corporate social responsibility in India - Triple Bottom Approach - Sustainable Development.

UNIT – II

18 hours

Business Ethics and Corporate Social Responsibility in Global Scenario – Business Ethics, Corporate Governance – Meaning, Definition, Significance, Principles, Dimensions, Corporate Governance-Indian Experience – Social Accounting - Social Auditing – Corporate Social Reporting – Auditing the Social Reporting Process

UNIT – III

16 hours

Corporate Community participation & Role and skills of social worker in CSR: Corporate, NGO, Government, Citizen, need for partnership, need assessment. Role of Social Worker in CSR –#NGOs strategies for promotion of CSR – Ladies Hostel, Orphan Homes, Senior Citizens Homes, War Widows and Dependent Homes, Health and Safe Drinking Water#.

UNIT – IV

16 hours

Tools of CSR: MDG's, Global Compact, GRI, SA 8000, AA1000, Fair Trade, ISO 26000, Company Bill 2013. **Legislations and Corporate Social Responsibility:** Corporate Legislations – Labour Legislations – Stakeholders Legislations – Environmental Legislations – Pollution Control Acts

UNIT – V

13 hours

National and International CSR Activities: HUL, ITC, TVS, PepsiCo India Ltd, Nokia, Infosys, Reliance, Wipro, Rane, Chettinad and Dalmia Cements.

- Self study portion

TEXT BOOKS:

T.B.1 V.Balachandran and V.Chandrasekaran, Corporate Governance and Social Responsibility, PHI learning Private Ltd, New Delhi, 2009.

UNIT I – Chapter I – 1,2,4,6,7 **T.B.1**

UNIT II – Chapter II – 1,2,3,4,5 **T.B.1**

UNIT III – Chapter III – 1,2,3,4 **T.B. 1**

UNIT IV – Chapter VI – 1,2,3,4 **T.B. 1**

UNIT V – Chapter VIII – 1,2 **T.B. 1**

BOOKS FOR REFERENCE:

1. Harsh Shrivastava, The business of social responsibility, First Edition, Books for change, Bangalore, 2000.
2. CV. Baxi, Corporate social responsibility – Concepts and cases, First Edition, Excel Books India, 2005.
3. Dr. M. Mahmoudi, Global Strategic Management, , Deep&Deep Publications Pvt. Ltd, Delhi, 2005.
4. S.K. Bhatia, International Human Resource Management – Global Perspective, Deep&Deep Publications Pvt. Ltd, Delhi, 2005.
5. Harvard Business Review - corporate social responsibility getting the logic right, Vol84, issue 12, 2006.
6. Indian Journal of Social Work – CSR in the Globalized Business Environment, Vol 66, issue2, 2005.
7. Indian Journal of Industrial Relations – CSR Present Practice and Future Possibilities, vol40, issue 4, 2005.

SPECIALIZATION –I - CLINICAL SOCIAL WORK

**SEMESTER – III: ELECTIVE (I)
COMMUNITY HEALTH**

Sub. Code : 17PSW3E11
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. To develop an understanding of the health care system in India, health policies and legislative provisions relating to health.
2. To facilitate an understanding of key health issues, current debates, priority thrusts, programs in health sector.
3. To develop a critical understanding and appreciation of the role of social worker in the emerging health sector.

UNIT – I

15 hours

Concepts of Health: Meaning, Definition, Health vs Illness- Historical Development of Health Care System, Public Health, Comprehensive Health, Primary Health Care- Factors Influencing Health - Social and Preventive Medicine - Vital Health Statistics.

UNIT – II

14 hours

Community Health: Meaning, Definition, Community Health Care delivery Systems and Administrative Structure & Functions at the National, State, District, and Block levels- Functions and Importance of Community Health Centers and Primary Health centers.

UNIT – III

15 hours

Health Legislation and Policies: National Health Policy 2002, Medical Termination of Pregnancy Act, Factories Act, Employees State Insurance Act, Pre-natal Diagnostic Test Act, People with disabilities and equal opportunity act.

UNIT – IV

18 hours

Community Health Care – Need Assessment: Assessing Community Health Needs, Mobilizing core groups and Community Participation - Training of Multipurpose health Workers in Community Health Programmes. International health Organizations: WHO, UNICEF, UNDP, UNFPA, FAO, ILO.

UNIT-V

16 hours

The National Programmes on Disease Control, Education and Eradication: #National Malaria Control Programme (NMCP), National Leprosy Eradication programme (NLEP), National Tuberculosis Programme (NTP), National AIDS Control Programme (NACP), Universal Immunization programme (UIP), iodine Deficiency Disorder Programme (IDDP)#, National Cancer Control Programme (NCCP), National Rural Health Mission (NRHM), Reproductive and Child Health Programme, National Family Welfare Programme, Minimum Needs Programme, 20-Point Programme.

- Self Study Portion

TEXT BOOK:

T.B-1 K. Park, Park's Textbook of Preventive and Social Medicine 19th Edition, Published Banarsidas Bhanot Publishers, 2007.

UNIT-I Chapter II Section 1-4, 7,10,16 & 26-**T.B-1**

UNIT-II Chapter XX Section 8,9, Chapter XXI Section 5,8,9 & 10-**T.B-1**

UNIT-III Chapter XX Section 12, Chapter XV Section 14 (3) -**T.B-1**

UNIT-IV Chapter XXII Section 6-11-**T.B-1**

UNIT-V Chapter VII Section 1-4,6-9,12,19,21,22-**T.B-1**

BOOKS FOR REFERENCES:

1. Bannerji Debabar, Health services development in India, Centre of Social Medicine and Community Health, School of Social Sciences, Jawaharlal Nehru University, New Delhi, (1984).

2. Barnett, Andrew, An introduction to the Health Planning and Budgeting Systems in India (Discussion paper - Institute of Development Studies, Institute of Development Studies at the University of Sussex, (1977).

3. Chen, Lincoln C. et al Health, Poverty & Development in India, Oxford University Press, (1996).

4. Gulhati, Kaval; Ajay Mehra, Janaki Rajan, Ravi Gulhati (Eds), Strengthening Voluntary Action in India: Health- Family Planning, the Environment and Women's Development, Centre for Policy Research.

5. Measham. R. Anthony, India's Family Welfare Program: Moving to a Reproductive and Child Health Approach: Directions in Development, World Bank Publications, Washington, (1996).

6. Misra, Rajiv; Rachael Chatterji & Sujatha Rao (Eds) India Health Report, Oxford University Press, (2003).

7. Murthy R. Srinivasa, Development of Mental Health Care in India, 1947-1995 (Health policy series), Voluntary Health Association of India, (2000).

8. K.V.Narayanan, Health and development: Inter sectoral linkages in India, Rawat Publications, Delhi, (1997).

9. Sahni Ashok, Community participation in Health and Family Welfare: Innovative experiences in India: a Guide for Health Administrators and Professionals for Community Health and Development, Indian Society of Health Administrators, (1990).

10. WHO, Intersectoral Linkages and Health Development: Case Studies in India (Kerala State), Jamaica, Norway, Sri Lanka, and Thailand, World Health Organisation, (1984).

11. Yazbeck S. Abdo, Adam Wagstaff, G. N. V. Ramana, Lant H. Pritchett, Rashmi R. Sharma, David H. Peters (Eds), Better Health Systems for India's Poor: Findings, Analysis, and Options (Health, Nutrition, and Population Series).

SPECIALIZATION –I - CLINICAL SOCIAL WORK
SEMESTER – III: ELECTIVE (II)

MENTAL HEALTH

Sub. Code : 17PSW3E12
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

- 1) *To acquire specific knowledge on mental health / related salient features of Legislation.*
- 2) *To understand the different types of mental illness, need assessment. / Historical development of the practice of mental Health Care measures.*
- 3) *To enhance different practical techniques, therapies and programmes for the specific psycho-social interventions.*

UNIT – I

17 hours

Mental Health: Brief anatomy and physiology of brain, Mental Health: Meaning, Definition, Historical development of Psychiatry as a field of Specialization - #Attitudes and Beliefs pertaining to Mental illness in Ancient, Medieval and Modern times# - Concept of Normality and Abnormality.

UNIT – II

18 hours

Classification of Mental Illness: DSM-V, ICD, WHO's ICF –purpose and its use in diagnosis-National Mental Health Act-1987- **Psychiatric Assessment and Interventions:** Interviewing-Case history taking and Mental Status Examination, Psychosocial and Multidimensional Assessment of mental disorder, Multidisciplinary team, #Psycho-social Diagnosis and Interventions#.

UNIT – III

15 hours

Psychiatric illness: Neurosis and Psychosis difference **Neurotic disorders:** Depression, Anxiety, Phobia, Panic disorder, OCD, PTSD, Conversion Disorders, Psycho somatic Disorders – **Psychotic Disorders:** Acute psychosis, Schizophrenia, Mood disorders, Culture bound Syndromes, Personality disorders, Sexual deviations, Delusional disorder #Alcoholism, Drug dependence and Suicide#.

UNIT – IV

18 hours

Mental Health Problems among Children: Autism, Scholastic Backwardness, ADHD, Down syndrome, Mentally Retardation and Learning Disorders - Problems among **women:** PMDD, Postpartum blues, postpartum psychosis.

UNIT – V

13 hours

Mental Handicap: Cerebral Palsy, Epilepsy: Definition, Classification, Clinical Types, Causes and Management – **Organic Disorders:** Dementia, Delirium, Alzheimers and Parkinson's syndrome.

