



**FATIMA COLLEGE (AUTONOMOUS), MADURAI-18**

**DEPARTMENT OF  
SOCIOLOGY & SOCIALWORK**

**PROGRAMME CODE: PSSW**

COURSE CODE	COURSE TITLE	HRS / WK	CREDIT	CIA Mks	ESE Mks	TOT. MKs
<b>SEMESTER – I</b>						
19MSW101	Social Work Profession	6	4	40	60	100
19MSW102	Study of Indian Society	6	4	40	60	100
19MSW103	Understanding Human Behaviour	6	4	40	60	100
19MSW104	Field Work	9	4	40	60	100
19MSW1EDC	Introduction to Indian Society (EDC)	3	3	40	60	100
<b>Total</b>		<b>30</b>	<b>19</b>	-	-	-
<b>SEMESTER – II</b>						
19MSW205	Social Case Work & Social Group Work	6	4	40	60	100
19MSW206	Community Organization and Social Action	6	4	40	60	100
19MSW207	Social Work Research and Statistics	6	4	40	60	100
19MSW208	Field Work	9	4	40	60	100
19MSW2EDC	Introduction to Indian Society (EDC)	3	3	40	60	100
<b>Total</b>		<b>30</b>	<b>19</b>			
<b>SEMESTER – III</b>						
19MSW3SI	Summer Internship	-	3	40	60	100
19MSW309	Field Work	8	5	40	60	100

19MSW310A/ 19MSW310B/ 19MSW310C	Rural Community Development/ Mental Health/ Human Resource Management	6	4	40	60	100
COURSE CODE	COURSE TITLE	HRS / WK	CREDIT	CIA Mks	ESE Mks	TOT. MKs
19MSW311A/ 19MSW311B/ 19MSW311C	Urban Community Development/ Social Work Practice in Psychiatric Settings/ Labour Legislations	4	4	40	60	100
19MSW312	Counselling : Theory and Practice	6	5	40	60	100
19MSW313	Social Policy, Planning and Development	6	4	40	60	100
<b>Total</b>		<b>30</b>	<b>25</b>			
<b>SEMESTER – IV</b>						
19MSW414	Field Work	8	5	40	60	100
19MSW415A/ 19MSW415B/ 19MSW415C	Disaster Situations and Management/ Hospital Management/ Employee Welfare and Social Work in Industry	6	5	40	60	100
19MSW416A/ 19MSW416B/ 19MSW416C	Working With Marginalized Groups/ Disability Prevention and Management/ Human Resource Development	6	5	40	60	100
19MSW417A/ 19MSW417B/ 19MSW417C	NGO Management/ Social Work Practice in Medical Settings/ Industrial Relations	4	4	40	60	100
19MSW418	Social Welfare Administration and Social Legislations	6	5	40	60	100
19MSW4PR	PROJECT	-	3			100
<b>Total</b>		<b>30</b>	<b>27</b>			
	<b>Total</b>	<b>120</b>	<b>90</b>			



DEPARTMENT OF SOCIOLOGY AND SOCIAL WORK  
MASTER OF SOCIAL WORK

I SEMESTER  
MAJOR CORE

SOCIAL WORK PROFESSION – 19MSW101

(For those who joined in 2019 onwards)

Old

HOURS/WEEK: 6

CREDIT: 4

COURSE DESCRIPTION

This course helps in developing an understanding of the need for Social Work practices and the theoretical approaches towards various practices.

COURSE OBJECTIVES

To appreciate Social Work as a profession by understanding its Principles, Values and Ethics.

To recognize the application of Social Work in various fields.

COURSE OUTCOMES (CO)

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Understand the Philosophy, Beliefs and Values of Social Work as a Profession.	K2
CO 2	Understand the Concepts relevant to Social Work and various Reform Movements.	K2
CO 3	Apply Social Work Ethical Principles to Guide Professional Practice.	K3
CO 4	Analyse Theoretical Models of Social Work Practice in the Field.	K4
CO 5	Evaluate the process of Community Development.	K5

UNIT I:

12 Hours

Social Work : Concept, Definition, Goals and Functions of Social Work – Basic Philosophy of Social Work – Gandhian philosophy , Beliefs and Values of Social Work.

**UNIT II:****10 Hours**

Concepts relevant to Social Work – Social Service- Social Security- Social Action-Social Justice - Social Reform - Social Reform Movements - Dravida Kazhgam, Sri Narayana Dharma Paripalana (SNDP) movement in Kerala, Naxalbari in North East India and All India Kisan Sabha Movement, Pre-Independence Movement.

**UNIT III****13Hours**

History of Social Work in India - Overview of the historical development of Social Work in the International Perspective – Profession of Social Work. Code of Ethics: Need and Importance of Code of Ethics in Social Work Practice. Code of Ethics, National Association Social Work– International and National Professional Associations of Social Workers and Schools of Social Work.

**UNIT IV****12 Hours**

Models of Social Work Practice : Relief Model – Welfare Model – Clinical Model – Systems Model – Radical Model.

**UNIT V****13 Hours**

Fields of Social Work : Community Development - Rural and Urban , Family and Child Welfare, Medical and Psychiatric Social Work, Correctional Social Work, School Social Work, Industrial Social Work- Relevance of Social Work in the Context of Globalization.

**Self Study** - Indian Social Reform Movements - DravidaKazhgam, Sri Narayana Dharma Paripalana (SNDP) movement in Kerala, Naxalbari in North East India and All India Kisan Sabha Movement

**TEXT BOOKS:**

1. “Social Work Values and Ethics” (2<sup>nd</sup> edition), Frederic G. Reamer, Columbia University Press, 1999
2. “The Social Work Interview: A Guide for Human Service Professionals” (4<sup>th</sup> edition), Columbia University Press, 1997

**REFERENCE BOOKS:**

11. “Dynamics of Social Work in India”,Batra Nitin, Jaipur: Raj Publishing House, 2004.
12. “Encyclopedia of Social Work in India-” Delhi PusthkSadan, 1968.
13. “Concepts and Methods of Social Work”, Friedlander, Walter A, New Jersey: Prentice Hall Inc, 1964.
14. “Field of Social Work”, Fink Arthur E, New York: Holt Rinehart and Winston Inc, 1963.
15. “Gandhian Approach to Development and Social Work”, Gangrade K D, New Delhi: Concept Publishing Company Pvt.Ltd, 2005.
16. “History and Philosophy of Social Work in India “Bombay Orient Longman Ltd, 1961.
17. “Ideologies and Social Work: Historical and Contemporary Analyses”, Desai Murali, New Delhi: Rawat Publications, 2002.
18. “Introduction to Social Work”, Mudgal S D, Jaipur: Book Enclave, 1997.
19. “Methods and Fields of Social Work in India”, Jacob K K, Madras: South Asian Books, 1900.
20. “Introduction to Social Work”, Jha Jainendra Kumar, New Delhi: Anmol Publications Pvt,Ltd, 2002.



**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**I Master of Social Work  
(MSW) SEMESTER- I**

*For those who joined in 2020 onwards*

<b>PROGRA MME CODE</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEGO RY</b>	<b>HRS/WEE K</b>	<b>CREDIT S</b>
<b>PSSW</b>	<b>19MSW101</b>	<b>SOCIALWORK PROFESSION</b>	<b>Core</b>	<b>6</b>	<b>4</b>

**COURSE DESCRIPTION**

This course helps in developing an understanding of the need for Social Work practices and the theoretical approaches towards various practices.

**COURSE OBJECTIVES**

To appreciate Social Work as a profession by understanding its Principles, Values and Ethics.

To recognize the application of Social Work in various fields.

**UNIT – I Introduction to Social Work (15 HRS.)**

Social Work- Concept, Definition, Goals and Functions of Social Work – Basic Philosophy of Social Work – Beliefs and Values of Social Work.

**UNIT - II Concepts Related to Social Work (15 HRS.)**

Concepts relevant to Social Work – Social Service- Social Security- Social Action-Social Justice - Social Reform - Indian Social Reform Movements – PreIndependence Movement **DravidaKazhgam, (Self Study ) Sri Narayana Dharma Paripalana (SNDP) movement in Kerala (Self Study ),Naxalbari in North East India(Self Study ) and All India KisanSabha Movement(Self Study).**

**UNIT- III History and Ethics of SocialWorkPractice (15 HRS.)**

Overview of the historical development of Social Work in the International Perspective, History of Social Work in India - Social Work as a Profession. Code of Ethics- Need and Importance of Code of Ethics in Social Work Practice. National Association of Social Work – International and National Professional Associations of Social Workers and Schools of Social Work.

**UNIT - IV Social WorkPracticeModels (15 HRS.)**

Models of Social Work Practice- Relief Model – Welfare Model – Clinical Model – Systems Model – Radical Model.

## **UNIT - V SocialWorkFields**

**(15 HRS.)**

Fields of Social Work - Community Development - Rural and Urban , Family and Child Welfare, Medical and Psychiatric Social Work, Correctional Social Work, School Social Work, Industrial Social Work- Relevance of Social Work in the Context of Globalization.

### **Unit - VI DYNAMISM (Evaluation Pattern-CIA only)**

Indigenous Social Work – Social Welfare.

### **TEXT BOOKS:**

3. “Social Work Values and Ethics” (2<sup>nd</sup> edition), Frederic G. Reamer, Columbia University Press, 1999
4. “The Social Work Interview-A Guide for Human Service Professionals” (4<sup>th</sup> edition), Columbia University Press, 1997

### **REFERENCES:**

11. “Dynamics of Social Work in India”, Batra Nitin, Jaipur- Raj Publishing House, 2004.
12. “Encyclopedia of Social Work in India-” Delhi Pusthak Sadan, 1968.
13. “Concepts and Methods of Social Work”, Friedlander, Walter A, New Jersey- Prentice Hall Inc, 1964.
14. “Field of Social Work”, Fink Arthur E, New York- Holt Rinehart and Winston Inc, 1963.
15. “Gandhian Approach to Development and Social Work”, Gangrade K D, New Delhi- Concept Publishing Company Pvt. Ltd, 2005.
16. “History and Philosophy of Social Work in India” Bombay Orient Longman Ltd, 1961.
17. “Ideologies and Social Work- Historical and Contemporary Analyses”, Desai Murali, New Delhi- Rawat Publications, 2002.
18. “Introduction to Social Work”, Mudgal S D, Jaipur- Book Enclave, 1997.
19. “Method and Fields of Social Work in India”, Jacob K K, Madras- South Asian Books, 1900.
20. “Introduction to Social Work”, Jha Jainendra Kumar, New Delhi- Anmol Publications Pvt, Ltd, 2002.

## EVALUATIONPATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholasti

**I SEMESTER  
MAJOR CORE  
STUDY OF INDIAN SOCIETY - 19MSW102**  
(For those who joined in 2019 onwards)

**HOURS/WEEK: 6**

**CREDIT:4**

**COURSE DESCRIPTION**

Through this paper students understand the significance of Social Science concepts and Social Issues of Indian Society.

**COURSE OBJECTIVE/S**

To gain an understanding of basic Sociological concepts and its relevance to Social Work practice.  
To obtain an understanding of basic socioeconomic realities and the social problems.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the Nature of Indian Social Institutions.	K2
<b>CO 2</b>	Understand the Importance of Basic Social Institutions in India.	K2
<b>CO 3</b>	Apply the knowledge of the changes taken place in India due to industrialization, urbanization, Sanskritization, Modernization and Globalization.	K3
<b>CO 4</b>	Analyze contemporary social problems with objectivity.	K4
<b>CO 5</b>	Evaluate the Functions of Caste in Present Society.	K5

**UNIT I**

**10 Hours**

Society: Definition – Characteristics – Societal Needs - Culture: Definition – Characteristics – Indian Society and Culture – Salient Features.

**UNIT II****15 Hours**

Indian Social Institutions: Marriage – Definition – Characteristics – Types – Significance of Marriage. Kinship and kinship usages, Family – Definition – Characteristics – Types – Significance. Education - Definition – Characteristics – Significance. Political System - Definition – Types – Significance, Economic System - Definition – Types – Significance  
Religion - Definition – Types – Characteristics – Significance, Changes in Indian Social Institutions.

**UNIT III****10 Hours**

Social Stratification : Definition – Characteristics – Caste and Class System : Definition – Characteristics – Functions and Changes, Theories Related to Origin of Caste.

**UNIT IV****13 Hours**

Social Change in India: Definition – Characteristics – Factors of Social Change – Obstacles to Social Change – Processes of Social Change: Industrialization, Urbanization, Westernization, Modernization, Sanskritization, Secularization, Globalization – Impact of Society.

**UNIT V****12 Hours**

Contemporary Social Problems: Poverty, Unemployment, Over-Population, Illiteracy, Crime, Juvenile Delinquency, Suicide, Alcoholism and Drug Addiction, Commercial Sex, HIV/AIDS, Familial Disorder, Focus on Interventions and Solutions .  
Self Study – Unemployment, Alcoholism and Drug Addiction, HIV/AIDS and Cyber crime.

**TEXT BOOKS:**

1. “Sociology of Indian Society”, C.N. Sankar Rao, S. Chand & Company Ltd, New Delhi 110 055, 2012.
2. “The Value of Change in Social Work”, Steven Shardlow, Tavistock/Routledge, 1989

**REFERENCE BOOKS:**

1. “Marriage and Family – In Diverse and Changing Scenario”, AmiteshwarRatra, Praveen Kaur, SudhaChhikara, Deep and Deep Publications Pvt. Ltd, New Delhi 110 027, 2006.
2. “An Introduction to sociology”, VidyaBhushan and D.R Sachdeva, KitabMahal, Allahabad.
3. “Indian Society”, S.C. Dube, National Book Trust India, New Delhi 110 016, 1990.
4. “Globalization – Myth and Reality”, Govind Prasad and Anil Dutta Mishra(ed), Concept Publishing Company, New Delhi 110 059, 2004.
5. “Social Systems of India”, D.R. Jatava, INA Shree Publishers, Jaipur 302 006@1998.
6. “Indian Society”, P.K. Kar, Kalyani Publishers, Ludihana 141 008, 2000.
7. “Indian Social Problems”, G.R.Madan, Vol. I and Vol.II, Allied Publishers, Bombay.
8. “Family, Kinship and Marriage in India”, Patricia Uberoi (ed), Oxford University Presss, New Delhi 110 001, 1993.
9. “Indian Society – Institutions and Change”, Rajendra K. Sharma, Atlantic Publishers and Distributors, New Delhi 110 027, 2004.
10. “Caste System in India”, Shakuntala Devi, Pointer Publishers, Jaipur 302 003, 1999.
11. “Modernization of Indian Society”, Yogendra Singh, Rawat Publications, Jaipur 302 004, 1994.

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**I Master of Social Work  
(MSW) SEMESTER- I**

New- 5%

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGO RY	HRS/WEE K	CREDIT S
PSSW	19MSW 102	STUDY OF INDIAN SOCIETY	Core	6	4

**COURSE DESCRIPTION**

Through this paper students understand the significance of Social Science concepts and Social Issues of Indian Society.

**COURSE OBJECTIVES**

To gain an understanding of basic Sociological concepts and its relevance to Social Work practice.

To obtain an understanding of basic socioeconomic realities and the social problems.

**UNIT- I IntroductiontoSociety (15 HRS.)**

Society- Definition – Characteristics – Societal Needs - Culture- Definition – Characteristics – Indian Society and Culture – Salient Features.

**UNIT –II Social InstitutionsinIndia (15 HRS.)**

Basic Indian Social Institutions- Marriage and Family – Kinship and kinship usages – Definition – Meaning - Characteristics – Types – Significance of Marriage. Other Indian Social Institutions- Education, Political System, Economic System and Religion - Definition — Significance. Changes in Indian Social Institutions.

**UNIT –III Caste System andSocialStratification (15 HRS.)**

Social Stratification- Definition – Characteristics – Theories and Origin of Caste and Class System- Definition – Characteristics – Functions and Changes.

**UNIT - IV Social Change andItsProcess (15 HRS.)**

Social Change in India- Definition – Characteristics – Factors of Social Change – Obstacles to Social Change – Processes of Social Change- Industrialization, Urbanization, Westernization, Modernization, Sanskritization, Secularization, and Globalization – Impact onSociety.

**UNIT – V Contemporary Social Issues in the Society (15 HRS.)**

Contemporary Social Problems: Poverty, **Unemployment (Self Study)**, **Suicide (Self Study)**, **Alcoholism (Self Study)**, and Drug Addiction, HIV/AIDS, Cyber crime, Divorce, Honour Killing (**Self Study**).



## **Unit –VI DYNAMISM (Evaluation Pattern-CIA only)**

Social problems in Tamilnadu

### **TEXT BOOKS:**

1. “Sociology of Indian Society”, C.N. Sankar Rao, S. Chand & Company Ltd, New Delhi 110 055,2012.
2. “The Value of Change in Social Work”, StevenShardlow,Tavistock/Routledge, 1989

### **REFERENCE BOOKS:**

1. “Marriage and Family – In Diverse and Changing Scenario”, AmiteshwarRatra, Praveen Kaur, SudhaChhikara, Deep and Deep Publications Pvt. Ltd, New Delhi 110 027,2006.
2. “AnIntroductiontosociology”,VidyaBhushanandD.RSachdeva, KitabMahal, Allahabad.
3. “IndianSociety”,S.C.Dube,NationalBookTrustIndia,NewDelhi110 016, 1990.
4. “Globalization – Myth and Reality”, Govind Prasad and Anil Dutta Mishra(ed),Concept Publishing Company, New Delhi 110 059,2004.
5. “SocialSystemsofIndia”,D.R.Jatava,INAShreePublishers,Jaipur 302 006@1998.
6. “Indian Society”, P.K. Kar, Kalyani Publishers, Ludihana 141 008, 2000.
7. “IndianSocialProblems”,G.R.Madan,Vol.IandVol.II,Allied Publishers, Bombay.
8. “Family,KinshipandMarriageinIndia”,PatriciaUberoi(ed),Oxford University Presss, New Delhi 110 001, 1993.
9. “Indian Society – Institutions andChange”, Rajendra K. Sharma, Atlantic Publishers and Distributors, New Delhi 110 027, 2004.
10. “CasteSysteminIndia”,ShakuntalaDevi,PointerPublishers,Jaipur 302 003, 1999.
11. “ModernizationofIndianSociety”,YogendraSingh,Rawat Publications, Jaipur 302 004, 1994

## EVALUATIONPATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**I SEMESTER  
MAJOR CORE  
UNDERSTANDING HUMAN BEHAVIOUR - 19MSW103  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT: 4**

**COURSE DESCRIPTION**

This paper helps to develop an understanding of the needs of human being through various psychological concepts. It also informs about the theories of Personality, Self, Intelligence, Perception and Adjustment for understanding human behaviour.

**COURSE OBJECTIVES**

To obtain knowledge of the Psycho-Social bases of behaviour and personality.  
To obtain insight about the stages of human development, need and problems in various stages.

**COURSE OUTCOMES (CO)**

<b>No.</b>	<b>Course Outcome</b>	<b>Knowledge Level(According to Bloom's Taxonomy)</b>
<b>CO 1</b>	Understand the Relevance of Psychology in Social Work Practice.	K2
<b>CO 2</b>	Understand the stages of human life cycle in personality development	K2
<b>CO 3</b>	Apply the knowledge of Human Behaviour in Socialization	K3
<b>CO 4</b>	Analyze the personality traits in Social Work Practice.	K4
<b>CO 5</b>	Evaluate Theoretical Approaches related to personality.	K5

**UNIT I: Introduction to Psychology****[15 HRS]**

Psychology: Definition – Relevance of Psychology to Social Work – Principles of Development – Stages of Development (Developmental Tasks and Hazards): Conception, Pre-natal, Infancy, Babyhood, Childhood, Adolescence, Adulthood, Middle Age, Old Age - Role of Heredity and Environment in Personality Development – Socialization.

**UNIT II: Theories on Personality and Learning****[15 HRS]**

Personality: Definition – Theories: Freud's psychoanalytic theory of personality, Jung's classification and Cattell's theory. Learning: Principles – Theories: Classical Conditioning, Operant Conditioning, and Social Conditioning.

