



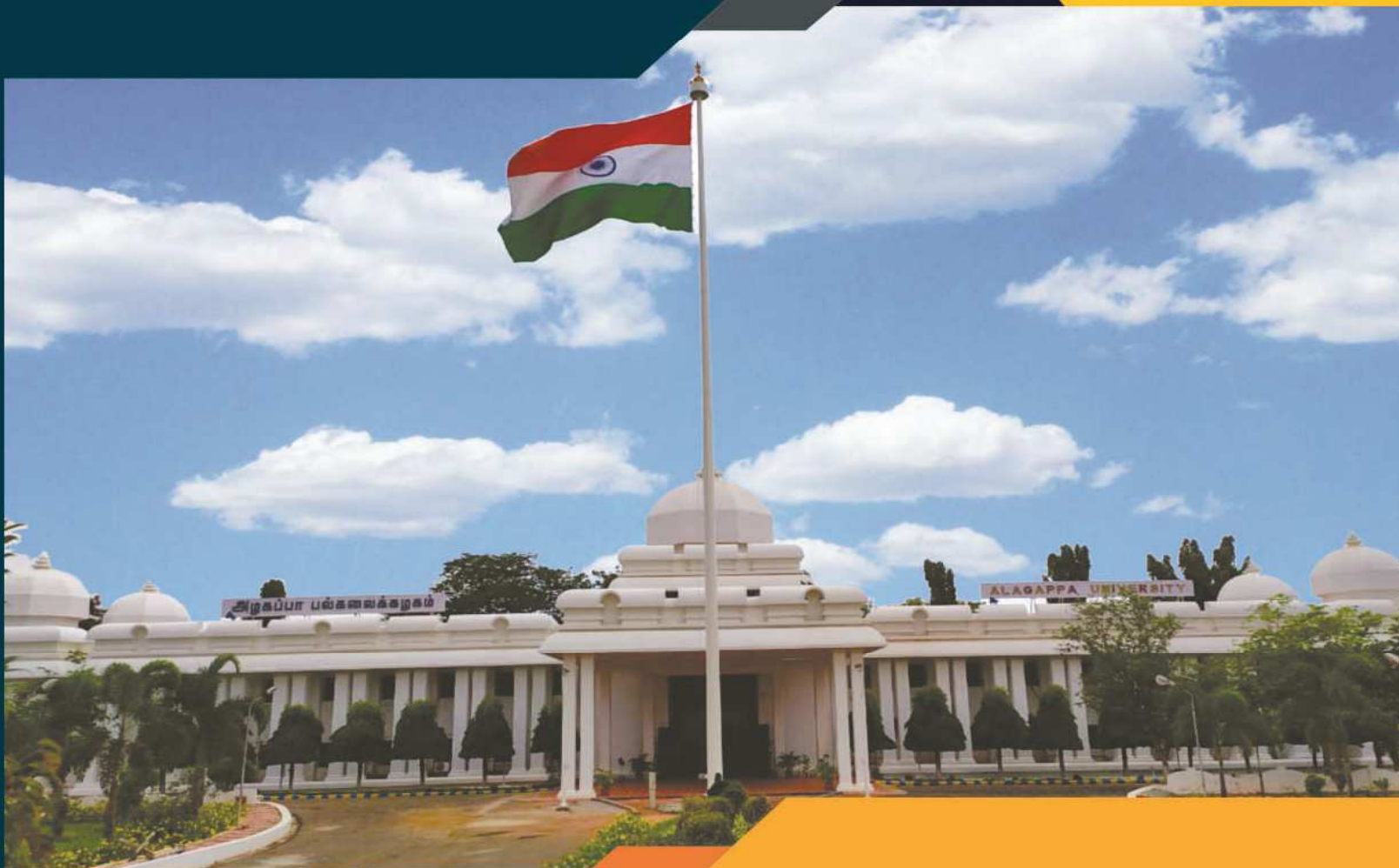
# ALAGAPPA UNIVERSITY

(A State University Established in 1985)  
Karaikudi - 630003, Tamil Nadu, India



<b>2017</b>  Accredited with A+ Grade by NAAC (CGPA: 3.64)	<b>2018</b>  MHRD Govt. of India  UGC University Grants Commission Graded as Category - 1 & Granted Autonomy	<b>2018</b>  MHRD GOVERNMENT OF INDIA Swachh Campus Rank : 4	<b>2019</b>  nirf NATIONAL INSTITUTIONAL RANKING FRAMEWORK Rank : 28	<b>2019</b>  QS India Rank : 20 BRICS Rank : 104 Asia Rank : 216
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## DEPARTMENT OF SOCIAL WORK



### M.S.W.

[Choice Based Credit System (CBCS)]

[For the candidates admitted from the academic year 2019-2020]

**MASTER OF SOCIAL WORK  
SYLLABUS (2019-20 onwards)**

**REGULATIONS AND SYLLABUS**

*[For the candidates admitted from the academic year 2019 onwards]*

**PROGRAMME GENERAL OBJECTIVES**

The Social Work Program at Alagappa University provides students with the knowledge, values, and skills necessary for culturally sensitive generalist social work practice. The MSW curriculum is designed to prepare students to provide services that advances the well-being of people; promote social and economic justice; and enhance the social functioning of individuals, families, groups, organizations, and communities. It is our desire to provide students with both academic and field based experiences that allow the student to integrate theoretical and applied knowledge in order to engage in the planned change process at the micro, mezzo, and macro levels of practice.

**PROGRAMME SPECIFIC OBJECTIVES**

- Scientific knowledge about the dynamics of problems and issues in our society.
- An ability to analyze the ideologies that lead to systematic domination and marginalization of vulnerable groups.
- Necessary skills of awareness, skills aiming at empowerment of people and skills in culture-sensitive methods of social change.
- Ability to apply skills in social work practice and social work research in different fields for achieving desirable change, development and empowerment of people.
- Attitudes and values necessary for working with people and organizations for achieving the goals of the social work profession namely:
  - To enhance people's capacity for social functioning.
  - To improve the quality of life for everyone;
  - To promote social justice;
  - Provide opportunities for people to develop their capacities to become Participating and contributing citizens

**PROGRAMME OUTCOME**

- Demonstrate Ethical and Professional Behaviour
- Engage Diversity and Difference in Practice
- Advance Human Rights and Social, Economic, and Environmental Justice
- Engage In Practice-informed Research and Research-informed Practice
- Engage in Policy Practice
- Engage ,assess and intervene with Individuals, Families, Groups, Organizations, and Communities
- Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

## REGULATIONS

### PROGRAMMES

- Master of Social Work (MSW)
- M. Phil (Social Work)
- PhD (Social Work)

The MSW programme offers specialization in Community Development, Human Resource Management and Medical & Psychiatric Social Work. Apart from classroom teaching, the MSW students shall undergo concurrent and block field work in various settings. This practical training enables the students to acquire professional social work skills, values, and ethics and integrate theory and practice.

### SCOPE

Social Work Profession promotes social change, problem-solving in human relationships and the empowerment and liberation of people to enhance well-being. Utilizing theories of human behaviour and social systems, Social Work intervenes at the point where people interact with the environments. Principles of human rights and social justice are fundamental to Social Work.

### OBJECTIVES

- To prepare candidates for a career in social work through a professional training programme aimed at developing in them:
  - Scientific knowledge about the dynamics of problems and issues in our society.
  - An ability to critique the ideologies that lead to systematic domination and marginalization of vulnerable groups.
  - Necessary skills of awareness, skills aiming at empowerment of people and skills in culture-sensitive methods of social change.
  - Ability to apply skills in social work practice and social work research in different fields for achieving desirable change and development and empowerment of people.
  - Attitudes and values necessary for working with people and organization for achieving the goals of the social work professional namely;
    - To enhance people's capacity for social functioning.
    - To improve the quality of life for everyone.
    - To promote social justice;
    - Provide opportunities for people to develop their capacities to become participating and contributing citizens.

### DURATION OF THE PROGRAMME

The programme of study shall be for duration of TWO academic years with FOUR Semesters.

### COURSES IN PROGRAMME

The following are the various categories of the courses suggested for the programme:

- I. Core Course (CC) - 18
- II. Elective Course (EC) - 03
- III. Non-Major Elective – 02
- IV. Self Learning Course (SLC)- 02

#### ELIGIBILITY

Any degrees offered by a recognized University and the candidate should have completed the course through 10+2+3 pattern priority will be given to graduates from Social Work, Sociology, Psychology, Rural Development & Labour Management background. Reservation of seats and other concessions will be in line with Tamil Nadu State Government and norms of the University.

#### SCHEME OF EXAMINATION AND PASSING MINIMUM

This is in accordance with the CBCS Regulations. The passing minimum is 50% of the ESE and also 50% of the maximum of that paper/course.

#### DETAILS OF CONTINUOUS INTERNAL ASSESSMENT (25MARKS)

EXAMINATIONS	ASSESSMENT	MARKS
Test	Average of best two test performance	15
Assignment or Poster Presentation or Any other	Average of best two submitted	5
Seminar	Presentation of a given topic	5

#### ATTENDANCE

Every student should have put in a minimum of 75% attendance to become eligible to attend end semester examinations.

<b>QUESTION PAPER PATTERN</b>
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Section A: 10 Questions x 2 Marks = 20 Marks

(Two questions from each unit)

Section B: 5 Questions x 5 Marks = 25 Marks

(Internal Choice and one set of questions from each unit)

Section C: 3 Questions x 10 Marks = 30 Marks)

(Answer any three out of 5 questions and one question from each unit)

**MASTER OF SOCIAL WORK**

S.No	Paper Code		Course / Title	Credit	Hours/Week	Marks		
<b>I Semester</b>						<b>I</b>	<b>E</b>	<b>Total</b>
1.	452101	CC-I	1.1 Professional Social Work	4	4	25	75	100
2.	452102	CC-II	1.2 Social Work with Individuals	4	4	25	75	100
3.	452103	CC-III	1.3 Social Work with Groups	4	4	25	75	100
4.	452104	CC-IV	1.4 Social Sciences for Social Work	4	4	25	75	100
5.	452105	CC-V	1.5 Field Work Practicum – I	4	8	75	25	100
6.	452106 452107 452108	EC – I	1.6 Social Work With Children & Youth/ Gandhian Social Work/Social Entrepreneurship	4	4	25	75	100
			Library		2	-	-	-
<b>Total</b>				<b>24</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>600</b>
<b>II Semester</b>								
7.	452201	CC-VI	2.1 Community Organization and Social Action	4	4	25	75	100
8.	452202	CC-VII	2.2 Social Work Research and Statistics	4	4	25	75	100
9.	452203	CC-VIII	2.3 Social Welfare Administration, Policies and Legislations	4	4	25	75	100
10.	452204	CC-IX	2.4 Field Work Practicum – II	4	8	75	25	100
11.	402205 402206 402207	EC-II	2.5 Human Resource Management/ Counselling Theory and Practice/ Social Work With Families And Senior Citizens	4	4	25	75	100
12.		NME-I	2.6	2	3	25	75	100
13.		*SLC-I	2.7 MOOCs	Extra Credit				
Library, Yoga and Project Guidance					3	-	-	-
<b>Total</b>				<b>22</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>600</b>
<b>III Semester</b>								
14.	452301	CC-X	3.1 Professional Skills for Social Work Practice	4	4	25	75	100
15.	452302 452303 452304	CC-XI	3.2 Specialization-I	4	4	25	75	100
16.	452305 452306 452307	CC-XII	3.3 Specialization-II	4	4	25	75	100
17.	452308	CC-XIII	3.4 Field work Practicum –III	4	8	75	25	100
18.	452309 452310 452311	EC-III	3.5 NGO Management/Gender and Development/Corporate Social Responsibility	4	4	25	75	100
19.		NME-II	3.6	2	3	25	75	100
20.		*SLC	3.7 MOOCs	Extra Credit				
Library, Yoga and Project Guidance					3	-	-	-
<b>Total</b>				<b>22</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>600</b>
<b>IV Semester</b>								
21.	452401	CC-XIV	4.1 Social Work for Persons with Disabilities	4	4	25	75	100
22.	452402 452403 452404	CC-XV	4.2 Specialization – III	4	4	25	75	100
23.	452405 452406 452407	CC-XVI	4.3 Specialization – IV	4	4	25	75	100
24.	452408	CC-XVII	4.4 Field Work Practicum – IV	4	8	75	25	100
25.	452999	CC-xviii	4.5 Research Project	6	10	25	75	100
<b>Total</b>				<b>22</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>500</b>

<b>Grand Total</b>	<b>90+</b>	-	-	-	<b>2300</b>
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<b>Specialization – I</b>				
CCXI	452302	3.2 – Rural Community Development	}	(Any 1)
	452303	3.2 – Health & Hygiene		
	452304	3.2 - Industrial Relations and Trade Unions		
<b>Specialization – II</b>				
CXII	452305	3.3 - Urban Community Development	}	(Any 1)
	452306	3.3 – Mental Health		
	452307	3.3 – Labour Legislations		
<b>Specialization – III</b>				
CC-XV	452402	4.2 –Development Management	}	(Any 1)
	452403	4.2 – Medical Social Work		
	452404	4.2 - Organizational Behaviour& Development		
<b>Specialization – IV</b>				
CC-XVI	452405	4.3 –Environmental Social Work& Disaster Management	}	(Any 1 )
	452406	4.3 – Psychiatric social Work.		
	452407	4.3 - Human Resource Development.		