- Self Study Portion

TEXT BOOKS:

T.B-1 Dr.L.P.Shah & Mrs.Hema Shah, A Handbook of Psychiatry, Third Edition 1993, Reprinted 2006, Published by Vora Medical Publications.

T.B-2 Dr.K.Ramakrishnan & Dr.N.Arunkumar, Psychiatry Made Easy, Athma Institute of Mental Health and Social Sciences, Printed at Nathan & company Chennai.

T.B-3 K. Park, Park's Textbook of Preventive and Social Medicine 19th Edition, Published Banarsidas Bhanot Publishers, 2007.

UNIT – I Chapter XVII- **T.B-3**

UNIT – II Chapter XII-**T.B.1**, Chapter XI-XIV- **T.B.2**

UNIT – III Chapter III-**T.B.2**, Chapter III-**T.B-1**

UNIT – IV Chapter V-XI & Chapter XIII-XVII-**T.B.1**, Chapter II-X-**T.B.2**

UNIT – V Chapter XXI-**T.B.1**, Chapter XV-**T.B.2**

BOOKS FOR REFERENCES:

1. Coleman, James c. Abnormal Psychology and Modern life, Tarporevala & sons, Bombay.
2. J.C.Marfatia, Psychiatric problems of children, popular Prakhasan,Bombay,1971.
3. Robert N. Mental health and mental illness, Routledge & Kegan Paul, London 1967.
4. J.C.Nunnally, Popular conception of mental health-the development and change, Rinehart & winston, New York, 1961.
5. Kraepelin, Ewil. A Psychiatry-A-text book for students and physicians Vol.2, Amerind Pub.,1990.
6. D.J.Eden, Mental handicap-An introduction, George allen&unnin,London,1976.
7. S. Venkatesan, Children with development disabilities,. Sage publication, 2004.
8. R.N Gaind, B.L. Hudson, Current themes in Psychiatry,Mc.Millan,1976.
9. Zigler, Edwards. Understanding mental retardation, Cambridge university press, London, 1986.
10. John, Howells G. Modern perspectives in international child psychiatry, Brunner& Mazel pub., New york 1971.
11. Hughes Jennifer. An outline of modern psychiatry, John Wiley &sons 1981.

SPECIALIZATION –I - CLINICAL SOCIAL WORK

**SEMESTER – III: ELECTIVE (III)
HEALTH AND HYGIENE**

Sub. Code : 17PSW3M13
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. *To acquire specific knowledge on health & hygiene*
2. *To enhance knowledge on the balance diet and communicable diseases.*
3. *To enhance on different practical techniques and strategies in application of the Health & hygiene Care measures to vulnerable and focused groups.*

UNIT - I

15 hours

Concepts of Health: It is Relationship to Welfare - Factors influencing health status of individual- Multiple of Causes of Disease- Factors involved in the process of diseases Transmission- Specific and Comprehensive Health Indicators.

UNIT – II

18 hours

Nutrition and Health: Nutrition groups- Functions, Sources and Requirements, Caloric Requirements for different age groups- Balance Diets, Mal-Nutrition and Deficiency Diseases.

UNIT – III

12 hours

Hygiene: Personal, and Environment Hygiene - #Environmental Pollutions - Living conditions - Housing, Sanitation, Waste disposal, Environmental health problems and their influence on health#.

UNIT – IV

15 hours

Major Communicable and Non-Communicable Diseases: Etiology, Symptoms, Transmission, Treatment & Prevention of Leprosy, T.B, STI, HIV, AIDS, Malaria, Cholera, Typhoid, Chikun Gunya and Bird Flue - **Non-Communicable Diseases:** Cancer, Diabetes, Heart Disease, Asthma, Cardiac disorders and Occupational Diseases - Immunization Schedule for Children.

UNIT – V

15 hours

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:** Concept and method dealing with victims of various accidents. **Family Planning:** Importance & methods#.

- Self Study Portion

TEXT BOOKS:

T.B.1 J.EPark& Park. Textbook of preventive and Social Medicine, Second Edition, Jabalpur.Mrs.Banashidas, 2009.

T.B.2 M.N.Ahmed, Hygiene and Health, First Edition, Anmol Publications Pvt Ltd, New Delhi, 2005.

UNIT I – Chapter III – Section 1,2,3,4,6,8, **T.B.1**

UNIT II – Chapter IV – Section 1,2,3,4,5,6, **T.B. 2**

UNIT III – Chapter VII – Section 1,2,3,4,5 **T.B.2**

UNIT IV – Chapter VI – Section 1,3,4,5,7,8 **T.B.1**

UNIT V – Chapter IX – Section 1,2,3,4 **T.B.1**

BOOKS FOR REFERENCE:

1. R.Kumar,Social and Preventive Health administration, Second Edition, Asia Publication House, New Delhi, 1992.
2. S.l Goel, Public Health administration, First Edition, Sterling Publishers, New Delhi, 1984.
3. Yash Paul Bedi. Hygiene and Public Health, First Edition, Sage Publications, 1999.

SPECIALIZATION – II – COMMUNITY DEVELOPMENT

**SEMESTER – III: ELECTIVE (I)
RURAL AND URBAN COMMUNITY DEVELOPMENT**

Sub. Code : 17PSW3M21	Maximum Marks: 100
Hours/week : 6	Internal Marks : 25
Credit : 5	External Marks : 75

Objectives:

1. To acquire specific knowledge about rural, urban and tribal community
2. To understand the administrative structure and problems of rural, urban community and tribal community
3. To enhance skills on critical review of Rural, Urban and tribal Community and its application of social work methods.

UNIT – I

15 hours

Rural Community: Meaning, Characteristics and types of Villages, Major problems of Rural Community. **Urbanism:** Urbanization and Urban Community: Meaning, Characteristics – **City:** meaning and types – **Slum:** definition, classification and Theories – major problems of urban community – Distinction between Rural and Urban Community.

UNIT- II

15 hours

Rural Community Development – Meaning, Objectives, Historical Development, Administrative Structure for Rural Development – Central, State, District level. **Urban Community Development** – Meaning, Objectives and historical Development, Administrative structure for Urban Development – Central, State and District level.

UNIT – III

15 hours

Rural Development Agencies – CAPART, NABARD, NIRD, SIRD. **Urban Development Agencies** – Metropolitan Development Authority, HUDCO, Tamil Nadu Housing Board, Tamil Nadu Slum Clearance Board – #Role of Voluntary Organization in Rural and Urban Community Development#.

UNIT – IV

15 hours

Rural Development Programmes: Rural Development through Five year plans – Pradhan Mantri Gram Sadak Yojana, Swarnajayanti Gram Swarozgar Yojana, Indira Aawas Yojana, Mahatma Gandhi National Rural Employment Guarantee Programme, National Social Assistance programme, Provision of Urban Amenities in Rural Areas(PURA) **Urban Development Programmes:** Urban Development through Five year plans – #EIUS, NSDP, ILCS, IHSDP, JNNURM, PMIUPEP#.

UNIT – V

15 hours

Tribal Community Development: Concept, Definition, Characteristics of the Tribal Community - Nomadic and De-notified Tribes - History of Indian Tribes and Tribes in Tamilnadu - Socio - Economic conditions - Cultural and Religious Aspects - Status of Women and Children; Marriage: Polygamy, Polyandry and Dormitory marriage - Tribal Leadership – Problems of Tribes – Administration of Tribal Development Programmes – Role of Social Worker in tribal development.

- Self study portion

TEXT BOOKS:

- T.B.1** S.L.Doshi, P.C.Jain, Rural Sociology, Second Edition, Rawat Publications, New Delhi, 2007.
- T.B.2** Arvind Kumar, Tribal Development and Planning, First Edition, Anmol Publications, New Delhi 2004
- T.B.3** Dr.V.Sethuramalingam, Urban Housing, First Edition, Shankar Publications, Trichy 2007
- T.B.4** Jainendra Kumar Jha, Social Work and Community Development, First Edition, Anmol Publications, New Delhi, 2002
- T.B.5** Jacob Z.Thudipara, Urban Community Development, Second Edition, Rawat Publications, New Delhi, 2008
- T.B.6** A.K.Rastogi, Rural Development Strategy, First Edition, Wide Vision Publications, Jaipur, 2002

UNIT I – Chapter II – 1,2,3,4,5 **T.B. 4, T.B.1**

UNIT II – Chapter IV – 1,2,3,4,5, **T.B.5**

UNIT III – Chapter VII – 1,2,3,4,7 **T.B. 6**

UNIT IV – Chapter IX – 1,2,3,5,6, **T.B. 6, T.B.3**

UNIT V – Chapter III – 1,2,3,4,6,8, **T.B.2**

BOOKS FOR REFERENCE:

1. W.A.Friedlander, Introduction to Social Welfare, First Edition, Prentice Hall, California 1959.
2. B.H.Mehta, Community Organization in Urban Areas, Indian Social Problems, Sixth Edition, Allied Publishers, New Delhi, 1955.
3. B. Chatterjee, Urban Community Development: Delhi Project in Social Work in India, 1962.
4. Janis's : Community Development and panchayat Raj in India, Second Edition, Allied Publishers, New Delhi, 1967.
5. Mascarentas: A Strategy for Rural Development, Third Edition, Sage pub, Delhi, 1988.

