

**CMS COLLEGE OF SCIENCE AND COMMERCE
(AUTONOMOUS)**

Chinnavedampatti, Coimbatore - 641 049

An autonomous Institution, Affiliated to Bharathiar University

College with Potential Excellence (by UGC)

Re – Accredited by NAAC with ‘A’ Grade (CGPA-3.53 out of 4)

Phone No: 2666465

Email: info@cmscbe.com

Website: www.cmscbe.com



DEPARTMENT OF SOCIAL WORK

Master of Social Work

With

Certificate Course in Suicide Prevention

SYLLABUS

SCHEME OF EXAMINATION (CBCS)

(2016 -2018)

DEPARTMENT OF SOCIAL WORK

**Master of Social Work
with
Certificate Course in Suicide Prevention**

REGULATIONS

1. INTRODUCTION:

Social work is a professional course provided at Post Graduate level with three specialization Viz. 1.Human Resource Management (HRM), 2.Medical and Psychiatry (M&P) 3.Community Development (CD). The course basically focuses on various social problems and ways of handling the problems at Individual, Group and Community level. This course aims at creating Social work Professionals with qualitative skills and knowledge by which they contribute to a healthy and positive society.

2. OBJECTIVES

1. To inculcate Professional skills among students.
2. To expose students to various social issues through practical experience.
3. To motivate the students to develop a holistic approach towards life and society.

3. ELIGIBILITY

Pass in any UG Degree.

4. DURATION OF THE COURSE

The course shall extend over a period of 2 years comprising of 4 semesters, with two semesters per year.

5. COURSE OF STUDY

The Course of M.S.W Degree shall be under the Semester System according to the Syllabus to be prescribed from time to time. This Course consists of Core Subjects and Elective Subjects.

DISTRIBUTION OF THE MARKS

SUBJECT	No of Papers	Marks @
Core Subjects (Theory)	11 \$	1100
Core Subjects(Practicals)-I	6 #	550
Core Subjects(Practicals)-II	1 *	100
Elective Subjects (Theory)	5 **	500
EDC Marks	1	100
Total		2350

Note:

\$ Core Subjects (Theory – Generic)

Both Theory and Practicals should be included where ever applicable.

**** Elective Subjects (Theory – Specialisation)**

According to the electives (Specialization's) both theory and practicals should be included where ever applicable.

Core Subjects (Practicals)-I (Concurrent Field Work Practicals, Rural Camp, Summer Placement, Social Lab & Project)

#Concurrent Field Work Practicals (All Semesters)-40-Continuous Internal Assessment and 60 marks for External Assessment . Viva Voce will be conducted at the end of each semester.

#Rural Camp - (1 week) – II Semester - Application of methods of social work in the Community. Viva Voce will be conducted along with Field Work Practical II.

Summer Placement - (15 days during the month of May- II Semester) - Application of theoretical knowledge as practical in various fields of Social Work as a course requirement should be fulfilled. Viva Voce will be conducted along with Field Work Practical III.

Social Lab – (All Semesters) - Application of Social communication skills in areas of Social Work and gain Practical knowledge and Making of social communication aids. 50 Marks - Internal Assessment and Internal Viva Voce at the end of IV semester.

Project Report – IV Semester - Practical application of Social Work Research. 40-Continuous Internal Assessment and 60 marks for External Assessment. Viva Voce will be conducted during the IV Semester.

***Core Subjects (Practicals)-II (Block Placement)**

Block Placement - (1 month during May) - Application of theoretical knowledge as practicals in various fields of Social Work as a course requirement should be fulfilled. 40-Internal Assessment and 60 marks for External Assessment. Viva Voce in the month of June after IV Semester.

Value Added Program

Certificate Course – II and III Semesters – Suicide Prevention

The Certificate course will be provided in association with an External Organisation. Total hours for the programme are 40. The syllabus will consist of 4 modules for 100 marks. 1st & 2nd modules (20 hours) will be covered in II semester and 3rd & 4th modules (20 hours) in III Semester. Evaluation: After completing first two modules, a test could be held at the end of the II semester for total of 50 marks with 1.5 hours duration. Final test will be conducted after the completion of the syllabus at the end of the III Semester for 100 marks with 3 hours duration.

Annexure No. PMS10

BOS Dt. 06/06/16.

CMS COLLEGE OF SCIENCE & COMMERCE
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MASTER OF SOCIAL WORK
Certificate Course in Suicide Prevention
SCHEME OF EXAMINATIONS
(For candidates admitted during the academic year 2016 - 2017)

	Sub code	Subject	Ins.hrs/ week	Examinations				
				Dur. in hrs	CIA	ESE	Total marks	Credit
Semester I								
\$	16MSW01	Introduction to Social Work	4	4	25	75	100	4
\$	16MSW02	Introduction to Society	4	4	25	75	100	4
\$	16MSW03	Dynamics of Human Behaviour	4	4	25	75	100	4
\$	16MSW04	Social Case work	4	4	25	75	100	4
#	16MSW05	Concurrent Field Work Practicals I Individual Conference & Social Lab*	15	15	40	60	100	4
Total							500	20
Semester II								
\$	16MSW06	Social Group Work	4	4	25	75	100	4
\$	16MSW07	Community Organization and Social Action	4	4	25	75	100	4

Head, Social Work

\$	16MSW08	Social Work Research and Statistics	4	4	25	75	100	4
**	16MSW09 A 16MSW09 B 16MSW09 C	Labour Welfare & Labour Legislations I (Spl.paper-I) or Health and Hygiene(Spl.paper-I) or Event Management & Social Marketing(Spl.paper-I)	4	4	25	75	100	4
#	16MSW10	Concurrent Field Work Practicals II Individual Conference & Social Lab* Rural Camp	15	15	40	60	100	4
							500	20
Total								

	Sub code	Subject	Ins.hrs/ week	Examinations				
				Dur. hrs	CIA	ESE	Total marks	Credit
Semester III								
\$	16MSW11	Social Welfare Administration and Social legislation	4	4	25	75	100	4
\$	16 MSW12	Disability Management	4	4	25	75	100	4

**	16MSW13 A 16MSW13 B 16MSW13 C	Labour Welfare & Labour Legislations II (spl.paper-II) or Hospital Administration (spl.paper-II) or Rural Community Development (spl.paper-II)	4	4	25	75	100	4
**	16MSW14 A 16MSW14 B 16MSW14 C	Industrial Relations (spl.paper- III) or Mental Health and Mental Illness(spl.paper-III) or Social Development(spl.paper- III)	4	4	25	75	100	4
#	16MSW15	Concurrent Field Work Practicals III Individual Conference & Social Lab* Summer Placement (15 Days)	15	15	40	60	100	4
Total							500	20

	Sub code	Subject	Ins.hrs/ week	Examinations				
				Dur. in hrs	CIA	ESE	Total marks	Credit
Semester IV								
\$	16MSW16	Counseling Theory and Practice	4	4	25	75	100	4
\$	16MSW 17	Corporate Social Responsibility	4	4	25	75	100	4
**	16MSW18 A	Human Resource Management (spl.paper-IV) or						
**	16MSW18 B	Social work practice in Medical settings(spl.paper-IV) or	4	4	25	75	100	4
	16MSW18 C	Urban Community Development(spl.paper-IV)						
**	16MSW19 A	Organizational Behavior (spl.paper-V) or						
**	16MSW19 B	Psychiatric Social Work practice(spl.paper-V) or	4	4	25	75	100	4
	16MSW19 C	NGO Management(spl.paper-V)						

#	16MSW20	Concurrent Field Work Practicals-IV Individual Conference & Social Lab*	15	15	40	60	100	4
#	16MSW21	Social Laboratory (Assessment)	-	-	50	-	50	2
#	16MSW22	Project work	-	-	40	60	100	4
*	16MSW23	Block placement	-	-	40	60	100	4
Total							750	30
Grand Total							2250	90
	VAP	Value Added Programme (Certificate Course in Suicide Prevention)-II&III Semesters	6 hour s/Mo nth	40	50	100	100	
	EDC (Self study)	Indian Society & Human Dynamics - III Semester			25	75	100	4

Teaching hours for each theory paper – 4 hours /week/paper

Duration of Examination - 3 hours

Field Work Practicals –12 hours - 2 days/ week/semester

Field work Individual Conference (I.C) – 2 Hours / week

Social Lab – I Hour per Week

Field Work Practicals (All Semesters) – Viva Voce will be conducted by a board of two examiners at the end of each semester. The report will be valued for 100 marks by one internal & external examiner respectively and the result shall be sent to the Controller of Examinations. (Internal 40 Marks & External 60 Marks).

Semester I – Field Work (Observation visits):

Split up for Internal Marks - 40

1. Attendance (regularity & punctuality) – 10
2. Regularity in Submission of Report -10
3. Regularity in Individual Conference – 10
4. Report Content – 10

Semester II (Field Work – Generic & Rural Camp):

Rural Camp (II Semester) - The Rural Camp report will be evaluated and Viva - Voce Examination will be conducted along with Field Work Practical II . The report will be valued by internal & external examiner respectively and the result shall be sent to the Controller of Examinations.

Evaluating Rural Camp & II Semester Field Work

1. Attendance (regularity & punctuality) - 10
2. Initiative and Resourcefulness - 10
3. Application of Social Work methods in field work - 10
4. Report Content - 10

Semester III (Field Work – Specialization & Summer Placement):

Summer Placement (III Semester) - The students have to attend summer placement after the second semester Examinations, for a period of 15 days in the month of May. The students have to submit a report along with attendance certificate in original issued by the institute concerned to the department and appear for Summer Placement Viva – Voce Examination along with Field Work Practical III.

Evaluation for Summer Placement & Field Work

1. Attendance (regularity & punctuality) - 10
2. Initiative and Resourcefulness - 10
3. Application of Social Work methods in Field Work - 10
4. Report Content – 10

Semester IV Field Work – Specialization:

Evaluation for Field Work

1. Attendance (regularity & punctuality) - 10
2. Initiative and Resourcefulness - 10
3. Application of Social Work methods in Field Work - 10
4. Report Content – 10

Project Work (IV Semester)- The project report will be evaluated and Viva - Voce Examination will be conducted jointly by the Research Supervisors of the candidates and the External Examiners concerned for 100 marks .(Thesis = 40 marks and Viva- Voce = 60 marks).

Split up for Internal Marks - 40

1. Project Report Presentation Style -10
2. Research Methodology – 10
3. Analysis and Interpretation -10
4. Statistical tool used – 5
5. Finding and Social Work Implications -5

Block Placement (IV Semester)- The students have to attend block placement after the fourth semester examinations, for a period of one month in May . The students have to submit a report along with attendance certificate in original issued by the institute concerned to the department and appear for Block Placement Viva – Voce Examination in the month of June. The report will be valued for 100 marks by one Internal & External Examiners respectively and the result shall be sent to the Controller of Examinations. (Internal 40 Marks & External 60 Marks).

Split up for Internal Marks - 40

1. Attendance (regularity & punctuality) – 10
2. Initiative and Resourcefulness – 10
3. Application of Social Work methods in field work – 10
4. Report Content – 10

Evaluation for Social Laboratory

The students will be evaluated continuously from the I Semester to IV Semester. Internal Viva Voce Examination will be conducted for 50 Marks at the end of IV semester.

Split up of Internal Marks - 50

1. Initiation – 10
2. Attendance – 5
3. Application of Social Work methods – 10
4. Theme – 10
5. Properties – 10
6. Impact of the Programme – 5

Value Added Program – Certificate Course in Suicide Prevention

The Certificate course will be provided in association with an External Organisation. The syllabus will consist of 4 modules for 100 marks. 1st & 2nd modules will be covered in II semester and 3rd & 4th modules in III Semester. Evaluation: 2 Internal Exams spread across 2 semesters for 50 marks and Final exam for 100 marks.