**UNIT III: Intelligence and Motivation Theories****[15 HRS]**

Intelligence: Definition, Levels and Theories: Unitary Theory, Spearman's two factor theory, Group factor theory; Motivation: Definition – Types – Theories: Freud's Instinctive theory, Adler's Social urges theory, Maslow's Self – actualization theory - Basic Human Needs;

**UNIT IV: Perception And Self related concepts****[15 HRS]**

Perception: Definition and Characteristics: Self-Perception – Self-Concept – Self-Serving bias – Self-Presentation – Attribution.

**UNIT V: Theories on Adjustment, Attitudes and Conflict****[15 HRS]**

Adjustment: Definition and Characteristics: Adjustment and Maladjustment – Normality and Abnormality – Emotional Catharsis. Attitudes: Nature – Formation – Attitudinal Change. Emotion: Definition – Expression of Emotion. Conflict: Types of Conflict – Defense Mechanisms.

**Self Study** – Stereotypes – Prejudice – Collective Behaviour: Nature – Manifestation.

**TEXT BOOKS:**

1. Psychology for Social Workers: Black Perspectives on Human Development and Behaviour (2<sup>nd</sup> edition), Lena Robinson Routledge, 2009.

**REFERENCE BOOKS:**

1. "Applied Psychology", Brown J M, New Delhi: American Mission Lenox Press, 1966
2. "Abnormal Psychology", Carson Robert C, Delhi: Pearson Education, 2009
3. "Developmental Psychology: A Life-Span Approach" Elizabeth B. Hurlock, Mcgraw-Hill Companies, 1980.
4. "Abnormal Psychology", Mangal S K, Delhi: Sterling Publishers Private Limited, 2001
5. "General Psychology", Mangal S K, Delhi: Sterling Publishers Private Limited, 2006
6. "Brief Introduction to Psychology", Morgan Clifford T, New Delhi: Tata McGraw Hill Publishing Company, 1997
7. "Introduction to Psychology" Morgan Clifford T, New Delhi: Tata McGraw Hill, 1986.

8. "Abnormal Psychology: The Problem of Maladaptive Behaviour", Sarason Irwin, G New Delhi: Prentice Hall of India, 2005.

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**I Master of Social Work  
(MSW) SEMESTER- I**

**New- 5%**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGO RY	HRS/WEE K	CREDIT S
PSSW	19MSW 103	UNDERSTANDING HUMAN BEHAVIOUR	Core	6	4

**COURSE DESCRIPTION**

This paper helps to develop an understanding of the needs of human being through various psychological concepts. It also informs about the theories of Personality, Self, Intelligence, Perception and Adjustment for understanding human behaviour.

**COURSE OBJECTIVES**

To obtain knowledge of the Psycho-Social bases of behaviour and personality. To obtain insight about the stages of human development, need and problems in various stages.

**UNIT- I IntroductiontoPsychology (15 HRS.)**

Psychology- Definition – Relevance of Psychology to Social Work – Principles of Development – Stages of Development (Developmental Tasks and Hazards)- Conception, Pre-natal, Infancy, Babyhood, Childhood, Adolescence, Adulthood, Middle Age, Old Age - Role of Heredity and Environment in Personality Development – Socialization.

**UNIT- II Theories on PersonalityandLearning (15 HRS.)**

Personality- Definition – Theories- Freud's psychoanalytic theory of personality, Jung's classification and Cattell's theory. Learning- Principles – Theories- Classical Conditioning, Operant Conditioning, and Social Conditioning.

**UNIT -III Intelligence andMotivationTheories (15 HRS.)**

Intelligence: Definition, Levels and Theories: Unitary Theory, Spearman's two factor theory, Group factor theory; Motivation: Definition – Types – Theories: Freud's Instinctive theory, Adler's Social urges theory, Maslow's Self – actualization theory - Basic Human Needs.

#### **UNIT- IV Perception and Self related concepts**

**(15 HRS.)**

Perception: Definition and Characteristics: Self-Perception –Self- Concept – Self-Serving bias – Self- Presentation – Attribution (Self Study).

#### **UNIT -V Theories on Adjustment, Attitudes and Conflict**

**(15HRS.)**

Adjustment- Definition and Characteristics- Adjustment and Maladjustment – Normality and Abnormality – Emotional Catharsis. Attitudes- Nature – Formation – Attitudinal Change. Emotion- Definition – Expression of Emotion. Conflict- Types of Conflict – Defense Mechanisms.

#### **Unit VI **Dynamism** (Evaluation Pattern-CIA only)**

Understanding human behaviour.

#### **TEXT BOOKS-**

1. Psychology for Social Workers- Black Perspectives on Human Development and Behaviour (2<sup>nd</sup> edition), Lena Robinson Routledge, 2009.

#### **REFERENCE BOOKS-**

1. “Applied Psychology”, Brown JM, New Delhi- American Mission Lenox Press, 1966
2. “Abnormal Psychology”, Carson Robert C, Delhi- Pearson Education, 2009
3. “Developmental Psychology- A Life-Span Approach” Elizabeth B. Hurlock, McGraw-Hill Companies, 1980.
4. “Abnormal Psychology”, Mangal S K, Delhi- Sterling Publishers Private Limited, 2001
5. “General Psychology”, Mangal SK, Delhi- Sterling Publishers Private Limited, 2006
6. “Brief Introduction to Psychology”, Morgan Clifford T, New Delhi- Tata McGraw Hill Publishing Company, 1997
7. “Introduction to Psychology” Morgan Clifford T, New Delhi- Tata McGraw Hill, 1986.
8. “Abnormal Psychology- The Problem of Maladaptive Behaviour”, Sarason Irwin, G New Delhi- Prentice Hall of India, 2005

## EVALUATIONPATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic



**I SEMESTER  
EDC  
INTRODUCTION TO INDIAN SOCIETY -19MSW1EDC/ 19MSW2EDC**  
(For those who joined in 2019 onwards)

**HOURS/WEEK: 3**

**CREDIT:3**

**COURSE DESCRIPTION**

In this paper students learn about the basis of Social philosophy, Social Institutions, Social Stratification and social changes of Indian society.

**COURSE OBJECTIVES**

To gain an understanding of basic Sociological concepts and its relevance to Social Work practice in India

To obtain an understanding of basic socio-economic realities and Indian social problems.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the basis and importance of Religious Organizations in India.	K2
<b>CO 2</b>	Describe the characteristics of society and societal needs	K2
<b>CO 3</b>	Relate the Origin and Changing Trends in caste system	K3
<b>CO 4</b>	Analyze the Philosophy of Marriage and Family System in India	K4
<b>CO 5</b>	Evaluate the Impact of Modernization and Globalization on Indian society	K5

**UNIT I: Introduction to Hindu Social Philosophy**

**[15 HRS]**

Basis of Hindu Social Philosophy – Ashramas and its importance - Purusharthas, Doctrine of Karma - Basis of Christianity – Basis of Islam – Changing trends in Indian Social Organization

**UNIT II: Indian Social Institutions and Its Changing Trends**

**[15 HRS]**

Basic Indian Social Institutions: Marriage - Characteristics – Types – Significance of Family- Characteristics – Types- Changing trends in Family and Marriage

**UNIT III: Introduction to Society, Its Needs and Culture****[15 HRS]**

Society: Definition – Characteristics – Societal Needs - Culture: Definition – Characteristics – Indian Society and Culture – Salient Features.

**UNIT IV: Caste System and Social Stratification****[15 HRS]**

Social Stratification: Definition – Characteristics – Caste and Class System: Definition – Characteristics – Functions and Changes.

**UNIT V: Social Change and Its Process****[15 HRS]**

Social Change - Definition – Characteristics – Factors of Social Change – Processes of Social Change: Industrialization, Urbanization, Westernization, Modernization, Sanskritization, Impact on Society.

**TEXT BOOKS:**

1. “Sociology of Indian Society”, C.N. SankarRao, S. Chand & Company Ltd, New Delhi 110 055, 2012.

**REFERENCE BOOKS:**

1. “Marriage and Family – In Diverse and Changing Scenario”, AmiteshwarRatra, Praveen Kaur, SudhaChhikara, Deep and Deep Publications Pvt. Ltd, New Delhi 110 027,2006.
2. “An Introduction to sociology”, VidyaBhushan and D.R Sachdeva, KitabMahal, Allahabad.
3. “Indian Society”, S.C. Dube, National Book Trust India, New Delhi 110 016,1990.
4. “Globalization – Myth and Reality”, Govind Prasad and Anil Dutta Mishra(ed), Concept Publishing Company, New Delhi 110 059,2004.
5. “Social Systems of India”, D.R. Jatava, INA Shree Publishers, Jaipur 302 006@1998.
6. “Indian Society”, P.K. Kar, Kalyani Publishers, Ludihana 141 008,2000.
7. “Indian Social Problems”, G.R.,Madan, Vol. I and Vol.II, Allied Publishers, Bombay.
8. “Family, Kinship and Marriage in India”, Patricia Uberoi (ed), Oxford University Presss, New Delhi 110 001,1993.
9. “Indian Society – Institutions and Change”, Rajendra K. Sharma, Atlantic Publishers and Distributors, New Delhi 110 027,2004.
10. “Caste System in India”, Shakuntala Devi, Pointer Publishers, Jaipur 302 003,1999.
11. “Modernization of Indian Society”, Yogendra Singh, Rawat Publications, Jaipur 302

**EVALUATION PATTERN:**

C1	C2	C3	C4	C5	Int. Total (A)	Ext. Total (B)	Total (A+B)
5	10	15	5	5	40	60	100

**C1- Weekly Test****C2- Monthly Test****C3- Mid Semester Exam****C4- Seminar****C5- Non Scholastic Marks**

**I Master of Social Work  
(MSW) SEMESTER- I**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATE GOR Y	HRS/WEE K	CREDIT S
PSSW	19MSW1EDC/ 19MSW2EDC	INTRODUCTION TO INDIAN SOCIETY	EDC	3	3

**COURSE DESCRIPTION**

In this paper students learn about the basis of Social philosophy, Social Institutions, Social Stratification and social changes of Indian society.

**COURSE OBJECTIVES**

To gain an understanding of basic Sociological concepts and its relevance to Social Work practice in India

To obtain an understanding of basic socio-economic realities and Indian social problems.

**UNIT I- Introduction to Hindu Social Philosophy (15 HRS.)**

Basis of Hindu Social Philosophy–Ashramas and its importance - Purusharthas, Doctrine of Karma - Basis of Christianity – Basis of Islam – Changing trends in Indian Social Organization

**UNIT II- Indian Social Institutions and Its Changing Trends (15 HRS.)**

Basic Indian Social Institutions- Marriage - Characteristics – Types – Significance of Family- Characteristics – Types- Changing trends in Family and Marriage

**UNIT III- Introduction to Society, Its Needs and Culture (15 HRS.)**

Society- Definition – Characteristics – Societal Needs - Culture- Definition – Characteristics – Indian Society and Culture – Salient Features.

**UNIT IV- Caste System and Social Stratification (15 HRS.)**

Social Stratification- Definition – Characteristics – Caste and Class System- Definition – Characteristics – Functions and Changes.

## **UNIT V- Social Change and Its Process**

**(15 HRS.)**

Social Change - Definition – Characteristics – Factors of Social Change – Processes of Social Change: **Industrialization (Self Study), Urbanization (Self Study), Westernization (Self Study), Modernization (Self Study)**, Sanskritization, Impact on Society.

## **Unit VI **Dynamism** (Evaluation Pattern-CIA only)**

Impact of Technology on Marriage, Family and Society.

### **TEXT BOOKS-**

1. “Sociology of Indian Society”, C.N. SankarRao, S. Chand & Company Ltd, New Delhi 110 055, 2012.

### **REFERENCE BOOKS-**

1. “Marriage and Family – In Diverse and Changing Scenario”, AmiteshwarRatra, Praveen Kaur, SudhaChhikara, Deep and Deep Publications Pvt. Ltd, New Delhi 110027,2006.
2. “An Introduction to sociology”, VidyaBhushan and D.R.Sachdeva, KitabMahal, Allahabad.
3. “Indian Society”, S.C. Dube, National Book Trust India, New Delhi 110016,1990.
4. “Globalization – Myth and Reality”, Govind Prasad and Anil Dutta Mishra(ed),Concept Publishing Company, New Delhi 110059,2004.
5. “SocialSystemsofIndia”,D.R.Jatava,INAShreePublishers,Jaipur 302006@1998.
6. “Indian Society”, P.K. Kar, Kalyani Publishers, Ludihana 141008,2000.
7. “IndianSocialProblems”,G.R,Madan,Vol.IandVol.II,AlliedPublishers, Bombay.
8. “Family, Kinship and Marriage in India”, Patricia Uberoi (ed),Oxford University Presss, New Delhi 110 001,1993.
9. “IndianSociety–InstitutionsandChange”,RajendraK.Sharma,Atlantic Publishers and Distributors, New Delhi 110 027,2004.
10. “Caste System in India”, Shakuntala Devi, Pointer Publishers, Jaipur 302 003,1999.
11. “ModernizationofIndianSociety”,YogendraSingh,RawatPublications,Jaipur 302

## EVALUATIONPATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**II SEMESTER  
MAJOR CORE  
SOCIAL CASE WORK AND SOCIAL GROUP WORK - 19MSW205**  
(For those who joined in 2019 onwards)



**HOURS/WEEK: 6**

**CREDIT:4**

**COURSE DESCRIPTION**

It helps students develop an ability to apply for case work and group work in different settings. Through this course a student understands the dynamics of a group and its utility for intervention.

**COURSE OBJECTIVES**

To gain knowledge about the problems faced at individual and group level.

To develop professional attitude and skills in dealing with the problems at individual and group level.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Understand the various Social Case Work and Group Work Components	K2
CO 2	Understand Group Work concept, principles and values	K2
CO 3	Apply the various interviewing skills in Case Work practice.	K3
CO 4	Analyse the Social Case and Group Work Method among Children, Youth and Aged in different Settings	K4
CO 5	Evaluate the Case Work and Group Work Process	K5

**UNIT I: Introduction to Social Case Work**

**[15 HRS]**

Social Case Work: Definition – Meaning - Objectives – Values – Principles. Historical Development of Social Case Work. Components: Person, Problem, Place, Process. Helping relationship: Importance – characteristics: Empathy, Warmth, Genuineness, Unconditional Positive Regard, Authority, Professional relationship - Transference – Counter Transference.

**UNIT II: Introduction to Social Case Work****[15 HRS]**

Case Work Process: Intake, Study, Diagnosis, Treatment, Follow up – Home visits, Collateral Contacts – Collaborative Diagnosis – Treatment Approaches – Remedial, Preventive - Environmental Modification – Counselling and Referral.

**UNIT III: Skills Required For A Social Case Worker****[15 HRS]**

Interviewing in Case Work – Skills: Listening, Accrediting, Acceptance, Observation, Noticing Points of Stress and Conflicts, Questioning, Giving Feedback, Interpreting and Explaining, Pointing out Patterns of Behaviour.

**UNIT IV: Introduction to Social Group Work****[15 HRS]**

Social Group – Definition – Group Formation - Scope and Limitations – Types and Characteristics of Groups – Life as a process of Adjustment with different types of Groups – Group as an Instrument of Change - Social Group Work – Concept – Definition – Objectives – Principles and Values – Historical Development .

**UNIT V: Social Case Work And Group Work Practice****[15 HRS]**

Social Case Work and Group Work Practice - Children, Youth, Aged, Women and Transgender. Different settings: Family, School, Industries and Hospitals.  
Self study – Children and Youth

**TEXT BOOKS:**

1. “Social Work Practice with Families and Children”, Anthony N. Malucciobarbara, A Pine Elizabeth M Tracy, Columbia University Press, 2002.

**REFERENCE BOOKS:**

1. “Social Work: Methods Practices and Perspectives” ,Devi Rameshwari, Jaipur: Mangal Deep Publications, 2004
2. “An Introduction to Social Case Work”, Grace Mathew, Tata Institute of Social Sciences Bombay 1992
3. “Theory and practice of Social Case Work”, Gordon Hamilton, 2<sup>nd</sup> Ed Columbia university press 1951.
4. “Theory and Practice of Social Case Work”, Gordon Hamilton, New York: Columbia University Press, 1951
5. “Social case work: A therapeutic approach”, R.K.Upadhyay, Rawat Publications New Delhi, 2003
6. “Introduction to Social Work”, Mudgal S D, Jaipur: Book Enclave, 1997
7. “Methods and Fields of Social Work in India”, Jacob K K, Madras: South Asian Books, 1900

8. "Youth Worker's Resource Book: Theory Group Work Exercises; Tips and Grizzes for Youth Workers, Forty-Five Sessions for Youth Groups", Mannath Joe Madras: Don Boscon Publications, 1985.
9. "Social Work: An Integrated Approach", Bhattacharya Sanjay New Delhi: Deep & Deep Publications, 2008.
10. "Introduction to Group Work" David capuzzi, Douglas R.Gross, Mart D.Staufter , 4<sup>th</sup>Edt, PremRawat for Rawat Publications jaipur, 2010.
11. "Hand book on social work with Groups", Charles D.Garwin, Lorraine M. Gutierrez, Maeda J. Galinsky, Rawat Publications, jaipur , 2004.
12. Social Group Work: A Helping Process. Konopka, Gisela. Englewood Cliffs, N.J.: Prentice-Hall, 1963

#### **EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**



**I Master of Social Work  
(MSW) SEMESTER- II**

New 25%

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATE GOR Y	HRS/WE E K	CREDIT S
PSSW	19MSW2 05	SOCIAL CASE WORK AND SOCIAL GROUP WORK	Core	6	4

**COURSE DESCRIPTION**

It helps students develop an ability to apply for case work and group work in different settings. Through this course a student understands the dynamics of a group and its utility for intervention.

**COURSE OBJECTIVES**

To gain knowledge about the problems faced at individual and group level.

To develop professional attitude and skills in dealing with the problems at individual and group level.

**UNIT I Introduction to Social Case Work (15 HRS.)**

Social Case Work- Definition – Meaning - Objectives – Values – Principles. Historical Development of Social Case Work. Components- Person, Problem, Place, Process. Helping relationship- Importance – characteristics- Empathy, Warmth, Genuineness, Unconditional Positive Regard, Authority, Professional relationship - Transference – Counter Transference, Skills for Social Case Work.

**10%**

**UNIT II Process to Social Case Work (15 HRS.)**

Case Work Process- Intake, Study, Diagnosis, Treatment, Follow up – Home visits, Collateral Contacts – Collaborative Diagnosis – Treatment Approaches – Remedial, Preventive - Environmental Modification – Counselling and Referral.

**UNIT III Introduction to Social Group Work (15HRS.)**

Social Group – Definition – Group Formation - Scope and Limitations – Types and Characteristics of Groups – **Life as a process of Adjustment with different types of Groups (Self Study)** – Group as an Instrument of Change - Social Group Work – Concept – Definition – Objectives – Principles and Values – Historical Development .

#### **UNIT IV Group Work Process(15 HRS.)**

**Group Work Process, Principles – Techniques, Process and Historical Demands.**

**10%**

#### **UNIT V Social Case Work And Group Work Practice (15 HRS.)**

Social Case Work and Group Work Practice – **Children (Self Study), Youth (Self Study),** Aged, Women and Transgender. Different settings: Family, **School (Self Study),** Industries and Hospitals.

#### **Unit VI Dynamism (Evaluation Pattern-CIA only)**

**5%**

Challenges of Social Case Work, Social Case Work and Group Work Practice – Differently Abled Persons.

#### **TEXT BOOKS-**

1. “Social Work Practice with Families and Children”, Anthony N. Maluccio and Barbara A. Pine Elizabeth M Tracy, Columbia University Press, 2002.

#### **REFERENCE BOOKS-**

1. “Social Work- Methods Practices and Perspectives”, Devi Rameshwari, Jaipur- Mangal Deep Publications, 2004
2. “An Introduction to Social Case Work”, Grace Mathew, Tata Institute of Social Sciences Bombay 1992
3. “Theory and practice of Social Case Work”, Gordon Hamilton, 2<sup>nd</sup> Ed Columbia university press 1951.
4. “Theory and Practice of Social Case Work”, Gordon Hamilton, New York- Columbia University Press, 1951
5. “Social case work- A therapeutic approach”, R.K. Upadhyay, Rawat Publications New Delhi, 2003
6. “Introduction to Social Work”, Mudgal S D, Jaipur- Book Enclave, 1997
7. “Methods and Fields of Social Work in India”, Jacob K K, Madras- South Asian Books, 1900
8. “Youth Worker’s Resource Book- Theory Group Work Exercises; Tips and Grizzes for Youth Workers, Forty-Five Sessions for Youth Groups”, Mannath Joe Madras- Don Bosco Publications, 1985.
9. “Social Work- An Integrated Approach”, Bhattacharya Sanjay New Delhi- Deep & Deep Publications, 2008.
10. “Introduction to Group Work” David Capuzzi, Douglas R. Gross, Mart D. Stauffer, 4<sup>th</sup> Edt, Prem Rawat for Rawat Publications Jaipur, 2010.
11. “Hand book on social work with Groups”, Charles D. Garwin, Lorraine M. Gutierrez, Maeda J. Galinsky, Rawat Publications, Jaipur, 2004.