SPECIALIZATION – II – COMMUNITY DEVELOPMENT

**SEMESTER – III: ELECTIVE (II)
LOCAL SELF GOVERNANCE**

Sub. Code : 17PSW3M22

Hours/week : 6

Credit : 5

Maximum Marks: 100

Internal Marks : 25

External Marks : 75

Objectives:

- 1. To enable students to gain understanding about the concept and evolution of PRIs in India*
- 2. To enable the students to gain knowledge about the powers and functions of PRIs in India*

UNIT – I

15 hours

Panchayat Raj Democratic Decentralization - Meaning, objectives and importance – Governance - Meaning and Structures. Concept & Evolution of Panchayati Raj - Historical development of the concept, National level committees in the evolution of Panchayati Raj (Balwantrai Mehta, Ashok Mehta, Singhvi committees).

UNIT – II

12 hours

Local Self Government: Indicators of governance; 73rd Constitutional amendments and 74th Constitutional Amendment Act

UNIT – III

15 hours

Administration of Panchayat Raj Institutions – Three tier structure of Panchayat Raj Institutions – Gram Panchayat, Panchayat Union and ZillaParishad – Functions of Gram Panchayat, Panchayat Union and ZillaParishad –Powers of Gram Panchayat, Panchayat Union and Zilla Parishad - Sources of finance for Gram Panchayat, Panchayat Union and ZillaParishad - System of elections to Rural Local Self Government

UNIT – IV

18 hours

Urban Local Bodies:Urban Governance - History of Urban Local Self Government in India - Types of Urban Local Self Government in India - Municipal Corporation, Municipal Council/Nagar Palika - Sources of Revenue - Structure, powers and functions at each level - Committees and their functions - System of elections to Urban Local Self Government - Ward Committees and citizen participation - #Relation of Urban Local Self Government with bodies of Governance at the state level issues# .

UNIT – V

15 hours

Contemporary issue and problems in Local Self Government – #Women’s participation; participation of marginalized groups (SC & ST & minorities) - Challenges in developing partnerships between elected bodies, bureaucracy and civil society - #Role of PRIs in rural, urban & tribal development - E Governance#.

- Self study portion

TEXT BOOKS:

T.B.1 Arora K. Ramesh. Panchayati Raj Participation and Decentralisation, First Edition, Rawat publications. Jaipur, 2009.

T.B.2 Khanna. B.S. Panchayat Raj in India. Second Edition Deep& Deep publications. New Delhi, 1994.

T.B.3 A.K.Rastogi, Rural Development Strategy, First Edition, Wide Vision Publications, Jaipur, 2002

UNIT I – Chapter II – 1,2,3,5,6 **T.B.1**

UNIT II – Chapter IV – 1,2,3,4,5 **T.B. 2**

UNIT III – Chapter II – 1,2,3,4,5, **T.B.3**

UNIT IV – Chapter VI – 1,2,4,6,7 **T.B.2**

UNIT V – Chapter IV – 1,2,3,4 **T.B.3**

BOOKS FOR REFERENCE:

1. Agarwal Babitha, Urbanization of Rural Areas. Sage Publications, Rajdhani. New Delhi, 2009.
2. Bidyut Mohanty, Urbanization in Developing Countries, Concept Publishing Company. New Delhi, 1993.
3. Bondyyo Padhyay. D. Empowering Panchayats Handbook for Master Trainers Using Participatory Approach, Concept Publications, New Delhi, 2003.
4. Jacob. Z, Urban Community Development. Rawat publications. Jaipur, 2008.
5. Kshisagar,R.K. Dalit Movement in India and its Leaders. MD Publications. New Delhi, 1994.
6. Mehta G.S. Participation of Women in the Panchayati Raj System. Kanishka Publishers. New Delhi, 2008.
7. Ravinder Singh Sandhu, Urbanization in India. Sage Publications. New Delhi, 2006.

SPECIALIZATION – II – COMMUNITY DEVELOPMENT

**SEMESTER – III: ELECTIVE (III)
SUSTAINABLE DEVELOPMENT**

Sub. Code : 17PSW3M23
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

- 1. To acquire specific knowledge about Sustainable Development*
- 2. To understand the various indicators of sustainable development*
- 3. To enhance skills on critical review of promoting sustainable development and its application to social work methods.*

UNIT I

15 hours

Sustainable Development: Concepts and definitions - Models of Sustainable Development - Present context and Problems, Approaches to Sustainable development

UNIT II

15 hours

Participatory Development: Definition, importance and implications of the concept – Socio-Economic Growth in relation to Development.

UNIT II

15 hours

Environment and Energy: Natural resources - availability and utilization – Environmental conservation: Waste reduction and pollution prevention – Non-conventional Energy sources. Technology and sustainable Development: Appropriate Technologies - new technologies and technology transfer.

UNIT IV

15 hours

Environment Legislation: Government Policies and Programmes for Environment Conservation, #Community Participation in Chipko movement, Save Forest Movement, Bachao Andolan movement# – Social work intervention in Environmental issues.

UNIT V

15 hours

Social Development: Population stabilization - Perception, Attitude and Behavioral changes (paradigm shift) - social and cultural Development – Role of Social Worker in promoting Sustainable Development.

- Self study portion

TEXT BOOKS:

T.B. 1 Arvind Kumar, Tribal Development and Planning, First Edition, Anmol Publications, New Delhi 2004

T.B.2. Jainendra Kumar Jha, Social Work and Community Development, First Edition, Anmol Publications, New Delhi, 2002

UNIT I – Chapter III – 1,2,3,4,5 **T.B.2**

UNIT II – Chapter VI – 1,2,3,4, **T.B. 1**

UNIT III – Chapter VII – 1,2,3,4,5, **T.B. 1**

UNIT IV – Chapter IX – 1,2,3,5,7 **T.B. 2**

UNIT V – Chapter X – 1,2,3,4,5 **T.B. 1**

BOOKS FOR REFERENCE:

1. O.B. Dahama & O.P Bhatnagar: Education, Communication for Development, Oxford & IBH, New Delhi, 1994.
2. C.Dhingra Ishwar: The Indian Economy - Environment and policy – S. Chand & Sons, New Delhi, 2002.
3. Hanley et al: Environment Economics, Mac Millan India Pvt Ltd., New Delhi, 2004.
4. Kumar Arvind: Environment Management, APH Publishing Corp., New Delhi, 2000.
5. Mahajan Kamlesh: Communication and society, classical publication, New Delhi 1990.
6. Narindar Singh: Economics and the crisis of Ecology, Oxford University press, Delhi 1976.
7. P.N.Pandey, Environment Management, Vikas publications pvt Ltd, New Delhi, 1997.

SPECIALIZATION – III - HUMAN RESOURCE MANAGEMENT

**SEMESTER – III: ELECTIVE (I)
HUMAN RESOURCE MANAGEMENT**

Sub. Code : 17PSW3M31
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

- 1. To acquire specific knowledge on Human Resource Management.*
- 2. To understand the Job Analysis, Performance Appraisal /Issues and management.*
- 3. To enhance the skills of Human Resource Records Maintenance/ Evaluation and specific intervention of social workers in Industrial Settings.*

UNIT - I

16 hours

Concepts of Human Resource Management: Meaning and Definition, Nature and Scope, Characteristics, Functions, Importance of HRM, Qualities and Roles of HR Professionals, International Human Resource Management - Difference between Personnel and HRM Management - Challenges in the 21st Century.

UNIT-II

14 hours

Human Resource Planning: Concepts, Tools and Techniques - Recruitment – Selection – Sources of Manpower Supply – Employee Outsourcing – Interviewing Techniques - **Job Analysis and Design:** Job Evaluation, Job Description, Job Specification, Job Enlargement, Job Enrichment and Job Rotation.

UNIT –III

15 hours

Performance Appraisal: Meaning, Objectives, Need, Purpose, contents of PAS, Approaches to Performance Appraisal, and Methods/techniques of appraisal system, importance and limitation- **Potential Appraisal:** Meaning, Scope and Importance-360 Degree feed Back Performance Appraisal.

UNIT – IV

16 hours

Wage and Salary Administration: Meaning, Definition, Objectives, Principles, Needs, Factors Affecting Wage and Salary, Process of Wage Determination, Methods of wage Payment, – Incentive Plans – Fringe Benefits - Competency Mapping. **Maintenance and Motivation:** Human Resource Records - HR Information System - HR Ethics - HR Accounting - HR Audit - HR Research - Human Resource Outsourcing and E-Human Resources Management.

UNIT - V

14 hours

Industrial Social Work: Meaning, Scope, Relevance, Application of Social Work Methods in Industrial Sector, Industrial Counseling in Industries and Working with Families of Industrial Workers. #Labour Problems#: Absenteeism, Alcoholism, Indebtedness and Labour Turnover- Employee Attrition - Retention Strategies, Managing Separations and Right Sizing.

TEXT BOOKS:

T.B-1 C.B.Gupta, Human Resource Management, Eleventh Revised Edition, Sultan Chand & Sons, New Delhi, 2009.

T.B-2 P. Subba Rao, Personnel and Human Resource Management, Third Revised Edition, Himalaya Publishing House, Mumbai, 2006.