Self Study Program

Indian Society & Human Dynamics

Note :

The student has to compulsorily select one Extra Disciplinary Course offered by other departments and are eligible to get 4 extra credits. This paper is offered as self study from the 2015 batch onwards.

Submitting Assignments, Group Discussion, Presenting Seminar Papers and attending

Tests for each subject are compulsory.

The above said course requirements are mandatory to the students joining from the academic year 2016 onwards. Only on successful completion of these, the students will be awarded the degree - MSW (Master of Social Work).

SEMESTER I

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: INTRODUCTION TO SOCIALWORK

SUBJECT CODE: 16 MSW 01

SUBJECT DESCRIPTION: This course focuses on basic introduction to Social Work and its significance.

COURSE OBJECTIVE: Students are facilitated to engage people individually and or / collectively in helping to address concrete needs and problems of the society at large.

COURSE OUTCOME:

- Understand and familiarize with the basic concepts and various models of Social Work applicable in fields

CONTENTS

UNIT – I

Introduction to Social Work:

Social Work: Definition, Objectives, Philosophy, Principles and Scope - **Concept of related terms:** Social Welfare, Social Service, Social Reform, Social Security & Social Justice - Methods of Social Work - History of Social Work in India.

UNIT – II

Models of Social Work:

Trends of Social Work Profession in India - Traits, Values, Ethics and Goals - **Models of Social Work:** Relief Model (Enrich Lindamen), Welfare Model, Clinical Model (Robert. D. Vintner), Systems Model (Aekerman), Radical Model (Payne) and Developmental Model (Grace Coyle).

UNIT – III

Fields of Social Work:

Family and Child Welfare, Correctional Social Work, Industrial Social Work, Medical and Psychiatric Social Work, School Social Work, Community Social Work and Youth Welfare.

UNIT – IV

Fieldwork and Supervision:

Concept, Meaning and Importance of Field Work and Supervision. Problems faced by the Social Work Profession in India. Need for Social Science knowledge for Professional Social Workers, Functions of Professional Associations.

UNIT - V

Emerging areas of Social Work:

Environmental Protection, Disaster Management, HIV/AIDS, Gerontological Social Work and Human Rights.

REFERENCES:

- Arthur Fink. et.al (1978) : The Field of Social Work: Holt Rinehart & Winston, New York.
- Banerjee GR Tata (1973) : Papers on Social Work: An Indian Perspective. Bombay, Tata Institute of Social Sciences.
- Dasgupta, S. (1967) : Towards a Philosophy of Social Work in India. New Delhi. Gandhian Institute of Studies, Popular Book Services
- Gangrade,K.D,(1976) : Dimensions of Social Work, Indersing Marwah , New Delhi.
- Gore MS (1965) : Social Work & Social Work Education, Asia Publishing House,India.
- Nagpaul, Hans(1972) : The Study of Indian Society: a sociological analysis of social welfare and social work education. New Delhi: S. Chand and Co.(Pvt.) Ltd.
- Kinduka, S,K (Ed) (1965) : Social Work In India , Sarvodaya Sahitya Samaj, Rajasthan.
- Kuppuswamy , B (1984) : Social Change In India,Vikas Publ.House, New Delhi.
- Choudry Paul (2000) : Introduction to Social Work , Atma Ram & Sons, New Delhi.

- Skidmore, Rex. A. &
Milton C.Thackeray(1994) : Introduction to Social Work. New York: Appleton-
Century Crofts.
- Wadia, A.R. (Ed.)(1961) : History and Philosophy of Social Work in India, Bombay :
II Allied Publisher Private Ltd.
- Brenda Dubois & Karla
Miley Krogsrud (1995) : Social Work :An Empowering Profession ,
Allyn & Bacon , Boston , MA.

SEMESTER I

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: INTRODUCTION TO SOCIETY

SUBJECT CODE: 16 MSW 02

SUBJECT DESCRIPTION: This course focuses on man and his social living

COURSE OBJECTIVE: Students are provided adequate knowledge on the basics of Sociology i.e. Family, Community, Society and their relationship with various Institutions.

COURSE OUTCOMES:

- Understand the basic elements of society and Illustrate the Indian Family System
- Explore the process of Socialization, Culture & Social Control
- Classify Social Stratification and understand the aspects of Indian Political system

CONTENTS

UNIT – I

Concept of Society:

Individual and Society. **Basic Elements:** Group & Community. Complexity of Indian Society, Democratic Characteristics of Indian society. Association, Institution and Civilization.

UNIT – II

Socialization, Culture & Control:

Socialization: Concept and Agencies, Importance & Function. **Culture:** Concept, influence on individuals'. Cultural Conflict, Cultural lag, Cultural Diffusion. **Social Control:** Meaning, Definition, Purpose and agencies of social control.

UNIT – III

Indian Family System:

Marriage: Forms, Functions, Changes in mate choice and ceremonies. **Family:** Forms, Functions and Contemporary Changes – Conflict, Breakdowns and Adjustments. **Religion:** Definition and Functions.

UNIT – IV

Social Stratification:

Concept, Definition, Caste and Class. **Caste System:** Traditional Varna System, Sub-division. Theories on the Origin and Development. **Class System:** Meaning, Nature and Characteristics

UNIT – V

Indian Political System:

Concept of Welfare State, **Social Change:** Meaning, Nature, Causes & Process of Social Change - Liberalisation, Privatisation and Globalisation, Gender roles and inequalities.

REFERENCES:

- Elliot and Merrill(1982) : Society and Culture. Prentice Hall, London.
- Ghurye, G.S. (1995) : Caste, Class and Occupation, Bombay Popular Prakashan, India.
- Jayaraman, Raja : Caste and Inequality, Brenda, Hindustan Publications, New Delhi.
- R. M. MacIver & Charles H. Page. MacIver, R. M. (Robert Morrison), (1976) : Society : An introductory analysis
- Madan.G.R. : Indian Social Problems.
- Nagpal,Hans(1972) : Study of Indian Society - A Sociological Analysis of Social Welfare and Social Work Education ,S.Chand &Sons, Co. (Pvt.) Ltd., New Delhi.
- Natarajan .S (1959) : Century of Social Reforms, Bombay, Asia Publishing House.
- Prabhu P.H. (1979) : Hindu Social Organisation, Bombay, Popular Prakashan.

Rao, M.S.A. (1974) : Urban Sociology in India. New Delhi: Orient Longmans.

Srinivas M.N.(1966) : Social Change in India, New Delhi. Orient Longman

Sankar Rao. C.N.(2005) : Elements of Sociology , S Chand and Publications,. Koklata,

SEMESTER I

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: DYNAMICS OF HUMAN BEHAVIOR

SUBJECT CODE: 16 MSW 03

SUBJECT DESCRIPTION: This course focuses on the basics of Psychology

COURSE OBJECTIVE: Students apply knowledge of human behavior in relation to environment with emphasis on the person-in-situation dynamic for social work assessment and intervention.

COURSE OUTCOMES:

- Understand the fundamental components of human behaviour, growth and development of individual in the life span.
- Emphasize the significance of stress, conflict in Mental Health.

CONTENTS

UNIT – I

Introduction to Psychology:

Psychology: Definition, Nature and Scope - History and Development of Psychology - A brief idea on various Schools of Psychology: Structuralism, Functionalism and Behaviourism. Branches of Psychology - Relevance of Psychology for Social Work Profession.

UNIT – II

Growth and Development:

Physical and Psychological aspects of various stages of Human Growth and Development: Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood, Middle age and Old age.

UNIT - III

Personality & Intelligence:

Personality: Concepts and Factors influencing Personality Development, Types of Personality, Measurement of Personality. **Intelligence:** Concept, Theories and Assessment. Concept of Intelligent Quotient. **Emotions:** Meaning and Basic Emotions (Anger, Disgust, Fear, Happiness, Sadness and Surprise)

UNIT – IV

Learning & Motivation:

Learning: Concept, Types, and Transfer of Learning, Theories of Learning. **Perception:** Concepts and Types, Errors in Perception, Principles of Perceptual Organization. **Motivation:** Meaning, Classification of Motives, Hierarchy of Motives, Theories of Motivation.

UNIT – V

Stress, Conflict & Mental Illness:

Stress: Meaning, Causes and Effects. **Conflict:** Meaning, Types, and Defense Mechanisms. **Mental Illness:** Definition and Types. Role of Social Workers in promoting Mental Health.

REFERENCES:

- Bhatia H.R 1972 : Abnormal Psychology–Bombay–Oxford
IBH Publications.
- Colum J C 1978 : Abnormal Psychology And Modern Life
Bombay - Tarapuriwala.
- English O S & Pearson (1965) : Emotional Problems of Living – London:
George Allan and Unwin Ltd.
- Hurlock E B (1975) : Developmental Psychology.
Munal (1969) : Introduction To Psychology – Bombay
Oxford – IB
- Majondiffoin T (1975) : Introduction To Psychology, New Delhi
Tata Mcgraw Hill Co Ltd.
- Page, James D (1952) : Abnormal Psychology, New Delhi.
Tata Mcgraw Hill Co Ltd.
- Young Kimbal (1952) : Personality and Problems for Adjustment
London: Routledge and Koged Paul.

SEMESTER I

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: SOCIAL CASE WORK

SUBJECT CODE: 16 MSW 04

SUBJECT DESCRIPTION: This course focuses on basic introduction of Social Case Work

COURSE OBJECTIVE: Students can formulate a helping plan for transformative goals through therapeutic, protective, or preventive measures for their clients with respect, non-discrimination, and fairness.

COURSE OUTCOME:

- Understand the basic concepts of Social Case Work and equip with values, skills necessary for working with individuals and families through Social Case Work approaches in different settings and develop competency.

CONTENTS

UNIT – I

Introduction to Social Case Work:

Social Case Work: Definition and Objectives. Importance and relationship with other methods of Social Work, Principles of Case Work. Basic components of Social Case Work. Historical development of Social Case Work in UK, USA and India

UNIT – II

Process of Social Case Work:

Social Case Work Process: Study, Diagnosis and Treatment. **Tools and Techniques in the Case Work Process:** Interview, Observation, Home Visits, Collateral contacts. Transference and Counter Transference. Client – Case Worker relationship and the use of Professional Self.

UNIT – III

Intervention & Approaches:

Social Case Work Intervention: Direct, Indirect and Multidimensional Intervention. Goal attainments, Termination, Evaluation and Follow-up. Approaches **in Social Case Work:** Psycho-Social, Functional, Diagnostic and Crisis Intervention. Social Case Work **Recording:** Meaning, Need, Importance and Types.

UNIT – IV

Fields of Social Case Work:

Social Case Work in different settings: Family and Child Welfare, School, Community Medical and Psychiatric Institutions, Correctional Settings, Care for Aged and Industrial settings.

UNIT – V

Recent developments in Social Case Work:

Recent developments in Social Case Work. Problems and Limitations of Social Case Work Practice in India. Impact of Social, Cultural factors on individuals and families. Research practice in Social Case Work. Use of Single Case Evaluation and Ethnographic research method in Social Case Work.

REFERENCES:

- Aptekar.H.H 1955 : The Dynamics of Case Work And Counseling. Boston: Houghton Mifflin.
- Banerjee, G.R (1967 & 1971) : Articles In USW
- Benjamin.A (1967) : The Helping Interview N.Y. Houghton, Muffin Co
- Birsteck F.P (1957) : The Case Work Relationship. London, George Allan & Unwin
- Brannmer L.M (1985) : The Helping Relationship – Process and Skills. Englewood Cliffs, N.J. : Prentice-Hall
- Compton B.R & : Social Work Process . US: Dorsey Publishing.
- Galaway B (1979)

- Dasgupta,S. (1965) : Towards A Philosophy Of Social Work
In India, Popular Book Service, New Delhi.
- Davidson.E.H (1965) : Social Case Work . London: Bailliere
Tindall And Cox
- Farared Magrett Noel K. (1962) : The Case Workers Use of relationship
Hennybus London: Tailstock Publishers.
- Ferad M.L. & Huembun N.K (1972) : The Case Workers Use of Relationship
- Friedlander W.A (1978) : Concepts And Methods Of Social Work.
Englewood Cliffs; prentice Hall
- Gangarade K.D (1976) : Dimensions Of flklal Work In India,
Marwah Publications, New Delhi
- Garrett.A : Interviewing: Its principles &Methods
N.Y. FWA
- Goldstein (1984) : Ego Psychology & Social Work Practice
New York, Free Press.
- Goldstein H.(1970) : Social Work Practice, A Unitary
Approach, Carolina: University of Carolina Press.

