ANNAMALAI UNIVERSITY
(Affiliated Colleges)

309 - Master of Social Work (M.S.W)
Programme Structure and Scheme of Examination (under CBCS)
(Applicable to the candidates admitted from the academic year 2023 -2024 onwards)

Part	Course Code	Study Components & Course Title	Credit	Hours/ Week	CIA	ESE	Total
		SEMESTER – I					
A	23PMSWC11	**Core I:** Social Work Profession	5	7	25	75	100
	23PMSWC12	**Core II:** Social Case Work	5	7	25	75	100
	23PMSWC13	**Core III:** Social Group Work	4	7	25	75	100
	23PMSWP14	**Core Practical -I:** Concurrent Field Work - I	3	2	50	50	100
	23PMSWE15-1 23PMSWE15-2	**Elective I:** Sociological and Psychological Foundations for Social Work (or) Society and Human Behaviour	3	7	25	75	100
		Total	**20**	**30**			**500**
		SEMESTER – II					
A	23PMSWC21	**Core IV:** Community Organization and Social Action	5	7	25	75	100
	23PMSWC22	**Core V:** Social Work Research and Statistics	5	7	25	75	100
	23PMSWC23	**Core VI:** Social Welfare Administration, Social Policies and Social Legislations	4	6	25	75	100
	23PMSWP24	**Core Practical – II :** Concurrent Field Work - II	3	2	50	50	100
	23PMSWE25-1 23PMSWE25-2	**Elective II:** Entrepreneurship Development (or) Green Social Work	3	5	25	75	100
B (i)	23PMSWS26	**Skill Enhancement Course SEC-1:** Life Skills for Social Work	2	3	25	75	100
		Total	**22**	**30**			**600**

		SEMESTER – III					
A	23PMSWC31-1 23PMSWC31-2 23PMSWC31-3	**Core -VII:** Specialization Paper (*Choose any one out of three*) Human Resource Management (HRM) Medical Social Work (M&P) Rural Community Development (CD)	5	6	25	75	100
	23PMSWC32-1 23PMSWC32-2 23PMSWC32-3	**Core - VIII:** Specialization Paper (*Choose any one out of three*) Labour Legislations (HRM) Mental Health and Psychiatric Disorders (M&P) Tribal Development in India (CD)	5	6	25	75	100
	23PMSWC33-1 23PMSWC33-2 23PMSWC33-3	**Core - IX:** Specialization Paper (*Choose any one out of three*) Industrial Relations and Employee Welfare (HRM) Psychiatric Social Work (M&P) Urban Community Development (CD)	5	6	25	75	100
	23PMSWP34	**Core Practical III:** Concurrent Field Work III	3	2	50	50	100
	23PMSWE35-1 23PMSWE35-2	**Elective - III:** *Choose any one out of Two)* Disaster Management (or) Corporate Social Responsibility	3	4	25	75	100
	23PMSWC36	**Core - X:** Computer Application in Social Work	3	6	25	75	100
B (ii)	23PMSWI37	Summer Internship *	2	-	25	75	100
		Total	**26**	**30**			**700**
		SEMESTER – IV					
A	23PMSWC41-1 23PMSWC41-2 23PMSWC41-3	**Core -XI:** Specialization Paper (*Choose any one out of three*) Organizational Behaviour (HRM) Clinical Social Work (M&P) NGO Management (CD)	5	6	25	75	100
	23PMSWP42-1 23PMSWP42-2 23PMSWP42-3	**Core – XII:** Specialization Paper (*Choose any one out of three*) Strategic Human Resource Management (HRM) Therapeutic Intervention in Social Work (M&P) Social Work Practice in Project Management (CD)	5	6	25	75	100
	23PMSWD43	Project with VIVA VOCE: Research Project	4	10	25	75	100
	23PMSWP44	**Core Practical IV:** Concurrent Field Work IV	3	2	50	50	100
	23PMSWE45-1 23PMSWE45-2	**Elective - IV:** *Choose any one out of Two)* Counselling in Social Work (or) Public Health in India	3	4	25	75	100
B (i)	23PMSWS46	**Skill Enhancement Course (SEC-II)** (or) **Professional Competency Skill:** Skills for Employability and Competitive Examinations	2	2	25	75	100
C	23PMSWX47	Extension Activity	1	-	-	100	100
		One Month Block Placement (Mandatory)	-	-	-	-	-
		Total	**23**	**30**			**700**
		Grand Total	**91**				**2500**

* Students should complete two weeks of internship before the commencement of III semester.

Credit Distribution for PG Arts Programme

Part	Course Details	No. of courses	Credit per course	Total Credit
A	Core (including Industry Module)	13	4 or 5	**68**
	Elective Course	4	3	**12**
	Project Work with VIVA-VOCE	1	4	**4**
B(i)	Skill Enhancement Course	2	2	**4**
B(ii)	Summer Internship	1	2	**2**
C	Extension Activity	1	1	**1**
				91

Component-wise Credit Distribution

Part	Courses	Sem I	Sem II	Sem III	Sem IV	Total
A	Core (including Practical and Project)	17	17	21	17	**72**
	Elective	3	3	3	3	**12**
B(i)	Skill Enhancement Course	-	2	-	2	**4**
B(ii)	Summer Internship	-	-	2	-	**2**
C	Extension Activity	-	-	-	1	**1**
		20	22	26	23	**91**

Part A and B(i) component will be taken into account for CGPA calculation for the post graduate programme and the other components Part B(ii) and C have to be completed during the duration of the programme as per the norms, to be eligible for obtaining PG degree.

PROGRAMME OUTCOME

PO1: Professional Knowledge: Facilitate the students to learn the concepts ,history, philosophy, methods, fields of Social Work, and Social Work education.
PO2: Ethical and Professional values: Inculcate Social Work knowledge, Professional Ethics, Principles and methods to guide professional practice.
PO3: Technical and Operating Skills : Provide training in applying skills in social work practice and social work research in different fields for achieving desirable changes and development.
PO4: Competencies and Professional Behaviour - Equip to practice personal reflection and self-correction to assure continual professional development
PO5: Entrepreneurial Skills: Enhance competencies and skills for the continuous professional development to become an Entrepreneur.
PO6: Critical Thinking: Apply Critical thinking to inform and communicate professional judgement in Social Work Practice
PO7: Problem Solving: Apply knowledge of social systems and human behaviour to promote social change, problem solving in human relationships.
PO8: Communication and Implications - Competence to communicate to stakeholders and policymakers the implications of policies and policy changes.
PO9: Lifelong Learning and Development: Train professional social worker to be independent and lifelong learning in the broadest context of socio-cultural, economic, environmental, political and psychological changes in the society.
PO11: Leadership Skills: Demonstrate Leadership Skill to advocate and formulate policy for the social and economic wellbeing and social change.
PO12: Analytical Skills and Intervention: Engage, assess, intervene and evaluate individuals, families, groups, organizations, and communities.

PROGRAMME SPECIFIC OUTCOMES

PSO1 : Gain knowledge on the utilization of Social Work practice theories and methods with individuals, families and groups.
PSO2: Apply ethics, values, methods, professional skills, approaches and techniques in Social Work Practice with diverse and vulnerable populations.
PSO3: Acquire specialization based proficiency and will suitably translate the Principles and Methods of Social Work in their respective settings.
PSO4: Impart professional training through Field Work in order to provide manpower in various fields and capable of working at various levels of micro, meso and macro systems.
PSO5: Understand the forms and mechanisms of oppression and discrimination and advocate for human rights and social and economic justice.

MAPPING OF POs with PSOs

	PSO1	PSO2	PSO3	PSO4	PSO5
PO1	3	3	3	3	3
PO2	3	3	3	3	3
PO3	3	3	3	3	3
PO4	3	3	3	3	3
PO5	3	3	3	3	3
PO6	3	3	3	3	3
PO7	3	3	3	3	3
PO8	3	3	3	3	3
PO9	3	3	3	3	3
PO10	3	3	3	3	3
PO11	3	3	3	3	3
PO12	3	3	3	3	3

SEMESTER I

I Semester Core-I	23PMSWC11: SOCIAL WORK PROFESSION	Credit	5
		Hours/ Week	7

Learning Objectives	
1	To understand the evolution of Social Work and its emergence as a Profession.
2	To enable the students to comprehend the significance of professional values, ethics in both micro and macro social work practice
3	To develop an understanding of the role of Social Workers in various fields.
4	To facilitate the students to understand the importance of Field Work in Social Work Education.
5	To learn and apply the methods and approaches of Social Work practice in different settings

Course Outcomes
On the successful completion of the course, student will be able:
CO1: To aware an in-depth knowledge on the basic concepts of Social Work.
CO2: To understand the historical background of Social Work in west and India.
CO3: To articulate the student to be familiar with Philosophies, Ethics and Values of Social Work.
CO4 : To analyse the significance of Models in Social Work.
CO5 : To evaluate implication of Social Work Education and Field Work..
CO 6 : To develop the Social Workers to apply the methods and techniques of Social Work in various settings.

UNIT – I   **(12 Hours)**

Fundamental concepts of Social Work - Social Work - Definition, Objectives, Philosophy and scope. Concept of related term : Social Service – Social Development – Social Transformation – Social Reform – Social Defence. Difference between Social service and Social Work. Introduction to the Methods of Social Work.

UNIT – II   **(12 Hours)**

Historical Development of Social Work - Evolution of Social Work in the West (UK and USA). Social Work in India. Religious Foundation of Social Work in India. Gandhian Thoughts of Social Work.

UNIT – III   (12 Hours)

Philosophies and Ethics of Social work - Social Work as a Profession: Nature and characteristics of a profession. Social Work Values – Code of Ethics in Social Work practice. Social Work Principles. Models of Social work. Roles and Responsibilities of a Professional Social Worker.

UNIT – IV   (12 Hours)

Development of Social Work Education - Social Work Education in India - Focus, Nature and Content of Social Work Education. Field Work in Social Work Profession : Objectives, Need and Importance - Significance of Field Work Supervision. Role of Voluntary Organizations and Government in promoting Social work profession in India. National and International Professional Associations. Social Work Profession and Education in Global perspective. Problems and Prospects of Social work profession in India.

UNIT – V   (12 Hours)

Social Work Practice in Different settings - Fields of Social Work practice : Community Settings, Family and Child Welfare – Educational Settings - Medical and Psychiatric settings – Industrial Settings - Correctional Social Work - Social Work with Marginalized and Vulnerable sections – Persons with Disability and Social Work, Geriatric Social Work.

Text Books

1. Encyclopedia of Social work in India, 1987 Vol.1,2,3. Director, publication division, ministry of information and broadcasting, New Delhi.
2. Hajira, Kumar 1995 Theories in social work practice, New Delhi: Friends Publication, India.
3. Paul Chowdary, 2018 Social Work –Introduction to Social Work - History, Concept, Methods and Fields, Atma Ram & Sons, New Delhi.
4. Sanjay Bhattacharya, 2013. Social Work Interventions and Management. New Delhi: Deep and Deep Publications.
5. Sanjay Bhattacharya, 2018. Social Work an Integrated Approach, Deep and Deep Publications Pvt., Ltd., New Delhi.

Books for References
1. Antony, A. Vass 1996 New directions in social work – social work competencies – core knowledge values and skills, New Delhi: sage publications.
2. Banks, S. 1995 Ethics and values in social work; practical social work series, London: Macmillan press Ltd.
3. Bogo, Marion. 2007. Social Work Practice – Concepts, Processes & Interviewing. Jaipur: Rawat Publications.
4. Cox, David & Manohar Pawar. 2006. International Social Work – Issues, Strategies

andPrograms. New Deli: Vistar Publications.

5. Desai, M. 2000, Curriculum Development on history of ideologies for social change and social work, Mumbai.

6. Desai, Murali 2002 Ideologies and Social Work: Historical and Contemporary Analysis, Jaipur: Rawat Publication.

7. Dominelli, Lena. 2004. Social Work: Theory and Practice for a Changing Profession. London:Polity Press

8. Fink, Arthur E., Wilson, Everett E. - Third Edition, 1959, The Fields of Social Work, New York: Henry Holt and Company.

9. Friedlander, Walter A. 1977 Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.

10. Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey: Prentice Hall.

11. Jha, Jainendra Kumar. 2002. Practice of Social Work. New Delhi: Anmol Publications

12. Gangrade, K.D. 1976 Dimensions of Social Work in India, Marwah, New Delhi.

13. Narendra Mohan, 2017, Philosophy of Social Work, Centum Press, New Delhi

14. Reamer, F.G. 1995 Social work values and ethics, New York: Columbia University press.

15. Roy, Bailey and Phil, Lee 1982 Theory and Practice in Social Work, London: Oxford Pub. Ltd.

16. Sheldon, B., & Macdonald, G., 2010 A Textbook of Social Work, London: Routledge.

17. Singh, R.R. 1985 Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi : Concept Publishing Company.

18. Wadia, A. R. (Ed.) 1961 History and Philosophy of Social Work in India, Bombay: II Allied Publisher Private Ltd.

Web Resources

1. https://www.ifsw.org/what-is-social-work/global-definition-of-social-work/
2. https://www.socialworkers.org/News/Facts/Types-of-Social-Work
3. https://www.cswe.org/Students/Discover-Social-Work/What-is-social-work
4. https://www.socialworktoday.com/
5. https://www.iassw-aiets.org/
6. https://www.socialworker.com/

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

I Semester Core-II	23PMSWC12: SOCIAL CASE WORK	Credit	5
		Hours/ Week	7

Learning Objectives	
1	To gain the knowledge of conceptual foundations of social Case Work
2	To understand the basic concepts of casework as a primary method of social work
3	To develop the skill to analyze problems of individuals and families and factors affecting them.
4	To know the values, principles, tools and techniques of social case work
5	To impart knowledge of the scope of using the social work methods in various settings

Course Outcomes
On the successful completion of the course, student will be able:

CO1: To get knowledge about the different problems faced by the Individuals
CO2: To enhance knowledge on social case work skills in social case work practice.
CO3: To understand the process of casework intervention with client.
CO4: To enhance the ability towards problem solving process.
CO5: To create the ability to critically analyze problem of individuals and factors affecting them.
CO6: To develop the competencies and skills for Practice with different settings

UNIT – I   (12 Hours)

Social Casework as a method of Social Work: Concepts, Meaning, objectives, purpose, Historical Development of Social Case Work in West and India. Nature and Scope, its importance and relationship with other methods of Social Work, Principles of Case Work. skills in social case work. Case Worker – Client relationship and the use of Professional Self, Problems in professional relationship.

UNIT – II   (12 Hours)

Tools and techniques in Case Work: Tools and techniques in casework: observation, interview, collateral contacts, home visits, referrals, Verbal and nonverbal communication, Techniques in practice – ventilation, emotional support, advocacy, Environment modification, modeling, role-playing, confrontation, – Case history taking, Recording – Uses, principles, types, structure and content. Use of genograms, and eco-maps, family schema in records.

UNIT – III   **(12 Hours)**

Case Work Components and Process: Components of Case Work, Process of Case Work: Intake; Study; Assessment / Social Diagnosis; Treatment / Intervention; Evaluation: Termination; Follow-up. Social Case Work intervention: Direct and indirect multi – dimensional intervention. Transference and counter-transference in social case work

UNIT – IV   **(12 Hours)**

Theoretical Approaches to Case Work / Models of case work practice: Psychosocial model, Functional model, Life model, Problem solving model, Crisis intervention, Eclectic approach, Family centered approach, Behavior Modification, and eco-system perspective in social casework. Psychotherapy, Counseling and Social Case Work- similarities and differences;

UNIT – V   **(12 Hours)**

Social Case Work application / Practice in different settings   : Case work practice in different settings in India. Social case work practice with Family and Child Welfare, Educational settings, Industrial settings, De-addiction, Community, Medical and Psychiatric institutions. Correctional settings: geriatric care & aged and the terminally ill, persons with disability, de-addiction, Rehabilitation centers, Delinquency, LGBT and in foster home and non-institutional services such as adoption, sponsorship.

Use of single case evaluation and ethnography as research method in social case work. Limitations of Social Case Work practice in India in current scenario.

Text Books
1. Upadhyay, R. K, 2003 Social Casework: A Therapeutic Approach, Rawat Publications, India.
2. Johnson E.J., Huggins C.L. (2019) Social Casework Methodology: A Skills Handbook for the Caribbean Human Services Worker. Springer Briefs in Social Work. Springer, Cham.
3. Johnson, L. C. &Yanaca S. J. (2015). Social Work Practice: A generalist approach, Pearson.
4. Hamilton, G., 2013 Theory and Practice of Social Case Work, Rawat Publications, India.
5. Hollis, F., & Wood, M. (1981). Casework: A psychosocial therapy (3rd ed.). New York: Random House
6. Perlman, H.H., 2011, Social Case Work-A Problem Solving Process, Rawat Publications
7. Sanjay Bhattacharya, 2008, Social Work intervention and management', Deep & Deep publication (p) Ltd

Books for References

1. Healy, K. 2012, Social Work Methods and Skills, Palgrave MacMillan
2. Bogo, M. (2007). Social work practice: Concepts, process & Interviewing, Rawat Publication.
3. Misra .P.D. 1994, Social Work Philosophy and Methods, Inter-India Publications, New Delhi
4. Misra P.D., BeenaMisra, 2004, Social Work Profession in India, New Royal book Com. Lacknow
5. Mathew, Grace (1992) An Introduction to Social Casework. Bombay: Tata Institute of Social Sciences.

Web Resources

1. https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf
2. http://ddceutkal.ac.in/Syllabus/MSW/Paper-5.pdf
3. https://www.socialworkfootprints.org/videos/social-casework-philosophy-principles-and-components
4. https://www.yourarticlelibrary.com/sociology/social-casework-processes-study-and-diagnosis/36564
5. https://www.slideshare.net/surendrashah6/complete-note-of-casework
6. https://www.socialworkfootprints.org/videos/social-casework-practice-in-indian-society-relevance-scope-and-influence-of-culture
7. http://www.ignou.ac.in/upload/bswe-02-block1-unit-3-small-size.pdf

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	S	S
CO2	S	M	S	S	S
CO3	S	S	M	M	M
CO4	S	S	S	S	S
CO5	S	S	S	S	M

S – Strong   M – Medium   L - Low

I Semester Core-III	23PMSWC13: SOCIAL GROUP WORK	Credit	4
		Hours/ Week	7

Learning Objectives	
1	To understand group work as a method of social work and to understand concept, values, principles of Social Group Work
2	To acquire skills and techniques required for group worker
3	To develop the ability to critically analyse problems of groups and provide suitable intervention.
4	To apply the models of Social Group Work in different settings.
5	To identify the settings and fields for the practice of Social Group Work method

Course Outcomes
On the successful completion of the course, student will be able: CO1: To be aware about the concept, characteristics, values and principles of Social Group Work   CO2: To apply suitable theories and models to resolve the problems of Groups.   CO3: To Critically choose and implement interventions to achieve social group work goals.   CO4: To analyse competencies and skills for working with different groups in various practice settings.   CO5: To analyse and implement empirically-based group interventions and evaluating group effectiveness.   CO6: To demonstrate the process of group experience and professional development

UNIT – I   **(12 Hours)**

Introduction to Social Group Work: The Group: Definition, characteristics, types, functions and group structure. Social Group Work:Definitions, objective, Values and Principles of Social Group Work. Skills and Roles of Social Group Worker. History of Social Group Work in India and abroad. Social Group Work as a method of Social Work.

UNIT – II   **(12 Hours)**

Group Dynamics and Group functioning: Dynamics of Groups: Bond, Acceptance, Isolation, Rejection, Subgroups, Conflict and Control. Group Membership, Group Norm, Group Cohesiveness, Group Culture, Group Morale, Group Attraction. Leadership and Communication in groups. Relationships- Sociometry.

UNIT – III (12 Hours)

Group formation and Group work process: Group Formation Phases: Forming- Storming, Norming, Performing, Adjourning. Group Work Process: Phases of Social Group Work Process,Intake, Study, Analysis and Assessment, Negotiating, Contracts, Treatment, Evaluation, Termination, Stabilization of change effort

UNIT – IV (12 Hours)

Types and models of group work: Models of Social Group Work: Remedial, Mediating or Reciprocal, Developmental, Social Goal Model and Consensus Model.Skills, Qualities and Roles of Social Group Worker. Group therapy: Significance of Group therapy. Recording in Social Group Work: Principles, Structure and Types.

UNIT – V (12 Hours)

Application of Social Group Work: Application of Social Group Work in School Settings, Community Settings, Health Settings, Family Welfare Settings, Industrial Settings, Women welfare and Child care Settings, Correctional Settings.

Books
1. Alissi,A.S (1980) Perspectives on social group work practice; A book of Reading, New York: The free press.
2. Dave Capuzzi, Douglas R.Gross, Mark D. Stauffer (2010) Introduction to Group Work, New Delhi, Rawat Publication.
3. David, C., Douglas, R.G. & Mark, D.S. (2010) Introduction To Group Work, New Delhi, Rawat Publication
4. Gravin, Charles. D. Lorriae& M. Gulier. (2007). A Hand Book of Social Work with Groups .New Delhi: Rawat Publications.
5. Toseland, Ronald & Rivas, Robert (2001), Introduction to Group Work Practice, Allyn and Bacon, London.

References
1. Bradler,S and Roman C.P (2016) Group work Skills and strategies for effective Interventions New York: The Howorth Press.
2. Delbecq, A. L. and Van de Ven, A. H. (1977) 'A group process model for problem identification and program planning', in N. Gilbert and H. Specht (eds), Planning For Welfare, Englewood Cliffs, NJ, Prentice-Hall.
3. Gerald Corey (2000) Theory and practice of group counseling, Wordsworth, London.
4. Siddiqy, H Y (2008), Group Work: Theories and Practices, Rawat Publications.
5. Trecker, Harleigh B (2020) Social Group Work: Principles and Practice, New Delhi, Pranava Books.

Web Resources
1. https://www.socialworkin.com/
2. https://socialwelfare.library.vcu.edu/social-work/social-group-work-theory-and-practice/
3. https://mgcub.ac.in/
4. https://www.socialworkin.com/
5. https://mgcub.ac.in/pdf/material/2020041217303055424e9f93.pdf

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	M
CO5	S	S	M	M	S
CO6	S	S	S	M	S

S – Strong   M – Medium   L – Low

I Semester Practical - I	23PMSWP14: CONCURRENT FIELD WORK - I	Credit	3
		Hours/Week	2

Learning Objectives	
1	To Understand different fields/settings of Social Work practice
2	To Understand basic skills required to practice Social Work
3	To learn to apply classroom theories in the field
4	To demonstrate Competencies to face challenging tasks in the field from a social work perspective
5	To identify the challenges of Individuals, groups and communities from a Macro and Meso perspective

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To integrate the classroom learning with field practice - the knowledge related to different field settings- establishment of NGO'S and its work with the beneficiaries

CO2 : To understand the application of different skills related to case work,Group work and other methods of Social Work

CO3: To realise one's development of self and conduct oneself professionally in the field

CO4: To apply and practice skills acquired in the process of learning in handling various types of clientele

CO5: To assess the concept of field learning and learn about working in different settings

CO6: To apply social work competencies to resolve Social problems

UNIT – I (10 Hours)

Organizational Profile: History of the Agency,Vision,Mission, Organization Chart, funding resources, different types of beneficiaries, its work in the field, networking agencies.