**Non Major Electives for the other Departments**

S. No	Subject Name
<b>Non Major Electives Course for II Semester</b>	
1.	Social Entrepreneurship
2.	Counselling Theory and Practice
<b>Non Major Electives Course for III Semester</b>	
3.	Corporate Social Responsibility
4.	NGO Management

<b>SEMESTER I</b>			
Course code : 452101	Professional Social Work	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To gain the understanding about social work and related concepts.</li> <li>To provide information about evolution of social work in west and in India and its emergence as a profession.</li> </ul>		
Unit I	<b>Origin of Social Work:</b> objectives and Meaning of social work - History of Social Work in USA, UK and India - Principles, Functions and Scope of social work in India - values and ethics- social work as profession – Social work education in India- Professional associations- inter relationship among social work methods and fields of social work.		
Unit II	<b>Social Reform Movements:</b> Brahama samaj, Arya Samaj, Ramakrishna Mission and Theosophical society. Social Reform movements: Dalit and Labour and Gandhian Movements– Contributions of Swami Vivekananda, Raja Ram Mohan Roy, Eashwar Chander Vidya Sagar, Dayanand Saraswathi and E.V. Ramaswamy.		
Unit III	<b>Social Work as a profession:</b> Objectives, philosophy, principles, methods, values and ethics. Professional Social Work and Voluntary Social Work. Interdisciplinary nature of social work & its relationship with other professions. Professional Social Work Associations Abroad: NASW, IFSW and in India: ISPSW, NAPSWI and Problems faced by the Social Work Profession in India.		
Unit IV	<b>Fields of Social Work:</b> Family and Child Welfare, Correctional Social Work, Industrial Social Work, Medical and Psychiatric Social Work, School Social Work and Community Organisation, Youth Social Work, Geriatric Social Work; Social Work with Persons with Disabilities : Social Work with LGBT, Migrants, Refugees; Disaster Management and Displacement; Central and State Social Welfare Boards- Constitution and their functions.		
Unit V	<b>Global Social Work:</b> Definition and Scope of International Social work; Integrated perspectives of International Social Work – Global Perspective, Human Rights Perspective, Ecological Perspective, Social Development Perspective; Basic Programmes and Strategies for International Social Work – Empowerment, Capacity building. Self-help and Self-reliance, Enhancing Social Cohesion		
<b>Reference and Textbooks :</b> Cox, D., Pawar, M., & Pawar, M. S. (2006). <i>International social work: Issues, strategies, and programs</i> . Sage. Gangrade, K. D. (1976). <i>Dimensions of social work in India: Case studies</i> . New Delhi: Marwah Publications Gore, M. S. (1966). <i>Social work and social work education</i> . Bombay: Asia Publishing House. K.& H. (1995). <i>Social Work: Theories Practices and Perspectives</i> . Delhi: Friends Publications. Miśra, P. D. (1994). <i>Social work philosophy and methods</i> . New Delhi, India: Inter-India Publications Nair.T.K. (1961). <i>Social Work Education and Social Work Practice in India</i> . New Delhi: ASSWI Publications			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge about the history and philosophy of social work and its emergence as a profession.</li> <li>The students will be aware of various methods and fields of professional social work practice.</li> </ul>		

<b>SEMESTER I</b>			
Course code : 452102		Social Work with Individuals	Credit : 4
			Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To understand casework as a method of social work and to understand values and principles of working with individuals.</li> <li>To enhance understanding of the basic concepts, tools and techniques in working with individuals in problem solving and in developmental work.</li> </ul>		
Unit I	<b>Social Case Work:</b> Definition, Purpose, Objectives, Scope and its relation to other Methods of Professional Social Work, Historical development of Case Work, Basic Components of social case work: the person, the problem, the place and the process.Social Case Work – Values, Principles & Skills.		
Unit II	<b>Social Case Work Tools –and techniques in the study process:</b> Verbal and Non-verbal communication, Listening, Observation, Questioning, Giving feedback. Interviewing process, Home and Collateral contacts, Approaches in Social Case Work, Psychosocial approach, functional approach, diagnostic approach, and crisis - intervention, family-centered approach. Eco-system and Life-Model Perspective in social case work – Behavioural Modification Therapy, Client centered Therapy, Social diagnostic (Richmond),Supportive and Modificatory (Hamilton), Problem solving (Perlman), Classified treatment method (Florence Hollies),Competence based approach ( Elleen Grabrill).		
Unit III	<b>Case Worker-Client Relationship:</b> Meaning, purpose, needs, significance, and elements, components. Characteristics of professional relationship: empathy, transference and counter transference, resistance, sustaining the relationship, non-possessive warmth, genuineness and self-disclosure. Principles of client-worker relationship, obstacles in client worker relationship.		
Unit IV	<b>Case Work Process:</b> Intake and Exploration: Analysis and Assessment - Psychosocial Diagnosis, Formulation of Goals, Prioritization of Needs, Development of Action Plan, Use of Contracts; Intervention - Direct and Indirect Multidimensional Intervention; Goal attainment,Termination,Evaluation and Follow up. Recording in Case Work; Meaning, sources and types, process record, person oriented and problem oriented records and its components; summative record, principles of recording, uses and maintenance of record and Use of Genogram and Eco map in records.		
Unit V	<b>Social Case Work in different settings:</b> Family and child welfare, School, Community, Medical and Psychiatric institutions, correctional settings, care of aged, Case work in foster home, De-Addition Centers, with the Physically Handicapped, Terminally Ill people and Persons infected with HIV / AIDS, Marriage Guidance and Counselling. Problems and limitations and role of case worker in various settings. Professional Self: Conflict and dilemmas in working with individuals and family.		
<b>Reference and Textbooks :</b> Biestek, Felix. (1968). <i>The Casework Relationship</i> , London : Unwin University Book, Division (Social Welfare Ministry) Fisher & Joe. (1978). <i>Effective Case Work Practice – An electric approach</i> , New York : Mac- Graw Hill Government of India. (1987). <i>Encyclopedia in Social Work</i> , New Delhi : Publication Hamilton & Gordon. (1970). <i>The New York School of Social Work : Theory and Practice of Social Case Work</i> , New York and London : Columbia University Press Holis, Florence & Mary E.W. (1981). <i>Casework – A Psycho-social Therapy</i> , New York : Fandom House Kadushin Alfred. (1990). <i>The Social Work Interview</i> , New York: Columbia University Press.			
Course outcome	<ul style="list-style-type: none"> <li>The students will understand and apply the approaches and models of social case work practice in different settings.</li> <li>The students will adopt a multi-dimensional approach in assessment and intervention</li> </ul>		



<b>SEMESTER I</b>			
Course code : 452103	Social Work with Groups	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To understand group work as a method of social work and to understand values and principles of working with groups.</li> <li>To develop the ability to critically analyse problems of groups and factors affecting them.</li> </ul>		
Unit I	<b>Groups and Group Work: Social Group:</b> Definition, Characteristics, Types of groups and characteristics of effective groups. Group Formation Phases: Forming-Storming, Norming, Performing, Adjourning. <b>Social Group Work:</b> Assumptions, purpose, principles, and values of group work, and historical development of group work; Group work as a method of Social work. Theoretical basis of group work.		
Unit II	<b>Group Dynamics:</b> definition, functions and basic assumptions of group dynamics. Group Process: bond, acceptance, isolation, rejection, sub-group formation, clique, and newcomers in the group. Leadership in group: definition, functions, qualities of leader, types and theories of leadership. Communication within groups. Sociometry and Sociogram.		
Unit III	<b>Group Work process:</b> i. Planning Phase: Selection of members, composing group orienting the members, preparing the environment, ii. Beginning Phase- preparing for group work, First Meetings-interviewing, Ground rules for group work meetings, goal setting, and motivation, Assessment of communication and interaction iii. Middle Phase: Intervening with group members, Problem solving, Dealing with difficult members, Ending Phase: Evaluation- group work evaluation and criteria for good group work, Termination, Follow-up.		
Unit IV	<b>Group Work Models and Types Models:</b> Social goal, remedial and reciprocal models. Treatment groups: Support, Educational, Growth, Therapy and Socialization groups. Task Groups: Teams, Committees, and Social Action and Coalition groups. Group work recording: purpose, types and principles of group work recording.		
Unit V	<b>Group Work in Various Settings:</b> Group Work Settings and Practice: Skills of a group worker, Application of group work method in different settings; community settings, medical and psychiatric settings: hospitals, de-addiction, physical and visual and mentally challenged, family and child welfare settings and the aged homes, schools, correctional institutions, industries.		
<b>Reference and Textbooks :</b> Balgopal, P.R. & Vassil, T.V (1980). <i>Group in Social Work: An Ecological Perspective</i> . New York: Macmillan Publishing Co. Banerjee, G.R. (1973). <i>Papers in Social Work</i> . Bombay: Tata Institute of Social Science. Bhatt R.M. (1960). <i>Records of Social Group Work Practice in India</i> . Baroda: Baroda University Garwin, C. (1987). <i>Contemporary Group Work</i> . New York: Prentice Hall Inc. Kemp, C.G. (1970). <i>Perspectives on Group Process</i> . Boston: Houghton Mifflin Co. Northen, H.(1969). <i>Social Work with Groups</i> : Columbia University Press Siddiqui, H.Y. (2008). <i>Group Work: Theories and Practices</i> . New Delhi. Rawat Publications. Toseland, W. Rivas. (1984). <i>An Introduction to Group Work Practice</i> . New York: Macmillan Publishing Co.			
Course outcome	<ul style="list-style-type: none"> <li>The students will acquire constructive attitudes to society on its problems that are appropriate to the profession.</li> <li>The students will understand the social science perspective on Indian economics, psychology and political science.</li> </ul>		

<b>SEMESTER I</b>			
Course code : 452104	Social Sciences for Social Work	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To provide a social science perspective on Indian society, its structure and dynamics to the students of social work.</li> <li>• To sensitize the students of social work to the pressing social issues present in the Indian Society.</li> </ul>		
Unit I	<b>Sociology:</b> Nature, Scope and Significance; Basic Concepts: Society, Community, Association, Social Structure, Status & Role, Norms and Values, Social Groups & Processes: Definition, Nature and types of Groups- Primary, Secondary & Reference Group; Processes- Co-operation, Conflict and Accommodation. Social Institutions: Marriage, Family, Kinship and Religion; Their Functions and Features		
Unit II	<b>Psychology:</b> Definition, fields of psychology. Brief introduction on Schools of thought: Structuralism and Functionalism, Gestalt psychology, Behaviourism, Psychoanalysis, Humanistic Psychology, Cognitive Psychology. Behaviour- Definition, Observable behaviour, Normalcy and Abnormalcy - Life span of an Individual: conception, Infancy, Babyhood, Childhood, Adolescence, Adulthood, Middle Age, Old age. Development tasks, Physical, emotional and social development - Personality development, Challenges of each Life Stage.		
Unit III	<b>Learning &amp; Memory:</b> Learning: Nature of Learning Process. Factors Influencing Learning. Basic Principles and Types: Classical and Operant Conditioning, Thorndike's Trial and Error Theory. Memory: The Stages of Memory: Encoding, Storage and Retrieval Processes. The Information Processing Approach: The Sensory, Short Term and Long Term Memory. <b>Thinking:</b> Nature and Types of Thinking. Tools of Thinking: Concepts, Imagery, Prototypes, Script, Schema, Language and Thought. Perception: Concept, Definition. Attention process: Nature and Determinants of Selective and Sustained attention, Determinants of Perception: Cognitive and Motivational. Personality: Psychoanalytic Theory.		
Unit IV	<b>Economics:</b> Definition, Nature and Scope of Economics. Factors of production, Land, Labour, Capital Organisation, Economic System: Capitalism, Socialism, Communism, Mixed economy, Public Sector, Private Sector, Supply and demand, Impact of globalization on Indian Economy, Role of Welfare State, its need and importance in the changing scenario, LPG.		
Unit V	<b>Political Science:</b> Political Philosophy and Political Science, Relation of Political Science to Social sciences. The State: Definitions, Essential elements- State, Nation and Nationality, Theories of origin of the State: The theory of Divine Origin, The Theory of Force, The Theory of Social Contract, The Patriarchal and Matriarchal Theory, Human Rights, Duties: Meaning, Relationship between Rights and Duties, Polity and Governance: The democratic ideology and process, Impact of polity on social system.		
<b>Reference and Textbooks :</b> Acharya Shankar. (2003). <i>India's Economy – Some Issues and Answers</i> . New Delhi: Academic Foundation. Antony Giddens. (2001). <i>Sociology</i> . Cambridge: Polity Press. Madhan, G.R. (1973). <i>Indian Social Problems</i> . Allied Pacific Pvt. Ltd. Hall, C. & Lindzey. G. (1978). <i>Theories of Personality</i> (3 <sup>rd</sup> ed.). Wiley. Gauba, O.P. (2015). <i>An Introduction to Political Theory</i> . New Delhi: Mayur Publishers. Richard, T., Schaefer & Robert, P.L. (1995). <i>Sociology</i> . New York: Mc.Graw Hill Inc. VidyaBhusan & Sachdeva, D.R. (2005). <i>An Introduction to Sociology</i> . Allahabad: Kitab Mahal			

Publications.	
Course outcome	<ul style="list-style-type: none"> <li>• The students will acquire constructive attitudes towards society on its problems that are appropriate to the profession.</li> <li>• The students will understand the social science perspective on Indian economics, psychology and political science.</li> </ul>

<b>SEMESTER I</b>			
Course code : 452106	Social Work With Children & Youth	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To sensitise the students on the issues of children and youth in the society.</li> <li>To develop an understanding of the need and importance for child and youth development.</li> </ul>		
Unit I	<b>Demographic Profile:</b> Demographic profile of children and youth in India; rural – urban differences; important statistics related to the status of children in India and Tamil Nadu; female child in India; gender differences in child rearing and socialization. Socialisation of youth: influence of family, peer, neighbourhood, reference groups, religion, Impact of westernization, modernization and urbanization		
Unit II	<b>Health and Education:</b> Health and nutritional status and needs of children and youth, health services – ICDS, MCH, School health and NGO Programmes; role of UNICEF and WHO; various types of health intervention for children, Educational Status and needs of children; problems in education; Universal primary education – SSA, Transit schools, School Social Work – objectives, activities.		
Unit III	<b>Children and Youth in Difficult Circumstances:</b> Children and Youth in especially difficult circumstances: destitute and abandoned children – services for the destitute child – Institutional and Non-institutional– Foster Care and Adoption, Delinquent child – Juvenile justice system ;Child trafficking – dimensions and interventions; Child Abuse : dimensions, causes and interventions; Street and Working Children: causes, Interventions(Govt. and NGO), Children of sex workers, Displaced children, Natural Disasters and children, Children living with HIV/AIDS, Children of Prisoners.		
Unit IV	<b>Special problems :</b> Children and youth in need of special care: Physically challenged children – extent, causes, policies and programmes, other interventions; Mentally challenged children –types, interventions’ Emotionally challenged children : types, interventions; Child Guidance Clinic Specific problems of youth: behavioral problems such as drug abuse, alcoholism, suicide, and sexual issues. Functional disorders: eating disorders, obesity, Emotional problems: identity crisis, alienation, career conflict, Approaches of working with Youth, Skill training and employment		
Unit V	<b>Constitutional Safeguards:</b> Constitutional safeguards, National Policy, National Policy for Children, Draft National Policy for Youth, Plan of Action, State and Central Government programmes for children, UN Charter for Child rights, laws relating to Children, Juvenile Justice, Child Welfare Committee, Child rights advocacy, Government and NGO programmes for Youth in India		
<b>Reference and Textbooks :</b> Anjali Gandhi. (1996). <i>School Social Work</i> . New Delhi: Commonwealth Publishers. Devi & Laxmi. (1998). <i>Child and Family Welfare</i> . New Delhi: Anmol Publications. Harsh Mander & Vidya Rao. (1996). <i>An agenda for Caring: interventions for Marginalized groups</i> . New Delhi: VHAI. NIPCCD. (2002). <i>The Child in India – A statistical Profile</i> . New Delhi: NIPCCD. Tripathy, S.N.(eds.). (1996). <i>Child Labour in India</i> . New Delhi: Discovery Publishing house. UNICEF. (1994). <i>The Child and the Law</i> . New Delhi: UNICEF			
Course outcome	<ul style="list-style-type: none"> <li>The students will understand the psycho social, economic and cultural factors that influence the lives of children.</li> <li>The students will develop appropriate skills and strategies to effectively work with children in different settings.</li> </ul>		