SEMESTER I

SUBJECT TITLE: CONCURRENT FIELDWORK PRACTICALS - I

SUBJECT CODE: 16 MSW 05

SUBJECT DESCRIPTION: This course focuses on field work in Social Work and its significance

COURSE OBJECTIVE: Students understand the various methods & fields applied in Government, Non -Governmental Organizations, Health related agencies and Industries.

COURSE OUTCOME:

- Gain practical knowledge on various specializations

CONTENTS

Students are exposed to orientation visits to various NGO's (Non-Governmental Organisations), Hospitals, Industries and various Government Departments working in the field for the development of the people. Students will gain practical knowledge on the application of various methods of Social Work. Further they will understand the various social problems existing in the society and the remedies and rehabilitation offered by various Organisations working in the developmental sector. Students' performance in the field work will be evaluated as follows:

Scheme of Viva -Voce Practical Examination

Sl.No	Internal Marks	External Marks	Total Marks
1.	40	60	100

SEMESTER II

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: SOCIAL GROUP WORK

SUBJECT CODE: 16 MSW 06

SUBJECT DESCRIPTION: This course focuses on basic method of Social Work in dealing with groups

COURSE OBJECTIVE: The students understand the basics of Social Group Work and its application in the society.

COURSE OUTCOME:

- Understand the basic concepts, theories and process of Social Group Work facilitating it as an instrument of change/development in individual in groups in different set up.

CONTENTS

UNIT – I

Introduction to Social Group Work:

Social Group Work: Definition, Characteristics, Principles. Basic assumptions and philosophy behind Social Group Work. Psychological needs that are being met in groups.

Group Dynamics: Definition & Meaning. Skills of the Social Group Worker.

UNIT – II

Theories of Group Work:

Knowledge base for group work - Psycho- Analytic theory (Sigmund Freud), Learning theory (Ivan Pavlov, Skinner and Thorndike), Field theory (Kurt Lewin), Social - exchange theory (Homans Blau), Systems theory (Talcott Parson)

UNIT – III

Process in Group:

Group Process - bond, acceptance, isolation and rejection. **Social Group Work Process:** Planning stage, Beginning stage, Middle stage and Ending stage. Sub-groups, benefits and control. **Leadership:** styles and functions.

UNIT – IV

Recording & Treatment:

Social Group Work Recording: Meaning, Principles, Uses and problems of Group Work Recording. **Group therapy:** significance of Group therapy. Programme planning in Social Group Work. Use of Psycho- drama and Socio- drama. Use of Sociometry for Group Work.

UNIT – V

Application of Group Work in differecnt fields:

Correctional, Hospital, Educational, Old age homes, Communities, De-addiction centre and Child Guidance Clinic. Role of Social Worker in group setting

REFERENCES:

- Alissi A,S (1980) : Perspectives on Social Group Work
Practice : A Book of reading . The Free Press, New York.
- Bal Gopal PR &
Vassi T.V(1983) : Group In Social Work – An – Ecological Perspective,
Mac Millan Publishing Co.,New York.
- Charles D Garvin,(1987) : Contemporary Group Work, Prentice Hall, Inc.,New Jersey
- Davis Bernad : The use of groups in Social Work Practice, London & Boston
Routledge & Kegan Paul
(1975)
- Kemp, CG (1970) : Perspectives On the Group Process.
Houghton Mifflin Co., Boston.
- Ken Heap(1977) : Group Theory for Social Work. Pergamon Press Limited,
England.

- Konopka G(1963) : Social Group Work: A Helping Process,
London: Prentice Hall.
- Middleman RR (1968) : The Non - Verbal Method in Working With groups.
Association Press, New York.
- Northen H (1969) : Social Work With Groups. Columbia University Press,
New York.
- Tracker, Harleigh B (1870) : Social Group Work – Principles & Practice, Association
Press New York.
- Toseland, W Rivas Rs(1984) : An Introduction of Group Work Practice, New York,
Macmillan.

SEMESTER II

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: COMMUNITY ORGANIZATION & SOCIAL ACTION

SUBJECT CODE: 16 MSW 07

SUBJECT DESCRIPTION: This course focuses on Social Action & Organizing Community.

COURSE OBJECTIVE: The students understand and practice the principles, methods of Community Organization and the various concepts of Social Action.

COURSE OUTCOME:

- Understand and practice the methods, skills, phases of Community Organisation in different fields and facilitate for social action.

CONTENTS

UNIT – I

Introduction to Community Organisation

Community Organisation as a method of Social Work: Definition, Objectives, Scope, Philosophy and Models (Jack Rothman). Historical background of Community Organisation. Concept of Community Development. Similarities and differences between Community Organization and Community Development.

UNIT – II

Methods and Phases

Methods of Community Organisation: 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, organisation of action, evaluation, modification and continuation.

UNIT – III

Skills in Community Organisation

Organising Conferences, Committee meetings, Training, Communication, Consultation, Negotiation, Conflict resolution, Networking and use of relationship.

UNIT – IV

Application of Community Organisation in different fields

Health, Correctional, Educational, Industrial, Rural and Urban. Community Welfare Councils and Community Chest.

UNIT – V

Social Action & Social Movement

Social Action: Definition, Objectives, Principles, Methods and Strategies. **Social Movements: Sugathakumari** - Silent Valley Movement, **C. Radhakrishnan** - Solidarity Youth Movement, **J. Bandopadhyay and Vandana Shiva** - Chipko Movement, **Mehta Patkar** - Narmada Bachao Andolan Movement, Take back the land movement, LGBT Movement, Anti Globalisation Movement.

REFERENCES:

- Agarwal. R.C (1994) : Women's Liberty in India, Social Welfare. January, Vol.20 No.10.
- Arthur Dunham (1987) : Community Organisation, New Delhi Arnold Publications.
- Gangrade. K.D (1971) : Community Organisations in India. Popular Prakash, Bombay.
- Harper, E.Dunham (1959) : A community Organisation in Action. Association press, New York.
- Kuppusamy (1986) : Social Change in India, Vikas Publishing House (P) Ltd. New Delhi.
- Mukerji. B (1961) : Community Development in India, Calcutta: Orient Longman.
- Murray G Ross & Ben W. Lappin (1967) : Community Organisation: Theory, Principles and Practice 2nd Edition, Harper Row Publishers, New York.

SEMESTER II

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: SOCIAL WORK RESEARCH & STATISTICS

SUBJECT CODE: 16 MSW 08

SUBJECT DESCRIPTION: This course focuses on Research & Statistics.

COURSE OBJECTIVE: The students understand the significance of Research in Social Work and its applicability.

COURSE OUTCOME:

- Understand the scientific approach to human inquiry.

CONTENTS

UNIT – I

Introduction to Social Work Research:

Introduction: Concept and purpose of research, **Social Work Research:** concept, definitions, objectives, functions, characteristics, scope and limitations. **Basic Elements:** variable, theory and facts.

UNIT – II

Research Design

Problem identification. **Hypothesis:** Meaning, Types. **Research Design:** Meaning, **Types of research design:** Exploratory, Descriptive, Diagnostic, Experimental, Evaluative, Participatory Research, Content Analysis, Qualitative & Quantitative Research

UNIT – III

Scaling Techniques:

Scaling Techniques: Meaning, Types and uses. **Sampling:** Meaning, Importance and types of sampling. **Tools of data collection:** Primary and Secondary.

UNIT – IV

Methods & Analysis:

Methods of data collection: Observation, Questionnaire, Interview, Interview Schedule and Survey (meaning, construction, advantages and limitations). **Methods of analysis:** Coding & Tabulation, Diagrams / Charts. **Use of computer in analysing data:** Introduction to SPSS.

UNIT –V

Statistical application

Statistical application: Measures of Central Tendency - Mean, Median, Mode, Standard Deviation, Chi – Square and Correlation (Product moment). Report writing and presentation.

REFERENCES:

- Blalock, Hubert M.Jr (1982) : Social Statistics. New York: Mc Graw Hill
- Casdey KJ Kury D.A (1989) : Data collection in Developing Countries. New York: Henry Holt and Company.
- Festinger, et al (1966) : Research Methods in the Behavioral Sciences. New York : The Dryden Press.
- Goode, William, J.And Paul, K.Hatt (1952) : Methods In Social Research (New York Mc Graw Hill)
- Gopal, M.H (1964) : An Introduction to Research Procedure In Social Sciences. New York: Asia Publishing House.
- Laldas DK (2000) : Practice of Social Research, New Delhi Rawat Publications.
- Labovitz, Sanford & Hagedorn (1981) : Introduction In Social Research New York Robert Mc Graw Hill.

- Mc Millen, Wayne(1952) : Statistical Methods For Social Workers
Chicago: The University of Chicago Press.
- Moser, C. A., &
Kalton, G. (1985) : Survey Methods In Social Investigation.
London: Heinemann Educational Books
- Polansky, Norman, A (Ed)(1975) : Social Work Research ,Chicago: The
University of Chicago press.
- Ramachandran, P (1990) : Issues In social research In India, TISS,
Bombay.
- Ramachandran,P (1993) : Survey Research For Social Work , Bombay
Institute for Community Organization
Research.
- Rubin, Allen &
Babbie, (2001) : Research methods for Social Work,
USA: Wadsworth
- Selltiz, Claire et. al.
Rinehart and Winston : 'Research Methods in Social Relations',
New York: Holt, ,(1959)
- Young, Pauline.V(1939) : Scientific Social Surveys and Research
New York: Prentice-Hall, Inc.,

SEMESTER II

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: LABOUR WELFARE & LABOUR LEGISLATIONS - I (Spl.Paper I)

SUBJECT CODE: 16 MSW 09 A

SUBJECT DESCRIPTION: This course focuses on Welfare measures to employees in Organisation

COURSE OBJECTIVE: The students understand the significance of basic labour legislations in the organization.

COURSE OUTCOME:

- Understand various welfare and legislative measures related to health, safety and security.

CONTENTS

UNIT – I

Indian Labour & NCL:

Concept of Labour, characteristics of Indian Labour. Labour in unorganised sector. Recommendations of National Commission on Labour on various issues - absenteeism, attrition . Factors influencing productivity.

UNIT – II

Theories & Measures of Labour Welfare:

Concept and scope of Labour Welfare, Principles and Theories. **Labour Welfare measures:** Statutory and Non-statutory. Administration of Labour Welfare at Central and State level. Role of Labour Welfare Officer, duties and functions.

UNIT – III

Health Hazards:

Labour Welfare Programmes: Safety, Health Hazards (Physical, Biological and Psychological) Industrial Accidents and Occupational Diseases. Environment Management System, Industrial pollution and issues.

UNIT – IV

Trade Union:

Trade Union: Growth of Union, Role of Trade Unions in Labour Welfare. Impact of Liberalisation, Privatisation and Globalisation on Labour Welfare.

UNIT – V

Basic Labour Legislations:

Labour Legislation in India: Factories Act 1948, ESI Act 1948, Employees Provident Fund (Miscellaneous and Provisions) Act 1952 and Gratuity Act 1972.

REFERENCES:

- Bhagoliwal T.N: : Economics of Labour and Social Welfare.
- Charles B : An Introduction to Industrial Sociology
D.B.Taraporele.
- Giri V.V : Labour Problems in Indian Industry ,Bombay,
Asia Publishing.
- Honter, Donald : The Diseases of Occupations
- Karnik V.B : Indian Labour
- Mongia J.L : Readings in Indian Labour and Social
Welfare
- Norman R.E. : Psychology in Industry - New Delhi .
- Pani S C : Indian Labour Problems Allahabad: Chaitanya
Publishing House.
- Singh R & Singhal IC : Labour Problems.
- Vaid K N : Labour Welfare in India.