UNIT I Chapter I Section 1.1 – 1.10, Chapter II Section 2.2-2.4 **T.B-1**, Chapter XXXV
Section 453-452 **T.B-2**

UNIT II Chapter III Section 44-61, Chapter IV Section 62-77, **T.B-2**

UNIT III Chapter XIV Section 14.3-14.42 **T.B-1**

UNIT IV Chapter XVI Section 16.1-16.34, Chapter XVII Section 17.1-17.25 **T.B-1**, Chapter
XXXVI Section 459-463 **T.B-2**,

UNIT IV Chapter LXIX Section 38.1-38.31 **T.B-1**, Chapter XXII Section 325-338 **T.B-2**

BOOKS FOR REFERENCE:

1. Aswathappa, Human Resource Management. Tata McGraw-Hill Education, New Delhi, 2010.
2. Biswajeet Pattanayak, Human Resource Management, PHI Learning, 2005.
3. Tn Chhabra Human Resource Management Concepts & Issues. Dhanpat Rai & Co (p) Ltd, 2012.
4. P C Tripathi, Human Resource Development, Sulthan Chand, New Delhi, 2010.
5. Tripathi, Bhupesh Kumar, The Human Resource Management Handbook, Anmol Publications Pvt Ltd, 2012.
6. Paul A. Kurzman, Nancy S. Kolben, Labor and industrial settings: sites for social work practice: proceedings of a national conference, 1978.
7. T.N. Bhagoliwal Personnel Management and Industrial Relations, Shitya Bhavan, Agra, 1990.
8. C.B. Mamoria and S. V.Gankar Personnel Management, Twentysixth Edition, Himalaya Publishing House, Mumbai, 2006.
9. C.S. Venkata Ratnam and B.K. Srivastava, Personnel Management and Human Resources, 21st Reprint, Tata McGraw-Hill Publishing Company Limited, New Delhi, 2010.
10. David A. Decenzo and Stephen P. Robbins, Personnel / Human Resource Management, Third Edition, Prentice-Hall of India, New Delhi, 2007.

SPECIALIZATION –III - HUMAN RESOURCE MANAGEMENT

SEMESTER – III: ELECTIVE (II)

INDUSTRIAL RELATIONS AND LABOUR LEGISLATIONS

Sub. Code : 17PSW3M32

Hours/week : 6

Credit : 5

Maximum Marks: 100

Internal Marks : 25

External Marks : 75

Objectives:

1. *To understand and enhance the knowledge on Labour welfare Practices in India.*
2. *To acquire and enhance specific knowledge on Labour Legislations.*
3. *To acquire the knowledge on Industrial Social work.*

UNIT – I

14 hours

Labour in India: Concept of Labour, Characteristics. **Labour Welfare:** Meaning and Definition, Classifications and Theories, Principles, The Schemes of Workers Education. **Industrial Relations in India:** Concept, Evolution of IR – #Characteristics of Good Industrial Relations - Participants of IR#.

UNIT – II

16 hours

Industrial Conflict: Concept, Causes and Consequences - Grievance and Disciplinary Procedures - Mechanism for Prevention - The Code of Discipline. **Collective Bargaining:** Concept, Importance, Principles, Collective Bargaining Agreement, Process of Negotiations during Bargaining, Recent Trends in Collective Bargaining.

UNIT – III

14 hours

Labour Legislation: Concepts, Objectives, Principles, #Impact of ILO of Labour Legislation#. **Legislation of Working Conditions and Worker's Organization:** Trade Union Act1926, Factories Act1948, Plantation Labour Act 1951, Apprentice Act1961 and Unorganized Services Act 2011.

UNIT – IV

14 hours

Protective Legislation: Maternity Benefit Act 1961, Tamil Nadu Shops and Establishment Act 1947 and Tamil Nadu Catering Establishment Act 1952. **Wage Legislations:** Payment of Wages Act-1936, Minimum Wage Act-1948, Payment of Bonus Act -1965 and Payment of Gratuity Act- 1972.

UNIT – V

17 hours

Industrial Relation and Social Security Legislations: The Industrial Disputes Act, 1947, The Industrial Employment (Standing Orders Act-1946), Contract Labour (Regulation & Abolition) Act- 1970, Employment State Insurance Act-1948 and The Employees Provident Fund and the Miscellaneous Provisions Act-1952. **Workers Participation in Management:** Concept, Evolution of the Concept, Objectives, Forms and Levels, #Forms of Participation in India#.

- Self study portion

TEXT BOOKS:

- T.B- 1.** C.B. Mamoria, Dynamics of Industrial Relations, Himalaya Pub.House Bombay , 1983.
- T.B- 2** Balu, Industrial Relations and Labour Welfare, Sri Venkateswara, Chennai 2008
- T.B- 3** Sahoo, Sundaray and Tripathy, Human Relations Legislations, Vrinda Delhi, 2011.

- UNIT-I- Chapter-2 Section 33-45 **T.B- 1**, Chapter-3 Section 145-164 **T.B- 2**
Chapter-7 Section 177-205-**T.B- 1**, Chapter-8 Section 206-218-**T.B- 1**
- UNIT-II- Chapter-9 Section 219-237-**T.B- 1**, Chapter-10 Section 238-256- **T.B- 1**
- UNIT-III- Chapter-1 Section 2-26 **T.B- 3**, Chapter-2 Section 28-53 **T.B- 3**,
Chapter-28 Section 729-736 **T.B- 1**
- UNIT-IV- Chapter-4 Section 152-1770 **T.B- 3**, Chapter-5Section 262-270 **T.B- 3**
- UNIT-V- Chapter- 5 Section 217-249 **T.B-3**, Chapter- 23 Section 596-631 **T.B-3**

BOOKS FOR REFERENCE:

1. Charles A.Myres, Industrial relations, India Asia publishing house, 1970.
2. R.C.Saxena Labour Problems in Indian Industry, Gupta printing press, Meerut, 1974.
3. V.V.Giri, Labour Problems in Indian Industry, Asian Publishing House, Bombay 1958.
4. S.C.Pant, Principles of Labour Welfare, Gupta Brothers, Vishakapatnam, 1968
5. T.N.Bhagoliwal, Economics of Labour and Social Welfare – Memoria C.B. Sahitya Bhavan, Agra
6. NGK Prasad, factories Law and Rules applicable to TN State, Vols.I, II, III, IV Madras Book Agency, 1978.
7. B.R.Dolia, Labour and Industrial Law, Drient Law House, New Delhi, 1982.
8. Charles A.Myers, 'Industrial Relation in India', Indian Asia Publishing House, 1975.
9. C.B.Kumar, Development of Industrial relations in India', Himalayan Publishing House, 1983.
10. U.P.Arya, Guide to settlement of Industrial Dispute' Allied Publishing, New Delhi, 1977.
11. G.P.Shinha and P.N.Sinha, 'Industrial Relations and Labour Relations, Oxford & IBH Pub.Co. New Delhi, 1977.
12. A.M.Sharma, Industrial Relations and conceptual legal frame work Himalaya Publishing House, Bombay 1989.
13. T.N.Bhagoliwal, Personnel Management and Industrial Relations, Shitya Bhavan, Agra 1990.
14. R.D.Agarwal, Dynamics of Labour Relations in India, Tata McGraw Hill, Bombay 1972.
15. N.N.Chatterjee Industrial Relations in India's developing economy, Allied book Agency Culcutta 1980
16. C.B. Mamoria, Dynamics of Industrial Relations, Himalaya Pub.House, Bombay 1983
17. C.B.Memoria, S.V.Gankar, Personal Management Text& Cases, Himalaya Publ House, Mumbai-1980.

SPECIALIZATION – III - HUMAN RESOURCE MANAGEMENT
SEMESTER – III: ELECTIVE (III)

TRAINING AND DEVELOPMENT

Course Code : 17PSW3M33
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. *To understand and enhance the knowledge on Training and Development Practices in India.*
2. *To acquire and enhance specific training needs.*
3. *To acquire the knowledge on global context of employee development*

UNIT – I:

15 hours

Introduction - Meaning, Objective, Principles, Need, Importance, Steps and Benefits. Difference between Training and Development - Organizing Training Programmes for Employees at Various Levels: Workers, Staff, Officers, Middle Level Managers and Executives.

UNIT – II:

13 hours

Training Need Analysis: Meaning, Importance, Task Analysis, Performance Analysis, Need Assessment. **Designing a Training Programme:** Objectives, Phases, Strategies and - #Techniques for Effective Training#, Trainer's Roles.

UNIT –III:

17 hours

Training Methods: *On – the Job Training* - Meaning and Types: Coaching, Mentoring, Job Rotation, Job Instruction Technology, Apprenticeship and Understudy. ***Off– the - Job Training*** - Meaning, Types: Lectures and Conferences, Vestibule Training, Simulation Exercises. TA Theory: Concepts, Sensitivity Training and Transactional Training, #Measures to Make the Training more Effective# – Training Evaluation – Training of Trainers.

UNIT – IV:

15 hours

Employee Development: Career Planning and Development, Succession Planning, Performance Counseling, Condition for Effective Counseling and Process involved. **Executive Development Programme:** Meaning, Nature and Purpose, Focus Areas, #Designing an Effective T&D Programme#, Benefits to the Participant and the Organization.

UNIT – V:

15 hours

The Global Context: The Changing Nature of Management Development, The Responsive Manager & Global Job Rotation, Executive Development in Global Companies, #Application of Executive Development Strategies in a Small Company#. **Training in Important Areas:** Quality of Work Life - Total Quality Management (TQM) - Total Productivity Management (TPM), 5's, KAIZEN, QCC, SGA, MWA, Capacity People Maturity Model (CPMM), ISO 9000 Series and Six Sigma.