UNIT – II (10 Hours)

Various Methods of Social Work – Skills required in the practice of Case work, Group Work, community organization and Social Research, Assessment of the community profile

UNIT – III (10 Hours)

Specific Areas of work of the Agency – Its expertise in the area of work, staff resources, locations of work, networking and challenges faced

UNIT – IV (10 Hours)

Services provided by the agency to the beneficiaries- Follow up and termination of services, adherence to professional ethics, Documentation and Report presentation

UNIT – V   **(10 Hours)**

Social Legislation: Legislations applicable to the Organization, Legislations for women and children

Observation Visit Evaluation Criteria:

Sl.No	Attributes	Max Marks	Sl.No	Attributes	Max Marks
1	Punctuality	10	6	Agency programmes & activity	10
2	Regularity	10	7	Cooperation with agency	10
3	Work Involvement	10	8	Relationship with others	10
4	Sense of Responsibility	10	9	Performance at work	10
5	Initiative to work	10	10	Attitude toward learning	10
Note: Hundred marks converted to Ten Marks			**Total Marks**		**100**

Internal Assessment Criteria (50 Marks)

Field Work	Marks	Skill Laboratory	Marks	Rural Camp	Marks
Submission of Report	10	Active Participation	03	Active Participation	05
Presentation of Field Work	10	Report	01	Attendance	05
Attendance for field work	10	Attendance	01	Presentation of Report	05
CIA (50 Marks)	**30**		**05**		**15**

External Evaluation – (50 marks) - External examiner to be appointed by the University from Affiliated College

External Criteria	Marks	External Examiner (1)	Internal Examiner(2)	Average Marks	ESE (50)
Theoretical Knowledge	10	10	10	10+10/2=10	10
Submission of Report	10	10	10	10+10/2=10	10
Rural Camp	10	10	10	10+10/2=10	10
Staff Evaluation	10	10	10	10+10/2=10	10
Street Theater	10	10	10	10+10/2=10	10
Total	**50**				**50**

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	M	S	S	S	M
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	M	S	S

I Semester Elective - I	23PMSWE15-1: SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK	Credit	3
		Hours/Week	7

Learning Objectives	
1	To understand the basics of Psychology
2	To establish the linkage between psychology, sociology and Human behaviour for effective social work practice
3	To understand the principles of Human Growth and Development
4	To understand the dynamics of human and social behaviour
5	To analyse social problems and evaluate the causes for social problems
6	To understand about Social Institutions

Course Outcomes

On the successful completion of the course, student will be able:

CO1:To get an indepth knowledge on the basic concepts of Psychology.
CO2:To understand the basic principles of Human growth and Development
CO3: To develop understanding on the basic concepts of society and social change
CO4: To analyse the basics of Social Interaction and Social processes
CO5: To analyse the social Institutions and criticallyevaluate modern trends in social institutions
CO6: To understand major social problems in India

UNIT – I **(9 Hours)**

Introduction to Psychology: Definition and branches of Psychology – Psychology for Social Work practice - Sensory Process and Perception: Process of Perception - Learning: Classical Conditioning and Operant Conditioning - Memory: Sensory memory, Short-term memory, long term memory, forgetting, improving memory

UNIT – II **(9 Hours)**

Human Development: Developmental Psychology - Meaning and principles of growth and development, heredity, environment and ecological influences – family and community - Brief outline of Human Development: Characteristics, developmental tasks, personal and social adjustments, vocational, family / marital adjustments and hazards in each stages such as: Prenatal period, infancy and babyhood - Childhood, Puberty & Adolescence - Adulthood – Middle Age and Old Age

UNIT – III (9 Hours)

Introduction to Society: Society: Definition - meaning and characteristics - Culture: Definition, characteristics, structure, functions, reasons for cultural - development and cultural change, subculture, contra-culture. - Status & Role: Types and Characteristics - Social Stratification: Definition, Characteristics, Caste, Class & Race. Social Change: Meaning, Characteristics, Change

UNIT – IV (9 Hours)

Introduction to Groups : Groups - Definition, Characteristics and Classification of Groups –- Primary groups and Secondary Groups - Social Interaction & Social Process: Competition, Co-operation, Conflict, Accommodation & Assimilation. - Socialization: Definition, Characteristics, Types and Agencies of Socializations -Theories of Socialization

UNIT – V (9 Hours)

Social Institutions: **Types of Social institutions**: Marriage, Family ,Kinship, Religion, Education ,Economic system and Judiciary Structural aspects - Norms, Values, Folkways & Mores - Family, Marriage, Education, Economy, Polity, Religion

Social Problems - Major Social Problems in India- Causes and factors responsible for Social problems, Untouchability, Slavery,Domestic violence ,Dowry, Social Movements

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Vidya, Bhushan., Sachdeva, D.(2005). *Introduction to Sociology.* Allahabad: Kitab Mahal.

2. Haralambos. (2014). Sociology: Themes and perspectives. Harper Collins; Eight edition

3. Hurlock, Elizabath B. (1996).*Developmental Psychology-a life span approach.* Tata New Delhi: Mcgraw-Hill Publishing Co.Ltd.

4. Shankar Rao, C. N. (2007). Sociology: Principles of Sociology with an Introduction to Social Thought. New Delhi: S Chand & Co. Ltd.

5. MacIver, R.M., Page, C.H. (2000). Society an Introductory Analysis. New Delhi: Macmillan Publishers India

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Books for References

1. Madan, G.R. (2002) .Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd

2. Morgan, C.T., King, R.A., Weisz, J.R., &Schopler, J (2004) *Introduction to Psychology.* New Delhi*:* Tata Mc Graw-Hill book Co.

3. Ram Ahuja (2014)Social Problems in India ,Third Edition ,Rawat Publications

4. Rawat, H. (2007). *Sociology Basic Concepts*. Jaipur: Rawat Publications

5. Shah, G. 1990. Social Movements in India: A Review of Literature. New Delhi: Sage Publications.

6. Zastrow, C. & , K. (2010). *Understanding Human Behavior and the Social Environment*. Chicago: Nelson-Hall.

7. Elgin, F.H.& David, C.(2017),Social Science- An Introduction to the Study of Society. (13th ed.). Newyork: Pearson

8. Hutchison, E. (2007). *Dimensions of Human Behavior: Person and Environment* Thousand Oaks: Sage Publications, Inc

Web Resources

1. www.egyankosh.ac.in/handle/123456789/43
2. https://www.epw.in
3. https://onlinelibrary.wiley.com
4. https://www.frontiersin.org
5. https://sagepub.com
6. https://ir.inflibnet.ac.in

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

I Semester Elective - I	23PMSWE15-2 : SOCIETY AND HUMAN BEHAVIOUR	Credit	3
		Hours/Week	7

Learning Objectives	
1	To understand basic social concepts in the context of changing social phenomenon
2	To apply the concepts of Sociology in Social Work practice .
3	To understand the basic concepts in Psychology and Understanding Human Behaviour
4	To understand the realm of Social issues and its Socio- economic linkages and its link with human behaviour
5	To analyse various dimensions of Social Problems and Sociological response to it
6	To acquire social work knowledge and competencies

Course Outcomes
On the successful completion of the course, student will be able:
CO1 : . To be aware of the concepts related to Sociology and Social Work
CO2 : To understand various patterns of Social Interaction, social processes and its dimensions
CO3: To understand the basic concepts in Psychology and Human Behaviour
CO4: To Understand Social Stratification and the impact of changing Societies
CO5: To understand various social issues and existing agencies of Social control.
CO6: To apply social work competencies to resolve Social problems

UNIT – I   **(9 Hours)**

Introduction to Sociology and Social Work: Introduction to Sociology and Social Work - Definition of Sociology, basic concepts- Society, Community Institution,Association - Meaning and Characteristics. Culture- Definition,characteristics and Cultural lag, Role of Culture in Society, Folk ways &Mores. Relationship between Social Work and Sociology and its Significance, Socialization- Meaning, theories of C.H.Cooley and G.H.Mead, Agencies of Socialization. Status and Role- Types &features

UNIT – II   **(9 Hours)**

Social Interaction and Social process: Social Interaction and Social process-Associative and Dissociative Process-types- Conflict,Competition, Accommodation, Assimilation - Characteristics,Similarities and Differences

UNIT – III   **(9 Hours)**

Basic Concepts of Human Behaviour : Introduction to Psychology:Definition and branches of Psychology – Psychology for Social Work practice - Sensory Process and Perception: Process of Perception - Learning: Classical Conditioning and Operant Conditioning - Behaviour- Definition –Biological basis of Behaviour ,Structure and Functions of the Nervous system,States of Mind-consciousness, hallucinations. Theories of Human Development,Developmental milestones.

UNIT – IV   **(9 Hours)**

Social Institutions&Social Stratification: Social Institutions - Marriage, Family ,Kinship,Religion,Education ,Economic system and Judiciary- Characteristics and Significance. Social Stratification - Features,Caste,Class& Race- Changing trends, Power structure, Social Mobility,Modernization,Globalization, Sanskritization

Social Change -Nature, characteristics factors and theories related to Social Change

UNIT – V   **(9 Hours)**

Social Control: Social Control-Agencies of Social Control, Conformity & Deviance Social Problems -Major Social Problems in India- Causes and factors responsible for Social problems,Untouchability,Slavery,Domestic violence ,Dowry, Social Movements.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books
1. Elgin, F.H.& David, C.(2017),Social Science- An Introduction to the Study of Society. (13th ed.). Newyork: Pearson 2. Francis, Abraham, M. (2006). Contemporary Sociology. Oxford Oxfordshire: Oxford University Press 3. Madan, G.R. (2002) .Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd 4. Shankar Rao, C. N. (2007). Sociology: Principles of Sociology with an Introduction to Social Thought. New Delhi: S Chand & Co. Ltd. 5. MacIver, R.M., Page, C.H. (2000). Society an Introductory Analysis. New Delhi: Macmillan Publishers India
Books for References
1. Feldman, R.S. (2004). Understanding Psychology (6th Edition), New Delhi, Tata-McGraw Hill. 2. Haralambos. (2014). Sociology: Themes and perspectives. Harper Collins; Eight edition 3. Madan, G.R. (2002) .Indian Social Problems, Mumbai : Allied Publishers Pvt. Ltd 4. Morgan, C.T., King, R.A., Weisz, J.R., &Schopler, J (2004) Introduction to Psychology. New Delhi: Tata Mc Graw-Hill book Co. 5. Ram Ahuja (2014)Social Problems in India ,Third Edition ,Rawat Publications 6. Hutchison, E. (2007). *Dimensions of Human Behavior: Person and Environment*. Thousand Oaks: Sage Publications, Inc

7. Rajendra K Sharma (2007), Social change and Social Control, New Delhi, Atlantic Publishers.
8. Shah, G. 1990. Social Movements in India: A Review of Literature. New Delhi: Sage Publications.
9. Zastrow, C. & , K. (2010). *Understanding Human Behavior and the Social Environment*. Chicago: Nelson-Hall.

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1. www.egyankosh.ac.in/handle/123456789/43
2. https://www.epw.in
3. https://onlinelibrary.wiley.com
4. https://www.frontiersin.org
5. https://sagepub.com
6. https://ir.inflibnet.ac.in

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

II Semester Core-IV	23PMSWC21:COMMUNITY ORGANIZATION AND SOCIAL ACTION	Credit	5
		Hours/ Week	7

Learning Objectives	
1	To understand the use and practice of community organization in various fields of social work
2	To understand various phases and models of Community Organization
3	To learn to apply Community Organization and Social Action as Methods of Social work.
4	To apply the models of Community
5	To develop skills and attitudes for participatory Community work and Social Action

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To be aware of the concepts related to Community Organization
CO2 : To apply community Organization as a method of Social work in various settings.
CO3: To understand and apply various Models of Community Organization
CO4: To understand the role of social work in Social Action and Social Reform for Social Development
CO5: To critically analyse Social Movements from various dimensions .
CO6: To apply Social Action as a method of Social Work

UNIT – I   **(12 Hours)**

Community Organisation: Community Organisation**:**Concept, Definition, History, Objectives, Goals and Components, Principles, community practice and community development.

Community organization as a primary method of social work. Methods of Community Organization, Community Mobilization,Community Identification and diagnosis , Process and Phases of Community Organisation - Community Relationship, Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification and continuation.

UNIT – II   **(12 Hours)**

Application of Community Organization Practice in Various Settings: Application of Community Organization :Health, Education, Residential institutions, Livelihood and work, Natural resource management, Sustainable development, Working with tribal population, Disability, Working with rural and urban vulnerable communities, displaced population and

rehabilitation, disaster response.Communityorganisation as a social work process; Role and Skills of Community Organizer; Differentiating Community Organisation and Community Development.

UNIT – III   **(12 Hours)**

Models of Community Organisation : Models of Community Organisation -Jack Rothman's 3 Models: Locality Development, Social Planning and Social Action; Mary Weil's Eight models; and Neighbourhood development model-System change Model-Structural change model

UNIT – IV   **(12 Hours)**

Social Action- As a   method of Social Work: Social Work and Social Action**:**Concept, Objectives,Principles   of Legitimisation, Credibility building, Multiple strategies, Dramatization.

Social Action in relation to Case work, Group Work, Social Work Research ,Community Organisation and Social Welfare Administration ,Methods and Means of Social Action - Research, Propoganda, Use of Mass media. Scope of Social Action in India

UNIT – V   **(12 Hours)**

Social Problems and Social Action: Role of Social Worker in Social Action: Social Activists and Social Action Groups with their significance of existence in India.

Skills involved in Social Action- Analytical &Research Skills,Managerial,Intervention skills, Problem Skills and Training Skills.Social Movements. Approaches to Social Action- Freire, Gandhi (Sarvodaya), Alinsky, Radical social work; Rights based approach. Strategies for Social Action from various Social Movements. Indian Social Movements - Bhoodan, Satyagraha Gramdan, Narmada BachaoAndolan–The Singur Issue, Bodo and Gurkhaland Issues, Anna Hazare and the AamAdmi Movement

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books
1. Christopher, A.J, & William, A.T. (2009). Community Organization and Social Action. New Delhi: Himalaya publishing.
2. Chowdhry, D. Paul (1992), Introduction to Social Work, Atma Ram & Sons, Delhi.
3. .Datar et al. 2010. Skill Training For Social Workers: A Manual. New Delhi: Sage Publications
4. Erlich L, J. (1987). Strategies of Community Organisation. Illinois: F.E. Peacock Publishers
5. Gamble, D. N., and Weil, M. 2010. Community Practice Skills: Local to Global Perspectives. New York: Columbia University

Books for References
1. Gangrade, K.D. 2001. Working with Community at the grass root level: Strategies and programmes. New Delhi: Radha Publications
2. Hardcastle, D., Powers, P. and Wenocur, S. (2011). Community Practice: Theories and Skills for Social Workers. New York: Oxford University Press.
3. Jack Rothman, etal. (2001). Strategies of community interventions & Macro practices – Peacock Publications, 6th Edition
4. Ross Murray G, Community Organisation: Theory and Principles, Harper and Row Publication New York, 1985
5. Siddhiqui, H.Y. (1997). Working with community. New Delhi: Hira Publications.

Web Resources
1. https://egyankosh.ac.in/handle/123456789/28953
2. https://www.ignou.ac.in
3. https://www.researchgate.net
4. https://www.socialworker.com
5. https://ctb.ku.edu

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

II Semester Core-V	23PMSWC22: SOCIAL WORK RESEARCH AND STATISTICS	Credit	5
		Hours/ Week	7

Learning Objectives	
1	Thiscoursewilldealwithresearchproblems,constructionofhypotheses,testing,researchdesigns,samplingconcepts, etc.
2	Theprobabilityand non-probabilitymethods areused to help aresearcher makeconclusions orarrive at decisions at a largergroup.
3	Thiscoursewill helpin learningthe typesof socialwork researchthat arecommonlyused.
4	Thiscourseistheprocessthatthrowslightontheresearchworksduringdatacollection,andcodificationand interpretation ofthe data.
5	Thisexplains andinterprets avarietyofhypotheses toaid thedecision makingprocess inaresearchcontext

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To aware an in-depth knowledge on Social Work Research.

CO2: To understand the clarityon theresearch methods and processes.

CO3: To articulate the student to Identify and Formulate the Research problem and Literature   review and usage of Methodology.

CO4: To analyze and apply Statistics applicationsand Softwarepackages, makedataentry   andinterpretthe results.

CO5: To evaluate implications of Research in various settings of Social Work.

CO 6: To develop the Research Projects in Social Work.

UNIT – I   (12 Hours)

Introduction to Social Work Research: Social Work Research: Concept, Definition, Objectives, Scope, Characteristics and Functions –Types of Research: Pure and Applied Research – Difference between Social Work Research and Social Research. Scientific method in Social Work Research – Need and importance of evidence based practice. Ethical issues in Social Work Research – Formation of Ethics Committee.

UNIT – II   (12 Hours)

Basic Elements of Scientific method: Basic Elements of Scientific method: Concept, Variable, Facts and Theory. Cause-Effect relationship and relevance to Social Work Research.. Identification and Formulation of Research Problems, Construction of Hypothesis and testing, Research Designs.

UNIT – III (12 Hours)

Research Methodology: Sampling: Concept, Definition and Importance – Techniques of Sampling: Probability and Non-Probability sampling – Sources and Types of Data - Methods and Tools of Data Collection – Qualitative and Quantitative Research methods, Participatory Research methods. Pre-test and pilot study, Scaling techniques: Reliability and Validity – Level of Measurement, Data Processing: Coding, Editing, Tabulation, Analysis and Interpretation – Research Reporting, Preparation of Research Proposals.

UNIT – IV (12 Hours)

Statistics: Meaning, Need, Importance, and limitations of Statistics in Social Work Research – Frequency Distribution - Construction of Frequency Tables- Diagrammatic and Graphical Representation. Measures of Central tendency: Mean, Median and Mode - Measurers of dispersion: Range, Quartile deviation, Standard deviation - Test of significance: t-test, Analysis of Variance (ANOVA), Chi-Square test – Correlation.

UNIT – V (12 Hours)

Computer Applications in Social Research: Computer Applications in Social Research - Use of Computers for Data Analysis – Introduction to Statistical Package for Social Sciences (SPSS)/R: Introduction, basic steps, defining data, data entry, data transformation, and data analysis - Statistical application.

Text Books

1. AlstonM,BowlesW,2012,ResearchforSocialWorkers,Anintroductiontomethods,3rd Edition, Australian Publications, Australia.
2. AdamsJ,Khan,RobertandDavid,2007,ResearchmethodsforGraduateBusinessandSocial ScienceStudents, SAGE Publications,New Delhi.
3. ChakrabortyD,2009,ResearchMethodology,Saurabh Publishing,NewDelhi.
4. ChandraS,SharmaKr.M,2013,ResearchMethodology,Narosa Publications, NewDelhi.
5. JainGL,2003,ResearchMethodology,Methods,ToolsandTechniques,MangalDeepPublications,Jaipur.
6. KothariCR,2006,ResearchMethodologyMethodsandTechniques,NewAgeInternational,New Delhi.
7. PathakRP,2007, StatisticsinEducationalResearch,KanishkaPublishers,NewDelhi.

Books for References

1. Anand S,2002,ResearchMethodsandTechniquesinSocialScience,CommonwealthPublishers,New Delhi.
2. AhujaR,2010,ResearchMethods,RawatPublications,Jaipur.

3. Anderson, D. R. (2014). Statistics for learners of Economics and Business. Boston:Cengage Learning.

4. BrymanA,2004,SocialResearchMethods,Oxford UniversityPress,New York.

5. BabbieE,2013,ThePracticeofSocialResearch,13thEditionCengageLearning,USA.

6. Babbie E, Hally F, Zaino J, 2000,Adventures in Social Research, Data Analysis UsingSPSSFor Windows 95/98, PineForgePress,California.

7. Bhandariar P L, Wilkinson T S, Das LalD K, 2000, Methodology and Techniques ofSocialResearch, 16thEdition, HimalayaPublishingHouse, Mumbai.

8. Bryderup M I, 2008, Evidence Based and Knowledge Based Social Work: ResearchMethodsandApproachesinSocialWorkResearch,AarhusUniversityPress,Denmark.

9. ChhapekarR,2004,ATextbookofSocialResearch,DominantPublishersandDistributors,New Delhi.

10. CorbyB,2006,ApplyingResearchinSocialworkPractice,TataMcGrawHillEducation,NewDelhi.

11. CohenL,ManionLandMorrisonK,2007,ResearchMethodsinEducation(6thEdition),Routledge,London, UK.

12. DawsonC,2010,IntroductiontoResearchMethods,ApracticalguideforanyoneundertakingaResearch Project, VivaBooks, New Delhi.

13. Das Lal,2008,Research MethodsforSocialwork,RawatPublications,NewDelhi.

14. DeshprabhuS,2000,SociologicalResearch,KanishkaPublishers&Distributors,NewDelhi.

15. Garg,Renu,Slochana,Umesh,2002,AnIntroductiontoResearchMethodology,RBSAPublishers, Jaipur.

16. Gupta BL,2010,ResearchstudiesinStaffDevelopment,Mahamaya Publishing house,NewDelhi.

17. Gupta,S.P.,&Gupta,A.(2014).BusinessStatistics:StatisticalMethods.NewDelhi:S.ChandPublishing.

18. GopalanR,2005, Thesis Writing, VijayNicoleimprintsPvt. Ltd.Chennai.

19. KumarR,2005,Research Methodology, SAGEPublications, London.

20. MukherjiPN,2000,MethodologyinSocialResearch,DilemmasandPerspectives,SAGEPublications, New Delhi.

21. MajumdarPK,2005,ResearchMethodsinSocialScience,VivaBooksPtv.Ltd,NewDelhi.

22. PawarBS,2009,TheorybuildingforHypothesisSpecificationinOrganizationalStudies,Response Books, New Delhi.

23. RajathiA,ChandranP,2010,SPSSforyou,MJPPublications,Chennai

24. RuaneJM,2005,EssentialsofResearchMethods, BlackwellPublishing,Australia.

25. RavilochananP,2002,ResearchMethodology,MarghamPublications,Chennai.

26. SinghSP2002,ResearchMethodsInSocialSciences,AManualforDesigningQuestrionair

es,KanishkaPublishers, New Delhi

27. TripathiPC,2010,ResearchMethodologyinSocialSciences,SultanChandandSons,New Delhi.

28. UweFlick,2009,AnIntroductiontoQualitativeResearch,4thEdition,SAGEPublications, New Delhi.

29. VijayalakshmiG,SivapragasamC,2008,ResearchMethods,TipsandTechniques,MJP Publishers, Chennai.

Web Resources
1. www.campbellcollaboration.org
2. www.cochrane.org
3. www.rip.org.uk
4. https://abhatt@usf.edu
5. https://www.cengage.com
6. https://oxfordbibliographies.com
7. https://www.ignou.ac.in
8. https://www.jsscacs.edu.in

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

II Semester Core-VI	23PMSWC23: SOCIAL WELFARE ADMINISTRATION, SOCIAL POLICIES AND SOCIAL LEGISLATIONS	Credit	4
		Hours/ Week	6

Learning Objectives	
1	To understand the basic concepts of social welfare administration.
2	To make aware of the registration of NGOS
3	To acquire knowledge about social work agencies
4	To describe social policy, planning and programmes
5	To know the social legislation

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : Acquire knowledge about social welfare administration and structure of social welfare administration in India.

CO2 : Acquire application knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession

CO3: Describe the structure of social welfare administration in India and social welfare programmes and policies.

CO4: Describe the understanding of the nature of social policy, planning and development in India

CO5: Critical analysis social legislation enforcement and challenges

CO6 : To enhance the knowledge on the government department and NGOs function for development of the people

UNIT – I   **(12 Hours)**

Social Welfare Administration: Meaning and definition of Social Welfare Administration and Social Work administration; Purpose, historical development. principles, functions and areas (Policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase and stock keeping, record maintenance, co-ordination, public relation, monitoring and evaluation, research, annual report);

UNIT – II   **(12 Hours)**

Social Welfare Agencies: Development of Social Welfare in India; Voluntary Social Work. Social Agencies: Meaning, definition, type and models of NGOs; Roles of NGOs in National Development. Types of NGO Registration and procedure; Societies Registration Act 1860, Indian Trusts Act 1882 and Companies Act, 2013.

UNIT – III (12 Hours)

Governmental Schemes on Social Welfare. Social Welfare Administration at national, state and local levels; CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare and Handicapped Welfare. Social welfare policy: Evolution and Constitutional base, policies &programmes for the Weaker Section of the community (women, Children, Aged, handicapped & other backward caste (OBCs), Scheduled Caste (SCs), Scheduled Tribes (STs) and De-Notified Communities.)

UNIT – IV (12 Hours)

Social Planning and Social Development: Social planning and community planning, Need and importance. Planning machinery at the state & National levels; Five year plans; Social development: Concept and indicators for social change and social development in India.

UNIT – V (12 Hours)

Social Legislation: Definition and role legislation in social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy; laws related to Laws Related to Marriage: Hindu, Muslim, Christian, and Personal Laws Relating to Marriage.: Laws Relating to Divorce, Minority, and Guardianship; Adoption, Succession, and Inheritance.

Legislation Relating to Social Problems such as Prostitution, Juvenile Delinquency, Women Harassment Child Labour, Untouchability, Physical, and Mental Disabilities.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books
1. Karen M. Sowers Catherine N. Dulmus (2008) Comprehensive Handbook of Social Work and Social Welfare, published by united states ISBN 978-0-471-76997-2
2. Paul D Chowdhry (1992) Social Welfare Administration, Atma Ram & Sons ,ISBN-13 : . 978-8170431145
3. Sachdeva, D.R.social welfare administration in India (2018) Kitab Mahal; Standard Edition , ISBN-13 : 978-8122500851
4. Sanjay Bhattacharya (2006) Social Work Administration and Development Rawat Publication,ISBN-13 : 978-8170339267
5. Shunmugavelayutham K (1998) Social Legislations and Social Change, ValgaValamudan pub, Chennai.

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1. Choudry, Paul (1979), Social Welfare Administration, Atma Ram &Sons,Delhi.
2. Choudry Paul, (1979) Hand book on social welfare in India, Sterling Pub, New Delhi.
3. Dennison.D&Chepman, Valeries Social policy and Administration, George A and Unwin,London.