SEMESTER II

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: HEALTH & HYGIENE (Spl.Paper I)

SUBJECT CODE: 16 MSW 09 B

SUBJECT DESCRIPTION: This course focuses on the basic knowledge of Health & Hygienic practices.

COURSE OBJECTIVE: The students understand the significance of Health & Hygiene in the field of Medical Social Work.

COURSE OUTCOME:

- Understand and apply the knowledge on Health and hygiene, Community Health, Food and Nutrition and Health Care Delivery Systems in India in the health sector.

CONTENTS

UNIT-I

Health and Hygiene:

Meaning of Health and Hygiene: Physical, Mental and Spiritual dimensions of Health. Public Health, Preventive, Social and Community Medicine. Indicators of Health, Vital Statistics – Birth, Mortality and Morbidity.

UNIT – II

Medical Sociology and Medical Social Work:

Medical Sociology and Medical Social Work: Definition, Meaning and their relevance to Health and illness. Reproduction, Fertility and Contraception. **Health**

Communication: Principles and Methods.

UNIT – III

Communicable and Non – Communicable diseases:

Blood Bank – Nature, Scope and Functions. Communicable and Non – Communicable diseases, Sexually Transmitted Infection (STI) and HIV/AIDS. **Occupational Hazards:** Physical, Chemical, Biological and Mechanical Hazards.

UNIT –IV

Food and Nutrition:

Food and Nutrition: Balanced Diet, Nutritional deficiency diseases and Preventive measures.

Health care delivery system in India: Pathways of care –Primary, Secondary and Tertiary care.

UNIT –V

National Health Policy and Health Programmes:

National Health Policy and National Health Programmes in India. National and International Organisations in Health care delivery.

REFERENCES:

- Park K (1999) : Textbook of Preventive & Social Medicine
Jabalpur Banarasidas Bhanot
- Bhasin V (1994) : People, Health & Disease: The Indian
Scenario Delhi, Kamla - Enterprises
- Sinha AK (1997) : Human, Health & Environment, Vol I & II
New Delhi, A Publishing Corporation
- Werner D (1980) : Where there is no Doctor: London,
Macmillan
- VHAI (1992) : State of India's Health, Delhi, Voluntary
Health Association, India
- Mahajan, BK Gupta MC(1995) : Textbook of Preventive & Social Medicine
Second edition, New Delhi, Jaypee Brothers

SEMESTER II

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: EVENT MANAGEMENT AND SOCIAL MARKETING (Spl.Paper I)

SUBJECT CODE: 16 MSW 09C

SUBJECT DESCRIPTION: This course focuses on the basic knowledge of Event Management and marketing the social events.

COURSE OBJECTIVE: The students understand Event management and various social marketing strategies.

COURSE OUTCOME:

- Practice Event Marketing and analyse Social marketing strategies and applications.

CONTENTS

UNIT – I

Introduction to Event: Scope – Nature and Importance – Types of Events – Unique features and similarities – Practices in Event Management – Duties and Responsibilities of Event Manager – Key steps to a successful event.

UNIT – II

The dynamics of event management: Event Planning and Organising – Leadership traits and Characteristics – Event Proposal – SWOC (Strength, Weakness, Opportunity and Challenges) Analysis – Event Budget – Implementation – Evaluation – Site and Infrastructure Management.

UNIT – III

Event Marketing: Customer Care Equipment and Tools – Promotion, Media Relation and Publicity – Event Coordination – Visual and Electronic Communication – Event Sponsorship – Event Presentation – Event Evaluation.

UNIT – IV

Market: Concepts, Functions, Classification of market– **Social Marketing:** Definition, Nature and Scope - Social marketing challenges – Conceptual Frame Work of Social Marketing -Need for social marketing - problems of Social Marketing.

UNIT – V

Social marketing strategies and applications: Social market segmentation - product strategies - marketing mix -pricing strategies -promotion strategies - Role of Government and Development Organisations in social marketing.

REFERENCE

- Balu V. Dr. (2011) : Marketing Management. Chennai: Sri Venkateshwara Publications.
- Barry Avrich. (1994) : Event and Entertainment Marketing. New Delhi: Vikas Publishers.
- Bhatia. A.K. (2001) : Event Management. New Delhi: Sterling Publishers.
- David. C. Watt. (1998) : Event Management in Leisure and Tourism. UK: Pearson.
- Joe Gold Blatt. (1997) : Special Events – Best Practices in Modern Events Management. New York: John Wiley and Sons.
- Mathews J.M. I st ed. (2006) : Hospitality Marketing and Management. Avishkar Publisher.
- Pillai and Bhagavathi. (2011) : Marketing Management. New Delhi: Sultan & Chand Publishers.
- Rapuda : Media and Communication Marketing Management. Himalaya Publishing House.
- Sanjaya Singh Gaur, Sanjay V. Saggere : Event Marketing and Management.
- Weaver D. : Tourism Management. John Wiley and Sons.

SEMESTER II

SUBJECT TITLE: CONCURRENT FIELDWORK PRACTICALS -II

SUBJECT CODE: 16 MSW 10

SUBJECT DESCRIPTION: This course focuses on field work in Social Work and its significance.

COURSE OBJECTIVE: Students gain practical knowledge and experience in various organizations.

COURSE OUTCOMES:

- Practice the primary methods of Social Work in different settings
- Understand the applicability of the techniques of Social Work in the fields.
- Enhance their skills of Social Work practice

CONTENTS

Students are placed in various NGO's (Non - Governmental Organisations) working in the development sector in various fields like Community Health ,Education, Poverty Alleviation etc so that students will be able to understand Social Welfare Administrative functions and strategies adopted for implementing Social Work Methods to alleviate Social Problems.

Scheme of Viva -Voce Practical Examination

Sl.No	Internal Marks	External Marks	Total Marks
1.	40	60	100

SEMESTER II

SUBJECT TITLE: RURAL CAMP

SUBJECT CODE: 16 MSW 10

SUBJECT DESCRIPTION: This course focuses on learning about life in Rural Community.

COURSE OBJECTIVE: Students understand the needs of the Community, plan programs and implement them in liaison with other agencies.

COURSE OUTCOME:

- Understand about the rural community, Identify the needs of the community, Come up with the possible solutions & implement the solution by mediating with the concerned associated organizations.

CONTENTS

Rural Camp (Non- Residential) - The Rural Camp will be conducted for 7 days in any village in and around Coimbatore and the report will be evaluated and viva - voce Examination will be conducted along with field work practical's II.

SEMESTER III

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: SOCIAL WELFARE ADMINISTRATION & SOCIAL LEGISLATION

SUBJECT CODE: 16 MSW 11

SUBJECT DESCRIPTION: This course focuses on the various concepts of Administration & Legislation in Social Welfare.

COURSE OBJECTIVE: Students are able to link existing/proposed program policies and services to their broader social, cultural and political contexts and identify the needs of target population and match them with the appropriate social welfare policies, programs, services and legislations.

COURSE OUTCOMES:

- Gain knowledge about social welfare administration, welfare policies of the government & procedure to start a Non-Governmental Organization
- Acquire knowledge on various social legislation related to women & Children

CONTENTS

UNIT – I

Social Welfare Administration:

Social Welfare Administration: Meaning, Definition and scope, POSDCORB functions. The nature of Social Welfare Administration in Government and Non-Government Organisations. The Social Welfare Boards and its functions.

UNIT – II

NGO formation & Management:

Registration-Societies Registration Act -1860, Procedure under Tamil Nadu Societies Registration Act, 1975 - Foreign Contribution (regulation) Amendment Act, 1985, Indian Trust Act 1881, Right to Information Act - 2005

UNIT – III

Social Legislation:

Social Legislation: Meaning and scope; Indian Constitution and Social Legislation, Fundamental Rights and Directive Principles of State. Medical Termination of Pregnancy Act 1971, Domestic Violence Act 2005. Emerging concept- LGBT (Lesbian, Gay, Bisexual, Transgender)

UNIT – IV

Laws Related to Women & Children:

Personal laws: Hindu, Muslim, Christian laws related to marriage: divorce, dowry, widow remarriage, child marriage and inheritance. Laws related to children: adoption, guardianship and maintenance, Juvenile Justice Act 2000. Legal aid -meaning, organization and uses. Public Interest Litigation.

UNIT – V

Social Policy in India:

Social Policy in India, sources and instrument of Social Policy, Policies regarding other Backward classes, Scheduled Castes, Scheduled Tribes and other De-notified Communities, Social Policies related to women, children and youth.

REFERENCES :

- Shanmugavelayudam K : Social Legislation and Social Change
(1998)
- Gangrade Y.D (1978) : Social Legislation in India Vol & 11 concept
Publishing Company Delhi,
- Government of India : Constitution of Indian Government. India Press
New Delhi.
(i) Bare Acts and Legislations.
(ii) Encyclopedia of Social work.
(iii) The Hindu Marriage Act, 1955.
(iv) The Hindu Succession Act, 1956.
(v) The Hindu Adoption & Maintenance Act, 1956.
(vi) The Suppression of Immoral Traffic in women
& Girls Act, 1956.
(vii) The Hindu Minority & Guardianship
Act, 1956.

- (viii)The untouchability offences Act,1955.
- (ix)The dowry abolition Act,1961.
- (x)The special Marriage Act, 1954.
- (xi) Medical Termination of pregnancy Act,1971.

Kulkarni PD(1979) : Social Policy & Social Development in India.
ASSWI, Madras

SEMESTER III

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: DISABILITY MANAGEMENT

SUBJECT CODE: 16 MSW 12

SUBJECT DESCRIPTION: This course focuses on the various concepts of Disability and management of Disability

COURSE OBJECTIVE: Understand the various types of Disability and the methods of management.

COURSE OUTCOME:

- Students are trained in identifying various disabilities and management techniques

CONTENTS

UNIT I

Introduction to Disability:

Disability: Definition causes. **Types:** Blindness and Low vision, Hearing Impairment, Mental Retardation and Mental Illness, Locomotor, Neurological and Leprosy Cured, Biogenic and Other Disorder. Prevention of disabilities at primary, secondary and tertiary levels. Misconceptions and societal attitudes towards persons with disability.

UNIT II

Multidisciplinary Rehabilitation:

Multidisciplinary rehabilitation team and their roles: Process of rehabilitation early identification, treatment, fitment of aids and appliances, education, vocational rehabilitation and social integration within the family and community. Associations of persons with disability and their parents associations.

UNIT III

Impact of Disability:

Impact of disability on persons with disability and their families: reactions of parents/family members and ways of coping. Needs and problems of persons with disability and their families across the life span and at critical stages in their lives. Social

Work intervention at each stage. Individual rehabilitation plan, Person with Disability Act – 1995.

UNIT IV

Intervention Strategies:

Intervention strategies at individual, family and community levels: problem focused, self help/support groups, assertiveness training, life skills enrichment; family level - family crisis intervention, family centered intervention, parent guidance, parent training, community level education and community awareness.

UNIT V

Rights and Models:

Rights and Models for inclusive development of person's with disabilities. **Disability Work Models** (Social, Medical, Institutional and Charity), Millennium Development Goals (MDG), Community Based Rehabilitation (CBR): Guidelines and Matrix. Right Based Twin Track Approach. **Role of social worker in different settings:** Hospital, Treatment Centres, Home, Educational Institutions, Vocational Rehabilitation Centres, Community, Self- Help Groups.

REFERENCES:

Albrecht G.L, Seelman, D.K,

& Michael Bury, (2001) : Hand Book of Disability Studies, Sage, London.