<b>SEMESTER I</b>			
Course code : 452107	Gandhian Social Work	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To understand the life of Gandhiji in-depth.</li> <li>• To get introduced to the relevant Gandhian philosophies</li> </ul>		
Unit I	<b>Life of Gandhi in brief:</b> Early life in India – London Phase – South African Adventure - Struggle for total freedom in India – Martyrdom		
Unit II	<b>Concepts of Gandhi’s Philosophy:</b> Truth and Nonviolence, Ends and Means, Right and Duties, Simply Living and High Thinking		
Unit III	<b>Gandhi’s concepts and their applications:</b> Sarvodaya, Satyagraha, Santhi Sena Constructive Work		
Unit IV	<b>Gandhian Vision of Society:</b> Self and society-Communal harmony, removal of untouchability and Equality of sexes – Policies: Decentralization of power, Gram Swaraj (Panchayat Raj) and good governance- Economics of Swadeshi, Trusteeship, Bread Labour and Self-employment		
Unit V	<b>Gandhian Dimension of Education:</b> Basic Education, Adult Education, PluralismMultilingualism, Religions and interfaith relations- Health; Diet, Nature Cure, Education on Health, Sanitation and Hygiene		
<b>Reference and Textbooks :</b>			
Gandhi, M.K. (1951). <i>Satyagraha in South Africa</i> . Ahmadabad: Navajivan Publishing House.			
Gandhi,M.K. (1983). <i>An Autography of the Story of My Experiments with Truth</i> . Ahmadabad: Navajivan Publishing House.			
Gandhi,M.K. (1983). <i>Construtive Programme” Its Meaning and Place</i> .Ahmadabad: Navajivan Publishing House.			
Gandhi,M.K. (1948) <i>Key to Health</i> .Ahmadabad: Navajivan Publishing House.			
Gandhi, M.K. (2004). <i>Village Industries</i> .Ahmadabad: Navajivan Publishing House.			
Course outcome	<ul style="list-style-type: none"> <li>• The students will understand the principles and practices of Gandhi and their relevance in Social Work practice.</li> <li>• The students will develop character and attitude to follow Gandhian values and responsibilities in their personal and social life.</li> </ul>		

<b>SEMESTER I</b>			
Course code : 452108	Social Entrepreneurship	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To provide an understanding of the nature and process of social entrepreneurship.</li> <li>To motivate students to go for Social entrepreneurship.</li> </ul>		
Unit I	<b>Social Entrepreneurship and Social Entrepreneur:</b> Social entrepreneurship – concepts, definition, nature and characteristics, scope, historical development. Social entrepreneur: concepts, definitions, types, characteristics, competence, determinants of entrepreneurial success, Stages to become an efficient entrepreneur, Development models, Importance of an entrepreneur, entrepreneurs in economic development.		
Unit II	<b>Growth strategies of social entrepreneur and entrepreneur development programmes (EDP):</b> Factors influencing entrepreneurial group, factors affecting entrepreneurial growth, developing the entrepreneurship plan, Environmental assessment, Role of NGO in promoting entrepreneurship, NGO's network, intervention, support system, etc.		
Unit III	<b>Women Social entrepreneurship:</b> Definition, Environmental analysis, challenges, strategies, Empowerment, Factors related to success and failure, Self – Help Groups, Legal issues, Initiatives for promotion of Women Social Entrepreneurship; family support, dual role, role conflict, resource available, problems ; Rural entrepreneurship, small scale industry (SSI); Growth of SSI sector – exports.		
Unit IV	<b>Setting up of small business enterprise:</b> Identifying the business opportunity, formalities for setting up of small business enterprise, Environment pollution related clearance, strategies adopted, importance of financial management, working capital management, accounting and book keeping, financial statement, importance of marketing, customer relationship management, marketing services, human relations management, etc. Micro enterprise development.		
Unit V	<b>Entrepreneurial support system:</b> Small industries development bank of India (SIDBI), National small industries corporation (NSIC), National research development corporation (NRDC), Entrepreneurship development institute of India, National institute for entrepreneurship of small business development, State financial corporation (SFCS), Commercial banks, District industries centers (DICS), National institute of small industries extension training (NISIET), State trading corporation of India (STC), Chambers of commerce and industry and industrial associations, Confederation of Indian Industry (CII).		
<b>Reference and Textbooks :</b> Anilkumar, S. (2003). <i>Entrepreneurship development</i> . New Delhi: New age International publishers Ltd. Donald F. Kuratko. (2001). <i>Entrepreneurship: A contemporary approach</i> . London: Harcourt College publishers. Jasmer Singh & Saini. (2005). <i>Entrepreneurship development programmes and practice</i> . New Delhi: Deep & Deep publications pvt. Ltd. Lambden John & Targett David. (1990). <i>Small Business Finance – A Simple approach</i> London: Pitman publishing. Mohan S. & Elangovan, R. (2006). <i>Current trends in entrepreneurship</i> . New Delhi: Deep & Deep Publications pvt. Ltd			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge on social entrepreneurship</li> <li>The students will gain knowledge about setting up of social enterprise.</li> </ul>		

**Subject code: 452105**

**Field Work Practicum – I**

**Credit: 4**

**Hours: 8**

**Overall objectives:**

The field work during this semester is an overall design for providing an exposure to:

1. The field of professional social work.
2. Different fields of social work practice.
3. Understand the basic skills required for the practice of social work, and
4. To encourage the learner to become a professional social worker.

**Components of Semester I Concurrent field work.**

The above mentioned objectives will be achieved by providing the following three different types of learning opportunities vis-à-vis components of first semester concurrent field work:

**COMPONENT NO.1**

**OBSERVATION VISITS TO DIFFERENT SOCIAL WELFARE AGENCIES**

**Number of Visits: 10**

**Component objectives:**

1. To get exposure to different social issues and social welfare agencies.
2. To get acquainted with structure, functioning and staffing pattern and activities of the organization.
3. To observe and develop a spirit of enquiry.
4. To participate in group discussions.
5. To make use of the supervision & guidance in understanding the social issues.
6. To document the outcome of visits.

**Process:**

The students accompanied by a faculty member shall visit pre-identified agencies in different areas like disability, health, old age, children, and women, rural & urban and industrial communities. The students are expected to observe & enquire about

1. Background and field of work of the agency.
2. Place and role of the agency in the society.
3. Aims, objectives and programmes implemented.
4. Types of Beneficiaries / Target groups.
5. Administrative structure, departmentalization, staffing pattern.
6. Funding and resource mobilization.
7. Problems and issues faced by the organization.
8. Conditions and problems of the inmates / beneficiaries,

During their observation visits and document the same. The learning and outcome of each visit to be evaluated under the supervision of a faculty member. Overall performance of the Students will be evaluated at the end of the semester through Viva – Voce.

**Skills to be developed:**

1. Observation / learning skills; Communication / presentation skills; Interpersonal skills;
2. To make use of the supervision inputs and to develop documentation skills.

## **COMPONENT NO.2**

### **RURAL CAMP**

**Duration: Pre-camp Preparation- 8 field work days + on camp: 5 days.**

The actual rural camp is preceded by two weeks of camp preparation to actual camp. This will include pilot visits to the village (s) for identification of the camp site, projects to be Implemented, and to liaise with local community, various NGO's and Government departments to conduct the rural camp in a particular place.

#### **Objectives:**

The objective of the rural camp is:

1. To make the social work trainees to experience group living and to initiate and participate in development work in a village identified by the department and the students together.
2. To expose the students to rural life and living.
3. To enable the students to learn by carrying out development projects after identifying local need.
4. To help them develop capacities and attitudes suitable for a group living.
5. To inculcate the spirit of working in a team.
6. To practice the skills developed during the project field work component.

#### **Process:**

- The entire class shall be divided into various groups called committees namely Project, Transport, Food, Medical, Housekeeping and Health, Finance and the like. Student coordinators and members will be nominated to these committees. For overall coordination two student camp leaders will also be elected.
- Faculty members as camp directors and supervisors in charge of the respective committees will guide, facilitate the working the committees.
- There by the whole class to plan and execute the rural camp by working out the logistics, contributing and mobilizing necessary resources for the conduct of the camp.
- The whole process will be documented and evaluated by the class in terms of camp experience, outcome and learning with reference to the objectives specified.

#### **Skills to be developed:**

Skills pertaining to: Group living, Planning, co-ordination, participation, cooperation, capacity to organize, resource mobilization, sense of responsibility, self-evaluation.



<b>SEMESTER II</b>			
Course code : 452201	Community Organization and Social Action	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To understand the different aspects of a community, its functions, and problems</li> <li>• To understand the critical elements of community organisation process</li> </ul>		
Unit I	<b>Community Organization:</b> Community Organization: Definition, Objectives, Goals, and Scope; Historical Development of Community Organization; Community Organization as a method of Social Work. Community dynamics: integrative and disintegrative processes in the community, community participation: concept, imperatives, types, constraints, methods and techniques; components of community work and community relation.		
Unit II	<b>Methods and Phases of Community Organization:</b> Methods of Community Organization: Planning, Education, Communication, Community Participation, Collective decision-making, Leadership Development, Resource mobilization, Community action, Promotion, and Co-ordination; Phases of Community Organization: Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification, and Continuation.		
Unit III	<b>Skills in Community Organization:</b> Organizing Conferences, Committee meetings, Training, Communication, Consultation, Negotiation, Conflict Resolution, Resource mobilization, and Use of relationship, Reporting and documentation, Qualities, Roles and Responsibilities of Community Organizer.		
Unit IV	<b>Social Action in Community Organization:</b> Concept, objectives, principles, Purpose, Strategies and Tactics in Social Action; Application and Strategies of Community Organization: Application of Community Organization in different fields: Health, Correctional, Educational, Rural and Urban, Industrial, Community Welfare Councils and Community Chest. Strategies of community organization: Advocacy, Campaigning, Lobbying and Networking.		
Unit V	<b>Social Action:</b> Social action as a method of social work; social action and social reform; scope of social action in India; enforcement of social legislation through social action; Approaches: rights based approach and advocacy based approach; Major Models: Paulo Freire, Saul Alinsky, Mahatma Gandhi, Ambedkhar, VinobhaBhave, JayaprakashNarain, Narayana Guru, EVR, Anna Hazare and Nelson Mandela and Malala.		
<b>Reference and Textbooks :</b> Christopher, A. J. & William Thomas A. (2006). <i>Community Organization and Social Action</i> . Mumbai: Himalaya Clarence King. (1974). <i>Working with People in Community Action – Strategies of Community Organization</i> . Illinois: Peacock. Gangrade, K. D. (1971). <i>Community Organization in India</i> . Bombay: Popular Prakashan. Jersey: New Prentice-Hall, Inc. Kramer Ralph, M. & Specht Harry. (1975). <i>Readings in Community Organization</i> . Kurien, C. T. (1981). <i>Dynamics of Rural Transformation</i> . New Delhi: Orient Longman.			
Course outcome	<ul style="list-style-type: none"> <li>• The students will gain knowledge on different dimensions of Community Organization and Social Action and its importance in Social Work.</li> <li>• The students will be equipped with the various techniques and skills of community organisation.</li> </ul>		

<b>SEMESTER II</b>			
Course code : 452202	Social work Research and Statistics	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To develop an understanding of scientific approach to human enquiry in comparison to the native or common sense approach in various aspects and its process.</li> <li>To understand major research strategies, meaning, scope, and importance of social work research.</li> </ul>		
Unit I	<b>Social Research:</b> Meaning, objectives, types of Research, significance of research, criteria of good research. Social Work Research: Meaning, Objectives, functions, scope and importance. Techniques of research: ontology, epistemology, grounded theory. Theory, facts, concept constructs Research Problem, Identification and Formulation		
Unit II	<b>Research Design:</b> Meaning and need of research design; Characteristics of good design; Principles of research design; Types of Research Design: Exploratory, Descriptive, Explanatory, Diagnostic, Experimental, Action research and Evaluation Research design, case studies, Difference between social survey and social research		
Unit III	<b>Sampling Techniques:</b> Sampling techniques, sources of data: Primary and Secondary data; tools of data collection: Observation, interview schedule, mailed questionnaire, and focussed group discussion; Scaling Techniques; Variables and Hypotheses and its types, Review of Literature.		
Unit IV	<b>Approaches of Research:</b> Quantitative, Qualitative, Action Research, Evaluation Research; Reporting: Types, procedures for preparing report, qualities of good report, Bibliography, referencing styles and foot notes.		
Unit V	<b>Data Analysis:</b> Data management: editing, coding, re-coding, and missing values, frequency distribution, tabulation and diagrammatical and graphical presentation, parametric and non- parametric tests, Measures of dispersion, Correlation, Chi – square, t-test and ANOVA, Significance of computers in Social Work Research		
<b>Reference and Textbooks :</b> Denzin, N.K & Lincoln, Y.S. (2000). <i>Hand Book of Qualitative Research</i> , Thousand Oaks: Sage Publication Gupta, S. P. (1992). <i>Elementary Statistical methods</i> . New Delhi: Sultan Chand & sons. Klaus Krippendorff. (1980). <i>Content Analysis: An Introduction to it methodology</i> . Beverly Hills: Sage Publication. Kothari, C.R. (1992). <i>Research Methodology</i> . New Delhi: Willey Eastern Ltd. Netemeyer, R. G., Bearden, W. O., & Sharma, S. (2003). <i>Scaling procedures: Issues and applications</i> . Sage Publications. Ramachandran, P. (1993). <i>Survey Research for Social Work</i> . Bombay: TISS			
Course out come	<ul style="list-style-type: none"> <li>The student will gain knowledge about the fundamental of Research Methodology</li> <li>The student will be able to conceptualise, formulate, and conduct simple research project.</li> </ul>		