- Self Study Portion

TEXT BOOKS:

- T.B- 1** Raymond Noe , Employee Training and Development, McGraw-Hill Education, New Delhi-2008.
- T.B- 2** Landale, Advanced Techniques for Training and Development, Infinity Publishers, New Delhi, 2006.
- T.B- 3** Munish Vohra, Management Training and Development, Anmol Publication, New Delhi, 2006.
- T.B-4** Anandaram, Human Resource Development and Training, Symbiosis Centre, Pune-2004

UNIT-I- Chapter-1 Section -03-34 **T.B- 1**

UNIT-II- Chapter-3 Section -79-107- **T.B- 1**, Chapter-3 Section -53- **T.B- 3**,
Chapter-10 Section -268- **T.B- 3**

UNIT-III-Chapter-7 Section208-230-**T.B- 1**, Chapter-6 Section 174-201 **T.B- 1**,
Chapter-9 Section237-**T.B-3**, Chapter-23 Section 252-T.B- 2,
Chapter-31 Section 344-**T.B- 2**, Chapter-18 Section197-**T.B- 2**
Chapter-33 Section365-**T.B- 2**

UNIT-IV-Chapter-9 Section 280-311 **T.B- 1**, Chapter-34 Section 377 **T.B- 2**,
Chapter-11 Section361-383-**T.B- 1**, Chapter-11Section 137 **T.B- 4**,
Chapter-13 Section 161 **T.B- 4**

UNIT-V- Chapter- 16 Section 197- **T.B-4**, Chapter- 17 Section 205 **T.B-4**

BOOKS FOR REFERENCE:

1. Dessler, Garry. Human Resources Management, Prentice – Hall the India, Private Limited, New Delhi, 7th edition, (1999).
2. Fee, Kenneth, A Guide to Management and Development Technique. Kogan Page, UK. (2001).
3. Hannagan, Tim, Management: Concepts and Practices, Macmillan India Limited, Delhi, (1997).
4. B.S.Hansra, and B.Kumar, Training methodology for HRD classical pub. Co. New Delhi (1997).
5. Kumar, Basanta: Human Resource Development. Mohit pub. New Delhi, (2000).
6. Neale, Francis. Handbook of Performance Management, Jaico Publishing House, Mumbai, (2002).
7. V.S.P Rao, and P.S.Narayana,: Principles And Practice of management, Konark Publishers Private Limited, Delhi, (1987).

**SEMESTER – III: CORE XII
CONCURRENT FIELD WORK**

Sub. Code : 17PSW3C12
Hours/week : 6
Credit : 5

Maximum Marks: 100
***(Joint Evaluation by Internal &
External Examiners)***

The students shall spend 30 working days in the third semester for fieldwork training according to their specialization in Clinical / Community / Industrial settings. The department will find the agencies and the detailed guidelines for methodology of fieldwork will be given to them.

The department will issue a field work file to each student which needs to be carried to the agency everyday and get signed by the agency supervisor to monitor the attendance. The student trainee is expected to write a report on field work activities in their file. The faculty advisor will evaluate the students learning from these reports.

Fieldwork Evaluation

Case Work / Practical Knowledge on HR practices	=	15 marks
Group Work / HR Trainee Contribution	=	20 marks
Community Organization Programme /		
Visit to IF, ESI, PF, Labour Commissioner Offices	=	25 marks
Study Tour	=	30 marks
File Maintenance and Consolidated Report	=	10 marks

100 Marks

****Note:*** A consolidated report covering the above mentioned components will be submitted by the students and this report will be jointly evaluated through oral presentation by the internal and external examiners.

SEMESTER – III EXTRA CREDIT-I

MEDIA AND SOCIAL WORK

Sub. Code : 17PSW3EC1
Credit : 5

Maximum Marks: 100

Objectives

- 1. To know the role of the media in resisting or bringing forth a social change*
- 2. To produce media material which brings focus on social issues and will learn the application of sublimation through media*
- 3. To make effective social change through social action and effective community mobilization and participation.*

UNIT-I

Media : Meaning, definition, types, Need and Importance, Process, Principles, Philosophy and Ethics in Media- #Merits and Demerits of Media#.

UNIT-II

Media Basics: Interface of Media with Social Work; Different mediums of messaging- Folk/Traditional (folk art, painting, clay modeling) and Modern (collage/posters, wealth from waste concepts, digital imaging); Community radio

UNIT-III

Print and Photography: #Constructing a message-Slogan#, Caption, Prose and Poetry, Investigative Journalism style of reporting (5W's and 1H and Inverted Pyramid)-on social issues; Photojournalism and conceptual photography

UNIT-IV

Documentary-Making:Preproduction-concept and script writing; Production-camera, lighting and sound; Postproduction-rerecording, voice-over and editing

UNIT-V

Media and Social work: Media for Societal Development- Impact on Youth, Adolescents, Women and Children, Relevance of Social Media, Relevance between Media and Social Work, Utility of Media in E-Learning Process, Role of Social worker, #Media for National Development#.

- Self Study Portion

TEXT BOOKS:

1. Joseph. D.. The Dynamics of Mass Communication, McGraw Hill, London, 1990
2. Mcquail, Denis,. Mass Communication Theory: An Introduction, 3rd Edition, Sage Publication, London, 1994.
3. Modi, B, Designing Messages for Development, Sage Publications, New Delhi, 2007.
4. Mollison M,. Producing Videos A Complete Guide, Allen and Unwin, Australia, 1996.

RECOMMENDED READING:

1. Capila, A. Images of women in the Folk songs of Garhwal Himalayas, Concept Publishers, New Delhi, 2001.
2. Honolulu, Communication and Change: The Last Ten Years and Next, University of Hawaii press, 1976.
3. Yadav. J. S. & Mohnot, Albilash., Advertising and Social Responsibility, Vol. 1, Content Analyses, Dept of Communication Research, New Delhi, 1983.

SPECIALIZATION – I - CLINICAL SOCIAL WORK

**SEMESTER – IV: ELECTIVE (IV)
SOCIAL WORK IN MEDICAL SETTINGS**

Sub. Code : 17PSW4M14
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. *To acquire specific knowledge on medical social work.*
2. *To enhance knowledge on Medico- Social, economic implications of illness / Impairment- Disability and handicap.*
3. *To develop different specific practical knowledge skills, methods, Structure and functions of hospitals.*

UNIT – I

20 hours

Medical Social Work: Definition, Concept , Need of medical social work, the Role and Functions of a Medical Social Worker - Historical development in India & Abroad- Practice of Medical Social Work Methods in Hospital Settings - Their needs and importance in working with patients and families: Scope and limitations of practice in Medical Social Work.

UNIT – II

16 hours

Psychological, Social and Economic Implications of Illness: Patient as a person and whole - Psychosomatic Approach, Multidisciplinary team work: Needs, Importance and Principles, Role of Social Worker as a Case Manager.

UNIT – III

18 hours

Structure and Functions of Hospitals: The Hospital as a formal organization, goals, Technology, Administrative Structure and Functions, Departments, Administrative Procedures - Medical Social Work Department: Staffing, Organization and Functions - Extensional Services, Public Relation.

UNIT – IV

18 hours

Impairment-Disability and Handicap: Causes Types and Classification of Physical Handicapped: Orthopedic Disability, Visual Handicap, Aural impairment and Speech Disability – Psycho- social problems and implication for each Specific handicap..
Rehabilitation: types of rehabilitations - Role of the Medical Social Worker in Rehabilitation Planning, Resource Mobilization and Follow-up.

UNIT – V

18 hours

Role of the Medical Social Worker in the following Settings: Outpatient unit, Intensive Care Unit, Pediatric Ward, Maternity Ward, Abortion clinic, Family Planning Centers, STD Clinic, #HIV Clinic, Orthopedic Department, Cardiology Department, Blood bank, Hansensorium, TB Sanatorium and Cancer Hospitals, Terminally ill, ICCU#.

- Self study portion

TEXT BOOKS:

T.B.1 Bartlell, Harriet M. Social Work Practice in health field, New York: National Association of Social Workers, 1961.

T.B.2 G.R. Banerjee, Social Service department in hospitals, its Organizations and functions, TISS, Bombay, 1950.

UNIT I – Chapter III – 1,2,3,4,5 **T.B.1**

UNIT II – Chapter IV – 1,2,3,4,6 **T.B.1**

UNIT III – Chapter V – 1,3,4,5 **T.B. 2**

UNIT IV – Chapter II – 1,2,3,4,5 **T.B. 2**

UNIT V – Chapter IV – 1,2,3,5,6,7,8, **T.B. 2**

BOOKS FOR REFERENCE:

- 1) Codey & carol H. Social aspects of illness, W.B. Saunders com., Philadelphia, 1951.
- 2) Lynn Hubschman. Hospital-Social work practice, praeger pub's., 1983.
- 3) Minna Field. Patients are people, Columbia uni. press, New york, 1953.
- 4) Golstaine Dora. Expanding Horizons in medical social work, University of Chicago press, 1955.
- 5) Hamilton, Kenneth. Counseling the handicapped, Ronald press, New York, 1998.
- 6) Pattison, Harry A. Handicapped and their rehabilitation, Charles c. Thomas, New york, 1989.
- 7) Pathak S.H. Medical social work, Delhi school of social work, Delhi, 1999.
- 8) Canon. social frontiers of medicines, Harvard uni. press, London, 1952.
- 9) Rao, SankarM. Hospital organization and administration, Deep & Deep Pub., Delhi, 1992.