Karanth, Pratibha &

Joe Rozario, (2003) : Learning disability in India, Sage, London

Hegarty Seamus &

Mithu Alur, (2002) : Education and Children with special needs, sage, London,

Grant, (2005) : Learning disability: A lifecycle approach to valuing people,
Open University Press, London

Moore, (2005) : Researching disability issues, Open University Press, London

SEMESTER III

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: LABOR WELFARE & LABOUR LEGISLATIONS - II (Spl.Paper II)

SUBJECT CODE: 16 MSW 13 A

SUBJECT DESCRIPTION: This course focuses on the various concepts of Labour welfare & Legislations.

COURSE OBJECTIVE: Students understand various Legislations related to Labour.

COURSE OUTCOMES AND ITS COMPETENCY LEVEL:

- Instantiate ILO & Labour Welfare legislations, gain knowledge on legislations related to Industrial Relations and Working Conditions and practice the legislations related to Welfare & Security

CONTENTS

UNIT – I

International Labour Organization:

Role of ILO for Labour Welfare, objectives and functions of ILO, Implementations and Recommendations of ILO in India. Impact of Labour Legislations on Labour Welfare.

UNIT – II

Legislation related to Welfare:

Industrial Employment (Standing Orders) Act 1946 – Tamil Nadu Shops & Establishment Act 1947 – Tamilnadu Industrial Establishments (National & Festival Holidays) Act 1951.

UNIT – III

Legislation related to Wages:

Concept of Wage: Factors of Wage fixation, Theories of Wages, Functions of Wage Boards, Payment of Wages Act 1936, Minimum Wages Act 1948, Equal Remuneration Act 1976, Child Labour Restraint Act 1986.

UNIT – IV

Legislation related to Welfare & Security:

The Plantations Labour Act 1951, The Mines Act 1952, The Motor Transport Workers Act 1961, The Tamilnadu Manual Workers Act 1999, The Contract Labour (Regulation & Abolition) Act 1970.

UNIT – V

Legislation related to Social Security:

Labour Welfare Fund Act 1972, Payment of Bonus Act 1965, Maternity Benefit Act 1961, Employee's Compensation Act 1923, Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979

REFERENCES:

- Arya VP : Strikes, Lockouts & Gheroes – NewDelhi, Oxford & India Book House Publishing Co
- Bagga SN : The Labour Manual – The Law Book Co Allahabad
- Bose SN : Indian Labour Code, Calcutta Eastern Law House PrivateLtd
- Chakravathi SC : Law of Industrial Adjudication in India
- Jameswar. D. Parmisha : Current Central Labour Code – New Delhi, Law Literature Dassijini House
- Malhotra OP : The Law of Industrial Disputes – Bombay NM Tripathi Pvt Ltd
- Mallik PC : The Industrial Law – Lucknow Eastern Book & Co.
- Mamoria OP Drahi SL : Labour Problems & Welfare In India – Kitab Mahal Pvt Ltd Bombay
- Sethi Krishnalal : The Indian Labour Legislation – Indore ,

The Lawyers Home.

Subramaniam X : Factory Laws Applicable in Tamilnadu Vol I, II & III,
Madras Book Company

Vishwanathan R : Domestic Enquiry – Madras Management Association,
Madras

SEMESTER III

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: HOSPITAL ADMINISTRATION (Spl.Paper II)

SUBJECT CODE: 16 MSW 13B

SUBJECT DESCRIPTION: This course focuses on the various concepts of Administration in Hospitals

COURSE OBJECTIVE: Students understand the various Administration concepts applicable in Hospital setting.

COURSE OUTCOME:

Gain basic knowledge on Hospital Administration & Understand the functions of Hospital & Acquire the skill for administering Hospitals & Understand laws related to hospital.

CONTENTS

UNIT– I

Introduction to Hospital Administration:

Hospital: Definition, Meaning and Functions. History, Growth and Classification of Hospitals. **Hospital Administration:** Concept, Definition, Principles and Functions.

UNIT– II

Hospital Organization:

Hospital Organization: Governing Boards, Committees, **Hospital Administrator:** Roles, Functions and Duties. Hospital Auxiliary Services. Role of Hospital in Health Care Delivery System. **Public Relations:** Need and Importance.

UNIT– III

Hospital Departments:

Hospital Departments: Out- patient services, In - patient services: Dietary, Nursing and Ward Management, Medical Records, Lab, Radiology, Casualty and Emergency, Special Clinics –Obstetrics and Gynaecology, Diabetology, Oncology, Urology, Psychiatry.

Head, Social Work

UNIT– IV

HR Functions:

Quality Assurance: Recruitment of staff, control of hospital. Acquired infection and associated problems. Ethics in hospitals. Use of computer in hospitals. Rights of the patients. Health Insurance Policy. **HR Department Functions:** Selection, recruitment, training and development.

UNIT– V

Laws pertaining to Hospitals:

Laws pertaining to hospitals: Salient Features – Mental health Act 1987, Prevention of Food Adulteration Act 1954, The Drugs and Cosmetics Act 1940, The Births and Deaths Registration Act 1969. Epidemic Diseases Act 1897. RTI in Hospitals – Health issues, compensation for wrong surgeries and Consumer Protection Act 1986 (Medical Negligence liability)

REFERENCES:

- Benjamin Robert, etal 1983 : Hospital Administration Desk
Book, Newjersey Prentice Hall
- Davis Lewelyn etal 1966 : Hospital Planning & Administration
Geneva: WHO
- Goal SL 1981 : Health Care Administration A text
Book New Delhi, Sterling Publishers
- Rabick & Jonathan et al 1983 : Hospital Organization &Management London
Spectrum Publishers
- WHO Expert committee 1957 : Role of Hospital in programme of Community Health
Protection, WHO Technical Report Services
- WHO Expert committee 1968 : Hospitals Administration WHO
Technical Report Services NO.395

SEMESTER III

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: RURAL COMMUNITY DEVELOPMENT (Spl.Paper II)

SUBJECT CODE: 16MSW 13C

SUBJECT DESCRIPTION: This course focuses on Community Development in Rural Settings.

COURSE OBJECTIVE: Students understand the various aspects of Rural Community Development.

COURSE OUTCOME:

- Gain knowledge on Rural Community and its origin & Comprehend Panchayat Raj and Community Development & Assess Training Institutions for Development

CONTENTS

UNIT – I

Introduction: Rural Community

Rural Community: Definition, Characteristics of Rural Community. **Rural Community**

Development: Definition, Objectives, Scope, Theories and Approaches of Rural Development. Indian strategy for Rural Development.

UNIT-II

Origin and Development:

Early Experiments: Srinikethan, Marthandam, Gurgon. Pilot Projects: Etawah project, Firka Scheme, Nilokheri Experiment - Grow more food campaign. Extension, principles, methods and techniques.

UNIT-III

Panchayat Raj:

Panchayat Raj: Concept, Objectives. **Development of Panchayat Raj after Independence:** Constitution provisions, Balwant Raj Mehta Committee, Ashok Mehta Committee, Main features of Panchayat Raj legislation (73rd Amendment), Structure of Panchayat Raj System (two tier and three tier system), Gram Sabha, Gram Panchayat, Taluk /Block Panchayat/ Zilla Panchayat. **Functions of Panchayat:** Civic Amenities, Resource of Panchayat, State Control over Panchayat Raj Institutions.

UNIT IV

Community Development:

Community Development Administration; Organizational setup and Administration from National to Local level, Planning machinery at the National , State and District level , Planning at Village level, Extension Department at block level .

UNIT-V

Training Institutions:

Training institution: NIRD, SIRD. Role of CAPART and NABARD in Rural Development, **Rural Development Programmes:** A very brief idea on IRDP, ITDP TRYSEM, DWACRA, NRHM ,JNNURM.

REFERENCES:

- Thakkkur BN 1988 : Sociology of Rural Development, Classical Publishing Company New Delhi
- Thaha M, Prakash Om 1999 : Integrated Rural Development 9 vol I–VI) Sterling publishers Pvt. Ltd New Delhi.
- Vasudeva, Rao D 1985 : Fact & Rural Development Ashish house New Delhi
- Vijay CM 1989 : Rural Development Administration in India Prateeksha publication, Jaipur
- Arjunroa & Dharshansmigh 1979 : Leadership in Panchayat Raj , Delhi : Panchasheel
- Aruana Sharma& Rajagopal 1995 : Planning for Rural Development Administration Rawat publication, New Delhi
- Dube SC 1958 : India's Changing villages: Human factors in Community Development., Routledge & Kegan Paul :London
- Dubey MK 2000 : Rural & Urban development. Common Wealth, London
- Gopalakrishna Asari 1985 : Technological Change for Rural Development in India BR publishing Corp.Delhi
- Mahajan VS (ED) 1993 : Development; Towards Sustainability deep – Deep Publications, New Delhi
- Ram K Verma 1996 : Developmental infrastructure for Rural Economy Pxintwell Jaipur Publication Division , India : A Reference Manual, Ministry of Information Broad casting New Delhi
- Singh Dr 1990 : Panchayat Raj & Rural Organization. Chaugh Publications. Allahabad.

SEMESTER III

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: INDUSTRIAL RELATIONS (Spl.Paper III)

SUBJECT CODE: 16MSW 14 A

SUBJECT DESCRIPTION: This course focuses on the various concepts prevailing in Industries

COURSE OBJECTIVE: Students should understand the various machineries to settle disputes in Industry.

COURSE OUTCOMES AND ITS COMPETENCY LEVEL:

- Understand the basic concepts of industrial relations, practice the functions of trade unions and acquire the skill of working with the workers and unions

CONTENTS

UNIT – I

Introduction to Industrial Relations:

Definition, Concept, Need, Importance, Scope, Objectives of Industrial Relations.

Factors influencing Industrial Relations: Bipartite and Tripartite Bodies, Indian Labour Conference, Standing Labour Committee, Wage Boards, Joint Management Council and Works Committee. Corporate Social Responsibility (CSR)

UNIT – II

Disciplinary Procedure:

Grievance Redressal Procedure of Discipline in Industry. Inter-Union Rivalry, Code of Discipline in Industry. Causes and Effects of Industrial Conflicts, Strikes, Lockout, Layoff, Retrenchment, Closure. Importance of Industrial Peace.

UNIT – III

Head, Social Work

Disputes and Settlements:

Labour Relations, Industrial Relations, and Causes for poor Industrial Relations. Industrial Disputes Act-1947, **Settlement Machineries:** Mediation, Negotiation, Conciliation, Arbitration Adjudication and Lok Adalath.

UNIT – IV

Trade Unions:

Trade Unions: Definition and Objectives. The Indian Trade Union Act 1926. Emerging trends in Trade Unions, Major Trade Unions in India. Positive role of Trade Unions. Problems and Weaknesses of Trade Unions.

UNIT – V

Collective Bargaining & Workers Participation in Management:

Collective Bargaining: Meaning, Definition, Objectives, Principles, Process, Subject matter for Collective Bargaining, Administration of Collective Agreements, Difficulties, Observations of the NCL 1969. **Workers Participation in Management:** Concept, Objectives, Importance, Forms of Participation, Workers Participation Management in India. Limitations to Workers Participation.

REFERENCES:

- Arya V.P. : Guide to Settlement of Industrial Disputes.
- Kannappan : Industrial Relations in India.
- Mamoria C B : Dynamic Industrial Relationship in India, Bombay, Himalaya Publishing House.
- Mehrotra S N : Industrial Relation in India – Meerut Jayaprakashnath & Co.
- Subramaniam K N : Labour Management Relations in Tamilnadu – Madras Book Agency.

SEMESTER III

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: MENTAL HEALTH AND MENTAL ILLNESS (Spl.Paper III)

SUBJECT CODE: 16 MSW 14B

SUBJECT DESCRIPTION: This course focuses on the various concepts of Mental health & Mental Illness

COURSE OBJECTIVE: Students understand the various concepts of Mental Health & Mental Illness.

COURSE OUTCOME:

- Understand and apply the knowledge on Mental Health & Mental Illness, perform the psychosocial assessment in the psychiatric setting.

