

PG DEPARTMENT OF SOCIAL WORK

MASTER OF SOCIAL WORK (MSW)

SYLLABUS

“UNDER CHOICE BASED CREDIT SYSTEM (CBCS)”



**NGM COLLEGE
(AUTONOMOUS)**

(RE-ACCREDITED BY NAAC WITH 'A' GRADE)

POLLACHI- 641 002

2013-14 ONWARDS

NGM COLLEGE (AUTONOMOUS), POLLACHI– 641 002**MSW (Master of Social Work)****Under Choice Based Credit System (CBCS) 2013 - 2014 onwards****SCHEME OF EXAMINATION****PROGRAMME CODE: 13PSW****SEMESTER – I**

Paper Code	Subject Title	HRS/ WK	CRE- DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
13PSW01	Core-1: Introduction to Social Work	4	4	3	25	75	100
13PSW02	Core-2: Working with Individuals and Family	4	4	3	25	75	100
13PSW03	Core-3: Human Growth and Personality Development	4	4	3	25	75	100
13PSW04	Core-P1:Field Work Practicum – I (Including Group Project)	14	4	-	40	60	100
13PSW05	Elective-I: Understanding Indian Society	4	4	3	25	75	100
	Total	30	20	-	-	-	500

SEMESTER – II

Paper Code	Subject Title	HRS/ WK	CRE- DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
13PSW06	Core-4: Working with groups-Social Group Work	4	4	3	25	75	100
13PSW07	Core-5: Working with Communities-Community Organization and Social Action	4	4	3	25	75	100
13PSW08	Core-6: Social Work Research and Statistics	4	4	3	25	75	100
13PSW09	Core-P2: Field Work Practicum – II (Including Tribal Camp)	4	4	3	25	75	100
13PSW10	Core-7:Social Policy and Social Welfare Administration	14	4	-	40	60	100
13PSW11	Elective –II –Disaster Management	4	4	3	25	75	100
	Total	34	24	-	-	-	600

SEMESTER – III

Paper Code	Subject Title	HRS/ WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
13PSW12	Core-8A: Labour Welfare and Labour Legislation Core-8B: Medical Social Work Core-8C: Rural Community Development	4	4	3	25	75	100
13PSW13	Core-9A : Industrial Relations Core-9B : Hospital Administration Core -9C: Social Development	4	4	3	25	75	100
13PSW14	Core-10A: Human Resource Management Core-10B: Community Health in India Core-10C: Welfare of Weaker Section	4	4	3	25	75	100
13PSW15	Core-P3: Field Work Practicum – III	14	4	-	40	60	100
13PSW16	Core-B1: Block Field Work	-	2	-	50	-	100
	Core-B2: Summer Placement Training	-	3	-	50	-	
13PSW17	Elective-III: Corporate Social Responsibility and Social Marketing	4	4	3	25	75	100
	Total	30	25	-	-	-	600

SEMESTER – IV

Paper Code	Subject Title	HRS/ WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
13PSW18	Core-11A: Organizational Behaviour Core-11B: Mental Health Core-11C: Urban Community Development	4	4	3	25	75	100
13PSW19	Core-12A: Organizational Change , Design and Development Core-12B: Psychiatric Social Work Core-12C: Management of Non-Profit Organizations	4	4	3	25	75	100
13PSW20	Core- P4: Field Work Practicum – IV**	14	4	-	40	60	100
13PSW21	Core:R1: Research Project Report & Viva Voce	4	5	-	40	60	100
13PSW22	Elective –IV: Counselling Theory & Practices	4	4	3	25	75	100
	Total	30	21	-	-	-	500

Specializations Offered

Each specialization has five core papers.

1. Human Resource Management
2. Medical and Psychiatry
3. Community Development

Note: Students have to opt any one specialization before the commencement of third semester. The specializations opted by the students will be allotted based on the marks scored. Any Specialization should have a minimum of 10 students, in case if it less, the specialization may or may not be offered.

ABSTRACT – Semester wise

S. No.	Semester	HRS /WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
01	SEMESTER-I	30	20	-	-	-	500
02	SEMESTER-II	34	24	-	-	-	600
03	SEMESTER-III	30	25	-	-	-	600
04	SEMESTER-IV	30	21	-	-	-	500
	TOTAL	124	90	-	-	-	2200

ABSTRACT – Paper wise

S. No	Paper type	Total No. of papers	Credits	Total Marks
1	Core Theory	12	48	1200
2	Core Practical	6	26	600
3	Elective	4	16	400
	Total	22	90	2200

PG DEGREE COURSE

Total Marks : 2200

Total Credits : 90

Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social work	Effective from the year :2013-2014
Subject code: Title	13PSW01 - INTRODUCTION TO SOCIAL WORK	Semester -I
Hours /Week:	4	Credit -4
Objectives	• To learn the basics of Social work including history ,principle and tools • To understand the methods of Social Work • Exploring new areas of Social work profession	