12. Social Group Work- A Helping Process.  
Konopka, Gisela. Englewood Cliffs, N.J.- Prentice-  
Hall, 1963

### EVALUATION PATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

### COURSE DESIGNER-

1. Staff Name- Dr.M.Meenakumari

Forwarded By

HOD'S Signature& Name

## II SEMESTER MAJOR CORE

### COMMUNITY ORGANIZATION AND SOCIAL ACTION– 19MSW 206

(For those who joined in 2019 onwards)

**HOURS/WEEK: 6**

**CREDIT:4**

#### COURSE DESCRIPTION

In this course students learn the concepts behind community work, community organization and social action.

#### COURSE OBJECTIVES

To learn and understand various communities and the dynamics of the different communities

To develop the skills of organizing the community programmes by means of learning and experimenting the different models of social action.

#### COURSE OUTCOMES (CO)

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Understand about the Community and its types.	K2
CO 2	Identify personal values and beliefs, and understand how they influence decision making	K2
CO 3	Discover opportunities to share community resources and ideas.	K3
CO 4	Analyse the values of trust, honesty, kindness, and fairness in social action	K4
CO 5	Evaluate the needs of rural and urban settings.	K5

#### UNIT I: Introduction to Community, Types and Dynamics

**[15 HRS]**

Community - Community –as a Social System, Types of communities – Rural, Tribal, Urban  
Community Leadership, Types of Leaders, Community Dynamics- Integrative and Dis-integrative  
Forces in the Community.

#### UNIT II: Introduction to Community Organization

**[15 HRS]**

Community Organisation – Definition, Scope, Philosophy, Principles, Goals, Process of  
Community Organization – Study, Analysis, Assessment, Discussion, Organisation, Action,

Evaluation, Modification, Continuation, Methods of Community Organization – Fact Finding, ,Analysis, Assessment, Planning, Group Decision-Making and Co-operative Action, Negotiation, Consultation, Conflict Resolution – Community Development.

**UNIT III: Community Organization Models [15 HRS]**

Models of Community Organization: Locality Developmental Model, Social Planning Model, Social Action Model, Murray Ross: General Content, Specific Content and Process Objective.

**UNIT IV: Social Action and Social Work [15 HRS]**

Social Action – Definition, Principles, Scope, Social Action as a Method of Social Work, Advocacy and Lobbying, Contribution of Saul Alinsky, Paulo Frierre and Gandhiji, Satyagraha, Narmada Bachao Andholan.

**UNIT V: Community Organization in Rural and Urban Society [15 HRS]**

Application of Community Organization in Rural and Urban Settings – Housing, Water, Health, Sanitation.

**Self Study** – Types of communities – Rural, Urban Community Leadership, and Types of Leaders.

**TEXT BOOKS:**

1. “Community Organization in India”, Gangrade KesharichandDasharathasa, Madras: Popular Book Depot, 1971

**REFERENCE BOOKS:**

2. “Urban Sociology”, Sharma R N Delhi: Surjeet Publications, 1993
3. “Rural Sociology”, Sharma Ram Nath Mandir: RajhansPrakashan, 1994
4. “Indian Social System”, Ahuja Ram New Delhi: Rawat Publications, 1993
5. “Social Work: An Integrated Approach”, Bhattacharya Sanjay New Delhi: Deep & Deep Publications, 2008
6. “An Introduction to sociology”, VidyaBhushan and D.R Sachdeva, KitabMahal, Allahabad.
7. “Encyclopedia of social work and community organization”, C.P.Yadav .vol 1to 4.
8. “Methods of community participation- A complete guide for practitioners” , Somesh Kumar, Vistaar publications N.D. 2002

**EVALUATION PATTERN:**

C1	C2	C3	C4	C5	Int. Total (A)	Ext. Total (B)	Total (A+B)
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**I Master of Social Work  
(MSW)  
SEMESTER- II**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATE GOR Y	HRS/WEE K	CREDIT S
PSSW	19MSW 206	COMMUNITY ORGANIZATION AND SOCIAL ACTION	Core	6	4

### **COURSE DESCRIPTION**

In this course students learn the concepts behind community work, community organization and social action.

### **COURSE OBJECTIVES**

To learn and understand various communities and the dynamics of the different communities

To develop the skills of organizing the community programmes by means of learning and experimenting the different models of social action.

### **UNIT I- Introduction to Community, Types and Dynamics (15 HRS.)**

Community - Community –as a Social System, Types of communities – **Rural, Tribal, Urban Community Leadership (Self Study), Types of Leaders, (Self Study)** Community Dynamics- Integrative and Dis-integrative Forces in the Community.

### **UNIT II- Introduction to Community Organization (15 HRS.)**

**Community Organisation – Definition, Scope, Philosophy, Principles, Goals, Process of Community Organization –Study, Analysis, Assessment, Discussion, Organisation, Action, Evaluation, Modification, Continuation, Methods of Community Organization – Fact Finding (Self Study), Analysis, Assessment, Planning, Group Decision-Making and Co-**

operative Action, Negotiation, Consultation, Conflict Resolution – Community Development.

**UNIT III- Community Organization Models (15 HRS.)**

Models of Community Organization- Locality Developmental Model, Social Planning Model, Social Action Model, Murray Ross- General Content, Specific Content and Process Objective.

**UNIT IV- Social Action and Social Work (15 HRS.)**

Social Action – Definition, Principles, Scope, Social Action as a Method of Social Work, Advocacy and Lobbying, Contribution of Saul Alinsky, Paulo Frierre and Gandhiji, Satyagraha, Narmada Bachao Andholan.

**V- Community Organization in Rural and Urban Society (15 HRS.)**

Application of Community Organization in Rural and Urban Settings – Housing, Water, Health, Sanitation.

**Unit VI **Dynamism** (Evaluation Pattern-CIA only)**

Community Programmes in India, Pre and Post Independence.

**TEXT BOOKS-**

1. “Community Organization in India”, Gangrade Kesharichand Dasharathasa, Madras- Popular Book Depot, 1971

**REFERENCE BOOKS-**

2. “Urban Sociology”, Sharma RN Delhi- Surjeet Publications, 1993
3. “Rural Sociology”, Sharma Ram Nath Mandir- Rajhans Prakashan, 1994
4. “Indian Social System”, Ahuja Ram New Delhi- Rawat Publications, 1993
5. “Social Work- An Integrated Approach”, Bhattacharya Sanjay New Delhi- Deep & Deep Publications, 2008
6. “An Introduction to Sociology”, Vidya Bhushan and D.R. Sachdeva, Kitab Mahal, Allahabad.
7. “Encyclopedia of social work and community organization”, C.P. Yadav .vol 1 to 4.
8. “Methods of community participation- A complete guide for practitioners”, Somesh Kumar, Vistaar publications N.D. 2002

## EVALUATIONPATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic



**II SEMESTER  
MAJOR CORE  
SOCIAL WORK RESEARCH AND STATISTICS– 19MSW207**

(For those who joined in 2019 onwards)

**HOURS/WEEK: 6**

**CREDIT:4**

**COURSE DESCRIPTION**

In this course students learn the sources and methods of social work research, Statistics and Report writing.

**COURSE OBJECTIVES**

To introduce to the students the concepts of Social Work Research.

To learn Statistical Analysis and research.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Describe the nature, objectives, scope and methods of scientific social work research.	K2
CO 2	Indicate the objectives, problems, and hypothesis and research designs.	K2
CO 3	Apply the statistical tools in measuring variables.	K3
CO 4	Explain the classification, coding, tabulation, scales and sampling.	K4
CO 5	Assess the types, source, tools, processing and presentation of data collection.	K5

**UNIT I: Introduction to Social Work Research**

**[15 HRS]**

Scientific Method – Definition, Features of Scientific method, Assumptions and steps.  
Research – Definition, Objectives and Characteristics. Social Work Research – Definition, Objectives and Scope.

**UNIT II: Research Problem, Hypothesis and Research Design**

**[15 HRS]**

Identification and Formulation of Research Problem – Statement of Objectives, Concept – Hypothesis – Meaning, Types, Sources, Criteria of Good Hypothesis – Operational Definition – Research Design – Explorative, Descriptive, Diagnostic and Experimental Designs.

**UNIT III: Description on Data, Sampling and Scales [15 HRS]**

Sources of Data – Primary and Secondary Sources - Sampling – Types – Sampling Error and Sample Size – Techniques and Tools of Data Collection – Observation, Questionnaire and Interview schedule. Pilot Study and Pre-Test. Processing and Presentation of Data – Classification – Objectives, Types – Coding and Tabulation – Components of a Table – Types. Scales – Thurstone, Likert, Bogardus and Sociometry.

**UNIT IV: Statistical Measurement [15 HRS]**

Statistics – Definition – Function – Levels of Measurement – Nominal, Ordinal, Interval and Ratio – Measurement of Central Tendency – Mean, Median, and Mode – Measures of Dispersion – Range, Quartile Deviation, Mean Deviation, Standard Deviation – Correlation – Spearman's Rank Correlation.

**UNIT V: Report Writing in Social Work Research [15 HRS]**

Report Writing – Meaning and Purpose, Characteristics, Functions, Types – Body of the report – Chapterization – Guidelines for Drafting Research Report – Documentation – Footnotes and Bibliography.

**TEXT BOOKS:**

1. Methodology and Techniques of Social Research, T.S. Wilkinson, P.L Bhandarkar, Himalaya Publishing House, 2010

**REFERENCE BOOKS:**

1. ArwindKumar, "Research Methodology in Social Sciences", Sarup & Sons, New Delhi 110 002, 2002.
2. Gupta, S.P, "Statistical Methods", Sultan Chand & Sons Publishers, New Delhi 110002, 2008.
3. Dr. Krishnaswami, O.R, and M. Ranganathan "Methodology of Research in Social Sciences", Himalaya Publishing House, Bombay, 2005..
4. Pauline V. Young, "Scientific Social Survey and Research", Prentice-Hall of India Pvt. Ltd, New Delhi, 1992.
5. K. Ravichandran and S. Nakkiran, "Introduction to Research Methods in Social Sciences", Abhijeet Publications, Delhi 110 094, 2009.
6. Surendar S. Yadava and K.N.S. Yadava, "Statistical Analysis for Social Sciences", Manak Publications Pvt. Ltd, Delhi 110 092, 1995.

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**I Master of Social  
Work (MSW)  
SEMESTER- II**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGO RY	HRS/W EEK	CREDIT S
PSSW	19MSW 207	SOCIAL WORK RESEARCH AND STATISTICS	Core	6	4

### **COURSE DESCRIPTION**

In this course students learn the sources and methods of social work research, Statistics and Report writing.

### **COURSE OBJECTIVES**

To introduce to the students the concepts of Social Work Research. To learn Statistical Analysis and research.

#### **UNIT I- Introduction to Social Work Research (15 HRS.)**

Scientific Method – Definition, Features of Scientific method, Assumptions and steps. Research – Definition, Objectives and Characteristics. Social Work Research – Definition, Objectives and Scope.

#### **UNIT II- Research Problem, Hypothesis and Research Design (15 HRS.)**

Identification and Formulation of Research Problem – Statement of Objectives, Concept – Hypothesis – Meaning, Types, Sources, Criteria of Good Hypothesis Operational Definition – Research Design– Explorative, Descriptive, Diagnostic and Experimental Designs.

#### **UNIT III- Description on Data, Sampling and Scales (15 HRS.)**

Sources of Data – Primary and Secondary Sources - Sampling – Types – Sampling Error and SampleSize –Techniques and Tools of Data Collection – Observation, Questionnaire and Interview schedule. Pilot Study and Pre- Test. Processing and

Presentation of Data – Classification – Objectives, Types – **Coding (Self Study) and Tabulation (Self Study)** – Components of a TableTypes. Scales – Thurstone, Likert, Bogardus and Sociometry.

#### **UNIT IV-Statistical Measurement**

**(15 HRS.)**

Statistics – Definition – Function – Levels of Measurement – Nominal, Ordinal, Interval and Ratio – Measurement of Central Tendency – Mean, Median, and Mode – Measures of Dispersion – Range, Quartile Deviation, Mean Deviation, Standard Deviation – Correlation – Spearman's Rank Correlation.

#### **UNIT V- Report Writing in Social Work Research**

**(15 HRS.)**

Report Writing – Meaning and Purpose, Characteristics, Functions, Types – Body of the report – Chapterization – Guidelines for Drafting Research Report Documentation – **Footnotes (Self Study) and Bibliography (Self Study)** .

#### **Unit VI Dynamism (Evaluation Pattern-CIA only)**

Proposal Writing, Funding Agencies - Types

#### **TEXT BOOKS-**

1. Methodology and Techniques of Social Research, T.S. Wilkinson, P.L Bhandarkar, Himalaya Publishing House, 2010

#### **REFERENCE BOOKS-**

1. Arwind Kumar, "Research Methodology in Social Sciences", Sarup & Sons, New Delhi 110002, 2002.
2. Gupta, S.P, "Statistical Methods", Sultan Chand & Sons Publishers, New Delhi 110002, 2008.
3. Dr. Krishnaswami, O.R, and M. Ranganathan "Methodology of Research in Social Sciences", Himalaya Publishing House, Bombay, 2005..
4. Pauline V. Young, "Scientific Social Survey and Research", Prentice-Hall of India Pvt. Ltd, New Delhi, 1992.
5. K. Ravichandran and S. Nakkiran, "Introduction to Research Methods in Social Sciences", Abhijeet Publications, Delhi 110 094, 2009.
6. Surendar S. Yadava and K.N.S. Yadava, "Statistical Analysis for Social Sciences", Manak Publications Pvt. Ltd, Delhi 110 092, 1995.

## EVALUATIONPATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**III SEMESTER  
ELECTIVE CORE**  
**Specialization – Community Development**  
**RURAL COMMUNITY DEVELOPMENT - 19MSW310A**  
(For those who joined in 2019 onwards)

**OLD**

**HOURS/WEEK: 6**

**CREDIT:4**

**COURSE DESCRIPTION**

The Community Development course provides current and prospective community development based on theory, skill development, and practice to address the challenges of today's urban and rural neighbourhoods.

**COURSE OBJECTIVES**

To sensitize the students about the various issues in rural areas.

To gain an understanding about the efforts taken by the government for the upliftment of rural people.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	.Describe the Programmes related to Agriculture and Allied Activities	K2
CO 2	Understand the significance of rural community development	K2
CO 3	Interpret the importance of the Panchayati Raj Institutions in Rural Development.	K3
CO 4	Analyze the Causes, Consequences and measures for Rural Development with reference to Finance.	K4
CO 5	Criticize the best practices in Rural Development and its applications.	K5

**UNIT I: Introduction to Community Development**

**[15 HRS]**

Community Development : Concept, Definition, Meaning, Principles, Objectives and Scope – Rural Development : Meaning, Need, Objectives, Scope – Rural Community Development in India : History - Early Experiments - Srinikethan, Sevagram, Marthandam, Gurgeon Experiment, Baroda Experiment, Firka Development in Madras, Nilokheri Experiment, Etawah Pilot Project – Rural Development Programmes in Five Year Plan – Approaches to Rural Development. Mahatma Gandhi national Rural Employment Guarantee Act 2005.

**UNIT II: Rural problems and programmes [15 HRS]**

Problems and Programmes related to Agriculture and Allied Activities like Land, Rural Infrastructure, Drinking Water, Housing, Health and Education.

**UNIT III: Rural Development and Finance Sources [15 HRS]**

Rural Backwardness: Causes and the need for planned change – Rural Poverty: Causes, Consequences and measures for Rural Development with reference of Finance - Co-operatives, Regional Rural Banks, NABARD, DRDA, Self-Help Groups.

**UNIT IV: Panchayati Raj Institutions and Rural Development. [15 HRS]**

Administrative Arrangement for Rural Development for Block to National Level: Panchayati Raj – Origin, Philosophy and Characteristics – 73<sup>rd</sup> Constitutional Amendment and its Implications, Role of Panchayati Raj Institutions in Rural Development.

**UNIT V: Private Sector and Rural Development [15 HRS]**

Voluntary efforts in Rural Community Development, Corporate Social Responsibility for Rural Development – Concept of best practices in Rural Development and its applications.

**TEXT BOOKS:**

1. “Rural Sociology in India”, Desai A. R. Popular Prakashan publications, Mumbai, India 1984

**REFERENCE BOOKS:**

1. “Agricultural Problems in India”. Himalaya Publishers, Memoria, Delhi, 1988.
2. “Social Work Perspectives on Poverty”, Singh, R. R, Concept Publication House, New Delhi. 1971.
3. “Reading in Integrated Rural Development”, Subramanian et al, Oxford and IBH, New Delhi, 1985.
4. “Anti-Poverty Rural Development Programmes”, Sundaram, DK Publications, New Delhi.



**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test****C2- Monthly Test****C3- Mid Semester Exam****C4- Seminar****C5- Non Scholastic Marks**

## II MSW

NEW-5%

### SEMESTER –III

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGOR Y	HRS/ WEEK	CREDIT S
PSSW	19MSW 310A	Rural Community Development	ELECTIVE	6	4

### COURSE DESCRIPTION

The Community Development course provides current and prospective community development based on theory, skill development, and practice to address the challenges of today's urban and rural neighbourhoods.

### COURSE OBJECTIVES

To sensitize the students about the various issues in rural areas.

To gain an understanding about the efforts taken by the government for the upliftment of rural people.

### UNITS

#### UNIT I: Introduction to Community Development [15 HRS]

Community Development: Concept, Definition, Meaning, Principles, Objectives and Scope – Rural Development : Meaning, Need, Objectives, Scope Rural Community Development in India : History - Early Experiments - Srinikethan, Sevagram, Marthandam, Gurgeon Experiment, Baroda Experiment, Firka Development in Madras, Nilokheri Experiment,

Etawah Pilot Project – Rural Development Programmes in Five Year Plan – Approaches to Rural Development. Mahatma Gandhi national Rural Employment Guarantee Act 2005.

**UNIT II: Rural problems and programmes [15 HRS]**

Problems and Programmes related to Agriculture and Allied Activities like Land, Rural Infrastructure, Drinking Water, Housing, Health and Education.

**UNIT III: Rural Development and Finance Sources [15 HRS]**

Rural Backwardness: Causes and the need for planned change – Rural Poverty: Causes, Consequences and measures for Rural Development with reference of Finance - Co-operatives, Regional Rural Banks, NABARD, DRDA, Self-Help Groups.

**UNIT IV: Panchayati Raj Institutions and Rural Development. [15 HRS]**

Administrative Arrangement for Rural Development for Block to National Level: Panchayati Raj–Origin, Philosophy and Characteristics – 73<sup>rd</sup> Constitutional Amendment and its Implications, Role of Panchayati Raj Institutions in Rural Development.

**UNIT V: Private Sector and Rural Development [15 HRS] Voluntary efforts in Rural Community Development, Corporate Social Responsibility for Rural Development (Self Study)–** Concept of best practices in Rural Development and its applications.

**UNIT VI : Dynamism**

Rural Youth and Employment in Rural Areas, Impact of Rural marketing in Rural Areas, Financial Literacy for farmers.

**TEXT BOOKS:**

1. “Rural Sociology in India”, Desai A. R. Popular Prakashan publications, Mumbai, India 1984

**REFERENCES:**

1. “Rural Sociology in India”, Desai A. R. Popular Prakashan publications, Mumbai, India 1984

2. "Agricultural Problems in India". Himalaya Publishers, Memoria, Delhi, 1988.
3. "Social Work Perspectives on Poverty", Singh, R. R, Concept Publication House, New Delhi. 1971.
4. "Reading in Integrated Rural Development", Subramanianetal, Oxford and IBH, New Delhi, 1985.
5. "Anti-Poverty Rural Development Programmes", Sundaram, DK Publications, New Delhi.

## EVALUATIONPATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESSE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**III SEMESTER  
ELECTIVE CORE  
Specialization – Medical & Psychiatric Social Work  
MENTAL HEALTH - 19MSW310B  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT:4**

**COURSE DESCRIPTION**

The course is designed to provide an overview of understanding Medical and psychiatric social work.

**COURSE OBJECTIVES**

To gain knowledge of the Mental Health and Mental Disorder

To recognize the application of Social Work knowledge in mental disorder

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Discuss the symptoms, etiology, diagnosis, prognosis and management of various disorder	K2
CO 2	Understand the salient features of mental health act and programs.	K2
CO 3	Illustrate the methods of therapies and treatment related to mental health problems.	K3
CO 4	Analyse the myths and misconceptions of mental health.	K4
CO 5	Assess the international classification of diseases, abnormality and concept.	K5

**UNIT I: Introduction to Mental Health****[15 HRS]**

Mental Health – Definition and Meaning, Mental illness – International classification of diseases – relevance of the knowledge of Mental Health and mental illness to Social Work – Abnormality – Concept.

**UNIT II:Symptoms****[15 HRS]**

Symptoms, Etiology, Diagnosis, Prognosis and Management of Psycho-Somatic Disorder - Personality Disorder –Substance Abuse - Anti-Social Behavior - Sexual Deviations.

**UNIT III:Psychotherapy****[15 HRS]**

Models of Psychotherapy – Psycho dynamic therapy – Existential Therapy – Humanistic Therapy - Systematic Therapy- Psycho analytic Theory – Transactional Analysis.

**UNIT IV:Method of treatment****[15 HRS]**

Method of treatment – Physical methods: Psycho surgery, Electro convulsive therapy, Pharmacological management, Indigenous methods, Cultural Psychiatry, Culture bound Syndromes – (Myths and Misconceptions of Mental Health).

**UNIT V:Mental Health Programmes****[15 HRS]**

National Mental Health programmes in India – Mental Health Act, 2017 – its implication on professional Social Work Practice – District Mental Health Programmes, National Mental Health Policy 2014.

**TEXT BOOKS:**

1. “Mental Health”, Maurus J Bombay: Better Yourself Books, 1993

**REFERENCE BOOKS:**

1. “Dianetics: The Modern Science of Mental Health”, Hubbard Ron L Denmark: New Era Publications International, 2007
2. “Fifty Signs of Mental Illness: A Guide to Understanding Mental Health”, Hicks James Whitney M D Delhi: Byword Books Private Limited, 2008
3. “Fundamentals of Mental Health Education”, Sharma ShashiPrabha New Delhi: Kaniskha Publishers, Distributors, 2005
4. “Key Concepts in Mental Health”, Pilgrim David New Delhi: Sage, 2005
5. “Social Work: Psycho-Social and Health Aspects”, Bhattacharya Sanjay New Delhi: Deep and Deep Publications Pvt.Ltd, 2008
6. “Sociology of Mental Illness”, Deman Dinesh Jaipur: Printwell, 1992

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW**  
**SEMESTER-III**

**NEW-5%**

<b>PROGRAM ME CODE</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEGORY</b>	<b>HRS/WE EK</b>	<b>CREDIT S</b>
<b>PSSW</b>	<b>19MSW310B</b>	<b>MENTAL HEALTH</b>	<b>ELECTIVE</b>	<b>6</b>	<b>4</b>

*For those who joined in 2020 onwards*

**COURSE DESCRIPTION**

The course is designed to provide an overview of understanding Medical and psychiatric socialwork.

**COURSE OBJECTIVES**

To gain knowledge of the Mental Health and Mental Disorder

To recognize the application of Social Work knowledge in mental disorder.

**UNITS**

**UNIT I: Introduction to Mental Health**

**[15 HRS]**

Mental Health – Definition and Meaning, Mental illness – International classification of diseases –Diagnostic and Statistical Manual of Mental Disorders (DSM)- relevance of the knowledge of Mental Health and mental illness to Social Work –Abnormality – Concept.

**UNIT II: Symptoms**

**[15 HRS]**

Symptoms, Etiology, Diagnosis, Prognosis and Management of Psycho- Somatic Disorder - Personality Disorder –Substance Abuse - Anti-Social Behavior - Sexual Deviations.

**UNIT III: Psychotherapy**

**[15 HRS]**



Models of Psychotherapy – **Psycho dynamic therapy (Self Study)** – Existential Therapy – Humanistic Therapy - **Systematic Therapy- Psycho analytic Theory – Transactional Analysis. (Self Study)**

#### **UNIT IV: Method of treatment**

**[15 HRS]**

Method of treatment – Physical methods: Psycho surgery, Electro convulsive therapy, Pharmacological management, Indigenous methods, Cultural Psychiatry, Culture bound Syndromes – (Myths and Misconceptions of Mental Health).

#### **UNIT V: Mental Health Programmes**

**[15 HRS]**

National Mental Health programmes in India – Mental Health Act, 2017 – its implication on professional Social Work Practice – District Mental Health Programmes, National Mental Health Policy 2014.

#### **UNIT VI: Dynamism**

National Mental Health Programme, District Mental Health Programme

#### **TEXT BOOKS:**

1. “Mental Health”, Maurus J Bombay: Better Yourself Books, 1993

#### **REFERENCES:**

1. “Dianetics: The Modern Science of Mental Health”, Hubbard Ron L Denmark: New Era Publications International, 2007
2. “Fifty Signs of Mental Illness: A Guide to Understanding Mental Health”, Hicks James Whitney M D Delhi: Byword Books Private Limited, 2008
3. Fundamentals of mental health education, sharma shashiprabha, New Delhi: Kaniskha Publishers Distributors, 2005
4. “Key Concepts in Mental Health”, Pilgrim David New Delhi: Sage, 2005
5. “Social Work: Psycho-Social and Health Aspects”, Bhattacharya Sanjay New Delhi: Deep and Deep Publications Pvt. Ltd, 2008
6. “Sociology of Mental Illness”, Deman Dinesh Jaipur: Printwell, 1992

## EVALUATION PATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESSE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**III SEMESTER  
ELECTIVE CORE  
Specialization – Human Resource Management  
HUMAN RESOURCE MANAGEMENT - 19MSW310C  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT:4**

**COURSE DESCRIPTION**

Human Resource Management is a specialization within the field of Management that encompasses several functions including the recruitment, selection, and maintenance of a qualified, motivated, and productive workforce.

**COURSE OBJECTIVES**

To enable the learners to gain knowledge in managing Human Resource for effective functioning of an organization.

To enable the learners to obtain knowledge in various approaches and administration methods of Human Resource Management.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Understand the fundamental human resources concepts and theories of HRM.	K2
CO 2	Identify the human resources policies and practices that help to promote the organization's strategic goals.	K2
CO 3	Use the human resource planning to prepare job specification and job description.	K3
CO 4	Explain the wage structures and other benefits.	K4
CO 5	Evaluate the current trends in HR.	K5

**UNIT I: Introduction to Human Resource Management [15 HRS]**

Human Resource Management: Concept, Definition, Objectives, Functions, Importance, Role and Structure of Personnel function in Organization. Role of HR Department – Transition from Traditional Personnel Management to HRM, National Institute of Personnel Management, Professional Code of Ethics.

**UNIT II: Approaches of HRM [15 HRS]**

HR Policies, Approaches of HRM – Traditional, Evaluation and Strategic Approach -Human Relations, System and Contingency.

**UNIT III: Human Resource Planning [15 HRS]**

Human Resource Planning: Need for Planning, Steps and Methods, Characteristics, HR Process, Recruitment, Selection and Placement, Induction, Job Analysis, Job Design, Job Description, Job Specification, Job Evaluation and its Techniques, Promotions and Demotions, Performance Appraisal.

**UNIT IV: Wage and Salary Administration [15 HRS]**

Wage and Salary Administration: Methods of Wage Payments, Wage Incentive System – Individual and Group Incentives, Bonus, Dearness Allowance, Disciplinary Proceedings during wages.

**UNIT V: International HRM [15 HRS]**

Knowledge Management and International HRM, Multiculturalism and HRM, HRM Information System, HR Accounting and HR Costing, Outsourcing.

**TEXT BOOK:**

1. Mirza S. Saiyadain, “Human Resources Management”, Tata McGraw Hill Publishing Company Ltd, New Delhi, 1998.

**REFERENCE BOOKS:**

1. David Decenzo and Stephen Robbins, “Personnel and Human Resource Management”, Prentice Hall, New Delhi, 2001.
2. Eugene, “Principles of Human Resource Management”, Vrinda Publications Ltd, New Delhi, 2003.
3. Sarma. A.M, “Personnel and Human Resource Management”, Himalaya Publishing Hall, Delhi, 1995.
4. Stephens Robbins. P, “Management”, Pearson Education and Coulter, New Delhi, 2002.
5. Dr. Sujatha Mangaraj, “Globalization and Human Resource Management”, Anurag Jain for Excel Books, Delhi, 2008.
6. Terry. L. L & Michael D.M, “Human Resource Management”, MacMillan, New York, 1990.

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW****SEMESTER –III***For those who joined in 2020 onwards*

<b>PROGRAM ME CODE</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEGORY</b>	<b>HRS/WE EK</b>	<b>CREDIT S</b>
<b>PSSW</b>	<b>19MSW 310C</b>	<b>Human Resource Managemnt</b>	<b>ELECTIVE</b>	<b>6</b>	<b>4</b>

**COURSE DESCRIPTION**

Human Resource Management is a specialization within the field of Management that encompasses several functions including the recruitment, selection, and maintenance of a qualified, motivated, and productive workforce.

**COURSE OBJECTIVES**

To enable the learners to gain knowledge in managing Human Resource for effective functioning of an organization.

To enable the learners to obtain knowledge in various approaches and administration methods of Human Resource Management.

**UNITS****UNIT I: Introduction to HumanResource Management [15 HRS]**

Human Resource Management: Concept, Definition, Objectives, Functions, Importance, Role and Structure of Personnel function in Organization. Role

of HR Department – Transition from Traditional Personnel Management to HRM, National Institute of Personnel Management, Professional Code of Ethics.

## **UNIT II: Approaches of HRM**

**[15 HRS]**

HR Policies, Approaches of HRM – Traditional, Evaluation and Strategic approach - Human Relations, System and Contingency.

## **UNIT III: Human Resource Planning**

**[15 HRS]**

Human Resource Planning: Need for Planning, Steps and Methods, Characteristics, HR Process, **Recruitment, Selection and Placement, Induction (Self Study)**, Job Analysis, Job Design, Job Description, Job Specification, Job Evaluation and its Techniques, Promotions and Demotions, Performance Appraisal.

## **UNIT IV: Wage and Salary Administration**

**[15 HRS]**

Wage and Salary Administration: Methods of Wage Payments, Wage Incentive System – Individual and Group Incentives, Bonus, Dearness Allowance, Disciplinary Proceedings during wages.

## **UNIT V: International HRM**

**[15 HRS]**

Knowledge Management and International HRM, Multiculturalism and HRM, HRM Information System, HR Accounting and HR Costing, Outsourcing.

## **UNIT VI: Dynamism**

Human Resource Management in National and International Level

### **TEXT BOOK:**

1. Mirza S. Saiyadain, “Human Resources Management”, Tata McGraw Hill Publishing Company Ltd, New Delhi, 1998.

### **REFERENCES:**

1. Mirza S. Saiyadain, “Human Resources Management”, Tata McGraw Hill Publishing Company Ltd, New Delhi, 1998.
2. David Decenzo and Stephen Robbins, “Personnel and Human Resource Management”, Prentice Hall, New Delhi, 2001.
3. Eugene, “Principles of Human Resource Management”, Vrinda Publications Ltd, New Delhi, 2003.
4. Sarma. A.M, “Personnel and Human Resource Management”, Himalaya

Publishing Hall, Delhi, 1995.

5. StephensRobbins.P, “Management”, Pearson Education and Coulter, New Delhi, 2002.
6. Dr. Sujatha Mangaraj, “Globalization and Human Resource Management”, Anurag Jain for Excel Books, Delhi, 2008.
7. Terry. L. L & Michael D.M, “Human Resource Management”, MacMillan, New York, 1990.

#### **EVALUATION PATTERN**

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESSE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic



**III SEMESTER  
ELECTIVE CORE  
Specialization – Community Development  
URBAN COMMUNITY DEVELOPMENT - 19MSW311A**  
(For those who joined in 2019 onwards)

**HOURS/WEEK: 4**

**CREDIT:4**

**COURSE DESCRIPTION**

This course introduces students to the systematic analysis of urban data in its institutional context and gives an understanding about urban community

**COURSE OBJECTIVES**

To gain understanding of urban areas and problems pertaining to urban areas.

To gain knowledge about the governmental efforts for developing urban areas.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the concept of Urbanization, its causes and impacts.	K2
<b>CO 2</b>	Describe the urban development programmes in India.	K2
<b>CO 3</b>	Illustrate the prospects and problems of urban development in India.	K3
<b>CO 4</b>	Analyse the socio –economic structure of the Slum.	K4
<b>CO 5</b>	Criticize the administrative set-up and policy arrangements of urban development.	K5

**UNIT I: Introduction to Urban Community Development**

**[15 HRS]**

Urbanization: Concept, Characteristics – Types: Town, City, Metropolis, Suburb, Satellite Town – Urbanization and Economic Development – Urbanization and Industrialization – its impact on Urban Areas, Demographic and Land Use Pattern in Urban Areas.

**UNIT II: Urban Development Programmes**

**[15 HRS]**

Urban Community Development: Meaning, Scope – Urban Development Programmes in India, Indian Experience in Urban Development with Reference to Town Planning, Slum Clearance and Improvement, Integrated Development of Small and Medium Towns.

### **UNIT III:Urban Problems**

**[15 HRS]**

Problems and Prospects of Urban life with reference to Crowd, Density, Noise, Air, Solid and Liquid Pollution, Urban Housing, Drinking Water Supply, Transport, Urban Public Health, Urban Non-Formal Sector.

### **UNIT IV: Slum**

**[15 HRS]**

Slum : Concept, Definition, Characteristics, Causes, Theories, Poverty in urban Areas, Culture of Poverty in Slums Programmes of Tamil Nadu Housing Board and Slum Clearance Board.

### **UNIT V:Urban Development Policy**

**[15 HRS]**

Administrative Set-Up and Policy Arrangements for Urban Development with reference to Municipalities, Corporations, Metropolitan Development Authorities, 74th Constitutional Amendment and its relevance to Urban Community Development.

### **TEXT BOOK:**

Cherunilam, Francis, “Urbanization in Developing Countries”, Himalaya Publishing House, Mysore.

### **REFERENCE BOOKS:**

1. Abrahamson, Mar, “Urban Sociology”, Prentice, Eaglewood.
2. Bose, Ashish, “India’s Urbanization”. Tata McGraw Hill, New Delhi.
3. Chaturvedi, T. N., “Local Government”. IPA, Delhi.
4. Cherunilam, Francis, “Urbanization in Developing Countries”, Himalaya Publishing House, Mysore.
5. Chand, Mahesh and Puri, V. K, “Regional Planning in India”, Allied Publishers, Chennai.
6. Data, Abhijit, “Municipal and Urban India”, IIPA, New Delhi.
7. Gilbert, Allan, “Cities, Poverty and Development”, English Language Book Society, Oxford.

### **EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW****SEMESTER –III***For those who joined in 2020 onwards*

<b>PROGRAM ME CODE</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEGOR Y</b>	<b>HRS/W EEK</b>	<b>CREDIT S</b>
<b>PSSW</b>	<b>19MSW 311A</b>	<b>URBAN COMMUNITY DEVELOPMENT</b>	<b>ELECTIVE</b>	<b>4</b>	<b>4</b>

**COURSE DESCRIPTION**

This course introduces students to the systematic analysis of urban data in its institutional context and gives an understanding about urban community

**COURSE OBJECTIVES**

To gain understanding of urban areas and problems pertaining to urban areas.

To gain knowledge about the governmental efforts for developing urban areas.

**UNITS****UNIT I: Introduction to Urban Community Development [15 HRS]**

Urbanization: Concept, Characteristics – Types: Town, City, Metropolis, Suburb, Satellite Town – Urbanization and Economic Development – Urbanization and Industrialization – its impact on Urban Areas, Demographic and Land Use Pattern in Urban Areas.

**UNIT II: Urban Development Programmes [15 HRS]**

Urban Community Development: Meaning, Scope – Urban Development Programmes in India, **Indian Experience in Urban Development with Reference to Town Planning, Slum Clearance and Improvement Integrated Development of Small and Medium Towns (SelfStudy)**

**UNIT III: Urban Problems [15 HRS]**

Problems and Prospects of Urban life with reference to Crowd, Density, Noise, Air, Solid and Liquid Pollution, Urban Housing, Drinking Water Supply, Transport, Urban Public Health, Urban Non-Formal Sector.

**UNITIV: Slum****[15 HRS]**

Slum : Concept, Definiion,Characterisitcs, Causes, Theories, Poverty in urban Areas, Culture of Poverty in Slums Programms of Tamil Nadu Housing Board and Slum Clearance Board.

**UNIT V: Urban Development Policy****[15 HRS]**

Administrative Set-Up and Policy Arrangements for Urban Development with reference to Municipalities, Corporations, Metropolitan Development Authorities, 74th Constitutional Amendment and its relevance to Urban Community Development.

**UNIT VI: Dynamism**

Storm Water Management techniques in Cities and Urban Regions, and Redefining Food Deserts.

**TEXT BOOK:**

Cherunilam, Francis, “Urbanization in Developng Countries”, Himalaya Publishing House,

**REFERENCES:**

1. Cherunilam, Francis, “Urbanization in Developng Countries”, Himalaya Publishing House, Mysore.
2. Abrahamison, Mar, “Urban Sociology”, Prentice,Eaglewood.
3. Bose, Ashish, “India’s Urbanization”. Tata McGraw Hill, NewDelhi.
4. Chaturvedi, T. N., “Local Government”. IPA,Delhi.
5. Cherunilam, Francis, “Urbanization in Developng Countries”, Himalaya Publishing House, Mysore.
6. Chand, Mahaseh and Puri, V. K, “Regional Planning in India”,Allied Publishers, Chennai.
7. Data, Abhijit, “Municipal and Urban India”, II PA, NewDelhi.
8. Gilbert, Allan, “Cities, Poverty and Development”, EnglishLanguage Book Society, Oxford.

## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**III SEMESTER-19**  
**ELECTIVE CORE**  
**Specialization – Medical & Psychiatric Social Work**  
**SOCIAL WORK PRACTICE IN PSYCHIATRIC SETTINGS - 19MSW311B**  
 (For those who joined in 2019 onwards)  
**HOURS/WEEK: 4** **CREDIT:4**

**COURSE DESCRIPTION**

This course gives an outline about Psychiatric Social Workers and their varied roles to promote mental health.

**COURSE OBJECTIVES**

To recognize the relevance and application of Social Work in Psychiatric Settings.

To equip the learners to be a Professional Social Worker in Psychiatric Settings.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Describe Various Settings for Psychiatric Social Work Practice.	K2
CO 2	Understand the Concepts of Rehabilitation Process and Techniques.	K2
CO 3	Illustrate the History of Community Psychiatry in Global Context.	K3
CO 4	Analyse the Symptoms, Aetiology and Diagnosis of Neurosis and Psychosis	K4
CO 5	Evaluate the Scope and History of Psychiatric Social Work Profession in India.	K5

**UNIT I: Introduction to Psychiatric Social Work**

**[15 HRS]**

Psychiatric Social Work – Concept – Definition, Meaning, Scope – History of Psychiatric Social Work in India - Problems of Psychiatric Patients during Pre-hospital, Post-hospital, family, Community Perspective, History of Social Work in USA and UK.

**UNIT II: Symptoms****[15 HRS]**

Symptoms, Etiology, Diagnosis, Psychiatric case history taking, MSE, Prognosis and Management of  
a) Neurosis: Anxiety, Depressive Disorder, Obsessive Compulsive Disorder, Phobia, b) Psychosis:  
Functional, Affective Disorders, Organic Disorders.

**UNIT III:Community Psychiatry****[15 HRS]**

Community Psychiatry: History – Principles – Primary, Secondary and Tertiary Prevention.

