M.S.W

SEM	COURSE CODE	COURSE	COURSE TITLE	HRS/ WKS	CREDIT	CIA MARKS	SE MARKS	TOTAL MARKS
I	14PSW1C1	CORE I	Introduction to Social Work and Society	5	4	40	60	100
	14PSW1C2	CORE II	Social Case Work	5	4	40	60	100
	14PSW1C3	CORE III	Social Group Work	5	4	40	60	100
	14PSW1C4	CORE IV	Community Organization and Social Action	5	4	40	60	100
	14PSW1C5	CORE V	Life Skills for Social Workers	5	4	40	60	100
	14PSW1C6	CORE VI	Field Work	5 (30days)	4	-	100	100
	14PSW1F1	FOUNDATION*– I	Competitive Skills for Social Workers**	3	2	40	60	100
			TOTAL	**33 Hrs**	**26**	**240**	**460**	**700**
II	14PSW2C7	CORE VII	Basics of Counselling and Guidance	5	4	40	60	100
	14PSW2C8	CORE VIII	Human Behaviour and Development	5	4	40	60	100
	14PSW2C9	CORE IX	Research Methods in Social Work	5	4	40	60	100
	14PSW2C10	CORE X	Social Policies and Human Rights	5	4	40	60	100
	14PSW2C11	CORE XI	Social Work Administration and Legislations	5	4	40	60	100
	14PSW2C12	CORE XII	Concurrent Field Work	5 (30days)	4	-	100	100
	14PSW2F2	FOUNDATION*– II	Computing Skills for Social Workers**	3	2	40	60	100
			TOTAL	**33 Hrs**	**26**	**240**	**460**	**700**
III	14PSW3SI 1		Summer Internship*	4	4	-	100	100
	14PSW3C13	CORE XIII	Social Entrepreneurship	5	4	40	60	100
	14PSW3C14	CORE XIV	Corporate Social Responsibility	5	4	40	60	100
		ELECTIVE – I	Elective - I	5	4	40	60	100
		ELECTIVE - II	Elective - II	5	4	40	60	100
		ELECTIVE – III	Elective - III	5	4	40	60	100
	14PSW3C15	CORE – XV	Concurrent Field Work	5 (30days)	4	-	100	100
	14PSW3EC1	EXTRA CREDIT – I	Youth and Development	-	4*	-	100*	100*
			TOTAL	**30 hrs**	**28**	**200**	**500**	**700**
IV		ELECTIVE – IV	Elective - IV	6	4	40	60	100
		ELECTIVE – V	Elective - V	6	4	40	60	100
	14PSW4C16	CORE XVI	Concurrent Field Work	6(30 days)	4	-	100	100
	14PSW4C17	CORE XVII	Block Placement Field Work	6 (30 days)	4	-	100	100
	14PSW4PW	PROJECT WORK		6	4	-	100	100
	14PSW4EC2	EXTRA CREDIT – II	aining and Supervision in Social Work	-	4*	-	100*	100*
			TOTAL	**30 Hrs**	**20**	**120**	**380**	**500**
			GRAND TOTAL	**126 Hrs**	**100**	**800**	**1800**	**2600**

*Foundation * – I & II to be taught outside the Class hours

** (Theory 35 Marks and Practical 25 Marks)

Summer Internship* will be undertaken during the summer,

(After the end of II semester). However the evaluation will be done in the first week of August in IIIsemester.

* Not Considered for Grand Total and CGPA

ELECTIVE DURING III & IV SEMESTERS
SPECIALISATION (ELECTIVE) COURSES

III Semester	14PSW3E11		Elective (i)	Community Health
	14PSW 3E12		Elective (ii)	Mental Health
	14PSW 3E13	Specialization – I	Elective (iii)	Health & Hygiene
IV Semester	14PSW 4E14		Elective (iv)	Medical Social Work
	14PSW 4E15		Elective (v)	Psychiatric Social Work
III Semester	14PSW 3E21		Elective (i)	Rural and Urban Community Development
	14PSW 3E22	Specialization – II	Elective (ii)	Tribal Community Development
	14PSW 3E23		Elective (iii)	Sustainable Development
IV Semester	14PSW 4E24		Elective (iv)	Project Management
	14PSW 4E25		Elective (v)	Management of NGO's
III Semester	14PSW 3E31		Elective (i)	Human Resource Management
	14PSW 3E32	Specialization – III	Elective (ii)	Employee Relations and Labour Legislations
	14PSW 3E33		Elective (iii)	Training and Development
IV Semester	14PSW 4E34		Elective (iv)	Organizational Behaviour
	14PSW 4E35		Elective (v)	Strategic Management

SEMESTER – I CORE - I

INTRODUCTION TO SOCIAL WORK AND SOCIETY

Course Code: 14PSW1C1		**Max. Marks**	: 100
Hours/week : 5		**Internal Marks**	: 40
Credit : 4		**External Marks**	: 60

Objectives:

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

UNIT – I: **15 hours**

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

UNIT – II: **15 hours**

   Social Work as a Profession: Nature and Scope, Objectives, Philosophy, Principles and Methods - Values and Ethics - Professional Social Work and Voluntary Social Work. #Social Work Theories: System and Problem Solving#.

UNIT – III: **17 hours**

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

UNIT – IV: **18 hours**

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

UNIT – V: **10 hours**

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

Self-study portion

Books for Reference:

1) Jacob K.K. Social work Education in India, Himanshu Pub., New Delhi, (2002).

2) Chowdry P. Introduction to Social Work, New Atmaram & Sons. New Delhi, (1998).

3) Stroup H.H. Social Work Education – An Introduction to the field, Eurasia Publishing, New Delhi, (1960).

4) Wadia A.R. History and Philosophy of Social work in India, Allied Publication, New Delhi, (2001).

5) Gilbert Pascaul. Fundamentals of Sociology, Orient Longmans, Madras, (1956).

6) Stanley. S. Social Problems in India, Allied Publishers, New Delhi, (2005).

7) Memoria C.B. Social Problems and Social disorganization in India. Kitab Mahal, New Delhi.

8) P. D. Misra . Social Work Philosophy and Methods.

9) Sanjay Battacharya. An Integrated Approach to Social Work.

10) Vidhyabhushan. An Introduction to Sociology.

11) G.R. Madan. Indian Social Problems Vol-I & II, Allied Pacific Pvt-Ltd, (1973).

SEMESTER – I CORE - II
SOCIAL CASE WORK

Course Code : 14PSW1C2   **Max. Marks   : 100**
Hours/week   : 5   **Internal Marks   : 40**
Credit   : 4   **External Marks   : 60**

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

UNIT – I: **15 hours**
Case Work: Definition, Objectives, Scope, and it's Importance - Principles and Skills, **Basic Components:** Person, Problem, Place, Process – Relationship with other Methods of Social Work- Limitation of social case work practice in India. **Case Work Process**: Intake, Psycho-social study, diagnosis, treatment, evaluation, termination and follow-up

UNIT – II: **12 hours**
Case Worker-Client Relationship: Meaning and its Importance - Characteristics of Professional Relationship, Essential conditions to develop relationship-Empathy, Positive regard, warmth, Genuineness, Authority. Skills in Building Relationship, Use of Relationship in the helping process; **Problems in professional Relationship**: Transference, Counter Transference, Resistance, Silence. Home Visits and Collateral Contacts.

UNIT – III: **15 hours**
Techniques used in Case Work: Guidance, Clarification, Interpretation, Suggestion, Identification, Environmental Manipulation, Environmental Modification, Ego Strengthening, Counseling, Ventilation, Reassurance, Reflective thinking, Motivation, Support, Interpretation, Education, Suggestion, Developing insight. Enhancing Social Support, Environmental Modification, Resource Utilization Advocacy. Reinforcement, Limit Setting, Confrontation, Renewing Family Relationships, Externalization of Interests, Universalisation, Spirituality. **Skills Training:** Assertiveness Skills, Social Skills, Communication Skills, Interpersonal Relationship Skills and Coping with Emotions.

UNIT – IV   **20 hours**
Approaches to Practice: Psychosocial, Functional, Problem Solving, Crisis Intervention, Behaviour Modification, Eclectic Model for Practice. **Case Work Interviewing**: Techniques and Skills. **Case Work Recording**: Meaning, Types of Records, Use of Records and Record Maintenance.

UNIT – V: **13 hours**
Case Work Practice: Typical Problems of Clients and Case Work Practice with them in the following areas: #Correctional Institutions, Schools, Industry, De-Addiction Centers, with Differently abled, the Aged, Terminally Ill people, Persons infected with HIV / AIDS and Families, adoption and sponsorship centres#.

 # # Self-study portion

Books for Reference:

1. Hollis, Florence. Case work - A psycho-social Therapy New York: Random House, (1964).

2. Jordan, William. Client worker Transactions, London: Routledge & Kegan Paul, (1970).

3. Perlman, H.H. Social case work - A problem solving process, University of Chicago Press, Chicago, (1957).

4. L Robert, Robert & Robert Needs. Theories of social case work, University of Chicago Press, Chicago, (1970).

5. Goldstein, H. Social work practice: A UNITary approach, university of Carolina Press, Carolina, (1979).

6. Timms, Noel. Social case work: Principles and practices, London, Routledge and Kegan Paul, (1964).

7. Pippins, J. Developing Casework Skills California, Sage Publications, (1980).

8. Smalley, Ruth Elizabeth. Theory of Social work practice N.Y. London: Columbia University Press, (1971).

9. Co-Pathak S.H. Records in Social case work, (1966).

10. Mehetras V.G. Social case work in India, (1979).

11. Grace Mathew, Social case work practice, Tata institute of social work, Mumbai

12. Sekar, K., Parthasarathy, R., Muralidhar, D., and Chandrasekhar Rao, M. Handbook of Psychiatric Social Work, NIMHANS, Bangalore, (2008).

SEMESTER – I CORE - III
SOCIAL GROUP WORK

Course Code : 14PSW1C3		Max. Marks	: 100
Hours/week : 5		Internal Marks	: 40
Credit : 4		External Marks	: 60

Objectives:
1. *To acquire basic knowledge on Social Group Work Method.*
2. *To understand the Historical Development of the practice of Group Work as a Profession and its Issues.*
3. *To develop different skills and techniques in practicing the different approaches and methods of social group work.*

UNIT – I: **15 hours**

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

UNIT – II: **20 hours**

Social Groups and Development: Definition, Characteristics, Types of Groups and Functions of a Group - Stages of Group Development, Basic Human Needs met by Groups at Different Stages of Group Development - Group Process : Bond, Acceptance, Isolation, Rejection, Sub-Group Formation, Withdrawal, Behaviour Contagion, Conflict and Control.

UNIT – III: **14 hours**

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

UNIT – IV: **10 hours**

Programme Planning: Meaning and Definition of Programme, Principles and Process of Programme Planning and the place of Agency in Programme Planning - Programme Laboratory: Values and Techniques (Games, Singing, Dancing, Dramatics, Street Play, Puppetry, Group Discussions, Excursion, Psychodrama, Socio drama, Role play, and Brain Storming) - #Rural Camp: Planning, Organizing, Executing, Evaluating and Reporting#.

UNIT – V: **16 hours**

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

 # # Self-study portion

Books for Reference

1. H.L Bluementhal, Administration of Social Group Work

2. K Conye Robert, Failures in Group Stage, Thousands Oaks,

3. Fred Milson,Skills in Social group work

4. Glassman Ureania & Lenkates, Group Work, Sage, Thousands

5. Gisela Konopka, Social group work - A helping process

6. Gisela Konopka, Group work in Institutions

7. Malcolm & Hilda Know, Introduction to social dynamics

8. Wilson & Ryland, Social group work

9. H.B Trecker, Social group work principles and practices

10. Water Lifton, Working with groups Oaks, (1990).

SEMESTER – I CORE - IV
COMMUNITY ORGANIZATION AND SOCIAL ACTION

Course Code : 14PSW1C4   **Max. Marks : 100**
Hours/week : 5   **Internal Marks : 40**
Credit : 4   **External Marks : 60**

Objectives:
1. *To acquire basic knowledge on Community organization and social action methods.*
2. *To understand the Historical development of the practice of Community organization and social action as a profession and its issues and programmes.*
3. *To develop different skills and techniques in practicing the different approaches, phases and methods of Community organization and social action.*

UNIT – I: **12 hours**
    Community: Meaning, Types and Characteristics; Community Power Structure and Community Leadership -Community Dynamics: Integrative and Disintegrative Processes in the Community.