<b>SEMESTER II</b>			
Course code : 452203	Social Welfare Administration, Policies and Legislations	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To acquire skills to participate in management, administrative process, and programme delivery.</li> <li>To develop the ability to understand the relationship between policy and programmes and to analyse the process as applied in specific settings and specific programmes.</li> </ul>		
Unit I	<b>Social Welfare Administration:</b> Concept, Nature and Scope; History of Social Welfare Administration in India; definition of social welfare administration and social work administration; Functions of Social Welfare Administration; Social Welfare Administration Structure in Central level, State level and District level, Basic Administration processes – Planning, Organizing, Staffing and Directing, Monitoring and Evaluation.		
Unit II	<b>Principles, Needs, and agencies implementing Social Welfare Administration:</b> Principles, Purpose and Problems of Social Welfare Administration; Skills needed in Social Welfare Administration; Areas of Social Welfare Administration: Health, Family, Women, Children, Youth, Aged, SC/ST, Minorities, Persons with Disabilities, Prisoners and PLHIV; Role of Non-Profit Organisations and International Voluntary Organizations in Social Welfare Administration, Role of NGO's in national development; NGO Registration.		
Unit III	<b>Social Policy and Social Planning:</b> Definition, Concept, Nature, Scope, Principle, Need and Evolution, Constitutional base and Implications; Sources and Instrument of Social policy, policies regarding Other Backward Castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs), and de-notified communities, Programme of Central Social Welfare Board and State Social Welfare Board; Five year plans and Social development, Role of Social Workers in promoting of Social Policies.		
Unit IV	<b>Social Legislations:</b> Definition, its roles as an instrument of social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy. Concept and Indicators of Social change and Social development in India.		
Unit V	<b>Legislations Relating to Social Security:</b> Laws related to marriage; divorce, minority, and guardianship; adoption, succession, and inheritance; legislation relating to social problems; prostitution, children in conflict with the law, child labour, untouchability, person with disabilities.		
<b>Reference and Textbooks :</b> Bhattacharya Sanjay. (2006). <i>Social Work administration and Development</i> . New Delhi: Rawat. Choudry D. Paul.(1991). <i>Voluntary social welfare in India</i> . New Delhi: Sterling. ChoudryD.Paul. (2000). <i>Social Welfare Administration</i> . Lucknow: Atmaram and sons Friedlander, W.A. (1958). <i>Introduction to social welfare</i> . New Delhi: Prentice Hall. Kulkarni, P.D.(1978). <i>The Central Social Welfare Board</i> . New Delhi: Asia. Pandey, S.K. (2007). <i>Social welfare Administration</i> . New Delhi: Mahaveer and sons			
Course outcome	<ul style="list-style-type: none"> <li>The students will be enriched with knowledge on various aspects of Social WelfareAdministration, Social policy.</li> <li>The students will gain ample knowledge on Social legislations.</li> </ul>		

<b>SEMESTER II</b>			
Course code : 452205	Human Resource Management	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To introduce the students to the concept of human resource management and related aspects.</li> <li>• To teach students about Human Resource Planning.</li> </ul>		
Unit I	<b>Management:</b> Introduction, History of Management, Schools of Management Thought, Functions of Management –Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting.		
Unit II	<b>Human Resource Management (HRM) :</b> Importance of Human resources in an organization, Traditional and modern approaches to managing people, Diversity of Work Force, Importance of Human Relations in organizations, Functions of HRM –Strategic Human Resource Management, Major personal department – Time office, Canteen, Transport, Security and Safety, Role of HR Managers.		
Unit III	<b>Human Resource Planning:</b> Personnel policies, Forecast of human resources, Job analysis, Job description, Job specification, Designing jobs according to skill-sets of individuals, Skill redundancy and reemployment.		
Unit IV	<b>Recruitment and selection:</b> source of recruitment, selection process, Test types, Interview types, Placement and Induction. Wage and salary Administration: Meaning, scope, concepts and principles. Wage determination. Wage Boards, Pay Commissions, incentives, types and methods – employee compensation.		
Unit V	<b>Employee Welfare:</b> safety and Health Measures, Recent trends in Management - Corporate Social Responsibility, Benchmarking, Quality Management, Six Sigma, Core Competency and Outsourcing, Role of Industrial Social Worker.		
<b>Reference and Textbooks :</b>			
Mamoria, C.B. (1996). <i>Personnel Management</i> . Himalayan Publications.			
Pigors & Myers. (1993). <i>Personnel Management</i> . New York: McGraw Hill.			
Rao, V.S.P.(2000). <i>Human Resource Management</i> . Sage Publications.			
Tripathi, P.C. (1999). <i>Principles of Management</i> . Tata McGraw Hill.			
WayneMondy, Robert, R. Noe,M. &ShaneR.Premeaux. (1996). <i>Human Resource Management</i> .Prentice Hall: International Edition.			
Course outcome	<ul style="list-style-type: none"> <li>• Students will be enriched with knowledge about human resources management</li> <li>• Students will gain ample knowledge on the functions of Human Resource Planning.</li> </ul>		

<b>SEMESTER II</b>			
Course code : 452206	Counselling Theory and Practice	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To develop a holistic understanding of counselling as a tool for service.</li> <li>To acquire knowledge of various approaches, their theoretical underpinning for goals, values, processes, and techniques.</li> </ul>		
Unit I	<b>Counselling:</b> Definitions, Goals, aims and Objectives, Essential Elements in Counselling; Types of Counselling; Various Influences on Counselling; Qualities of an Effective Counsellor; Characteristics of Clients: Voluntary and Non-Voluntary Clients; Guidance: Meaning, Objectives and Importance.		
Unit II	<b>Theoretical Foundations of Counselling:</b> Theoretical Foundations: Psychoanalytic Theory; Psychoanalysis and Transactional Analysis; Adlerian Theory: Adlerian Counselling; Humanistic Theories: Client Centered Counselling, Existential Counselling and Gestalt Therapy; Behavioural Theory: Behaviour Therapy; Cognitive Theory: Rational Emotive Behavioural Therapy (REBT), Reality Therapy (RT) and Cognitive Therapy.		
Unit III	<b>Counselling relationship, Process and Techniques:</b> Counselling Relationship: Regard, Respect, Authenticity, Empathy and Genuineness; Counselling Process: Initiating Counselling, Attending Skills: Non-Verbal, Interacting with Clients, Termination, Follow-up, Transference and Counter-Transference; Counselling Techniques: Listening, Responding, Goal setting, Exploration, Summarization and Action.		
Unit IV	<b>Counselling in Various Settings:</b> Community counselling and mental health, vocational Counselling, employment counselling, correctional and rehabilitation counselling, industrial counselling, marriage counselling: pre-marital, and counselling the couple, family counselling, Counselling practice with the special groups: children, adolescent, youth and sex counselling, women, substance abusers: alcoholic and drug addicts, aged, HIV/ AIDS affected and suicidal.		
Unit V	<b>Counselling as a Profession</b> Counsellor as Professional; Ethical standards in Counselling; Research; Relevance of counselling as a Social Work Practice; Role of Professional Social Worker in Counselling field; FCC in Counselling Profession; Do's and Don'ts in counselling.		
<b>Reference and Textbooks :</b>			
Egan & Gerard. (2006). <i>The skilled helper: A problem management and opportunity, Development Approach to helping</i> . Boston, USA: Wadsworth publishers.			
Hough & Margaret. (2006). <i>Counselling skills and theory</i> . UK: Hodder Arnold publishers.			
Lapworth & Phil. (2001). <i>Integration in Counselling and Psychotherapy: Developing a personal approach</i> . New Delhi: Sage publications.			
Mcleod & John. (2003). <i>Introduction to Counselling</i> . UK: Open University Press.			
Mearns & Dave. (1999). <i>Person- Centred Counselling in Action</i> . New Delhi: Sage Publications.			
Samuel T. Gladding. (2009). <i>Counseling - A Comprehensive Profession (6<sup>th</sup>ed.)</i> . New Delhi: Pearson Education, Dorling Kindersley India Pvt. Ltd.			
Course outcome	<ul style="list-style-type: none"> <li>Students will be enriched with knowledge about counselling, Skills, Techniques and Types of Counselling.</li> <li>Students will learn counselling in various settings.</li> </ul>		

<b>SEMESTER II</b>			
Course code : 452207	Social Work With Families And Senior Citizens	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To understand the conceptual framework about family</li> <li>To understand the concept of Geriatric Social Work.</li> </ul>		
Unit I	<b>Theoretical and conceptual framework for understanding family:</b> Family definition, Marriage, Types of families, Emerging families, Family ecology, Family functions, Family norms, Family patterns, Family structure, Family practices		
Unit II	<b>Family dynamics:</b> Trends in the changing family systems, Family interactions, Family adaptability, Family cohesion, Role performance, Role commitment, Role conflict, Decision making, Family life cycle and Family development theory. Family life education: Scope, Focus, Definition, Positive Parenting and Oppressive parenting		
Unit III	<b>Challenges of family:</b> Separation and divorce, Stress, Lack of adequate child care, inflexible work environment, infertility, Adoption, surrogate mothers Family Violence: Wife battering, Husband abuse, Child abuse, Elder abuse, Parent abuse. Family Intervention: Genogram, Methods of assessment, Rehabilitation, Crisis intervention, strengths and resilience.		
Unit IV	<b>Senior citizens and their Health status :</b> Definition of Ageing, Demography, Changing roles and contemporary roles, impact of globalization, Longevity, Empty nest syndrome, Health Status of the senior citizens: Common Health problems, Health Services: Government, NGO, Health Insurance.		
Unit V	<b>Social work interventions:</b> Institutional services-Homes, Hospices, Non-Institutional Services –Day care, Recreation, Help line , Family counseling: Geriatric/ Gerontological Social Work.		
<b>Reference and Textbooks :</b> Dandekar. (1996). <i>The Elderly in India</i> . New Delhi: Sage. Desai & Raju .(2000). <i>Gerontological Social Work in India: Some issues and</i> Desai, M. (1994). <i>Family and Intervention: a course compendium</i> . Bombay:TISS. Khargiwala. (1993). <i>Family dynamics: social work perspectives</i> . New Delhi: Anmol. Krishnan & Mahadevan. (1992). <i>The Elderly Population in the Developed Perspectives</i> . New Delhi: BR Publishers World: Policies, Problems and Perspectives: BR Publishing.			
Course outcome	<ul style="list-style-type: none"> <li>The students will learn about the theoretical and conceptual framework of family.</li> <li>The students will gain knowledge about the social work interventions for senior citizens.</li> </ul>		

**Concurrent Field Work**

**Component objectives:**

Concurrent field work is an on-going learning practice and an opportunity to develop interventions skills in real life situations.

1. To get exposure to different social issues and social welfare agencies.
2. To get acquainted with structure, functioning and staffing pattern and activities of the organization.
3. To make the trainee understand about the various methods of social work.
4. To equip the Social work trainee with the skills to enhance Case work, Group work and Community organization.
5. To make use of the supervision & guidance in understanding the social issues.
6. To document the outcome of working with the field work agency.

**Process:**

1. The students will be placed in generic setting of practice such as schools/old age homes/counselling centres/rehabilitation settings, etc. to initiate and participate in direct delivery.
2. The placement will be for a minimum duration of 30 Field Work days for 2 days per week (Wednesday and Thursday).
3. Each student is expected to conduct case work with a minimum of 3 clients, group work with at least 2 groups, and organise one community based programme.
4. The learning and outcome of each field work day to be documented and evaluated under the supervision of a faculty member on Friday of every week.
5. Overall performance of the Students will be evaluated at the end of the semester through Viva – Voce.

**Skills to be developed:**

1. Basic knowledge and skills required to enhance various Social Work methods will be acquired.
2. Documentation and recording skills will be acquired.

<b>SEMESTER III</b>			
Course code : 452301	Professional Skills for Social Work Practice	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To gain knowledge on Professional skill for Social Work Practices.</li> <li>To understand the Social work interventions.</li> </ul>		
Unit I	<b>Self and Self-Awareness</b> : Significance of understanding self, Meaning of self : self-concept, self-esteem, self-image and self-acceptance, Self as “being” and “becoming”, Factors affecting self : attitudes and values Understanding one’s own emotions and self-defeating behaviour, Reactions of self to various life situations :Achievements, frustration, failures, crisis.		
Unit II	<b>Techniques of understanding self:</b> Transactional Analysis, SWOT analysis, Jo-Hari window, Mirror reflection techniques, six thinking Hats techniques.		
Unit III	<b>Self-Development</b> : Concept and need for self-development, Difference in real self and ideal self, Setting goals for self-development, Achievement orientation and striving behavior, Use of yoga, meditation for self-development.		
Unit IV	<b>Communication for effective functioning:</b> Concept, definition and principles of communication, Elements of communication, Types of communication, Blocks and distortions in communication, Developing skills for effective interpersonal relationships: Listening, observation, use of appropriate language, facilitation, responding, Written communication skills: formal writing and creative writing, Public speaking: planning, preparation, presentation.		
Unit V	<b>Development of Professional Self:</b> Concept of professional personality, Professional values and value conflict, Professional ethics and ethical dilemmas. Attributes of Professional Personality: Qualities & traits, Values and attitudes, Creativity, Habits, Skills Stress and Burnout in Professional Practice: Causes and impact of stress, Stress management, Causes and impact of burnout, Prevention of and coping with burnout, Professional Integrity, Competence and Internalization of professional values: Honesty, Professional knowledge, Lifelong Learning, Critical thinking, Ethical decision making, Self –Understanding, Acceptance of self and others, Self-control.		
<b>Reference and Textbooks :</b> Beryl Williams. (1977). <i>Communicating Effectively</i> . New Delhi: Sterling Publications. Joyce Lishman. (1994). <i>Communication in Social Work</i> . New York: Palgrave. Khwaja Ali. (2000). <i>Booklets on Counseling</i> . Bangalore: Banjara Academy. Patil&Jayant. (2002). <i>Mind, Body and Soul Management</i> .Handbook, 21st Century LifeStyle. Pune: International Institute of Management Research and Applied Techniques. Philip Priestley &James McGuire. (1983). <i>Learning to Help</i> . London: Tavistock Publication Ltd. Reamer & Fredric. (2005). <i>Social Work Values and Ethics</i> . New Delhi: Rawat Publication			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge on Professional Skills for Social Work Practice.</li> <li>The students will gain knowledge about Social work interventions.</li> </ul>		