4. Dubey S.N. (1973) Administration of social welfare programmes in India, Somaiya Pub, Bombay.
5. Dubey S.N. &Murdia (1976) Administration of policy and programmes for Backward classess in India, Somaiya Pub, Bombay.
6. Gangrade, K.D(2011) Social legislation in India Vol.I&II, New Delhi: Concept publishing Company
7. Goel. S L & R K Jain (2000) Social Welfare Administration (Vol. I & II); Deep & Deep Publications
8. Jagadeesan.P.(1990) Marriage and Social legislations in Tamil Nadu, Elachiapen Pub, Chennai.

Web Resources
1. https://socialjustice.gov.in/
2. https://vikaspedia.in/social-welfare
3. https://rtuassam.ac.in/online/staff/classnotes/files/1624631410.pdf
4. https://wcd.nic.in/
5. https://main.mohfw.gov.in

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	M	S
CO5	S	S	M	S	S
CO6	S	S	S	M	S

S – Strong   **M – Medium**   **L - Low**

II Semester Practical - II	23PMSWP24: CONCURRENT FIELD WORK - II	Credit	3
		Hours/Week	2

Learning Objectives	
1	To observe and understand the dynamics of setting up a social welfare Organization
2	To observe the nature of their functioning and funding resources
3	To learn about the staff functioning and of application of Social Work methods
4	To document and learn the process of recording
5	To Understand basic skills required to practice Social Work

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To integrate the classroom learning with field practice - the knowledge related to different field settings- establishment of NGO'S and its work with the beneficiaries
CO2 : To understand the nature of the NGO'S functioning and funding resources
CO3: To apply, evaluate and follow up appropriate methods of Social Work in the field
CO4: To apply and practice skills acquired in the process of dealing with clients and establish rapport
CO5: To assess the concept of field learning and learn about working in different settings
CO6: To learn the process of documentation and recording

UNIT – I   **(10 Hours)**

Organizational Profile: History of the Agency,Vision, Mission, Organization Chart, funding resources, different types of beneficiaries, its work in the field, networking agencies

UNIT – II   **(10 Hours)**

Various Methods of Social Work – Skills required in the practice of Case work, Group Work, community organization and Social Research**.**Evaluation of the effectiveness of methods and critical review.

UNIT – III   **(10 Hours)**

Expertise of the Agency – Agency's success story, challenges faced, SWOT analysis,vision and mission

UNIT – IV   **(10 Hours)**

Services provided by the agency to the beneficiaries- Follow up and termination of services, adherence to professional ethics.

UNIT –V **(10 Hours)**

Social Legislation : Legislations applicable to the Organization, functioning of free legal aid clinics, legal support services to clients

Agency Evaluation Criteria:

Sl.No	Attributes	Max Marks	Sl.No	Attributes	Max Marks
1	Punctuality	10	6	Agency programmes & activity	10
2	Regularity	10	7	Cooperation with agency	10
3	Work Involvement	10	8	Relationship with others	10
4	Sense of Responsibility	10	9	Performance at work	10
5	Initiative to work	10	10	Attitude toward learning	10
Note: Hundred marks converted to Ten Marks				**Total Marks**	**100**

Internal Assessment Criteria (50 Marks)

Field Work	Marks	Skill Laboratory	Marks	Street Theatre	Marks
Submission of Report	10	Active Participation	03	Active Participation	05
Presentation of Field Work	10	Report	01	Attendance	05
Attendance for field work	10	Attendance	01	Presentation of Report	05
CIA (50 Marks)	**30**		**05**		**15**

External Evaluation – (50 marks) - External examiner to be appointed by the University from Affiliated College

External Criteria	Marks	External Examiner (1)	External/ Internal Examiner(2)	Average Marks	ESE (50)
Theoretical Knowledge	10	10	10	10+10/2=10	10
Submission of Report	10	10	10	10+10/2=10	10
Learning from Field Work	10	10	10	10+10/2=10	10
Agency Evaluation	10	10	10	10+10/2=10	10
Street Theater	10	10	10	10+10/2=10	10
Total	**50**				**50**

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	M	S	S	S	M
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	M	S	S

S – Strong **M – Medium** **L - Low**

II Semester Elective - II	23PMSWE25-1: ENTREPRENEURSHIP DEVELOPMENT	Credit	3
		Hours/Week	5

Learning Objectives	
1	To understand the concept of Entrepreneur and Entrepreneurship development in India.
2	To acquire skills and techniques required for successful entrepreneur.
3	To develop the ability to critically analyse scope and challenges of entrepreneurship.
4	To develop and understanding about different schemes and program related to entrepreneurship in India.
5	To identify the settings and fields to start up a social enterprise for social change.

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, Entrepreneur and Entrepreneurship development in India.
CO2: To bring a change in the society by applying entrepreneurial tool.
CO3: To relate to theories of entrepreneurship development.
CO4 : To apply the competencies and skills of an entrepreneur in the field.
CO5: To demonstrate the use of different schemes and policies related to entrepreneurship for personal and professional development
CO6 : To create an enterprise to solve a social problem

UNIT – I   (9 Hours)

Introduction to Entrepreneurship: Meaning and concept of Entrepreneurship, Types of Entrepreneurships –creative entrepreneurship, inclusive entrepreneurship, knowledge entrepreneurship. Evolution of term 'Entrepreneurship, Factors influencing entrepreneurship'. Entrepreneurship development in India. Scope of entrepreneur development. Barriers to entrepreneurship

UNIT – II   (9 Hours)

Entrepreneur types and characteristics: Entrepreneur- definition, Types of Entrepreneurs –Social entrepreneur, Serial entrepreneur, Life style entrepreneur. Entrepreneurial characteristics. Stages in Entrepreneurial process. The changing role of the entrepreneur;

UNIT – III   (9 Hours)

Theories of Entrepreneurship: Influences on entrepreneurship development; External influences on entrepreneurship development; Women entrepreneurs: Challenges and achievements of women entrepreneurs.

UNIT – IV   (9 Hours)

Social Entrepreneurship: Meaning, definition: Social entrepreneur, social entrepreneurship, social enterprises. Characteristics of Social Entrepreneur- social catalysts, socially aware, opportunity seeking, innovative, resourceful, accountable. Differences between Business and Social entrepreneur, Entrepreneurship and Social Entrepreneurship. Social Entrepreneurship in developing countries and in India.

UNIT – V   (9Hours)

Entrepreneurship Development and Government: Entrepreneurship as a tool for social change, Innovation and inventions, Skills of an entrepreneur Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants, programs, schemes and challenges. Government initiatives and inclusive entrepreneurial Growth.

Text Books
1. Khanna, S. S., Entrepreneurial Development, S. Chand, New Delhi.
2. Kuratko, F. Donald, Richard M. Hodgetts, Entrepreneurship: Theory, Process, Practice, Thomson, 7th edition.
3. Robert A. Philips Margret BonefielRitesh Sharma, Social entrepreneurship, the next big business opportunity Global Vision Publishing House, New Delhi, 2011
4. S.S.Khanka, Entrepreneurship in India, perspective and practice, Akansha publishing house, New Delhi, 2009
5. Vasanth Desai, Entrepreneurial development, Himalaya Publishing House, 2008, web resources

Books for References
1. Desai, Vasant, Dynamics of Entrepreneurship: New Venture Creation, Prentice-Hall of India, New Delhi, Latest edition.
2. Holt H. David, Entrepreneurship: New Venture Creation, Prentice- Hall of India, New Delhi, Latest edition. Bornstein, David, how to change the world: social entrepreneurs and the power of new ideas New York, Ny: oxford university press, 2004
3. Patel, V. G., The Seven Business Crises and How to Beat Them, Tata McGraw-Hill, New Delhi, 1995.
4. Roberts, Edward B.(ed 2002.), Innovation: Driving Product, Process, and Market Change, San Francisco: Jossey Bass,
5. Zimmerer W. Thomas, Norman M. Scarborough (2007), Essentials of Entrepreneurship and Small Business Management, PHI,4 ed.

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1. **https://www.iare.ac.in/**
2. **https://www.creditmantri.com/**
3. **https://startuptalky.com/**
4. **https://www.yourarticlelibrary.com/**
5. https://openstax.org/books/entrepreneurship/pages/14-1-types-of-resources

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	L
CO2	S	S	S	M	S
CO3	S	L	S	M	S
CO4	S	S	S	S	S
CO5	S	S	M	M	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L – Low

II Semester Elective - II	23PMSWE25-2: GREEN SOCIAL WORK	Credit	3
		Hours/Week	5

Learning Objectives	
1	To understand the concepts of Green Social Work, Ecology, Environment, and Energy resources.
2	To analyse the impact of Globalisation, Industrialization, and Urbanization
3	To enhance the knowledge on various issues on the environment
4	To enable the professional social workers to understand the roles and responsibilities to protect the Environment.
5	To gain knowledge about Environment and Management.

Course Outcomes
On the successful completion of the course, student will be able:
CO1: To be aware of the concepts of Ecology, Environment and Green Social Work
CO2: To understand the causes of environmental issues and its adverse effects.
CO3: To apply the appropriate measures to control and reduce the issues.
CO4: To analyze the Environmental management systems and justice.
CO5: To implement the roles and responsibilities to preserve and protect our environment
CO6: To deal with environmental issues and apply suitable interventions

UNIT – I   (9 Hours)

Basic Concepts: Ecology, Environment, Environmental Justice, Climate change, Global warming, Green Transition, Ozone Depletion, biodiversity, deforestation & desertification – Meaning & Concept. Green Social Work - Definition, Importance, Challenges in implementing Green Social Work & GSWN (Green Social Work Network). Natural resources - Concept and types. Ecosystem – Concept, Functions & Types.

UNIT – II   (9 Hours)

Development and its adverse effects on Environment: Technology, Industrialization, SEZ Urbanization and Globalization, Commercialization of Agriculture – changing land use patterns and the rural society. Construction of Dams and its consequences - Displacement, relocation and rehabilitation, Deforestation and Ecological Imbalance.

UNIT – III   (9 Hours)

Environmental Issues and Control measures: Environmental Pollution: Causes, effects and control of pollutions: – Air, Water, Soil, Noise, Radioactive. Waste Management; Pollution - Air, Water, Soil, Noise and Solid waste Management.

Use of Non-conventional sources of Energy. The Environment Protection Act 1986 - Air Pollution Act 1987 – Water Pollution Act 1974, Wildlife Protection Act, Forest Conservation Act. National Environment policies, National green tribunal, Environment Issues in India.

UNIT – IV (9 Hours)

Environment Action and Management: Environmental conservation and preservation: Rio+20 & SDGs (6,7,11,12,13 &15). Paris Summit and its implications: Environment Management System: Traditional knowledge and practice: Environmental justice.

UNIT – V (9 Hours)

Role of Social Worker in Environment Protection and Preservation: Environment Ethics. Environmental Management: Role of Government and NGOs in environment protection and development. Green protocol, Green Social Work Initiatives. Promotion Environment Movements. The Chipko Movement, Narmada BachaoAndolan, Silent Valley Movement.

Text Books
1. Kaushik & Kaushik (2004) Perspective in Environmental Studies, 2ed. New Age International PLtd.
2. Agarwal S.K. 1993. Environmental protection, Himalaya Publishers, New Delhi.
3. Aradhana P.S. 1998. Environmental Management. Rajat Publishers. New Delhi.
4. Susila Appadurai. 2004. Environmental Studies. New Century Book House Publishers. Chennai.
5. Kannan 1991. Fundamentals of Environmental pollution. S. Chand. New Delhi.

Books for References
1. Alka Verma (2015) Green Social Work Environmental Protection, Pentagon Press.
2. Andromeda. 1995. New Science encyclopedia: Ecology and environment. Oxford Publishers. London
3. Aravind Kumar. 2008. Environmental Resource Management. Daya Publishers. New Delhi:
4. Aray and Abbasi 1995. Urbanisation and its Environmental Impacts. New Delhi: Discovery
5. Asthana. D.K. 2001. Environmental Problems and solutions. S. Chand publishers. New Delhi.
6. Barrow CJ (2006) Environmental Management for Sustainable Development, Routledge Taylor & Francis Group
7. Dash Sharma P. 1998. Environment Health and development. Anmol Publishers. New Delhi.

8. Dominelli L(2012) Green Social Work: From Environmental Crises to Environmental Justice, Polity Press
9. GuhaRamchandra, 1991 The Unquietwoods, Ecological Change and Peasant Resistance in the Himalayas, New Delhi: Oxford University Press
10. Luoma Samuel N. 1984. Introduction to environmental Issues. Macmillan Publishers. Calcutta.
11. Maharajan V.S. 1986. Environment protection: challenges and Issues. Deep and Deep Publishers. New Delhi
12. Mohan I. 2002. Environmental Problems in 21stCentury. Anmol Publishers. New Delhi
13. Mohanty. S.K. 1997. Environment and pollution Law Manual. Universal Publishers. New Delhi.
14. Ravichand. M. 2007. Environmental Management. Concept Publishers. New Delhi.

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1. https://www.india.gov.in/official-website-ministry-environment-and-forests-0
2. https://moef.gov.in/en/rules-and-regulations/environment-protection/
3. http://www.indiaenvironmentportal.org.in/
4. http://www.envis.nic.in/
5. https://cpcb.nic.in/
6. https://www.aasw.asn.au/victoria/green-social-work-network

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	S	S	S	S
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S
CO6	S	S	S	S	S

S – Strong　　　　　**M – Medium**　　　　　**L - Low**

II Semester SEC - I	23PMSWS26: LIFE SKILLS FOR SOCIAL WORK	Credit	2
		Hours/ Week	3

Learning Objectives	
1	To learn about Life skills and Self.
2	To understand the importance of communication & interpersonal relationships.
3	To equip the student with higher order thinking.
4	To help the students to handle emotions.
5	To make the students face the challenges.

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To understand their strengths and weaknesses.
CO2: to be a socially competent person.
CO3: To apply life skills to handle situation effectively
CO4: To set Goals and achieve them successfully
CO5: To accomplish Self Competency and Confidence
CO6: To identify, analyse and health the situations using core life skills

UNIT – I (6 Hours)

Life skills -Self awareness& Empathy: Life Skills -Meaning, Significance and overview of WHO Life skills. Self awareness: Definition, concept of self, Techniques used for Self awareness- Johari window and SWOC analysis. Empathy: concept of empathy.

UNIT – II (6 Hours)

Communication and Interpersonal Skills: Communication – definition, Types, channels and barriers. Transactional analysis. Interpersonal relationship – Definitions, factors affecting relationship, Steps to improve interpersonal relationship.

UNIT – III (6 Hours)

Creative and Critical Thinking: Creative Thinking: Meaning, Concept, strategies to improve thinking. Critical Thinking:Meaning, Concept, strategies to improve thinking. Functions of Left and right Brain.

UNIT – IV (6 Hours)

Coping skills: Coping with Stress: Definition, meaning, causes, reaction, types, stress Management. Coping with Emotions: understanding emotions, types, strategies to manage emotions. Importance of IQ and EQ. Resilience: Meaning and its importance.

UNIT – V   **(6 Hours)**

Problem Solving and Decision Making: Problem solving: concept, steps in problem. Decision making: Goal setting and Time Management, SMART Goals, steps in decision Making and techniques. Conflict: Meaning, Types and ways to resolve Conflict.

Text Books
1. Dudhade B A (2016), Life Skills Education, Bookman Publishers
2. Mangal S.K. (2008), An Introduction to Psychology, Sterling Publishers Pvt. Ltd., New Delhi.
3. Mahajan G (2022) Life Skill Education, Shipra Publications
4. Mangal SK (2007), Essentials of Educational Psychology,Prentice Hall India Learning Pvt. Ltd.
5. Shalini Verma (2014); "Development of Life Skills and Professional Practice"; First Edition; Sultan Chand (G/L) & Company
Books for References
1. Arvind M Nawale , 2018, An Introduction to Life Skills A Textbook for College Students
2. Gowra Mahajan, 2022, Life Skill Education, Shipra Publishers
3. Erin Murphy-Graham, Joan DeJaeghere, 2021, Life Skills Education for Youth,Critical Perspectives, Springer International Publishing
4. Joan De Jaeghere, ,Erin Murphy-Graham , 2021 Life Skills Education for Youth: Critical Perspectives
5. Larry James (2016); "The First Book of Life Skills"; First Edition; Embassy Books.
6. Saravanakumar, 2020, Life Skill Education Through Lifelong Learning, Lulu Pub.
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1. https://www.unicef.org/azerbaijan/media/1541/file/basic%20life%20skills.pdf
2. https://www.unodc.org/pdf/youthnet/action/message/escap_peers_07.pdf
3. https://aif.org/wp-content/uploads/2018/10/Lifeskills-2018a_MAST.pdf
4. http://www.essentiallifeskills.net/
5. http://www.unicef.org/lifeskills/index_whichskills.html
6. http://www.exforsys.com/career-center/life-skills.html

Mapping with Programme Specific Outcome

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	S	S
CO2	M	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L – Low**

SEMESTER III

SEMESTER - III CORE-VII PART - A	23PMSWC31-1: HUMAN RESOURCE MANAGEMENT (HRM)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of Management and Industry
Learning Objectives	

1	To inculcate the knowledge on Human Resource Management.
2	To understand the various sub-system of Human Resource Management
3	To gain competencies needed for Human resources professional
4	To develop the methods for the Human Capital Development.
5	To enhance the knowledge of the process and recent trends in Human Resource Management.

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To aware an in-depth knowledge on the process of Human Resource Management.

CO2 : To understand the suitable interventions on Human Resource Management practice.

CO3: To articulate the budding HR Professionals to meet the challenges in the Industries in the modern era.

CO4: To analyse the appropriate methods for the human capital development and retention of employees.

CO5: To evaluate the recent trends and advances in Human Resource Management.

CO6 : To adapt the future perspectives of Human Resource Management in Global business world.

UNIT – I   **(12 Hours)**

Management and Human Resource Management: *Management*: Concept, Principle Functions and Management Gurus. *Human Resource Management*: Concept, Definitions, Scope and objectives. Organization Structure and Function – Line and staff relations of Human Resource Management. HR Business Partnering, Qualities and Role of HR Manager.

UNIT – II   **(12 Hours)**

Human Resource Planning and Talent Acquisition: *Human Resource Planning*: Concept and objectives and Process. Job Analysis, Job Description, Job Specification, Job Design and Job Enrichment. Career planning and Career paths; Job rotation. Talent Acquisition, Talent Development and Talent Engagement.

UNIT – IIII   **(12 Hours)**

Recruitment and Selection: *Recruitment* - Concept, Meaning, Objectives, Sources and Process. Employment terms Recruitment Policy.   *Selection* - Concept, Meaning and Objectives. Selection Process, Psychometric Assessment. Induction, Placement, probation and confirmation.   *Compensation Management*:Salary Structure and Components of Compensation. Factors influencing compensation plans and policies. Types of Pay. Job Evaluation – Fixation of salary, Components of Salary. Pay for performance – Incentive Schemes, Principles and Types, Employees Stock Option Plan, compensation survey/ Review. Types of Employee Categories.

UNIT – IV   **(12 Hours)**

Human Capital Development: *Learning and Development*: Concept, objectives, steps and Process - Types of Training Methods: On-the Job and Off-the Job. Training need analysis – competencies: Expectation Vs Actual, Identifying gaps. Developmental Needs for current and future jobs. HR Compliances. *Performance Appraisal System*: Concept, Objectives and Importance – Methods of Performance Appraisal: Traditional and Modern Methods.*Talent Retention and Separation*: Attrition: Concept and Factors influencing Attrition. Transfer: Concept and Types. Talent Retention: Concept, importance and strategies. Separation: concept and methods of Separation – Exit Interviews: Need and Importance. Voluntary Retirement Scheme.

UNIT – V   **(12 Hours)**

Recent Trends and Advances in Human Resource Management : *Recent Trends in Human Resource Management*: Artificial Intelligence (AI) and Machine Learning, Employee Wellness Programmes, Learning Management System (LMS), Fluid Task Management with Gig Economy, Work From Home (WFH). *Advances in Human Resource Management* : Corporate Social Responsibility, Benchmarking, Balanced Scorecard, Six Sigma, Kaizen, 5 S Method, Human Resource Accounting and Auditing, Human Resource Information System, Business Process Reengineering, Total Productivity Maintenance (TPM), Total Quality Management (TQM), International Organization for Standardization (ISO), Human Resource Management in Global Perspective, Future of Human Resource Management.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Bernadin John H, 2012, Human Resource Management, New York :McGraw Hill.
2. Dwivedi. R.S, 2009, A Textbook of Human Resource Management, New Delhi, Vikas Publication House Pvt Ltd
3. Ivancevich, 2012, Human Resource Management, New York : McGraw Hill.
4. Mahajan. J P & Reeta, 2016, Human Resource Management, Noida, Vikas Publishing house.
5. Rao V.S.P 2000 Human Resource Management, New Delhi : Sage Publications.

Books for References

1. Andrew J. Dubrin, 2012 Essentials of Management, New York: Thomson Southwestern
2. ChatteIjee, Bhaskar 1999 The Executive Guide to Human Resource Management, New Delhi: Excel Books.
3. Ivancevich, 2012, Human Resource Management, New York : McGraw Hill.
4. Gary Dessler, 2018, Fundamentals of Human Resource Management, Noida, Pearson Publications.
5. Gary Dessler and Biju Varrkey, 2020, Human Resource Management, Noida, Pearson Publications.
6. Mahajan. J P & Reeta, 2016, Human Resource Management, Noida, Vikas Publishing house.
7. Mathur, B.L.,1989 Human Resource Development Strategies, Approaches and Experiences. Jaipur: Arihant Publishers.
8. Monir Tayeb. 2007, International Human Resource Management. New York : Oxford University Press.
9. Pareek, Udai and Rao, T. V, 1982, Designing and Managing Human Resources, New Delhi, Oxford & IBH.
10. Rao V.S.P 2000 Human Resource Management, New Delhi : Sage Publications.
11. Rudrabasavaraj, M. N. 1986, Cases in Human Resource Management, Bombay: Himalaya Publishing House.
12. Sandra M. Reed, Dave Ulrich, 2017,A Guide to the Human Resource Body of Knowledge, New Jersey, John Wiley & Sons Publishing Company.
13. Singh PN 1992, Developing and Managing Human Resource, Mumbai, Suchandra Publications.

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1. https://www.thehrdirector.com/
2. https://www.whatishumanresource.com/
3. https://www.aihr.com/blog/human-resource-basics/
4. https://www.shrm.org/
5. https://www.citehr.com/
6. https://www.hrbartender.com/
7. https://www.hrmorning.com/

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

SEMESTER - III CORE-VII PART-A	23PMSWC31-2: MEDICAL SOCIAL WORK (M&P)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of health and Social Work
Learning Objectives	
1	To equip students by imparting knowledge to understand the concept, definition, objectives, of Medical Social Work.
2	To apply the models of Health care while working at micro, mezzo and macro level.
3	To acquire skills and techniques required for medical social worker, values and ethics of professional social work.
4	To develop the ability to critically analyse problems of patients and caregivers in health setting.
5	To identify the settings and fields for the practice of medical social work.

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, history, scope and trends in Medical Social Work.
CO2: To Identify, analyse, and implement evidence-based interventions for patients and care givers.
CO3: To Critically choose and implement health care models in the practice setting to achieve the goals of medical social work
CO4: To analyse competencies and skills required for medical social worker in different setting.
 CO5: To create and implement empirically-based interventions in a multidisciplinary setting.
CO6: To demonstrate ethical values and able to articulate patients' rights in health care setting

UNIT – I   (12 Hours)

Introduction to Medical Social Work: Medical Social Work: Definition, Concept, objectives. Historical Development of medical social work in India and abroad. Trends & Scope of Medical Social work practice in India. Organisation and administration of Medical Social Work in hospitals

UNIT – II   (12 Hours)

Understanding Patient and illness behaviour: Concept of- Acute illness, chronic illness, terminal illness, disability, impairment and handicaps.

Concept of patient as a person. Patient as a whole, Sick role and illness behaviours. Impact of illness on the patient and caregivers.   Hospitalization of patient – impact on family. Concept and Impact of long-term hospitalization on the patients and their families.

UNIT – IIII   (12 Hours)

Healthcare Models: Preventive, Curative, Promotional, Integrative and Development Model. Holistic Approach to Health Alternative System of Health - AYUSH. Health Education: Concept and Principles, Models, Methods and Techniques.

UNIT – IV   (12 Hours)

Medical Social Work Department : Organization and administration; Functions, Public relations in hospital, Medical Social Work in relation to other disciplines, Multidisciplinary approach and teamwork; Medico-Legal issues, Euthanasia, Organ Transplant. Patient's Rights and Medical Ethics in health care.

UNIT – V   (12 Hours)

Medical social work practice in different settings: Role of medical social worker in Out-Patient departments, Emergency / Crisis Care, ART Centers, Hospice, Community Health, Geriatric Department, Pediatric Department and Oncology department. Rehabilitation: Definition, Types and principles, Community based rehabilitation. Ambulatory, Palliative care, Hospice and Convalescent care.