Unit	Content	Hours
Unit I	Social work: Definition, Objectives, History, Philosophy, Principles and scope. Concepts and related terms: Social welfare, Social service, Social reform, Social Security, Social Justice .History of Social Work in USA, UK and India.	4
Unit II	Methods of Social Work: Concepts, Objectives and Principles of Social Case Work, Social Group Work, Community Organization, Social Work Research, Social Welfare Administration and Social Action. Approaches and Models’ of Social work: Relief model, Welfare model, Clinical model, Systems model, Radical model, and Developmental model.	5
Unit III	Fields of social work: Family and child & Women welfare, Correctional social work, Industrial social work, Medical and Psychiatric social work, youth welfare, Community development(Rural and Urban), Elderly, Disability and Social Work in School setting.	4
Unit IV	Social Work Profession: Social Work as a Profession, Professional Values, Ethics, Skills of Social Worker, Tools and Techniques of Social Work, Applicability of the concept of Social Work in India - Field Work and its importance.	4
Unit V	Emerging Areas of Social Work: Environmental Protection, Disaster management, Gender equality, HIV/AIDS Social Work and Human Rights. Social Work in India: Recent trends in Social Work Education - Problems and Prospects of Professional Social Worker. Association of Social Work: International Federation of Social Work (IFSW), ASSWI, Association of Trained Social Workers, ISPSW (Indian Society for	6

	Professional Social Work), NAPSWI (National Association of Professional Social Workers in India) and PSWA (Professional Social Workers Association – Tamil Nadu).	
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TEXT BOOK

Anand Sirohni, 2005, *Encyclopedia of Social Welfare*, Dominant Publishers and distributors, New Delhi.

Harishkumar, 2004, *Social Work, vol. I, II & III*, Isha Books, Delhi.

Nitin Batra, 2004, *Dynamic of Social Work in India*, Raj publishing House, Jaipur.

Hajirakumar, 1994, *Social Work an Experience, Experiments in India*, Gitanjali, New Delhi.

Rameshwari Devi & Ravi Prakash, 2004, *Social Work Methods, Practices & Perspectives* Mangal Deep Vol. 1,2,3, Jaipur.

Sanjay Bhattacharya, 2004, *Social Work an Integrated Approach*, Deep & Deep, New Delhi.

Jacob, K.K. (Ed.), 1994, *Social Work Education in India Retrospect*, Himachal, New Delhi.

Jha (Ed.), 2002, *Practice of Social Work*, Anmo, New Delhi.

Martin Daview (Ed), 2002, *Companion to Social Work*, The Black Wall, USA.

Louise, C. Jonson, 1994, *Social Work a Generalist Approach*, Allyan and Baco, London.

Misra, P.D, 1994, *Social Work Philosophy and Methods*, Inter India, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW02- WORKING WITH INDIVIDUAL'S AND FAMILY	Semester-I
Hours /Week:	4	Credit -4
Objectives	- To acquire the knowledge of Social case work - To learn the importance of Case work tools	

Unit	Content	Hours
Unit I	Social Case Work: Definition, Objectives, Scope of Social Case Work, Basic principles of social case work. Relationship: Skills in building relationship, communications, empathy, use of relationship in the helping process - Problems in professional relationship, transference, counter transference and resistance.	4
Unit II	Case Work Tools: Verbal & Non – Verbal communication: Observation, interview, collateral contact, home visit. Interviewing Process: principles, process and Types: social history, assessment and therapeutic interview, skills in interview - psycho drama. Recording: Principles, Types, Structure, Content, use of Genogram & Eco maps, family schema in records.	5
Unit III	Components of Social Casework: Person, Problem, Place and Process – Case Work Process: Intake, Study, Diagnosis, Treatment - Developing Treatment Methods – Administration of Practical services - indirect treatment and direct treatment – Termination: Monitoring, Evaluation, Follow-up and Termination.	4
Unit IV	Social Casework Model & Therapies: Psycho – social, Functional, Problem solving models - Psycho therapy, Behaviour modification therapy, Environmental modification, Family therapy - Crisis intervention and Counselling.	4
Unit V	Social Casework in different Setting: Family and Child Welfare – School setting–Medical & Psychiatric setting – Correctional and Industrial setting –Differently abled- Problems & limitations of social case work practice in India.	4

TEXT BOOK

Aptekar, Herbert. H, 1982, *Dynamic of Casework and Counseling*, Boston, Houghton, Mifflin.

Hamilton Gordon, 1954, *Theory And Practice Of Social Case Work*, Colombia University Press, New York.

Mathew Grace, 1992, *An Introduction to Social Casework*, Tata Institution of Social Sciences, Bombay.

Mehr. Joseph, 1980, *Human Services: Concepts and Intervention Strategies*, Allen and Bacon., Boston.