SPECIALIZATION – I - CLINICAL SOCIAL WORK

SEMESTER – IV: ELECTIVE (V)

THERAPEUTIC INTERVENTIONS IN SOCIAL WORK PRACTICE

Sub. Code : 17PSW4E15
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

- To enable the student to understand the basic Principles underlying various forms of Psycho Social Intervention techniques in Clinical Settings.
- To facilitate the development of skills in Practicing various psychosocial interventions while working with patients, their families and communities.
- To initiate the student into integrating indigenous and holistic therapeutic practices in keeping with the principles and the code of ethics of Professional Intervention.

UNIT – I

15 hours

Clinical Setting-Definition, Types, Deference between clinical and Non clinical social work, Models of Clinical Practice, Psycho- Social Therapies-Definition, Types, Emerging Trends in Holistic treatment.

UNIT – II

15 hours

Therapeutic Intervention for Psychiatric Illness: Role of social worker in therapy-ECT, Chemotherapy, Psycho Surgery and Mega Vitamin Therapy- Occupational Therapy (purpose and concept), Millieu Therapy.

UNIT – III

17 hours

Psychotherapies for the treatment of psychiatric illness; Psychotherapy- Definition, Techniques - Application of therapies in Clinical Settings- Psychoanalytic Therapy, Transactional Analysis, Client Centered Therapy, Gestalt Therapy, Rational Emotive Therapy, Existential Therapy, Adlerian Therapy.

UNIT IV:

15 Hours

Indigenous therapeutic Techniques- #Traditional and Alternative medicine: Meaning and concept#-Historical development of Traditional medicine-Yoga, Meditation, Spiritual Healing and Relaxation Therapy.

UNIT V:

15 Hours

Recent trends: Healing- Neurolinguistic Programming, Positive Imaging, #Self analysis and Healing, Pain Management techniques#, PTSD Therapy- #Use of Art Based Therapies in the healing Process#. **Programs:** Central, State and District Mental Health programmes and insurance schemes for disabled and mentally ill.

- Self Study Portion

Text Books:

T.B-1 C.T.Morgan, R.A.King, J.R.Weise & John Schopler, Introduction to psychology, Published Tata McGraw-Hill Publishing Ltd, New Delhi, 2005.

T.B-2 David Shannahoff-Khalsa The Kundalini Yoga Meditation Handbook for Mental Health w.w. Norton & company new York, London, 2012.

T.B-3 Rachana Sharma, Abnormal Psychology, Published Atlantic publishers and Distributors, 2004.

T.B-4 Shaun McNiff, Art Heals, Shambala Publications, Boston & London 2004.

UNIT – I Chapter XX Section 1-15- **T.B-3**

UNIT – II Chapter XVI-**T.B-1**

UNIT – III Chapter XVI-**T.B-1**

UNIT – IV Chapter I -**T.B-2**

UNIT – V Chapter-III & IV- **T.B-4**

BOOKS FOR REFERENCES:

1. Hamilton, Gordon, Theory and Practice of Social Case Work, Columbia University Press, New York,USA,1955.
2. Helen, Social Case Work: A Problem Solving Process, The University of Chicago Press, Chicago, USA,1995.
3. Coleman, Comprehensive Textbook of Abnormal Psychology
4. Mangal, S.K. An Introduction to Psychology, Sterling Publishers Pvt. Ltd,2006.
5. Konopka, Social Group Work: A helping Process, Prentice Hall, New Jersey, USA, 1983.
6. Lapworth, Phil, Integration in Counselling and Psychotherapy: Developing a personal approach, sage publications, New Delhi, 2001.
7. Windy Dryden, Handbook of Individual Therapy, Sage Publications, New Delhi, 2002.
8. Egan, Gerard, The skilled helper: A problem management and opportunity, Development Approach to helping, Wadsworth publishers, Boston, USA, 2006.
9. Masserman, Jules H. et.al. Hand book of Psychiatric therapies, jasan Aaronson Inc.,1973.
10. Muller, Alfred H. Psycho therapy, London press, midastone,1979.
11. H.G.Singh, Psycho therapy in India, National Psychological Association, 1977.
12. David Shannahoff-Khalsa The Kundalini Yoga Meditation Handbook for Mental Health w.w. Norton & company new York, London, 2012.

SPECIALIZATION – II – COMMUNITY DEVELOPMENT

SEMESTER – IV: ELECTIVE (IV)

PROJECT AND NGO MANAGEMENT

Sub. Code : 17PSW4M24

Hours/week : 6

Credit : 5

Maximum Marks: 100

Internal Marks : 25

External Marks : 75

Objectives:

1. *To obtain basic understanding about NGO and its functions.*
2. *To understand the Project management Dimensions, Planning and its implementation of projects*
3. *To enhance skills and techniques of project evaluation / Resource Mobilization*

UNIT – I

15 hours

Introduction to Project Management: Concept, Definition, Objectives, principles, Scopes, Importance and Methodology - Micro and Macro Level Planning.

UNIT - IV

20 hours

Project Dimensions: Identification – Need assessment – Problem Tree - and Formulation Project Proposal - #Project Appraisal: Technical, Economic and Financial Feasibility# - Project Cycle- Goal Oriented Programme planning - Logical Frame Work - Resource Scheduling-Activity planning - Network Analysis - Monitoring and Evaluation; Programme Evaluation Review Technique (PERT) and Critical Path Method (CPM)

UNIT – IV

20 hours

Participatory Management: Participatory Rural Appraisal (PRA): Tools and Techniques, Participatory Learning Action (PLA) – Specific project Proposal format: #Christian Aid (UK), Action AID International and Save the Children (UK), UNICEF, UNDP#.

UNIT – IV

16 hours

Understanding Non Governmental Organization: Meaning, Definition, Characteristics, Objectives, Types, Approaches, models and Functions of NGO's

UNIT – V

20 hours

Legal frame work for establishing NGO's: Societies Registration Act- Indian Trust Act – Preparation of Bye-laws and Memorandum of Association- Constitution of Board in NGOs - Foreign Contribution and Regulation Act (FCRA) - Statutory Obligations- Income Tax Exemption (80-G, 12- A, & 35AC): Rules and Regulation – Role of NGO's in Community Development.

- Self study portion

TEXT BOOKS:

- T.B.1.** Arun Kanda, Project Management, First Edition, PHI learning pvt., Ltd., 2011
- T.B. 2.** Snehlata Chandra, Guidelines for NGOs Management in India, Second Edition, Kanishka Publishers, New Delhi, 2003
- T.B. 3** Joel S.G.R Bhowe, NGO's and Rural Development, First Edition Concept Publishing Company, New Delhi, 2003

UNIT I – Chapter II – I,2,3,4,5,6 **T.B.1**

UNIT II – Chapter IV – 1,2,3,4,5,6 **T.B.1**

UNIT III – Chapter III – 1,2,3,4,5, **T.B. 2**

UNIT IV – Chapter IV – 1,2,3,4,5, **T.B. 3**

UNIT V – Chapter V – 1,2,3,4,6 **T.B.2**

BOOKS FOR REFERENCE:

1. Wayne, Mondy R Holmes Robert E. & Edwin Flippo. Management Concept and Practices Section edition ,Allyn and bacon inc., Boston, 1983.
2. A.F.Stoner James & Charles Wankel. Management third Ed.,Preptice Hall,New Delhi, 1988.
3. J.Rince Gittinger, Economic Analyses of agriculture projects, The john Hopkins unipress, paltimore, 1982.
4. S.N.Mishra, Rural Development Planning-Design and methods, Satvacur pub., New Delhi, 1984.
5. Chandra prasanna. Project Preparation, Appraisal, Budgeting and implementation, Tata McGraw Hills, New Delhi, 1988.
6. M.Sathya Nara yana & Lalitha Raman. Management operations research, Himalaya pub Bombay,1988.
7. A.Taha Hamby Operation Research-An introduction third Ed. McMillan, New York,1982.
8. D.J Casley & D.A.Wury Monitoring and evaluation of agriculture and rural Development Projects, John Hopkins, Baltimore, 1982.
9. Coudhury,Sadhan. Project Scheduling and monitoring in practice: Isoul 11 Asian Pub., New Delhi, 1986.
10. Baum Warren C. & Tolbert, Stokes M. Investing in Development-Lessons of world bank experiences, Oxford Unipress, New York, 1985.
11. Clayton E.S. Agriculture, Poverty and Freedom, McMillan, London.1983.
12. Jerome Wiesfd.& Ferdinand Levy K. Management Guide to PRET/CPM, New Delhi: Prencite Hall, 1988.

SPECIALIZATION – II – COMMUNITY DEVELOPMENT

SEMESTER – IV: ELECTIVE (V)

GENDER AND EMPOWERMENT

Sub. Code : 17PSW4M25
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. To acquire basic knowledge and understanding about gender and empowerment
2. To enable the students to acquire skills to deal with the issues of women and work for their empowerment

UNIT – I

15 hours

Gender: Meaning and Definition of Gender – Social Construction of Gender – sex and gender – Gender Discrimination - Approaches and Strategies of Gender

UNIT – II

15 hours

Gender and Development: Gender Roles – Gender Audit – Gender Budgeting – Gender Mainstreaming – Gender issues and development

Unit – III

15 hours

Women Development: Shifting perceptions of Development – Women in Development (WID), Women And Development (WAD), Gender And Development (GAD) approach

UNIT – IV

15 hours

Gender and Political Participation and Governance: Women’s formal participation and representation – leadership and participation – #Problems faced by women in Politics and Governance#

UNIT -V

15 hours

Women Empowerment: Concept, Meaning and Objectives of Empowerment – Nature and target of women empowerment - Women and Human Rights – National Commission for protection of Women – Role of NGO’s in Women Empowerment.