<b>SEMESTER III</b>			
Course code : 452302	Rural community development	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To develop knowledge in understanding of Rural Communities.</li> <li>To provide knowledge of the various methods, Programmes, strategies and developmental efforts towards Rural development</li> </ul>		
Unit I	<b>Rural Community:</b> Definition, Characteristics and problems of Rural Community: Poverty, Illiteracy, Community Health, Unemployment, problems related to agriculture and infrastructure - Rural Community Development: Definition, Objectives, Scope, Theories and Approaches		
Unit II	<b>Origin and development:</b> Early experiments: Srinikethan, Marthandam, and Gurgaon – Pilot Projects: Etawan project, Nilokheri experiment, Firka Development Scheme – Extension: Principles and Techniques - Extension department at block level.		
Unit III	<b>Panchayat Raj:</b> Concept, Objectives - Development of Panchayat Raj after Independence: Balwant Raj Metha Committee, Ashok Metha Committee - Main Features of Panchayat Raj Legislation (73rd Amendment) - Structure of Panchayat Raj System: Village Panchayat, Block Panchayat, District Panchayat - Functions of Panchayat: Civic amenities, Social welfare activities and Development work, Resource of Panchayat – State Control over Panchayat Raj Institution – Problems of Panchayatraj system.		
Unit IV	<b>Community Development Administration &amp; Planning:</b> Organization setup and Administration from National, State and Local level - Planning for rural development: planning process, multi-level planning, National, State, District and block level planning – Role of Panchayat Raj Institutions in Planning –Grama Sabha – Lacuna in Planning.		
Unit V	<b>Community Development Programme:</b> Training Institution: NIRD, SIRD – Role of CAPART and NABARD in Rural Development – Salient features of Rural Development Programmes: SGSY (Swarnajayanti Gram Swarzar Yojana), SGRY (Sampoorna Gram Rojan Yojana), IAY (Indra Awaas Yojana), PMSG (Prime Minister Gramiya Sutak Yojana), DPAP (Drought Prone Area Development Programme), IWDP (Integrated Watershed Development Programme), Housing (Upgradation of Hucha Houses), GTT (Gram Thaniraivu Thittam), THADCO Schemes (Tamilnadu Housing and Adi Dravida Development Corporation), MGNREGS (Mahatma Gandhi National Rural Employment Guarantee Scheme), SFDA (Small Farmer’s Development Agency), MFDA (Marginal Farmer’s Development Agency), ICDS (Integrated Child Development Scheme) and TamilNadu Government Social Welfare Programme – Pudhu Vazhvu Thittam.		
<b>Reference and Textbooks :</b>			
Aruna Sharma & Rajagopal. (1995). <i>Planning for Rural Development Administration</i> . New Delhi: Rawat Publication.			
Bhadouria & Dua. (1986). <i>Rural Development Strategies and Perspectives</i> . Delhi: B.R. Publication.			
Dahama, O. P. (1982). <i>Extension and Rural Welfare</i> . Agra: Ram Prasad & Sons.			
Dubey, M.K. (2000). <i>Rural and Urban Development</i> . New Delhi: Common Wealth.			
Goel, S.L. & Shalini Rajneesh. (2003). <i>Panchayati Raj in India: Theory and Practice</i> . New Delhi: Deep and Deep Publications.			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge about the role of various stakeholders in rural community and rural development</li> <li>The students will understand about the role and contribution of professional social work in the Developmental process.</li> </ul>		

<b>SEMESTER III</b>			
Course code : 452303	Health and Hygiene	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To make students understand the concept of Health and Hygiene.</li> <li>To provide the knowledge about the role of social worker in promoting community health.</li> </ul>		
Unit I	<b>Concept of Health:</b> Definition, concept, objectives, nature, need and scope, its relationship to welfare; influencing the health status of individuals; Multiple causation of diseases; Factors involved in the process of disease transmission; Specific and Comprehensive Health Indicators; Vital Health Statistics; Healthy life style.		
Unit II	<b>Hygiene:</b> Personal, food and Environmental hygiene; Relationship between health and hygiene; Environmental pollution; Living conditions; housing, sanitation, waste disposal and their influence on health. Immunization schedule for children.		
Unit III	<b>Nutrition and Health:</b> Nutrient Groups: Functions, sources and requirement; Caloric requirements for different age groups; Balanced diet, Malnutrition, Deficiency diseases, prevention of Nutrition problems. Community Health Concept: Determinative factors: Family health history, Physique, Environment, Life-style and Social cultural aspects; Healthcare Systems in India; hand-washing; draining puddles of water, clearing bushes and using insecticides; Hospital interventions intravenous rehydration and surgery.		
Unit IV	<b>Major Communicable/Non- Communicable diseases:</b> Symptoms, Etiology, Transmission, Prevention and Treatment of: Leprosy, Tuberculosis, STD, HIV, Polio, Malaria, Cholera and Typhoid. Cancer, Diabetes, Hypertension, Asthma, Cardiac disorders. Occupational Health Risk factors for disease Diseases and occupational relevance Drugs, Tobacco and Alcohol: Chemical agents, Effects and Side effects.		
Unit V	<b>Health Education:</b> Meaning and importance, Principles of health education, Techniques and strategies for various community groups, use of Audio- Visual Aids and Mass Media; First Aid: methods of dealing with victims of accidents. Family Planning: Importance and Techniques.		
<b>Reference and Textbooks :</b> Goel, S.L. (1984). <i>Public Health Administration</i> . New Delhi: Sterling Publishers. Goldsteine Dora. (1955). <i>Expanding Horizons in Medical Social work</i> . New York: University of Chicago press. Kumar, R. (1992). <i>Social and Preventive health administration</i> . New Delhi: Asia Publishing House. Minna Field. (1953). <i>Patients are people</i> . New York: Columbia University Press. Park, J.E. & Park K. (1983). <i>Text Book of Preventive and Social Medicine</i> . Jabalpur: M/s. Banashidas. Yash Paul Bedi. (1981). <i>Social Dimensions of Mental Health. Hygiene and PublicHealth</i> . Geneva: WHO Publications.			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge regarding the administration of the basic health infrastructure in the country</li> <li>The students will gain knowledge about the social work practice to health and hygiene situation in India.</li> </ul>		

<b>SEMESTER III</b>			
Course code :452304	Industrial Relation and Trade Union	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To familiarize the students with the various employee / industrial relations processes.</li> <li>To give an insight into the concept of employee welfare &amp; societal and organizational responses thereof.</li> </ul>		
Unit I	<b>Industrial Relations:</b> Concept; objectives; stake holders; Characteristics of a model Industrial Relations (IR) System. Difference between Industrial Relations and Employee Relations. Emerging trends in IR.		
Unit II	<b>I.R. Climate:</b> Industrial Conflict: Meaning, causes, consequences, manifestations, interventions (statutory and non-statutory machinery for prevention and settlement of disputes). Industrial Peace.		
Unit III	<b>Proactive &amp; Reactive IR:</b> Collective bargaining: Meaning, objectives, process, skills. Grievance redressal – meaning and process; Principles of effective grievance redressal. Employee discipline – meaning and need; Misconduct – concept and list; disciplinary action procedure, hot stove rule of administering discipline, principles of natural justice. Workers’ participation in management, Concept of industrial democracy, Standing Orders.		
Unit IV	<b>Employee Welfare:</b> Employee welfare: Meaning, objectives, philosophy, principles, Agencies, limitations. Types of employee welfare. Statutory and non-statutory welfare measures.		
Unit V	<b>Social Security:</b> Social Security: Concept, need, types (social assistance and social insurance) and schemes for the organized sector in India.		
<b>Reference and Textbooks :</b>			
Agarwal, R. D. (1972). <i>Dynamics of labour relation in India</i> . Bombay: Tata McGraw Hill.			
Arya, U. P. (1977). <i>Guide to settlement of Industrial Disputes</i> . New Delhi: Allied Publishing.			
Arun Monappa. (1989). <i>Industrial relation</i> : S.Chand Co.			
Memoria, C. B. & Mammria S. (2016). <i>Dynamics of Industrial Relations</i> : Himalaya Publishing House.			
Sharma, A. M. (2017). <i>Industrial Relation: Conceptual &amp; Legal Framework</i> : Himalaya Publishing House.			
Sinha, G. P. & Sinha, P. R. L. (1977). <i>Industrial Relations and Labour Legislations</i> : Oxford and IBH Co.			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge on industrial relations and Trade Union.</li> <li>The students will understand about Employee Welfare and Social Security.</li> </ul>		

<b>SEMESTER III</b>			
Course code : 452305	Urban Community Development	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To enable students to understand the unique nature of urban community.</li> <li>To gain knowledge on urban development programme.</li> </ul>		
Unit I	<b>Urban community:</b> Urban: Meaning, classification: City, town, metropolis, megalopolis, and satellite town – Urbanization: Meaning, characteristics, theories of urban growth - Urban community: Meaning, characteristics.		
Unit II	<b>Slum:</b> Definition, causes, characteristics, slum culture, theories of slums - Urban problems: Housing, Air, Water and noise pollution, solid waste management, e-waste management, juvenile delinquency, commercial sex workers and migration.		
Unit III	<b>Urban Community Development:</b> Meaning, objectives, principles, UCD Pilot Project (Delhi and Hyderabad – An outline), Approaches: Basic Service Approach, Integrated Development Approach, and Participatory Approach - Urban development agencies: Chennai metropolitan development authority (CMDA), EXNORA, SULAB International.		
Unit IV	<b>Urban Development Programme:</b> Town planning: Meaning, Town planning Act - Urban Basic Services Programmes (UBSP) - Tamil Nadu Urban Development Project (TNUP) - National Slum Development Programme (NSDP) - Integrated Housing & Slum Development Programme (IHSDP) - Jawaharlal Nehru National Urban Renewal Mission Scheme (JUNURUM) - Prime Minister’s Integrated Urban Poverty Eradication Programme (PMIUPES) - Swarna Jayanti Shahari Rozgar Yojana (SJSRY) - Nehru Rozgar Yojana (NRY) - Tamil Nadu Slum Clearance programme - Urban Health and Sanitation programme - problems in implementation of urban community development programme.		
Unit V	<b>Local self-government:</b> History of local self-government – forms of urban local self-government, Municipal Government: Types, organization structure, functions, 74 <sup>th</sup> amendment in the constitution, Relationship between officials and non-officials, Problems in municipal administration, Role of voluntary agencies and social workers in urban community development.		
<b>Reference and Textbooks :</b> Clinard, B. Marshall. (1970). <i>Slums and Community Development</i> . New York: The Free Press. Deasai & Devodas Pillai. (1970). <i>Slums and Urbanisation</i> . Bombay: Popular Prakasham. Desouza Alfred. (1978). <i>The Indian City</i> . New Delhi: Manohar Publication Datta, A. (Eds.). (1980). <i>Municipal and Urban India</i> . New Delhi: Indian Institute of Public Administration. David Antony Pinto. (1987). <i>The Mayor, The Commissioner and Metropolitan Administration</i> . New Delhi: Vivkas. Delgado Melvin. (2000). <i>Community Social Work Practice in an Urban Context</i> . New York: Oxford University Press.			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge on the government and voluntary efforts towards urban development.</li> <li>The students will be equipped with specific skills and techniques of working with urban communities.</li> </ul>		

<b>SEMESTER III</b>			
Course code : 452306	Mental Health	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To introduce the students to the concepts and historical development of the field of Psychiatry</li> <li>To impart knowledge on the various psychiatric disorders and the role of Social Worker.</li> </ul>		
Unit I	<b>Normality &amp; Abnormality:</b> Concept of Mental Health, Psychiatric Social Work, Community mental health and Community Psychiatry. Historical development of psychiatry as a field of specialization, Attitudes and beliefs pertaining to mental illness (Ancient, Medieval and modern times), Positive mental health as social capital; Scope and trends of Psychiatric Social work in India & Abroad, Mental health problems in India, Misconceptions about mental illnesses.		
Unit II	<b>Classification &amp; Assessment of Mental Health Disorders:</b> Diagnostic statistical Manual-DSM-V, International classification of diseases-ICD-10, Psychiatric Assessment: Interviewing, Case history taking, Sources of intake, mental status examination, Formulation of psychosocial diagnosis, Use of computers in assessment		
Unit III	<b>Psychiatric Illness &amp; Disorders:</b> Classification of Mental Disorders: Organic, Toxic (Drug Abuse), Functional (Non-Organic) Organic Mental Disorders: Symptoms and Causes of Dementia, Delirium, other mental disorders due to brain damage and dysfunction and to physical disease. Toxic: Symptoms of Mental and Behavioural disorders due to Psychoactive Substance Use. Functional (Non Organic) Mental Disorders: Signs, Symptoms, Etiology, Management and types of Schizophrenia, Delusional Disorders, Mood (affective) Disorder, Neurotic stress related and Somatoform disorders and Personality Disorders		
Unit IV	<b>Behavioural Disorders and Childhood Disorders:</b> Behaviour disorders: Eating Disorders: Anorexia Nervosa, Bulimia Nervosa, NonOrganic Sleep Disorders Common Mental Health Problems and Disorders in Children: Mental Retardation, Disorders of Psychological Development: Speech Disorder, Developmental disorders and Autism, Behavioural and Emotional disorders, Role of Psychiatric Social Workers, Limitations and difficulties faced in psychiatric socialwork practice.		
Unit V	<b>Research in Mental Health:</b> Emerging research in mental health. WHO Evidence based researches in Mental Health. Difficulties in practice informed research & research informed practice. Analysis of Existing Policies related to Mental Health.		
<b>Reference and Textbooks :</b> Coleman James C. (1976). <i>Abnormal Psychology and Modern Life</i> . Bombay: Taporewala & Sons. Eden, D. J. (1976). <i>Mental Handicap – An introduction</i> . London: George Allan and Unwin. Edward. (1986). <i>Understanding Mental Retardation</i> . London: Cambridge University press. Gajnd, R. N. & Hudson, B. L. (1981). <i>Current Themes in Psychiatric</i> : John Wiley and Sons. John Howells G. (1971). <i>Modern Perspective in International Child Psychiatry</i> . New York: Brunner & Mazel publication. Venkatesan, S. (2004). <i>Children with developmental disabilities</i> : Sage Publications.			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge on various aspects of mental health.</li> <li>The students will understand about assessment of mental health disorder.</li> </ul>		