Text Books
1. Brandell, J R (1997). Theory and Practice of Clinical Social Work, London: Free Press
2. Brannon &Feist, (2000) Health Psychology, TLARC Publication, Toronto.
3. Dowding &Barr, (2002) Managing in Health Care, Pearson Education Ltd. London.
4. Park and Park, 23 rd (Ed), 2015 Preventive and Social Medicine, BanarsidasBhanotPublishers, Jaipur.
5. Pathak, S.H., (1961) Medical Social Work in India, Delhi School of Social Work, New Delhi.
6. Sarah Ghelert, 2006 Hand book of Health Social Work, John Wiley & Co., London.

Book for References

1. Kapil, Krishnana (1971) Social Service Opportunities in Hospitals, Bombay, TISS
2. BajpaiP.K. (ed.).(1997).Social Work Perspectives in Health. Rawat Publications. Delhi.
3. Blaxter, Mildred (2004), Key Concepts on Health, Polity Publishers, New Delhi
4. Bradshaw & Bradshaw, (2004)Health Policy for Health Care Professional, Sage Publications, New Delhi.
5. Beder, J. (2006). Hospital social work: The interface of medicine and caring. New York, NY: Routledge.
6. D'Ambruoso, S. (Ed.) (2006). Handbook of social work in health and aging. New York, NY: Oxford University Press.
7. Egan, M. (2010). Evidence-based interventions for social work in health care. New York, NY: Routledge.
8. Field M.(1963).Patients are people-A Medical-Social Approach to Prolonged Illness, Columbia University Press, New York.
9. Gehlert, S., & Browne, T. A. (Eds.). (2006). Handbook of health social work. New York, NY: Wiley.Gambrill.E. (1997). Delhi Social work in the 21st century, Pine for gepress,New Delhi.
10. GolsteinD.(1955),Expanding horizons in medical social work,The University of Chicago Press, Chicago.
11. Pokarno K.L., (1996), Social Beliefs, Cultural Practices in Health and diseases; Rawat Publications, Delhi.

Web Resources

1. https://mgcub.ac.in/
2. https://rmlh.nic.in/
3. https://www.tandfonline.com/
4. https://www.ncbi.nlm.nih.gov/pmc/
5. https://www.sweducarebd.com/
6. http://www.pitt.edu/

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	M	S	S	L
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	L
CO5	S	S	M	S	S
CO6	S	S	S	S	M

S – Strong   **M – Medium**   **L - Low**

SEMESTER - III CORE-VII PART-A	23PMSWC31-3: RURAL COMMUNITY DEVELOPMENT(CD)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of Rural Development
Learning Objectives	

1	The students are able to understand the issues prevailing in rural areas
2	The students will be able to invent solutions for better rural development.
3	To understand the rural development and panchayat Raj of both State and central
4	The rural development programme makes students to understand the socio economic conditions of rural folk.
5	To gain competencies needs for rural community development social workers

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : Define the rural areas, rural economy and development and issues or Rural Development in general and address them through various development strategies.

CO2 : Acquaint the knowledge on social political structure, economic structure, economic

CO3: Explain the rural local self-governance namely Panchayat Raj Institutions and its role in planning and development of rural areas

CO4: Elucidate the role of government, non-government and role of social workers in rural development.

CO5: To understand the suitable intervention for rural development.

CO6 : To apply the various application of social work methods in solving the rural problems.

UNIT – I (12 Hours)

Rural economic structure: Principles of Rural Economic Development, Planning the Rural Development. Agriculture, Nature, Type of Agriculture, Subsistence, Commercial Agriculture, Rural Horticulture, Dairying. Land use – Land Holding, Land Reforms Marginal Lands. Poverty, BPL families, Agricultural laborers and Social Security. Agricultural Finance – Need for Agricultural Finance, Sources of Agricultural Finance Kisan Credit card, the role of NABARD in Rural Development. Agricultural Marketing – Marketing of Agricultural produces, Cooperative Marketing.

UNIT – II   **(12 Hours)**

Rural Socio – Political Institutions and Processes: Society and Social Structure, Social Mobility, Social Changes, Caste Structure. Rural Literacy, causes for Low Literacy Rate, Corrective measures to increase the literacy in rural area. PRI's the Grama Panchayats and Power and Functions, Decentralized Governance Impact of Decentralized Governance on Rural Development.

UNIT – III   **(12 Hours)**

Concept of Village, Settlement pattern, Factors for pattern of settlement. The Problem of Housing, Rural Sanitation- Drinking water, Drainage, Toilets (Public and Private). Nirmala Grama, Rural Electrification- Adhesiveness' and targets. Community Buildings-Hospitals, Schools, Community Halls etc.

UNIT – IV   **(12 Hours)**

Rural development programmes in India : Concepts, approaches and strategies of Rural Development, Philosophy of Rural Development - A.T. Masher, Mahatma Gandhi and Lenin. Experiments in Rural Development.Rural development programmes in india: Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) 2005**:** Deen Dayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM): Pradhan Mantri Gram Sadak Yojana (PMGSY): Pradhan Mantri Awas Yojana – Gramin: Pradhan Mantri Adarsh Gram Yojana (PMAGY): Saansad Adarsh Gram Yojana (SAGY)**:** National Rurban Mission (NRuM)**:** The National Social Assistance Programme (NSAP) Mission Antyodaya.

UNIT – V   **(12 Hours)**

Rural administration: Rural development administration in local, block, state and national level. civil society and rural development; The World Bank, other International agencies and the NGO's NGO's and paradigm shifts – their implications on Education, Women Empowerment, Health, Disaster management, Girl Child and Weaker Section. Role of information communication technology and rural development; Role of Communication in Rural Development, Channels of Rural Development Support Communication.   73rd amendment and its Salient features; structure of PRIs Social work application and role of social worker in rural community development

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Gupta K. R. (2010) Rural Development in India, Atlantic; Latest edition (1 January 2010); Atlantic Publishers & Distributors Pvt Ltd,ISBN-13 : 978-8126913930
2. Madhusudan Ghose, & A.K (2013) Rural Development in India – Challenges and Prospects, Serials Publications, New Delhi, ISBN: 978-8183875929
3. Katar Singh (2009) Rural Development: Principles, Policies & Management Sage Publication, ISBN:978-81-8387-592-9
4. Sagar Mondal (2012) Text Book of Rural Development Entrepreneurship and communication skills, Kalyani Publishers, ISBN: 978-93-272-2069-8.
5. Shankar Rao, (2000), Sociology., S.Chand & Company, New Delhi., 6th Edition.

Books for References

1. Agarwal, Bina. 1994. A Field of One's Own; Gender and Land Rights in South Asia. Cambridge University Press. New Delhi.

2. Breman, Jan. 1974. Patronage and Exploitation; Changing Agrarian Relations in South Gujarat. University of California Press. Berkeley.

3. Breman, Jan. 1985. Of Peasants, Migrants and Paupers; Rural labour Circulation and Capitalist Production in West India. Oxford University Press. Delhi.

4. Chandrasekhar.Y.K, (2011), Rural Development Administration in India., Mohit Books International.

5. Debarshi Mukherjee, Rajes Chatterjee, Sudkhina Mitra (2022) Rural Livelihood Development of Tripura: An MGNREGS Experience, Kaveri Books, New Delhi ISBN: 978-81-955493-0-6.
6. Goel, Shalini and Rajneesh, (2000), Panchayati Raj in India- Theory and Practice. Deep and Deep Publications.

7. Maheswari.S (1985) Rural Development in India - A Public Policy Approach, New Delhi: Sage

8. Subhakantha, Mohapatra, (2000), Planning for Integrated Area Development., Rajat Publications.

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2. https://www.yourarticlelibrary.com/india-2/rural-development/7-major-rural-development-policies-of-india/66724
3. https://www.vedantu.com/civics/rural-administration-in-india
4. https://www.ijert.org/research/problems-of-rural-system-in-india-need-for-addressing-them-in-rural-development-planning-IJERTV9IS110119.pdf
5. https://nrega.nic.in/Nregahome/MGNREGA_new/Nrega_home.aspx

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	M	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

SEMESTER - III CORE-VIII PART-A	23PMSWC32-1: LABOUR LEGISLATIONS (HRM)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of Human Resource Management
Learning Objectives	

1	To learn the basic features of Labour Legislations
2	To understand the significance of the working of labour laws in various sectors
3	To acquire skills pertaining to the application of labour laws in industries
4	To develop a perspective to update the latest legal amendments pertaining to labour
5	To enhance the skills of understanding the various case laws

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To identify the significance of labour legislations in human resource management

CO2: To apply the knowledge of labour legislations to regulate the working conditions in the industrial sector

CO3: To apply the knowledge and skills of implementing the wage legislations

CO4: To implement the knowledge of social security legislations

CO5: To analyse and apply the legislations pertaining to Industrial Relations

CO6: To evaluate the working of the legislations in the State of Tamil Nadu

UNIT – I   **(12 Hours)**

Labour Legislation: History of labour legislations in India; Labour in the Indian constitution; Industrial jurisprudence; Industrial law as distinguished from Common law.

UNIT – II   **(12 Hours)**

Legislations pertaining to working conditions: The Factories Act, 1948. Industrial Employment (Standing Orders) Act. 1946. Apprentices Act, 1961. Contract Labour (Regulations and abolition) Act, 1970

UNIT – III   (12 Hours)

Wage Legislation and Social Security Legislations: Payment of wages Act, 1936. Minimum wages Act, 1948. Payment of Bonus Act, 1965. Workmen's Compensation Act, 1923. Employee's State Insurance Act, 1948. Employee Provident fund and miscellaneous provisions Act. Maternity benefit Act, 1961. Payment of Gratuity Act, 1972

UNIT – IV   (12 Hours)

Industrial Relations Legislations: Trade Unions Act, 1926, Industrial Disputes Act, 1947

UNIT – V   (12 Hours)

Labour Legislation in Tamilnadu: Tamil Nadu shops and establishments Act, 1947. The Tamil Nadu catering establishment Act, 1958. Tamil Nadu Labour welfare fund Act, 1972. The Tamil Nadu Industrial establishments (National and Festival Holidays) Act, 1958.

Text Books

1. Blanpain, R. (2001). Labour law, human rights and social justice. The Haugue: Kluwer Law Intl.
2. Kapoor, N, D. (2001). Elements of Industrial Law. New Delhi: Sultan Chand and Sons
3. Kumar, H.L. (2003). Labour Law (2ndEds). New Delhi: Universal Law Publishing Pvt Ltd.
4. Padhi. P.K (2010). Labour and Industrial Laws. New Delhi. PHI
5. Tripathi, P.C. (1998). Industrial Relations & Labour Laws. New Delhi, Sultan Chand Publication

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1. Ajay, Garg. (2012). Labour Laws One Should Know. New Delhi: Nabhi Publishing House
2. Blanpain, R. (2004). Comparative Labor Law and Industrial relations in Industrialized Market. Kluwar law Intl.
3. Conaghan, J., Fischl, R. M., & Klare, K. (Eds.). (2004). Labour law in an era of globalization: Transformative practices and possibilities. New Delhi. Oxford University Press
4. Grogan, J. (2007). Collective labour law. Juta and Company Ltd.

5. Kumar, H. L. (2013). Labour Laws Everyone should Know.New Delhi: Universal Law Publishing

6. Kumar, H.L. (1997). Employees Rights under Labour Laws. New Delhi: Universal Law Publishing Pvt Ltd.

7. Malik, P. L. (1999). Industrial Law, Vol 1 (18thEds). Lucknow: EBC Publishing Pvt Ltd.

8. Sharma, A. M. (2000). Industrial Jurisprudence and Labour Legislation. New Delhi. Himalaya Publishing House

9. Sinha, P. R. N., InduBala, Sinha, and Seema, Priyadarshini, Shekhar. (2006). Industrial Relations Trade Unions and Labour Legislation(8thEds). New Delhi: Dorling Kindersley India Pvt Ltd.

10. Tripathi, P.C., Gupta, C. B., and Kapoor, N.D. (2009). Industrial Relations and Labour Law (4thEds). New Delhi: Sulthan Chand and Sons

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2. https://www.icsi.edu/media/webmodules/Labour_Laws&_Practice.pdf

3. https://www.mgkvp.ac.in/Uploads/Lectures/47/1424.pdf

4. https://www.shrm.org/shrm-india/pages/simpliance.aspx

5. https://www.whatishumanresource.com/employment--labour-laws-in-india

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	S	M
CO2	S	S	S	S	S
CO3	M	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S – Strong   M – Medium   L - Low

SEMESTER - III CORE-VIII PART-A	23PMSWC32-2: MENTAL HEALTH AND PSYCHIATRIC DISORDERS (M&P)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of Mental illness and Assessment

Learning Objectives	
1	To acquire in-depth knowledge on Mental Health and Mental illness.
2	To understand the attitudes and belief pertaining to mental illness
3	To impart skills on psychiatric assessment
4	To acquire knowledge of the phenomenology, symptomatology, and treatment of Common Mental Disorders.
5	To acquire knowledge in legislation related to mental health.

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To understand the concept of Mental Health
CO2: To evaluate the client using psychiatric assessment tools
CO3: To know the various mental health issues in the community
CO4: To apply the phenomenology, symptomatology, and treatment of common mental disorders.
CO5: To use legislation appropriate to Mental Health related issues.
CO6: To effectively identify Mental Disorders

UNIT – I **(12 Hours)**

Concept of Mental Health: Normality & Abnormality, Concept of Mental Health, History of Psychiatry, Mental Health in India, Biopsychosocial Model. Socio-cultural factors in Psychiatry. Magico-religious practice

UNIT – II **(12 Hours)**

Psychiatric Assessment: Psychiatric Interviewing - Case History Taking and Mental State Examination, Psycho-Social and Multidimensional Assessment, Use of Mental Health Scales in assessment. Disability Assessment (IDEAS).

UNIT – IIII **(12 Hours)**

Common Mental Disorders & Classification: Classification of mental Disorders – ICD 10, DSM V, ICF. Clinical Signs, Symptoms, Causes and Treatment of the following Common Mental Disorders: Neurocognitive Disorders, Personality Disorders, Schizophrenia, Bipolar and related disorders and Depressive Disorders

UNIT – IV   **(12 Hours)**

Neurotic stress related disorders other disorders: Anxiety Disorders, Dissociative & Somatoform Disorders, Eating disorders, Elimination disorders, Conduct Disorders, Sleep-Wake Disorders, Sexual disorders, Substance-related and Addictive Disorders, Neurodevelopmental disorders

UNIT – V   **(12 Hours)**

Legislations related to Mental Illness: Mental Health Care Act 2017, Rights of Persons with Disabilities (RPWD) Act 2016, Narcotic drugs and Psychotropic Substances Act 1985.

Text Books

1. American Psychiatric Association, 2013, Diagnostic and Statistical Manual of Mental Disorders DSM-5

2. Ahuja Niraj (2011), A short textbook of psychiatry, 7th Edition, Jaypee Brothers Medical Publishers (P) Ltd, New Delhi.

3. Coleman, & James, (1996). *Abnormal Psychology Modern Life*. Mumbai: TaraporeVala and Sons.

4. Francis, Abraham P. (Ed.) (2014) *Social Work in Mental Health – Areas of Practice, Challenges & Way Forward.* Sage.

5. Kaplan, Harold, I., & Sadock, B.J., (1989). *Comprehensive Text Book of Psychiatry*. London: Williams & Wilkins, Baltimore.

Books for References

1. American Psychiatric Association (1994). *Diagnostic Criterion from DSM-IV*. Washington DC: American Psychiatric Association

2. Bhugra, Gopinath.,& Vikram Patel., (2005). *Handbook of Psychiatry- A South Asian Perspective*. Mumbai: Byword Viva Publishers Pvt. Ltd.

3. Diagnostic Criteria for Research, AITBS Publishers and Distributors, Delhi

4. Kapur, M., (1995). *Mental Health of Indian Children*. New Delhi: Sage Publications.

5. Mane, & Gandevia., (1998). *Mental Health in India: Issues and Concerns*. Mumbai: Tata Institute of Social Sciences.

6. Mangal S.K(2015), Abnormal Psychology, Sterling Publishers (p) Ltd, New Delhi.

7. The ICD-10 Classification of Mental and Behavioural disorders (2004), A.I.T.B.S. Publishers & Distributors, New Delhi.

Web Resources

1. https://www.who.int/classifications/icd/en/bluebook.pdf

2. https://cdn.website.editor.net/30f11123991548a0af708722d458e476/files/uploaded/DSM%2520V.pdf

3. Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf

4. http://nhm.gov.in/images/pdf/programmes/NMHP/Training_Manuals/Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf

5. https://courses.lumenlearning.com/abnormalpsychology/

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	S
CO2	S	S	S	S	S
CO3	S	S	M	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - III Core-VIII PART - A	23PMSWC32-3: **TRIBAL DEVELOPMENT IN INDIA (CD)**	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of Tribal Development

Learning Objectives	
1	To train 'development organizers' for working with tribal communities.
2	To improve adequate skills to prepare and implement integrated development plan & projects for tribal Communities
3	To Enhance knowledge in Multi Media for development of the tribal people.
4	To develop understanding of good governance in the field of tribal development.
5	To develop trainees as competent change agent in the field of tribal development

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : Understanding of tribal communities and its organisation.

CO2 : Discuss about the problems primitive communities' various problems.

CO3 : Helps to understand the contribution of tribal activists and reformers and impact of tribal movements on tribal policy.

CO4: It will help students to prepare with required skills as a tribal development facilitator

CO5:To analyses the role of multimedia for the development of the people

CO6: To adopt the future perspective of Tribal development in India

UNIT – I   **(12 Hours)**

Tribal Concepts: Organisation & Culture: Tribal Concept, Meaning & Identity Meaning, definition and characteristics of tribe. Concept of tribe from various perspective – British perspective, Indian perspective, tribal own perspective. Constitutional Meaning of tribe. Tribal Organisations Social organisations: Tribal family, marriage, kinship, Yuvagruh, Religion and customary practices. Economic organisations: Concept, forms, functions and changing nature. Political Organisations: Tribal council, customary laws and practices. Tribal Culture Component of tribal culture: Dance, Drama, Folklore, dialect, Instruments. Religion, customs & Rituals Literature and Art, Life philosophy in cultural practices.

UNIT – II   **(12 Hours)**

Tribal Problems: Economic Issues Land alienation & Agriculture Poverty & indebtedness Unemployment, Infrastructural Issues Habitat and settlement Basic Civic Amenities Transportation & communication. Access to Forest. Political issues such as political participation, Tribal self-rule Educational issues-accessibility, marginalisation, migration, drop-out. Health issues-accessibility, malnutrition, mortality & morbidity, reproductive health, anaemia and sickle cell anaemia. Superstitions, addiction, isolation.

UNIT – IIII   **(12 Hours)**

Tribal Development Policies, Programmes & Movements: Historical perspective of tribal policy, National and international policies 'Panchshil' philosophy as strategy for implementation and its impact on tribal policy Constitutional identity. Historical glimpses of tribal movements in India. Impact of tribal movements on tribal policy. Contribution of tribal activists: Birsa Munda, Tantya Bhil, Ambar singh Maharaj. Contribution of Tribal reformers: ThakkarBappa, Dr. B.D Sharma,Verrier Elvin, Godavari Parulekar. Prevention violation and protection of Tribal Rights. United Nations Declaration of Rights of Indigenous people. ILO Convention107 and 169 on rights of Indigenous people.

UNIT – IV   **(12 Hours)**

Tribal Governance: Governance Meaning, Need and Scope of Governance Inter-relationship of Governance and Development Characteristics of Good Governance History of tribal governance, Institutions in Tribal Governance National Commission on Scheduled Tribe. National Council for Tribal Welfare. TRIFED Autonomous Councils. Tribal Advisory Councils Panchayati Raj Institutions & PESA Civil Society Organisations: Forms, level of participation.

UNIT – V   **(12 Hours)**

Social Work Methods in tribal development: Skills of working with Individual: Individual: Intake & engagement Fact gathering & assessment Planning & Contracting Intervention & Monitoring Evaluation & Termination. Skill for working with group: Skill for working with group: Understanding group dynamics. Group identification or formation. Problems solving or group development. Focus group observation skills Use of various activities Observation & techniques of recording. Skills in community work. Rapport building. Identification of needs. Resource mobilisation. Programme planning. Programme Management. Recording Encouraging community participation Mobilising community action.

Communication Skill Definition & Concept Process, channels & types of communication Qualities essential in an effective development facilitator. Use of Audio – Visual media Use of Innovative Media Traditional Media-Tamasha, Powada, Folk Theatre, Folk lore, Music folk dance etc. Use of Social Networking & Social Media. Professional and Training skills.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. **Amita Shah** ,**Jharna Pathak**(2015), Tribal Development in Western India, ISBN 9781138095977.

2. Arvind Kumar (2005) Tribal Development & Planning , ISBN-13 : 978-8126119660.

3. Gowri Lakshmi G M, C Esther Buvana, (2020) A Study on Tribal Development Administration in Tamil Nadu, LAP Lambert Academic Publishing,ISBN-10 : 6202530332,ISBN-13 : 978-6202530330

4. PatilR.R, (2020) Tribal Development in India: Challenges and Prospects in Tribal Education, SAGE Publications Pvt. Ltd

5. Srinivasa Rao V (ed.) Challenges of Tribal Development: Contemporary Social Concerns, Rawat Publication, ISBN 978813161186

Books for References

1. Ahmad Shamshad and Nafees Ansari (2005), "Planning commission: Fifty-Five Years of Planned Development and Social Sector",

2. AmitabhaSankar ,Dasgupta (1990), Samira Frontiers of Social Anthropology , Gyan Books PVT LTD Delhi.

3. Chahar, S.S. (Ed.) (2005), Governance of Grassroots Level in India, New Delhi: Kanishka

4. Gare G M, (1974), Social Change, Among the tribal of western Maharashtra.

5. Mishra, G. P. and Bajpai, B. K. (2001). Community Participation in Natural Resource Management, Delhi: Rawat Publications

6. Mohanty P K, (2006), Encyclopaedia of scheduled Tribes - Gyan PVT LYD.

7. Ranjit Toppo (2007), Dynamics of Tribal Migration in India; Xavier Institute of Social Service, Ranchi, ISBN: 81-904112-2-5

8. Sachindra Narayan, (2002). The Dynamics of Tribal Development Issues and Challenges Gyan Books PVTLTD Delhi

9. Singh K S, (1972), Tribal situation in India, Indian Institute of Advanced Study, Simla

10. Vidarthi L P (1976). Tribal culture of India, Concept publishers New Delhi

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1. https://www.jstor.org/stable/23619351

2. https://trifed.tribal.gov.in/home

3. https://tribal.nic.in/WriteReadData/sentionOrder/201512301001182101476scan0013_Part2.pdf

4. https://www.drishtiias.com/summary-of-important-reports/xaxa-committee-on-tribal-communities-of-india

5. https://tribal.nic.in/

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	M	M
CO2	S	S	S	M	S
CO3	S	M	M	S	S
CO4	M	S	S	S	S
CO5	S	S	M	M	S
CO6	M	S	S	M	S

S – Strong   **M – Medium**   **L - Low**

Semester - III Core-IX PART - A	23PMSWC33-1: INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE (HRM)	Credit	5
		Hours/ Week	6

Prerequisites		Basic Understanding of Industrial relations and Employee Welfare
Learning Objectives		
1	To Understand Contemporary Industrial relations practices	
2	To be aware of the challenges faced by workers in various industries	
3	To apply the knowledge of employer- employee dynamics and the role of various stakeholders concerned with industrial relations	
4	To be aware of Industrial disputes, Prevention and settlement.	
5	To Learn about Employee welfare measures	

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To be aware of the concept and evolution of Industrial Relations

CO2 : To understand the mechanisms behind IR scenario in India.

CO3: To understand the role of various stakeholders in maintaining peaceful Industrial Relations in India .

CO4: To analyse various statutory and Non statutory employee welfare measures .

CO5: To evaluate various approaches to Employee welfare

CO6 : To apply social work methods in delivering Employee welfare services

UNIT – I   **(12 Hours)**

Introduction to Industrial Relations: *Industrial Relations*: Background to Industrial Relations- Scope, Evolution and Development, Approaches and forms of Industrial relations in India.

UNIT – II   **(12 Hours)**

Mechanism of Industrial Relations: *Mechanism of Industrial Relations*: Collective Bargaining, Joint Management Councils, works committee, Workers Participation in Management, Grievance handling procedures.

Industrial Disputes: Factors, Forms, Trends, Prevention and Settlement, Role of State and Central Labour Administration, Strikes and Lockouts

UNIT – IIII   **(12 Hours)**

Industrial Relations machinery in India: *Industrial Relations machinery in India:* Cconciliation, Arbitration and Adjudication, Code of discipline- Recent trends,Role of Government, Employers and Trade Unions in maintaining Industrial Relations.