Mishra, P.D, 1994, *Social Work – Philosophy and Methods*, Inter India, New Delhi.

Sanjay Bhattacharya, 2003, *Social Work – An Integrated Approach*, Deep and Deep Delhi.

Sheafer, Bradford. W. Horejsi, Charles, R. and Horejsi, Gloria, A. 1988, *Techniques and guidelines for Social Work Practice*, Allen and Bacon. Boston,

Upadhyay. P.K, 2003, *Social Case Work*, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year : 2013-2014
Subject code: Title	13PSW03- HUMAN GROWTH AND PERSONALITY DEVELOPMENT	Semester-I
Hours /Week:	4	Credit -4
Objectives	To understand the Human growth and personality To learn the importance of perception ,learning, Attitude in human growth	

Unit	Content	Hours
Unit I	Psychology: Definition, Meaning Schools of Psychology: Structuralism, Functionalism and Gestalt. Recent trends: 1. Biological, 2. Psychodynamics, 3. Cognitive, 4. Behavioural, 5. Humanistic - Application of Psychology in Social Work.	4
Unit II	Evolution of human life: Conception – Stages of Prenatal development a) Period of Ovum, b) Period of embryo, c) Period of Fetus –Birth and its types - Pre and Post natal care. Human growth and development: Developmental tasks, hazardous, physical, social, emotional and cognitive development of a) Infancy, b) Babyhood, c) Childhood, d) Puberty, e) Adolescence, f) Adult g) Middle age h) Old age (Applicable wherever relevant).	5
Unit III	Personality: Definition and Characteristic, Major approaches of personality: a) Trait b) Learning, c) Biological, d) Humanistic, e) Freudian and Neo Freudian. Assessment of Personality - Influence of Heredity and Environment in one's personality development - Intelligence: Definition - Theories of intelligence: a) Unitary, b) Multifaction, c) Two factor, d) Group factor, e) Hierarchical – Types of intelligence - Measurement of intelligence – Classification of I.Q – Mentally retarded – Gifted - Motivation: Definition, Human needs and motivation – Types of motives, Measurement of motives – Theories of	5

	motivation: a)Social Urges theory b) Goal oriented theory c)Maslow's Hierarchy.	
Unit IV	Perception: Definition, Characteristics – Perceptual processes – Factors influencing perception, Depth perception and motion perception – Perceptual illusion – Subliminal perception and extra sensory perception - Learning: Concept and types of learning: Cognitive, Sensory, Motion and Verbal learning – Theories: a) Trial and error, b) Classical conditioning, c) Operant conditioning, d) Insightful – Transfer of learning - Attitude: Definition and Nature – Components of Attitude and their Consistency – Prejudice – Process of Attitude Change.	5
Unit V	Abnormal Psychology: Stress and conflict -Meaning, Causes and Effects. Mental Illness – Definition and Types- Neuroses, and Psychosis .Role of Social Workers in Promoting Mental Health, Defense mechanism	5

TEXT BOOK

Patricia Heinded, 2014, *CELP Human Growth and Development*, Research and Education Association.

Noel Cameron, Barry Bogin, 2012, *Human Growth and Development*, Academic Press.

Mangal, 2007, *General Psychology*, Sterling, New Delhi.

Mangal S.K., 2007, *General Psychology*, Sterling New Delhi.

Pathak Shalini, 2007, *Human Development*, Sonali, New Delhi.

Feldman Robert. S, 2006 ,*Introduction to Psychology*, Tata Mc Graw Hill, New Delhi.

Pankajam , G. 2005, *Know your Child*, New Delhi.

Sharma. K.K., 2003, *Principles of Developmental Psychology*, Sublime, Jaipur.

Hurlock Elizabeth .B,1995, *Developmental Psychology*, Mc Graw hill, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	Elective-1 : 13PSW05 - UNDERSTANDING INDIAN SOCIETY	Semester-I
Hours /Week:	4	Credit 4
Objectives	To comprehend the basic concept of Indian society To understand the social institution in our country To indentify the social changes acquiring in India and also the social problems faced.	

Unit	Content	Hours
Unit I	Basic Concepts: Society, Community, Institution and Association – Social Structure: Meaning, Elements – Social System: Meaning, Characteristics, Elements and Mechanism of Social System - Social Groups: Definition, Characteristics, Classifications and importance of social groups – Reference Groups	4
Unit II	Social Institutions:- Marriage: Meaning, functions, types – Family: Meaning, Characteristics, Functions - Types of family: Definition, characteristics, merits and demerits of Joint family and Nuclear family – Recent trends in the modern nuclear family — Kinships – Religion: Definition and functions – Political System: Meaning, Functions of Welfare State.	5
Unit III	Social process: Integrative (Cooperation, Accommodation, Assimilation) and Disintegrative (Competition and Conflict) – Rural, Urban and Tribal Communities: Meaning, Characteristics – Social Stratification: Meaning, Characteristics, Functions – Social mobility: Caste, Class – Collective behaviour: Crowd, audience, Public Opinion and Propaganda.	5
Unit IV	Leadership: Meaning, Functions, Types – Power Structure - Social Control: Definition, types and Agencies of Social Control – Social norms: Meaning, Characteristics, Functions – Social Values: Meaning, Functions – Social Movements: Definition, Characteristics, Causes &	5