CONTENTS

UNIT I

Introduction to Mental Health & Psychiatry:

Concept of Mental Health, Psychiatry – Definition, Branches and History. **Mental Illness /Mental Disorders:** Features and Causes - Presentation of the Mentally Ill, **Treatment Methods**-concept and types - Psychiatric Disability - Determinants of Mental Health - Characteristics of a Mentally Healthy Individual - Relevance of Knowledge of Mental Health and Mental Illness to Social Work - **Assessment in Psychiatry:** Psychiatric Interview and Mental Status Examination.

UNIT II

Classification of Mental Illness:

Classification in Psychiatry-ICD 10 and DSM IV. Symptoms of Disorders of Perception, Thought, Speech, Memory, Emotion and Motor Functioning. Difference between Neurosis and Psychosis.

UNIT III

Neurotic & Psychosomatic Disorders:

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Anxiety Spectrum Disorders, Stress Related Disorders, Psychosomatic (Somatoform) Disorders.

UNIT IV

Psychotic, Personality & Childhood Disorders:

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of - Schizophrenia, Affective (Mood) Disorders, Personality Disorders, Childhood Psychiatric Disorders.

UNIT V

Organic, Sexual and Psychoactive Substance Abuse Disorders:

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of :Organic Mental Disorders, Epilepsy, Sexual Disorders and Dysfunctions, Psychoactive Substance Abuse Disorders, Behavioural Addictions, Transcultural Psychiatry and Cultural Bound Syndromes.

REFERENCES:

- Harold Kaplan (1994) : Kaplan and Sadock's Comprehensive glossary of Psychiatry and Psychology, New York Lippincott Williams And Wilkins.
- VMD Namboodiri (2011) : Concise textbook of Psychiatry, New Delhi, Jaypee Brothers.
- Niraj Ahuja (2011) 7th Edition : A short textbook of Psychiatry, New Delhi, Jaypee Brothers.
- M.S.Bhatia (2011) 7th Edition : A short Textbook of Psychiatry, New Delhi C.B.S Publishers and Distributors.

SEMESTER III

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: SOCIAL DEVELOPMENT (Spl.Paper III)

SUBJECT CODE: 16 MSW 14 C

SUBJECT DESCRIPTION: This course focuses on Development in Society.

COURSE OBJECTIVE: Students understand the various aspects of Social Development.

COURSE OUTCOME:

- Understand Social Development & Economic Policies & Application of social development in various areas.

CONTENTS

UNIT-I

Development:

Concept of Development, Growth and Development, Meaning, Differences between Growth and Development, Social Change and Sustainable Development, Characteristics of Developing Countries, Marginalisation of Human Value.

UNIT-II

Social Development:

Concept of Social Development, Social Development Models, Strategies and Major Areas, measurement of Social Development, Social and Economic Indicators, Social Cost Benefit Analysis.

UNIT – III

Economic Policies:

Concept of Globalization, Privatization and Investment of Government sectors, Structural Adjustment, New Economic Policy and its Impact on Society, Culture, Education, Communication and Labour.

UNIT-IV

Social development in various areas:

Social Inequality and its relationship with Social Development. Information Technology and its Consequences on Social Development. NGO and People's Participation for attaining Social Development, Women Empowerment and Social Development. Human Resource Development and Social Development.

UNIT-V

Strategies for Development:

UNO-Millennium Development Goals, Social Welfare Administration as a tool of Social Development, Future Shocks, Challenging Social Development in India, Role of Social Workers in bringing Social Change and Development .

REFERENCES:

- Agarwa; &Sing (1984) : The Economics of under development, oxford University
- Beteille A (ED) (1969) : Social inequality, Harmondsworth, Penguin
- Booth, David D (1994) : Rethinking Social Development: Theory, Research& Practice Harow Long man Scientific and Technical
- Boudon, Raymond (1986) : Theories of Social Change: A critical Appraisal Trans.J.C Whitehouse, Cambridge,Eng., Polity Press.
- Brashmanda PR (1987) : Development Process of the Indian Economy, New Delhi Deep &Deep
- Desai AR (1993) : Essay on Modernisation of Under developed societies, Bombay Thakari
- Dreze, Jean & Amartya Sen (Ed) 1997 : Indian development : Selected Regional perspectives Delhi, Oxford University Press.
- Dutta, Amian & (1992) : The Quality of life, Delhi BR Agarwal MM(ED) Etzoniz A1998 Social change: Sources, Patterns& Consequences, Etzioni E (ED) New Delhi

- Frank Andra Gunder (1975) : Capitalist lunder development, Bombay, Oxford University
- Hilhorst J GH (1985) : Social Development in the Third world; Level of Klattor (ED) Living indicators& Social planning, London, Croom Helm
- Kulkami PD & Nanavatty M C (Eds) 1997 : Social issues in Development New Delhi, Uppal Publishing
- ILO – ARTEP (1992) : Social Dimensions of Structural Adjustment India Geneva ILO
- Midgely, James (1995) : Social development: The development perspective in Social welfare, New Delhi
- Moor WE (1975) : Social change, New Delhi, Prantice Hall of India

SEMESTER III

SUBJECT TITLE: CONCURRENT FIELD WORK PRACTICALS - III

SUBJECT CODE: 16 MSW 15

SUBJECT DESCRIPTION: This course focuses on field work in Social Work and its significance.

COURSE OBJECTIVE: Students gain practical experience in institutions pertaining to their specialisations.

COURSE OUTCOME:

- Understand the multiple role of social workers in the field & demonstrate Social Work skills in the field.

CONTENTS

Students are placed in various Social Work settings according to their specialisations. Students opting for Medical & Psychiatry will be placed in various hospitals, child guidance clinics, psychiatric settings, de-addiction centres, students opting Personnel Management & Industrial Relations will be placed in Corporate, Industries and Government Organisations related to Labour Welfare, students opting for Community Development will be placed in Government Agencies related to development like District Rural Development Agency, Slum Clearance Board and other NGO's related to Environmental issues , Human Rights etc for intensive training in the field of Development .

Scheme of Viva-voce Practical Examination

S.No.	Internal Marks	External Marks	Total Marks
1.	40	60	100

SEMESTER III

SUBJECT TITLE: SUMMER PLACEMENT

SUBJECT CODE: 16 MSW 15

SUBJECT DESCRIPTION: This is internship training

COURSE OBJECTIVE: Students apply Social Work skills in the field.

COURSE OUTCOME:

- Practice generic socialwork in the field.

CONTENTS

****Summer Placement** (III Semester)- The students have to attend summer placement after the second semester Examinations, in an Organisation related to Social Work for a period of 15 days during the month of May . The students have to submit a report along with attendance certificate in original issued by the institute concerned to the Department and appear for Summer Placement Viva – Voce Examination along with field work practical's III. The report will be valued by one Internal and one External Examiner.

SEMESTER IV

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: COUNSELLING THEORY AND PRACTICE

SUBJECT CODE: 16 MSW 16

SUBJECT DESCRIPTION: This course focuses on recent trends in counselling practice.

COURSE OBJECTIVE: Students understand the application of Counselling skills in Social Work Profession.

COURSE OUTCOME:

- Gain knowledge about counseling & methods, various approaches of counseling

CONTENTS

UNIT – I

Introduction to Counselling:

Concept of Counselling: Definition, Elements, Principles, Characteristics and Goals. Fields of Counselling, Skills needed for counselling, History of counseling. Foundations of counselling: Philosophical foundation, Sociological foundation and Psychological foundation.

UNIT – II

The Counselor & The Counselee:

The Counselor: Characteristics, Ethics, Concept of Self, attitude, values, beliefs, relationships, self-esteem and openness to others. Accepting personal responsibility, realistic levels of aspiration, self-actualisation. **The Counselee:** Person with problem, characteristics of a counselee.

UNIT III

Approaches to Counselling:

Different Approaches to Counselling: Client Centered Approach, Behavioural Approach, Rational and Emotive Approach, Psycho-Social Approach, Eclectic Approach.

Head, Social Work

UNIT IV

The Egan Model of Counselling:

The Egan Model of Counselling: Problem Exploration and Clarification, Attending skills, Listening Skills, Understanding Verbal and Non-Verbal Message, Empathy, Genuineness, Focusing and Summarizing Skills, Helping the Client Seek Alternatives, Facilitating Action and Goal Oriented Behaviour.

UNIT V

Counselling in various Settings:

Counselling in various Settings: Education, Industry, Community, Hospital, Rehabilitation, Family, Disaster, Correctional. Application of Social Work methods in Counselling.

REFERENCES:

- Eugene Kennedy & Sara C Charles (1977) : On becoming a Counsellor, Gill & Macmillan, Ireland
- Gerard Egan (1982) : The Skilled Helper: model, skills, and methods for effective Helping Pacific Grove, CA: Brooks/Cole.
- Joe Currie (1985) : In the path of the Barefoot Counsellor: 18 Steps Toward Becoming Effective Helping Persons, Asian Trading Corporation
- Emma Davis (2002) : Barefoot Counselling, Sangath Organisation,Goa, India
- Prahanthem B J 1988 : Therapeutic Counselling , Vellore; Christian Counselling Centre.
- Jacobs E et al (2009) : Group Counselling : Strategies and Skills, Brooks/Cole, Cengage Learning,USA.
- Ram Nath Sharma (2004) : Guidance & Counselling in India, Atlantic Publishers and Distributors & Rachana Sharma, New Delhi

SEMESTER IV

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: CORPORATE SOCIAL RESPONSIBILITY

SUBJECT CODE: 16 MSW 17

SUBJECT DESCRIPTION: This course focuses on the concepts and practice of Corporate Social Responsibility in the current scenario.

COURSE OBJECTIVE: Understand the significance of Corporate Social Responsibility in the current Scenario.

COURSE OUTCOME:

- Understand and apply the approaches, tools and legislative measures involved in the implementation of CSR activities.

CONTENTS

UNIT – I

Introduction to CSR:

Corporate Social Responsibility (CSR): Concept, Need, Principles, Scope, Evolution and Concentration areas of CSR, Phases of CSR, Strategic context of CSR, Carroll's Model of CSR (Pyramid of CSR), Globalization and CSR,.

UNIT – II

CSR Policy:

Policies related to CSR: Designing a CSR policy – Norms and standards of CSR - 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 – III

Corporate-Community Participation:

Roles and Skills: Corporate perspectives on building successful partnership – Tools and techniques of CSR – Roles and Skills: Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public speaking, Teaching, Supervising and Reporting.

UNIT - IV

Implementing CSR:

CSR in different Fields: CSR in the marketplace – CSR in the workplace – CSR in the community – CSR in the ecological environment – Success and Challenges of CSR initiatives -

Case Studies: Lifebuoy Soaps' *Swasthya Chetna*, ITC's *e-Choupal* venture, Titan Industries Limited, Tata Iron & Steel Company.

UNIT – V

CSR in India:

Trends of CSR in India: Legal provisions and specifications on CSR – TCCI (Tata Council for Community Initiatives), Tata Model on CSR – National CSR HUB, TISS Mumbai — CSR Awards in India.

REFERENCES:

1. Benn & Bolton, (2011). *Key concepts in corporate social responsibility*. Australia: Sage Publications Ltd.
2. Bradshaw, T. and D. Vogel. (1981). *Corporations and their critics: Issues and answers to the problems of corporate social responsibility*. New York: McGraw Hill Book Company
3. Brummer, J.J. (1991). *Corporate Responsibility and Legitimacy: An interdisciplinary analysis*. Westport, CT: Greenwood Press.
4. Cannon, T. (1992). *Corporate responsibility* (1st ed.) London: Pitman Publishing.
5. Crane, A. et al., (2008). *The Oxford handbook of corporate social responsibility*. New York: Oxford University Press Inc.