- Self study portion

TEXT BOOKS

T.B.1. Pandey, A K. Gender Equality Development and Women empowerment, Anmol Publications Pvt.Ltd,New Delhi, 2004.

T.B.2. Avasti, Abha&Srivastava, A. K. Modernity Feminism and Women Empowerment, Jaipur: Rawat Publication, 2001.

UNIT I – Chapter I – 1,2,3,4,5 **T.B. 1**

UNIT II – Chapter III – 1,3,4,5,6, **T.B. 1**

UNIT III – Chapter VI – 1,2,3,4,5 **T.B.2**

UNIT IV – Chapter III – 1,3,4,5, **T.B. 2**

UNIT V – Chapter IX – 1,2,3,4,5,7 **T.B. 2**

BOOKS FOR REFERENCES

1. Krishnaraj, Maithreyi.,AbusalehShariff., &Sudarshan, M Ratna, Gender population and Development, University Press, Oxford, 1998.
2. Nalini Visvanathan., Duggan Lynn.,&Nisonoff, Laurie. Women, Gender & Development Reader New Delhi, 1997.
3. Agnes, Flavia Law and Gender equality – The Politics of Women’s Rights in India, New Delhi : Oxford University Press,1999.
4. Agrawal, Namita, Women and Law in India, Women Studies and Development• Centre, December, New Century Publication, 2002.
5. Baxamusa, Ramala, Subramanian, Hema Assistance for Women’s Development from National Agencies – Employment Progress, Bombay : Popular Prakasha, 1992.
6. StreeVaniDjetrich, Galmele, Reflections on the Women’s Movement in India – Religion, Ecology, Development, New Delhi : Horizon India Books, 1992.

SPECIALIZATION – III - HUMAN RESOURCE MANAGEMENT
SEMESTER – IV: ELECTIVE (IV)

ORGANIZATIONAL BEHAVIOUR

Course Code : 17PSW4M34
Hours/week : 6
Credit : 5

Maximum Marks: 100
Internal Marks : 25
External Marks : 75

Objectives:

1. *To acquire specific knowledge on organizational behaviour.*
2. *To understand the various theories of behaviour*
3. *To enhance skills and techniques of organizational System*

UNIT – I

16 hours

Organizational Behaviour: Definition, Characteristics, Importance, Goals and Objectives of OB, Disciplines Contributing to OB, Historical background of OB, Models of Organizational Behaviour – Hawthorne Experiment.

UNIT –II

20 hours

The Individual Behaviour: Foundations of Individual Behaviour, Values, Attitudes. Personality: Concept, Nature, Types and Theories of Personality Shaping. Perception: Concept, Nature, Process, Importance. Motivation: Concepts and its Applicability, Theories of Maslow, Herzberg, McClelland. - #Stress: Managing Stress and anxiety management and Burnout, Managing Frustration and Coping Strategies#.

UNIT – III

19 hours

The Group Behaviour: Foundations of Group Behaviour, Formation, Cohesiveness, Formal and Informal Group, Group Decision Making Process, Group Dynamics – Team Building: Meaning and Definition - Conflict: Concepts, Source and Types.

UNIT – IV

19 hours

The Organization System: Organizational Structure, Organizational Change, Organizational Climate, Organizational Culture, Organizational Effectiveness, Organization Design, Organizational Change Management, #Challenges to OB#.

UNIT – V

16 hours

Organizational Development: Meaning, Characteristics, Theories, OD Models – OD Interventions, OD and OB, Diagnosing Organizations, Cross Functional Teams, Work Life Balance. #OD in Global Settings, OD in Health Care, Schools, and Public Sector, Future Directions in OD#.

- Self study portion

TEXT BOOKS:

T.B- 1 Prasad L.M.: organizational behaviour, S.Chand.Com, 2000.

T.B- 2 Aswathappa,: Human Resource Management: Text and Cases, 5thEdition,

T.B- 3 Jeyasankar: Organizational behavior Margham, 2006.

UNIT-I- Chapter-5 Section 5.1-5.14 **T.B- 3**

UNIT-II-Chapter-2 Section 68, 90,133 and176 **T.B- 1**, Chapter-4 Section 65-79, Chapter-5
Section 80-119, Chapter-6 Section 120-153, Chapter-8 Section 211-212, Chapter-9
Section 213-257 **T.B- 2** Chapter-6 Section 6.1-6.13 **T.B- 3**

UNIT-III-Chapter-2 Section 281and 327 **T.B- 1**, Chapter-12 Section 12.1-12.13**T.B- 3**

UNIT-IV-Chapter-2 Section 461-634 **T.B- 1**,
Chapter- 21Section 21.1-21.12, 23.1-23.12, 24.1-7 **T.B-3**

UNIT-V- Chapter- 22 Section 22.1-22.8 **T.B-3**.

BOOKS FOR REFERENCE:

1. Flippo ,Edwin, B:Principles of Management, Mc,Graw Hill Publishing company Ltd, New Delhi
2. Monappa, Arun and Sivadain:Personnel Management Tata Mc Graw-Hill Publishing Company Ltd, New Delhi.
3. P.G Thripathi, Personnel Management S.Chand and Sons, New Delhi
4. P. Subba Rao : Personnel and Human Resource Management
5. Luthans Fred : Organisational Behaviour Mc. Graw Hill Publishing Company, New Delhi
6. Robbins, Stephen.P : Organisational Behavior – Concepts, Controversies, Applications. 4th Ed. Prentice Hall 2004.
7. Prasad L.M.: organizational behaviour, S.Chand.Com, 2000.
8. K. Aswathappa,: Human Resource Management: Text and Cases, 5thEdition, Tata Mc,Graw Hill Publishing company Ltd, New Delhi.
9. V.S.P Rao,: Human Resource Management Text and Cases, Excel Publishers.
10. Agochiya, Devendra : Every Trainer’s Handbook, Sage Publications Ltd, New Delhi.
11. Armstrong, Michael : A handbook of Human Resource Management Practice, Kogan Page Limited, London.
12. Arnold, Huge.J and Daniel E.Feldman : Organisational behaviour, Mc.Graw Hill,1986.
13. Keith Davis : Human behaviour at work, Mc.Graw Hill, 1995.
14. Paul Hersey and Kenneth H.Blanchard : Management of organizational behaviour, 4th edition, Practice Hall, N.J.1985.

SPECIALIZATION – III - HUMAN RESOURCE MANAGEMENT

SEMESTER – IV: ELECTIVE (V)

STRATEGIC MANAGEMENT

Sub. Code : 17PSW4M35

Maximum Marks: 100

Hours/week : 6

Internal Marks : 25

Credit : 5

External Marks : 75

Objectives:

- 1. To acquire specific knowledge on strategic management.*
- 2. To understand the various appraisal strategies*
- 3. To enhance skills and techniques of implementing strategies*

UNIT I

20 hours

Introduction to Strategic Management: Meaning, Definition, Nature, Scope and Importance. Mission – Vision - Goal, Objectives, Strategy Planning Process. Strategic Management in Practice.

UNIT II

17 hours

Appraisal Strategies: Environmental Analysis: Concept of Environment, Components, PESTLE Framework (Political, Economic, Socio-Cultural, Technological and Legal), Mckinesey's 7s Frame Work, Environmental Scanning: Types, Importance, Process, Methods and Techniques.

UNIT III

18 hours

Corporate Level Strategies: Growth, Stability, Expansion, Retrenchment and Combination Strategies. Building Competitive Advantage Through Business Level Strategy - Strategies in Global Environment – Strategies of leading Indian Companies.

UNIT IV

17 hours

Strategy Formulation and Implementation: Steps, Types of Strategies. Structure to Strategy – The Process of Implementation, Aligning People behind the Strategy, Creating a Culture for Success, Prioritizing Implementation, Implementation Strategy, Careful Planning of Implementation, Working in the Organizational Structure.

UNIT V

18 hours

Strategic Control and Evaluation: – Establishing Control – Methods of Control – Problems of Control Systems. Process of Evaluation, Characteristics of an Effective Evaluation Strategy.

TEXT BOOKS:

T.B-1 Neil Ritson, Strategic Management, Neil Ritson & Ventus Publishing, USA, 2011.

T.B-2 Michael A.Hitt, Strategic Management – Concepts and Cases, 8th Edition, South – Western Cengage Learning, USA, 2009.