	Types	
Unit V	Social Change: Meaning, Theories, Causes - Process of Social change - Sanskritisation, Westernization, Modernization, Secularization and Urbanization and Liberalisation – Culture: Meaning, Characteristics, Functions – Cultural Lag – Cultural diffusion – Socialisation: Concept, Process, Types & Theories – Social Problems: Meaning, Characteristics, Types: Divorce, Corruption, Alcoholism, Terrorism & Pollution	5

TEXT BOOK

Shankar Rao, 2006 , *Sociology*, S.Chand, New Delhi.

Shankar Rao, 2006, *Sociology of Indian Society*, S.Chand, New Delhi.

Vidyabhushan & Sachdeva.D.R, 2005, *An Introduction to Sociology*, Kitab Mahal, New Delhi.

Ahuja Rao, 1992, *Social Problems in India*, Rawat, Jaipur.

Dube S.W, 1990, *Indian Society*, National Book, New Delhi,

Madan G.R, 1993, *Indian Social Problems*, Allied, New Delhi.

Memoria C.B, 1986, *Social Problems and social Disorganization in India*, Kitab Mahal, Alahabd.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW 06 - WORKING WITH GROUPS – SOCIAL GROUP WORK	Semester-II
Hours /Week:	4	Credit 4
Objectives	• Be acquainted with Social Group Work processes. • Helps the students to understand the basic structure of group as well as to organize themselves	

Unit	Content	Hours
Unit I	Social Group Work: Concepts, Objectives, Principles, History of Social Group Work, Basic assumptions and functions - Knowledge base for group work: Psychoanalytic theory, learning theory, field theory, social exchange theory, system theory.	4
Unit II	Social Work Groups:- Group processes: New comers, Bond, Acceptance, Role, Status, Power, Isolation, Rejection, sub-groups and cliques - Models of group development: Tuckman, Trecker, Northern and Kurland models - Group dynamics: Group and group membership, group cohesiveness, group norm, group culture, group control, group morale, group attraction, communication and interaction pattern - Assessment of Group interaction: Sociometry, Socio-gram and network analysis.	5
Unit III	Social Group Work Process:- Pre-group planning: Composition of the group, size of the group, nature of the group membership, duration of the group, frequency of group meeting, place of meeting - The beginning stage: Induction, purpose clarification, setting goals, setting routine, distributing roles and responsibilities - Middle stage: Monitoring, preparing a profile of the members and evaluation - Termination stage - Group work Models: Social goal, Remedial, Reciprocal and Developmental models.	5
Unit IV	Programme Development Process: Definition of programme, principles of programme planning and process of agency in programme planning -	5

	Programme laboratory: Games, picnic, singing, dancing, camping, drama and focused group discussion (FGD) - Brief introduction to different therapeutic approaches: Group therapy, Transactional analysis, T groups, Socio drama, Psycho-drama, Gestalt therapy, Role play, Buzz group and Brain storming.	
Unit V	Group work in various settings: Children, Women, Correctional, Hospital, School, Old age homes and Differently abled - Skills and role of the Social Group Worker – Problems and limitations of Social Group Worker - Recording in Group Work: Meaning, Significance, Principles and types of recording	4

TEXT BOOK

Rameshwari Devi Ravi, 2008, *Social Group Work – Theory and Practice*, New Delhi.

Siddiqui.H.Y, 2008, *Group Work Theory and Practice*, Rawat Book Sellers, Jaipur.

Garrin, 2006, *Handbook of Social Work with Groups*, Rawat Book Sellers, Jaipur.

Allan Brown, 2005, *Group Work 3rd Edition*, Rawat Book Sellers, Jaipur.

Dirvedi, 2005, *Group Work with Children and Adolescent,s*, Rawat Book Seller, Jaipur.

Misra, Prayag Din, 1994, *Social Work Philosophy and Methods*, Inter India, New Delhi.