6. Ellington. J. (1998). *Cannibals with forks: The triple bottom line of 21st century business*. New Society Publishers
7. Grace, D. and S. Cohen (2005). *Business ethics: Australian problems and cases*. Oxford: Oxford University Press.
8. Reddy, Sumati and Stefan Seuring. (2004). *Corporate Social Responsibility: Sustainable Supply Chains*. Hyderabad: ICFAI University Press.
9. Werther, W. B. & Chandler, D. (2011). *Strategic corporate social responsibility*. Thousand Oaks, CA: Sage
10. [http://www.die-gdi.de/CMS-Homepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/\\$FILE/Studies%2026.pdf](http://www.die-gdi.de/CMS-Homepage/openwebcms3.nsf/%28ynDK_contentByKey%29/ENTR-7BMDUB/$FILE/Studies%2026.pdf)
11. <http://www.tatapower.com/sustainability/environmental.aspx>

SEMESTER IV

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: HUMAN RESOURCE MANAGEMENT

SUBJECT CODE: 16 MSW 18 A

SUBJECT DESCRIPTION: This course focuses on recent trends of Personnel Management & HRD (Human Resource Development).

COURSE OBJECTIVE: The students understand the recent trends of Personnel Management & HRD.

COURSE OUTCOME:

- Understand and practice HR functions for Human Resource and Organisational Development

CONTENTS

UNIT – I

Introduction to Personnel Management:

Definition of Personnel Management, Definition of Human Resource Management. Importance of Personnel Office, Personnel Management Practice in India, Human Relations aspects of Personnel Management, Indicators of Human Relation. Communication – Types, Bottlenecks.

UNIT – II

Human Resource Planning:

Manpower Planning, Process of Selection, Placement and Induction, Training and Development – the need and objective of training, Training Methodology, Promotion, Transfer, Demotion, Retirement, Discipline, Domestic Enquiry.

UNIT – III

Performance Appraisal:

Performance Appraisal: Meaning, Approaches to Performance Appraisal System, importance, purpose and limitation, Potential Appraisal – meaning, scope and importance.

UNIT – IV

Human Resource Development:

Human Resource Development: Meaning, Components, Pre-requisite for successful HRD Programmes, HRD trends – Job Rotation, Job Enlargement, Job Enrichment, Quality of Work Life, Total Quality Management, **Human Resource Information System:** Meaning and Importance.

UNIT – V

Organisational Development:

Organisational Effectiveness, Organisational Culture, Organisational Development – characteristics, Managing Change through OD, HRD implementation strategies and issues in human resource system designing. HRD experiences in India. Emerging trends and perspectives.

REFERENCES:

- Dale S Beach : Personnel – The Management of people at Work.
- Davar R S : Personnel Management and Industrial Relations,
New Delhi – Vikas Publishing House.
- Douglas Morgregor : The Human Side of Enterprise.
- Keith Davis : Human Side of Enterprise.
- Mamoria C B : Personnel Management Bombay – Himalayas Publishing
House.

SEMESTER IV

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: SOCIAL WORK PRACTICE IN MEDICAL SETTINGS
(Spl.Paper IV)

SUBJECT CODE: 16 MSW 18 B

SUBJECT DESCRIPTION: This course focuses on Social Work practice in Medical Settings.

COURSE OBJECTIVE: Students should be able to understand the formation of Medical Social Work department and roles to perform in Medical Settings.

COURSE OUTCOME:

- Apply Social Work techniques in medical settings with the patient, family and the community.

CONTENTS

UNIT – I

Introduction to Medical Social Work:

Medical Social Work: Definition, Concept, Nature and Scope, Historical Development in India & Abroad. Different Settings for Medical Social Work, Hospital as a Formal Organisation, goals, technology, structure & functions. Problems faced by health care professionals in hospitals, importance of self care.

UNIT – II

Patient & Family:

Concept of patient as a person – Sick Role, Illness Behaviour. Patient Rights. Hospitalisation of patient - Impact on family, need & methods for the involvement of family in treatment process, methods of involvement of family, Outcomes of family centred care.

UNIT – III

Social & Emotional component of Illness:

Social & Emotional component of illness with special reference to Leprosy, Cancer, Diabetes, Epilepsy, STI, HIV/ AIDS, Tuberculosis, Differently Abled. **Recent Health issues:** Swine Flu and Chikungunya , Ebola, Bird Flu, Leptospirosis (Rat Fever)

UNIT – IV

Role of Medical Social worker:

Role of Medical Social worker: In a Hospital, Dealing with the Social & Emotional Components of illness in Community Settings -Urban, Rural and Tribal. Health Insurance, Medical Tourism, Disaster Health Care. Concept of Teamwork & Multidisciplinary Approach in healthcare.

UNIT – V

Scope of Medical Social work:

Medical Social Work Department in a hospital-need and importance. Role of Social Workers in Organising Medical Camps in Rural & Urban areas. Scope for research in Medical Social Work Practice, Recent trends in Medical Social Work .

REFERENCES:

- Banerjee.G.R.(1968) : The Tuberculosis Patient,Bombay : TISS
- Banerjee.G.R.(1968) : Towards Better Understanding of the sick child,
Jab-e Jamshed press, Bangalore
- Burton,Lindy (1975) : The Family life of sick children London: Routledge &
Keganpaul

- Dorroh,Thelma Lee (1974) : Between Patient & health worker, NewYork Mcgraw hill
- Hall,David & Stereey (1979) : Beyond seperation, London Routledge & Keganpaul
- Jones ,R.Huws (1979) : The doctor and the social services : London
the Athlone press
- Kapil ,Krishnan,K (1971) : Social service opportunities in Hospitals ,
Bombay,TISS
- Mohanan,John ED(1976) : Community Mental health and the criminal
Justice system,NewYork,Pergoman Press
- Prakash : Teaching Village Health Workers, NewDelhi
Voluntary Health Association

SEMESTER IV

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: URBAN COMMUNITY DEVELOPMENT (Spl.Paper IV)

SUBJECT CODE: 16 MSW 18C

SUBJECT DESCRIPTION: This course focuses on Community Development in Urban Settings.

COURSE OBJECTIVE: Students understand the various aspects of Urban Community Development.

COURSE OUTCOME:

- Understand the effectiveness of policies & programmes for urban community development

CONTENTS

UNIT –I

Introduction to Urban and Slum:

Urban and Slum areas: Definition, Classification, Characteristics and Causes. National Slum Development Programme.

UNIT-II

Urban Community Development:

Urban Community Development: Introduction, Definition, Meaning, Need, Scope and Principles. Approaches- Urban Basic Services Approach and Integrated Development Approach. Environmental issues in Urban areas.

UNIT-III

Urban Community Development in India:

Origin of Urban Community Development in India: Organisational Set-up; Projects, Slum Clearance and Improvement, National and State Level Agencies: Housing and Urban Development Corporation, Tamilnadu Housing Board, Tamilnadu Slum Clearance Board: Role and Participation of NGOs in UCD.

UNIT - IV

Policies and Programmes:

Urban Development Policies, Town Planning Acts, Land Acquisition Act Programmes- A brief idea on IDUP, UBS, Swarna Jayanthi Shahari Rozgar Yojana, Development of Women and Children in Urban areas. Urban Self-Employment Scheme,

UNIT -V

Urban Civic Administration:

Urban Civic Administration: History of Urban Local Self-Government in India, Democratic principles of Urban Local Self- Government, Forms of Urban Local Self-Government and their Composition. Organisational structure and functions, Departments - Personnel and Finance, relationship between officials and non-officials, problems of Municipal Administration in India.

REFERENCES:

- Bose, Ashiah (1974) : Studies in India's urbanisation 1901 to 1971 Tata Mc Graw Hall Publishing company Ltd, New Delhi
- Cedric Pagh (1990) : Housing and urbanization: A study of India, sate Publication, New Delhi
- Center for Urban Studies (1978) : Urban planning Arid Development Authorities. Indian Institute of Public Administration, New Delhi
- David Anthony IPinto (1987): The Mayor the commissioner and the metropolitan Administration, Vikas publishing P Ltd Bombay
- Dube Kk & Singh (Alok Kumar) : Urban Development in India Inter India Dube K Publications, New Delhi
- Gordon E Cherry (1974) : Urban planning problems, Leonard Hill London
- Hoban I safa (Ed) (1974) : Towards a political economy of urbanization in third World courtiers. Oxford university press, Delhi
- Publication Division : India a Reference Manual Ministry of Information and Broadcasting New Delhi
- Sharma R.C. (1988) : South Asian Urban Enterprise, Criterion publications

New Delhi

Savani.V

: Urbanisation and Urban in India Asia Publishing
House, New Delhi.

SEMESTER IV

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: ORGANISATIONAL BEHAVIOR (Spl.Paper V)

SUBJECT CODE: 16 MSW 19 A

SUBJECT DESCRIPTION: This course focuses on concepts related to Organisational Behavior.

COURSE OBJECTIVE: Students should understand the various concepts related to Organisational Behavior and its Development.

COURSE OUTCOME:

- Understand organizational behaviour, assess individual behaviour, analyse the group behaviour and organisational culture.

CONTENTS

UNIT – I

Introduction to OB:

Organisational Behaviour: Definition, Objectives, Components of Organisational Behaviour, Contribution of Hawthorne Studies, Models of Organisational Behaviour.

UNIT – II

Foundation of Individual Behaviour:

The Individual: Foundation of Individual Behaviour, Values – concept, factors in value formation, types. **Attitudes:** Concept, Theories, Factors. **Job Satisfaction:** Concept, Determinants and Effects. **Personality:** Concept, Theories and Determinants. **Perception:** Concept, Concepts of Motivation and its Applicability. Stress and stress management.

UNIT – III

Foundations of Group Behaviour:

The Group: Foundations of Group Behaviour, **Group Development:** Concept, Stages. **Team Work:** Concept, Advantages. **Morale:** Concept, Measurement, Morale Building. **Communication:** Concept, Elements, Steps for Making Effective Communication. **Leadership:** Concept, Features, Theories. **Power:** Concept, Types. **Politics:** Concept, reasons. **Conflict Resolution:** Concept, Actions.

UNIT – IV

Organisational Change:

Organisational Change: Concept, Factors. Managing Planned Change – objectives. Resistance to Change – overcoming resistance to change. Approaches to Manage Organisational Change, **Organisational Development:** Concept, Features, Interventions.

UNIT – V

Organisation Culture:

Organisation Culture, Role and types of Cultures and Corporate Culture, Ethical issues in Organisation Culture, Creating and Sustaining Culture.

REFERENCES:

- Abraham K Korman : Industrial and Organisational Psychology.
- Nest Dale : Management Theory and Practice.
- Hanner B H : Industrial and Organisational Psychology
Tokyo: Mc Graw Hill.
- Keith Davis : Human Behaviour at work – Louis Allen
Management and Organisation.
- Luthans F : Organisational Behaviour
- Peter & Drucker : Management : Tasks Responsibilities Practices.
- Peter & Drucker : Management Cases.
- Prasad L M (2000) : Organisational Behaviour. New Delhi.
Sultan Chand & Sons.

SEMESTER IV

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: PSYCHIATRIC SOCIAL WORK PRACTICE (Spl.Paper V)

SUBJECT CODE: 16 MSW 19 B

SUBJECT DESCRIPTION: This course focuses on Social Work Practice in Psychiatric Settings.

COURSE OBJECTIVE: Students would be able to apply Social Work concepts in Psychiatric settings

COURSE OUTCOME:

- Understand and apply therapeutic approaches in Mental Health, methods of Treatment in Psychiatry and the legislative aspects in psychiatry.

CONTENTS

UNIT - I

Introduction to Psychiatric Social Work:

Psychiatric Social Work: Definition , Meaning , Scope. Psychiatric Social Work in India. Management of Psychiatric Social Work Department. Problems of Psychiatric patients during Pre-hospital and Post - Hospital phase at the Patient level, Family level and Community level.

UNIT –II

Multidisciplinary Approach in Mental Health:

Family potentials for Psychiatric treatment and Psychosocial Rehabilitation. Disability Identification, Assessment , Intervention and Management. Social Work approach to

problem of mentally ill and handicapped. Multidisciplinary Approach in Mental Health Settings.

