# 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)

<table>
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<tr>
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<th>Course Code</th>
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<th>Ins.Hrs / Week</th>
<th>Credit</th>
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**GRAND TOTAL 90 2000**

Note: # Not Considered for Grand Total and CGPA
## Elective During III & IV Semesters

### Specialisation (Elective) Courses

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SEMESTER – I CORE – I
SOCIAL WORK PROFESSION

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

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

UNIT – IV: 14 hours

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- 2 Sanjay Bhattacharya: An Integrated 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:
## SEMESTER – I CORE - II

### SOCIAL CASE WORK

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### 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 it’s 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, Psychosocial 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


### 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-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:
7. Ms. Manju L. Kumar, Fields of social case work Practice, B.R. Ambedkar College, New Delhi
SEMESTER – I CORE - III

SOCIAL GROUP WORK

Sub. Code      : 17PSW1C3  
Maximum Marks: 100

Hours/week    : 6           
Internal Marks :  25

Credit        : 5            
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

UNIT – II: 20 hours

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

UNIT – V: 16 hours

# - Self study portion.
TEXT BOOKS:


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:

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Sub. Code : 17PSW1C4  Maximum Marks: 100
Hours/week : 6  Internal Marks : 25
Credit : 5  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

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:


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:
SEMESTER – I CORE - V

FIELD WORK

Sub. Code : 17PSW1C5
Hours/week : 6
Credit : 5

Maximum Marks: 100

(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

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*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.*
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

UNIT – III 15 hours

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
# - Self study portion
TEXT BOOKS:

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
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

UNIT – II

UNIT – III

UNIT – IV

UNIT – V

# - Self Study Portion
TEXT BOOKS:

T.B-1 C.T.Morgan, R.A.King, J.R.Weise & John Schopler, Introduction to psychology,

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 1 -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:

3. N.A. Munn, Psychology: The fundamentals of human behaviour, London: George G.
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
8. ICSSR. A survey of research in psychology chapter 2, developmental psychology
    Dorsey process, 1981.
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

UNIT – II: 18 hours

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

UNIT – V: 13 hours

# - Self study portion
TEXT BOOKS:

UNIT I – Chapter I – Section1,2,3,4,5,6,7,10 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:
3. M.A.Gopal, An Introduction to research Procedure in Social science.
SEMMESTER – II CORE – IX
COMPUTER APPLICATIONS IN SOCIAL WELFARE
(THEORY & PRACTICALS)

Sub. Code : 17PSW2C9T
           17PSW2C9P
Maximum Marks: 100

Hours/week : 6
Theory: 50 (10 + 40)
Practical: 50 (10 + 40)

Credit : 5
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

UNIT – II

UNIT – III

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

UNIT – IV
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
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:


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:


6. Jagannadham, C 1978 Administration and social change, New Delhi, Uppal Publishing House. (Unit I)


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**

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
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<tbody>
<tr>
<td>Case Work (3 x 10)</td>
<td>30</td>
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<tr>
<td>Group Work (2 x 10)</td>
<td>20</td>
</tr>
<tr>
<td>Community Organization Programme (1 x 25)</td>
<td>25</td>
</tr>
<tr>
<td>Other Activities</td>
<td>15</td>
</tr>
<tr>
<td>Consolidated Report</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*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.*
SEMMESTER – 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

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:

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

UNIT – II
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

UNIT – IV

UNIT-V
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:


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).


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

MENTAL HEALTH

Sub. Code : 17PSW3E12  Maximum Marks: 100
Hours/week : 6  Internal Marks : 25
Credit : 5  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
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
Classification of Mental Illness: DSM-V, ICD, WHO’s ICF – purpose and is 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
Psychiatric illness: Neurosis and Psychosis difference Neurotic disorders: Depression, Anxiety, Phobia, Panic disorder, OCD, PSTD, 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
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
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-2 Dr.K.Ramakrishnan & Dr.N.Arunkumar, Psychiatry Made Easy, Athma Institute of Mental Health and Social Sciences, Printed at Nathan & company Chennai.


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:

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:

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:
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

UNIT- II            15 hours

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

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:

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:
**SPECIALIZATION – II – COMMUNITY DEVELOPMENT**

**SEMESTER – III: ELECTIVE (II)**

**LOCAL SELF GOVERNANCE**

Sub. Code : 17PSW3M22  
Maximum Marks: 100

Hours/week : 6  
Internal Marks : 25

Credit : 5  
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


**UNIT – II**  
12 hours

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

**UNIT – III**  
15 hours


**UNIT – IV**  
18 hours


**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:


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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**  

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BOOKS FOR REFERENCE:

SPECIALIZATION – II – COMMUNITY DEVELOPMENT

SEMESTER – III: ELECTIVE (III)
SUSTAINABLE DEVELOPMENT

Sub. Code : 17PSW3M23                   Maximum Marks: 100
Hours/week : 6            Internal Marks :   25
Credit : 5            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


UNIT IV          15 hours


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 

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:

   & IBH, New Delhi, 1994. 
2. C.Dhingra Ishwar: The Indian Economy - Environment and policy – S. Chand & 
   Sons, New Delhi, 2002. 
5. Mahajan Kamlesh: Communication and society, classical publication, New Delhi 
   1990. 
   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                   Maximum Marks: 100
Hours/week : 6            Internal Marks :   25
Credit : 5            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