Tracker, Harleigh.B, 1970, *Social Group Work - Principles and Practice*, Association Press, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :20013-2014
Subject code: Title	13PSW07 - WORKING WITH COMMUNITIES- COMMUNITY ORGANIZATION AND SOCIAL ACTION	Semester-II
Hours /Week:	4	Credit- 4
Objectives	• To be acquainted with the Community organization its phases and methods • To prepare the students to learn and develop the skills needed in Community organization • To give them the knowledge of Social action and social activist contribution to the society	

Unit	Content	Hours
Unit I	Community Organization - Definition, Objectives. Historical Background of Community organization. Community Organization as a method of social work. Concept of community development. Similarities and differences between Community Organization and community development. Community Organization – Scope, Philosophy, and Goals and models of community organization	5
Unit II	Phases & Methods of Community Organization: Phases: a) Reconnaissance b) Social Study or diagnostic c) Planning or developmental d) Implementation - Other phases: Relationship, Assessment, Discussion, Organization, Reflection, Modification and Continuation - Methods: Planning, Education, Communication, Community participation, Collective decision making, Leadership development, resource mobilization, Community Action, Legislative and Non-legislative promotion and co-ordination	4
Unit III	Skills in Community Organization: Skills: Conference and Committee, communication, Training, Consultation, Negotiation, Conflict resolution, Public relations, Resource mobilization, Organizing, Writing reports,	5

	Networking - Roles: a) Guide, b) Enabler, c) Expert, d) Therapist, e) Communicator, f) Animator, g) Counselor, h) Collaborator, i) Consultant, j) Innovator, k) Motivator, l) Catalyst, m) Facilitator, n) Mediator, o) Educator, p) Advocate - Community Welfare Organization: Nature, Types – 1) Community Council 2) Community Chest - Community organization practice: Rural, Urban, Tribal, Minority groups - Problems faced by Community organizer.	
Unit IV	Social Action: Definition Objectives Principles, Methods and Strategies. social action for social development. Scope of social action in India. Enforcement of social legislation through social action. Social action approach of Paulo Freire and Saul Alinsky, role of social worker, social action in Indian context.	4
Unit V	Social movements & Social activist: Silent Valley movement, Solidarity Youth Movement, Chipko movement, Narmada Bachao Andolan Movement, Take Back the Land movement, LGBT movement, Anti-Globalization movement – Social activist noted personalities: Gandhiji, Anna Hazare, Mehta Patkar, Baba Amte, Bunker Roy, Africa Bambaataa.	5

TEXT BOOKS

Biklen, Bouglas.P, *Community Organizing - Theory & Practice*, New Jersey Prentice.

Christopher A.J & William Thomas.A, 2006 *Community Organization & Social Action*, Himalaya, Mumbai.

Delgado Melvin, 2000, *Community Social Work Practice in an Urban Context*, Oxford, New York.

Brisco Catherine & Thomas David.N, 1977, *Community Work, Learning and Supervision*, George Allen & Unwin, Boston.

Ross.M.G, 1955, *Community Organization Theory, Principles and Practice*, Harper & Row, New York.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW08 - SOCIAL WORK RESEARCH AND STATISTICS	Semester II
Hours /Week:	4	Credit 4
Objectives	- To understand the basic concept of Social work Research - To acquire knowledge on types of research design, sampling, questionnaire ,scaling technique	

Unit	Content	Hours
Unit I	Research: Definition, Characteristics, Purpose – Scientific method: Basis of Scientific method, Epistemology - Requisites of a good scientific method – Social Work Research: Definition, scope of social work research in India	4
Unit II	Problem Identification: Criteria for the selection of the research problem, problem formulation - Hypothesis: Meaning, definition, importance, sources, types – Theory: Meaning, Role of theory in Research - Research Design: Definition, importance - Types of Research Design: Exploratory, Descriptive and Experimental - Methods of Research: Historical, Comparative, Case Study, Survey.	5
Unit III	Sources and Types of Data:- Sources: Primary and Secondary data: meaning, Merits and Demerits – Types: Qualitative and Quantitative - Methods of Data Collection:- Observation: Meaning, Types, Merits and Demerits - Questionnaire: Interview guides and interview schedule - Interview: Nature, definition & types - Scaling techniques: Concept, Types: Bogardus and Likert – Variables: Independent and Dependent variables.	4

Unit IV	Sampling: Population, Sample, Census - Principles of sampling – Sampling procedure: Probability and non - probability sampling - Tabulation and presentation of data: Editing, coding, classification, tabulation, frequency distribution, diagrammatic and graphic presentation - Research reporting: Interpretation of data, contents of research report, difference between reference and bibliography.	4
Unit V	Statistics: Definition, importance, functions and limitations - Measures of Central Tendency: Mean, Median, Mode - Measures of Dispersion: Range, Quartile and Standard deviations - Correlations: Meaning, types: Product Moment Correlation and Rank Correlation - Chi-square: uses and applications – T test: Student's T – test – ANOVA: Uses and applications.(Parametric and non parametric test)	5

TEXT BOOK

Wajliman, Nicholas, 2001, *Your Research Project*, Sage and Baiche, Bonsmahu, New Delhi.

Kothari, C.R, 1998, *Research Methodology, Techniques and Trends*, New Delhi.