UNIT I Chapter I & II Section 7 – 14 **T.B-1**

UNIT II Part – I Page. No. 1-94 **T.B-2**

UNIT III Part – II Page. No. 95-272 **T.B-2**

UNIT IV Chapter III Section 17-22 **T.B-1**

UNIT IV Chapter X Page. No 273-305 **T.B-2**

BOOKS FOR REFERENCE:

1. V.S.Ramaswamy and Nanakumari – Strategic Planning and Corporate Success.
2. H. John Barnett and William – Strategic Management
3. Gregory Goers and Alex Miller – Strategic Management
4. David Hunger and Thomas L. Wheel or – Strategic Management
5. Francis Cherunilam – Business Policy, Himalaya Publishing House, 2002.
6. Arthur A. Thompson & AJ Stick Land III – “Strategic Management”, Tata McGraw hill, New Delhi, 2002.
7. Maisana Mazzucate – Strategies for Business”, Sage Publication, New Delhi 2002.
8. Kazmi, Azhar, Business Policy and Strategic Management, Tata McGraw Hill Publishing Co, Ltd., New Delhi, 2002.
9. L.M Prasad, Business Policy: Strategic Management, Sultan Chand & Sons, New Delhi, 2002.
10. David, R. Fred, Concepts of Strategic Management. Prentice Hall Incorporation Limited, 1997.

SEMESTER – IV: CORE - XIII
CONCURRENT FIELD WORK

Sub. Code : 17PSW4C13
Hours/week : 6
Credit : 5

Maximum Marks: 100
(Joint Evaluation by Internal & External Examiners)

The students shall spend 30 working days in the third semester for fieldwork training according to their specialization in Clinical / Community / Industrial settings. The department will find the agencies and the detailed guidelines for methodology of fieldwork will be given to them.

The department will issue a field work file to each student which needs to be carried to the agency everyday and get signed by the agency supervisor to monitor the attendance. The student trainee is expected to write a report on field work activities in their file. The faculty advisor will evaluate the students learning from these reports.

Fieldwork Evaluation

Case Work/ Case Study / Knowledge on HR practices	=	30 marks
Group Work/ PRA / Experience in Forms Filling	=	20 marks
Special Visit (Based on Specializations)	=	25 marks
Other Activities	=	15 marks
File Maintenance and Consolidated Report	=	10 marks

100 Marks

***Note:** *A consolidated report covering the above mentioned components will be submitted by the students and this report will be jointly evaluated through oral presentation by the internal and external examiners.*

SEMESTER – IV: CORE - XIV
PRE-EMPLOYMENT TRAINING

Sub. Code : 17PSW4C14
Hours/week : 6
Credit : 5

Maximum Marks: 100
(Joint Evaluation by Internal & External Examiners)

Block Placement programme in professional Social Work education is designed for the student to work independently. This placement is provided in the 4th semester. The main objectives are to enhance the practical skills and integrate learning, to enhance awareness of self in the role of a professional social worker. The students are required to be more independent and interactive than their previous practices in terms of their learning goal.

Requirements:

The student should get a record of attendance from the agency supervisor. The student shall submit reports on every 5th day in a week through E-mail as other field work reports. The prescribed documents shall be brought for viva voce examination. Agency evaluation sheet shall be duly signed by the supervisors. Field work file has to be carried to write daily reports. Getting a certificate from the agency is compulsory. The student shall contact the faculty advisor at least once a week for reporting and supervision.

- Identification of Block Placement : 1st week of February.
- Commencement of Block Placement : 1st March.
- Block Placement End & Reporting : 31st March.

Block Placement Evaluation

Mastery of Specialization	=	30 marks
Participation in the Agency Activities	=	20 marks
Professional Competencies of the Trainee	=	30 marks
File Maintenance and Consolidated Report	=	20 marks

100 Marks

***Note:** A consolidated report about the block placement activities will be submitted by the students and this report will be jointly evaluated through oral presentation by the internal and external examiners.

SEMESTER – IV: PROJECT WORK

Sub. Code : 17PSW4PW
Hours/week : 6
Credit : 5

Maximum Marks: 100

Research Project is common to the students of all branches of specialization. The research work will start in the beginning of fourth semester and every student is required to complete the research project under the guidance and supervision of a faculty of the department. The department will give a common guideline to all students before they start their research project. The research work progress will be assessed periodically by the department for the timely submission. The submission of project dissertation will be in the last week of February.

Project Evaluation

I - Review	: Title, Objectives and Research Design	=	15 marks
II - Review	: Review of Literature, Tools and Samples	=	20 marks
III - Review	: Data Collection, Analysis	=	20 marks
IV - Review	: Submission of Final Draft	=	20 marks
	Viva-voce	=	25 marks

100 Marks

SEMESTER – IV: EXTRA CREDIT – II

TRAINING AND SUPERVISION IN SOCIAL WORK

Sub. Code : 17PSW4EC2
Credit : 5

Maximum Marks: 100

Objectives:

- 1) To acquire the information about the needs and importance of field work practices.*
- 2) To understand the ability of applying the theoretical knowledge into practices*
- 3) To be aware of the computer application in social work practice.*

UNIT – I

Field Work – Concept, Background, Definition, Objectives, Nature and Structure. Field Work Curriculum – Objectives and Importance-Field Work behavior.

Unit - II

Fieldwork Supervision - Concept, Background, Definition, Objectives, Phases, Methods – #Role of Faculty & Agency Supervisors#.

UNIT – III

Field Work Components – Observation visits, Rural Camp, Group project, Summer Training, Concurrent Field Work and Block Placement. (Basic understanding of Importance of Field Work Components)

UNIT - IV

Computer Application in Social Work Fields: #Drafting#, Documentation, Designing and Visualizing the Social Issues through the various Modes of Technologies. .

UNIT – V

Field work Laboratory: Observational Visits at Various Social Work Agencies - #Record Maintenance# – Report Writing and its Importance.

#- Self study portion

TEXT BOOK:

T.B-1. I.S. Subhendar, Field work Training in Social Work,Rawat, Jaipur, 2001.

UNIT-I- Chapter 1 Section 22 **T.B-1**

UNIT-II- Chapter 2 Section 39 **T.B-1**

UNIT-III- Chapter 9 Section 156 **T.B-1**

UNIT-IV- Chapter 10 Section 192 **T.B-1**

UNIT-V- Chapter 11 Section 198 **T.B-1**

BOOKS FOR REFERENCE:

1. I.S.Subhedar, Field work training in Social Work. New Delhi: Rawat Publications, 2001.
2. R.R.Singh, Field Work in Social Work Education – A Perspective for Human Services Profession, Concept Publication Co., New Delhi, 1985.
3. Delhi School of Social Work, Field Work Supervision, Delhi University, Delhi, 1957.
4. M.N.Srinivas, The Fieldworkers and the Field, Delhi, Oxford University Press, 1983.
5. M.V.Murthy, and S.N. Rao, Fieldwork and Social Work, Waltair, Department of Sociology and Social Work, 1970.

METHODOLOGY OF FIELD WORK

Field work practice is the most important aspect of professional social work training. The main objectives are to develop positive aptitude, improve knowledge and competence for the practice of social work. The students develop various skills working with clients and professionals. They are exposed to connect class room learning in their field work practice through constant supervision of faculties. The integration of theories into practical is the major advantage of field work in the course of learning. The students are sensitized about the social realities, social agency functioning and client/group/community based interventions through fieldwork.

The students are taken to various organizations of social relevance for exposure in the beginning of every year. Students will be allotted social welfare agencies for their concurrent field work for a period of 30 days in each semester. The students are given with their choice of agency in the month of May for their summer and March for block placement. Every field work practice is evaluated through reports by the students, agency evaluations, faculty advisor evaluation and external viva voce examination every semester. Completion of field work days are mandatory for receiving the degree. Students who fail to visit the agency is given a chance to compensate the required number of days for the completion of total days required.

Areas of Field Work Practice: The students get varieties of experiences as part of their field work program. They are trained to deal with people in complex disadvantaged situations as well as agencies working with different groups.

<i>Areas of Field Work Training</i>	
✓ Children in Need of Care and Protection	✓ Empowerment of the Vulnerable
✓ Human Resource Development	✓ Tribal Community Development
✓ Institutionalized Women	✓ Community Health
✓ Labour Welfare Program	✓ Environmental Protection
✓ Institutionalized Elders	✓ Social Work in Health Setting
✓ Employee Relations Management	✓ Project Planning and Management
✓ Children in Conflict with Law	✓ Social work and Mental Health
✓ Rural Community Development	✓ Administration of Welfare Organizations
✓ Protection of Human Rights	✓ Administration of Clinical Services
✓ Urban Community Development	
✓ Rescue and Rehabilitation of the Vulnerable Population	

Student Responsibility in Field Work Practice

- ✓ Being responsible for one’s own learning
- ✓ Preparing learning goals.
- ✓ Securing 100% of attendance in field work hours.
- ✓ Fulfilling all the requirements of field work.
- ✓ Connecting well with the agency and client system.
- ✓ Regular participation in field work discussions with agency and faculty supervisors.
- ✓ Submission of daily reports.
- ✓ Continuous reflections on the client system and service delivery system.
- ✓ Contributions in group field work meetings.
- ✓ Reflections on self in personal and professional context.
- ✓ Maintaining confidentiality.
- ✓ Working with agencies that are supporting for field work training.
- ✓ Identify learning goals which will include goals set for personal development, professional development, contributions to the agency and curriculum requirement.
- ✓ Development of positive interpersonal relationship, team work and communication skills with different client, collegian, and supervisory systems

Details of Field work Curriculum

Field Work	30 days
Observation Visits - 9 days Rural Camp - 7 days Group Project - 14 days	
Concurrent Field Work – I	30 days
Summer Internship	21 days
Concurrent Field Work II	30 days
Concurrent Field Work III	30 days
Concurrent Field Work IV	30 days
Block Placement	30 days