<b>SEMESTER III</b>			
Course code : 452307	Labour Welfare Legislation	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To help the students to learn basic facts concerning Labour Law</li> <li>• To enable them to realize the need to have suitable skills for the practice of Labour Law.</li> </ul>		
Unit I	<b>Labour Legislation:</b> Meaning, Objectives, Scope, Limitations. Statutory and Non-statutory Welfare measures, Fringe benefits. . Labour welfare officer: Status, role, duties function and workers education		
Unit II	<b>Laws Relating to Factories:</b> Factories Act 1948. The Trade Union Act 1926, Industrial Disputes Act 1947.		
Unit III	<b>Laws Relating to Wages:</b> The Payment of Wages Act 1936; The Minimum wages Act 1948 The Contract Labour Act 1970		
Unit IV	<b>Laws Relating to Compensation and Benefits:</b> Workmen's Compensation Act 1923, Employees State Insurance Act 1948, Employees Provident fund Act 1952 including the Pension Scheme 1995. The Maternal Benefit Act 1961, Payment of Gratuity Act 1972, The Payment of Bonus Act 1965, The Equal Remuneration Act 1976.		
Unit V	<b>Laws Prevailing in Tamil Nadu:</b> Tamil Nadu Industrial Establishment (National and Festival holidays) Act 1951 Tamil Nadu Shops and Establishment Act 1947 Tamil Nadu labour welfare fund;		
<b>Reference and Textbooks :</b>			
Charles A. Myers. (1970). <i>Industrial relations</i> . India: Asia publishing house.			
Desai. R. (1982). <i>Constitutional &amp; Labour Laws in India</i> . New Delhi: Drient Law House.			
Dolia, B.R.(1982). <i>Labour and Industrial Law</i> . New Delhi: Drient Law House.			
Giri, V.V. (1958). <i>Labour problems in Indian Industry</i> . Bombay: Asian Publishing House.			
Pant, S.C. (1968). <i>Principles of labour welfare</i> . Vishakhapatnam: Gupta Brothers.			
Prasad, N. G. K. (1978). <i>Factories Law and Rules Applicable to Tamil Nadu State</i> (Vols. I, II, III. IV). Tamil Nadu: Madras Book Agency.			
Saxena, R.C. (1974). <i>Labour Problems in Indian Industry</i> . Meerut: Gupta printing press.			
Course outcome	<ul style="list-style-type: none"> <li>• The students will gain knowledge about the relevant of labour legislations.</li> <li>• The students will gain knowledge regarding the analytical skills in the interpretations of legislations in the light of judgements</li> </ul>		

<b>SEMESTER III</b>			
Course code : 452309	NGO Management	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To understand the management concepts, principles and process in the context of non-profit sector.</li> <li>To provide knowledge on process management.</li> </ul>		
Unit I	<b>Introduction to NGO:</b> Volunterism: Meaning, Theories - Non-Governmental Organisation: Definition, Objectives, Characteristics, Types, Strategies – Difference between Voluntary Organization & NGOs – Formulation of Society, Trusts, Salient features of The Societies Registration Act, The Trust Act, The Companies Act, Difference between society and trust - Procedure to register under FCRA.		
Unit II	<b>Project identification:</b> Feasibility / Baseline studies, Planning – Project formulation – Strategic formation – Preparation of Project Proposals – Project implementation – Community Based Rehabilitation - Funding agencies & projects in India: WHO, CARE, FORD Foundation, World Vision, Ministry of Social Defence, Women Development Corporation, CSWB, SSWB.		
Unit III	<b>Budgeting:</b> Meaning, purpose, sources, important items, steps in preparing budget - Fund raising: Meaning, principles, steps and basic requirements, basic techniques, documentation of fund raising - Role of home ministry for fund mobilization in NGOs.		
Unit IV	<b>Project Monitoring &amp; Evaluation:</b> Monitoring: Meaning, objectives and Types – Evaluation: Meaning, objectives, procedure to project evaluation, Project evaluation techniques: Creating Management Information System, Project Appraisal - Participatory Rural Appraisal (PRA), Principles and Methods of PRA, SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis, Social auditing.		
Unit V	<b>Management Process:</b> Concept and Principles of Management, Operational Management, Personnel Management, Material Management, Fund Raising, Information Management and Time Management. Organisational Behaviour; Individual in an Organisation - Groups in Organisation- Group Behaviour, Leadership and Team Building, - Organisational Process Communication, Supervision, Organizational Change and Development.		
<b>Reference and Textbooks :</b> Jain, R.B. (Eds.) (1995). <i>NGO's in Development Perspective</i> . New Delhi, Vivek Prakasan Joel S.G., & Bhose,R. (2003). <i>NGO's and Rural Development Theory and Practice</i> .New Delhi: Concept. Julie Fisher. (2003). <i>Non-Governments – NGO's and the Political Development of the Third World</i> . New Delhi: Rawat. Jack Rothman &John E. Tropman. (2001). <i>Strategies of Community Intervention</i> . Illinois: P.E. Peacock Kalirani B.T. (1999). <i>Non-Government Organisation in Development</i> . New Delhi: Rawat Kandasamy, M. (1998). <i>Governance and financial management in Non-Profit Organizations</i> . New Delhi: Caritas India.			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge on NGO management.</li> <li>The students will gain knowledge on project planning and management process.</li> </ul>		

<b>SEMESTER III</b>			
Course code : 452310	Gender and Development	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To get an understanding of the perspective on women and development in Indiansociety.</li> <li>To understand the key issues and National, International efforts on human Development.</li> </ul>		
Unit I	<b>Status of Women:</b> Concept of development with reference to women: Women in development, women and development, Gender in development – meaning, strategic and practical needs, Patriarchy and patriarchal structures in India. Feminism and its types. Women’s movements. UNWomen.		
Unit II	<b>Education, Employment and Health:</b> Differences between male and female children in enrolment and educational achievement, problems in education of the girl child, participation in higher education; NGO and Government efforts to improve women’s education. Employment: work participation of women, trends, exploitation of women, marginalization and casualization of women’s labour, feminization of poverty, multiple roles of women. Health issues of women in India: Health problems, maternal health, maternal mortality, family planning choices and access to health services, HIV/AIDS and impact on women in India, Female Genital Mutilation		
Unit III	<b>Gender Analysis and Framework:</b> Gender analysis and its framework: Moser Framework, Social Relations Framework (SRF)(Kabeer),Harvard Framework, Gender Analysis Matrix (Parker), Women’s Empowerment Framework (Longwe). Gender Census, Sex Ratio, WID, WAD, GAD. Gender Mainstreaming, Gender budgeting. Self Help Groups: benefits, procedures and best practices.		
Unit IV	<b>Women in difficult circumstances:</b> Women in difficult circumstances: sex work, female headed households, women and displacement, women and disasters/riots and war, violence against women, transgender. Legal rights of women (salient features only): Marriage, divorce, maintenance, inheritance, adoption, employment, maternity benefits		
Unit V	<b>National and International Efforts:</b> International conventions and efforts: CEDAW, Beijing Conference, International organizations and policies. Development programmes for women - Government policies and programmes for women-State and Center; Constitutional provisions; reservations for women. Best practices, Conventions, Committees, Policies and programmes. Role of National and State Women’s Commissions.		
<b>Reference and Textbooks :</b> Bhasin, K. (1984). <i>Women and media – analysis, alternatives and actions</i> . New Delhi:Kali forWomen Blumberg & Dwaraki. (1980). <i>India’s educated women: options and constraints</i> . New Delhi:Hindustan Publishing corporation. DevendarKiran. (1985). <i>Status and position of women in India</i> . NewDelhi: Shakthi Books. Hamilton R.(1992). <i>The liberation of women: a study of patriarchy</i> . London: George Allen andUnwin ICSSR. (1985). <i>Status of women in India- report of the National Commission</i> . New Delhi: Allied publishers.			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge onthe concepts of Women Development.</li> <li>The students will the issues and mechanism to safeguard women.</li> </ul>		



<b>SEMESTER III</b>			
Course code : 452311	Corporate Social Responsibility	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To gain knowledge on corporate social responsibility.</li> <li>• To understand the implementation of corporate social responsibility.</li> </ul>		
Unit I	<b>National and International Efforts:</b> corporate social responsibility, meaning, definition and scope of CSR, evolution of CSR, sustainability, public private partnerships, corporations' role in climate change, supply chain responsibility, stakeholder engagement, cause and social marketing, environmental responsibility, socially responsible investing, sustainability reporting, transparency and human rights; CSR as economic development and CSR in cultural context		
Unit II	<b>Stakeholders of CSR:</b> Stakeholders and Perspectives, interest groups related to CSR, tools of CSR, business benefits of CSR		
Unit III	<b>CSR Policy:</b> Designing a CSR policy, factors influencing CSR policy, managing CSR in an organization, role of HR professionals in CSR, global recognitions of CSR, ISO 14000, SA 8000, AA 1000, codes formulated by UN global compact, UNDP, global reporting initiative.		
Unit IV	<b>Implementing CSR:</b> CSR in the marketplace, CSR in the workplace, CSR in the community, CSR in the ecological environment, case studies: lifebuoy soaps "swasthya chetna", ITC's e-choupal venture.		
Unit V	CSR in India: an overview of CSR rules under companies Act, 2013 legal provisions and specifications on CSR, TCCI (TATA council for community initiatives), TATA model on CSR, national CSR hub, TISS Mumbai – success and failure with CSR initiatives, CSR awards in India, role of social workers in CSR		
<b>Reference and Textbooks :</b> Anderson Ray. (1998). <i>Mid-Course Correction: Toward a Sustainable Enterprise: The Interface Model</i> . Chelsea Green Publishing Company. Batstone David. (2003). <i>Saving the Corporate Soul, and Who Knows, Maybe your Own</i> . Jossey-Bass. Benn & Bolton. (2011). <i>Key concepts in corporate social responsibility</i> . Australia: Sage Publications Ltd. Bradshaw, T., & D. Vogel. (1981). <i>Corporations and their critics: Issues and answers to the problems of corporate social responsibility</i> . New York: McGraw Hill Book Company Brummer, J.J. (1991). <i>Corporate Responsibility and Legitimacy: An interdisciplinary analysis</i> . Westport: CT: Greenwood Press. Cannon, T. (1992). <i>Corporate responsibility, (1st ed.)</i> London: Pitman Publishing.			
Course outcome	<ul style="list-style-type: none"> <li>• The students will get familiarized with the knowledge of ethics, emerging trends in good corporate social responsibility in the global and Indian context.</li> <li>• The students will be equipped with the legislations relating to CSR.</li> </ul>		

**Subject code: 452308    Field Work Practicum – III Credit: 4    Hours: 8**  
**Concurrent Field Work**

The broad aim of this course work is to provide opportunities for students to apply the knowledge learnt in the class room situations. The Field Work–III is in Concurrent Pattern. To facilitate concurrent field work, the students will be attached to a particular organization as per specialisation for the specified period of time. In the organizational set up, they are expected to work with organization system, individuals, groups and communities and to get practical training by aligning with the agency's philosophy, policy and goals and making use of the guided supervision (faculty and agency).

**General objectives:**

1. To provide the students actual field exposure and working experience in their area of specialization.
2. To develop their ability to interact with the agency officials, community, and governmental / non-governmental organizations with which the organization is associated with.
3. To gain practical knowledge / experience for their professional development.

**Specific objectives: (Common)**

1. To study and understand the working of an agency.
2. To study and understand the agency's goals, policies and philosophy.
3. To understand and analyse the person in the environment.
4. To gain professional intervention skills and program/process implementation skills
5. To develop skills in documentation.
6. To develop personal and professional self.

**For Community Development Specialization:**

During this semester students will be placed in any one of the *community based Organization working* in the area of community development. They are expected to:

1. Develop understanding of the community, its structure, resources and characteristics.
2. Develop skills to analyse perceptions of community regarding their problems, needs and issues affecting their lives.
3. Develop skills in problem solving at individual, group and community levels, mobilise people around common concerns and formulate tentative strategies and programs to address some of the issues confronted.
4. Develop skills in problem solving and intervention in the person-environment context.
5. Develop skills in research and evaluation.

**For Medical and Psychiatric Social work Specialization:**

During this semester students will be placed in the medical setting such as hospitals and organizations. They are expected to:

1. Develop understanding of the medical setting/child guidance setting.
2. Gain skills to do intake procedures, make assessments and do appropriate referrals in the medical setting.
3. Develop skills to analyse clients and their perceptions regarding their problems, needs and issues affecting their lives.

4. Develop skills in problem solving at individual, group and community levels, mobilise people around common concerns and formulate tentative strategies and programs to address some of the issues confronted.
5. Understand issues pertaining to community health and develop and implement appropriate interventions.

**For HR Specialization:**

During this semester students will be placed in any one of the industries relating to manufacturing sector. They are expected to:

1. To gain knowledge on the business environment.
2. To get an exposure on the HR Department and its functional areas.
3. To get hands-on training in the HR functional areas.
4. To practice the methods of social work in the agency.
5. To develop the personal and professional self.