**UNIT IV:Rehabilitation****[15 HRS]**

Rehabilitation : Concept – Definition – Evolution – Family in Rehabilitation Process – Importance of  
Social Worker in Rehabilitation Planning – Day Care Centre – Occupational Therapy and Vocational  
Therapy – Residential Homes.

**UNIT V:Psychiatric Social Work practice****[15 HRS]**

Psychiatric Social Work practice in different settings – Hospital, Educational Institution, Institution  
for Special Children, Mental Health Service Unit, Mentally Challenged, Psychiatric Department,  
Child Guidance Clinic.

**TEXT BOOK:**

1. “A Short Text book of psychiatry”, NirajAhuja 5<sup>th</sup>edt, Jaypee Brothers, New Delhi , 2005.

**REFERENCE BOOKS:**

1. “Introduction to Philosophy of Mind and mental Illness”, V.K. Kothari , Signature books Interate, Delhi, 2011
2. “A Short Introduction to psychiatry”, Linda Gask Sage Publications, N.D, 2004.
3. “Clinical Psychiatry”, Agarwal A.C , New Central Book Agency Pvt Ltd Calcutta, 1995.
4. “Introduction to Psychiatry”, Varghese, Abhraham, B.I Publications Pvt Ltd Chennai , 1996
5. “Abnormal Psychology”, Mangal S K New Delhi: Sterling Publishers PrivateLimited, 1989
6. “Abnormal Psychology”, Carson Robert C Delhi: Pearson Education, 2009
7. “Abnormal Psychology: The Problem of Maladaptive Behavior”,nSarason Irwin G New Delhi: Prentice Hall of India Pvt Ltd, 2005
8. “Abnormal Psychology: a Clinical Approach to Psychological Deviants”, Page James D New Delhi: Tata McGraw Hill, 2003
9. “Where There is No Psychiatrist: A Mental Health Care Manual” by Vikram Patel February 2004 Vol. 55

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test****C2- Monthly Test****C3- Mid Semester Exam****C4- Seminar****C5- Non Scholastic Marks**



NEW-5%

## II MSW

### SEMESTER –III

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WE EK	CREDIT S
PSSW	19MSW 311B	SOCIAL WORK PRACTICE IN PSYCHIATRIC SETTINGS	ELECTIVE	4	4

#### COURSE DESCRIPTION

This course gives an outline about Psychiatric Social Workers and their varied roles to promote mental health.

#### COURSE OBJECTIVES

To recognize the relevance and application of Social Work in Psychiatric Settings.

To equip the learners to be a Professional Social Worker in Psychiatric Settings.

#### UNITS

##### UNITI: Introduction to Psychiatric Social Work

[15HRS]

Psychiatric Social Work – Concept – Definition, Meaning, Scope – History of Psychiatric Social Work in India - Problems of Psychiatric Patients during Pre- hospital, Post-hospital, family, Community Perspective, History of Social Work in USA and UK.

##### UNITII: Symptoms

[15 HRS]

Symptoms, Etiology, Diagnosis, Psychiatric case history taking, MSE, Prognosis and Management of a) Neurosis: Anxiety, Depressive Disorder, Obsessive Compulsive Disorder, Phobia, b) Psychosis: Functional, Affective Disorders, Organic Disorders.

**UNITIII: Community Psychiatry****[15 HRS]**

Community Psychiatry: History – Principles – Primary, Secondary and Tertiary Prevention.

**UNITIV: Rehabilitation****[15 HRS]**

Rehabilitation : Concept – Definition – Evolution – Family in Rehabilitation Process – Importance of Social Worker in Rehabilitation Planning – Day Care Centre – Occupational Therapy and Vocational Therapy – Residential Homes.

**UNIT V: Psychiatric Social Work practice****[15 HRS]**

**Psychiatric Social Work practice in different settings – Hospital (Self Study), Educational Institution, Institution for Special Children, Mental Health Service Unit (Self Study), Mentally Challenged, Psychiatric Department, Child Guidance Clinic.**

**UNIT VI: Dynamism**

The Diagnostic & Statistical manual of Mental Disorder, Psychiatric Social work Practice in India.

**TEXT BOOK:**

1. “A Short Text book of psychiatry”, Niraj Ahuja 5<sup>th</sup> ed, Jaypee Brothers, New Delhi, 2005.

**REFERENCES:**

1. V.K. Kothari “Introduction to Philosophy of Mind and mental Illness”, , Signature books Integrate, Delhi, 2011
2. Linda Gask “A Short Introduction to psychiatry”, Sage Publications, N.D, 2004.
3. Agarwal A.C, “Clinical Psychiatry”, New Central Book Agency Pvt Ltd Calcutta, 1995.
4. Varghese, Abraham, “Introduction to Psychiatry”, B.I Publications Pvt Ltd Chennai, 1996
5. Mangal SK “Abnormal Psychology”, New Delhi: Sterling Publishers Private Limited, 1989
6. Carson Robert C “Abnormal Psychology”, Delhi: Pearson Education, 2009
7. Sarason Irwin G, “Abnormal Psychology: The Problem of Maladaptive Behavior”, New Delhi: Prentice Hall of India Pvt Ltd, 2005
8. Page James D, “Abnormal Psychology: a Clinical Approach to Psychological Deviants”, New Delhi: Tata McGraw Hill, 2003

9. Vikram Patel, “Where There is No Psychiatrist: A Mental Health Care Manual” by February 2004 Vol.55

### EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**III SEMESTER  
ELECTIVE CORE  
Specialization – Human Resource Management  
LABOUR LEGISLATIONS - 19MSW311C  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 4**

**CREDIT:4**

**COURSE DESCRIPTION**

The *course* examines theories of *industrial relations*, union organization and structure of Industrial Relations.

**COURSE OBJECTIVES**

To create awareness on the various legislations related to Industrial Workers.

To equip the learners to understand acts related to labour legislations.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the safety and welfare measures available for workers under Factories Act.	K2
<b>CO 2</b>	Explain the minimum wages and overtime wages for the employees as per the act mentioned.	K2
<b>CO 3</b>	Interpret the need and scope of Labour Law.	K3
<b>CO 4</b>	Analyse the employee's compensation and pension scheme.	K4
<b>CO 5</b>	Evaluate the Employees State Insurance and Employees Provident Fund Act	K5

**UNIT I: Introduction to Labour Legislations**

**[15 HRS]**

Labour Legislations: Meaning, Need and Scope, Trade Union Act, 1926, Industrial Employment (Standing Orders) Act, 1946, National Festivals and Holidays Act.

**UNIT II:Labour Act****[15 HRS]**

Factories Act, 1948 - Plantations Labour Act, 1951 - Shops and Establishments Act- The Contract Labour (Regulation and Abolition) Act, 1970.

**UNIT III:Wages Act****[15 HRS]**

Payment of Wages Act, 1936 – Equal Remuneration Act, 1976– Minimum Wages Act, 1948.-  
Payment of Gratuity Act, 1972 – Payment of Bonus Act, 1965

**UNIT IV:Benefit Act****[15 HRS]**

Subsistence Allowance Rules. 1981 - Workmen's Compensation Act, 1923 – Maternity Benefit Act, 1961 – Employees Pension Scheme, 1955.

**UNIT V:Insurance Act****[15 HRS]**

Employees State Insurance Act, 1948, - Employees Provident Fund Act, 1952.

**TEXT BOOKS:**

1. P. L. Malik Handbook of Labour and Industrial Law by Editorial Staff of SCC  
Edition: 18th Edition, 2018.

**REFERENCE BOOKS:**

1. "Business Law – One Should Know", Jain Nabi Kumar, Nabhi Publications, New Delhi, 2001.
2. "Handbook on Industrial Law", Kappoor. N. D, Sultand Chand & Sons, New Delhi, 2001.
3. Madhavan Pillai. K, "Labour and Industrial Laws", Allahabad Law Agency, Allahabad, 2000.
4. "Industrial Law", Malik. P. L, Eastern Book Company, Lucknow, 1980.

**EVALUATION PATTERN:**

C1	C2	C3	C4	C5	Int. Total (A)	Ext. Total (B)	Total (A+B)
5	10	15	5	5	40	60	100

**C1- Weekly Test****C2- Monthly Test****C3- Mid Semester Exam****C4- Seminar**

## II MSW

NEW-5%

### SEMESTER –III

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WE EK	CREDIT S
PSSW	19MSW 311C	LABOUR LEGISLATIONS	ELECTIVE	4	4

#### COURSE DESCRIPTION

The *course* examines theories of *industrial relations*, union organization and structure of Industrial Relations.

#### COURSE OBJECTIVES

To create awareness on the various legislations related to Industrial Workers. To equip the learners to understand acts related to labour legislations.

#### UNITS

##### UNIT I: Introduction to Labour Legislations [15 HRS]

Labour Legislations: Meaning, Need and Scope, Trade Union Act, 1926, Industrial Employment (Standing Orders) Act, 1946, National Festivals and Holidays Act.

##### UNIT II: Labour Act [15 HRS]

Factories Act, 1948 - Plantations Labour Act, 1951 - Shops and Establishments Act – The Contract Labour (Regulation and Abolition) Act, 1970.

##### UNIT III: Wages Act [15 HRS]

**Payment of Wages Act, 1936 (Self Study)** – Equal Remuneration Act, 1976 – Minimum Wages Act, 1948. **Payment of Gratuity Act, 1972** – **Payment of Bonus Act, 1965 (Self Study)**, Code of Wages 2019.

##### UNIT IV: Benefit Act [15 HRS]

Subsistence Allowance Rules. 1981 - Workmen's Compensation Act, 1923 – Maternity Benefit Act, 1961 – Employees Pension Scheme, 1955.

**UNITV:InsuranceAct****[15 HRS]**

Employees State Insurance Act, 1948, - Employees Provident Fund Act, 1952.

**UNIT VI: Dynamism**

Recent trends in Labour Welfare Legislations, Old age Pension Scheme.

**TEXT BOOKS:**

1. P. L. Malik Handbook of Labour and Industrial Law by Editorial Staff of SCC Edition: 18th Edition, 2018

**REFERENCES:**

1. P. L. Malik Handbook of Labour and Industrial Law by Editorial Staff of SCC Edition: 18th Edition, 2018.
2. “Business Law – One Should Know”, Jain Nabi Kumar, Nabhi Publications, New Delhi, 2001.
3. “Handbook on Industrial Law”, Kappoor. N. D, Sultand Chand & Sons, New Delhi, 2001.
4. Madhavan Pillai. K, “Labour and Industrial Laws”, Allahabad Law Agency, Allahabad, 2000.
5. “Industrial Law”, Malik. P. L, Eastern Book Company, Lucknow, 1980.

**EVALUATIONPATTERN**

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**III SEMESTER  
MAJOR CORE  
COUNSELLING: THEORY AND PRACTICE - 19MSW312**

(For those who joined in 2019 onwards)

**HOURS/WEEK: 6**

**CREDIT:5**

**COURSE DESCRIPTION**

This course is an introduction to the profession of counselling. It gives a critical examination of the various approaches to counselling should lead to an understanding of personal beliefs about and approaches to counselling.

**COURSE OBJECTIVES**

To equip the students with the skills of Counselling.

To apply counselling skills in different settings.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the significance of counselling and assess the skills and qualities of a good counsellor.	K2
<b>CO 2</b>	Describe the perspectives and practices in counselling	K2
<b>CO 3</b>	Interpret the importance of counselling ethics in the counselling profession.	K3
<b>CO 4</b>	Differentiate between guidance and counselling.	K4
<b>CO 5</b>	Evaluate the need of counselling in specific situations	K5



**UNIT I: Introduction to Counselling****[15 HRS]**

Counselling: Definition, Meaning, Objectives, Elements, Goals – need of Counselling – Types: Directive Counselling, Non-Directive Counselling, Eclectic Counselling, Individual Counselling, Group Counselling – Skills of a counsellor.

**UNIT II: Counselling Process****[15 HRS]**

Counselling Process: Relationship Building, assessment and Diagnosis, Formulation of Counselling Goals, Intervention and Problem solving, Termination and follow-up, limitations of counselling.

**UNIT III: Approaches to Counselling****[15 HRS]**

Approaches to Counselling: Client Centered, Behavioral, Cognitive, Solution Oriented.

**UNIT IV: Therapies of Counselling****[15 HRS]**

Therapies of Counselling: Rational Emotive Therapy, Gestalt Therapy, Re-Educative Therapy, Family Therapy, Marital Therapy.

**UNIT V: Counselling in Different Settings****[15 HRS]**

Counselling in Different Settings: Hospital, Education, De-addiction Centre, Correctional institution, Occupational Setting.

**TEXT BOOK:**

1. “Counselling and Psychotherapy”, Medha Vasishit, New Delhi: Authors Press Ltd, 2008

**REFERENCE BOOKS:**

1. “Basic Counselling Skills: A Helper’s Manual”, Nelson -Jones Richard, New Delhi: Galgotia Publications Ltd, 2003
2. “Basic Essentials of Counselling”, Dave Indu, Delhi: Sterling Publishers Private Limited, 1991
3. “Counselling Children: A practical Introduction”, Geldard Kathryn, New Delhi: Sage, 1997
4. “Counselling Process”, Patterson Lewis E, London: Thomson Learning Publishers, 2000
5. “Counselling Older Clients”, Orbach Ann, New Delhi: Sage Publications, 2003
6. “Counselling Process”, Patterson Lewis E, London: Thomson Learning Publishers, 2000
7. “Counselling Skills”, Bombay: Kansil & Sons, 2008
8. “Counselling Skills for Social Work”, Miller Lisa, New Delhi: Sage Publications, 2006
9. “Counselling and Guidance”, Rao Narayana S, New Delhi: Tata McGraw Hill, 2004

**II MSW**  
**SEMESTER –III**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGO RY	HRS/WEE K	CREDIT S
PSSW	19MSW 312	COUNSELLING: THEORY AND PRACTICE	Core	6	5

### **COURSE DESCRIPTION**

This course is an introduction to the profession of counselling. It gives a critical examination of the various approaches to counselling should lead to an understanding of personal beliefs about and approaches to counselling.

### **COURSE OBJECTIVES**

To equip the students with the skills of Counselling. To apply counselling skills in different settings.

### **UNITS**

#### **UNIT I: Introduction to Counselling [15 HRS]**

Counselling: Definition, Meaning, Objectives, Elements, Goals – need of Counselling – Types: Directive Counselling, Non-Directive Counselling, Eclectic Counselling, **Individual Counselling, Group Counselling – Skills of a counsellor (Self Study).**

#### **UNIT II: Counselling Process [15HRS]**

Counselling Process: Relationship Building, assessment and Diagnosis, Formulation of Counselling Goals, Intervention and Problem solving, Termination and follow-up, limitations of counselling.

#### **UNIT III: Approaches to Counselling [15HRS]**

Approaches to Counselling: Client Centered, Behavioral, Cognitive, Solution Oriented.

#### **UNIT IV: Therapies of Counselling [15 HRS]**

Therapies of Counselling: Rational Emotive Therapy, Gestalt Therapy, Re-Educative Therapy, Family Therapy, Marital Therapy.

## **UNIT V: Counselling in Different Settings**

**[15 HRS]**

Counselling in Different Settings: **Hospital, Education (Self Study)**, De-addiction Centre, Correctional institution, Occupational Setting.

## **UNIT VI: Dynamism**

Existing Counselling Practices in Madurai, Credit Counselling, Ecological Counselling

### **TEXT BOOK:**

1. “Counselling and Psychotherapy”, Medha Vasishit, New Delhi: Authors Press Ltd, 2008

### **REFERENCES:**

1. Medha Vasishit, “Counselling and Psychotherapy”, New Delhi: Authors Press Ltd, 2008
2. Nelson -Jones Richard, “Basic Counselling Skills: A Helper’s Manual”, New Delhi: Galgotia Publications Ltd, 2003
3. Dave Indu, “Basic Essentials of Counselling”, Delhi: Sterling Publishers Private Limited, 1991
4. Geldard Kathryn, “Counselling Children: A practical Introduction”, New Delhi: Sage, 1997
5. Patterson Lewis E, “Counselling Process”, London: Thomson Learning Publishers, 2000
6. Orbach Ann, “Counselling Older Clients”, New Delhi: Sage Publications, 2003
7. Patterson Lewis E, “Counselling Process”, London: Thomson Learning Publishers, 2000
8. “Counselling Skills”, Bombay: Kansil & Sons, 2008
9. Miller Lisa, “Counselling Skills for Social Work”, New Delhi: Sage Publications, 2006
10. Rao Narayana S, “Counselling and Guidance New Delhi: Tata McGraw Hill, 2004

## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**III SEMESTER  
MAJOR CORE  
SOCIAL POLICY, PLANNING AND DEVELOPMENT - 19MSW313**

(For those who joined in 2019 onwards)

**HOURS/WEEK: 6**

**CREDIT:4**

**COURSE DESCRIPTION**

This course focuses on social policy, planning and development in various sectors.

**COURSE OBJECTIVES**

To equip the students with the knowledge of various welfare policies and the planning.

To help the learners to understand contemporary development goals in India

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the social policy and recall the evolution and directive principles of social policy.	K2
<b>CO 2</b>	Describe the different models of social policy.	K2
<b>CO 3</b>	Interpret the different sectoral policies.	K3
<b>CO 4</b>	Analyse the Planning machinery functions and people's participation	K4
<b>CO 5</b>	Evaluate the contemporary development taken place in India.	K5

**UNIT I: Introduction to Social Policy**

**[15 HRS]**

Social Policy: Concept and meaning – Evolution of Social Policy in India – Constitutional Base – Directive Principles of State Policy - Policy formulation process.

**UNIT II: Different Models of Social Policy****[15 HRS]**

Different Models of Social Policy and their relevance to the Indian Society. Policies on Social Security with respect to Women and Children.

**UNIT III: Sectoral Policies****[15 HRS]**

Sectoral Policies: Environment, Poverty Alleviation, Housing, Rural and Urban Development.

**UNIT IV: Planning in India****[15 HRS]**

Planning in India – Planning Process – Contribution of Five Year Plans. NITI Aayog – Structure and Function. People's Participation: Definition – Types – Factors influencing and Hindering People's Participation.

**UNIT V: Development Goals****[15 HRS]**

Development: Concept, Definition – Sustainable Development Goals and Indicators of Development in India – Health, Education, Employment, Human Development Index and life expectancy.

**TEXT BOOK:**

1. "The Handbook of Social Policy" James Midgley, Michelle Livermore SAGE Publications, 2009.

**REFERENCE BOOKS:**

1. "Social Policy for Social Work", Adams Robert, Chennai: Macmillan, 2002
2. "Social Policy: in the Twentieth Century", Marshall T H, London: Hutchinson University Library, 1970
3. "Social Policy: an Introduction", Titmuss Richard M, -1973 London: Unwin Hyman, 1974
4. "Social Work and Social Policy: Concepts and Methods", Khan M A, Jaipur: Book Enclave, 2007
5. "Social Theory & Social Policy", Pinker Robert, London: Heinemann Educational Book Ltd, 1979
6. "Women in Rural Development: Contemporary Social Policy and Practice", Prasad Kiran, Delhi: Women Press, 2006
7. "Towards an Integrated Society: Reflections on Planning, Social Policy and Rural Institutions", Singh Tarlok, Bombay: Orient Longman Ltd, 1969

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

NEW-5%

## II MSW

### SEMESTER –III

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGO RY	HRS/WEE K	CREDIT S
PSSW	19MSW 313	SOCIAL POLICY, PLANNING AND DEVELOPMENT	Core	6	4

#### COURSE DESCRIPTION

This course focuses on social policy, planning and development in various sectors.

#### COURSE OBJECTIVES

To equip the students with the knowledge of various welfare policies and the planning.

To help the learners to understand contemporary development goals in India

#### UNITS

##### UNIT I: Introduction to Social Policy

[15 HRS]

Social Policy: Concept and meaning – Evolution of Social Policy in India – Constitutional Base – Directive Principles of State Policy - Policy formulation process.

##### UNIT II: Different Models of Social Policy

[15 HRS]

Different Models of Social Policy and their relevance to the Indian Society. Policies on Social Security with respect to Women and Children.

##### UNIT III: Sectoral Policies

[15 HRS]

Sectoral Policies: Environment, Poverty Alleviation, Housing, Rural and Urban Development (Self Study)

##### UNIT IV: Planning in India

[15 HRS]



Planning in India – Planning Process – Contribution of Five Year Plans. NITI Aayog – Structure and Function. People's Participation: Definition – Types – Factors influencing and Hindering People's Participation.