UNIT -III

Psychiatric Social Work Practice in different Settings:

Psychiatric Hospitals , Psychiatric Department in General Hospitals , Child Guidance Clinic , Correctional Institutions ,Industries .Psychiatric Social Work Intervention in relation to Terminal Illness, HIV/AIDS, Alcohol and Substance Abuse, Suicide , Accidents and Physical Disabilities.

UNIT -IV

Rehabilitation Programmes for the Mentally Ill:

Day Care Centres, Night Centres, Half Way Homes, Sheltered Workshops, Occupational Therapy. Psychiatric Emergencies, Mental Health Laws in India - Mental Health Act – 1987. Community Psychiatry - National Mental Health Programme (NMHP &DMHP) in India. Research in Psychiatric Social Work.

UNIT -V

Methods of Treatment in Psychiatry:

Physical Methods - ECT, Psycho Surgery. Pharmacological Management -Anti Psychotics, Anti Depressants, Mood Stabilizers, Anti Epileptics, Miscellaneous Drugs. , Psychotherapy - Supportive , Re-Educative , Re- Constructive., Social methods - Occupational Therapy , Therapeutic Community, Environmental Manipulation., Indigenous methods -Religious and Traditional healers, Astrology , Yoga ,Meditation ,Other healing systems.

REFERENCES:

M.S. Bhatia(2010) : Essentials of Psychiatry, CBS Publishers .New Delhi

Government of India(2010-11) : National Mental Health Programme for India, Ministry of Health and Family Welfare

Mane P and Gandavis(1993) : Mental Health in India: Issues and Concerns, TISS, Bombay

Government of India (1987) : Mental Health Act -1987 (Bare Act)

VMD Namboodiri (2002) : Concise Textbook of Psychiatry. Elsevier, Delhi.

World Health Organisation (1992) : Innovative Approaches in Mental Health Care:
psychological interventions and case management .
Division of Mental Health , Geneva

World Health Organisation(1998) : Prevention of Mental , Neurological , Psychosocial
Disorders . Division of Mental Health , Geneva.

SEMESTER IV

CIA - 25 Marks

ESE - 75 Marks

SUBJECT TITLE: NGO MANAGEMENT (Spl.Paper.V)

SUBJECT CODE: 16 MSW 19 C

SUBJECT DESCRIPTION: This course focuses on Management in NGO (Non - Government Organisations)

COURSE OBJECTIVE: Students should understand the various Management concepts in NGO.

COURSE OUTCOME:

- Understand the functions of a nongovernmental organization and acquire the skill of working with nongovernmental organization

CONTENTS

UNIT – I

Introduction to NGO:

NGO: Meaning and its functions, Types of NGO'S - History & Philosophy of Voluntary Organisations in India. Procedure to start an NGO, Various Acts governing NGO'S . Code of Ethics of NGO's.

UNIT – II

NGO Administration:

POSDCORB Functions: Planning, Organising, Staffing, Directing, Coordinating, Reporting and Budgeting. Fund Raising Methods, Public Relations.

UNIT – III

Role of NGO:

Role of NGO in State, National, International Development – Health, Poverty alleviation, Awareness generation, Research and Policy advocacy – Current status of NGO in India and abroad , Interaction between Educational Institutions and NGO's , Relevance of Social Work Profession.

UNIT – IV

Strategies and Approaches:

Strategies and Approaches of NGO'S in Rural, Urban, Tribal Settings. Role of Social Workers in NGO'S - Administration, Monitoring and Evaluation of Projects and Programmes.

UNIT – V

Functions of NGO:

Networking of NGO'S – Project Writing , Report Writing , Accounts Management , Training of Youth in NGO , Problems faced by NGO'S.

REFERENCES:

- Dubey. S.N (1993) : Administration of Social Welfare Programmes
Publication Co.Ltd, Bombay
- Elwood Street & Brothers : Social Agency Administration , London, Harper
- Kulkarni VM : Voluntary Action in developing society , Indian
Institute of Public Administration, New Delhi
- Paul Chowdhry (2000) : Voluntary Social Welfare in India,
Sterling Publishers Pub., New Delhi.
- Sharma NR(1999) : Human Rights in the World , Pointer Pub ., Jaipur
- Subramaniam S (2000) : Human Rights Training , Volume 1&2, Manas Pub.,
New Delhi.
- Verma RS(2000) : Human Rights Burning Issues of the World,
Volume 1,2,& 3 Indian Pub., Delhi.

SEMESTER IV

SUBJECT TITLE: CONCURRENT FIELD WORK PRACTICALS - IV

SUBJECT CODE: 16 MSW 20

SUBJECT DESCRIPTION: This course focuses on field work in Social Work and its significance.

COURSE OBJECTIVE: Students gain practical experience in institutions pertaining to their specializations.

COURSE OUTCOME:

- Understand the multiple roles of social workers in the field, implement prevention interventions that enhance client capacities and gain knowledge on problem solving techniques

CONTENTS

Students are placed in various Social Work settings according to their specialisations. Students opting for Medical & Psychiatry will be placed in various hospitals, child guidance clinics, psychiatric settings, de-addiction centres, students opting Personnel Management & Industrial Relations will be placed in Corporates, Industries and Government Organisations related to Labour Welfare, students opting for Community Development will be placed in Government agencies related to development like District Rural Development Agency, Slum Clearance Board and other NGO's related to Environmental issues , Human Rights etc for intensive training in the field of Development .

Scheme of Viva-voce Practical Examination

S.No	Internal Marks	External Marks	Total Marks
1.	40	60	100

SEMESTER IV

SUBJECT TITLE: PROJECT WORK

SUBJECT CODE: 16 MSW 21

SUBJECT DESCRIPTION: This course focuses on applicability of Social Work Research.

COURSE OBJECTIVE: Students apply Social Work Research in the field.

COURSE OUTCOME:

- Understand the process of preparing a research project and gain knowledge, skills in interpret data and derive results and discussions

CONTENTS

Project Work: The project report will be evaluated and viva voce Examination will be conducted jointly by the Research supervisors of the candidates and the External Examiners concerned for 100 marks.

(Thesis = 40 marks and Viva Voce Examination = 60 marks).

Scheme of Viva-voce Practical Examination

S.No	Internal Marks	External Marks	Total Marks
1.	40	60	100

SEMESTER IV

SUBJECT TITLE: BLOCK PLACEMENT

SUBJECT CODE: 16 MSW 22

SUBJECT DESCRIPTION: This is internship training.

COURSE OBJECTIVE: Students practice Social Work skills in the field.

COURSE OUTCOME:

- Acquire employability skills in their respective specializations and apply social work skills in their respective fields

CONTENTS

The students have to attend Block Placement after the fourth semester Examinations, for a period of one month during May . The students have to submit a report along with attendance certificate in original issued by the institute concerned to the Department and appear for Block Placement Viva – Voce Exam in the month of June. The report will be valued by one Internal and one External Examiner.

Scheme of Viva-voce Practical Examination

S.No	Internal Marks	External Marks	Total Marks
1.	40	60	100

SEMESTER IV

SUBJECT TITLE: SOCIAL LABORATORY

SUBJECT CODE: 16 MSW23

SUBJECT DESCRIPTION: Social Communication Skills Training.

COURSE OBJECTIVE: Students would be able to apply Social Communication Skills in the field.

COURSE OUTCOME:

- Practice social communication skill by conducting extension activities

Internal Viva-Voce examination and Presentation will be conducted.

CONTENTS

A. In-House Lab Activity

1. Posters
2. Collage
3. Dangers
4. Flip Chart
5. Flash Cards
6. Puppetry
7. Film Review
8. Street Play

B. Extension Activity

Scheme of Internal Viva-voce Practical Examination

S.No	Internal Marks	External Marks	Total Marks
1.	50	-----	50

VALUE ADDED PROGRAMME
CERTIFICATE COURSE IN SUICIDE PREVENTION
IN ASSOCIATION WITH ASHA COUNSELLING CENTRE, COIMBATORE
SEMESTER II & III

CIA - 50 Marks

ESE - 100 Marks

SUBJECT DESCRIPTION: This course focuses on the various dimensions of suicide and methods to cope with it.

Suicide is one of the major causes for death across the world and therefore requires special focus in understanding the concept, recognizing the warning signs and helping the affected person and their family members. This subject focuses on the various dimensions of suicide, various techniques for prevention and dealing with the affected people/families.

GOALS: To enable the students to know and learn about various aspects of suicide, how to prevent and help people cope with various aspects of suicide.

To enable students to know and learn about various aspects of suicide, prevention techniques and rehabilitation measures for affected people/families

OBJECTIVES: On successful completion of the course the students will have an understanding of the topics, issues, research, and literature on suicidology and how to use tools and techniques to prevent suicide and help survivors and families cope.

- a) Will be aware on the important aspects of suicide
- b) Will have exposure to research and literature on suicidology
- c) Will be able to recognize the warning signs and respond to enable suicide prevention
- d) Will be able to work with the survivors and facilitate rehabilitation process
- e) Will be able to facilitate rehabilitation of the affected family members of victim

SEMESTER II

CONTENTS

MODULE – I

Suicide – Definition, concept, types of suicide., history of Suicidology., understanding the psychology of suicide., ideation of suicide, factors contributing to the ideation of suicide, suicide and self harm – difference., misconceptions and myths about suicide., warning signs of suicide., Clues and Communication about suicide.

MODULE – II

Reasons for suicide in India., Demography & Epidemiology of Suicidal Behavior., Suicide Across the Life Span -Children, Adolescents, Adults and Elderly, Special Groups-LGBT., Sex/Gender Differences in Suicide., Ethical, Philosophical, Religious and Legal Issues in Suicidology.

SEMESTER III

CONTENTS

MODULE – III

Interventions to prevent suicide- Psychiatric interventions, Non psychiatric interventions, Befriending- Concept and practice, Identifying suicide tendencies., level of suicide risk, Assessment of suicide risk, talking to a suicidal person - dos and donts. Crisis intervention, Helpline, Functioning of helpline, how effective are help lines? Volunteering and suicide prevention, Counselling. Basic Intervention Issues.

MODULE – IV

Postvention: Family and Survivorship in the aftermath of suicide, Stigma, how to get over stigma, Suicide prevention strategies, Community gate keeping and suicide prevention, Widely acclaimed suicide prevention techniques; Macro level suicide prevention, The role of Government in preventing suicide, importance of having a national policy in suicide prevention. Media and suicide prevention, guidelines for media. How information technology can be made use for suicide prevention, Role of Social Workers in suicide prevention. Risk Management and Self Care for the Counsellor, Case Studies in suicide prevention.

SEMESTER IV

CIA - 25 Marks
ESE - 75 Marks

SUBJECT TITLE : INDIAN SOCIETY AND HUMAN DYNAMICS

SUBJECT CODE : 3APSW

SUBJECT DESCRIPTION : This course focuses on man and his psychological and social living.

COURSE OBJECTIVE: Students learn the basics of society and human behaviour

COURSE OUTCOME : The students understand the human psychology, social stratification and the significance of social relations

CONTENTS

Unit I

Concept of Society, Individual and Society, Basic Elements – Group, Community Complexity of Indian Society, Democratic Characteristics of Indian society.

Unit II

Socialization: Concept and Agencies, Importance & Function, Culture – Concept, influence on individuals. Indian Family System: Marriage – Forms, Functions. Family – Forms, Functions

Unit III

Social Stratification:,- Caste - Definition ,Concept and Types. Class – Definition, Concept and Types. Social Control – Definition, types and agencies of social control.

Unit IV

Psychology –Definition and Nature. Physical and Psychological aspects of various stages of Human Growth and Development - Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood, Middle age and Old age.

Unit V

Personality: Concepts, Types of Personality. Emotions. Learning: Concept, Types. Motivation: Theories of Motivation, Classification of Motives.

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