UNIT - II               14 hours

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

UNIT - V                       14 hours
TEXT BOOKS:


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:

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

INDUSTRIAL RELATIONS AND LABOUR LEGISLATIONS

<table>
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<th>Maximum Marks: 100</th>
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<td>Hours/week</td>
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<td>Credit</td>
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<td>External Marks : 75</td>
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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

UNIT – II 16 hours

UNIT – III 14 hours

UNIT – IV 14 hours

UNIT – V 17 hours

# - Self study portion
TEXT BOOKS:
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-5 Section 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:
15. N.N.Chatterjee Industrial Relations in India’s developing economy, Allied book Agency Culecutta 1980
SPECIALIZATION – III - HUMAN RESOURCE MANAGEMENT
SEMESTER – III: ELECTIVE (III)

TRAINING AND DEVELOPMENT

Course Code : 17PSW3M33      Maximum Marks: 100
Hours/week : 6              Internal Marks : 25
Credit : 5                   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

UNIT – III:                17 hours

UNIT – IV:                 15 hours

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-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
UNIT-IV-Chapter-33 Section365-T.B- 2
UNIT-V- Chapter- 16 Section 197- T.B- 4, Chapter- 17 Section 205 T.B-4

BOOKS FOR REFERENCE:

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

*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.*
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

# - Self Study Portion
TEXT BOOKS:

RECOMMENDED READING:
SPECIALIZATION – I - CLINICAL SOCIAL WORK

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

Sub. Code : 17PSW4M14                     Maximum Marks: 100
Hours/week : 6                           Internal Marks : 25
Credit : 5                               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

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, Hansenorium, TB Sanatorium and Cancer Hospitals, Terminally ill, ICCU#.
# - Self study portion
TEXT BOOKS:


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:

7) Pathak S.H. Medical social work, Delhi school of social work, Delhi, 1999.
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
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
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
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:
Indigenous therapeutic Techniques- #Traditional and Alternate medicine: Meaning and concept#-Historical development of Traditional medicine-Yoga, Meditation, Spiritual Healing and Relaxation Therapy.

UNIT V:
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-3  Rachana Sharma, Abnormal Psychology, Published Atlantic publishers and Distributors, 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:

3. Coleman, Comprehensive Textbook of Abnormal Psychology
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

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
# - Self study portion
TEXT BOOKS:


UNIT I – Chapter II – 1,2,3,4,5,6 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:

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

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

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

UNIT – IV
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
# - Self study portion
TEXT BOOKS


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


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

ORGANIZATIONAL BEHAVIOUR

Course Code : 17PSW4M34          Maximum Marks: 100
Hours/week   : 6            Internal Marks :   25
Credit  : 5       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

UNIT – III          19 hours

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#.
TEXT BOOKS:


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 12.1-12.13T.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:

3. P.G Thripathi, Personnel Management S.Chand and Sons, New Delhi
SUBJECT: STRATEGIC MANAGEMENT

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

UNIT II: 17 hours

UNIT III: 18 hours

UNIT IV: 17 hours

UNIT V: 18 hours
TEXT BOOKS:

UNIT I Chapter I & II Section 7 – 14 T.B-1
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.
3. Gregory Goers and Alex Miller – Strategic Management
4. David Hunger and Thomas L. Wheel or – Strategic Management
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**

<table>
<thead>
<tr>
<th>Component</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Case Work/ Case Study / Knowledge on HR practices</td>
<td>30</td>
</tr>
<tr>
<td>Group Work/ PRA / Experience in Forms Filling</td>
<td>20</td>
</tr>
<tr>
<td>Special Visit (Based on Specializations)</td>
<td>25</td>
</tr>
<tr>
<td>Other Activities</td>
<td>15</td>
</tr>
<tr>
<td>File Maintenance and Consolidated Report</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*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.
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**

<table>
<thead>
<tr>
<th></th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mastery of Specialization</td>
<td>30</td>
</tr>
<tr>
<td>Participation in the Agency Activities</td>
<td>20</td>
</tr>
<tr>
<td>Professional Competencies of the Trainee</td>
<td>30</td>
</tr>
<tr>
<td>File Maintenance and Consolidated Report</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

*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                          Maximum Marks: 100
Hours/week : 6                                   Credit : 5

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
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

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

#- Self study portion
TEXT BOOK:

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:
3. Delhi School of Social Work, Field Work Supervision, Delhi University, Delhi, 1957.
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 classroom learning in their field work practice through constant supervision of faculties. The integration of theories into practice 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.

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Work</td>
<td>30 days</td>
</tr>
<tr>
<td>Observation Visits - 9 days</td>
<td></td>
</tr>
<tr>
<td>Rural Camp</td>
<td>7 days</td>
</tr>
<tr>
<td>Group Project</td>
<td>14 days</td>
</tr>
<tr>
<td>Concurrent Field Work – I</td>
<td>30 days</td>
</tr>
<tr>
<td>Summer Internship</td>
<td>21 days</td>
</tr>
<tr>
<td>Concurrent Field Work II</td>
<td>30 days</td>
</tr>
<tr>
<td>Concurrent Field Work III</td>
<td>30 days</td>
</tr>
<tr>
<td>Concurrent Field Work IV</td>
<td>30 days</td>
</tr>
<tr>
<td>Block Placement</td>
<td>30 days</td>
</tr>
</tbody>
</table>