### **UNIT V: Development Goals**

**[15 HRS]**

Development: Concept, Definition– Sustainable Development Goals and Indicators of Development in India – Health, Education, Employment, Human Development Index and life expectancy.

### **UNIT VI: Dynamism**

Policy related to Epidemic diseases (CoronaVirus), Current Social Development Policy at State and National Level.

### **TEXT BOOK:**

1. "The Handbook of Social Policy" James Midgley, Michelle Livermore  
SAGE Publications, 2009.

### **REFERENCES:**

1. Adams Robert, "Social Policy for Social Work", Chennai: Macmillan, 2002
2. Marshall T H, "Social Policy: in the Twentieth Century", London: Hutchinson University Library, 1970
3. Titmuss Richard M "Social Policy: an Introduction", -1973  
London: Unwin Hyman, 1974
4. Khan MA, "Social Work and Social Policy: Concepts and Methods", Jaipur: Book Enclave, 2007
5. Pinker Robert, "Social Theory & Social Policy", London: Heinemann Educational Book Ltd, 1979
6. Prasad Kiran "Women in Rural Development: Contemporary Social Policy and Practice", Delhi: Women Press, 2006
7. Singh Tarlok, "Towards an Integrated Society: Reflections on Planning, Social Policy and Rural Institutions", Bombay: Orient Longman Ltd, 1969

## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV SEMESTER  
ELECTIVE CORE  
Specialization – Community Development  
DISASTER SITUATIONS AND MANAGEMENT – 19MSW415A  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT:5**

**COURSE DESCRIPTION**

The course focuses on disaster management, prevention and preparedness for disaster situations, through response and recovery from disaster events.

**COURSE OBJECTIVES**

To provide basic conceptual understanding of disasters and its relationships with development.

To understand the Causes and impact of the disaster in the life of the people

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Describe the causes and impacts of all forms of disaster.	K2
CO 2	Explain the various levels of Management support.	K2
CO 3	Discuss the Psycho-Social Issues of Refugees.	K3
CO 4	Analyse the problems and issues related to Resettlement and Rehabilitation.	K4
CO 5	Criticize the Role of Social Workers in Refugee Organizations	K5

**UNIT I: Introduction to Disaster**

**[17 HRS]**

Disaster: Meaning, Characteristics, Types: Natural, Man-made, Forms, Causes, Impact: Social, Economic, Physical, Psychological, Environment degradation.

**UNIT II: Disaster Management**

**[18 HRS]**

Disaster Management: International, National, State and Community Support, Voluntary Organizations.

**Unit III: Development and Displacement**

**[19 HRS]**

Displacement – Famine, Drought, Civil War, Displacement due to Developmental Projects, Problems, Issues relating to Resettlement and Rehabilitation, Role of resistance groups to Developmental Projects in India. Migration: Voluntary and Involuntary Migration.

**UNIT IV: Problems of Refugees**

**[18 HRS]**

Refugees: Meaning – Geo – Political Issues, Refugees situations in the World (with Special Reference to Tamil Nadu and India), Refugee Camps, Psycho-Social Issues in Refugee Situations.

**UNIT V: Responses towards Refugees**

**[18 HRS]**

Repatriation – Refugee Organizations (National) – Role of Social Workers in Refugee Organizations – Application of Various Methods of Social Work.

**TEXT BOOK:**

1. Community Organization – Theory, Principles and Practices, Ross, M.G. 1955, Harper and Row, New York.

**REFERENCE BOOKS:**

1. “Working More Creatively with Groups”, Benson J, Tavistock Publications Ltd, London, 1987
2. “Abnormal Psychology and Normal Life”, Coleman, J, , DB Taraporeval and Sons, Bombay, 1974
3. “Pedagogy of the Oppressed”, Friere, Paulo, Penguin Publishers, London, 1996
4. “Conscientization and DeSchooling – Freire’s and Illich’s Proposals for Reshaping Society”, Elais, J.I, West Minister’s Press, Philadelphia, 1976

**EVALUATION PATTERN:**

C1	C2	C3	C4	C5	Int. Total (A)	Ext. Total (B)	Total (A+B)
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW  
SEMESTER –IV**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WE EK	CREDIT S
PSSW	19MSW 415A	DISASTER SITUATIONS AND MANAGEMENT	ELECTIVE	6	5

**COURSE DESCRIPTION**

The course focuses on disaster management, prevention and preparedness for disaster situations, through response and recovery from disaster events.

**COURSE OBJECTIVES**

To provide basic conceptual understanding of disasters and its relationships with development.

To understand the Causes and impact of the disaster in the life of the people

**UNITS**

**UNIT I: Introduction to Disaster [17 HRS]**

Disaster: Meaning, Characteristics, Types: Natural, Man-made, Forms, Causes, Impact: Social, Economic, Physical, Psychological, Environment degradation.

**UNIT II: Disaster Management [18 HRS]**

Disaster Management: International, National, State and Community Support, Voluntary Organizations.

**Unit III: Development and Displacement [19 HRS]**

Displacement – **Famine, Drought, Civil War, Displacement due to Developmental Projects (Self Study),** Problems, Issues relating to Resettlement and Rehabilitation, Role of resistance groups to Developmental Projects in India. Migration: Voluntary and Involuntary Migration.

**UNIT IV: Problems of Refugees****[18 HRS]**

Refugees: Meaning – Geo – Political Issues, Refugees situations in the World (with Special Reference to Tamil Nadu and India), Refugee Camps, Psycho- Social Issues in Refugee Situations.

**UNIT V: Responses towards Refugees****[18 HRS]**

Repatriation – Refugee Organizations (National) – Role of Social Workers in Refugee Organizations – Application of Various Methods of Social Work.

**UNIT VI: Dynamism**

An Outlook and Overview of Gaja Cyclone Relief, 2019 Kerala Flood, 2019 Chennai Flood

**TEXT BOOK:**

1. Ross, M.G , Community Organization – Theory, Principles and Practices,. 1955, Harper and Row, NewYork.

**REFERENCES:**

1. Ross, M.G. 1955, Harper and Row, Community Organization – Theory, Principles and Practices, NewYork.
2. Benson J, “Working More Creatively with Groups”, Tavistock Publications Ltd, London, 1987
3. Coleman, J, “Abnormal Psychology and Normal Life”, DB Taraporeval and Sons, Bombay, 1974
4. Friere, Paulo, “Pedagogy of the Oppressed”, Penguin Publishers, London, 1996
5. Elais, J.I, “Conscientization and DeSchooling – Freire’s and Illich’s Proposals for Reshaping Society”, West Minister’s Press, Philadelphia, 1976

## EVALUATIONPATTERN

SCHOLASTIC				NON - SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV - SEMESTER  
ELECTIVE CORE  
Specialization–Medical & Psychiatric Social Work  
HOSPITAL MANAGEMENT - 19MSW415B  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT:5**

**COURSE DESCRIPTION**

This Hospital Management includes the structure and functions of health care systems. Also students can possess in-depth knowledge about services provided in the hospital settings.

**COURSE OBJECTIVES**

To understand the Hospital as the agency for the practice of Social Work.

To equip the learners as professional hospital administrators.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Understand on the role of social worker in healthcare system.	K2
CO 2	Describe the structure, performance, terminology, used in health care systems.	K2
CO 3	Interpret the boards, committees, roles and functions of hospital organisation	K3
CO 4	Analyze the structure and interdependence of health care system to improve healthcare delivery	K4
CO 5	Evaluate the measurement tools for quality and safety in health care system.	K5

**UNIT I : Concepts in human Physiology**

**[18HRS]**

Basic concepts in human Physiology–Brain, Central Nervous system, Endocrine Glands.

**UNIT II : Hospital Administration**

**[18HRS]**

Hospital: Definition, Meaning, Functions, History, Growth and Classification of hospitals in India–



Hospital Administration: Concept, Definition, General Principles, Importance and Functions.

**UNITIII: Functions of Hospital Organization**

**[17HRS]**

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

**Unit IV: Hospital Departments**

**[19HRS]**

HospitalDepartments:Out-PatientServices,DietaryServices,NursingServices,Medical Records,LaboratoryServices,RadiologicalServices,EmergencyServices,HumanResource Management Department, Geriatric Care, Hospice and Palliative Care.

**Unit v: Quality Assurance in Hospital Settings**

**[18HRS]**

QualityAssuranceinHospitalService–ControlofHospitalAcquiredInfectionandAssociated Problems, National Accreditation Board for Hospitals and Health Care Providers (NABH).

**TEXT BOOK:**

1. “Hospital Administration and Human Resource Management”, Goyal RC Prentice Hall of India, New Delhi(2005).

**REFERENCE BOOKS:**

1. “HospitalAdministration”, Chandra Ballabh, AlfaPublications,New Delhi(2007).
2. “HospitalAdministrationandManagement”, Dawra Sudhir Mohit Publications,New Delhi (2002).
3. ,“Hospital Administration and Management:TheoryandPractice”,Goel S L Deep& Deep Publications, NewDelhi (2007).
4. “Hospital Core Services: Hospital Administrationinthe 21<sup>St</sup> Century”, Swarup KantiNew Delhi: Deep&Deep Publications,(2004).
5. “Management of Hospitals: Hospital Administration in the 21stCentury”,Goel S L Deep & Deep Publications, New Delhi (2002).

**EVALUATION PATTERN:**

C1	C2	C3	C4	C5	Int. Total (A)	Ext. Total (B)	Total (A+B)
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

## II MSW

NEW-5%

### SEMESTER –IV

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/ WEE K	CREDIT S
PSSW	19MSW 415B	Hospital Management	ELECTIVE	6	5

#### COURSE DESCRIPTION

This Hospital Management includes the structure and functions of health care systems. Also students can possess in-depth knowledge about services provided in the hospital settings.

#### COURSE OBJECTIVES

To understand the Hospital as the agency for the practice of Social Work. To equip the learners as professional hospital administrators.

#### UNITS

##### **UNIT I : Concepts in human Physiology [18HRS]**

Basic concepts in human Physiology–Brain, Central Nervous system, Endocrine Glands.

##### **UNIT II :Hospital Administration [18HRS]**

Hospital: Definition, Meaning, **Functions, History, Growth and Classification of hospitals in India (Self Study)**– Hospital Administration: Concept, Definition, General Principles, Importance and Functions.

##### **UNIT III: Functions of Hospital Organization [17HRS]**

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

#### **UnitIV: Hospital Departments**

**[19HRS]**

Hospital Departments: Out-Patient Services, Dietary Services, Nursing Services, Medical Records , Laboratory Services, Radiological Services, Emergency Services, Human Resource Management Department, Geriatric Care, Hospice and Palliative Care.

#### **Unitv: Quality Assurance in Hospital Settings**

**[18HRS]**

Quality Assurance in Hospital Service–Control of Hospital Acquired Infection and Associated Problems, National Accreditation Board for Hospitals and Health Care Providers(NABH).

#### **UNIT VI: Dynamism**

Current Hospital Administration at State level and National level.

#### **TEXT BOOK:**

1. “Hospital Administration and Human Resource Management”, Goyal RC  
Prentice Hall of India, NewDelhi(2005).

#### **REFERENCE BOOKS:**

1. Chandra Ballabh “HospitalAdministration”,AlfaPublications,New Delhi(2007).
2. Dawra Sudhir “HospitalAdministrationandManagement”,Mohit Publications,New Delhi(2002).
3. Goel S L, “Hospital Administration and Management: TheoryandPractice”,Deep& Deep Publications, NewDelhi(2007).
4. Swarup Kanti “Hospital Core Services: Hospital Administrationinthe 21<sup>St</sup> Century”, New Delhi: Deep&DeepPublications,(2004).
6. Goel S L“Management of Hospitals: Hospital Administration in the 21<sup>st</sup>Century”, Deep & Deep Publications, New Delhi(2002).

## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV SEMESTER  
ELECTIVE CORE  
Specialization –Human Resource Management  
EMPLOYEE WELFARE AND SOCIAL WORK IN INDUSTRY - 19MSW415C  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT:5**

**COURSE DESCRIPTION**

The course provides the knowledge about the practical exercise of social work in Industry, composition of labour forces, availability of material and human resources, employee welfare programmes available in the industry are.

**COURSE OBJECTIVES**

To understand and appreciate the importance of Employee Welfare programmes.

To know the importance of Social Work Methods in Industrial functions.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Describe the various Statutory and Non-Statutory Measures.	K2
<b>CO 2</b>	Illustrate the Significance of Employee Counselling.	K3
<b>CO 3</b>	Interpret the Role of Industrial Social Worker in Industries.	K3
<b>CO 4</b>	Explain the Concept, definition, principles of Labour Welfare in India.	K4
<b>CO 5</b>	Evaluate the Problems of Indian Labour and Functions of Labour Welfare Department.	K5

**UNIT I : Introduction to Concept of Labour**

**[18 HRS]**

Labour: Concept, Features of Indian Labour, Labour Welfare – Concept, definition, principles, Scope , Labour Welfare in India, Duties of Labour Officer.

**UNIT II: Problems of Indian Labour****[17 HRS]**

Problems of Indian Labour : Concept, Causes and Consequences, Preventive Measures. Absenteeism, Labour Turnover, Accidents, Occupational Diseases, Industrial Health and Hygiene – Functions of Labour Welfare Department.

**UNIT III: Labour Welfare Programmes****[18 HRS]**

Welfare Facilities : Classification – Statutory and Non-Statutory, Fringe Benefits, Steps taken by the Government – Social Security, Family Welfare Programmes.

**UNIT IV: Concept of Industrial Social Work****[19 HRS]**

Industrial Social Work: Concept, Definition, Objectives and Scope – Role of Industrial Social Worker in Industries, Corporate Social Responsibility.

**UNIT V: Counselling Methods****[18 HRS]**

Employee Counselling – Definition, Functions and Scope, Need, Counsellors as Supervisors, Specialists, Professional Counsellors, Managers, Employee Counselling.

**TEXT BOOK:**

1. “Principles of Labour Welfare”, Moorthy M. V, Gupta Bros, Vishakapatnam, 1998.

**REFERENCE BOOKS:**

1. DetalPunekar. S, “Labour Welfare, Trade Unionism and Industrial Relations”, Himalaya Publishing House, Mumbai, 1996.
2. Mehoroitra S. N, “Labour Problems in India”, Sultan Chand & Co, New Delhi, 1981.
4. Sarma A. M, “Aspects of Labour Welfare and Social Security”, Himalaya Publishing House, Mumbai.
5. Saxena R. C, “Labour Problems & Social Welfare”, K. Math & Co, Meerut, 1986.

**EVALUATION PATTERN:**

C1	C2	C3	C4	C5	Int. Total (A)	Ext. Total (B)	Total (A+B)
5	10	15	5	5	40	60	100

**C1- Weekly Test****C2- Monthly Test****C3- Mid Semester Exam****C4- Seminar****C5- Non Scholastic Marks**

**II MSW****SEMESTER –IV***For those who joined in 2020 onwards*

<b>PROGRAM ME CODE</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEGORY</b>	<b>HRS/WE EK</b>	<b>CREDIT S</b>
<b>PSSW</b>	<b>19MSW 415C</b>	<b>Employee Welfare and Social Work in Industry</b>	<b>ELECTIVE</b>	<b>6</b>	<b>5</b>

**COURSE DESCRIPTION**

The course provides the knowledge about the practical exercise of social work in Industry, composition of labour forces, availability of material and human resources, employee welfare programmes available in the industry are.

**COURSE OBJECTIVES**

To understand and appreciate the importance of Employee Welfare programmes.

To know the importance of Social Work Methods in Industrial functions

**UNITS****UNIT I : Introduction to Concept of Labour [18 HRS]**

Labour: Concept, Features of Indian Labour, Labour Welfare – Concept, definition, principles, Scope, Labour Welfare in India, Duties of Labour Officer.

**UNIT II: Problems of Indian Labour [17 HRS]**

Problems of Indian Labour : Concept, Causes and Consequences, Preventive Measures. **Absenteeism, Labour Turnover, Accidents, Occupational Diseases, Industrial Health and Hygiene (Self Study)** – Functions of Labour Welfare Department.

**UNIT III: Labour Welfare Programmes****[18 HRS]**

Welfare Facilities : Classification – Statutory and Non-Statutory, Fringe Benefits, Steps taken by the Government – Social Security, Family Welfare Programmes.

**UNIT IV: Concept of Industrial Social Work****[19 HRS]**

Industrial Social Work: Concept, Definition, Objectives and Scope – Role of Industrial Social Worker in Industries, Corporate Social Responsibility.

**UNIT V: Counselling Methods****[18 HRS]**

Employee Counselling – Definition, Functions and Scope, Need, Counsellors as Supervisors, Specialists, Professional Counsellors, Managers, Employee Counselling.

**UNIT VI: Dynamism**

Social work Practices at Work place, The Unemployment Services Employment and reemployment Rights Act

**TEXT BOOK:**

1. “Principles of Labour Welfare”, Moorthy M. V, Gupta Bros, Vishakapatnam, 1998.

**REFERENCES:**

1. D. T. Punekar. S, “Labour Welfare, Trade Unionism and Industrial Relations”, Himalaya Publishing House, Mumbai, 1996.
2. Mehrotra S. N, “Labour Problems in India”, Sultan Chand & Co, New Delhi, 1981.
3. Sarma A. M, “Aspects of Labour Welfare and Social Security”, Himalaya Publishing House, Mumbai.
4. Saxena R. C, “Labour Problems & Social Welfare”, K. Math & Co, Meerut, 1986.



## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV SEMESTER  
ELECTIVE CORE  
Specialization – Community Development  
WORKING WITH MARGINALISED GROUPS - 19MSW416A  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT:5**

**COURSE DESCRIPTION**

This course provides sensitivity towards the issues related to social justice and human rights for marginalized groups.

**COURSE OBJECTIVES**

To gain knowledge about the various issues pertaining to Children, Women and Weaker Sections.  
To equip the learners to understand government programs and policies for welfare of weaker sections.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Describe marginalised of Children and Disadvantaged Children.	K2
CO 2	Identify Problems of Disadvantaged Children.	K2
CO 3	Illustrate Problems of Women in different Sphere of life.	K3
CO 4	Explain Government Programmes for women empowerment	K4
CO 5	Evaluate Government Programmes and Policies for welfare of weaker Section.	K5

**UNIT I- Introduction to rights of children**

**[16 HRS]**

Children – Definition – Demographic Characteristics – Disadvantaged Children with reference to Indian – UN Rights of the Child.

**UNIT II -Problems of the Children****[17 HRS]**

Problem of the Children – Juvenile Delinquency – Street Children – Child Abuse – Special Problems of Girl Children – Drop Outs – Physically Challenged – Emotionally Disturbed – Causes – Problems and Remedies.

**UNIT III- Problems of Women****[19 HRS]**

Problem of Women – Marriage, Widowhood, Educational Backwardness, Working Women, Adolescent Mothers, Trafficking of Women and Girls, Problem of Maternity and Child Care. Special focus on Violence against Women – Rape, Battering, Dowry, Domestic Violence.

**UNIT IV Policies and Programmes for Women****[18 HRS]**

Intervention – Government Policies and Programmes – Action for ensuring Human Rights of Women – Role of Women's Organisations and Activists Groups – MadarSangams and Self-Help Groups.

**UNIT V- Attributes of Weaker Sections****[20 HRS]**

Weaker Sections – Concept – Classification of SC, ST, MBC, Dalits – Indicators of Backwardness – Demographic Features of SC, ST, and OBC – Untouchability – UN Declaration of Human Rights – Constitutional Provisions and Legislative Measures regarding the removal of Social Disabilities – Policies and Programmes – Protective Discrimination – Role of Gandhi and B.R. Ambedkar.

**TEXT BOOK**

1. “Administration for Child Welfare”, Chaturvedi, T.N. Indian Institute of Public Administration, New Delhi, 1979.
2. “Women and Socialization”, Kanhere U.S, Mittal Publications, Delhi, 1977.

**REFERENCE BOOKS:**

1. “Status and Positions of Women in India”, Devandar, Kiran, Shakthi Books, Delhi, 1985.
2. “Women's Oppression – Patterns and Perspective”, Kausik, Susheela (Ed), Sakthi books, Delhi, 1986.
3. “The Child of India”, Srinivasan, K. et.al, Ashish Publishing House, Delhi, 1988 .