UNIT – IV   **(12 Hours)**

Employee Welfare: *Employee Welfare:* Concept, principles, scope, theories, approaches and philosophy of employee welfare, Areas of Employee Welfare, Statutory welfare programmes, Non-statutory welfare programmes

Major problems experienced by employees ; Migration, wages, poor housing, absenteeism, employee turnover, tardiness Alcoholism, diseases,accidents and Working conditions

UNIT – V   **(12 Hours)**

Practice of Employee Welfare: *Employee Welfare:* Occupational health and safety - concept, challenges. Roles, functions and appointment of of the Labour Welfare Officer- Workers awareness Programs.
Need and application of Social Work methods in delivering employee welfare services, new paradigms in Employee welfare.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Dwivedi. R.S (1997) 'Human Relations & Organisational Behaviour', Macmillan India Ltd, New Delhi
2. Joseph, Jerome (2004) Industrial relations: Towards a new theory of negotiated connectedness, New Delhi: Response Books
3. Malhotra O.P (1985). Industrial Disputes Act 1947, Lucknow: East law book company
4. Mamoria C.B. and Mamoria. Satish (1998)'Dynamics of Industrial Relations', Himalaya Publishing House, New Delhi
5. Paul Edwards (2009)Industrial Relations: Theory and Practice, 2nd Edition

Books for References

1. Ratna Sen, (2003)'Industrial Relations in India', Shifting Paradigms, Macmillan India Ltd., New Delhi
2. Rosen bloom Jerry(2014) The Handbook of Employee Benefits -Health and Group Benefits,7th Edition,Mc Graw Hill
3. Sarma. A.M (2014),Employee Welfare and Social Security,Himalaya Publishing House.
4. Saxena, R.C. (1961). Labour Problems and Social Welfare, Meerat: Jaiprakashnath and company
5. Srivastav, K.N (1954). Industrial Peace & Industrial Relations Allahabad:Kitab Mahal
6. Srivastava (2000) 'Industrial Relations and Labour laws', Vikas, 4th edition.
7. Subba Rao.P., (2010) Essentials of Human Resource Management and industrial Relations: Text, Cases and Games
8. Venkata Ratnam.C.S., 'Globalisation and Labour Management Relations', Response Books, 2001.

Web Resources
1. https://www.researchgate.net
2. https://labour.gov.in
3. http://www.ignou.ac.in
4. https://www.ilo.org
5. https://www.greythr.com

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

Semester - III Core-IX PART - A	23PMSWC33-2: PSYCHIATRIC SOCIAL WORK (M&P)	Credit	5
		Hours/ Week	6

Prerequisites		Basic Understanding of Psychiatric Social Worker in special settings
Learning Objectives		
1	To aware on historical development of psychiatric Social Work	
2	To understand the social Work models and methods.	
3	To gain indepth knowledge on Psychiatric hospitals.	
4	To understand the role of Psychiatric Social Worker in special settings.	
5	To acquire knowledge and skill in the practice of Community Psychiatry and Rehabilitation	

Course Outcomes

On the successful completion of the course, student will be able:

CO1:To compare international Psychiatric Social Work standards and adopt suitable standards.

CO2: To apply methods of social work among psychiatric patients, family and people with mental illness.

CO3: To understand Psychiatric Hospital

CO4: To identify the role of social worker in clinical practice and help accordingly

CO5: To demonstrate high knowledge and skill as a Psychiatric Social Worker.

CO6: to formulate and design community mental health programs to address issues of mental health among communities

UNIT – I (12 Hours)

Introduction to Psychiatric Social Work: Psychiatric Social Work- Definition, Scope, Psychiatric Social Work as a field of Social Work in India. Current trends in Psychiatric Social Work, Changing trends in Psychiatric Social Work, Historical Development of Psychiatric Social Work in U.K., U.S.A. and India.

UNIT – II   **(12 Hours)**

Social Work models and Methods: The concept of psychiatric patient, Family and Mental Illness. Diagnosis in Psychiatric Social Work. Multi-Dimensional Approach, Psychosocial Education in Psychiatric Social Work, Models in Psychiatric Social Work. Social Case Work, Social Group Work and Family Therapy in Psychiatric setting.

UNIT – IIII   **(12 Hours)**

The Psychiatric Hospital as a Social System: Partial hospitalization. Concept of Milieu Therapy & Therapeutic Community, Admission Pattern, Vocational training Program (Industrial Therapy). Role of Psychiatric Social Worker in multidisciplinary team in inpatient & outpatient setting, (General Hospital Psychiatry)

UNIT – IV   **(12 Hours)**

Psychiatric Social Work practice in special settings: Day Hospitals, Child Guidance Clinic, Epilepsy Clinic, Adolescent Clinic, Mental HealthClinics, Geriatric Clinics. Deaddiction clinic, Crisis Intervention clinics, School Mental Health, Family Counselling Centre, Industrial setting.

UNIT – V   **(12 Hours)**

Rehabilitation and Community Psychiatry: Rehabilitation in Psychiatry; Concept, Principles, Process & Programmes, Role of Psychiatric Social Worker in Rehabilitation, Concept of Community Psychiatry and Community based Rehabilitation, Rehabilitation of Chronic Mentally ill Patients. Community Psychiatry: Role of the Psychiatric Social Worker in Community Mental Health Programmes, National Mental Health Program (NMHP) 1982, Revised Version 2002, District Mental Health Programs (DMHP) and their implementation. Health Mission. National Alliance, Supportive, Advocacy. Challenges and limitations in Psychiatric Social Work Practice, Innovations and trends in Psychiatric Social Work

Text Books

1. Park & Park. (2003). Textbook of preventive and social medicine.

2. Revised School Health Manuel, 2010, Central Board of Secondary Education.

3. Sekar, Parthasarathy, Muralidhar (2011), Handbook of Psychiatric Social Work, NIMHANS Publication.

4. Verma, Ratna, (1991). Psychiatric Social Work in India. Sage Publications, New Delhi

5. Francis, Abraham P.(2014), Social Work in Mental Health – Areas of Practice, Challenges & Way Forward, Sage Publications

Books for References

1. Daver, Bhargavi, (1999). Mental Health of Indian Women, Sage Publications, New Delhi

2. Daver, Bhargavi, (2001). Mental Health from a Gender Perspective. Sage Publications, New Delhi

3. Dhanda, Amita, (1999). Legal Order and Mental Disorder. Sage Publications, New Delhi

4. Kapur, Malavika, (1997). Mental Health in Indian Schools. Sage Publications, New Delhi

5. Online Manual NIMHANS Training Manuel for Psychologists, 2016, National Mental Health Programme and National Institute of Health and Family Welfare, New Delhi.

6. WHO, 1991 Innovative Approaches in Mental Health Care, Psychosocial Interventions and Co-management, Geneva.

7. World Health Organization, 1986 Prevention of Mental, Neurological and Psychosocial problems

Web Resources

1. www.who.org

2. https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry

3. https://www.apa.org/pubs/journals/abn/index

4. https://www.scitechnol.com/traumatic-stress-disorders-treatment.php

5. https://www.journals.elsevier.com/journal-of-experimental-social-psychology

6. https://www.journals.elsevier.com/mental-health-and-physical-activity

7. http://learnmem.cshlp.org/

8. https://journals.sagepub.com/toc/SPP/7/1

9. https://www.sciencedirect.com/journal/personality-and-individual-differences

10. https://onlinelibrary.wiley.com/journal/19383703

11. https://www.india.gov.in/topics/health-family-welfare

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	S	S	S	S
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - III Core-IX PART - A	23PMSWC33-3: URBAN COMMUNITY DEVELOPMENT (CD)	Credit	5
		Hours/ Week	6

Prerequisites	To learn the recent trends in urban Community Deployment

Learning Objectives	
1	To facilitate the students to have broader understanding about various aspects of UrbanCommunity
2	To Enhance students' knowledge on the available government policies and programmes.
3	To enrich the knowledge of the students on Urban local administration in India
4	To enable the students to improve analyzing skills of the urban community developmentProgrammes
5	To enhance the knowledge of the process and recent trends in urban Community Deployment

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To know various theories on urbanization, urban life, problems and development

CO2: To enable the students to practice the values and principles of urban community development

CO3: To learn urban local administrative structure and programmes for urban development and evaluate solutions for issues in Urban Community

CO4: to critically analyze the growth and development of urban areas, the related problems and the challenges

CO5: To acquire the skills to work with the urban community, and develop and implement programmes with them.

CO6 : Enable to practice Social Work Method in Urban Community

UNIT – I (12 Hours)

Urban Community: Concept and Theories: Definition, Concept, Objectives and Historical background; Urban Community Development: Approaches, Principles, Process and Methods; Welfare extension projects of Central Social Welfare Board; Urban Development Planning; Town and Country Planning Act 1971,ImportanceofCommunity planning and Community participation in Urban Development; Role of Community

Development Worker; Application of Social Work Method in Urban Development.

UNIT – II   (12 Hours)

Urban Problems in India: Population Density, Noise, Air and Water Pollution, Environmental issues, Urban Public Health, Urban informal sector, Traffickingand Delinquency. Sub urban issues and problems. Urban Poor: Cause and Conditions of Sub-standard Settlements (Slum), National Slum Development Programme, Displacement and Rehabilitation. Government Policies: Total Sanitation Policy, Poverty Alleviation Programme, Migration, Eviction, Resettlement and Adaptability. UN Standards on all the above issues.

UNIT – III   (12 Hours)

Urban Community Development: Meaning, Scope and Models. Urban Development Policy and Programmes, Trends in Town and Country Planning. Emerging patterns of urban social stratification in India, Early Development Interventions: SPARK Mumbai, People project of Action Aid, Oxfam – Urban Project, Delhi Pilot Project-Critical Analysis of a Planned Experiment, Urban Programmes in Five Year Plans, Historical Analysis of Government Programmes on Urban Community Development, NULM and recent urban infrastructure programme,

Barriers to Urban Community Development. Urban development Institutions- Roles and Functions, Urban Renewal Missions in India

UNIT – IV   (12 Hours)

Administrative Structure and Governance: Urban Municipal Administration- structure, composition, functions and current issues. Democratic functioning of Urban local bodies, 74th Constitutional Amendment, Governance and citizen's participation. E-Governance in Urban Development, National Urban Information System (NUIS).

UNIT – V   (12 Hours)

Policies and Programmes: Housing for the urban poor – policy and practice in developing countries. Major National Missions: JNNURM (AMRUT), Housing for all 2022.Institutions and Government departments: CMDA, TNHB, TNSCB, CMWSSB. Commissionerate for Town and Country Planning. Urban training Institutions: TNIUS, NIUA. Role and skills of Community Development Worker in Urban Community Development. Mechanisms to

address Urban Social concerns: 108 service, Women helpline, Child helpline.

Text Books

1. Bhattacharya, 2006, Urban Development in India: Since Pre-historic Times, Concept Publishing Company, New Delhi
2. Nagpaul, Hans, 2005, Social Work in Urban India, Rawat Publications, Jaipur
3. Patel, A.K., Dubey. M. V., Urban Social Work, Crescent Publishing Corporation, New Delhi
4. Singh, U.B. (2004) Urban Administration in India, New Delhi: Serial Publication
5. Thudipara. Z. Jacob, 2007, Urban Community Development, Rawat Publications, Jaipur

Books for References

1. Bhattacharya, S. N. Community Development- An Analysis of the Programme in India.Kolkata: Academic Publisher
2. Chahar, S.S (ed) (2005) Governance of Grassroots Level In India, New Delhi: Kanishka Publishers
3. Naik. N.T.K., Rahman, S. Mansoor, Urbanization in India, Serials Publications, New Delhi
4. Singh, Amita (Editor) (2005) Administrative Reforms (Towards sustainable practice) New Delhi: Sage Publications
5. Ram Ahuja, 2009, Sociology In India- Concepts, Theories & Recent Trends, Rawat Publications

Web Resources

1. http://mohua.gov.in/
2. http://egyankosh.ac.in/bitstream/123456789/39212/1/Unit-3.pdf
3. https://vikaspedia.in/social-welfare/urban-poverty-alleviation-1/schemes-urban-poverty-
4. Page 57 of 122M. S. W. 2021-22 onwards - University Departments - Annexure No.76(A)
5. SCAA DATED: 23.06.2021alleviation
6. https://www.scribd.com/doc/21976896/Understanding-Urbanization-Urban-Community-Development
7. http://mospi.nic.in/sites/default/files/Statistical_year_book_india_chapters/local%20bodies.Pdf
8. http://vidyamitra.inflibnet.ac.in/index.php/search

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	S
CO2	S	S	M	S	M
CO3	M	S	S	M	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S
CO6	S	M	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - III Core Practical -III PART - A	23PMSWP34: CONCURRENT FIELD WORK - III HUMAN RESOURCE MANAGEMENT SPECIALIZATION	Credit	3
		Hours/ Week	2

Prerequisites	Basic Understanding of Human Resource Management

Learning Objectives	
1	To understand the business profile of the industries
2	To observe the practice of current trends in HR
3	To familiarize with Labour Legislations
4	To practically understand the concept of Industrial Relations and to acquire the related competencies
5	To observe the application of various Labour welfare measures

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To integrate the classroom learning with field work practice - the knowledge related to types of employees, recruitment, selection, induction and placement, time office, bio- metric etc. in the industry

CO2: To understand the application of the different types of labour welfare measure and the current trends in HR practices

CO3: To demonstrate the knowledge and the skills of HRM, IR, and work as a HR professional in interdisciplinary teams

CO4: To apply and practice in projects of the organization on employees' motivation, employees' absenteeism, collective bargaining and the role of trade unions

CO5: To assess the concept of industrial relations and familiarize with labour legislation towards supportive business environment

CO6: To develop the competencies required for the practice of Human Resource Management

SYLLABUS

UNIT – I (12 Hours)

Organizational Profile: History of the Agency, Organization Chart, The Products, services,

Branches/units, workforce, Line and Staff management, structure and functions of the

Human Resource Department

UNIT – II (12 Hours)

Areas of Personnel Functions: Manpower Planning (Need Analysis), Recruitment

(Advertisement/consultancies/Campus/other Bureaus/Sources), Types of Employees

(Contract/Temporary/Permanent/part-time, Selection (interview/Written Test/Group

Discussion/Physical examination, Induction and Placement, Promotion and Transfer,

Training and Development (Need analysis/Types/outsourcing), Disengagement – Retention, Resignation/Termination and Retirement (Exit *interviews)*, Time Office (Daily Attendance/swiping Cards/Attendance Register), Hours of Work (Time in/Break/Movement Register/Period of Rest/Time out), Leave and Holidays (Casual Leave/Medical Leave/National and Festival Holiday etc), Employee Service Register, Communication, Employee Appraisal(Ranking/Free Essay/360 degree Appraisal), Balance Score Card, Succession Planning

UNIT – III (12 Hours)

Interviews: Industrial Relations Functions: Industrial Relations at Shop Floor & Plant Level (Works Committee/Joint Production Committee/ Management Councils, Grievance Handling – Grievance Settlement Procedure Works, Standing Orders (Employee Discipline/ Domestic Enquiry/ Absenteeism/ Alcoholism/ Punishment), Employers Association, Trade Unions, Collective Bargaining - The Agreements, Strikes/Lock outs and Retrenchment

UNIT – IV (12 Hours)

Labour Welfare Measures: Intra Mural and Extra Mural / Statutory and Non-Statutory Measures - Housing/ Crèche/Canteen/Credit and Consumer Cooperatives, Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/Stress/Fatigue/Burnout) Employee Counselling, Workers' education, Recreation, Other Welfare Measures

UNIT – V (12 Hours)

Labour Legislations: Legislations applicable to the Organization

Laboratory Skills:
 1) Research Proposal Writing
 2) Literature Review Skills
 3) Counselling Skills
 4) Employability Skills
 5) HR Technical Skill

Mini Research Project:
 Chapter 1 – Introduction
 Chapter 2 – Review of Literature
 Chapter 3- Research Methodology (Sample Size 25)
 Chapter 4 – Data Analysis and Interpretation
 Chapter 5 – Main finding, Suggestion and Conclusion.

Methods of Assessment: External Viva Exam

6) In relation to tasks achieved and personal growth and change
7) An external viva voce will be conducted.

Agency Evaluation Criteria:

Sl.No	Attributes	Max Marks	Sl.No	Attributes	Max Marks
1	Punctuality	10	6	Agency programmes & activity	10
2	Regularity	10	7	Cooperation with agency	10
3	Work Involvement	10	8	Relationship with others	10
4	Sense of Responsibility	10	9	Performance at work	10
5	Initiative to work	10	10	Attitude toward learning	10
Note: Hundred marks converted to Ten Marks			**Total Marks**		**100**

Internal Assessment Criteria (50 Marks)

Field Work	Marks	Skill Laboratory	Marks	Mini Research Project	Marks
Submission of Report	05	Active Participation	05	Involvement	05
Presentation of Field Work	10	Report	05	Data Collection and Tools	05
Attendance for field work	05	Attendance	05	Presentation of Report	05
CIA (50 Marks)	**20**		**15**		**15**

External Evaluation – (50 marks) - External examiner to be appointed by the University from Affiliated College

External Criteria	Marks	External Examiner (1)	External/Internal Examiner (2)	Average Marks	ESE (50)
Theoretical Knowledge	05	05	05	05+05/2=05	05
Communication and Presentation	05	05	05	05+05/2=05	05
Submission of Report	10	10	10	10+10/2=10	10
Learning from Field Work	10	10	10	10+10/2=10	10
Agency Evaluation	10	10	10	10+10/2=10	10
Mini Research Project	10	10	10	10+10/2=10	10
Total	**50**				**50**

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	S	S
CO3	S	S	S	S	M
CO4	S	S	S	S	S
CO5	S	S	M	S	S

S – Strong   M – Medium   L - Low

Semester - III Core Practical -III PART - A	23PMSWP34: CONCURRENT FIELD WORK III MEDICAL AND PSYCHIATRIC SOCIAL WORK SPECIALIZATION	Credit	3
		Hours/ Week	2

Prerequisites	Basic Understanding of different medical setting
Learning Objectives	
1	To know and understand the functions of hospital
2	To make the students aware of different settings for Medical Social Work.
3	To understand and analyze the role of person and patient in the environment
4	To train the students on Community based rehabilitation services. And provide professional intervention skills.
5	To improve the skills to work in health setting.

COURSE OUTCOMES:

CO 1: Understanding the different types of health issues.
CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the personal environment context.
CO 3: To be able to understand the role of social worker in health setting.
CO 4: Evaluate the role, characteristics and skills of a social work and critically evaluate the same.
CO5: Develop theoretical expertise and knowledge in health setting.
CO6: Understanding the role of multidisciplinary team in a hospital.

UNIT I (12 Hours)
Orientation Phase
1. Field work orientation on structure of the programme
2. Explaining the skills is required for social workers in health care setting.
3. Identification of the field of interest to develop the aptitude for the same.

UNIT II (12 Hours)
Induction Phase I
To understand the Structure and functions of administration in Medical Setting.
To identify the role of Medical Social Work
Identify the needs of the patients and caregivers in hospital.

UNIT III (12 Hours)
Induction Phase II

Applying their skill in Medical Social Work.
Assessment on the role of Social Worker in Hospital.

UNIT IV (12 Hours)
Implementation Phase
Apply the theoretical knowledge for solving the problems of patients and Application of Medical Social Work practice.

UNIT V (12 Hours)
Case study analysis and apply problem solving and strength based approach.

Feedback and Evaluation

1. The students will be evaluated based on their contribution and participation in the agency's activities.
2. Detailed report on the community where they worked.
3. Report writing and documentation
4. Attendance (Field work and conferences attended by the trainee
5. Internal & external Viva Voce examination

Laboratory Skills:
8) Research Proposal Writing
9) Literature Review Skills
10) Counselling Skills
11) Employability Skills
12) HR Technical Skill

Mini Research Project:
  Chapter 1 – Introduction
  Chapter 2 – Review of Literature
  Chapter 3- Research Methodology (Sample Size 25)
  Chapter 4 – Data Analysis and Interpretation
  Chapter 5 – Main finding, Suggestion and Conclusion.

Methods of Assessment: External Viva Exam
13) In relation to tasks achieved and personal growth and change
14) An external viva voce will be conducted.

Agency Evaluation Criteria:

Sl.No	Attributes	Max Marks	Sl.No	Attributes	Max Marks
1	Punctuality	10	6	Agency programmes & activity	10
2	Regularity	10	7	Cooperation with agency	10

3	Work Involvement	10	8	Relationship with others	10
4	Sense of Responsibility	10	9	Performance at work	10
5	Initiative to work	10	10	Attitude toward learning	10
Note: Hundred marks converted to Ten Marks			**Total Marks**		**100**

Internal Assessment Criteria (50 Marks)

Field Work	Marks	Skill Laboratory	Marks	Mini Research Project	Marks
Submission of Report	05	Active Participation	05	Involvement	05
Presentation of Field Work	10	Report	05	Data Collection and Tools	05
Attendance for field work	05	Attendance	05	Presentation of Report	05
CIA (50 Marks)	**20**		**15**		**15**

External Evaluation – (50 marks) - External examiner to be appointed by the University from Affiliated College

External Criteria	Marks	External Examiner (1)	External/Internal Examiner (2)	Average Marks	ESE (50)
Theoretical Knowledge	05	05	05	05+05/2=05	05
Communication and Presentation	05	05	05	05+05/2=05	05
Submission of Report	10	10	10	10+10/2=10	10
Learning from Field Work	10	10	10	10+10/2=10	10
Agency Evaluation	10	10	10	10+10/2=10	10
Mini Research Project	10	10	10	10+10/2=10	10
Total	**50**				**50**

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	M	S
CO5	S	S	S	M	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - III Core Practical -III PART - A	23PMSWP34: CONCURRENT FIELD WORK III COMMUNITY DEVELOPMENT SPECIALIZATION	Credit	3
		Hours/ Week	2

Prerequisites	Basic Understanding of the community development specialization
Learning Objectives	

1	To know and understand the functions of an agency.
2	To study and comprehend the agency's goals, policies and philosophy
3	To understand and analyze the person in the environment
4	To gain professional interventions skills.
5	To improve the skills in documentation.

COURSE OUTCOMES:

CO 1: Understanding the different types communities and their issues.

CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the person environment context.

CO 3: Interrupt the theoretical knowledge with the activities of social work agencies.

CO 4: Discuss the roles, characteristics and skills of a student trainee in field work agencies.

CO5: Develop expertise in proposal writing, research and evaluation.

CO6: Help the students to identify various avenues of job placement and equip themselves with the right employability competency.

CO6: Understanding the Corporates role in the development of the communities.

Phases:

Tasks/ Activities Carried out

Orientation Phase:

1. Field work orientation on structure of the programme

2. Explaining the skills are required for social workers to face the challenges in the different communities.

3. Identification of the field of interest to develop the aptitude for the same.

Induction Phase:

The students are start their training in their respective field work organisation.

1. Identify needs of the community and solve it with people s' participation.

2. Application of community social work practice

3. Applying their skill in solving the community problems.

4. Assessment on the role of industries contribution for community development

Implementation Phase:

Apply the theoretical knowledge for solving the problems and to develop the NGOs' knowledge on current application of community assessment & development.

Feedback and Evaluation:

1. The students will be evaluated bases on their contribution and participation in the agencies activities.

2. Detailed report on the community where they worked.

3. Report writing and documentation

4. Attendance (Field work and conferences attended by the trainee.

5. Internal & external Viva Vice examination

Laboratory Skills:

15) Research Proposal Writing
 1) Literature Review Skills
 2) Counselling Skills
 3) Employability Skills
 4) HR Technical Skill

Mini Research Project:

 Chapter 1 – Introduction
 Chapter 2 – Review of Literature
 Chapter 3- Research Methodology (Sample Size 25)
 Chapter 4 – Data Analysis and Interpretation
 Chapter 5 – Main finding, Suggestion and Conclusion.

Methods of Assessment: External Viva Exam

 1) In relation to tasks achieved and personal growth and change
 2) An external viva voce will be conducted.