UNIT – II: **15 hours**
    Community Organization: Concept, Definition, Objectives, Philosophy, Approaches and Principles; Community Organization as a Method of Social Work - Community Welfare Councils and Community Chests - Community Organization and Community Development: Similarities and Differences.

UNIT – III: **18 hours**
    Methods of Community Organization: Planning, Education, Communication, Community Participation, Collective Decision Making, Involvement of Groups and Organizations, Resource Mobilization, Community Action, Legislative and Non-Legislative Promotion, Co-Ordination; #Skills in Community Organization#; Community Organization as an Approach to Community Development.

UNIT – IV: **15 hours**
    Phases of Community Organization: Study, Assessment, Discussion, Organization, Action, Evaluation, Modification, Continuation and Community Study - Community Organization in Emergencies (Fire, Flood, Earthquake, Tsunami, and War) - #Role of Social Workers in Community Organization#.

UNIT – V: **15 hours**
    Social Action: Definition, Objectives, Principles, Methods and Strategies; Social Action and Social Reform - Saul Alinsky's and Paulo Freire's Methods - Process of Social Action – Recent Social Action Movements in India (Lok Janpal Movement)

 # # Self-study portion

Books for Reference

1. Ross and Pain, Community organization

2. M.G. Ross, Case histories in Community organization.

3. Macmillan, Wayne, Community organization for social welfare, University of Chicago Press.

4. Marshall B. Clinard, Slum and Community development, collier, Macmillan Ltd., London.

5. A.R.Desai, & S.D.Pillai, Slums and Urbanization.

6. Populin, Community organization and Planning, Macmillan

7. Hillman, Community organization and Planning; Macmillan

SEMESTER – I CORE - V
LIFE SKILLS FOR SOCIAL WORKERS

Course Code: 14PSW1C5   **Max. Marks   : 100**
Hours/week : 5   **Internal Marks : 40**
Credit   : 4   **External Marks : 60**

Objectives:
1. To enable the students to understand the concept and nature of Life Skills
2. To enable the students to obtain knowledge on various models of Life Skills
3. To practice Life Skills intervention for development of different target group

UNIT I   **12 hours**
  Life Skills: Meaning, Definition, Need and Importance of Life Skills, Types of Life Skills - Self Awareness – Meaning, Level of Self Awareness, Types of Self Awareness and Strategies to Develop Self Awareness – Stress: Meaning, Causes, Measures for Coping with Stress - Burnout.

UNIT II: **18 hours**
  Dimensions of Life Skills: Creative Thinking – Definition, Process and Measuring Creative Thinking; Critical Thinking - Definition, Skills Required, its significance; Decision Making – Definition, Rational and Irrational Decisions – Factors Influencing Decision Making; Problem-Solving Ability - Definition, Problem Solving Strategy; Effective Communication – Meaning, Strategies to enhance Effective Communication; #Empathy – Definition, Types, Significance of Empathy#; Inter Personal Relationship –Meaning and Strategies to develop Interpersonal Relationship Skill.

UNIT III   **17 hours**
  Models of Life Skills – Structured enquiry Learning Models - Transformative Model of Life Skills – **UNICEF:** Formal, Cross-Over, Non-Formal, Technology, Media, Piggy Back, Involuntary Environments, Emergency Situations - Saskatchewan New Start Model of Life Skills – NIMHANS Model

UNIT IV   **13 hours**
  Life Skills as a Technique in Counseling Intervention – Concept, Significance - Life Skills for Health Education, Sex Education, Suicide Prevention, Mental Health Promotion – #Life Skills needed for Social Workers#

UNIT V   **15 hours**
  Life Skills for Groups: #Life Skills Intervention for Adolescence# – Life Skills Intervention for Women – Life Skills Intervention for Mentally Ill - Life Skills for HIV/AIDS – Life Skills for Differently Abled (Needs, Problems, Suitable Life skills Intervention)
 # # Self-study portion

Books for References:

1. S.A.W. Bukari, Soft Skills Competencies for Success, Sanjay Book House, Trichy – 620 020

2. Larry James, The First Book of Life Skills, Embassy Books, ISBN-13: 978-8188452408, (2006).

3. Dr.J.N.Reddy, Life Skills to excel in life, McMillan Publishers, India, (2002).

4. Life Skills Manual by Peace Corps Information Collection and Exchange Publication No:M0063,

5. Teimoori, Mahnaz, The study of life skills training effectiveness on girl students of Tehran high schools in improving their mental health, Thesis, Alame Tabatabaee University, Tehran.(1982)

6. Implementing Life Skills Education for Young People – UNICEF UNESCO/UNICEF/WHO/ World Bank,Focusing Resources on 'Effective School Health: A FRESH Start to Enhancing the Quality and Equality of Education, (2000).

7. World Health Organization's Skills for Health: Skills-based health education including life skills: An important component of a Child-Friendly/Health-Promoting School

8. Bharath Srikala and Kumar K. V. Kishore, Empowering   adolescents with life skills education in schools – School mental health program: Does it work? Indian Journal of Psychiatry, (2010).

9. Peace Corps, Office of Overseas Programming and Training Support Information Collection and Exchange 1111 20 Street, NW, Sixth Floor, Washington, DC 20526

10. Zafar Iqbal. Transformative Model of Life's Skills Basic Education for Gender Impact of Violence, Sexual Coercion and Vulnerability to HIV/AIDS through Distance Mode of Teacher Training. Allama Iqbal Open University, Islamabad, Pakistan.

11. Sudha Datar, Ruam Bawikar, Geeta Rao, Nagmani Rao, Ujwala Masdeker Skill Training for Social Workers, Sage Publication, New Delhi, (2010).

SEMESTER – I CORE - VI
FIELD WORK

Course Code: 14PSW1C6   **Max. Marks   : 100**
Hours/week   : 5   *(Joint Evaluation by Internal*
Credit   : 4   *& External Examiners)*

(i) Observation Visits (9 Visits)

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

(ii) Rural Camp (7 Days)

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

(iii)   Group Project (2 programmes)

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

Fieldwork Evaluation

Observational Visits (9 x 4)	=	36 marks
Camp	=	30 marks
Group Project (2 x 10)	=	20 marks
Consolidated Report	=	14 marks
		100 Marks

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

COMPETITIVE SKILLS FOR SOCIAL WORKERS

Course Code : 14PSW1F1	**Max. Marks : 100**
Hours/week : 3	**Internal Marks : 40**
Credit : 2	**External Marks : 60**

Objectives:

1. To teach the students about the theoretical background of the field work.

2. To give a practical and theoretical inputs to field work report writing.

3. To coach students to identify, classify and apply relevant skill sets.

UNIT – I   **9 hours**

Self Development: Concept, Needs - Sensitivity Development: Meaning and Uses - Emotional Intelligence – Inter Personal Skills – Developing Interpersonal Relations.

UNIT – II   **9 hours**

Begin with End in Mind: The Power of Creation, Be a Creator, Personal Mission Statement. Think Win, Win: Six Paradigm of Human Interaction. Right Brain Vs Left Brain.

UNIT – III   **9 hours**

Self Esteem: Building High Self Esteem, Assertiveness, Subconscious Mind and Habits. Goal Setting: Success Strategies, Building Positive Personality.

UNIT – IV   **9 hours**

Communication: Communication Skills – Listening Skills – Writing Skills – Oral Presentation – Preparation for and Making a Planned Speech - Time Management for Success – Resume Writing – Group Discussion – Interview – Body Language – Synergizing Ability.

UNIT – V   **9 hours**

Techniques of Performing Skills: Making Stories, Reactions to Events, Willingness to Participate, Narrating an Event, Eye Contact, Mime a Situation, Identifying with Characters, Use of Body and Facial Expressions, Use of Voice, Use of Space, Developing a Story.

References

1. Cathcart, Robert S and Larry A.Samovar, "Small Group Communication: A Reader, "5th Edition, WMC Brown Publishers, IOWA, (1970).

2. Tamblyn, Doni and Sharyn Weiss, "The Big Book of Humorous Training Games, "Tata McGraw Hill, New Delhi, (2004).

3. Andrews, Sudhor, "How to Succeed in Interviews," (21st reprint), Tata McGraw Hill, New Delhi

4. Monippally, Matthukutty, M."Business Communication Strategies," (11th reprint), Tata McGraw Hill, New Delhi, (2001).

5. Bukari, S.A.W, "Soft Skills Competencies for Success," Sanjay Book House, Trichy – 620 020

6. Swaminathan V.D and Kaliappan K.V, "Psychology for Effective Living," The Madras Psychological Society, Chennai, (2001).

7. Shiv Khera – "You Can Win", Macmillan Indai Pvt. Limited.

8. S.A.W. Bukari,– How to win a Job, Sanjay Book House, Trichy – 620 020

9. Sudha Datar, Ruam Bawikar, Geeta Rao, Nagmani Rao, Ujwala Masdeker Skill Training for Social Workers. Sage Publication, New Delhi, (2010).

10. Stephen Covey. The Seven Habits of Highly Effective People. Simon & Schuster Publications.

BASICS OF COUNSELLING AND GUIDANCE

Course Code : 14PSW2C7   **Max. Marks   : 100**
Hours/week : 5   **Internal Marks   : 40**
Credit   : 4   **External Marks : 60**

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

UNIT – I   **12 hours**
Counselling: Meaning, Definition, Characteristics of Counseling - Goals and Importance Types of Counseling: Crisis Counseling, Facilitative Counseling, Preventive Counseling and Developmental Counseling - Skills, Principles and Techniques of Counseling

UNIT – II   **18 hours**
Process of Counseling: Awareness of need for help – Development of relationship – Expression of feelings – Exploration of deeper feelings – Integration – Time perspective – Gain insight – Adjust to the reality - interview techniques – Counselor Counselee relationship: factors influencing the relationship – Professional Ethics of Counseling - Counseling as a Profession practiced in Indian Settings, Problems and Limitations.

UNIT – III   **15 hours**
Therapeutic Intervention in Counseling: Psycho-analytic Therapy – Cognitive Therapy, Group Psycho Therapy, Family Therapy, Marital Therapy, Behaviour Therapy, Occupational Therapy (Basic Understanding of the Concept, Techniques and Salient Features)

UNIT – IV   **13 hours**
Guidance: Meaning, Definition, Characteristics and Objectives of Guidance, Importance of Guidance, Principles and Models of Guidance, Difference between Counseling and Guidance

UNIT – V   **17 hours**
Counseling in Different Settings: #*Family Counseling:* Pre-marital and post-marital, sex education, HIV/AIDS counselling#. *Educational Counseling and Guidance:* Scholastic Backwardness, Emotional Disturbances, Problems of the Adolescence. *Vocational Counseling:* Career Counseling, Job Adjustment, Placement Counseling. *Industrial Counseling:* Absenteeism, Accident Proneness, Occupational Stress, Inter-personal Conflicts. #De-addiction Counseling - Role of Social Workers in Different Settings#.

 #   # Self Study Portion

Books for Reference:

1. S. Narayana Rao, Counselling and Guidance, Tata Mc Graw Hill Publishing

   Company Ltd, New York, (1981).