Sadhu F. Singh, 1998, *Research Methodology in Social Science*, Himalaya, New Delhi.

Babbie Ear J.R., 1995, *The Practice of Social Research*, Woodworth, New York.

Sirkin.R.K, 1995, *Statistics for the Social Sciences*, Sage, New Delhi.

Krishnaswami.O.R, 1993, *Methodology of Research in Social Sciences*, Himalaya, Bombay.

Ramachandran.P, 1993, *Survey Research for Social Work*, A Primer, Bombay.

Kothari.C.R, 1992, *Research Methodology Methods and Techniques*, Wiley Esfern, Madras.

Sioberg.F, Nett, 1992, *A Methodology for Social Research*, Rawat, New Delhi.

Baipai .S.R.1992, *Methods of Social Survey and Research*, Kitab Ghar Kanpur.

Ghosh.B.N, 1992, *Scientific Methods and Social Research*, Sterling, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW10 - SOCIAL POLICY AND SOCIAL WELFARE ADMINISTRATION	Semester III
Hours /Week:	4	Credit 4
Objectives	- To be acquainted with the social welfare policies in India - To understand the Social welfare administration and its process	

Unit	Content	Hours
Unit I	Social Policy: Definition, need, evolution and sources of social policy - Policies regarding: Backward classes, Scheduled castes, Scheduled tribes and De-notified communities - Social welfare policy: Definition, policies regarding Women, Family, Child, Youth, Aged and Disabled.	4
Unit II	Social welfare administration: Concept, evolution, need, principles, techniques and functions - Field of administration: Family and Child welfare, School, Youth welfare, Disabled, Disaster relief, BC, SC and ST - Models- Familial model, Residual model, Mixed economy model, Model of State control - Welfare organizations: Central and State social welfare boards and their functions, Functions and problems of voluntary organizations in India.	4
Unit III	Process of Social Welfare Administration: Planning, Policy formulation Programmes, Implementation Strategy, Action, Decision making, Personnel Administration, Supervision, Staff Development, Financial administration, office management, office automation, fund raising, public relation and publicity communication, co-ordination, evaluation, reporting - The duties and responsibilities of office bearer and the executives, the role of the general body and the governing board.	5
Unit IV	Social legislation: Concept need and scope. Social legislation as an instrument for social control, social change, social justice, social defense and social reform. History of social legislation in India - Legislations	5

	pertaining to women – An over view of the Act: Dowry Prohibition Act, 1961, Immoral Traffic Prevention Act, 1986, Tamil Nadu Prohibition of Harassment of Women Act, 2000, Medical Termination of Pregnancy Act, 1971, The Domestic Violence Act, 2005	
Unit V	Overview of Major Social Legislations in India Legislations pertaining to marriage and divorce: Hindu Marriage Act 1955, The Indian Christian Marriage Act, 1872, The Muslim Marriage Act, 1954, and Special Marriage Act, 1954 - Legislations pertaining to children: Hindu Adoption and Maintenance Act, 1956, The Guardian and Wards Act, 1890, Child Labour (abolition & regulation) Act 1986. Juvenile Justice (Care and Protection) Act 2000, Child Marriage Restraint Act, 1929, Right to Education Act, 2010 - Legislations pertaining to social problems: Protection of Civil Rights Act, 1976, The Mental Health Act, 1987, The Bonded Labour Abolition Act 1976, Transplant of Human Organs Act 1994, Persons with Disabilities Act, 1995, Right to Information Act 2005, The Maintenance and Welfare of Parents and Senior citizens Act, 2007 - Legal Aid and Public Interest litigation (PIL).	6

TEXT BOOK

BaldockJohn & Manning Nick, 1999, *Social Policy*, Oxford University, Delhi.

Rameswari Devi & Ravi Prakash, 1998, *Social Work and Social Welfare Administration: Methods and Practice (Vol. I – III)*, Mangal Deep, Jaipur.

Goel, S.L and Jain, R.K, 1998, *Social Welfare Administration Vol.I-III*, Deep and Deep, New Delhi.

Kulkarni.P.D, 1996, *The Central Social Welfare Board*, Asia, New Delhi.

Devi Laxmi, 1993, *Encyclopedia of Women's Development and Family Welfare (Vol. I-V)*, Anmol, Lucknow.

Sachdeva, D.R, 1993, *Social Welfare Administration in India*, Kitab Mahal, Allahabd.Paul Choudry, *Voluntary Social Welfare in India*, Sterling, New Delhi.

Rupa.C, 1992, *Reservation Policy – Mandal Commission and After*, Sterling, New Delhi.