Agency Evaluation Criteria:

Sl.No	Attributes	Max Marks	Sl.No	Attributes	Max Marks
1	Punctuality	10	6	Agency programmes & activity	10
2	Regularity	10	7	Cooperation with agency	10
3	Work Involvement	10	8	Relationship with others	10
4	Sense of Responsibility	10	9	Performance at work	10
5	Initiative to work	10	10	Attitude toward learning	10
Note: Hundred marks converted to Ten Marks			**Total Marks**		**100**

Internal Assessment Criteria (50 Marks)

Field Work	Marks	Skill Laboratory	Marks	Mini Research Project	Marks
Submission of Report	05	Active Participation	05	Involvement	05
Presentation of Field Work	10	Report	05	Data Collection and Tools	05
Attendance for field work	05	Attendance	05	Presentation of Report	05
CIA (50 Marks)	**20**		**15**		**15**

External Evaluation – (50 marks) - External examiner to be appointed by the University from Affiliated College

External Criteria	Marks	External Examiner (1)	External/Internal Examiner (2)	Average Marks	ESE (50)
Theoretical Knowledge	05	05	05	05+05/2= 05	05
Communication and Presentation	05	05	05	05+05/2=05	05
Submission of Report	10	10	10	10+10/2=10	10
Learning from Field Work	10	10	10	10+10/2=10	10
Agency Evaluation	10	10	10	10+10/2=10	10
Mini Research Project	10	10	10	10+10/2=10	10
Total	**50**				**50**

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	S	S
CO3	S	S	S	M	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - III Elective -III PART - A	23PMSWE35-1: DISASTER MANAGEMENT	Credit	3
		Hours/ Week	4

Prerequisites	Basic Understanding of Disasters
Learning Objectives	

1	To deliver an understanding of Disaster and Disaster Management.
2	To help students to understand risk assessment vulnerability analysis
3	To help students for Disaster preparedness and response, Recovery, Rehabilitation and Reconstruction
4	To describe the Community Linkage in Disaster Management
5	To enhance the role social workers in Disaster Management

Course Outcomes

On the successful completion of the course, student will be able:

CO1- Elucidate types of disasters and plan the preparedness for the disaster.

CO2 - Describe Disaster preparedness and responses various stakeholders of the community

C03 - Describe the NGO Registration procedure and identify how to run the NGOs effectively

CO 4 - critically analyse Recovery, Rehabilitation and Reconstruction technique

CO5- Apply Community Linkage in Disaster Management in safeguarding environment

CO6- Apply Professional social worker skills Disaster Management in safeguarding environment

UNIT – I **(9 Hours)**

Introduction to disaster: meaning of Hazard, Risk, Vulnerability, Disaster Meaning, Nature, Importance, Dimensions & Scope of Disaster Management, Disaster Management Cycle, Natural Disasters- Meaning and nature of natural disasters, types: Hydrological Disasters - Flood, Flash flood, Drought, cloud burst, Geological Disasters- Earthquakes, Tsunamis, Landslides, valances, Volcanic, eruptions, Mudflow, Wind related- Cyclone, Storm, Storm surge, Tidal waves, Heat and cold Waves, Climatic Change, Global warming, Sea Level rise, Ozone Depletion.

UNIT – II (9 Hours)

Risk Assessment and Vulnerability Analysis: Concepts, Elements & Perception of Risk, Acceptable risk, Requirements in Risk assessment, Risk Reduction- Mainstreaming "Risk /Role of Science & Technology, Strategies and International Mobilization in Disaster Risk Reduction, Concepts of vulnerability Identification, Vulnerability types and dimensions, Vulnerability- Social factors and economic factors &Strategic development for Vulnerability reduction.

UNIT – IIII (9 Hours)

Disaster preparedness and response: Concept and significance, Disaster Preparedness Measures, Institutional Mechanism for Disaster Preparedness, Disaster preparedness with special needs/ vulnerable groups, Disaster Preparedness: Policy and Programmes, Role of Government, International and NGO Bodies, Role of Information Technology (IT) in Disaster Preparedness, Role of Different Organizations / Institutions.

UNIT – IV (9 Hours)

Recovery, Rehabilitation and Reconstruction: Concept, Meaning, Types of rehabilitation and reconstruction, Importance of Disaster Mitigation, Cost – benefit analysis, relationship between vulnerability and development. Damage Assessment- Post Disaster Damage assessment.

Reconstructions- Essential services, Social infrastructures, immediate shelters/camps, Contingency plans for reconstructions, Development of Physical and Economic Infrastructure- Developing Physical and Economic Infrastructure, Environmental Infrastructure development

UNIT – V (9 Hours)

Community Linkage In Disaster Management: Community Based Disaster Management Human Behaviour and Response: Individual, Community, Institutional Community Participation and Awareness,Community Health during Disasters & Community Health Management, Disaster Site Management in Community& Disaster Management Strategies, Leadership and Coordination in Disaster Management & role of social worker in disaster management.

Text Books

1. Environment& Disaster Management: Ecology, Climate Change & Bio-diversity, D.R Khullar J A C S 9354601049
2. Kumar, Nitesh, Satish,Textbook of Disaster Management ,Serial Publishing House, **ISBN** 9789381226704
3. National Disaster Management Authority (2020) Guidelines Management of Glacial Lake Outburst Floods (GLOFs) , Ministry of Home Affairs Government of India
4. Subramanian. R, Disaster Management, Vikas Publishing House, ISBN 9352173387,9789386176686
5. Sharma SC, Disaster Management, Khanna Publishing House. ISBN 9386173387, 9789386173386

Books for References

1. Bernadin John H, 2012, Human Resource Management, New York: McGraw Hill.
2. Dwivedi. R.S, 2009, A Textbook of Human Resource Management, New Delhi, Vikas Publication House Pvt Ltd
3. Ivancevich, 2012, Human Resource Management, New York: McGraw Hill.
4. Mahajan. J P & Reeta, 2016, Human Resource Management, Noida, Vikas Publishing house.
5. Rao V.S.P 2000 Human Resource Management, New Delhi : Sage Publications.

Web Resources

1. https://www.researchgate.net/publication/277327554_Introduction_to_Disaster_Management
2. https://byjus.com/free-ias-prep/disaster-management-india/
3. https://www.youtube.com/watch?v=zR9CbaJhCd8
4. https://www.drishtiias.com/to-the-points/paper3/daster-management-i
5. https://nidm.gov.in/

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	M	S
CO6	S	S	S	M	S

S – Strong   **M – Medium**   **L - Low**

Semester - III Elective -III PART - A	23PMSWE35-2: CORPORATE SOCIAL RESPONSIBILITY	Credit	3
		Hours/ Week	4

Prerequisites	Basic Understanding of Corporates
Learning Objectives	

1	To learn the models and strategies of Corporate Social Responsibility.
2	To enhance understanding of the basic concepts, tools and techniques in Community Participation and Corporate –Community Collaboration working.
3	To Acquire knowledge on legal Provision related to CSR.
4	To enrich the knowledge on Business ethics and Corporate Governance.
5	To obtain skills and understand the role of Social Worker in the field of CSR.

Course Outcomes

The Successful completion of this course shall enable the student;

CO1 :To learn the concept and Model of Corporate Social Responsibility

CO2 :To understand steps and strategies in attaining CSR.

CO3: To examine the various norms and Standards on CSR(National and International).

CO4 :To appraise the various CSR Programmes in an Organization

CO5:To Reflect on various Ethical standards on consumer, Environmental and Social aspects of CSR.

CO6 :To Facilitate in the process of Community Participation and Community Need Analysis.

UNIT – I   (9 Hours)

Introduction to CSR: Corporate Social Responsibility – Meaning, Definition and Concepts. Historical evolution of CSR at Global and Indian contexts. Arguments for and against CSR Scope for CSR in India. Need to be Socially Responsible. Models of CSR- Carroll's model, CSR through triple bottom line and Sustainable Business. Steps to attain CSR. Drivers of CSR. CSR Strategies. CSR in Indian and International context.

UNIT – II   (9 Hours)

CSR-Legislation in India & the world. Indian Companies Act(2013):Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII, Appointment of Independent Directors on the Board, and Computation of Net Profit's Implementing Process in India. International standards and norms on CSR. Social Accounting: Definition, Objective, Scope. Social Audit: Definition, Approaches & Need.SA:8000 and Corporate Social Reporting.

UNIT – IIII (9 Hours)

Business ethics and Corporate Governance: Business ethics: Meaning and definitions of Ethics. Nature of business ethics; the relationship between business ethics, corporate governance and ethical leadership; Kohlberg's six stages of moral development; levels of ethical analysis; concept of corporate integrity. Corporate Governance – meaning, significance, principles and dimensions. Issues in corporate governance— Theoretical basis of corporate governance. Consumer Protection, Environment Protection, Gender issues in multiculturalism, Ethics and Corruption.

UNIT – IV (9 Hours)

CSR and Community Participation: Corporate and Community Participation. Corporate, NGO, Government and Citizen Participation, Need and types of participation, Corporate – Community Collaboration (CCC) and Social Development. Challenges and barriers to Corporate-Community Collaboration – CCC as CSR process and Product-Socio-Economic Impact of CCC – Community Investment and Corporate Citizenship Programmes.

UNIT – V (9 Hours)

Role and Skills of Social Worker: Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting and Supervising. Format for Annual report on CSR activities. CSR Audit & Reporting Guidelines by Companies act 2013. **Case Studies :** Ashok Leyland, Hyundai Foundation, Srinivasan Service Trust, Titan Foundation, Tata Sustainability Group, A.M.M.Foundation, CPCL, Wipro Foundation, Infosys Foundation, NIIT.

Text Books

1. Benn & Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.

2. Chatterjee, M. (2015).Corporate Social Responsibility. Delhi: Oxford University Press

3. Maya. R. J., Vanitha, S., Kamala, Padmavati, D., SangarMithirai and Padmavathy, M.(2008). Issues and Challenges of Sustainable Development in India. New Delhi: Serials publications.

4. Reddy, Sumati and Stefan Seuring. (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.

5. Werther, W. B. & Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage publications.

Books for References

1. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company

2. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.

3. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.

4. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.

5. Das, Chandra, Subash. (2010). Corporate Governance. New Delhi: PHI Learning Pvt.Ltd.

6. Ellington. J. (1998).Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers

7. Grace, D. and S. Cohen (2005). Business ethics: Australian problems and cases. Oxford: Oxford University Press.

8. Neil, H. (1973). Corporate Power Social Responsibility. New York: Macmillian Publishing Co., Inc.

Web Resources

1. https://indiacsr.in/

2. https://csrcfe.org/about-csr-in-india-public-policy/

3. http://csr.gov.in/

4. https://bthechange.com/csr-in-india-is-now-a-law-2502aa6d0daa

5. https://csrbox.org/CSR-in-India

6. https://thecsrjournal.in/top-100-companies-india-csr-sustainability-2021/

7. https://www.financialexpress.com/industry/corporate-social-responsibility-how-indias-csr-rules-ensure-strict-compliance/2392017/

8. https://thecsruniverse.com/csr-in-india-csr-definition-and-csr-eligibility-in-companies-act-2013/

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	M	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - III Core -X PART – A	23PMSWC36: COMPUTER APPLICATION IN SOCIAL WORK	Credit	3
		Hours/ Week	6

Prerequisites	To enhance the ability for Computer Knowledge in Research
Learning Objectives	
1	To understand the fundamentals of computing and word processing.
2	To understand the fundamentals word processing
3	To gain knowledge in using SPSS in social work researches
4	To familiarize in using SPSS in social work researches
5	To gain knowledge and familiarity in using SPSS in social work researches

Course Outcomes

On the successful completion of the course, student will be able:

CO1: The students will be able to understand the fundamentals of computing and word processing.

CO2: The students will be able to understand the fundamentals word processing

CO3: The students will be able to gain knowledge in using SPSS in social work researches

CO4: The students will be able to familiarize in using SPSS in social work researches

CO5: The students will be able to gain knowledge and familiarity in using SPSS in social work researches.

CO 6: To strength their general knowledge in Computer and relevant knowledge for Data Analysis.

Unit I   **Teaching Hours: 15**

Fundamentals of a Computer: Meaning, Characteristics, Components of Computer, basic operations –input, storage, processing, output, ALU and control. Devices of a computer hard ware, software, types of software –application, system, utility. Meaning of programme. Computer language –machine, assembly high level. Assembler, interpreter and compiler. Number system: Binary, Decimal, Octal and Hexadecimal. Operating system, Dos, Windows.

Unit II   **Teaching Hours: 15**

Microsoft Office - Word Processing: Meaning, Features, advantages. Structure of a word window. Creating, saving opening and printing documents. Creating tables. Mail merge-main document, data source and merging. **Spread Sheet Package:** Cell, rows and columns. Range, structure of excel window. Creating, saving opening and printing a spreadsheet, creating tables, charts, calculations. **Presentation package:** Creating presentations in power point, tables, and charts. Animation running slide show, saving the slides, printing presentations. Internet and browsing E-Mail, use of Internet in Research. Practical - creating document, excel, power point and mail merge.

Unit III   **Teaching Hours: 15**

Statistical Package for Social Science: SPSS concept, characteristics, Basics of Statistical analysis–population, sample, case, case number, variable, variable level, types of variable – numeric, string, alphanumeric, system missing value, user defined missing value, code book and code sheet, types of statistics, Statistical tests, types of analysis, Structure of SPSS windows.

Unit IV   **Teaching Hours: 15**

Creating data file, syntax file and output file: Defining data, Variable name, Variable label Values, value labels. Editing data file, adding cases, adding variables, saving files, retrieving data files, printing data file. Recoding of data. Practical –creating data file, syntax file, output file. Fixing output file in word.

Unit V   **Teaching Hours: 15**

Analysis of data: Single frequency, bivariate analysis, charts and diagrams. Editing of table and charts, exporting tables and charts in word document. Interpretation of data, Application of statistical calculation and test, Measurement of central tendency, dispersion, Chi Square test,'t' test. Application of correlation, regression. ANOVA One and Two Way, factor analysis. Practical – creating frequency table, cross tables, charts and statistical tests–chi square test.

Prescribed Text Book:

1. Saxena, Sanjay. 1999. A First Course in Computers. Vikas Publishing House Pvt. Ltd. New Delhi.

2. Fundamentals of Computers, V. Rajaraman, Eastern Economy Edition, 2001

Books for Reference:

1. Barrett, Neil. 1997. 30 Minutes to master Internet. Kongan Page India pvt. Ltd. New Delhi.

2. Foster, J.J. 1998. Data Analysis Using SPSS for Windows. Sage Publications Ltd. London.

3. Kelle, V. 1998. Computer Aided Qualitative Data Analysis. Theory, Methods and Practice. Sage Publications Ltd. London.

4. Lincoln, Y. S. and N. K. Denzin. 1994. Handbook of Qualitative Research. Sage Publications. California.

5. Mansfield, Ron. 1997. The Compact Guide to Microsoft Office Professional. Sybex Computer Books Inc. USA.

6. Miles, M.B. and E.A. Weitzman. 1995 Computer Literacy in Human Services. The Haworth Process. New York.

7. Saxena, Sanjay. 1999. A First Course in Computers. Vikas Publishing House Pvt. Ltd. New Delhi.

8. Sheldon, Tom. 1997. Windows 3.1 Made Easy. McGraw-Hill Companies Inc. New York.

9. Singh and Singh. 1998. Windows 95 Illustrated. Asian Publishers. New Delhi.

10. Spencer, D.D. 1998. The Illustrated Computer Dictionary. Bell and Howell Company. USA.

11. Sundarajan, K. 1998. Internet. KandadasanPathippagam. Chennai.

12. Taxali, R.K.. 1998 PC Software Made Simple. Tata MCGraw-HillPuhlishing Company Ltd. New Delhi.

13. Taxali, R.K. 1998. PC Software for Windows Made Simple. Tata MCGraw-Hill Publishing Company Ltd. New Delhi.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

COs	PO1	PO2	PO3	PO4	PO5
CO1	S	S	S	S	S
CO2	S	S	S	M	S
CO3	M	S	M	S	M
CO4	S	S	S	S	S
CO5	S	S	M	M	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L – Low

Semester - III PART - B	23PMSWI37: SUMMER INTERNSHIP	Credit	2
		Hours/ Week	-

Prerequisites	Basic Understanding of the Social Work Specialization

Learning Objectives

1	To understand the social issues in the contemporary field.
2	To enable the students to recognize and display professional attitudes, workplace behaviours and communication skills appropriate to their setting.
3	To develop an understanding of the role of Social Workers in the respective field.
4	To facilitate the students to understand the connection of theories t opractice with their respective specialized setting.
5	To learn and apply the methods of Social Work practice in their field work settings

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To acquire professional Social work skills in their respectivesocial work setting.

CO2: To analysetheneed and importance the role of Social Workers in professional practice.

CO3: To practice and demonstrate the Social Work methods in their respective settings.

CO4 : To associate and integrate the Social Work theory in to practice in their field work organization.

CO5 : To understand the application of Social Work approaches to handle the challenges in the field.

CO 6 : To utilise the professional knowledge and skills in their respective field.

PHASE – I : Orientation and Commencement

- Orientation on respective specialized fields.

- The objectives of summer placements are explained.

PHASE – II : Approval and Confirmation of Summer placement organization

- Confirmation/Approval of summer placement organizations.

- Commencement of summer placement training in the approved organization.

- The summer training program falls between Semester II and III.

PHASE – III : Induction and Learning

- Induction of students in the organization.

- Submission of Letter of induction to the respective guide.

- Submission of weekly reports (Learning & Observations) along with daily time sheets.

PHASE – IV : Social Work Practice in the Field

- Students gain knowledge about the Vision, Mission & objectives of the organization, organizational structure, functions of the organization, Dynamics of the organization, Skills Required to be a professional, laws pertaining to their specialized field, etc.

- Constant contact with the students to regulate the learning process.

PHASE – V : Termination and Evaluation

- Monitoring the performance of the student.

- Submission of letter of completion from the organization duly signed by the authorities.

- After the Completion of training, the process of evaluation (Self & Staff) is executed based on the performance of the students through the submitted weekly Reports.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

(Refer to the regulations for additional information)

Semester - IV Core- X1 PART - A	23PMSWC41-1: ORGANISATIONAL BEHAVIOUR (HRM)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of how people work in Organizations.

Learning Objectives	
1	To enrich the knowledge about the basics of people management in Organizations
2	To apply techniques of working effectively with people
3	To understand the causes of conflict in Organisations and ways to manage them
4	To understand the factors that motivate people at work
5	To acquire knowledge on Organizational Change and resistance to Change
6	To identify the latest trends in Organizational Development

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To be aware of the relation between various disciplines and Organizational Behaviour

CO2 : To be aware of the concept of Individual and group behaviour in Organizations

CO3: To apply suitable theories and models of Motivation to enhance the work motivation of People in Organizations

CO4: To analyse the competencies and skills required for overcoming resistance to change in Organizations

CO5: To identify the skills required for Interventions in Organizational Development

CO6: To understand latest trends in Organizational Development

UNIT – I **(12 Hours)**

Organizational Behaviour: *Organizational Behaviour* - Definition, Scope, Approaches to Organizational Behaviour, Foundations & Contributing disciplines to OB, History of OB, Hawthorne Studies, Human Relations Movement, Models of OB, Importance of Organizational Behaviour, Relevance of OB in Social Work. Challenges involved in the application and practice of OB. Current Trends in OB Practices: Quality of Work Life, Just-in-time (JIT), 5S model, Six Sigma and Lean Six Sigma, Total Productivity Management, Total Quality Management.

UNIT – II **(12 Hours)**

Human Behaviour at Work: *Individual behaviour,* Attitudes and values; Perception ;concept, process, errors and applications; Personality concept, determinants, theories and applications; Group behavior – concept, types of group, group development, group dynamics; Teams – types, creating effective teams. Organizational Conflict-concept, sources, types, management; Organizational power and politics, Behavioral changes in individuals and teams.

UNIT – III **(12 Hours)**

Motivation at Work : *Motivation-* Meaning, Theories of Motivation –Maslow's Hierarchy of Needs, Herzberg's Two factor Theory, McGregor's Theory X and Theory Y, Alderfer's ERG Theory Systems Theory, Emotional quotient at Work. Stress and anxiety management. Job Satisfaction, Job Rotation, Job Clarification, Employee Morale. Job Satisfaction, Organizational Citizenship Behaviour

UNIT – IV **(12 Hours)**

Organizational change: *Concept of Organizational Change,* resistance to change, managing resistance to change, Lewin's three step model of change, Stress – sources, consequences and management. Organizational culture and climate – Factors affecting organizational climate – Organizational processes and structure & design

UNIT – V **(12 Hours)**

Organizational Development: *Concept of Organizational Development-* Definition, theories and practice: Organizational Development and Organizational Behaviour, OD

Intervention techniques: Sensitivity Training. Quality Circles. Survey Feedback, Management of change. Individual behaviour, Foundations of individual behaviour.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Ahuja K.K. (1990) Organization Behaviour, Kalyani publication, New Delhi
2. Bhonsle, Y.B. (1999). Personnel Management Indian Scene. Mumbai: Deborah Prayer House.
3. Frence, Wendell and Cecil (1995). Organisation Development. New Delhi: Prentice-Hall of India Ltd.
4. Ghorpade M.B. (1980) Industrial Psychology, Himalaya publishing house, Mumbai
5. Ghosh P.K. and Ghorpade M.B. (1991) Industrial and Organizational Psychology, Himalaya publishing house, Mumbai

Books for References

1. Gilmer (1961) Industrial Psychology, McGraw hill, London
2. Gupta,Ananda Das (2014).Organizational Behaviour design,Structure and Culture: Biztantra
3. Margie Parikh and Rajan Gupta (2010), Organizational Behavior, Tata McGraw Hill Education Private Limited
4. Sinha Durganand (1992) Studies in Industrial Psychology, Sriram Mehar and co, Agra
5. Stephen P. Robbins (2002) Organizational Behaviour, Pearson education Asia New Delhi
6. Udai Pareek (2010) Understanding Organizational Behavior, Second Edition, Oxford University Press

Web Resources

1. http://www.tmv.edu.in/pdf
2. http://www.ignou.ac.in
3. https://www.researchgate.net
4. https://onlinelibrary.wiley.com
5. https://www.frontiersin.org

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - IV Core- X1 PART - A	23PMSWC41-2: CLINICAL SOCIAL WORK (M&P)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of health and lifeline settings
Learning Objectives	

1	To create awareness on clinical Social Work in different settings.
2	To equip students by imparting knowledge to understand the concept, definition, objectives, of Clinical Social Work.
3	To acquire core competencies required for clinical social worker, values and ethics of professional social work.
4	To develop the ability to critically analyse problems of people in distress and provide intervention for better wellbeing.
5	To identify the scope and challenges of different clinical social work setting

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, history, scope and trends in clinical Social Work.
CO2: To articulate skills to conceptualize, undertake evidence-based practice in different clinical settings.
CO3: To Critically analyse the problematic situations and to find workable means to resolve them
CO4: To analyse competencies and skills required for clinical social worker in different setting.
CO5: To create and implement empirically-based interventions in a multidisciplinary setting.
CO6: To demonstrate ethical values and clinical standards as per NASW in all clinical settings

UNIT – I (12 Hours)

Introduction to Clinical Social Work: Clinical social work: Meaning & Definition, Goal & Objectives, Scope, Historical development, concepts underlying clinical social work practice. Emerging trends in clinical social work in India and abroad

UNIT – II (12 Hours)

Ethics and standards in clinical social work: NASW Standards & behaviors for the practice of clinical social work. Core Competencies, techniques and Careers in Clinical Social Work practice.

UNIT – IIII (12 Hours)

Clinical social work practice among target groups: Children and adolescents - life skills education, student enrichment programme, counselling cell - training program for students, Health Education. **Families** - pre-marital counselling, family life education, family and marital enrichment, parenting training program **Elderly** – socialising, isolation and loneliness, psychological adjustment

UNIT – IV (12 Hours)

Psychosocial Interventions in clinical settings: Skills required for clinical social worker in assessment, diagnosis, rehabilitation planning, vocational evaluation, breaking bad news, drug adherence, handling distress, emotional problems, addiction, absenteeism, work life balance, suicidal ideation and micro skills in prevention.

UNIT – V (12 Hours)

Clinical social work in various settings: Clinical Social Work practice in educational setting, child welfare agencies, Family Counselling centres, short stay, Respite care, Destitute homes, correctional institutions, general hospital settings, de-addiction centers, adoption centres, counselling services in corporate and industrial setting

Text Books

1. Austrian S G (2000). Mental Disorders, Medications, and Clinical Social Work, New York: Columbia University Press.
2. Brandell, J R (1997). Theory and Practice of Clinical Social Work, London: Free Press
3. Elizabeth M. Vonl, Tony Tripodi, Irwin Epstein (2006). Research Techniques for Clinical Social Workers, Columbia University Press.
4. Jerrold R. Brandell (2014)Essentials of Clinical Social Work, Sage Publications, Ltd
5. Meyer, C. H. (1983) Clinical Social Work in an Ecological Systems Perspective, New York, Columbia University Press

Books for References

1. Cameron, M. & King Keegan, E. (2010). The common factors model: Implications for transtheoretical clinical social work practice.

2. Aboud, F.E. (1998). *Health psychology in global perspective.* USA: Sage Publications

3. Turner, K. (2009). Mindfulness: The present moment in clinical social work. Clinical Social Work Journal.

4. Cameron, M. & King Keegan, E. (2010). The common factors model: Implications for transtheoretical clinical social work practice.

5. Groshong, Laura W (2009), Clinical Social Work Practice and Regulation : an overview., Clinical Social Work Association.