2. J.M Fuster, Personal Counselling

3. George M.Gazde: Group Counselling – A Developmental Approach, Allyn

   and Bacon, Bosten

4. Dave, Indu: The Basic Essentials of Counselling, Sterling Publishers,

    New Delhi

5. S.S.Jaswal, Guidance and Counselling – An elective approach, Lucknow

6. Fred Mickinney: Counselling for Personal Adjustment in Schools and

   Colleges, Hougton Mifflin Co., Boston

7. Joe Currie: Barefoot Counsellor

8. D. Antony John, Types of Counselling, Anurgraha Publications, Nagarcoil,

   (1996).

HUMAN BEHAVIOUR AND DEVELOPMENT

Course Code : 14PSW2C8		**Max. Marks**	**: 100**
Hours/week : 5		**Internal Marks**	**: 40**
Credit : 4		**External Marks**	**: 60**

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

UNIT – I   **13 hours**
Psychology: Definition, Nature, Branches and Scope – Application of Psychology in Various Fields, Special Reference to Social Psychology and its Application, #Relationship between Social work and Psychology#, Biological basis of Behaviour – Human Behaviour.

UNIT – II   **20 hours**
Human growth and Development: Meaning and Definition – Significant Facts about Development. **Developmental Stages:** #Pregnancy and Child Birth# – Physical, Psychological and Emotional Aspects of: Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood and Old age.

UNIT – III   **14 hours**
Personality: Definition, meaning and concept- Important Concepts and Contributions of Freud, Jung, Adler, Maslow and Eysenck. #Factors Influencing Personality Development#: Heredity, Environment and Socialization Process.

UNIT – IV   **14 hours**
Perception and Motivation: Definition, Types and Factors Influencing Perception –**Learning**:Definition, Types: Cognitive, Sensory, Motor and Verbal – Theories of Pavlov and Skinner, #Remembering and Forgetting# .
Motivation: Nature, Definition, Types and Characteristics, Motives for Survival: Hierarchy of Motives.

UNIT – V   **14 hours**
Intelligence: Definition, Measurement of I.Q, I.Q tests. #**Attitude**: Formation of Attitudes and Attitude Change#, **Adjustment:** Concepts of Adjustment and Maladjustment, Stress, Frustration, Conflict: Nature and Types - Coping Mechanisms, meaning and Types.

 #   # Self Study Portion

Books for Reference

1. L.L. Davidoff,Introduction to Psychology, Aucklan: McGraw Hill Inc., (1881).

2. C. T.Morgan, & R.A.King, Introduction to psychology, New York, (2005).

3. J.R Weix, & Schopler J. McGraw Hill: 7th Ed.,(1986).

4. N.A. Munn, Psychology: The fundamentals of human behaviour, London: George G. Harrap & Co, Ltd.,(1961).

5. A. Anastasi. Psychological testing New York: Mcmillan Revised Edition (1987).

6. E.B.Hurlock,Developmental Psychology, New Delhi, Tata Mcgraw Hill, 36th Ed. (2006).

7. Rayner Eric. Human Development, London: George Allen and Unwin, (1978).

8. T.S.Saraswathi R.Dutta Development of Psychology in India, Delhi, Sage publications, (1987).

9. B. Kuppusamy, An Introduction to social psychology, Bombay: Media Promoters and Pub. Pvt. Ltd., (1980).

10. ICSSR. A survey of research in psychology chapter 2, developmental psychology Bombay: Popular Prakashan pp. 56-79, (1972).

11. P.R Newman & B.M. Newman Living: The process of Adjustment, The Dorsey process, (1981).

12. S.K. Mangal General Psychology, Sterling Publishers Private Limited, (2007).

13. G.D.Myer, Social Psychology, Tata McGraw-Hill, 18th Ed. (2006).

14. Helen Beck, Developmental Psychology

SEMESTER – II CORE - IX

RESEARCH METHODS IN SOCIAL WORK

Course Code : 14PSW2C9	**Max. Marks**	**: 100**
Hours/week : 5	**Internal Marks**	**: 40**
Credit : 4	**External Marks**	**: 60**

Objectives:
1. *To acquire basic knowledge on social work research and statistics.*
2. *To understand the different process and methodology of the scientific social work research.*
3. *To develop different skills and techniques in formulating research proposals.*

UNIT – I: **12 hours**
       Social Work Research: Meaning, Definition, Purpose of Research, Social Research and Social Work Research - Scientific Method: Nature, Characteristics, Purpose and Steps in Research Process - Concepts: Operationalisation of definition, Variables and its Types, Formulation of Research Problems, Review of Literature.

UNIT – II: **18 hours**
       Research Design and Sampling: Research Designs: Exploratory, Descriptive, Diagnostic and Experimental - Hypothesis: Sources, Formulation, Attributes of Hypotheses and Types - Population and Universe - Sampling: Definition, Principles, Types and Procedures - Measurement: Meaning, Levels of Measurement: Nominal, Ordinal, Interval and Ratio; Validity and Reliability: Meaning and Types.

UNIT – III: **18 hours**
       Sources and Methods of Data Collection: Sources: Primary and Secondary; Methods of Data Collection: Observation and Survey Methods. Research Tools: Interview Schedule, Questionnaire: Meaning, Types, Merits and Demerits – Pre-Test and Pilot Study. Qualitative Research Tools: Case Study, Participant and Non-Participant, Observation, Focus Group Discussion.

UNIT –IV: **14 hours**
       Social Statistics: Meaning, #Use and its Limitations in Social Work Research# - Measures of Central' Tendency: Arithmetic Mean, Median and Mode; Dispersion: Quartile Deviation, Standard Deviation and Co-efficient of Variation - Tests of Significance: "t" Test and Chi-Square Test, Correlation: Karl Pearson's Coefficient of Correlation and Spearman's Rank Correlation.

UNIT – V: **13 hours**
       Research Proposal and Report Writing: Format, Processing of Data, Code Book, Transcription, And Tabulation - Diagrammatic Representation of Data: Types; Interpretation and Analysis, Report Writing and Referencing; Applications and Limitations of Research in Social Work.

 #   # Self Study Portion

Books for Reference

1. Whitly, Frederickl, The elements of Research

2. Goode and Hatt, Methods in Social research

3. Polarryky, Norman, Social Work Research

4. Young, Pauline, Scientific social surveys and research

5. Clarie, selttiz & Marie Jahoda, Research methods in social relations.

6. Dorn Busch and Schnid, Premier of Social Statistics

7. M.A.Gopal, An Introduction to research Procedure in Social science.

8. C. R. Kothari, Research Methodology

9. D. K. Lal Das and Vanila Bhaskaran, Research Methods for Social Work

10. Therese L. Baker, Doing Social Research

11. Royce A. Singleton Jr. , Bruce C. Straits, Approaches to Social Research

SEMESTER – II CORE - X

SOCIAL POLICIES AND HUMAN RIGHTS

Course Code : 14PSW2C10   **Max. Marks   : 100**
Hours/week   : 5   **Internal Marks : 40**
Credit   : 4   **External Marks : 60**

Objectives:
1. *To acquire basic knowledge on social policies, programmes and constitutions related to weaker section and special focus groups.*
2. *To understand the different sectors rights and its issues on application.*
3. *To develop different practical skills and technique in the various fields of applications in interviewing with vulnerable and special focused groups. Pertaining to individuals, groups, commUNITies and institutions of their social issues and problems.*

UNIT – I: **17 hours**
        Social Policy: Definition, Need, #Evolution and Constitutional Base#; Sources and Instrument of Social Policy, Policies Regarding Other Backward Castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs), Minorities - Policies and Programmes for Children, Youth, Women, Disabled and Aged.

UNIT – II: **16 hours**
        Social Planning and Social Development: Social and Community Planning: Need and Importance - Planning Machineries at the State, & National Levels – Social Development**:** Concept and Social Development in India. Indicators for Social Change – Antyodaya & Sarvodaya approaches to Social Development.

UNIT – III: **12 hours**
        Sectoral Rights: Understanding of Human Rights – Background of UDHR, UNCRC, CEDAW, and #Indian Constitution#.

UNIT – IV: **15 hours**
        Human Right Approaches: Meaning, Methods -Rights of Different Sectors in the Local Context Women, Children, Youth and the Marginalized.

UNIT – V: **15 hours**
        Right Based Intervention for Various Groups: Women: #Family Violence#, Gender Violence and Sexual Harassment – Children: Child Trafficking, Child Adoption and Child Abuse- Youth Abuse – Others: Migrants and Refugees Resettlement.

 # #Self Study Portion

Books for Reference

1. A.B. Bose, Social Welfare Planning in India, U.N. pub, Bangkok.

2. Chowdhry, Paul, Hand book on social welfare Atma Ram & Sons, Delhi, (1993).

3. Chowdhry, Paul, Voluntary Social Welfare in India, Sterling Pub., New Delhi (1979).

4. Chowdhry, Paul, Social Welfare Administration, Atma Ram & Sons.

5. D. Dennison. & Chepman, Valieries, Social Policy and Administration, George Allan and Unwin, London.

6. S.N.Dubey, Administration of Social Welfare Programmes in India, Somaiya Pub., Bombay.

7. Dubey, Administration of policy and programmes for Backward classes in India, Somaiya pub., Bombay.

8. K.D.Gangrade, Social Legislation in India Vol. I & II.

9. K.K.Jacob, Social Policy in India.

10. P.Jagadeesan, Marriage and Social legislations in Tamil Nadu, Elachiapen pub, Chennai, (1990).

11. K. Shanmugavelayutham, Social Legislations and Social change, Valga Valamudan pub. Chennai,(1998).

SEMESTER – II CORE - XI

SOCIAL WORK ADMINISTRATION AND LEGISLATIONS

Course Code : 14PSW2C11	**Max. Marks : 100**
Hours/week : 5	**Internal Marks : 40**
Credit : 4	**External Marks : 60**

Objectives:

1. *To acquire basic knowledge on Social Work Administration and Social Legislation.*
2. *To understand the different functions and programmes of different Social Welfare Agencies (Central, State and Local).*
3. *To enhance different practical skills and techniques in carrying out specific programme of social welfare agencies.*

UNIT – I   **13 hours**

Social Welfare Administration: Meaning and Definition, Purpose, Principles, Historical Development, Voluntary Social Work. Social Welfare Organizations: Central Social Welfare Board, State Social Welfare Board and Ministry of Social Justice and Empowerment.

UNIT – II   **12 hours**

Functions and Areas: Planning, Organizing, staffing, Directing, Coordinating, Reporting, Budgeting, Policy Making, Office Administration, Fund Raising, Accounting, Auditing, Purchase and Stock Keeping, Record Maintenance, Public Relation, Monitoring and Evaluation, Research, Annual Report.

UNIT – III   **13 hours**

Promotion and Formation of Non Governmental Organizations – Advantages, Role, Functions and Legislations (Societies Registration Act 1860, Indian Trust Act 1882, Indian Companies Act 1956), Financial Management- Sources of Finance (Governmental and Non Governmental), #Methods of Resource Mobilization#.

UNIT – IV   **19 hours**

Social Legislation: **Laws Related to Children:** Juvenile Justice Act, Adoption and Guardianship, Child Marriage Restraint, Prohibition of Child Labour. **Laws Related to Family:** Personal laws and the Civil law related to Marriage (Hindu, Muslim and Christian Personal Laws): Divorce and Maintenance & Succession; Law against Domestic Violence; Law of Family Court.

UNIT – V   **18 hours**

General Legislations: Legal Aid for Poor and the Disempowered - Lok Adalat, The Lokpal and Lokayuktas Act (2013), Public Interest Litigation (PIL), National Youth Policy 2014, Right to Information Act 2005, Street Vendors (Protection of Livelihood and Regulation of Street Vending) Bill, 2012, Maintenance and Welfare of the Parents and Senior Citizens (Act 2007). **#Legislation Relating to Social Problems**: Prostitution, Juvenile Delinquency, Child Labour, Untouchability, Physical and Mental Disabilities#.