Prashad.R.K, 1990, *Population Planning Policy and Programme*, Deep & Deep, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW11 - DISASTER MANAGEMENT	Semester IV
Hours /Week:	4	Credit 4
Objectives	• To acquire the knowledge of disaster and their types • To learn the disaster management techniques • The importance of disaster management in special population	

Unit	Content	Hours
Unit I	Disasters: Concept, Meaning – Types: i) Natural: Famine, Drought, Floods, Cyclones, Storms, Earthquake, Tsunami, Fire ii) Manmade: Communal riot, Road accident, Ecological disaster, Industrial accident, Nuclear accidents, Terrorism, War – Differences and similarities between natural and technological disasters – Characteristics of various natural disasters – General impacts and effects of disaster.	5
Unit II	Disaster management: Fundamental aspects of disaster management – Stages or phases of disaster management – Community responses for disaster management and preparedness - Challenges in disaster management	4
Unit III	Organization and Management: Role of Government in Disaster management – Tamilnadu Government Initiatives – Role of Different Stakeholders in Disaster Management: GO's, NGO's, Civil Society, Role of civil society, Communities, Public, Police, Fire service, Corporate – Rights of disaster affected people – The Disaster Management Act, 2005: Objectives, Organizational Body, Powers and functions, Limitations.	4
Unit IV	Disaster mitigation and psycho-social support – Planning for disaster mitigation – Hazard assessment and vulnerability analysis – Risk: Risk management, Policy options for risk reduction – importance of psycho-social care – Principles of psycho - social care – Post Traumatic Stress Disorder (PTSD) – Role of a psycho-social care giver.	4
Unit V	Social Work Intervention with Disaster Affected Women and	5

	Children: Impact of disaster in children – Child’s view of death at various developmental stages – Ways of helping children recover – Process of working with children – Guiding principles in working with children – Stages of children’s response to disaster – Strategies for relief and rehabilitation – General guideline for working with women – role of professional social workers in the area of disasters – role of international organization in disaster relief and management.	
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TEXTBOOK

Shanmugavelayutham, K.2007, *Disaster Management*,Chennai ,For you Child

Goel.S.L, 2006, *Encyclopedia of Disaster Management*, Vol.No.1, 2, 3, Deep and Deep, NewDelhi.

Taori (Kamal), 2005, *Disaster Management Through Panchayat Raj*, Concept Publishers, NewDelhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW 12 A - LABOUR WELFARE AND LABOUR LEGISLATIONS (SPECIAL PAPER 1)	Semester III
Hours /Week:	4	Credit 4
Objectives	• To Understand the Indian labour and the problems they meet in organization • To acquire the knowledge labour welfare in India. • Make the students to comprehend social security legislation in order to protect the employees rights	

Unit	Content	Hours
Unit I	Concept of Employee: Characteristics of Indian Labour - Problems of Employees: Absenteeism, Alcoholism, Indebtedness and Sexual Harassment, Attrition and retention management - Problems of Automation, Rationalization and Globalization,– Labour in organized and Unorganized Sectors - Recommendations of National Commission on Labour - Directive Principles of State Policy on Labour - Labour Policy of Govt. of India – Central Board of Workers Education (CBWE)	5
Unit II	Labour Welfare: Concept, Objectives, Principles, Types: Statutory and Non-statutory, Theories – ILO - Labour Welfare in India: Housing, Children Education, Recreation, Canteen, Co-operative Societies –Health and safety- Industrial Accidents: Causes & Effects – Safety Measures – Labour Welfare Fund – Industrial Health and Hygiene – Occupational disease – Role of trade union in labour welfare – Need and role of Labour Welfare Officer.	5
Unit III	Labour Legislations: Concept, Principles, Need, Historical Development of Labour Legislation in India – ILO and Labour Legislation in India – Sources of Labour Legislation – Shortcomings of Labour Legislations in India. Labour Legislation: The Industrial Establishment National and Festival holidays Act 1951. Welfare Legislations: The Factories Act, 1948 - The Plantation labour Act, 1951-The Mines Act, 1952-The Motor Transport Workers Act, 1961	6

Unit IV	Wage Legislations: 1. The Payment of Wages Act, 1936 2. The Minimum Wages Act, 1948 3. The Payment of Bonus Act, 1965 4. The TN Shops and Establishment Act, 1947 5. The Unorganised Services Act, 2011	4
Unit V	Social Security Legislations: 1.The Employees State Insurance Act, 1948.2.The Employees Provident fund and Miscellaneous Provisions Act, 1952 3. The Pension Scheme, 1995 4.The Payment of Gratuity Act, 1974 5. The Workman Compensation Act, 1923 6. The Tamil Nadu Labour Welfare Fund Act, 1972, 7. Maternity benefit act 1965.	4

TEXT BOOK

Subramanian.V, 2002, *Factory Laws Applicable in Tamilnadu*, Madras book agency, Chennai Volume I II III IV and V.

Tripathi.P.C & Gupta.C.B, 2002, *Industrial Relations and Labour Laws*, Sultan Chand & sons, New Delhi.

Kapoor ND, 2000, *Elements of Industrial Law*, Sultan Chand & Sons, New Delhi.