Web Resources

1. https://www.socialworkers.org/Practice/Clinical-Social-Work

2. http://gaswin.tripod.com/

3. https://nimhans.ac.in/

4. https://gacbe.ac.in/images/E%20books/Handbook%20of%20Health%20Social%20Work.pdf

5. https://www.clinicalsocialwork.eu/wp-content/uploads/2015/01/CSW_2_2014.pdf

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	L
CO2	S	S	S	S	M
CO3	S	M	S	S	S
CO4	S	S	S	M	S
CO5	S	S	M	S	S
CO6	S	S	S	M	S

S – Strong   M – Medium   L - Low

Semester - IV Core- X1 PART - A	23PMSWC41-3: NGO MANAGEMENT (CD)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of NGO Management

Learning Objectives

1	To deliver the application for organisation development
2	To impart necessary skill for the management of organizations
3	To provide an understanding of the policies and procedures involved in establishing and maintaining Non-governmental organisation
4	To inspire students to adopt a critical perspective on NGO management
5	To provide an understanding about legal aspects of NGO management.

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : Classify the fundamentals of Management and distinguish between Profit and Non-Profit organisations.

CO2 : Explain the different legislations for Non-profit organisation.

CO3: Describe the NGO Registration procedure and identify how to run the NGOs effectively.

CO4: Prepare the fund raising techniques and develop proposal writing skills.

CO5: Critically analyse and understand the key issues and challenges facing NGOs.

CO6 : Apply a variety of tools to the development of NGO structure, personnel management, and other key areas in NGO management.

UNIT – I (12 Hours)

Fundamentals of Management: Introduction Management: Definition, Nature, Functions (Planning, Organizing, Staffing, Directing, Leading, Controlling and Coordination), Levels of Management – Top, Middle and low level and Market). Managerial skills: Conceptual, Technical and Human Relation Skills. Introduction to NGO management: Concepts, History and Characteristics and categories of NGO and Difference between the profit and non-profit organisation.

UNIT – II   **(12 Hours)**

NGO Registration Procedure: Memorandum and Article of Association, Formation of NGO as Trust, Formation of NGO as Society and Formation of NGO under section 25 of Company act**,** Foreign contribution (regulation)Act & amendment rules 2022.

UNIT – III   **(12 Hours)**

Governance of NGOs: Principles for NGOs Management, Governing Body, Resolution, Minutes, AGBM, and Organizational Culture. Financial Management and budgeting, Maintenance of Accounts and assets. Basics of office administration, Documentation of activities and projects.

UNIT – IV   **(12 Hours)**

Management of NGO: Strategic planning: Vision, Mission, Goal, Objective and activities. Project planning of the organisation, monitoring and evaluation of the project, Project Proposal writing, Daily Monthly, Quarterly, Annual Report, Research Report, Training Module Design

UNIT – V   **(12 Hours)**

Funding for NGOs & Role of NGOs: 1 Internal Source of Fund, External Source of Fund, Foreign Source and FCRA and Funding Under CSR Income tax exemption for NGO. Role of NGO in national development.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. David Lewis (2014) Non-Governmental Organisation, Management & Development, Routledge, ISBN-13 : 978-0415816502

2. Laila Brenner&Darian RodriguezHeyman (2019), Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals, Wiley; 2nd edition, ISBN-13 : 978-1119585459

3. Nabhi Board of Editors (2020) HB for NGOs an Encyclopaedia for Non Govt. Organisation & Volunt, ISBN: 8172747657

4. Puri V.K, (2010) Handbook on Formation and Management of NGOs & NPOs, JBA Publishers, ISBN: 9789380082295

5. Snehlata Chandra, (2003), Guidelines for NGOs Management in India,Kanishka Publishers Distributors, ISBN: 8173916039, 9788173916038

Books for References

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

2. Drucker, Peter, (1993) Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.

3. Julie Fisher, (2003) Governments, NGOs and the Political Development of the Third World,Jaipur: Rawat Publications.

4. Kandasamy, M., (1998) Governance and Financial Management in Non–Profit Organizations.New Delhi: Caritas India.

5. Lawant, B. T., (1999) NGOs in Development. Jaipur: Rawat Publications

6. Nabhi, (2005), Handbook of NGOs Publication New Delhi,ISBN-13 : 978-8172749644
7. Natani Shobha (2011) Non-Government Organization-Management and Structure, Prism Publication Jaipur

Web Resources

1. https://pria-academy.org/pdf/ngom/NGOM_1.pdf

2. https://www.researchgate.net/publication/341089166_INTRODUCTION_TO_NGO_MANAGEMENT_Compiled_Lecture_Notes

3. https://vakilsearch.com/online-ngo-registration/start-ngo-india

4. https://www.pkpconsult.com/setting-up-ngos.html

5. https://www.researchgate.net/publication/341089166_INTRODUCTION_TO_NGO_MANAGEMENT_Compiled_Lecture_Notes

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	M	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

Semester - IV Core- X1I PART – A	23PMSWP42-1: STRATEGIC HUMAN RESOURCE MANAGEMENT (HRM)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of Human Resource Management
Learning Objectives	
1	To understand the dimensions related to strategic HRM activities
2	To acquire skills to contribute to an organization's competitive edge
3	To examine the developments of HRM in the current globalized scenario
4	To develop a perspective pertaining to quality standards
5	To enhance the skills of strategic application pf HRM

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To understand Globalization and Global Impact on Indian Economy across Sectors
CO2: To describe the features of the International Business Environment
CO3: To apply the Models of International Human Resource Management
CO4: To analyse the strategies required for the Human Resource Management
CO5: To evaluate various strategic management tools in industries to gain a competitive advantage
CO6: To implement strategic practices in Human Resource Management

UNIT – I   **(12 Hours)**

Globalization and the Indian Business Environment: Meaning and Implications, Phases,

Global Impact on Indian Economy across Sectors. Modes of Entry strategies.

UNIT – II   **(12 Hours)**

International Business Environment: Review of the global economy, the global recession,

Business environment in Developed and Developing Countries. International trade theories.

GATT and WTO: Agreements and Implications. International cultural aspects- Values and

norms, religion and ethics, language, education impact of cultural differences on business

UNIT – III   **(12 Hours)**

International HRM (IHRM): Definition, reasons for going global, Approaches to IHRM,

Difference between IHRM and Domestic HRM, Reasons for emergence of IHRM, Models of

IHRM-Matching model, Harvard Model, Contextual Model, 5P Model European Model, Models - The Challenges of International Human Resource Management. – Overview of International Compliances, Tax, Work Permit, Visa Process and Offshoring business.

UNIT – IV   **(12 Hours)**

Strategic Human Resource Management: Definition, Meaning -SHRM - Process - Types of Corporate Strategies - Difference between SHRM and HRM, - Porter generic model - Benefits of SHRM, Role of HR in Strategic Human Resource.

UNIT – V   **(12 Hours)**

HR Strategies: Recruitment, Retention, Training & Development, and Retrenchment Strategies, Strategic management tools and recent trends in SHRM.

Text Books

1. Aswathappa, K. (2010) Human Resource Management – Text and Cases. New Delhi: Tata McGraw Hill

2. Gupta S C (2014). International Human Resource Management. Laxmi Publications

3. Gyanchandani, Rajni (2014). Strategic Human Resource Management. Nirali Prakashan

4. Monappa, Arun and Engineer, Mahrukh (1998). Liberalisation and Human Resource Management, Response Books, New Delhi

5. Porter, Michael S. (1998). Competitive Strategy: Techniques for Analysing Industries and Competitions, Free Press, New York

Books for References

1. Armstrong, Micheal (2011). Armstrong's Handbook of Strategic Human Resource Management (5th ed.). London, Kogan Page Ltd.

2. Jack Lawrence R & Glueck, William F (2008). Strategic Human Resource Management. Tata Mc Graw Hill Publishing Company Ltd.

3. Rathan Reddy B. (2015). Effective Human Resource Training and Development Strategy (3rd ed.). Mumbai: Himalaya Publishing House

4. Subba Rao P. (2015). International Human Resource Management. Himalaya Publishing House

5. Vance (2013). Managing a Global Workforce Challenges and Opportunities in International Human Resource Management. Prentice Hall India Learning Private Limited

Web Resources

1. http://www.ignou.ac.in
2. https://www.aihr.com
3. https://www.hrmexam.com
4. https://www.shrm.org
5. https://www.whatishumanresource.com

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	S	S
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	M
CO5	S	S	M	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - IV Core- X1I PART – A	23PMSWP42-2: THERAPEUTIC INTERVENTION IN SOCIAL WORK (M&P)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of Therapeutic Approaches
Learning Objectives	

1	To aware of the concept of therapeutic intervention
2	To understand the role of social worker in different setting
3	To acquire knowledge of therapeutic approaches
4	To initiate the student into integrating indigenous and holistic therapeutic practices.
5	To understand the current trends in healing

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To gain knowledge on the concept of Therapeutic Intervention in Social Work.

CO2: To Identify the role of social workers in clinical practice and help accordingly.

CO3: To apply the therapeutic approach during intervention.

CO4: To Integrate indigenous and holistic therapeutic practices

CO5: To adapt to current trends in healing

CO6: To plan the Psychosocial interventions

UNIT – I   **(12 Hours)**

Introduction to Therapeutics intervention: Therapeutic intervention - Meaning, Concept. Clinical Social Work Practice - Definition. Psychotherapy- Definition, Therapeutic Alliance. Compare Psychotherapy – Counselling – Case work.

UNIT – II   **(12 Hours)**

Role of Clinical Social Work Practice in different setting: Mental Health, HIV/AIDS, Deaddiction, Diabetics, Coronary Heart disease, Neurology, Nephrology, Oncology, Tuberculosis.

UNIT – IIII   (12 Hours)

Therapeutic Approaches: Key concepts, Therapeutic Process and application – Psychoanlysis, Gestalt Therapy, Erikson's Psychosocial stage, Cognitive Behaviour Therapy, Group Therapy, Family Therapy, Tele-counseling and Transactional Analysis. Person centered approach, Solution Focused approach

UNIT – IV   (12 Hours)

Indigenous Therapeutic Techniques: Indigenous therapeutic Techniques- Yoga, Meditation, Spiritual Healing and Relaxation Therapy.

UNIT – V   (12 Hours)

Current trends in Healing: Neuro Linguistic Programming, Positive Imaging, Pain Management techniques, Art Therapy, Play therapy, Music and Dance Movement Therapy.

Text Books

1. Antony D (2018), Counsellor's Approach to Mental Disorders, Guru Publications

2. Coleman, *Comprehensive Textbook of Abnormal Psychology*.

3. Egan Gerard. (2006). *The skilled helper: A problem management and opportunity, Development Approach to helping*, Wadsworth publishers, Boston, USA.

4. Joseph Waalsh (2010), Direct Social Work Practice Theoretical Perspectives, Cengage Learning India Private Limited, New Delhi. ISBN-13:978-81-315-1375-0

5. Sekar, Parthasarathy, Muralidhar (2011), Handbook of Psychiatric Social Work, NIMHANS Publication

Books for References

1. Benson, N & Loon, B. V (2012). Introducing Psychotherapy: A Graphic Guide

2. Hamilton, Gordon. (1955). *Theory and Practice of Social Case Work*. Columbia University Press, New York, USA.

3. Helen, (1995). *Social Case Work: A Problem-Solving Process.* The University of Chicago Press, Chicago, USA.

4. Konopka, (1983). *Social Group Work: A helping Process*. Prentice Hall, New Jersy, USA.

5. Lapworth, Phil, (2001). *Integration in Counselling and Psychotherapy: Developing a personal approach*. sage publications, New Delhi.

6. Windy, Dryden. (2002). *Handbook of Individual Therapy*. Sage Publications, New Delhi

Web Resources

1. https://www.apa.org/practice/guidelines

2. https://www.goodtherapy.org/learn-about-therapy/types/acceptance-commitment-therapy

3. https://www.goodtherapy.org/learn-about-therapy/types/dialectical-behavioral-therapy

4. https://www.who.int/transplantation/Guiding_PrinciplesTransplantation_WHA63.22en.pdf

5. https://www.learncbse.in/therapeutic-approaches-counselling-cbse-notes-class-12-psychology/

6. https://www.spsrohini.com/sites/default/files/12%20Psychology%20-Therapeutic%20Approaches%20-%20Notes%20&%20Video%20Link.pdf

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	S	S
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	S	S
CO6	S	S	S	S	S

S – Strong　　　　　**M – Medium**　　　　　**L – Low**

Semester - IV Core- X1I PART - A	23PMSWP42-3: SOCIAL WORK PRACTICE IN PROJECT MANAGEMENT (CD)	Credit	5
		Hours/ Week	6

Prerequisites	Basic Understanding of Project Management

Learning Objectives	
1	To enhance students to understand the concepts and importance proposal writing
2	To equip students with specific skills and techniques to management of project and implementing the project.
3	To enable the students to understand the format in Project.
4	To understand the significance of funding organisations.
5	To provide knowledge on the evaluation of projects.

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To understanding of Project proposal writing and its process of implementation.
CO2: To acquire project proposal writing skills to work effectively implement various programmes to community.
CO3 : To develop the ability to understand Project and its implications.
CO4: To have an appropriate knowledge towards effective Donor Management and NGO Management.
CO5: To strengthen the monitoring and evaluation skills.
CO6 : To demonstrate the skills for the management of Project

UNIT – I   **(12 Hours)**

Project proposal: Concept, meaning, objectives. Types of projects proposals, steps in proposal writings, need and importance of proposal

UNIT – II   **(12 Hours)**

Introduction to project Management: concept, objectives, principles, scope, importance and methodology; micro and macro level planning; project dimensions: identification and formulation; detailed project report (DPR); project appraisal: technical, economic and financial feasibility; participatory development (participatory planning and participatory rural appraisal (PRA), participatory management and participatory evaluation).

UNIT – IIII   (12 Hours)

Project Needs and Design- Categories of social needs, Exploring variety of issues (political,social and cultural). Assessing key issues affecting communities, ☐ Assessing how project can change livelihoods, Creating Logical Framework. **Project Organisational Structure-** Governing body, Assembling project team, Stakeholder identification, **Project Planning-** Project schedules, Project activities, Assessing project risks, Rolling wave planning

UNIT – IV   (12 Hours)

Planning and Management of Project Implementation: activity planning, network analysis, monitoring of development projects: management information system, project evaluation: programme evaluation and review technique (PERT) and critical path method (CPM); resource mobilisation: techniques of fund raising; statutory requirements for the formation of society and trust; foreign contribution regulation act; special provisions related to income tax exemption for development organisations

UNIT – V   (12 Hours)

Project Evaluation and NGO Managemnt: Project Evaluation- introduction, process, evaluation ethics-Planning for EvaluationEvaluation Assessment -Identifying & Working with Stakeholders- Evaluation design and methods and basic tools used in project evaluation and social audit- cost effectives, policy analysis and Reporting evaluation findings

Management of NGOs- Non-Profit Organizations: Types & Characteristics- Structure of nonprofit organizations, organizational culture and effectiveness- Models of Organizational Development and Human Resource and Financial Management in non-profit organizations. Social Work Competencies for NGO management.

Text Books

1. Chaudhuri. Tribal Development in India, Inter India Pub. 1981
2. Patel, MahendraLal. Planning strategy for tribal development. Vol. 111. Inter-India Publications, 1984.
3. Rajeeva. An Introduction to the Tribal Development in India, International.1988
4. Ramana, Rao DVV. "Tribal Development." (1992).
5. Singh, J. P., and N. N. Vyas. Tribal development: past efforts and new challenges. Himanshu Publications, 1989.

Books for References

1. Thakur, Devendra, ed. Tribal Life in India: Industrialisation in tribal areas. Vol. 4. Deep & Deep Publications, 1994..

2. Moorthy, R. V (2002). Project Management. Masters Publication

3. Roy, Sam, M (2002), Project Planning and Management, Focussing on Proposal writing. The Catholic Health Association of India

4. Vasant, Desai (1977), Project Management: Preparations, Appraisal, Finance and Policy. Delhi: Himalaya Pub. House

5. Gary Spolander, Linda Martin (2012), Successful Project Management in Social Work and Social Care , Jessica Kingsley Publishers

Web Resources

1. https://www.grin.com/document/262937

2. https://corporatefinanceinstitute.com/resources/management/project-evaluation-review-technique-pert/

3. https://www.ilo.org/eval/Evaluationpolicy/WCMS_168289/lang--en/index.htm

4. https://sswm.info/planning-and-programming/decision-making/planning-community/logical-framework-approach

5. https://www.workamajig.com/blog/critical-path-method

6. https://www.simplilearn.com/tutorials/project-management-tutorial/critical-path-method

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	S
CO2	S	S	S	S	S
CO3	S	S	M	S	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   M – Medium   L - Low

Semester - IV Project PART - A	23PMSWD43: PROJECT WITH VIVA VOCE - RESEARCH PROJECT	Credit	4
		Hours/ Week	10

Prerequisites	Enhance the abilities to prepare project report.
Learning Objectives	
1	To develop Research Attitude and Aptitude in basic research process
2	To develop an ability to see the linkages between practice, research, theory and their roles.
3	To develop Research Attitude and Aptitude in basic research process
4	To develop ability to conceptualize, formulate and conduct research projects
5	To understand the research process, meaning, scope, and importance of social work research
6	To develop skills for use of statistics, library (inclusive of ICT) and documentation services for research

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To students will be able to conceptualize, formulate and conduct research project.

CO2: To enable to see the linkages between practice, research, theory and their roles

CO3: To apply skills for use of library and documentation services for research.

CO4: To acquire analytical skills within the field of Social Work research

CO5 : To understand the application of Statistics in Social Work Research

CO6: To enhance abilities to prepare project report.

UNIT – I (12 Hours)

Aspects that need to be considered in designing and conducting a research study:

Selection and formulation of a Research problem Identifying and defining concepts, variables Formulation of hypothesis and testing hypothesis Preparation of a study proposal Understanding Research Design patterns

Scope and Coverage

Population/Universe of a study. Need for studying a cross section of the Universe (Sample) Study of the Available

Sampling patterns (Probability/Non-Probability, Deciding the sample size and assessing error, Problems and advantages of sample studies.

UNIT – II (12 Hours)

Planning and Implementation of data collection

Identification of data need, Use of secondary data

Primary data collection schemes and choice of a scheme

Preparation of a tool of data collection, and Problems in data collection

Data processing methods

Steps involved in data processing Preparing a data processing scheme, Taking decision on how the data are to be organized and presented, Analysis of data and use of Statistics in data analysis, Use of technological tool in data processing and analysis.

Application of Logical Reasoning and Statistics

Use of logical reasoning, Application of Statistical modules

Study of available statistical programme and their application on research data, Understanding the uses and misuse of statistical procedures Study Designs (A student can carry out research by using one of the following methods or combination of methods: Case study, Survey and Experimental study)

UNIT – III (12 Hours)

Format of the Research Report

Each research shall consist of the following sections.

Section I Preliminaries

Section II Body of the Report

Section III Annexures

Section I Preliminaries: It is a formal general section and shall have following details

1. Title page

2. A Face sheet having details regarding the title of the study, name of the researcher, name of the guide, Head of the department, institution through which the study has been undertaken university and year of the work

3. Forward/ Acknowledgement

4. Table of contents with page Nos

5. List of tables charts and graphs

6. Certification from the guide

Section II Body of the Report: It is a formal technical section which shall consist of following chapters.

1. Introduction

2. Review of Literature

3. Methodology

4. Data presentation and Analyses

5. Major Findings and conclusion

However, the number of Chapters appearing in the body of report can be more, if the student decides to increase chapters. The aim of each chapter shall be considered while preparing the chapter

Section III Annexure: This section shall consist of all such additional information that are not disclosed in the body of the report

a) A copy of the tool/tools of data collection.

b) Additional statistical tables

c) Bibliography

d) Photographs etc.

UNIT – IV   **(12 Hours)**

CHAPTER 1 Introduction: The purpose of this chapter is to introduce the problem/topic of research. Here the student has to discuss the problem under analysis in relation to its importance and highlight need for undertaking the study. The concepts, variables, hypothesis used in the study have to be explained in this Chapter.

CHAPTER 2 Review of Literature: The purpose of this chapter is to gather information review literature and studies conducted earlier on the same topic based on which one can draw out the relevance of the present study.

CHAPTER 3 Methodology: In this chapter the student has to outline as clearly as possible the, procedure used by him/her in the project undertaking.

1. The objectives of the research should be clearly stated following which the other issues are to be discussed
2. Coverage i.e. Population and Sample.
3. Data collection: Time duration; methods and tools used, difficulties faced in data collection.
4. Scheme involved in data processing and mode of data presentation. (Editing, classification, coding tabulation, graphs). If processed by the computers, a brief discussion on the scheme has to be explained
5. Report Design: A brief discussion on the arrangement or chapterisation of the report could be included here.

UNIT – V   **(12 Hours)**

CHAPTER 4 Data Presentation and Analysis: This chapter shall present the findings of research. Appropriate mode of data presentation such as charts, graphs and diagrams and descriptive analysis/ interpretations of data are undertaken here.

CHAPTER 5 Major Findings and Conclusion: This chapter shall present in a summarized form, the major findings as well as the conclusions arrived at, along with recommendations and suggestions if any for further research and intervention in the area of the study.

Text Books
1. Ahuja, Ram (2001), Research Methods , Rawat publications, Jaipur
2. Alston, M Bocoles, W (Indian Edition 2003), Research for Social Workers- An Introduction to Methods, Rawat Jaipur.
3. Chauthary, C, M (1991), Research Methodology, Jaipur, RBSA Publishers
4. Costello, Patrick (2005), Action Research, London Continuum
5. Gillham,Bill (2000), Case Study Research Methods, London, Continuum
6. Kothari, C, R (2004), Research Methodology: Methods and Techiques, New Delhi, New age International

<table>
<tr><td colspan="2">7. Krishnaswamy, O.R (1993), Methodology for Research in Social Science, Himalaya, Bombay</td></tr>
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Books for References

1. Baker, Therese, I (1994) Doing Social Research, McGraw Hill, Singapore

2. Laldas, D, K (2000) Practice of Social Research, Rawat, Jaipur.

3. Mikkelsen, Britha (2005), Methods for Development Work and Research – A new Guide for

4. Practioners, Sage Publications, New Delhi.

5. Singh, Jaspal (2001), Methodology and Techniques of Social Research , New Delhi, Kanishka.

Web Resources

1. https://onlinecourses.nptel.ac.in/noc20_ge01/preview
2. https://onlinecourses.nptel.ac.in/noc20_hs78/preview
3. https://academic.microsoft.com/
4. https://www.refseek.com/
5. https://core.ac.uk/
6. https://www.base-search.net/

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	S	S
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	S	S	S	S	M
CO5	S	S	M	S	S

S – Strong   **M – Medium**   **L - Low**

(Refer to the regulations for additional information)

Semester - IV Core Practical IV PART - A	23PMSWP44: CORE PRACTICAL IV CONCURRENT FIELD WORK – IV HUMAN RESOURCE MANAGEMENT SPECIALIZATION	Credit	3
		Hours/ Week	2

Prerequisites	Basic Understanding of application of HRM – Service Sector

Learning Objectives	
1	To develop an understanding of the nature and structure of the Organisation
2	To develop an understanding of the Strategic HR functions in the Service Sector
3	To gain practical understanding of the business functions in the Service Organizations
4	To acquire an insight into the process of policy formulation and implementation
5	To observe the application of the various Labour Legislations

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To demonstrate an understanding of the nature, structure and role of organisations of the service sector
CO2: To analyse the business operations and functions of organisations of the service sector
CO3: To Identify the strategic Human Resource functions of the service sector
CO4: To demonstrate knowledge, skills, attitude and values required for working in service sector in the areas of personnel management, labour welfare, industrial relations
CO5: To undertake projects unique to the service sector
CO6: To evaluate the labour legislations applicable to service sector

SYLLABUS

UNIT – I   **(12 Hours)**

Understanding of the Organisation, its financial standing, Organisation structure, competitors and market share

UNIT – II   **(12 Hours)**

Understanding of Human Resource planning, job analysis, job description and Recruitment process; Establishing rapport with the personnel and understanding HRD functions

UNIT – III   **(12 Hours)**

Gain insights into HR policies related to Employee engagement, Employee relations, Grievance handling, talent management, Reward system, Compensation management, Performance Management etc.

UNIT – IV   **(12 Hours)**

Conducting research project, assignments pertinent to service sector; Undertake analysis/ projects relevant to the Organisation

UNIT – V   **(12 Hours)**

Legislations applicable to the Organization

Component of Field Work:
  1) Regular field Work
  2) Study Tour
  3) Skill Laboratory

Study Tour:
      The aim of study tour is to provide an exposure for the students to other Schools of Social Work and well known organizations (common and specialization based) involved in the practice of social work outside the jurisdiction of University of Madras. The Place and the days shall be decided by the department in consultation with the students. The students are expected to observe the differences and nuances in such organizations with respect to their concurrent field work agencies in terms of service delivery. A detailed report of the study tour has to be submitted to the department immediately after the study tour.