 # #Self Study Portion

Books for Reference

1. P.D. Misra. Social Work Philosophy and Methods.

2. G.R. Madan. Indian Social Problems. Vol-I&II, Allied Pacific Pvt. Ltd (1973).

3. Jainendra Kumar Jha. Encyclopaedia of Social Work, Anmol Publications Pvt. Ltd, New Delhi (2001).

4. Chowdhry, Paul, Social Welfare Administration, Atma Ram & Sons, New Delhi. (2006).

5. Devi, Rameshwari and Parkash Ravi, "Social Work and Social Welfare Administration, Methods and Practices", Vol. I, Mangal Deep Publications, Jaipur. (1998).

6. Schatz, Harry A. ed., "Social Work Administration: A Resource Book." Council on Social Work Education, New York. (1970).

7. Slavin, Simon ed., "Social Administration: The Management of the Social Services", The Heworth Press and Council on Social Work Education. (1978).

8. P.Jagadeesan, Marriage and Social legislations in Tamil Nadu, Elachiapen pub, Chennai, (1990).

9. K. Shanmugavelayutham, Social Legislations and Social change, Valga Valamudan pub. Chennai,(1998).

SEMESTER – II CORE - XII

CONCURRENT FIELD WORK

Course Code : 14PSW2C12   **Max. Marks   : 100**

Hours/week   : 5

Credit   : 4   *(Joint Evaluation by Internal & External Examiners)*

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

Field Work Requirements:

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

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

Fieldwork Evaluation

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

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

COMPUTING SKILLS FOR SOCIAL WORKERS

Course Code: 14PSW2F2	**Max. Marks**	**: 100**
Hours/week : 3	**Internal Marks : 40**	
Credit : 2	**External Marks : 60**	

Objectives:

1. To acquire the basic knowledge about computer the functions of computer

2. To obtain the basic understanding about computer languages, importance of networking.
3. To understand the implications of computer in social work

UNIT – I   **9 hours**
        Fundamentals of a Computer: Meaning, Characteristics, Basic Operations – Input, Storage, Processing, Output, ALU and Control. Classification of Computers.

UNIT – II   **9 hours**
        Computer Languages – Machine Language – Assembly Language – High Level Language – Types of Software.

UNIT – III   **9 hours**
        Networking of Computers: LAN, WAN, MAN, Enterprise wide net works, Intranet and Internet users – E-mail, Electronic Fund Transfer (EFT) and Electronic Data Interchange (EDI)

UNIT – IV   **9 hours**
        Applications of Computers in the Field of Social Work: *MS Word – Editing, Reviewing,* Clip Art, Preview on screen – saving, printing and reloading mail merge, Shortcut Key – *Preparation of Technical Reports. MS excel:* Creating Charts – Graphical Presentation such as Lines, Bars, Pie – Data base – Data Form -Sorting Data – Filtering, *Data entry and basic calculations. MS PowerPoint-Creating a Presentation-* Animation Running Slide Show, Saving the Slides, Printing Presentations.

UNIT – V   **9 hours**
        Internet Resources for Social Workers: Creating of Mail ID – Sending and Receiving E-mails, Working with Attached Files, Searching in Internet, Advanced Search Techniques, Uses of Social Medias, Drafting of Reports, Use of Internet in Social Work Research, Introduction to SPSS.

Note: Two week practical exposure shall be given to the students in the computer lab for coverage of contents in UNIT – VI and UNIT – V.
This paper (course) shall be valued by the teachers of social work who are handling the subject.

Books for Reference

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

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

3. Ananthi Sheshasaayee, Computer Applications in Business and Management. Margham Publications, Chennai, (2004).

4. Anita Goel, Computer Fundamentals, Pearson Education India, (2010).

5. V. Rajaraman, Fundamentals of Computers, Prentice Hall India Pvt., Limited, (2003).

6. Claire Gregor, Practical Computer Skills for Social Work, Sage Publication, New Delhi, (2006).

SUMMER INTERNSHIP

Course Code : 14PSW3SI 1   **Max. Marks   : 100**

Hours/week : 4

Credit   : 4   ***(Joint Evaluation by Internal***
& External Examiners)

The objective of summer placement is to expose students to the new learning situations, enable them to develop professional outlook and gain experience which contribute to their professional development. It gives an opportUNITy to develop linkage with reputable organizations. This enhances the integrated practice of social work methods and strategies in social work setting.

Requirements: The time frame stipulated for summer placement is a minimum of three weeks (21days) immediately after the end of second semester examination. They should get a record of attendance from the agency supervisor and write a daily report which should be sent to the faculty advisor through E-mail every monday of the week. It is compulsory to get a feedback form and certificate from the agency. Summer Internship is to be undertaken by the students irrespective of the specializations.

Fieldwork Evaluation

Learning about Agency / Hospital / Industry	=	20 marks
Learning Professional Skills	=	20 marks
Mini Research	=	40 marks
File Maintenance and Consolidated Report	=	20 marks
		100 Marks

*Note: A consolidated report covering the above mentioned components will be submitted by the students at the end of July in the III Semester. This report will be jointly evaluated through oral presentation by the internal and external examiners in the first week of August.

SOCIAL ENTREPRENEURSHIP

Course Code : 14PSW3C13   **Max. Marks   : 100**
Hours/week   : 5   **Internal Marks   : 40**
Credit   : 4   **External Marks : 60**

Objectives:

1. *To acquire the basic concept and characteristics of entrepreneurship*

2. *To realize the opportUNITies available for adapting an entrepreneurs career*

3. *To understand different skills and techniques of promoting new business*

UNIT-I   **13 hours**
Entrepreneur: Meaning - Definition - Importance - Qualities - Functions – Classification – Characteristics – Types. **Distinction between related Terms:** Entrepreneur, Entrepreneurship, Intrapreneur, Enterprise and Management - Factors influencing Entrepreneurship. **Views** of Peter Drucker and Schumpeter's and Indian Entrepreneurs – Rathan Tata, Narayana Murthy, Kiran Mazumdar Shaw, Rajshree Pathy.

UNIT-II   **12 hours**
Entrepreneurship Development: Objectives - Entrepreneurial Training - Phases of EDP - Evaluation and feedback of EDP. **Business Idea Generation Techniques** – Identification of Business OpportUNITies – #Role of entrepreneurs in the economic Development#.

UNIT-III   **17 hours**
Approaches for New Business: Project Identification – Project Classification – Project Selection – Project Formulation – Project Design – Project Report. #Steps for Starting a small Industry#.

UNIT-IV   **16 hours**
Incentives and Subsidies: Meaning - Needs - Subsidy scheme for selected categories of Industries - Special Concession – Incentives for development of backward areas - #Role of Central and State Government#.

UNIT-V   **17 hours**
Special Agencies for Entrepreneurs: Institutions for Promotional and Development like SIPCOT, DIC, KVIC, SISI. Financial Institutions like IDBI, SIDBI, NABARD in Entrepreneurial Development.

 # #Self Study Portion

Books for Reference:

1. Saravanavel, Entrepreneurial Development, Ess Pee Kay Publishing House, Chennai, (1991).

2. Gupta and Srinivasan, Entrepreneurial Development, Sultan Chand & Sons, New Delhi, (1996).

3. Gupta and Srinivasan, Entrepreneurship Development in India, Sultan Chand & Sons, New Delhi, (2000).

4. Jayshree Suresh, Entrepreneurial Development, Margham Publications. Chennai, (2006).

5. Eric Morse, Ronald K. Mitchell, Cases in Entrepreneurship, Sage Publications,New Delhi, (2008).

6. Mathew J Manimala, Entrepreneurial Policies and Strategies The Innovator's Choice. Sage Publications. New Delhi, (1999).

7. J C Verma, Gurpal Singh, Small Business and Industry : A Handbook for Entrepreneurs, Sage Publications, New Delhi, (2002).

8. Shivganesh Bhargava, Entrepreneurial Management, Sage Publications New Delhi, (2008).

CORPORATE SOCIAL RESPONSIBILITY

Course Code : 14PSW3C14		**Max. Marks**	**: 100**
Hours/week : 5		**Internal Marks**	**: 40**
Credit : 4		**External Marks**	**: 60**

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

UNIT – I   **12 hours**
        Corporate Social Responsibility – Definition, concepts and need - Concentration areas of CSR - Corporate social responsibility in India - Triple Bottom Approach - Sustainable Development.

UNIT – II   **18 hours**
        Business Ethics and Corporate Social Responsibility in Global Scenario – Business Ethics, Corporate Governance – Meaning, Definition, Significance, Principles, Dimensions, Corporate Governance-Indian Experience – Social Accounting - Social Auditing – Corporate Social Reporting – Auditing the Social Reporting Process

UNIT – III   **16 hours**
        Corporate Community participation & Role and skills of social worker in CSR: Corporate, NGO, Government, Citizen, need for partnership, need assessment. Role of Social Worker in CSR – # NGOs strategies for promotion of CSR – Ladies Hostel, Orphan Homes, Senior Citizens Homes, War Widows and Dependent Homes, Health and Safe Drinking Water#.

UNIT – IV   **16 hours**
        Tools of CSR: MDG's, Global Compact, GRI, SA 8000, AA1000, Fair Trade, ISO 26000, Company Bill 2013. **Legislations and Corporate Social Responsibility:** Corporate Legislations – Labour Legislations – Stakeholders Legislations – Environmental Legislations – Pollution Control Acts

UNIT – V   **13 hours**
        National and International CSR Activities: HUL, ITC, TVS, PepsiCo India Ltd, Nokia, Infosys, Reliance, Wipro, Rane, Chettinad and Dalmia Cements.

 # #Self Study Portion

Books for Reference:

1. Harsh Shrivastava, The business of social responsibility- Books for change, Bangalore, (2000).

2. CV. Baxi, Corporate social responsibility – Concepts and cases, (2005).

3. Dr. M. Mahmoudi, Global Strategic Management, , Deep&Deep Publications Pvt. Ltd, Delhi, (2005).

4. S.K. Bhatia, International Human Resource Management – Global Perspective, Deep & Deep Publications Pvt. Ltd, Delhi, (2005).

5. Harvard Business Review - corporate social responsibility getting the logic right, Vol 84, issue 12, (2006).

6. Indian Journal of Social Work – CSR in the Globalized Business Environment, Vol 66, issue2, (2005).

7. Indian Journal of Industrial Relations – CSR Present Practice and Future Possibilities, vol40, issue 4, (2005).

8. V. Balachandran and V. Chandrasekaran, Corporate Governance and Social Responsibility –, PHI learning Private Ltd, New Delhi, (2009).

SEMESTER – III: ELECTIVE (I)
COMMUNITY HEALTH

Course Code : 14PSW3E11		**Max. Marks**	**: 100**
Hours/week : 5		**Internal Marks**	**: 40**
Credit : 4		**External Marks**	**: 60**

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

UNIT – I **15 hours**
    Concepts of Health: Meaning, Definition, Historical Development of Health Care System**,** Public Health, Comprehensive Health, Primary Health Care- Factors Influencing Health - Social and Preventive Medicine - Vital Health Statistics.

UNIT – II **14 hours**
    Community Health: Meaning, Definition, Community Health Care delivery Systems and Administrative Structure & Functions at the National, State, District, and Block levels- Functions and Importance of Community Health Centers and Primary Health centers.

UNIT – III **13 hours**
    Health Legislation and Policies: National Health Policy 2002, Medical Termination of Pregnancy Act, Factories Act, Employees State Insurance Act, Pre-natal Diagnostic Test Act, People with disabilities and equal opportUNITy act.

UNIT – IV **18 hours**
    Community Health Care – Need Assessment: Assessing Community Health Needs, Mobilizing core groups and Community Participation - Training of Multipurpose health Workers in Community Health Programmes. International health Organizations: WHO, UNICEF, UNDP, UNFPA, FAO, ILO.