**EVALUATION PATTERN:**

C1	C2	C3	C4	C5	Int. Total (A)	Ext. Total (B)	Total (A+B)
5	10	15	5	5	40	60	100

**C1- Weekly Test**

C2- Monthly Test  
 C3- Mid Semester Exam  
 C4- Seminar  
 C5- Non Scholastic Marks

NEW-5%

## II MSW

### SEMESTER –IV

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGOR Y	HRS/ WEEK	CREDI TS
PSSW	19MSW 416A	WORKING WITH MARGINALIZED GROUPS	ELECTIVE	6	5

### COURSE DESCRIPTION

This course provides sensitivity towards the issues related to social justice and human rights for marginalized groups

### COURSE OBJECTIVES

To gain knowledge about the various issues pertaining to Children, Women and Weaker Sections.

To equip the learners to understand government programs and policies for welfare of weaker sections.

### UNITS

#### UNIT I- Introduction to rightsofchildren

[16 HRS]

Children – Definition – Demographic Characteristics – Disadvantaged Children with reference to Indian – UN Rights of theChild.

#### UNIT II -Problems oftheChildren

[17 HRS]

Problem of the Children – **Juvenile Delinquency** – **Street Children** – **Child Abuse** – **Special Problems of Girl Children** – **Drop Outs(Self Study)** – Physically Challenged – Emotionally Disturbed – Causes – Problems and Remedies.

### **UNIT III- Problems of Women**

**[19 HRS]**

Problem of Women – Marriage, Widowhood, Educational Backwardness, Working Women, Adolescent Mothers, Trafficking of Women and Girls, Problem of Maternity and Child Care. Special focus on Violence against Women – Rape, Battering, Dowry, Domestic Violence.

### **UNIT IV Policies and Programmes for Women**

**[18 HRS]**

Intervention – Government Policies and Programmes – Action for ensuring Human Rights of Women – Role of Women’s Organisations and Activists Groups – Madar Sangams and Self-Help Groups.

### **UNIT V- Attributes of Weaker Sections**

**[20 HRS]**

Weaker Sections – Concept – Classification of SC, ST, MBC, Dalits – Indicators of Backwardness – Demographic Features of SC, ST, and OBC – Untouchability – UN Declaration of Human Rights – Constitutional Provisions and Legislative Measures regarding the removal of Social Disabilities – Policies and Programmes – Protective Discrimination – Role of Gandhi and B.R. Ambedkar.

### **UNIT VI: Dynamism**

Social Inclusion and Exclusion Policy, Access to Justice and Right to Free Legal Aid.

### **TEXT BOOK**

1. “Administration for Child Welfare”, Chaturvedi, T.N. Indian Institute of Public Administration, New Delhi, 1979.
2. “Women and Socialization”, Kanhere U.S, Mittal Publications, Delhi, 1977.

### **REFERENCE BOOKS:**

1. Devandar, Kiran, “Status and Positions of Women in India”, Shakthi Books, Delhi, 1985.
2. Kausik, Susheela (Ed), “Women’s Oppression – Patterns and Perspective”, Sakthi books, Delhi, 1986.
3. Srinivasan, K. et.al, “The Child of India”, Ashish Publishing House, Delhi, 1988.

## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV SEMESTER  
ELECTIVE CORE  
Specialization – Medical & Psychiatric Social Work  
DISABILITY PREVENTION AND MANAGEMENT - 19MSW416B  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT:5**

**COURSE DESCRIPTION**

This course focuses on most common disabilities, and a group of conditions caused by physical or cognitive impairments. Also this includes the causes and effects of impairment, understanding, managing and preventing these disabilities behaviour in the society.

**COURSE OBJECTIVES**

To gain an understanding of the various forms of disability and management.

To recognize the role of Social Worker in disability prevention.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the different Approaches of disability management.	K2
<b>CO 2</b>	Identify the Different types, causes and effects of Impairment.	K2
<b>CO 3</b>	Relate Causative factors and Prevention of Handicap.	K3
<b>CO 4</b>	Analyse various Government Schemes and policies related to People with Disability.	K4
<b>CO 5</b>	Evaluate Regional, National and International Organization Support for the welfare of the disabled	K5

**UNIT I Introduction to Approaches to Disability Management**

**[18 HRS]**

Introduction – Definition of Impairment, Disability and Handicap – Approaches to defining and understanding disability – Philanthropic, Medical, Administrative, Legal and Social.

## **UNIT II Types and Problems of Disability**

**[17 HRS]**

Disabilities – Types, Needs and Problems –Different types of Impairment – causes and effects on individuals – Physical: Hearing Impairment, Visually challenged, Orthopaedically Handicapped. Cognitive and Emotional: Mental Retardation - Learning Disability – ADHD.

## **UNIT III Causes and Prevention of Disability**

**[19 HRS]**

Causes and Prevention – Causative factors of Handicap – Trauma, Toxins, Gestational influences, Psycho-Social factors, Cultural influences, Environmental factors – Preventive measures – Specific protection and Immunization – Early Diagnosis and Treatment.

## **UNIT IV Schemes and Policies for Disability Management**

**[16 HRS]**

Government Schemes and policies: PWD Act 2016 –Schemes for Rehabilitation –Central Directorate of the Disabled – Services for the Disabled – District Rehabilitation Centre – Community Based Rehabilitation.

## **UNIT V: Organizational Support for Disabled persons**

**[20 HRS]**

Organization Support : International, National Organizations and Regional Organization working for the welfare of the disabled – World Disabled Day and its significance – Rehabilitation Council of India – Roles and Functions.

### **TEXT BOOK:**

1. “Disability Development in India”, J.P. Singh & M.K. Dash, Kanishka Publishers, Distributors, 2005.

### **REFERENCE BOOKS:**

1. “Welfare of the Disabled”, A.K.Malkani, Mohit Publications New Delhi 2008
2. “Hand book of Disability Studies”, Katherine D Seeelman & Michael Bury, Sage Publications, 2001.
3. “International Rehabilitation Conference report on Channeling the challenges disability”, Macmillan Chennai, 2006.
4. “State, NGOs and Disaster Management”, Kishore C. Samal, Shibalal Meher, Nilankantha Panigrahi, Srikanta Mohanty, Rawat Publications, New Delhi, 2005.
5. “Understanding Disability Policies”, Darke Robert .F, Macmillan Chennai 1999



**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW**  
**SEMESTER –III**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WE EK	CREDIT S
PSSW	19MSW 416B	DISABILITY PREVENTION AND MANAGEMENT	ELECTIVE	6	5

### **COURSE DESCRIPTION**

This course focuses on most common disabilities, and a group of conditions caused by physical or cognitive impairments. Also this includes the causes and effects of impairment, understanding, managing and preventing these disabilities behaviour in the society.

### **COURSE OBJECTIVES**

To gain an understanding of the various forms of disability and management. To recognize the role of Social Worker in disability prevention.

### **UNITS**

#### **UNIT I Introduction to Approaches to Disability Management [18 HRS]**

Introduction – Definition of Impairment, Disability and Handicap – Approaches to defining and understanding disability – Philanthropic, Medical, Administrative, Legal and Social.

#### **UNIT II Types and Problems of Disability [17 HRS]**

Disabilities – Types, Needs and Problems – Different types of Impairment – causes and effects on individuals – Physical: Hearing Impairment, Visually challenged, Orthopaedically Handicapped. Cognitive and Emotional: Mental Retardation - Learning Disability – ADHD.

### **UNIT III Causes and Prevention of Disability**

**[19 HRS]**

Causes and Prevention – Causative factors of Handicap – Trauma, Toxins, Gestational influences,

### **UNIT IV Schemes and Policies for Disability Management**

**[16 HRS]**

**Government Schemes and policies: PWD Act 2016 –Schemes for Rehabilitation(Self Study) –Central Directorate of the Disabled – Services for the Disabled – District Rehabilitation Centre – Community Based Rehabilitation (Self Study).**

### **UNIT V: Organizational Support for Disabled persons**

**[20 HRS]**

Organization Support: International, National Organizations and Regional Organization working for the welfare of the disabled – World Disabled Day and its significance – Rehabilitation Council of India – Roles and Functions.

### **UNIT VI: Dynamism**

Recent Trends in Disability Prevention and Management.

#### **TEXT BOOK:**

1. “Disability Development in India”, J.P. Singh & M.K. Dash, Kanishka Publishers, Distributors, 2005.

#### **REFERENCE BOOKS:**

1. “Welfare of the Disabled”, A.K. Malkani, Mohit Publications New Delhi 2008
2. “Hand book of Disability Studies”, Katherine D Seelman & Michael Bury, Sage Publications, 2001.
3. “International Rehabilitation Conference report on Channeling the challenges disability”, Macmillan Chennai, 2006.
4. “State, NGOs and Disaster Management”, Kishore C. Samal, Shibalal Meher, Nilankantha Panigrahi, Srikanta Mohanty, Rawat Publications, New Delhi, 2005.
5. “Understanding Disability Policies”, Darke Robert .F, Macmillan Chennai 1999

#### **EVALUATION PATTERN**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>CIA</b>	<b>ESE</b>	<b>Total</b>
<b>5</b>	<b>10</b>	<b>15</b>	<b>5</b>	<b>5</b>	<b>40</b>	<b>60</b>	<b>100</b>

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV SEMESTER  
ELECTIVE CORE  
Specialization – Human Resource Management  
HUMAN RESOURCE DEVELOPMENT- 19MSW416C  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6**

**CREDIT:5**

**COURSE DESCRIPTION**

This course provides a comprehensive view of the field of human resource development. This view includes HRD initiatives that develop the social/human capital resources of the organization.

**COURSE OBJECTIVES**

To know the basic principles of strategic human resource development in present scenario.

To discuss the current Human resource practices to enhance the students' critical skills.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Understand the concept, nature, scope and importance of Human Resource Development.	K2
CO 2	Discuss role and functions of Human Resource Department.	K2
CO 3	Interpret Objectives and Need of Training and Development.	K3
CO 4	Analyse the requirements of Managers in Human Resource Department	K4
CO 5	Evaluate the current concepts and practices in Employee Development systems.	K5

**UNIT I: Introduction to Human Resource Development**

**[19 HRS]**

Human Resource Development: Concept, Definition and Philosophy of HRD, Objectives and Goals, Methods, Process, Nature and Scope – Human Values in HRD – Importance of HRD – HRD Practices in India, Quality of Work Life – Meaning, Concept, Factors determining Quality of Work Life

**UNIT II: Functions of Human Resource Development Department**

**[18 HRS]**

HRD Department and its Activities: Role and Functions of HRD Department – Areas of HRD – New Directions in HRD - Qualities and Competency Requirements of HRD Managers.

### **UNIT III: Training and Development of Human Resource Development [20 HRS]**

Training and Development : Learning – Principles of Learning – Definition of Training, Objectives and Need of Training, Identification and Determination of Training Needs, Selection of Trainees, Steps in Training Programmes, Training Methods, Evaluation of Training and Development..

### **UNIT IV: Employment Development Practices [16 HRS]**

Employment Development: Concept, Current Practices in Employee Development, Training Department, Training Different Levels of Personnel, Managers as Trainers, Training within the Industry, Training by Outside Agencies.

### **UNIT V:Organizational Development and Management [17 HRS]**

Organizational Development : Concept, Definition, OD and Management Development, OD Process, OD Activities, Steps in implementing an OD Programme, OD Approach in India., Change Management, Team Building, Quality Circle, Total Quality Management – Kaizen 5s.

#### **TEXT BOOK:**

1. “Human Resource Development”, Ghosh Biswanth, Vikas Publication House, New Delhi, 2000.

#### **REFERENCE BOOKS:**

1. “Synergising HRD Intervention – Challenges and Initiatives”, Ajay Singh (ed), Excel Books, New Delhi, 2001.
2. Mabey C and Solaman G, “Strategic Human Resource Development”, Becacon Books, New Delhi, 1998.
3. Randy L. Desimone, Jon M. Werner and David M. Harris, “Human Resource Development”, Thomson South-Western, Singapore, 2002.
4. Rao. T. V, “Human Resource Development – Experiences, Interventions, Strategies”, Sage Publications India Pvt. Ltd, New Delhi, 1996.
5. Rao. T. V, “Readings in HRD”, Oxford and IBH Publications, New Delhi, 1999.
6. Tiwari. T.D. and AnujaThakkar, “ New Dimensions on Human Resource Development”, Wisdom Publications, Delhi, 2005.

#### **EVALUATION PATTERN:**

C1	C2	C3	C4	C5	Int. Total (A)	Ext. Total (B)	Total (A+B)
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW****SEMESTER –III***For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGOR Y	HRS/ WEEK	CREDIT S
PSSW	19MSW 416C	Human Resource Development	ELECTIVE	6	5

**COURSE DESCRIPTION**

This course provides a comprehensive view of the field of human resource development. This view includes HRD initiatives that develop the social/human capital resources of the organization.

**COURSE OBJECTIVES**

To know the basic principles of strategic human resource development in present scenario.

To discuss the current Human resource practices to enhance the students' critical skills.

**UNITS****UNIT I: Introduction to Human Resource Development****[19 HRS]**

Human Resource Development: Concept, Definition and Philosophy of HRD, Objectives and Goals, Methods, Process, Nature and Scope – **Human Values in HRD – Importance of HRD – HRD Practices in India, Quality of Work Life(Self Study)** – Meaning, Concept, Factors determining quality of work life. **UNIT II: Functions of Human Resource Development Department [18HRS]** HRD Department and its Activities: Role and Functions of HRD

**UNIT III: Training and Development of Human Resource Development [20 HRS]**

Training and Development : Learning – Principles of Learning – Definition of Training, Objectives and Need of Training, Identification and Determination of Training Needs, Selection of Trainees, Steps in Training Programmes, Training Methods, Evaluation of Training and Development..

**UNIT IV: Employment Development Practices [16 HRS]**

Employment Development: Concept, Current Practices in Employee Development, Training Department, Training Different Levels of Personnel, Managers as Trainers, Training within the Industry, Training by Outside Agencies.

**UNIT V: Organizational Development and Management [17 HRS]**

Organizational Development : Concept, Definition, OD and Management Development, OD Process, OD Activities, Steps in implementing an OD Programme, OD Approach in India., Change Management, Team Building, Quality Circle, Total Quality Management – Kaizen5s.

**UNIT VI: Dynamism**

Recent Trends in Human Resource Development.

**TEXT BOOK:**

1. “Human Resource Development”, Ghosh Biswanth, Vikas Publication House, New Delhi, 2000.

**REFERENCE BOOKS:**

1. “Synergising HRD Intervention – Challenges and Initiatives”, Ajay Singh (ed), Excel Books, New Delhi, 2001.
2. Mabey Cand Solaman G, “Strategic Human Resource Development”, Becacon Books, New Delhi, 1998.
3. Randy L. Desimone, Jon M. Werner and David M. Harris, “Human Resource Development”, Thomson South-Western, Singapore, 2002.



4. Rao.T.V,“HumanResourceDevelopment–Experiences,Interventions, Strategies”,Sage Publications India Pvt. Ltd, New Delhi,1996.
5. Rao.T.V,“ReadingsinHRD”,OxfordandIBHPublications,NewDelhi, 1999.
6. Tiwari. T.D. and AnujaThakkar, “ New Dimensions on Human Resource Development”, Wisdom Publications, Delhi,2005.

### EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV SEMESTER  
ELECTIVE CORE  
Specialization – Community Development  
NGO MANAGEMENT- 19MSW417A  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 4**

**CREDIT:4**

**COURSE DESCRIPTION**

This course focuses on the management of the organization, setting up of goals and objectives for NGO activities, thorough understanding of the organizational framework of NGOs. Also this includes supervision and planning of financial and other policies of the organization.

**COURSE OBJECTIVES**

To develop skill of maintaining Welfare Organization,

To equip them with the knowledge of writing Project Proposal and Fund Raising.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
CO 1	Understand the structure of non-governmental organizations	K2
CO 2	Describe skills and competence in managing NGOs	K2
CO 3	Illustrate the concepts and practices of NGO management	K3
CO 4	Analyse the appropriate procedures and practices involved in managing an NGO	K4
CO 5	Evaluate the distinctive characteristics of NGOs	K5

**UNIT I Introduction to NGO Management**

**[12 HRS]**

NGO : Concept, Definition, Meaning, Characteristics – Organizational Vision – Organizational Mission – Strategy – Types of NGO's –Registration of NGO's : Society, Trust, Trade Unions, Co-operative Society.

**UNIT II Principles of Project Planning****[14 HRS]**

Project Planning – Meaning, Nature, Principles, Process – Quantitative and Qualitative methods used in Project Planning – PERT, CPM, LFA – Monitoring, Evaluation – Types of Evaluation, Need Assessment Study – Project Appraisal Techniques – Cost Benefit Analysis, Ratio Analysis, Rate of Return, Management Information System, Environmental Impact Analysis.

**UNIT III Personnel Management of NGOs****[14 HRS]**

Professional Management of NGO's – SWOT Analysis – Personnel Management – Staffing – Supervision. Participatory Rural Appraisal – Strategies of involving people in the Planning Process – Bottom Approach in Project Planning – Techniques of PRA – Methods of Collection of Data for Need Identification, Need Analysis and Prioritization.

**UNIT IV Principles of Fund raising****[10 HRS]**

Fund Raising – Need of Fund Raising for Development Work – Corporate Social Responsibility, International Aid, Grants-in-aid, Community Support – Steps and Methods of Fund Raising – Problems in Fund Raising.

**UNIT V Legal Acts related to NGOs****[10HRS]**

Legislation – Tamil Nadu Societies Registration Act, Indian Trust Act, Foreign Contribution Regulation Act – Project Proposal Writing (Hands on Experience)

**TEXT BOOKS:**

1. “Management of Voluntary Organization’, PRIA, New Delhi, 1987.

**REFERENCE BOOKS:**

1. Joel SGR Bhose, NGO;s and Rural Development – Theory and Practice.
2. Fernandes, W, People’s Participation in Development, ISI, New Delhi.
4. Giriappa, Issues in Rural Development, Daya Publishers.
5. Korten, D.C and Klass.R, People Centered Development: Contribution toward Theory and Planning Frame Works, Kumarian Press, West Hartford.

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW**  
**SEMESTER –IV**  
*For those who joined in 2020 onwards*

**NEW-5%**

<b>PROGRAM ME CODE</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEGORY</b>	<b>HRS/WE EK</b>	<b>CREDIT S</b>
<b>PSSW</b>	<b>19MSW 417A</b>	<b>NGO MANAGEMENT</b>	<b>ELECTIVE</b>	<b>4</b>	<b>4</b>

**COURSE DESCRIPTION**

This course focuses on the management of the organization, setting up of goals and objectives for NGO activities, thorough understanding of the organizational framework of NGOs. Also this includes supervision and planning of financial and other policies of the organization.

**COURSE OBJECTIVES**

To develop skill of maintaining Welfare Organization,

To equip them with the knowledge of writing Project Proposal and Fund Raising

**UNITS**

**UNIT I Introduction to NGO Management**

**[12 HRS]**

NGO : Concept, Definition, Meaning, Characteristics – Organizational Vision – Organizational Mission – Strategy – Types of NGO's –Registration of NGO's : Society, Trust, Trade Unions, Co-operative Society.

**UNIT II Principles of Project Planning**

**[14 HRS]**

Project Planning – Meaning, Nature, Principles, Process – Quantitative and Qualitative methods used in Project Planning – PERT, CPM, LFA – Monitoring, Evaluation – Types of Evaluation, Need Assessment Study – Project Appraisal Techniques– Cost Benefit Analysis, Ratio Analysis, Rate of Return, Management Information System, Environmental Impact Analysis.

### **UNIT III Personnel Management of NGOs**

**[14 HRS]**

**Professional Management of NGO's – SWOT Analysis – Personnel Management – Staffing (Self Study)– Supervision. Participatory Rural Appraisal – Strategies of involving people in the Planning Process – Bottom Approach in Project Planning – Techniques of PRA – Methods of Collection of Data for Need Identification, Need Analysis and Prioritization.**

### **UNIT IV Principles of Fundraising**

**[10 HRS]**

Fund Raising – Need of Fund Raising for Development Work – Corporate Social Responsibility, International Aid, Grants-in-aid, Community Support – Steps and Methods of Fund Raising – Problems in Fund Raising.