Skill Laboratory:
  4) Participatory Learning & Action (PLA)
  5) Academic Writing Skills
  6) Organization Skills
  7) Public Relation / Networking Skills
  8) Project formulation and Evaluation

Agency Evaluation Criteria:

Sl.No	Attributes	Max Marks	Sl.No	Attributes	Max Marks
1	Punctuality	10	6	Agency programmes & activity	10
2	Regularity	10	7	Cooperation with agency	10
3	Work Involvement	10	8	Relationship with others	10
4	Sense of Responsibility	10	9	Performance at work	10
5	Initiative to work	10	10	Attitude toward learning	10
Note: Hundred marks converted to Ten Marks			**Total Marks**		**100**

Internal Assessment Criteria (50 Marks)

Field Work	Marks	Skill Laboratory	Marks	Study Tour	Marks
Submission of Report	10	Active Participation	05	Active Participation	05
Presentation of Field Work	05	Report	05	Responsibility of Committee	05
Attendance for field work	05	Attendance	05	Presentation of Report	05
CIA (40 Marks)	**20**		**15**		**15**

External Evaluation – (50 marks) - External examiner to be appointed by the University from Affiliated College

External Criteria	Marks	External Examiner (1)	External/Internal Examiner (2)	Average Marks	ESE (50)
Theoretical Knowledge	05	05	05	05+05/2=05	05
Communication and Presentation	05	05	05	05+05/2=05	05
Submission of Report	10	10	10	10+10/2=10	10
Learning from Field Work	10	10	10	10+10/2=10	10
Agency Evaluation	10	10	10	10+10/2=10	10
Study Tour	10	10	10	10+10/2=10	10
Total	**50**				**50**

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	S	M
CO2	S	S	M	S	M
CO3	S	S	S	S	M
CO4	S	S	S	S	S
CO5	M	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - IV Core Practical IV PART - A	23PMSWP44: CORE PRACTICAL IV CONCURRENT FIELD WORK – IV MEDICAL AND PSYCHIATRIC SOCIAL WORK SPECIALIZATION	Credit	3
		Hours/ Week	2

Prerequisites	Basic Understanding of different Psychiatric setting
Learning Objectives	
1	To know and understand the functions of hospital
2	To make the students aware of different settings for Psychiatric Social Work.
3	To understand and analyze the role of person and patient in the environment
4	To train the students on Community based rehabilitation services. And provide professional intervention skills.
5	To improve the skills to work in health setting.

COURSE OUTCOMES:

CO 1: Understanding the different types of health issues.
CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the personal environment context.
CO 3: To be able to understand the role of social worker in health setting.
CO 4: Evaluate the role, characteristics and skills of a social work and critically evaluate the same.
CO5: Develop theoretical expertise and knowledge in health setting.
CO6: Understanding the role of multidisciplinary team in a hospital.

UNIT I   **(12 Hours)**
Orientation Phase
   4. Field work orientation on structure of the programme
   5. Explaining the skills is required for social workers in health care setting.
   6. Identification of the field of interest to develop the aptitude for the same.

UNIT II   **(12 Hours)**
Induction Phase I
To understand the Structure and functions of administration in Medical Setting.
To identify the role of Psychiatric Social Work
Identify the needs of the patients and caregivers in hospital.

UNIT III (12 Hours)
Induction Phase II
Applying their skill in Psychiatric Social Work.
Assessment on the role of Social Worker in Hospital.

UNIT IV (12 Hours)
Implementation Phase
Apply the theoretical knowledge for solving the problems of patients and Application of Psychiatric Social Work practice.

UNIT V (12 Hours)
Case study analysis and apply problem solving and strength based approach.

Feedback and Evaluation

6. The students will be evaluated based on their contribution and participation in the agency's activities.
7. Detailed report on the community where they worked.
8. Report writing and documentation
9. Attendance (Field work and conferences attended by the trainee
10. Internal & external Viva Voce examination

Component of Field Work:
9) Regular field Work
10) Study Tour
11) Skill Laboratory

Study Tour:
The aim of study tour is to provide an exposure for the students to other Schools of Social Work and well known organizations (common and specialization based) involved in the practice of social work outside the jurisdiction of University of Madras. The Place and the days shall be decided by the department in consultation with the students. The students are expected to observe the differences and nuances in such organizations with respect to their concurrent field work agencies in terms of service delivery. A detailed report of the study tour has to be submitted to the department immediately after the study tour.

Skill Laboratory:
12) Participatory Learning & Action (PLA)
13) Academic Writing Skills
14) Organization Skills
15) Public Relation / Networking Skills
16) Project formulation and Evaluation

Agency Evaluation Criteria:

Sl.No	Attributes	Max Marks	Sl.No	Attributes	Max Marks
1	Punctuality	10	6	Agency programmes & activity	10
2	Regularity	10	7	Cooperation with agency	10
3	Work Involvement	10	8	Relationship with others	10
4	Sense of Responsibility	10	9	Performance at work	10
5	Initiative to work	10	10	Attitude toward learning	10
Note: Hundred marks converted to Ten Marks			**Total Marks**		**100**

Internal Assessment Criteria (50 Marks)

Field Work	Marks	Skill Laboratory	Marks	Study Tour	Marks
Submission of Report	10	Active Participation	05	Active Participation	05
Presentation of Field Work	05	Report	05	Responsibility of Committee	05
Attendance for field work	05	Attendance	05	Presentation of Report	05
CIA (40 Marks)	**20**		**15**		**15**

External Evaluation – (50 marks) - External examiner to be appointed by the University from Affiliated College

External Criteria	Marks	External Examiner (1)	External/Internal Examiner (2)	Average Marks	ESE (50)
Theoretical Knowledge	05	05	05	05+05/2=05	05
Communication and Presentation	05	05	05	05+05/2=05	05
Submission of Report	10	10	10	10+10/2=10	10
Learning from Field Work	10	10	10	10+10/2=10	10
Agency Evaluation	10	10	10	10+10/2=10	10
Study Tour	10	10	10	10+10/2=10	10
Total	**50**				**50**

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	M	S
CO5	S	S	S	M	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - IV Core Practical IV PART - A	23PMSWP44: CORE PRACTICAL IV CONCURRENT FIELD WORK – IV COMMUNITY DEVELOPMENT SPECIALIZATION	Credit	3
		Hours/ Week	2

Prerequisites	Basic Understanding of CSR
Learning Objectives	
1	To develop an understanding of the nature and structure of the Organisation
2	To develop an understanding of the Strategic CSR Functions in all kinds of industries.
3	To gain practical understanding of the CSR functions in the industries
4	To acquire an insight into the process of policy formulation and implementation
5	To observe the application of the various methods of social work.

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To demonstrate an understanding of the nature, structure and role of organisations.
CO2: To analyse the CSR functions of different kind of organisations
CO3: To Identify the strategic CSR Functions of different kinds of industries.
CO4: To demonstrate knowledge, skills, attitude and values required for working in the CSR sector.
CO5: To undertake projects unique to the communities.
CO6: To evaluate the CSR regulation act applicable to the industries.

UNIT – I **(12 Hours)**

CSR: Concept, definition, scope, Evolution of CSR, CSR and social legitimacy, The evolving role of stakeholders, Moral and economic arguments for CSR

UNIT – II **(12 Hours)**

CSR policy and governance, Stakeholder engagement, Environmental assessments, Theories & Models of CSR.

UNIT – III **(12 Hours)**

Community investment and evaluation, CSR and human resource management, Reporting and communications

UNIT – IV (12 Hours)

Introducing a systems-based approach to developing CSR, Assessing the current state of a company's CSR activities, Linking CSR to brands and reputation, Stakeholder engagement.

UNIT – V (12 Hours)

Implementing CSR programmes, Monitoring and measuring the impact of CSR programs, Company Act: 2013

Component of Field Work:
17) Regular field Work
18) Study Tour
19) Skill Laboratory

Study Tour:

The aim of study tour is to provide an exposure for the students to other Schools of Social Work and well known organizations (common and specialization based) involved in the practice of social work outside the jurisdiction of University of Madras. The Place and the days shall be decided by the department in consultation with the students. The students are expected to observe the differences and nuances in such organizations with respect to their concurrent field work agencies in terms of service delivery. A detailed report of the study tour has to be submitted to the department immediately after the study tour.

Skill Laboratory:
20) Participatory Learning & Action (PLA)
21) Academic Writing Skills
22) Organization Skills
23) Public Relation / Networking Skills
24) Project formulation and Evaluation

gency Evaluation Criteria:

Sl.No	Attributes	Max Marks	Sl.No	Attributes	Max Marks
1	Punctuality	10	6	Agency programmes & activity	10
2	Regularity	10	7	Cooperation with agency	10
3	Work Involvement	10	8	Relationship with others	10
4	Sense of Responsibility	10	9	Performance at work	10
5	Initiative to work	10	10	Attitude toward learning	10
Note: Hundred marks converted to Ten Marks			**Total Marks**		**100**

Internal Assessment Criteria (50 Marks)

Field Work	Marks	Skill Laboratory	Marks	Study Tour	Marks
Submission of Report	10	Active Participation	05	Active Participation	05
Presentation of Field Work	05	Report	05	Responsibility of Committee	05
Attendance for field work	05	Attendance	05	Presentation of Report	05
CIA (40 Marks)	**20**		**15**		**15**

External Evaluation – (50 marks) - External examiner to be appointed by the University from Affiliated College

External Criteria	Marks	External Examiner (1)	External/Internal Examiner (2)	Average Marks	ESE (50)
Theoretical Knowledge	05	05	05	05+05/2=05	05
Communication and Presentation	05	05	05	05+05/2=05	05
Submission of Report	10	10	10	10+10/2=10	10
Learning from Field Work	10	10	10	10+10/2=10	10
Agency Evaluation	10	10	10	10+10/2=10	10
Study Tour	10	10	10	10+10/2=10	10
Total	**50**				**50**

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	S	M
CO2	S	S	M	S	M
CO3	S	S	S	S	M
CO4	S	S	S	S	S
CO5	M	S	S	S	S

S – Strong   **M – Medium**   **L – Low**

Semester - IV Elective - IV PART - A	23PMSWE45-1: ELECTIVE IV COUNSELLING IN SOCIAL WORK	Credit	3
		Hours/ Week	4

Prerequisites	Basic understanding of Counselling, techniques &process ofCounselling in different settings.
Learning Objectives	
1	To understand Counselling Basics
2	To learn the Process and Skills in Counselling
3	To gainTheoretical Foundations of Counselling
4	To aware about Counselling in different settings
5	To learn CounsellinginSpecialSituations

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To demonstrate ethics in Counselling.
CO2: To use various Counselling skillsrequired and Counselling process.
CO3: To designCounsellingtechniquesbasedonthesocialbackgroundoftheclient.
CO4: To use Counselling as a tool for managing changes and situations.
CO5: To apply Counselling skills at different settings.
CO6: To apply Counselling in emergency situations

UNIT – I (9 Hours)

Introduction to Counselling: Counselling

Definition,Objectives,Goals,PrinciplesofCounselling,DifferencebetweenCounselling,Case

Work &Psycho-therapy,Codeof Ethics.

UNIT – II (9 Hours)

Process& SkillsinCounselling: StepsforCounselling,TypesofCounselling:Directive,Non-

Directive&Eclectic.Qualitiesof aneffectivecounselor, Counsellingskills &techniques.

UNIT – IIII (9 Hours)

TheoreticalfoundationsofCounselling**:**

Psychoanalytictheory(Freud),PersonCentered(Roger),CognitiveBehaviourTherapy(CBT),

Rational Emotive Behavioural Therapy, Gestalt Therapy, Humanisticapproach (Carl Rogers &Maslow).

UNIT – IV (9 Hours)

Counselling in different Setting: Industrial/Work place, Martial, Family, De-addiction Counselling. Terminal Illness (Palliative, Hospice, AIDS, Cancer), School Counselling, Career Counselling, Grief Counselling. Suicidal Counselling.

UNIT – V (9 Hours)

Crisis&TraumaCounselling: Counselling in emergency and Disaster Situations (Migrants, Refuges, Trauma CARE, Victims of Communal Riots, Pandemic), CrisisIntervention

Text Books

1. Antony John (2003) Skills of Counselling, Guru Publications

2. Egan,Gerard,2006.Theskilledhelper:Aproblemmanagementopportunity, DevelopmentApproachtohelping,Wadsworthpublishers,Boston

3. Ramanth,Sharma.&Rachana,Sharma.(2004).*GuidanceandCounsellinginIndia.*NewDelhi:AtlanticpublishersandDistributiors.

4. Rao,Narayana,2003CounsellingandGuidance,TataMcGrawHill,New Delhi.India

5. Ray,Wolfe&WindyDryden.(1996).*HandbookofCounsellingPsychology.*NewDelhi,New Delhi: SagePublications

Books for References

1. Dave,Mearns.(1997).PersonCenteredCounsellingTraining.NewDelhi,NewDelhi:SagePublications.

2. David Murphy · 2017, Counselling Psychology: A Textbook for Study and Practice, John Wiley & Sons Ltd.

3. Joyce&Charlotte,Sills;(2002).SkillsinGestaltCounselling&Psychotherapy. NewDelhi,NewDelhi:sagepublications.

4. Michael,Carroll.(1996).WorkplaceCounselling:Asystematicapproachtoemployeecare.New Delhi, New Delhi: Sagepublications.

5. Palmer,2004Counselling,TheBACCounsellingreader,BritishAssociationforCounselling,Vol.1&2, Sage publications,New Delhi,India

Web Resources

1. https://www.scitechnol.com/international-journal-of-mental-health-and-psychiatry.php

2. https://journals.sagepub.com/home/HPO

3. https://journals.sagepub.com/home/JHV

4. https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry

5. https://www.apa.org/pubs/journals/abn/index

6. https://www.scitechnol.com/traumatic-stress-disorders-treatment.php

7. https://www.journals.elsevier.com/journal-of-experimental-social-psychology

8. https://www.journals.elsevier.com/mental-health-and-physical-activity

9. http://learnmem.cshlp.org/

10. https://journals.sagepub.com/toc/SPP/7/

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	S
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	M	S
CO6	S	S	M	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - IV Elective - IV PART - A	23PMSWE45-2: ELECTIVE IV - PUBLIC HEALTH IN INDIA	Credit	3
		Hours/ Week	4

Prerequisites	Basic Understanding of Health in the community

Learning Objectives	
1	To develop an understanding of a multidimensional approach to Health.
2	To understand the administration of the basic health infrastructure in the country
3	To relate the knowledge of Social Work practice to the Health situation in India.
4	To gain knowledge about Communicable and Non – Communicable Diseases
5	To enhance the knowledge on Maternal and Child Health

Course Outcomes

On the successful completion of the course, student will be able:

CO1: To aware an in-depth knowledge of the Health in the community.
CO2: To formulate health care programs with Human Rights perspective
CO3: To understand the health related to vulnerable group
CO4: To compare the administration of various health care systems in the country.
CO5: To utilize the National Health Programmed and Health Policies while working among communities
CO6: To plan appropriate Preventive, Primitive and Rehabilitative health care programs.

UNIT – I   **(9 Hours)**

Concepts related to Health: Definition of Health, Concept of Well-being, Health Spectrum, Health indicators, Social Determinants of health; Hygiene, Sanitation and Health; Meaning of disease, sickness/illness, and Sick role.

UNIT – II   **(9 Hours)**

Concepts and measures: Food, Nutrition & Health, Concept of balanced diet, Malnutrition, Vitamin and Protein deficiency disorders; Health Education - Definition, Approaches, Models, Contents, Principles and practice of Health Education; Preventive, Curative and Social medicine. Role of Social Worker – Proactive, Preventive, Developmental and Remedial measures in Health Primary health care and Principles of Primary Health Care; Health Perspective - Human Development Index; The Sustainable Development Goals related to health.

UNIT – IIII   (9 Hours)

Communicable and Non – Communicable Diseases: Causes, Prevention and Treatment: Communicable diseases and mode of transmission - HIV/AIDS, T.B, Hansen's disease, Vector borne, Air borne and Water borne disease and Swine Flu; and Non – Communicable diseases - Diabetes, Cardiac diseases, Hepatitis and Cancer Addiction and health: Alcoholism and Drug addiction – definition, characteristics and stages. Effects of addiction – the individual, family, health, social, economic, employment and moral.

UNIT – IV   (9 Hours)

Health Programmes & Policy: National Health programmes: Family Welfare, Maternal and Child Health, ICDS, School health programmes, AIDS control programmes, National and International Organisations related to health: ICMR, WHO, UNICEF, RNTCP. Welfare measures for the Differently Abled, State Health programmes for the weaker sections. National Health Policy 2002; Population Policy; ESI Act 1975; Health care systems in India - Levels of Health Care-Primary, Secondary and Tertiary levels, NRHM, AYUSH

UNIT – V   (9 Hours)

Maternal and Child Health: Maternal and Child Health – Issues and problems, Gender and Health, definition and importance of IMR & MMR, Antenatal Intranasal and Post-natal care; Breast feeding and its importance; Reproductive Health – Importance of Reproductive health; Family planning & its methods; Sex and Sexuality in terms of HIV/AIDS, LGBT; Sexual Reproductive Health Right.

Text Books

1. Park & Park. (2003). Textbook of preventive and social medicine.

2. Ajit. (2005). Social Dimensions of Health. New Delhi: Rawat Publications.

3. Bajpai. (1998). Social Work Perspectives on Health. New Delhi: Rawat Publications.

4. Mishra. (2000). Indian Health Report. New Delhi: Oxford University Press.

5. Narayana. (1997). Health and Development. New Delhi: Rawat Publications.

Books for References

1. Pokrana. (1994). Social Beliefs, Cultural Practices in Health and Disease. New Delhi: Rawat Publications.

2. Aakriti Grover, R.B. Singh,(2019) Urban Health and Wellbeing: Indian Case Studies, Springer

3. Jugal Kishore,(2001), National Health Programmes of India, National Policies & Legislations Related to Health, Century Publications

4. B. M. Ramesh, Shiva S. Halli, Krishnamurthy J, Mohan H.L · (2018) Maternal, Newborn and Child Health Programmes in India: A Programme Science Approach, Sage Publications.

5. S.L. Goel · (2009) Education of Communicable and Non-Communicable Diseases, Deep & Deep Publications, New Delhi

Web Resources

1. www.who.org World Health Reports (1995-2020)

2. www.tnhealth.org Annual Report

3. www.mohfw.nic.in Annual Report

4. www.nfhsindia.org National Family Health Survey, India

5. www.vhai.org State of India's health report, Report of independent Commission on health in India and other reports.

6. https://www.rsisinternational.org/Issue19/165-168.pdf

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	S
CO2	S	S	S	S	S
CO3	S	S	S	S	S
CO4	S	S	S	S	S
CO5	S	S	S	M	S
CO6	S	S	M	S	S

S – Strong   **M – Medium**   **L - Low**

Semester - IV Skill Enhancement PART - B	23PMSWS46: SKILLS FOR EMPLOYABILITY AND COMPETITIVE EXAMINATIONS	Credit	2
		Hours/ Week	2

Prerequisites	Basic Understanding of Employability skills and Competitive Examination
Learning Objectives	
1	To understand the importance of Employability skills
2	To understand various skills required for Competitive exam
3	To enhance various soft skills to succeed the competitive examination
4	To interpret person's ability to interact effectively with co-workers and customers & use formal and technical communication
5	To enable them to develop aptitude and problem solving skills to win Competitive examinations.

Course Outcomes

On the successful completion of the course, student will be able:

CO1 : To Enhance the Behavioural Skills of the students.

CO2 : To acquire Skills and knowledge for successful completion for competitive exam

CO3: To enhance the student to improve Strategy for Competitive Exams:

CO4: To motivate them for successful Goal setting and effective planning

CO5: To provide an in-depth view to the students about Essential skills for success.

CO6 : To prepare them to the world of work.

UNIT – I   **(6 Hours)**

Behavioral Skills: Expectation setting: Creating a Focus and Responsibility Learning environment, Personal strength analysis /Strength blindness: self-aware and confidence building, Perception Management: Display Professionalism at the institute and work place, Social Etiquette: Characteristic of a responsible citizen- Display the same by respecting self, others, environment, care for duty and value for time

UNIT – II (6 Hours)

Introduction of Competitive Examinations, Basics of competitive exams, history, Purpose, objectives, types of competitive exams. Skills for Competitive examination-Communication: Body Language, Presentation skills, Interpersonal Skills Time and Stress Management, Planning, Preparation, Focus group discussion- Preparation for a group discussion, Skills for effective participation, Non-verbal communication in group discussion, Types of group discussions.

Interviews: Developing an Interview Strategy, practicing for the Interview, During the Interview Stress Interviews, Traditional Interviews Writing Skills, Basics of writing, Writing paragraphs, Writing research articles and Report writing

UNIT – III (6 Hours)

Preparation Strategy for Competitive Exams: Set S.M.A.R.T. Goals (Specific

Measurable Achievable Relevant Time-Bound). Self Management vs Time Management Attend Online/ Offline Classes Regularly, Revise on a Daily Basis, Solve Time-Bound Exercises, Mock Tests &camp; Model Papers, Raise Doubts or Questions if any, Choose Institutes/ Teachers Wisely

– Choose the books, study material and resources wisely, Get Concepts Clear, Focus- Solve Previous Year Question Papers, Be Regular, Well Planned & Disciplined.

UNIT – IV (6 Hours)

Listening, Problem Solving, thinking out of the Box, Teamwork, Being Independent, Decision Making, Be Organised, Positive Attitude, Collaboration, Understanding Learning Style, Reading. **Emotional Intelligence skills:** Self Awareness, self-Regulation, Social Skills, Empathy. Motivation, Spatial and perceptual abilities, situation reaction test, Memory and inductive reasoning, Logical reasoning, Coding and Decoding, Direction Test, Syllogism, English Language/ Verbal Ability, Comprehension,

UNIT – V (6 Hours)

Preparation to the world of work: Career Plan: Identify the difference between job and career, Basic Professional Skills: Career Pathways: Awareness of industries, and the

respective professional pathways, Awareness of higher education / up skilling (short-term) options, Steps involved in online application for Instructor course, Apprenticeship and different jobs in popular site like theindiajobs.com, naukri.com, monsterindia.com, Govt. website. Learning Occupational Safety, Health and Environment Education. Understanding Labour Welfare Legislation.

Case Studies: Some cases of real business world to supplement learning from the course.

Text Books

1. Abhijit Guha (2020) Quantitative Aptitude for Competitive Examinations, McGraw Hill India, ISBN: 9789389811544, 9389811546

2. Disha Publication (2020) General Quantitative Aptitude for Competitive Exams, SBN: 9789389645101, 9789389645101

3. Grant Taylor, Tata McGraw-Hill Education India, ISBN: 9780070996038, 9780070996038 McGraw Hill India

4. Felicity Becker, (2021) Boost your employability, Sage Publications ISBN: 9781529745009

5. Lucent's – (2022) General Knowledge 14 Edition2022 General Knowledge 14 Edition, ISBN: 9789384761547, 9384761540

Books for References

1. Arvind Nawale, Mm Manisha (2018) An Introduction to Employability Skills' published by Macmillan
2. David W.G. Hind (2005) Employability Skills, Business Education Publishers Ltd, **ISBN-10 :** 1901888401
3. Felicity Becker, (2021) Boost your employability, Sage Publications ISBN: 9781529745009
4. Ghosh B.N, 2012, Managing Soft Skills for Personality Development, New Delhi, McGraw Hill India.
5. Johnson, D.W. (1997). Reaching out – Interpersonal Effectiveness and Self Actualization. 6th ed. Boston: Allyn and Bacon.
6. *Mercy V Chaita* (2016) *Developing Graduate Employability Skills*: *Your Pathway to Employment*.
7. Peter, Francis. 2012, Soft Skills and Professional Communication. New Delhi: Tata McGraw Hill.
8. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning
9. Stella Cottrell (2021) Skills for Success, Personal Development and Employability, ISBN 9781352011593

Web Resources

1. https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/publication/wcms_098504.pdf

2. https://en.wikipedia.org/wiki/Green_job#UNEP_Green_Jobs_Initiative

3. https://in.indeed.com/career-advice/finding-a-job/employability-skills

4. https://www.simplilearn.com/why-are-employability-skills-important-article

5. https://cte.ed.gov/initiatives/employability-skills-framework

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	S	M	S	M	S
CO4	S	S	S	S	S
CO5	S	S	M	S	S
CO6	S	S	S	S	S

S – Strong   **M – Medium**   **L – Low**

Semester - IV PART – C	23PMSWX47: EXTENSION ACTIVITY	Credit	1
		Hours/ Week	--

-Refer to the Regulations-