UNIT-V **15 hours**
    The National Programmes on Disease Control, Education and Eradication: #National Malaria Control Programme (NMCP), National Leprosy Eradication programme (NLEP), National Tuberculosis Programme (NTP), National AIDS Control Programme (NACP), Universal Immunization programme (UIP), iodine Deficiency Disorder Programme (IDDP)#, National Cancer Control Programme (NCCP), National Rural Health Mission (NRHM), Reproductive and Child Health Programme, National Family Welfare Programme, Minimum Needs Programme, 20-Point Programme.
 # #Self Study Portion

Books for References

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

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

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

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

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

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

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

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

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

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

11. World Bank, Improving Women's Health in India: Development in Practice, World Bank, Washington D.C. (1996).

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

SEMESTER – III: ELECTIVE (II)
MENTAL HEALTH

Course Code :	14PSW3E12	**Max. Marks**	**: 100**
Hours/week	**: 5**	**Internal Marks**	**: 40**
Credit	**: 4**	**External Marks**	**: 60**

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

UNIT – I   **17 hours**
        Mental Health: Brief anatomy and physiology of brain, Mental Health: Meaning, Definition, Historical development of Psychiatry as a field of Specialization - #Attitudes and Beliefs pertaining to Mental illness in Ancient, Medieval and Modern times# - Concept of Normality and Abnormality.

UNIT – II   **15 hours**
        Classification of Mental Illness: DSM-V, ICD-10, National Mental Health Act-1987, Mental Health Problems among **Children**: Autism, Scholastic Backwardness, Attention Deficit Disorder, and Learning Disorders - Problems among **women**: PMDD, Postpartum blues, Postpartum psychosis.

UNIT – III   **13 hours**
        Psychiatric Assessment and Interventions: Interviewing-Case history taking and Mental Status Examination, Psychosocial and Multidimensional Assessment of mental disorder, Multidisciplinary team, #Psycho-social Diagnosis and Interventions#.

UNIT – IV   **18 hours**
        Psychiatric illness: **Neurotic disorders**: Anxiety, Phobia, Panic disorder, OCD, PSTD, Conversion Disorders, Psycho somatic Disorders – **Psychotic Disorders:** Schizophrenia, Mood disorders, Culture bound Syndromes, Personality disorders, Sexual deviations, #Alcoholism, Drug dependence and Suicide#.

UNIT – V   **12 hours**
        Mental Handicap: **Cerebral Palsy, Epilepsy**: Definition, Classification, Clinical Types, Causes and Management – **Organic Disorders**: Dementia, Alzheimers and Parkinson 's syndrome.

 # #Self Study Portion

Books for Reference:

1. Coleman, James c. Abnormal Psychology and Modern life, Tarporevala & sons, Bombay.

2. J.C.Marfatia, Psychiatric problems of children, popular Prakhasan,Bombay,(1971).

3. Robert N. Mental health and mental illness, Routledge & Kegan Paul, London (1967).

4. J.C.Nunnally, Popular conception of mental health-the development and change, Rinehart & winstion, New York, (1961).

5. Kraeplin, Ewil. A Psychiatry-A-text book for students and physicians Vol.2, Amerind Pub.,(1990).

6. D.J.Eden, Mental handicap-An introduction, George allen&unnin,London,(1976).

7. S. Venkatesan, Children with development disabilities,. Sage publication, (2004).

8. R.N Gaind, B.L. Hudson, Current themes in Psychiatry,Mc.Millan,(1976).

9. Zigler, Edwards. Understanding mental retardation, Cambridge university press, London, (1986).

10. John, Howells G. Modern perspectives in international child psychiatry, Brunner& Mazel pub., New york (1971).

11. Hughes Jennifer. An outline of modern psychiatry, John Wiley &sons (1981).

SPECIALIZATION –I - CLINICAL SOCIAL WORK
SEMESTER – III: ELECTIVE (III)
HEALTH AND HYGIENE

Course Code : 14PSW3E13   **Max. Marks   : 100**
Hours/week   : 5   **Internal Marks : 40**
Credit   : 4   **External Marks : 60**

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

UNIT - I   **15 hours**
Concepts of Health: It is Relationship to Welfare - Factors influencing health status of   individual- Multiple of Causes of Disease- Factors involved in the process of diseases Transmission- Specific and Comprehensive Health Indicators.

UNIT – II   **18 hours**
Nutrition and Health: Nutrition groups- Functions, Sources and Requirements, Caloric Requirements for different age groups- Balance Diets, Mal-Nutrition and Deficiency Diseases.

UNIT – III   **12 hours**
Hygiene: Personal, and Environment Hygiene - #Environmental Pollutions - Living conditions - Housing, Sanitation, Waste disposal, Environmental health problems and their influence on health#.

UNIT – IV   **15 hours**
Major Communicable and Non- Communicable Diseases: Etiology, Symptoms, Transmission, Treatment & Prevention of Leprosy, T.B, STI, HIV, AIDS, Malaria, Cholera, Typhoid, Chikun Gunya and Bird Flue - **Non-Communicable Diseases**: Cancer, Diabetes, Heart Disease, Asthma, Cardiac disorders and Occupational Diseases - Immunization Schedule for Children.

UNIT – V   **15 hours**
Health Education: Meaning and Importance - Principles of Health Education - Techniques and Strategies for Various Community Groups, use of audio visual Aids and mass media - **#First Aid**: Concept and method dealing with victims of various accidents. **Family Planning**: Importance & methods#.

 # #Self Study Portion

Books for Reference:

1. J.E Park & Park. Textbook of preventive and Social Medicine, Jabalpur.Mrs.Banashidas, (2009).

2. R.Kumar,Social and Preventive Health administration, Asia Publication House, New Delhi, (1992).

3. S.I Goel, Public Health administration, Sterling Publishers, New Delhi, (1984)

4. Yash Paul Bedi. Hygiene and Public Health.

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

Course Code : 14PSW3E21	**Max. Marks**	**: 100**
Hours/week : 5	**Internal Marks**	**: 40**
Credit : 4	**External Marks**	**: 60**

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

UNIT – I   **15 hours**
        Rural Community: Meaning, Characteristics and types of Villages, Major problems of Rural Community. **Urbanizm:** Urbanization and Urban Community: Meaning, Characteristics – **City:** meaning and types – **Slum:** definition, classification and Theories – major problems of urban Community – Distinction between Rural and Urban Community.

UNIT II   **15 hours**
        Rural Community Development – Meaning, Objectives, Historical Development, Administrative Structure for Rural Development – Central, State, District level. **Urban Community Development** – Meaning, Objectives and historical Development, Administrative structure for Urban Development – Central, State and District level. **Panchayat Raj Institutions** – Evolution and Functions – Salient features of 73rd and 74th Amendment Act.

UNIT – III   **15 hours**
        Rural Development Agencies – CAPART, NABARD, #NIRD, SIRD#. **Urban Development Agencies** – Metropolitan Development Authority, HUDCO, Tamil Nadu Housing Board, Tamil Nadu Slum Clearance Board – #Role of Voluntary Organization in Rural and Urban Community Development#.

UNIT – IV   **15 hours**
        Rural Development Programmes: Rural Development through Five year plans – Pradhan Mantri Gram Sadak Yojana, Swarnajayanti Gram Swarozgar Yojana, Indira Aawas Yojana, Mahatma Gandhi National Rural Employment Guarantee Programme, National Social Assistance programme, Provision of Urban Amenities in Rural Areas(PURA) **Urban Development Programmes:** Urban Development through Five year plans – #EIUS, NSDP, ILCS, IHSDP, JNNURM, PMIUPEP#.

UNIT – V   **15 hours**
        Co-operative Societies: Meaning, Characteristics, objectives, principles, types and Functions of co-operative societies, Role of Co-operative Societies in Rural Development. **Urban Legislations:** Urban Land Ceiling Act, Tamil Nadu Slum Clearance Act – Role of Community Development Worker.

 # #Self Study Portion

Books for Reference:

1. W.A.Friedlander, Introduction to Social Welfare, (1959).

2. B.H Mehta, Community Organization in Urban Areas in Social Welfare in India, (1955).

3. B. Chaterjee, Urban Community Development: Delhi Project in Social Work in India, (1962).

4. Janis's : Community Development and panchayat Raj in India

5. Mascarentas: A Strategy for Rural Development, Sage pub, Delhi, (1988).

SEMESTER – III: ELECTIVE (II)
TRIBAL COMMUNITY DEVELOPMENT

Course Code : 14PSW3E22	**Max. Marks**	**: 100**
Hours/week : 5	**Internal Marks**	**: 40**
Credit : 4	**External Marks**	**: 60**

Objectives:

1. *To acquire specific knowledge on Tribal Community.*
2. *To understand the Problems of tribal Community and its administration.*
3. *To enhance skills on critical review of tribal development Programmes and its application of social work methods.*

UNIT – I   **15 hours**

Tribes: Concept, Definition, Characteristics of the Tribal Community - Nomadic and De-notified Tribes - History of Indian Tribes and Tribes in Tamilnadu, Regional level distribution of Tribes in India.

UNIT – II   **15 hours**

Life Style of Tribes: Socio - Economic conditions - Cultural and Religious Aspects - Status of Women and Children; Marriage: Polygamy, Polyandry and Dormitory marriage - Tribal Leadership.

UNIT – III   **15 hours**

Problems of Tribes: #Child Marriage, Poverty, Health & Hygiene, Literacy, Exploitation, HIV/AIDS, Atrocities on Tribes - Tribal resettlement and Rehabilitation and its related issues#.

UNIT- IV   **15 hours**

Tribal Development Administration: Administrative structure at Central, State and District Level - Hill Development Councils - Role of Tribal Development Agencies - Constitutional Provision for the protection of tribes - Research and Training in Tribal Development - Role of NGO's in Tribal Development.

UNIT – V   **15 hours**

Critical Review of Tribal Development Programmes: Salient Features of Tribal Development Programmes: Tribal Area Development Programmes, Sub-Plans, and Tribal Development Policies - Problems in implementation of Tribal Development Programmes - Role of Social Workers in Tribal Development.

 # #Self Study Portion

Books for References:

1. Government of India: Five year plans Kitab Mahal, New Delhi.

2. William, Biddle,j: The Community development process- The discovery of local initiative, Holt Richards and Wington, New York, (1965).

3. J.B.Bhattacharjee, , Sequences of Development in North East India, New Delhi: Omsons Publications, (1989).

4. S.Fuchs,The Original Tribes at India, Delhi: McMillan and Co., (1982).

5. M.Sangma, History and Culture of the Garos, New Delhi: Book today, (1981).

6. D.Sharmam, Planning for Tribal Development, New Delhi: Prach Prakashan, (1984).

7. K.S.Singh, Tribal Movements in India, Vol. I, Delhi: Manohar, (1982).

SEMESTER – III: ELECTIVE (III)
SUSTAINABLE DEVELOPMENT

Course Code : 14PSW3E23	**Max. Marks : 100**
Hours/week : 5	**Internal Marks : 40**
Credit : 4	**External Marks : 60**

Objectives:

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

UNIT I   **15 hours**

Sustainable Development: Concepts and definitions - Models of Sustainable Development - Present context and Problems

UNIT II   **15 hours**

Economic Growth and Equity: #Indicators of Economic Growth – GDP, GNP & per- capita income# – Economic Growth in relation to Development.

UNIT II   **15 hours**

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

UNIT IV   **15 hours**

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

UNIT V   **15 hours**

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

 # #Self Study Portion

Books for Reference:

1. O.B. Dahama & O.P Bhatnagat: Education, Communication for Development, Oxford & IBH, New Delhi, (1994).

2. C.Dhingra Ishwar: The Indian Economy - Environment and policy – S. Chand & Sons, New Delhi, (2002).

3. Hanley et al: Environment Economics, Mac Millan India Pvt Ltd., New Delhi, (2004).

4. Kumar Arvind: Environment Management, APH Publishing Corp., New Delhi.

5. Mahajan Kamlesh: Communication and society, classical publication, New Delhi (1990).

6. E.J.Mishan, The costs of economic Growth, pelican Ramachandra Guha and Martinez Alier J (2000) Environment A Global History Oxford University Press, Delhi (1976).