<b>SEMESTER IV</b>			
Course code : 452401	Social Work for Persons with Disabilities	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To impart knowledge regarding classification, characteristics, causes, approaches for disability.</li> <li>To familiarize the student about the strategies, therapies and assistive devices for helping the disabled.</li> </ul>		
Unit I	<b>Disability:</b> Disability and its History, Definitions, causes, types and magnitude of various disabilities and their impact on persons with disability and their families, Prevention of disabilities at various levels, Misunderstanding and societal attitude towards persons with disability.		
Unit II	<b>Disability and its Impact:</b> Reactions of parents, family members and ways of coping, Needs and problems of persons with disability and their families across the life span and social work intervention at each stage, Understanding the ability of PWDs. Raising awareness and knowledge of disability among people/society.		
Unit III	<b>Rehabilitation:</b> Definition, Types of Rehabilitation, Process of rehabilitation, vocational rehabilitation and social integration within the family and community. Role of social worker in various settings such as hospital and treatment centres, home, educational institutions, vocational rehabilitation centres, the community, self- help groups and associations of persons with disability and parents' associations, Legislations for Disabled, policies and programs at the central and state and the role of facilitating authorities, Role of District Rehabilitation Welfare Office.		
Unit IV	<b>Social Work Intervention Strategies:</b> Individual level – problem focused, self-help, support groups, assertiveness training, life skills enrichment; family level - family crisis intervention, family centered intervention, parent guidance, parent training, support, self-help groups of parents, siblings; community level – community awareness, education.		
Unit V	<b>Community Based Rehabilitation:</b> Identification and early intervention of disability. Definition, Need of CBR, Strengths and Limitations of CBR approach, Implementation of CBR approach, raises awareness about the rights / entitlements PWDs, Understanding Rehabilitation vs. Habilitation.		
<b>Reference and Textbooks :</b> Albrecht G.L, Katherine D Seelman.,& Michael Bury.(2001) . <i>Hand Book of disability Studies</i> .London :Sage Hegarty Seamus&Mithu Alur. (2002) . <i>Education and Children with special needs</i> . London.:Sage. Karanth., Pratibha ., Joe Rozario.(2003) . <i>Learning disability in India</i> : London. Sage Moore. (2005). <i>Researching disability issues</i> . London: Open University Press Grant. (2005). <i>Learning disability: A lifecycle approach to valuing people</i> . London: Open University Press. Mani. M.N.G&M.B. Jaiganesh. (2010). Coimbatore: <i>UDIS Forum</i> .			
Course outcome	<ul style="list-style-type: none"> <li>The students will gain knowledge on need for education, types and models for the disability.</li> <li>The students will gain knowledge on avenues of employment both in the organised and unorganised sector.</li> </ul>		

<b>SEMESTER IV</b>			
Course code : 452402	Development Management	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To acquire knowledge and skills required for a development professional</li> <li>• To give a clear understanding of nature and forms of development management</li> </ul>		
Unit I	<b>Non-Governmental Organization:</b> Concept, Meaning, Need, Classification, Structure, Functions, Philosophies, Principles, Significance, Strategies, and Role of NGOs in developmental fields; Historical Development of NGOs in India; Community Based Organization and Faith based organization: Concept and Development.		
Unit II	<b>Establishment of NPOs Registration:</b> Societies Act, Trust Act, Company's Act (Sec. 25)- Memorandum of Association and Articles of Association; Legal Status of NPO; Monitoring Mechanism adopted by Governments - FCRA Act; NGO Administration; Policy Making: Aims and Objectives of the Executive Committee, Office Bearers and Governing Body and Rights, Power and Duties		
Unit III	<b>Project Identification and Feasibility Studies:</b> Base Line Surveys; Project Formulation; Planning and Policy-making; Strategy Formation and Preparation of Project Proposals and Project Implementation. Budgeting: Meaning, Steps and Important Items in Budget; Resource Mobilization: Central and State Government Assistance and Other Assistance; Fund Raising: Meaning, Techniques and Income Generation Programmes (IGPs); Financial Management; Financial Collaboration between Funding Organization and Non-Profit Organizations.		
Unit IV	<b>Funding of NGOs Sources of Funding:</b> Government Grants, Foreign Aid, Donations, Membership fees and NGOs Contribution; Project Approach to Funding; Donor Consortium Approach; Funding Criteria and Conditionality; Managing Relationships with Donors; Working with Governments; Aspects of Financial Management relevant for NGOs and Networking Strategies.		
Unit V	<b>Project Personnel Empowerment and Monitoring and Evaluation Training:</b> Meaning, Need, Importance, Purpose, Significance and Training Needs; NGO functions in different Fields: Health, Rural Development, Child Health and Welfare, Women Welfare, Youth Welfare and Welfare of the elderly people; Role of NGOs in Administering the Social Welfare Programmes; Project Monitoring and Evaluation: Aims, Objectives, steps and Creating Management Information System; Project Appraisal: Meaning and Techniques; Logical Frame Analysis (LFA); 360 evaluation in NGOs, Participatory Rural Appraisal (PRA): Principles, Methods of PRA and Network Analysis; Documentation and reporting; Strength based practices in NGOs; Public Relations.		
<b>Reference and Textbooks :</b> Drucker Peter. (1993). <i>Managing the NGO: Principles and Practices</i> . New Delhi: Macmillan Publication Ginberg Leon, H. (2001). <i>Social Work Evaluation: Principles and Methods</i> . Singapore: Allyn and Bacon. Kandasamy, M., (1998). <i>Governance and Financial Management in Non-Profit Organizations</i> . New Delhi: Caritas India. Kumar, A, (2003). <i>Social Change through NGOs</i> . New Delhi: Anmol Publishers Lawant, B. T, (1999). <i>NGOs in Development</i> . Jaipur: Rawat Publications. Mukherjee Amitara (Eds.), (1995). <i>Participatory Rural Appraisal: Methods and Application in Rural Planning</i> . New Delhi: Vikas Publishing.			

Course outcome	<ul style="list-style-type: none"><li>• The students will gain knowledge on asset based community development</li><li>• The students will gain knowledge on professional social work trainees with innovative development management.</li></ul>
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<b>SEMESTER IV</b>			
Course code : 452403	Medical Social Work	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To introduce the historical development of Social Work in Medical Settings, existing status and its development.</li> <li>To highlight a Holistic and Integrated approach to Social Work Practice in the field of Health.</li> </ul>		
Unit I	<b>Medical Social Work:</b> Definition, concept, objectives, its nature, need and scope; the roles and functions of a medical social worker; historical development in India and abroad; medical sociology and its relevance to medical social work practice; practice of social work methods in hospital settings: their need and importance in working with patients and families: scope and limitations of practice.		
Unit II	<b>Psychological, Social and Economic Implications of Illness and Disability:</b> For the patient and his family; concepts of patient as a person, patient as a whole, the psychosomatic approach; multidisciplinary team work: need, importance, and principles; role of social worker as a member of the team.		
Unit III	<b>The Hospital as a Formal Organisation:</b> Its goals, technology, structure and functions, departments, administrative procedures, implications of hospitalisation for the patient and his family; medical social work department: staffing, organisation and functions; extension services; public relations.		
Unit IV	<b>Impairment, Disability and Handicap:</b> Causes, types and classification of physical handicaps: orthopaedic disability, visual handicap, aural impairment and speech disability; psychosocial problems and implications for each specific handicap and role of the medical social worker in intervention; physical medicine, physiotherapy and occupational therapy: objectives and types; rehabilitation: definition, concept, principles, and process; role of the medical social worker in rehabilitation planning, resource mobilisation, and follow-up.		
Unit V	<b>Specific Needs and Problems of Patients and their Families:</b> Need for assistance and role of the medical social worker in the following settings: outpatient unit, intensive care unit, paediatric ward, maternity ward, abortion clinic, family planning centre, STD clinic, HIV clinic, orthopaedic department, cardiology department, blood bank, TB sanatorium and cancer hospitals, training of the volunteers to work with the chronically ill in the community, and special focus on rural/tribal areas.		
<b>Reference and Textbooks :</b> Bartlett, Harriett Moulton. (1961). <i>Social work practice in the health field</i> . Natl Assn of Social Workers Pr, Codey Carol H, (1951). <i>Social aspects of illness</i> . W.B. Saunders Com., Field Minna. (1967). " <i>Patients are people.</i> " <i>A Medical Social approach to prolonged illness</i> , Goldstine Dora. (1955). <i>Expanding horizons in medical social work</i> . University of Chicago Press, Hamilton Kenneth, W. (1950). " <i>Counseling the handicapped in the rehabilitation process.</i> " (1950). Hamilton Kenneth, W. (1950). " <i>Counseling the handicapped in the rehabilitation process.</i> " Hubschman, Lynn.			
Course outcome	<ul style="list-style-type: none"> <li>Students will develop an in-depth understanding of social work process in medical setting.</li> <li>Students will gain knowledge on formal organization setup of hospitals and their services.</li> </ul>		

<b>SEMESTER IV</b>			
Course code : 452404	Organisational Behaviour and Development	Credit : 4	Hours : 4
<b>Objectives</b>			
Unit I	<b>Introduction to Organizational Behaviour:</b> Organizational behaviour: Concept, Relevance. Contributing disciplines to the OB field. Emerging factors influencing the study of OB. Theoretical Frameworks of organizational behaviour (Cognitive, behavioural, Social Learning)		
Unit II	<b>Motivation:</b> Meaning, Need, Theories of Motivation - Content Theories (Maslow) Process theories (Vroom, Porter & Lawler), Contemporary theories (Equity theory, Attribution theory). <b>Leadership:</b> Meaning, Attributes of a good leader, leadership styles, Theories (Trait theory, Behavioural theories, Contingency theories [Fiedler Model, Path-Goal theory], Contemporary Leadership Theories [Charismatic leadership theory, transformational leadership theory]).		
Unit III	<b>The Dynamics and Foundations of Organizational Behaviour:</b> Groups (types of groups, stages of group development) Teams (difference between teams and groups, factors influencing effective functioning of teams) power (meaning, bases of power and power tactics), political behaviour (meaning, characteristics, manifestations), Conflict and Negotiation, interpersonal communication.		
Unit IV	<b>Foundations of Organizational Development:</b> Conceptual frame work of OD, History of OD, Characteristics of OD, Components of OD Process, The dynamics of OD.		
Unit V	<b>Techniques of OD:</b> Survey & Feedback, Team Building, Quality of work life, Sensitivity Training, Role Analysis, Transactional Analysis, theory Z cybernetics, Johari Window, Mergers and Acquisitions, Organizational Health and Effectiveness.		
<b>Reference and Textbooks :</b>			
Baron R.A. (1999). <i>Behaviour in Organizations</i> . New Delhi: Prentice Hall India.			
Callahan Robert E. (1996). <i>Understanding Organizational Behaviour</i> . Columbus: Charles E Merrill Publishing			
Fred Luthans. (1998). <i>Organizational Behaviour</i> . Boston: Irwin McGraw Hill.			
Gibson James, L. (1989). <i>Organizational Behaviour: Structure</i> . Dallas: Processes. Business Publications.			
Hersey & Blanchard. (1982). <i>Management of Organizational Behaviour</i> . New Delhi: Prentice Hall India,			
Hursey Paul. (1988). <i>Management of Organizational Behaviour</i> . Cliffs: Prentice Hall.			
Stephen B. Robbins. (1996). <i>Organizational Behaviour</i> . Prentice Hall of India Pvt. Ltd.			
Course outcome	<ul style="list-style-type: none"> <li>• The students will gain necessary skills essential for the management of human behaviour in organizations.</li> <li>• The students may have clear understanding on system approach as applied to human and organizational behaviour</li> </ul>		



<b>SEMESTER IV</b>			
Course code : 452405	Environmental Social Work and Disaster Management	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To develop an understanding of Disaster and Disaster Management.</li> <li>• To help students to understand environmental issues and Movements</li> </ul>		
Unit I	<b>Introduction to Disasters and Disaster Management:</b> Concept and Definitions of Disaster, Types of Disasters, Natural, Chemical, Biological, Nuclear, Civil, Consequences of Disaster. Phases of Disaster: Preparation and planning, Threat and warning, Impact, Immediate post-disaster period and Recovery phase, Preparedness, Mitigation, Intervention, Search, Rescue, Relief, Rehabilitation and Reconstruction, National and State policy on Disaster Management, Disaster Management Act 2005, Vulnerability Analysis, Interagency Collaboration.		
Unit II	<b>Social Work and Community Interventions:</b> Psychosocial Care concepts and Principles - Vulnerable groups: Children, women, elderly, Institutionalized persons, Disabled, women and child headed households. Social work interventions: Grief Management, Identification and Management of PTSD, Psychological first-aid and Counselling. Community Interventions: Building disaster resilient communities, Basic features of CBDM, Community risk assessment, Community disaster management plan, Community participation, Participatory approaches		
Unit III	<b>Environment Social Work and Sustainable Development:</b> Concept of Environment, Meaning, Dimensions of Environment. Natural Environmental Problems & Causes: Imbalance, Pollution (Air, Water, Land and Noise) Population growth, forest cutting & wild life - Role of central & state government NGOs and social workers contribution to solve Environmental problems. Sustainable Development: Understanding Sustainable Development, International Conventions and Agreements, Rio Summit, Kyoto Protocols I & II, Conservation and Management of Resources.		
Unit IV	<b>Environmental Movements:</b> International Conferences and Environmental Agreements, WTO and Indian Agriculture Challenges and opportunities, Grassroots Environmental Movements in India. - Chipko Movement, Save forests movement. Movements against big dams-Narmada and Tehri, Eco farming-natural farming efforts, Greenpeace, Antinuclear movements		
Unit V	<b>Environment Action and Management:</b> State and central Government Policies and programmes on Environmental Preservation, Environmental Legislation needs and importance and important laws in India, Role of Grassroots Organization; Women and Conservation of Environment; Panchayats and Environment.		
<b>Reference and Textbooks :</b> Adams, W. M. (1991). <i>Green Development: Environment and Development In the Third World</i> , Adams, W. M. (1991). <i>Green. Development: Environment and Development In the Third World</i> , John Mc Cornick. (1990). <i>The Global Environmental Movement</i> , New Delhi: CBS Publishers Kumar B. Das. (Ed.) (1992). <i>Environment and Development Conundrum</i> . Delhi: Discovery Publishing House. Lodha, R. M. (1991). <i>Environment Essays</i> . New Delhi: Ashish Publishing House. Mustafa Kamal Tolba. (1992). <i>Saving Our Planet</i> London: Chapman's Hall. Vasanth Desai. (1991). <i>Forest Management in India: Issues and problems</i> . Bombay: Himalaya Publishing House.			