### **UNIT V Legal Acts related to NGOs**

**[10HRS]**

Legislation – Tamil Nadu Societies Registration Act, Indian Trust Act, Foreign Contribution Regulation Act – Project Proposal Writing (Hands on Experience)

### **UNIT VI: Dynamism**

Recent NGO Management Practices and Current Trends.

### **TEXT BOOKS:**

1. “Management of Voluntary Organization”, PRIA, New Delhi, 1987.

### **REFERENCE BOOKS:**

1. Joel SGR Bhose, NGO's and Rural Development – Theory and Practice.
2. Fernandes, W, People's Participation in Development, ISI, New Delhi.
4. Giriappa, Issues in Rural Development, Daya Publishers.
5. Korten, D.C and Klass.R, People Centered Development: Contribution toward Theory and Planning Frame Works, Kumarian Press, West Hartford.

## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV SEMESTER  
ELECTIVE CORE  
Specialization –Medical & Psychiatric Social Work  
SOCIAL WORK PRACTICE IN MEDICAL SETTINGS- 19MSW417B  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 4**

**CREDIT:4**

**COURSE DESCRIPTION**

This course focuses on knowledge, skills and attitudes necessary to work in health related fields. This course also enables students to acquire knowledge in problem solving and analyzing health service systems and the role of social worker in health care settings.

**COURSE OBJECTIVES**

To gain understanding of the practice of Social Work in Health care settings and recognize the application of Social Work in health care settings.

To equip the learners to understand the importance of sick role and health care programmes.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Identify the meaning and concepts of Communicable and Non Communicable Diseases.	K2
<b>CO 2</b>	Understand the role of Medical Social Worker in Community Outreach Programmes.	K2
<b>CO 3</b>	Explain the concepts of Medical Social Work	K3
<b>CO 4</b>	Analyse Historical Development of Medical Social Work Profession.	K4
<b>CO 5</b>	Criticize National and International Organization for Health and Techniques of Health Education	K5



**UNIT I Introduction to behaviour of health****[10 HRS]**

Health: Meaning – Definition - Communicable and Non-Communicable – Life Style Diseases - Sick Role - Illness Behaviour.

**UNIT II Introduction to Medical Social Work****[10 HRS]**

Medical Social Work: Introduction, Definition, Historical development of the Profession - Different settings for Medical Social Work.

**UNIT III Role of family****[12 HRS]**

Concepts of Medical Social Work – Hospitalization of patient - Impact on Family – Need for the involvement of family in treatment process.

**UNIT IV: Role of Social Worker****[14 HRS]**

Role of Social Worker in Community Outreach Programmes- Concept of Team Work and Multidisciplinary Approach in Healthcare Organizations - Application of Social Work Methods in Medical Settings - Scope of Research in Medical Settings – Epidemiological Research.

**UNIT V Health care programmes****[14HRS]**

National and International Organizations for Health – ICMR, NACO, WHO, National Health Programmes in India as on 2017 – Community Health – Meaning Principles and strategies, Health Education – Meaning and Methods and Techniques – National Health Policy.

**TEXT BOOK:**

1. “Social Work Practices in Health and Medical Profession”, I.Sundar , Sarup Book Publihers Pvt Ltd, New Delhi, 2009.

**REFERENCE BOOKS:**

1. “Clinical Social Work”, A.K.Patel, M.V.Dubey, Crescent Publishing Corporate, 2010, N.D.
2. “Introduction to Social Work, History, Conepts, Methods and Fields” Chowdhry Paul, Atmal Ram&sons , Delhi 1983
1. “Fields of Social Work” , Fink, Arthur.E , Holt Rinehart and Winston Inc, 1963.
2. “Method & Fields of Social Work in India” Jacob, K.K, South Asian Books,Madras, 1900.

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW**  
**SEMESTER –IV**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WE EK	CREDIT S
PSSW	19MSW 417B	SOCIAL WORK PRACTICE IN MEDICAL SETTINGS	ELECTIVE	4	4

**COURSE DESCRIPTION**

This course focuses on knowledge, skills and attitudes necessary to work in health related fields. This course also enables students to acquire knowledge in problem solving and analyzing health service systems and the role of social worker in health care settings.

**COURSE OBJECTIVES**

To recognize the relevance and application of Social Work in Psychiatric Settings.

To equip the learners to be a Professional Social Worker in Psychiatric Settings.

**UNITS**

**UNIT I Introduction to behaviour of health [10 HRS]**

Health: Meaning – Definition - **Communicable and Non-Communicable – Life Style Diseases (Self Study)** - Sick Role – Illness Behaviour.

**UNIT II Introduction to Medical Social Work [10 HRS]**

Medical Social Work: Introduction, Definition, Historical development of the Profession - Different settings for Medical Social Work.

**UNIT III Role of family****[12 HRS]**

Concepts of Medical Social Work – Hospitalization of patient - Impact on Family – Need for the involvement of family in treatment process.

**UNIT IV: Role of Social Worker****[14HRS]**

Role of Social Worker in Community Outreach Programmes- Concept of Team Work and Multidisciplinary Approach in Healthcare Organizations - Application of Social Work Methods in Medical Settings - Scope of Research in Medical Settings – Epidemiological Research.

**UNIT V: Health Care Programmes****[14HRS]**

National and International Organizations for Health – ICMR, NACO, WHO, National Health Programmes in India as on 2017 – Community Health – Meaning Principles and strategies, Health Education – Meaning and Methods and Techniques – National Health Policy.

**UNIT VI Dynamism**

Medical Social work Practice at State level and National level.

**TEXT BOOK:**

1. I.Sundar, Social Work Practices in Health and Medical Profession”, Sarup Book Publishers Pvt Ltd, New Delhi, 2009.

**REFERENCE BOOKS:**

1. A.K.Patel, M.V.Dubey, “Clinical Social Work”, Crescent Publishing Corporate, 2010, N.D.
2. Chowdhry Paul, “Introduction to Social Work, History, Concepts, Methods and Fields” Atmal Ram & sons, Delhi 1983
3. Fink, Arthur.E, “Fields of Social Work”, Holt Rinehart and Winston Inc, 1963.
4. Jacob, K.K, “Method & Fields of Social Work in India” South Asian Books, Madras, 1900.

## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

**IV SEMESTER  
ELECTIVE CORE  
Specialization – Human Resource Management  
INDUSTRIAL RELATIONS- 19MSW417C  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 4**

**CREDIT:4**

**COURSE DESCRIPTION**

This course aims to provide a perspective of industrial relations and collective bargaining. It will cover IR systems, the external environment affecting Industrial Relations, management and trade union activities, collective bargaining and importance of workers participation with management.

**COURSE OBJECTIVES**

To equip the students about the various issues pertaining to industries.

To gain understanding of the measures taken to solve the industrial problems.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the industrial disputes and the ways of settling it.	K2
<b>CO 2</b>	Identify the concept and evolution of Industrial Relations.	K2
<b>CO 3</b>	Interpret the process and benefits of Collective Bargaining.	K3
<b>CO 4</b>	Analyse the types and functions of trade union.	K4
<b>CO 5</b>	Evaluate the importance of workers participation with management.	K5

**UNIT I - Introduction to Industrial Relations**

**[10 HRS]**

Industrial Relations : Concept, Objectives, Scope – Evolution of Industrial Relations in India — Conditions for good Industrial Relations – Causes of Poor Industrial Relations – Effects of Poor Industrial Relations – Suggestion to improve Industrial Relations.

## **UNIT II- Features of Industrial Dispute**

**[12 HRS]**

Industrial Dispute: Meaning, Forms of disputes, Domestic Enquiry, Industrial Dispute Act 1947, Machinery – Joint Consultation, Works Committee, Negotiation, Types of Negotiations, Conciliations, Adjudication, Voluntary Arbitration, Grievance procedure.

## **UNIT III -Aspects of Collective Bargaining**

**[14 HRS]**

Collective Bargaining : Concept, Process, Forms, Structure, Benefits and Problems of Collective Bargaining, Collective Bargaining in India, Future of Collective Bargaining.

## **UNIT IV- Facets of Workers Participation In Management**

**[10HRS]**

Workers Participation in Management : Concept, Importance, Factors Influencing Participation, Workers Participation in Management in India – Works Committee(1947), Joint Management Council (1958), Workers' Directors (1970), Workers' Participation Scheme (1983).

## **UNIT V- Attributes of Trade Union**

**[14 HRS]**

Trade Union : Concept, Objectives, Nature, Need, Functions, Structure – Historical Development of Trade Unions in India- Recent Trends in Union Movement, Obstacles in the growth of Trade Unionism - Employers' Organisations - International Labour Organisation - Objectives and Functions.

### **TEXT BOOK:**

1. “Dynamics of Industrial Relations in India”, Mamoria C. B, Himalaya Publishing House, Mumbai, 1996.

### **REFERENCE BOOKS:**

1. “Industrial Relations and Collective Bargaining – Theory and Practice”, Nirmal Singh and S.K. Bhatia, Deep and Deep Publications Pvt. Ltd, Delhi, 2000.
2. “Industrial Relations – Emerging Paradigms”, Singh, B.D, Excel Books, New Delhi, 2004.
3. “Personnel Management and Industrial Relations”, Tripathi. P.C, Sultan Chand & Sons, New Delhi, 2006.

**EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**



**II MSW**  
**SEMESTER –IV**

*For those who joined in 2020 onwards*

PROGRAM ME CODE	COURSE CODE	COURSE TITLE	CATEGORY	HRS/WE EK	CREDIT S
PSSW	19MSW 417C	INDUSTRIAL RELATIONS	ELECTIVE	4	4

**COURSE DESCRIPTION**

This course aims to provide a perspective of Industrial relations and collective bargaining. It will cover IR systems, the external environment affecting Industrial Relations, management and trade union activities, collective bargaining and importance of workers participation with management.

**COURSE OBJECTIVES**

To equip the students about the various issues pertaining to industries.

To gain understanding of the measures taken to solve the industrial problems

**UNITS**

**UNIT I - Introduction to Industrial Relations**

**[10HRS]**

Industrial Relations : Concept, Objectives, Scope – Evolution of Industrial Relations in India — Conditions for good Industrial Relations – Causes of Poor Industrial Relations – Effects of Poor Industrial Relations – Suggestion to improve Industrial Relations.

**UNIT II- Features of Industrial Dispute**

**[12 HRS]**

Industrial Dispute: Meaning, Forms of disputes, Domestic Enquiry, Industrial Dispute Act 1947, Grievance procedure, Machinery – Joint Consultation, Works Committee, Negotiation, Types of Negotiations, Conciliations, Adjudication, Voluntary Arbitration.

**UNIT III Attributes of Trade Union**

**[14 HRS]**

Trade Union : Concept, Objectives, Nature, Need, Functions, Structure – Historical Development of Trade Unions in India- Recent Trends in Union Movement, Obstacles in the growth of Trade Unionism -Employers’

Organisations - International Labour Organisation - Objectives and Functions.

#### **UNIT IV- Aspects of Collective Bargaining [10HRS]**

Collective Bargaining: Concept, Process, Forms, Structure, Benefits and Problems of Collective Bargaining, Collective Bargaining in India, Future of Collective Bargaining.

#### **UNIT V- Facets of Workers Participation In Management [14 HRS]**

Workers Participation in Management : Concept, Importance, Factors Influencing Participation, Workers Participation in Management in India – Works Committee(1947), Joint Management Council (1958), Workers’ Directors (1970), Workers’ Participation Scheme(1983).

#### **UNIT VI: Dynamism**

Introduced Labour Code on Industrial relations Bill, Law Reform Commission Act 1975, Industrial Relations (Amendment) Act 2019.

#### **TEXT BOOK:**

- 1.Mamoria C. B, “Dynamics of Industrial Relations in India”, Himalaya Publishing House, Mumbai, 1996.

#### **REFERENCE BOOKS:**

1. Nirmal Singh and S.K. Bhatia, “Industrial Relations and Collective Bargaining – Theory and Practice”, Deep and Deep Publications Pvt. Ltd, Delhi,2000.
2. Singh,B.D,“IndustrialRelations–EmergingParadigms”,ExcelBooks, New Delhi, 2004.
3. Tripathi. P.C, “Personnel Management and Industrial Relations”,Sultan Chand & Sons, New Delhi, 2006.

#### **EVALUATIONPATTERN**

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100

- C1** – Average of Two Session Wise Tests  
**C2** – Average of Two Monthly Tests  
**C3** - Mid Sem Test  
**C4** – Best of Two Weekly Tests  
**C5** – Non – Scholastic

**IV SEMESTER  
MAJORCORE  
SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATIONS - 19MSW418  
(For those who joined in 2019 onwards)**

**HOURS/WEEK: 6** **CREDIT:5**

**COURSE DESCRIPTION**

This course focuses on the theory and practice of social welfare administration and social policies. Also the course includes the major changes in social policies and programmes and delivery of social welfare policies in the context of democracy state.

**COURSE OBJECTIVES**

To apply the knowledge of advanced and critical analysis of social welfare administration, social policies and programmes.

To equip the learners to categorise various social legislations for the welfare of the people.

**COURSE OUTCOMES (CO)**

No.	Course Outcome	Knowledge Level(According to Bloom's Taxonomy)
<b>CO 1</b>	Understand the key terms used in Social Welfare Administration.	K2
<b>CO 2</b>	Understand the meaning, aim and Salient features of Constitutional Safe guards.	K2
<b>CO 3</b>	Interpret Foreign Contribution Regulation Act (FCRA)	K3
<b>CO 4</b>	Analyse Administrative Process to promote the Community Welfare.	K4
<b>CO 5</b>	Evaluate various Attributes of Social Legislations	K5

**UNITI: Introduction to Social Welfare Administration**

**[16HRS]**

Administration: meaning, function of administration, social welfare administration – definition – principles – functions, scope of social welfare administration – delegation – decentralisation and participation – levels of administration – central, state and district – panchayat.

## **UNITII: Administrative Process**

**[19 HRS]**

Basic Administrative Process: POSDCORB – Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Fund Raising, Executive Responsibility, Communication, Supervision, Evaluation, Public Relations.

## **UNITIII: Facets of Registration Acts**

**[16 HRS]**

Registration of Societies and Trusts, Salient Features, aim and definition: Foreign Contribution Regulation Act (FCRA)

## **UNITIV: Features of Social Justice**

**[19 HRS]**

Social Justice: Definition, Aim and Salient Features, Constitutional safeguards–

Preamble, Fundamental Rights, Fundamental Duties and Directive Principle of State Policy. Right to Information Act 2005, Family Court, Lok Adalat, Legal Aid and Public Interest Litigation.

## **UNITV: Attributes of Social Legislations**

**[20 HRS]**

Social Legislations: Salient Features, aim and definition: Juvenile Justice Act (Care and

Protection of Children) Act, 2015, Child Labour (Prohibition and Regulation) Act 2016, Protection of Civil Rights Act 1955, Bonded Labour System Abolition Act 1976, Hindu Marriage

Act 1955, Dowry Prohibition Act (1961), Special Marriage Act 1954, Hindu Adoption and

Maintenance Act, 1956, Protection of Children from Sexual Offences Act, 2012, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**Self Study** – Registration of Societies and Trusts, Domestic Violence Act 2005, Bonded Labour System Abolition Act 1976.

## **TEXT BOOK:**

1. Batra Nitin, “Administration of Social Welfare in India”, Jaipur: Raj Publishing House, (2004).

## **REFERENCE BOOKS:**

1. "Hand Book of SocialWelfare", Chowdhry Paul, NewDelhi: Galgotia Publications Ltd,(1981).
2. "SocialWelfareAdministration", Goel S LNewDelhi:Deep&Deep Publications,(1988).
3. "Social Welfare in the 21<sup>st</sup> Century:Issues,Critiqueand Relevance", Jagdish, New Delhi: Akansha PublishingHouse, (2004).
4. "Problems and Perspectives on Social Work and Social Welfare", Kumar Vijendra, 2016
5. "SocialWorkandSocialWelfareinIndia" Shilaja, Jaipur:ABD Publishers, (2005).
6. "Encyclopedia of Social Welfare: Modern Perspective on Social Work", Sirohi Anand, Damini Publishers and Distributors, New Delhi: (2005).

#### **EVALUATION PATTERN:**

<b>C1</b>	<b>C2</b>	<b>C3</b>	<b>C4</b>	<b>C5</b>	<b>Int. Total (A)</b>	<b>Ext. Total (B)</b>	<b>Total (A+B)</b>
5	10	15	5	5	40	60	100

**C1- Weekly Test**

**C2- Monthly Test**

**C3- Mid Semester Exam**

**C4- Seminar**

**C5- Non Scholastic Marks**

**II MSW****SEMESTER –IV***For those who joined in 2020 onwards*

<b>PROGRAM ME CODE</b>	<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CATEG ORY</b>	<b>HRS/WEE K</b>	<b>CREDIT S</b>
<b>PSSW</b>	<b>19MSW 418</b>	<b>SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATION</b>	<b>Core</b>	<b>6</b>	<b>5</b>

**COURSE DESCRIPTION**

This course focuses on the theory and practice of social welfare administration and social policies. Also the course includes the major changes in social policies and programmes and delivery of social welfare policies in the context of democracy state.

**COURSE OBJECTIVES**

To apply the knowledge of advanced and critical analysis of social welfare administration, social policies and programmes.

To equip the learners to categorise various social legislations for the welfare of the people.

**UNITS****UNITI: Introduction to Social Welfare Administration****[16 HRS]**

Administration: meaning, function of administration, social welfare definition – principles and functions, scope of social welfare administration– delegation – decentralisation and participation – level of administration – central, state and district – Panchayat.

**UNITII: Administrative Process****[19 HRS]**

Basic Administrative Process: POSDCORB – Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting, Fund Raising, Executive Responsibility, Communication, Supervision, Evaluation, Public Relations.

### **UNITIII: Facets of Registration Acts**

**[16 HRS]**

Registration of Societies and Trusts, Salient Features, aim and definition: Foreign Contribution Regulation Act (FCRA)

### **UNITIV: Features of Social Justice**

**[1 9HRS]**

Social Justice: Definition, Aim and Salient Features, Constitutional safeguards– Preamble, Fundamental Rights, Fundamental Duties and Directive

Principle of State Policy. Right to Information Act 2005, Family Court, Lok Adalat, Legal Aid and Public Interest Litigation.

### **UNITV: Attributes of Social Legislations**

**[20HRS]**

Social Legislations: Salient Features, aim and definition: Juvenile Justice Act (Care and Protection of Children) Act, 2015, Child Labour (Prohibition and Regulation) Act 2016. Protection of Civil Rights Act 1955, **Bonded Labour System Abolition Act 1976**, **Hindu Marriage Act 1955**, **Dowry Prohibition Act (1961)** (Self Study) Special Marriage Act 1954, Hindu Adoption and Maintenance Act, 1956. Protection of Children from Sexual Offences Act, 2012, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

### **UNIT VI: Dynamism**

National pension Scheme, Prohibition of Employment as Manual Scavengers and their Rehabilitation Act 2013.

### **TEXT BOOK:**

1. Batra Nitin, “Administration of Social Welfare in India”, Jaipur: Raj Publishing House, (2004).

### **REFERENCE BOOKS:**

1. “Hand Book of Social Welfare”, Chowdhry Paul, New Delhi: Galgotia Publications Ltd, (1981).
2. “Social Welfare Administration”, Goel S L New Delhi: Deep & Deep Publications, (1988).
3. “Social Welfare in the 21<sup>st</sup> Century: Issues, Critique and Relevance”, Jagdish, New Delhi: Akansha Publishing House, (2004).
4. “Problems and Perspectives on Social Work and Social Welfare”, Kumar Vijendra, 2016
5. “Social Work and Social Welfare in India” Shilaja, Jaipur: ABD Publishers, (2005).
6. “Encyclopedia of Social Welfare: Modern Perspective on Social Work”, Sirohi Anand, Dominant Publishers and Distributors, New Delhi: (2005).

## EVALUATIONPATTERN

SCHOLASTIC				NON – SCHOLASTIC	MARKS		
C1	C2	C3	C4	C5	CIA	ESE	Total
5	10	15	5	5	40	60	100


**C1** – Average of Two Session Wise Tests

**C2** – Average of Two Monthly Tests

**C3** - Mid Sem Test

**C4** – Best of Two Weekly Tests

**C5** – Non – Scholastic

  
Signature of Head of the Department  
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