7. Narindar Singh: Economics and the crisis of Ecology, Oxford University press, Delhi (1976).

8. P.N.Pandey, Environment Management, Vikas publications pvt Ltd, New Delhi (1997).

9. Ramachandra Guha and Martinez Alier J., Varieties of Environmentalism, Oxford University press, Delhi (2000).

10. M.S.Swaminahan, A Century of Hope (2000).

11. The world commission of environment and Development, our common future, Oxford University Press, Delhi.

12. Vandana Ahiva: STAYING ALIVE: Women ecology and survival at India, kali for women, New Delhi (1988).

SPECIALIZATION – III - HUMAN RESOURCE MANAGEMENT

SEMESTER – III: ELECTIVE (I)
HUMAN RESOURCE MANAGEMENT

Course Code : 14PSW3E31	**Max. Marks**	**: 100**
Hours/week : 5	**Internal Marks**	**: 40**
Credit : 4	**External Marks**	**: 60**

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

UNIT - I   **16 hours**
    Understanding Management: Meaning and Definition - #Importance of Management# - Difference between Management and Administration - Levels of Management and Taylor's principles of Scientific Management.
HR Management: Concept – Significance - Scope and Functions - Historical Development - Difference between Personnel and HRM Management - Role of the HR Manager - Challenges in the 21st Century.

UNIT-II   **14 hours**
    Human Resource Planning: Concepts, Tools and Techniques, Recruitment – Selection – Placement, Induction. **Job Analysis and Design**: Job Evaluation, Job Description, Job Specification, Job Enlargement, Job Enrichment and Job Rotation.

UNIT –III   **15 hours**
    Performance Appraisal: Meaning, Objectives, Need, Purpose, contents of PAS, Approaches to Performance Appraisal, and Methods/techniques of appraisal system, importance and limitation- **Potential Appraisal:** Meaning, Scope and Importance-360 Degree feed Back Performance Appraisal.

UNIT – IV   **16 hours**
    Wage and Salary Administration: Meaning, Definition, Objectives, Purpose, Process of Wage Determination, Methods of wage Payment, Types, Principles, Theories of Wages, Factors Influencing Wage salary Administration – Incentive Plans – Fringe Benefits - Competency Mapping. **Maintenance and Motivation:** Human Resource records - HR Information System - HR Ethics - HR Accounting - HR Audit - HR Research - Human Resource Outsourcing.

UNIT - V   **14 hours**
    Industrial Social Work: Meaning, Scope, Relevance, #Application of Social Work Methods in Industrial Sector#, Industrial Counseling in Industries and Working with Families of Industrial Workers. #Labour Problems#: Absenteeism, Alcoholism, Indebtedness and Labour Turnover- Employee Attrition - Retention Strategies, Managing Separations and Right Sizing.
 # #Self Study Portion

Books for Reference:

1. C. B. Gupta, Human Resource Management. Sultan Chand & Sons, New Delhi, (2000).

2. Aswathappa, Human Resource Management. Tata McGraw-Hill Education, New Delhi, (2010).

3. P. Subba Rao, Personnel and Human Resource Management, Himalaya Publication, New Delhi, (2013).

4. Biswajeet Pattanayak,Human Resource Management,PHI Learning, (2005).

5. Tn Chhabra Human Resource Management Concepts & Issues. Dhanpat Rai & Co (p) Ltd, (2012).

6. P C Tripathi, Human Resource Development, Sulthan Chand, New Delhi, (2010).

7. Tripathi, Bhupesh Kumar,The Human Resource Management Handbook, Anmol Publications Pvt Ltd, (2012).

8. Dr. C.B. Mamoria S. V.Gankar A Textbook of Human Resource Management. Himalaya Publishing House, New Delhi, (2008).

9. Paul A. Kurzman, Nancy S. Kolben, Labor and industrial settings: sites for social work practice: proceedings of a national conference, (1978).

10. T.N. Bhagoliwal Personnel Management and Industrial Relations, Shitya Bhavan, Agra, (1990).

SPECIALIZATION –III - HUMAN RESOURCE MANAGEMENT
SEMESTER – III: ELECTIVE (II)
EMPLOYEE RELATIONS AND LABOUR LEGISLATIONS

Course Code : 14PSW3E32		**Max. Marks**	**: 100**
Hours/week : 5		**Internal Marks**	**: 40**
Credit : 4		**External Marks**	**: 60**

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

UNIT – I   **14 hours**
        Labour in India: Concept of Labour, Characteristics. **Labour Welfare:** Meaning and Definition, Classifications and Theories, Principles, The Schemes of Workers Education. **Industrial Relations in India**: Concept, Evolution of IR – #Characteristics of Good Industrial Relations# - Participants of IR.

UNIT – II   **16 hours**
        Industrial Conflict: Concept, Causes and Consequences - Grievance and Disciplinary Procedures - Mechanism for Prevention - The Code of Discipline. **Collective Bargaining:** Concept, Importance, Principles, Collective Bargaining Agreement, Process of Negotiations during Bargaining, Recent Trends in Collective Bargaining.

UNIT – III   **14 hours**
        Labour Legislation: Concepts, Objectives, Principles, #Impact of ILO of Labour Legislation#. **Legislation of Working Conditions and Worker's Organization:** Trade Union Act1926, Factories Act1948, Plantation Labour Act 1951, Apprentice Act1961 and Unorganized Services Act 2011.

UNIT – IV   **14 hours**
        Protective Legislation: Maternity Benefit Act 1961, Tamil Nadu Shops and Establishment Act 1947 and Tamil Nadu Catering Establishment Act 1952. **Wage Legislations:** Payment of Wages Act-1936, Minimum Wage Act-1948, Payment of Bonus Act -1965 and Payment of Gratuity Act- 1972.

UNIT – V   **17 hours**
        Industrial Relation and Social Security Legislations: The Industrial Disputes Act, 1947, The Industrial Employment (Standing Orders Act-1946), Contract Labour (Regulation & Abolition) Act- 1970, Employment State Insurance Act-1948 and The Employees Provident Fund and the Miscellaneous Provisions Act-1952. **Workers Participation in Management**: Concept, Evolution of the Concept, Objectives, Forms and Levels, #Forms of Participation in India#.
 # #Self Study Portion

Books for Reference:

1. Charles A.Myres, Industrial relations, India Asia publishing house, (1970)

2. R.C.Saxena Labour Problems in Indian Industry, Gupta printing press, Meerut, (1974).

3. V.V.Giri, Labour Problems in Indian Industry, Asian Publishing House, Bombay (1958).

4. S.C.Pant, Principles of Labour Welfare, Gupta Brothers, Vishakapattnam, (1968)

5. T.N.Bhagoliwal, Economics of Labour and Social Welfare – Memoria C.B. Sahitya Bhavan, Agra

6. NGK Prasad, factories Law and Rules applicable to TN State, Vols.I, II, III, IV Madras Book Agency, 1978.

7. B.R.Dolia, Labour and Industrial Law, Drient Law House, New Delhi, (1982).

8. Charles A.Myers, 'Industrial Relation in India', Indian Asia Publishing House, (1975)

9. C.B.Kumar, Development of Industrial relations in India', Himalayan Publishing House, (1983)

10. U.P.Arya, Guide to settlement of Industrial Dispute' Allied Publishing, New Delhi, (1977)

11. G.P.Shinha and P.N.Sinha, 'Industrial Relations and Labour Relations, Oxford & IBH Pub.Co. New Delhi, (1977).

12. A.M.Sharma, Industrial Relations and conceptual legal frame work Himalaya Publishing House, Bombay (1989).

13. T.N.Bhagoliwal, Personnel Management and Industrial Relations, Shitya Bhavan, Agra (1990).

14. R.D.Agarwal, Dynamics of Labour Relations in India, Tata McGraw Hill, Bombay (1972).

15. N.N.Chatterjee Industrial Relations in India's developing economy, Allied book Agency, Culcutta (1980)

16. C.B. Mamoria, Dynamics of Industrial Relations, Himalaya Pub.House, Bombay (1983)

17. C.B.Memoria, S.V.Gankar, Personal Management Text& Cases, Himalaya Publ House, Mumbai-(1980).

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

Course Code : 14PSW3E33   Max. Marks   : 100
Hours/week : 5   Internal Marks : 40
Credit   : 4   External Marks : 60

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

UNIT – I: **15 hours**
    Introduction - Meaning, Objective, Principles, Need, Importance, Steps and Benefits. Difference between Training and Development - Organizing Training Programmes for Employees at Various Levels: Workers, Staff, Officers, Middle Level Managers and Executives.

UNIT – II: **13 hours**
    Training Need Analysis: Meaning, Importance, Task Analysis, Performance Analysis, Need Assessment. **Designing a Training Programme:** Objectives, Phases, Strategies and #Techniques for Effective Training#, Trainer's Roles.

UNIT – III: **17 hours**
    Training Methods: *On – the Job Training -* Meaning and Types: Coaching, Mentoring, Job Rotation, Job Instruction Technology, Apprenticeship and Understudy. *Off– the - Job Training -* Meaning, Types: Lectures and Conferences, Vestibule Training, Simulation Exercises. TA Theory: Concepts, Sensitivity Training and Transactional Training, #Measures to Make the Training more Effective# – Training Evaluation – Training of Trainers.

UNIT – IV: **15 hours**
    Employee Development: Career Planning and Development, Succession Planning, Performance Counseling, Condition for Effective Counseling and Process involved. **Executive Development Programme:** Meaning, Nature and Purpose, Focus Areas, #Designing an Effectives T&D Programme#, Benefits to the Participant and the Organization.
UNIT – V: **15 hours**
    The Global Context: The Changing Nature of Management Development, The Responsive Manager & Global Job Rotation, Executive Development in Global Companies, #Application of Executive Development Strategies in a Small Company#. **Training in Important Areas:** Quality of Work Life - Total Quality Management (TQM) - Total Productivity Management (TPM), 5's, KAIZEN, QCC, SGA, MWA, Capacity People Maturity Model (CPMM), ISO 9000 Series and Six Stigma.
 # #Self Study Portion

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Books for Reference:

1. Dessler, Garry. Human Resources Management, Prentice – Hall the India, Private Limited, New Delhi, 7th edition, (1999).

2. Fee, Kenneth, A Guide to Management and Development Technique. Kogan Page, UK. (2001).

3. Hannagan, Tim, Management: Concepts and Practices, Macmillan India Limited, Delhi, (1997).

4. B.S.Hansra, and B.Kumar,Training methodology for HRD classical pub. Co. New Delhi (1997).

5. Kumar, Basanta: Human Resource Development. Mohit pub. New Delhi, (2000).

6. Neale, Francis. Handbook of Performance Management, Jaico Publishing House, Mumbai, (2002).

7. V.S.P Rao, and P.S.Narayana,: Principles And Practice of management, Konark Publishers Private Limited, Delhi, (1987).

SEMESTER – III: CORE XV
CONCURRENT FIELD WORK

Course Code : 14PSW3C15   **Max. Marks   : 100**
Hours/week : 5
Credit   : 4   ***(Joint Evaluation by Internal
& External Examiners)***

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

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

Fieldwork Evaluation

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

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

SEMESTER – III: EXTRA CREDIT-I

YOUTH AND DEVELOPMENT

Course Code : 14PSW3E33   **Max. Marks   : 100***
Hours/week   : --   **Internal Marks : --**
Credit   : 4*   **External Marks : 100***

Objectives:
1) To understand the situation of youth in India and the needs and problems of youth in India
2) To understand the political and social youth movements in India and youth related policies
3) To understand the international, national Government and NGO initiatives for youth development.