Course outcome	<ul style="list-style-type: none"><li>• The students are enabled to understand the concepts of disaster management and social work introductions.</li><li>• The students will gain knowledge on Environmental Social Work and Environmental Development.</li></ul>
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<b>SEMESTER IV</b>			
Course code : 452406	Psychiatric SocialWork	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>• To develop the knowledge of psychosocial treatment methods for person with emotional disorders.</li> <li>• To acquire knowledge and skill in the practice of psychiatry and rehabilitation</li> </ul>		
Unit I	<b>Psychiatric Social Work:</b> An Introduction Definition, Scope, Historical Development, Magnitude of mental health problems among men, women, aged, socio -economically disadvantaged in urban and rural population and the mental health issues due to disaster: Treatment for the mentally ill patients : Psychological intervention, individual interventions, family interventions, group intervention and medication		
Unit II	<b>Psychological Treatment Methods:</b> Psychotherapy, supportive therapy, Re-educative and Reconstructive psychotherapy, Behaviour therapy, CBT,ERP or EX/RP, Psycho-analysis, Client centered therapy, Reality therapy, Gestalt therapy, Rational emotive therapy, Logo therapy, Hypnosis and Abreaction.		
Unit III	<b>Psychological Therapies:</b> Group Therapy, Transactional Analysis, Marital Therapy, Family Therapy, Recreational and Relaxation Therapies, Occupational Therapy and Psychiatric Rehabilitation		
Unit IV	<b>Psychiatric Social Work Practice:</b> Role of Psychiatric Social Worker in half way homes , Day care centers, Child guidance clinic, De-addiction, Suicide prevention, Community mental health programmes; Admission and discharge procedures in a Psychiatric Hospital.		
Unit V	<b>Mental Health Care Policies and Legislations:</b> Policies and legislations related to mental health in India: National Mental health Policy for India; Present mental health care services; Identification of needs.		
<b>Reference and Textbooks :</b> Bhugra , Gopinath, Vikram Patel.(2005). <i>Handbook of Psychiatry- A South Asian Perspective</i> . Mumbai: Byword Viva Publishers Pvt.Ltd. Harper A. Robert. (1975). <i>The New Psycho therapies</i> . New Jersey Prentice Hall, INC. Kaplan, Harold, I., Sadock, B.J., (1989). <i>Comprehensive Text Book of Psychiatry</i> . London:Williams & Wilkins Mane & Gandevia. (1998). <i>Mental Health in India: Issues and Concerns</i> . Mumbai: Tata Institute of Social Sciences. Verma, Ratna. (1991). <i>Psychiatric Social work in India</i> . New Delhi: Sage Pub. WHO. (2004). <i>The ICD-10 Classification of Mental and Behavioral Disorders, Diagnostic Criteria for Research</i> . Delhi: AITBS Publishers and Distributors. Windy Dryden. (2002). <i>Handbook of Individual Therapy</i> . New Delhi Sage Publications.			
Course outcome	<ul style="list-style-type: none"> <li>• The students will be enriched with knowledge on provision of mental health services.</li> <li>• The students will gain knowledge on Psychiatric Social Work practices.</li> </ul>		

<b>SEMESTER IV</b>			
Course code : 452407	Human Resource Development	Credit : 4	Hours : 4
Objectives	<ul style="list-style-type: none"> <li>To understand the skills and attitude required for human resource development.</li> <li>To enable the students to understand the concepts and functions of human resource development</li> </ul>		
Unit I	<b>Human Resource Development:</b> Concept, Meaning, Nature&Need, Principles of HRD. Pre requisites for successful human resource development programmes		
Unit II	<b>Career Planning &amp; Performance Counselling:</b> Meaning & Steps involved; Career development Steps, strategies and approaches in career planning.		
Unit III	<b>Training &amp; Development:</b> Meaning, needs, Importance, types, on the job training, Off the job training, Training Effectiveness, Evaluation of training Programme, qualities of an HRD Manager		
Unit IV	<b>Performance Appraisal:</b> Meaning, Approaches of performance appraisal, methods and techniques of appraisal system, Importance, Purpose & Limitations. Potential Appraisal, Meaning, Scope, Importance 360 degree performance appraisal.		
Unit V	<b>Human Resource Development Trends:</b> Job rotation, Job enlargement, Job enrichment, Total quality management, Human resources information system, 5S Management, Six Sigma.		
<b>Reference and Textbooks :</b>			
CraichRobnert, L. (1987). <i>Training and Development – Hand Book</i> . New Delhi: McGraw Hill. Publication.			
Famularo Joseph.(1987). <i>Handbook of Human Resources Administration</i> . Singapore: McGraw Hill. Publication.			
Jaya Gopal, R. (1993). <i>Human Resource Development – Connectional Analysis</i> . New Delhi: Strategies Publication.			
PareekUdai& Rao T.V.(1982). <i>Designing and Managing Human Resources</i> . New Delhi: Oxford & IBH.			
Rao T.V. (1990). <i>HRD Missionary</i> . New Delhi: Oxford & IBH.			
Sing, P. N. (1993). <i>Developing and Managing Human Resources</i> . Bombay: Scuhandra Publication.			
Course outcome	<ul style="list-style-type: none"> <li>The students will be sensitized on the emerging trends in the field of HRD</li> <li>The students become familiarized with the principals of human resource development.</li> </ul>		

**Subject code: 452408    Field Work Practicum – IV    Credit: 4    Hours: 8**

### **Block Placement**

The broad aim of this course work is to provide opportunity for intensive field training to the students to have an experiential learning in the organization in their area of specialization.

To facilitate the students will be attached to various institutions in the area of their specialization for the period of one month.

In the organizational set up aligning with the agency's philosophy, policy and goals and making use of the guided supervision of the faculty and agency supervisors they are expected to gain more practical training for developing expertise and confidence to deal with their later real life 'work-life' challenges independently and professionally.

#### **Objectives (Common):**

1. To study and understand the financing process of an agency.
2. To know the agency's goals, policies and philosophy.
3. To gain professional intervention skills and program/process implementation skills.
4. To develop skills in documentation.
5. To develop personal and professional skill.

#### **Community Development:**

The students will be placed in CSR Projects or Organizations working on macro issues and advocacy as well as Government departments involved in social welfare and rural/urban development.

1. To understand the implementation of development projects and programmes of the Government / NGOs and Corporate organizations.
2. To develop project management skills.
3. To understand the ways of managing non-profit organizations.
4. To gain skills in working on macro issues such as lobbying, advocacy and campaigns.
5. To develop the essential communication, liaison and networking skills.

#### **Medical and Psychiatric Social Work:**

The students will be placed in the Psychiatric social work setting including hospitals and clinics as well as community mental health projects, family counselling centres and Industrial Social Work departments of corporate organizations.

1. To understand the psychiatric social work setting and the client's need and problems.
2. To gain competencies in receiving clients, implement intake procedures, do assessments and diagnose.
3. To practice therapeutic intervention methods and counselling techniques.
4. To gain skills in planning and implementing mental health / family counselling and associated projects.
5. To develop the essential communication, liaison and networking skills.

#### **Human Resource Management:**

The students will be placed in the IT / Service Sector with a focus on learning about the sector and also implementing need-based specific projects for the organization.

1. To gain deep knowledge on the business environment.
2. To get hands on training and experience in the HR department & HR functional areas.

3. To develop the essential communication, presentation, liaison, negotiation and networking skills essential for HR job.
4. To carry out mini-projects of interest for the organization and to improve documentation skills.
5. To develop their HR personal & professional self.

**Subject code: 452999    Research Project    Credit: 6    Hours: 10**

**Objectives:**

1. To orient the students to field research.
2. To develop their skills in research problem formulation and research field / area identification.
3. To train them in developing tool of data collection.
4. To introduce and to provide hands on training to the students on the various sampling procedures.
5. To impart data collection skills.
6. To develop their ability to analyse the data they have collected.
7. To develop their scientific writing.
8. To enable them in preparing research reports.

**Completion of tasks relating to:**

1. Research area identification (In the area of specialization chosen)
2. Research problem formulation.
3. Completion of Introductory chapter (Chapter I)
4. Completion of Review of Literature (Chapter II)
5. Identification of research field / agency & obtaining necessary approval / permission to conduct research.
6. Working out appropriate Research methodology (Chapter III).
7. Construction of tool of data collection.
8. Validation of tool of data collection.
9. Finalizing the research universe and sampling procedures.
10. Completion of data collection.
11. Preparations of analysis design.
12. Analysis of data
13. Preparation of final report & Submission of typed copy of report on the above components & obtaining approval from the research supervisor.
14. Viva-voce examination.

**Question Pattern**

**M.S.W. DEGREE EXAMINATION**

**Time: 3 Hours**

**Maximum: 75 Marks**

**Part – A (10x2=20)**

**Answer All Questions**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Part – B (5x5 =25)**

**Answer All Questions Choosing Either (a) or (b)**

11. (a) or (b)
12. (a) or (b)
13. (a) or (b)
14. (a) or (b)
15. (a) or (b)

**Part – C (3x10 = 30)**

- 16.
- 17.
- 18.
- 19.
- 20.

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**Profile of the Broad Based Board of Studies Members**

**Name:** Dr. KalpanaGoel.

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**Email:** [Kalpana.Goel@unisa.edu.au](mailto:Kalpana.Goel@unisa.edu.au)

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**Educational Qualification:**

- Doctor of Philosophy in Social Work

**Professional Experience:**

- She is an academic researcher in the school of psychology, social work and social policy
- She did her research on immigrants' settlement, coping and resilience, aged care and teaching and learning in higher education
- She has published a co-edited book on 'Community work: theories, practices and challenges' published by Niruta Publications, Bangalore, India
- She worked in the research project in collaboration with the school of health sciences, Monash University

**Recent Publications:**

- Teaching pedagogies enhancing social work students' perceptions and attitudes toward older age in an undergraduate course on working with older people
- Building research capacity for social work practitioners: A Regional Perspective Article in Social Work Education 37(3609) pg 1-16, June 2018

**Cumulative Impact Factor:**

**Total Citation:** 90

**H-Index:**4

**I10 – Index:**2



**Profile of the Broad Based Board of Studies Members****Name:** DrRuchi Sinha.**Designation:** Associate Professor & Chairperson,*Centre for Criminology and Justice,**School of Social Work - Mumbai Campus.***Address:** *TaTa Institute of Social Science, Mumbai, India.***Email:** [ruchi@tiss.edu](mailto:ruchi@tiss.edu)

---

**Educational Qualification:**

M.A. (TISS), M.Phil. (JNU) &amp; Ph.D. (JNU)

**Professional Experience:**

- She had twenty years of teaching experience in social work and criminal justice system. She worked in the areas of violence, human rights, policing, crime and development, criminal justice policy, social work in criminal justice system, trafficking, child rights, child protection and juvenile justice.
- She has been a visiting faculty at Gothenburg University, Sweden (2011).

**Recent Publications:**

- Sinha, R. (2017). Police social work: Active engagement with law enforcement. In M. D. Chong & A. P. Francis (Eds.). *Demystifying criminal justice social work in India* (pp.85-106). New Delhi, India: Sage Publications
- Sinha, Ruchi (2016) 'Challenges Confronting Sustainable Development Goals for Health: Learning's from Millennium Development Goals and Health, in ed. Ramanathan and Juvva et al, " Spirituality, Culture and Development", Lexington Books, pp 129-156

**Cumulative Impact Factor:****Total Citation:**6**H-Index:**1**I10 – Index:**0

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**Educational Qualification:**

- Doctor of Philosophy in Sociology.

**Professional Experience:**

- He is the Dean for Faculty of arts in Alagappa university and also Professor and Head of the Department of social work
- He did his research work on Immunization of Children: A Study from Mother's perspective in Vadivelkarai village, Changing patterns of Social institutions in Mauritius - A Study among the population of Indian descent.

**Administrative experience**

- Member of the Squad Team - Examinations in the Colleges Affiliated to Alagappa University, Karaikudi.
- Chief Superintendent for the Distance Education Examinations for PG and M.Philprogrammes, Alagappa University, Karaikudi.
- Chief Superintendent for the Regular Examinations for PG , M.Phil, Ph.Dprogrammes Alagappa University, Karaikudi
- Member – Constitution of Committee to prepare Analysis Report on National Education Policy 2019
- Ex-officio Member – Board of Studies – Department of Politics and Public Administration
- Nominee – Academic Council – ThassimBeevi Abdul Kader College for Women.

**Recent Publications:**

- **Reasons for School Dropouts at Primary Level in Sivagangai District of Tamilnadu**– in the **Shanlax International Journal of Arts ,Science and Humanities**, Vol 5,Special Issue 3 March 2018, ISSN : 2321-788X Impact Factor: 2.114 UGC Approved- 43960
- **Challenges and Problems to be encountered by school Teachers in Bahrain** – in the **Shanlax International Journal of Arts ,Science and Humanities**, Vol 5,Special Issue 3 March 2018, ISSN : 2321-788X Impact Factor: 2.114 UGC Approved- 43960
- **Contribution of Ambedkar for Modern India** – in the book“ **Dr.B.R.Ambedkar: Chief Architect of Making Modern India**”, published by Alagappa University, Karaikudi.
- **“Role of Public Libraries on Women Empowerment: a Study with Special Reference to Public Library in Karaikudi, Sivagangai District”** in the book **Role of Libraries in creating a Knowledge Society** published by the Department of Library and Information Science, Alagappa University and Society for the Advancement of Library and Information Science, Chennai. **ISBN 978-93-85469-05-3**
- **“Cultural Preservation through Public Libraries”** - in the book **Role of Libraries in creating a Knowledge Society** published by the Department of Library and Information Science, Alagappa University and Society for the Advancement of Library and Information Science, Chennai. **ISBN 978-93-85469-05-3**
- **“Challenges faced by Women Entrepreneurs in Madurai District”** – in the book **Research Explorer Vol VI**, April 2018, Issue 17, on 21<sup>st</sup> April 2018. ISSN : 2250-1940(Print), 2349-1647 (online) by Indian Academic Researchers Association
- **“ Social Media and Its Role in Marketing”** in the book **Implications of Internet Marketing** Edited by Dr.P.S.Nagarajan and published by Alagappa Institute of Management ISBN 978-93-88398-68-8 on February 2019

**Cumulative Impact Factor:**

**Total Citation:** 95

**H-Index:** 4I10 – Index: 3



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**Educational Qualification:**

M.A. (Social Work), MA.(Sociology), MHR., Ph.D

**Professional Experience:**

- From 2005 to till date, doing lot of research work, publishing research articles and guiding to PhD/MPhil and PG students
- ICSSR – Doctoral Fellow, at Madras Institute of Development Studies (An ICSSR Research Institution) , Adyar, Chennai, from 1998 to 2005

**Recent Publications:**

Books (Individual Author)

- . M.Velusamy (2014) “Labour Welfare: Legislation and Security”, Dominant Publishers, New Delhi. (ISBN: 9789382007425)
- M.Velusamy (2014), “Social Work Psychology”, Dominant Publishers, New Delhi. (ISBN:9789382007418)
- M.Velusamy (2013) “Management Non Government Organization”, Dominant Publishers, New Delhi. (ISBN: 9789382007296)
- M.Velusamy (2013) “Social Science for Social Works”, 2013, Dominant Publishers, New Delhi (ISBN: 9789382007265).
- M.Velusamy (2012), “Dalit Welfare and Indian Constitution”, 2012, Dominant Publishers, New Delhi. (ISBN: 9789380642963)

**Cumulative Impact Factor:**

**Total Citation:** 1

**H-Index:** 1

**I10 – Index:** 0