UNIT – I:
    Situational Analysis of Youth - Concept, Definition and Characteristics of Youth. **Youth in India** – Location – urban, rural, tribal, Role – student – non-student, Gender, Class, Religion, Caste, Analysis of Situation of Youth. Influence of Socio-Economic and Political Situation on Youth.

UNIT – II:
    Needs and Problems of Youth – Socialization, Health, Education, Development – Self-identity, Employment, Psycho-social Needs. **Problems of Youth:** Unemployment, Changing Lifestyle, Addictions (Alcoholism, Drug Addition, Smoking, Gutka, Gambling), Violence and Crime, Sexuality – High Risk Behaviour, Sexual Exploitation and Experiences, Sexual Preferences and Variances.

UNIT – III:
    Youth Movements in India – Political, Social Movements. **National** – Youth Policy, Education Policy, Employment Policy, H.R.D. Policy and its Impact.

UNIT – IV:
    International and National Initiatives for Youth : Role of UN, Youth Exchange Programmes, Ministry of HRD, Nehru Yuva Kendra, Directorate of Sports and Youth Welfare, Student Welfare Centres at university and college levels, NSS, NCC, Employment Bureaus, Economic Development Corporations, Distance Education.

UNIT – V:
    Other Initiatives for Youth Development : Youth Hostels, YMCA, YWCA, NGO Efforts – Sensitization and Motivation of Youth for Change, Youth Leadership, CBOs and Youth.

Books for Reference:

1. Agenda Jayaswal, Modernization & Youth in India, Jaipur & New Delhi : Rawat Publications, (1992).

2. Ahuja, Ram, Youth & Crime, Jaipur & New Delhi : Rawat Publications, (1996)

3. Altbach, Philip G. The Student Revolution – A Global Analysis, Bombay, New Delhi, Calcutta, Madras : Lalvani Publishing House, (1970).

4. Anthony, A. D'souza, Sex Education & Personality development, New Delhi ,Usha Publication, (1979).

5. Baja, Premed Kumar, Youth Education & Unemployment, New Delhi : Hashish Publishing House, (1992).

6. C. Engene Morris, Counselling with Young People, New York : Association Press, (1956).

7. D.Choudhary Paul,Child Welfare & Development, New Delhi, Atma Ram & Sons, (1985).

8. D.Choudhary Paul, Handbook of social welfare (Fields of social work), New Delhi :Atmaram & Sons, (1967).

9. Erik H. Erikson The Challenge of Youth, Doubleday and Com. Inc, New York, (1965)

SPECIALIZATION – I - CLINICAL SOCIAL WORK
SEMESTER – IV: ELECTIVE (IV)
MEDICAL SOCIAL WORK

Course Code : 14PSW4E14	**Max. Marks**	**: 100**
Hours/week : 6	**Internal Marks**	**: 40**
Credit : 4	**External Marks**	**: 60**

Objectives:

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

UNIT – I   **20 hours**
        Medical Social Work: Definition, Concept , Need of medical social work, the Role and Functions of a Medical Social Worker - Historical development in India &Abroad- Practice of Medical Social Work Methods in Hospital Settings - Their needs and importance in working with patients and families: Scope and limitations of practice in Medical Social Work.

UNIT – II   **16 hours**
        Psychological, Social and Economic Implications of Illness: Patient as a person and whole - Psychosomatic Approach, Multidisciplinary team work: Needs, Importance and Principles, Role of Social Worker as a Team Member.

UNIT – III   **18 hours**
        Structure and Functions of Hospitals: The Hospital as a formal organization, goals, Technology, Administrative Structure and Functions, Departments, Administrative Procedures - Medical Social Work Department: Staffing, Organization and Functions - Extensional Services, Public Relation.

UNIT – IV   **18 hours**
        Impairment-Disability   and   Handicap: Causes   Types   and Classification of Physical Handicapped: Orthopedic Disability, Visual Handicap, Aural impairment and Speech Disability – Psycho- social problems and implication for each Specific handicap.. **Rehabilitation:** types of rehabilitations - Role of the Medical Social Worker in Rehabilitation Planning, Resource Mobilization and Follow-up.

UNIT – V   **18 hours**
        Role of the Medical Social Worker in the following Settings: Out patient UNIT, Intensive Care UNIT, #Pediatric Ward, Maternity Ward, Abortion clinic, Family Planning Centers, STD Clinic, HIV Clinic, Orthopedic Department, Cardiology Department, Blood bank, Hansenorium, TB Sanatorium and Cancer Hospitals, Terminally ill, ICCU#.

 # # Self study portion

Books for Reference:

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

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

3) Codey & carol H. Social aspects of illness, W.B. Sounders com., Philadelphia, (1951).

4) Lynn Hubschman. Hospital-Social work practice, praeger pub's., (1983).

5) Minna Field. Patients are people, Columbia uni. press, New york, (1953).

6) Golstaine Dora. Expanding Horizons in medical social work, University of Chicago press, (1955).

7) Hamilton, Kenneth. Counseling the handicapped, Ronald press, New York.

8) Pattison, Harry A. Handicapped and their rehabilitation, Charles c. Thomas, New york.

9) Pathak S.H. Medical social work, Delhi school of social work, Delhi.

10) Canon. social frontiers of medicines, Harvard uni. press, London, (1952).

11) Rao, Sankar M. Hospital organization and administration, Deep &Deep Pub., Delhi, (1992).

SPECIALIZATION – I - CLINICAL SOCIAL WORK
SEMESTER – IV: ELECTIVE (V)
PSYCHIATRIC SOCIAL WORK

Course Code : 14PSW4E15   **Max. Marks : 100**
Hours/week : 6   **Internal Marks : 40**
Credit : 4   **External Marks : 60**

Objectives:

1. *To acquire specific knowledge on psychiatric social work.*
2. *To understand the therapeutic intervention in psychiatric illness/ theoretical framework for individual psychotherapy and counseling.*
3. *To enhance skills and intervention techniques for psycho-social treatment and Rehabilitation of psychiatric patients*

UNIT – I   21 hours
Psychiatric Social Work: Definition and concept, historical development in India and abroad- current status as a field of specialization # Practice of Case work ,Group work and Community organization in the Psychiatric setting# - Limitations and difficulties faced in psychiatric social work practice - Problems in the mental health field in India.

UNIT – II   18 hours
Treatments for Psychiatric Illness: ECT, Chemotherapy, Psycho Surgery and Mega Vitamin Therapy- Occupational Therapy (purpose and concept), Play Therapy, Music Therapy, Yoga, Meditation, Millieu Therapy

UNIT – III   18 hours
Psychotherapies for the treatment of psychiatric illness; Psychoanalytic Therapy, Transactional Analysis, Client Centered Therapy, Gestalt Therapy, Rational Emotive Therapy, Existential Therapy, Adlerian Therapy

UNIT – IV   15 hours
Scope of Psychiatric Social Work Practice: Roles and functions of a Psychiatric Social worker with regard to the problems of Patients and their families in:
#1. Psychiatric OPDs   2.Psychiatric speciality clinics
3. De-addiction centers   4. Child Guidance clinics#.
Admission and discharge procedures from a psychiatric hospital.

UNIT – V   18 hours
Rehabilitation of Psychiatric Patients: Role of Social Worker in Rehabilitation: Planning, Mobilization, Reintegration of the Patient in the Family and Community- #Role of Psychiatric Social Worker in Team Work# - Concepts of: Therapeutic Community, Partial Hospitalization, Day Care Centers, Half Way Homes, Sheltered Workshop and Hotline Services.

 # # Self study portion

Books for Reference:

1. French, Louis Meredith, Psychiatric social work, the common wealth fund, new York, (2005).

2. Jones,Maxwell, The therapeutic Community, Basic books, New York, (1990).

3. Verma, Ratna, Psychiatric social work in India, sage pub, New Delhi, (1991).

4. Masserman, jules H. et.al. Hand book of Psychiatric therapies, jasan Aaronson Inc.,(1973).

5. Denzin, Norman K. Treating Alcoholism-an alcoholic anonymous approach, Sage publication, (1987).

6. Dickson, Clifford Martha. Social work practice with the mental retarded, collier MacMillan, (1981).

7. H.G.Singh, Psycho therapy in India, National Psychological Association,(1977).

8. Skinner, Sue Warlond. Development in family therapy, Routledge & Kegin paril, London,(1981).

9. Gordon, Paul, L. & Lendz R.J. Psychological treatment of chronic mental patients, Harward Unipress, London,(1977).

10. Kaplan Harold, et.al. Comprehensive text book of psychiatry, Williams & Willkins, Vol I,II&III, (1980).

11. Muller, Alfred H. Psycho therapy, London press, midastone,(1979).

12. Garland, Margaret. The other side of Psychiatric care, MacMillan, (1983).

SEMESTER – IV: ELECTIVE (IV)
PROJECT MANAGEMENT

Course Code : 14PSW4E24	**Max. Marks : 100**
Hours/week : 6	**Internal Marks : 40**
Credit : 4	**External Marks : 60**

Objectives:
1. *To acquire specific knowledge on project management.*
2. *To understand the Project management Dimensions, Planning and its implementation of projects*
3. *To enhance skills and techniques of project evaluation / Resource Mobilization*

UNIT – I   **16 hours**
    Introduction to Project Management: Concept, Definition, Objectives, principles, Scopes, Importance and Methodology - Micro and Macro Level Planning.

UNIT – II   **20 hours**
    Project Dimensions: Identification – Need assessment – Problem Tree - and Formulation Project Proposal - #Project Appraisal: Technical, Economic and Financial Feasibility#.

UNIT – III   **16 hours**
    Planning and Management of implementation of projects: Project Cycle- Goal Oriented Programme planning - Logical Frame Work - Resource Scheduling-Activity planning - Network Analysis - Monitoring and Evaluation; Programme Evaluation Review Technique (PERT) and Critical Path Method (CPM)

UNIT – IV   **20 hours**
    Participatory Management: Participatory Rural Appraisal (PRA): Tools and Techniques, Participatory Learning Action (PLA) – Specific project Proposal format: #Christian Aid (UK), Action AID International and Save the Children (UK)#.

UNIT – V   **18 hours**
    Resource Mobilization: Methods and Techniques of Fund Raising - International, National and Local Levels - Statutory Requirements for the Foreign Contribution Regulation Act, (FCRA)

 # # Self study portion

Books for Reference:

1. Wayne, Mondy R Holmes Robert E. & Edwin Flippo. Management Concept and Practices Section edition ,Allyn and bacon inc., Boston, (1983).

2. A.F.Stoner James & Charles Wankel. Management third Ed.,Preptice Hall,New Delhi, (1988).

3. J.Rince Gittinger, Economic Analyses of agriculture projects, The john Hopkins unipress, paltimore, (1982).

4. S.N.Mishra, Rural Development Planning-Design and methods, Satvacur pub., New Delhi, (1984).

5. Chandra prasanna. Project Preparation, Appraisal, Budgeting and implementation, Tata McGraw Hills, New Delhi, (1988).

6. M.Sathya Nara yana & Lalitha Raman. Management operations research, Himalaya pub Bombay,(1988).

7. A.Taha Hamby Operation Research-An introduction third Ed. McMillan, New York,(1982).

8. D.J Casley & D.A.Wury Monitoring and evaluation of agriculture and rural Development Projects, John Hopkins, Baltimore, (1982).

9. Coudhury,Sadhan. Project Scheduling and monitoring in practice: Isoul 11 Asian Pub., New Delhi, (1986).

10. Baum Warren C. & Tolbert, Stokes M. Investing in Development-Lessons of world bank experiences, Oxford Unipress, New York, (1985).

11. Clayon E.S. Agriculture, Poverty and Freedom, McMillan, London.(1983).

12. Jerome Wiesfd.& Ferdinand Levy K. Management Guide to PRET/CPM, New Delhi: Prencite Hall, (1988).

SPECIALIZATION – II – COMMUNITY DEVELOPMENT
SEMESTER – IV: ELECTIVE (V)
MANAGEMENT OF NGO's

Course Code : 14PSW4E25   **Max. Marks   : 100**
Hours/week : 6   **Internal Marks   :   40**
Credit   : 4   **External Marks   :   60**

Objectives:
1. To acquire specific knowledge about Management of NGOs
2. To understand the Legal formalities to establish NGOs
3. To enhance skills on Management of NGOs and its application to welfare of the Community

UNIT – I   **18 hours**
     Understanding Non Governmental Organization: Meaning, Definition, Characteristics, Objectives, Types, Approaches, models and Functions of NGO's – Growth and Expansion of NGO's – Functions of Management - Role of NGO's in Community Development.

UNIT – II   **18 hours**
     Legal frame work for establishing NGO's: Societies Registration Act- Indian Trust Act – Preparation of Bye-laws and Memorandum of Association- Constitution of Board in NGOs -#Foreign Contribution and Regulation Act (FCRA)# - Statutory Obligations- Income Tax Exemption (80-G, 12- A, & 35AC): Rules and Regulation.

UNIT – III   **18 hours**
     Professionalism and NGO's: Profession – Definition, characteristics, criteria, Codes and quality standards for NGO's – Professionalizing NGO's
Competencies of NGO Personnel: Competencies – Need for Competencies - Competency models – Competencies for NGO Personnel
Leadership in NGO's: Leadership – Definition, types of NGO leaders – Leadership traits, Managing team members – Leadership competencies and characteristics

UNIT – IV   **18 hours**
     Communication in NGOs: Meaning, definition, scope and purpose - elements of communication principles of effective communication - characteristics and functions of communication – Communication Policy for NGOs - Significance of Communication in NGO management – Role of Public Relation Officer for effective Communication in NGO's - Use of Information and Communication Technology in NGOs

UNIT V   **18 hours**
     Propagation Strategy in NGOs: #Audio Visual Aids; Types and its uses; Folk Media: Puppet shows, Drama, street play, Folk Songs and Folk dances, use of talks, meetings, conferences, camps; campaign; communication through leaflets, pamphlets, bulletins, circulars, posters and notice boards#.

 # # Self study portion

Books for Reference:

1. Kaviraj, Sudipta. Civil Society - History and Possibilities, Khilnani publication, New Delhi, (1997).

2. R.Dale, Organizations and Development strategies, Rawat Publication, jaipur and New Delhi, (2004).

3. P. Drucker, Managing the Non-Profit Organization Practices and Principles.

4. Pawar,et.al. NGOs and development, the Indian Scenario, Rawat Publication, jaipur and New Delhi, (2004).

5. Michel Edward. The Earth scans reader on NGO Management.

6. David Lewis. Development of NGOs and the challenges of change.

7. A.Fower, A Guide to enhance the effectiveness of NGOs in International Development.

8. C.Moser, Gender Planning and Development: A Practical Routledge, London.

9. Oxfarm. Hand Book of development and relief, (2003).

10. M.Edward, NGOs and development in a changing world & Hulme.

11. P.Senge. The fifth discipline: The Art & Practice of Learning Organization

12. Generation of NGOs : Strategies toward 21st Century.Mansing, Gurmeell: Dictionay of journalism and mass communication, Hanam pub., New Delhi, (1980).

13. J.Prince Gittinger: Economic Analyses of Agricultural projects (Rev.Second. Ed) the johns Hookins Uni. Press, Paltimore, (1982).

14. Wayne, Mondy R. Holmes Robert E & Edwin Flippo: Management concept and practices, Second edition, Allyn and Baco Inc., Boston, (1983).

15. O.B.Dahama & O.P Bhatnagar : Education, communication for Development, Oxford & IBH, New Delhi, (1984)

16. A.F Stoner james & Charles Wankel : Management Third Ed., Prentice Hall, New Delhi, (1988).

17. S.N.Mishra: Rural Development Planning – Design and method, Satvahan pub., New Delhi, (1988).

SEMESTER – IV: ELECTIVE (IV)
ORGANIZATIONAL BEHAVIOUR

Course Code : 14PSW4E34   **Max. Marks   : 100**
Hours/week   : 6   **Internal Marks : 40**
Credit   : 4   **External Marks : 60**

Objectives:

1. To acquire specific knowledge on organizational behaviour.

2. To understand the various theories of behaviour

3. *To enhance skills and techniques of organizational System*

UNIT – I   **16 hours**
Organizational Behaviour: Definition, Characteristics, Importance, Goals and Objectives of OB, Disciplines Contributing to OB, Historical Background of OB, Models of Organizational Behavior - Hawthorne Experiment.

UNIT – II   **20 hours**
The Individual Behaviour: Foundations of Individual Behaviour, Values, Attitudes. Personality: Concept, Nature, Types and Theories of Personality Shaping. Perception: Concept, Nature, Process, Importance. Motivation: Concepts and its Applicability, Theories of Maslow, Herzberg, McClelland. #Stress: Managing Stress and Burnout, Managing Frustration and Coping Strategies#.

UNIT – III   **19 hours**
The Group Behaviour: Foundations of Group Behaviour, Formation, Cohesiveness, Formal and Informal Group, Group Decision Making Process, Group Dynamics – Team Building: Meaning and Definition –   Conflict: Concepts, Source, Types, Classification and Resolution.

UNIT – IV   **19 hours**
The Organization System: Organizational Structure, Organizational Theories, Organizational Change, Organizational Climate, Organizational Culture, Organizational Effectiveness, Organization Design, Organizational Change Management, #Challenges to OB#.

UNIT – V   **16 hours**
Organizational Development: Meaning, Characteristics, OD Models – OD Interventions, Diagnosing Organizations, Cross Functional Teams, Work Life Balance. #OD in Global Settings, OD in Health Care, Schools, and Public Sector, Future Directions in OD#.

 # - Self study portion

Books for Reference:

1. Flippo ,Edwin, B:Principles of Management, Mc,Graw Hill Publishing company Ltd, New Delhi

2. Monappa, Arun and Sivadain:Personnel Management Tata Mc Graw-Hill Publishing Company Ltd, New Delhi.

3. P.G Thripathi, Personnel Management S.Chand and Sons, New Delhi

4. P. Subba Rao : Personnel and Human Resource Management

5. Luthans Fred : Organisational Behaviour Mc. Graw Hill Publishing Company, New Delhi

6. Robbins, Stephen.P : Organisational Behavior – Concepts, Controversies, Applications. 4th Ed. Prentice Hall (2004).

7. Prasad L.M.: organizational behaviour, S.Chand.Com, (2000).

8. K. Aswathappa,: Human Resource Management: Text and Cases, 5thEdition, Tata Mc,Graw Hill Publishing company Ltd, New Delhi.

9. V.S.P Rao,: Human Resource Management Text and Cases, Excel Publishers.

10. Agochiya, Devendra : Every Trainer's Handbook, Sage Publications Ltd, New Delhi.

11. Armstrong, Michael : A handbook of Human Resource Management Practice, Kogan Page Limited, London.

12. Arnold, Huge.J and Daniel E.Feldman : Organisational behaviour, Mc.Graw Hill,(1986)

13. Klith Davis : Human behaviour at work, Mc.Graw Hill, (1995)

14. Paul Hersey and Kenneth H.Blanchard : Management of organizational behaviour, 4th edition, Practice Hall, N.J.(1985)

SEMESTER – IV: ELECTIVE (V)
STRATEGIC MANAGEMENT

Course Code : 14PSW4E35	**Max. Marks : 100**
Hours/week : 6	**Internal Marks : 40**
Credit : 4	**External Marks : 60**

Objectives:

1. *To acquire specific knowledge on strategic management.*

2. *To understand the various appraisal strategies*

3. *To enhance skills and techniques of implementing strategies*

UNIT I   **20 hours**
        Strategic Management: Concept of Strategy, Meaning, Definition and Scope, Vision, Mission, Goal, Objectives, Nature, Essence, Strategy Vs Policies and Tactics, Importance, Strategic Management Process: Process, Strategic Intent, Identification of Strategic Alternatives, Choices of Strategy - #Benefits and Limitations of Strategic Management#.

UNIT II   **17 hours**
        Appraisal Strategies: Environmental Analysis: Concept of Environment, Components, PESTLE Framework (Political, Economic, Socio-Cultural, Technological and Legal), Mckinesey's 7s Frame Work, Environmental Scanning Techniques: ETOP, QuEST and #SWOT#.

UNIT III   **18 hours**
        Corporate Level Strategies: Stability, Expansion, Retrenchment and Combination Strategies. Corporate Restructuring. Business Level Strategies: Porter's framework of Competitive Strategies and Balance Score Card.

UNIT IV   **17 hours**
        Strategy Formulation and Implementation: Steps, Types of Strategies. Structure to Strategy - Implementation – Functional Strategies: Production, Marketing, Finance, Personnel and Environmental.

UNIT V   **18 hours**
        Strategic Control and Evaluation: – Establishing control – Methods of Control – Performance Standards – #Problems of Control Systems#. Process of Evaluation, Characteristics of an Effective Evaluation Strategy.

 # # Self study portion

Books for Reference:

1. V.S.Ramaswamy and Nanakumari – Strategic Planning and Corporate Success.

2. H. John Barnett and William – Strategic Management

3. Gregory Goers and Alex Miller – Strategic Management

4. David Hunger and Thomas L. Wheel or – Strategic Management

5. Francis Cherunilam – Business Policy, Himalaya Publishing House, (2002).

6. Arthur A. Thompson & AJ Stick Land III – "Strategic Management", Tata McGraw hill, New Delhi, (2002)

7. Maisana Mazzucate – Strategies for Business", Sage Publication, New Delhi (2002).

8. Kazmi, Azhar, Business Policy and Strategic Management, Tata McGraw Hill Publishing Co, Ltd., New Delhi, (2002).

9. L.M Prasad,Business Policy: Strategic Management, Sultan Chand & Sons, New Delhi, (2002).

10. David, R. Fred, Concepts of Strategic Management. Prentice Hall Incorporation Limited, (1997).

SEMESTER – IV: CORE - XVI

CONCURRENT FIELD WORK

Course Code : 14PSW4C16   Max. Marks   : 100
Hours/week   : 6   *(Joint Evaluation by Internal*
Credit   : 4   *& External Examiners)*

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

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

Fieldwork Evaluation

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

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

SEMESTER – IV: CORE - XVII
BLOCK PLACEMENT FIELD WORK

Course Code : 14PSW4C17   Max. Marks   : 100

Hours/week   : 6

Credit   : 4   *(Joint Evaluation by Internal & External Examiners)*

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

Requirements:

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

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

Block Placement Evaluation

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

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

SEMESTER – IV: PROJECT WORK

Course Code : 14PSW4PW   **Max. Marks   : 100**
Hours/week   : 6
Credit   : 4

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

Project Evaluation

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

TRAINING AND SUPERVISION IN SOCIAL WORK

Course Code : 14PSW4E35   **Max. Marks   : 100***
Hours/week   : --   **Internal Marks : --**
Credit   : 4*   **External Marks : 100***

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

UNIT – I

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

UNIT - II

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

UNIT – III

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

UNIT - IV

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

UNIT – V

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

Books for Reference:

1. I.S.Subhedar, Field work training in Social Work. New Delhi: Rawat Publications, (2001).

2. R.R.Singh, Field Work in Social Work Education – A Perspective for Human Services Profession, Concept Publication Co., New Delhi, (1985).

3. Delhi School of Social Work, Field Work Supervision, Delhi University, Delhi, (1957).

4. M.N.Srinivas, The Fieldworkers and the Field, Delhi, Oxford University Press, (1983).

5. M.V.Murthy, and S.N. Rao, Fieldwork and Social Work, Waltair, Department of Sociology and Social Work, (1970).

METHODOLOGY OF FIELD WORK

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

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

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

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

Student Responsibility in Field Work Practice

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

Details of Field work Curriculum

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