Kannan & Sowri Rajan, 1996, *Industrial and Labour Laws*, Taxman Allied Services, New Delhi.

Kannan & Sowri Rajan, 1996, *Industrial and Labour Laws*, Taxman Allied Services, New Delhi.

Bhatnagar Deepak, 1986, *Labour and Industrial Laws*, Pioneer Books, New Delhi.

Misra SN, 1986, *Labour and Industrial Laws*, Alahabad Law Agency, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW12 B : MEDICAL SOCIAL WORK (SPECIAL PAPER I)	Semester II
Hours /Week:	4	Credit 4
Objectives	- To gain the basic knowledge of Medical Social work - Understand the organization and administration work by the Medical social worker	

Unit	Content	Hours
Unit I	Concept of health: Physical, social, mental and spiritual dimensions of health -Positive health - Determinants of health - Health and development - Indicators of health. Medical Social Work: Meaning, Definition and Scope - Historical background and nature: Medical Social Work in India and Abroad - Team work and Multidisciplinary approach in health care	4
Unit II	Organization and administration - Medical social work department in hospitals. Medical Social work in relation to different disciplines, patient's right in health care. Medical social work practice in Hospital settings- Hospitals, Inpatient and Outpatient department, Emergency care, Special clinics and Community health.	3
Unit III	The Psycho Social problems - The role of medical social worker in dealing patients with TB STD, HIV/AIDS, POLIO, Malaria, Leprosy, Typhoid, Cancer, Hyper tension, cardiac disorders, asthma and N1H1/HVB ,Pain management, Industrial accident, Suicide attempts ,Road accidents.	4
Unit IV	Concept of public health - Preventive medicine, levels of prevention; primary, secondary and tertiary prevention. Food and nutrition: importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures IMR, Malnutrition, Food adulteration – causes, prevention and measures. Pollution, causes, impact of pollution on health.	5
Unit V	Role of Medical Social Worker - Rehabilitating the physically challenged patient, Counseling, team work - involvement of the family members, Referral & linkage, Creating awareness on importance of promoting	4

	Family planning, Sex education and School health programmes.	
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TEXT BOOK

Kay Davidson, 2014, Social Work in Healthcare, Routledge.

Francies.J.Turner, 2011, Social Work Treatment, Oxford University Press.

Chalkley A M A, *Text Book For Health Workers*, New Delhi.

Anderson R 8r. Bury M (Eds), *Living With Chronic Illness-The Experience of Patients and their Families*.

Bajpai.P.K(Ed), *Social Work Perspective on Health*.

Bartlatt H M, *Social Work Practice in Health Field 27*.

Chalkley.A.M.A, *Text Book for Health Workers New Delhi*.

Ghai.O.P, *Management Of Primary Health Care*.

Goldstein.D, *Expanding Horizons in Medical Social Work*.

Lee Grace, *Helping the Troubled Child*.

Park.J.R, *Textbook of Preventive and Social Medicine*.

Pathak.S.H, *Medical Social Work in India*.

Prasad.L, *Rehabilitation of the Physically Handicapped*.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :
Subject code: Title	13 PSW12C : RURAL COMMUNITY DEVELOPMENT (SPECIAL PAPER II)	Semester-III
Hours /Week:	4	Credit -4
Objectives	- To acquire knowledge on Community organization and community development - To get the student more acquainted on community development administration and planning	

Unit	Content	Hours
Unit I	Introduction: - Rural Community: Definition, Characteristics and problems of Rural Community: Poverty, Illiteracy, Community Health, Unemployment, problems related to agriculture and infrastructure - Rural Community Development: Definition, Objectives, Scope, Theories and Approaches.	4
Unit II	Origin and development: Early experiments: Srinikethan, Marthandam, Gurgaon – Pilot Projects: Etawan project, Nilokheri experiment, Firka Development Scheme – Extension: Principles and Techniques - Extension department at block level.	3
Unit III	Panchayat Raj: Concept, Objectives - Development of Panchayat Raj after Independence: Balwant Raj Metha Committee, Ashok Metha Committee - Main Features of Panchayat Raj Legislation (73 rd Amendment) - Structure of Panchayat Raj System: Village Panchayat, Block Panchayat, District Panchayat - Functions of Panchayat: Civic amenities, Social welfare activities and Development work, Resource of Panchayat – State Control over Panchayat Raj Institution – Problems of Panchayatraj system.	5
Unit IV	Community Development Administration & Planning: Organization setup and Administration from National, State and Local level - Planning for rural development: planning process, multi level planning, National, State, District and block level planning – Role of Panchayat Raj Institutions in Planning –Grama Sabha – Lacuna in Planning.	4

Unit V	Community Development Programme: Training Institution: NIRD, SIRD – Role of CAPART and NABARD in Rural Development – Salient features of Rural Development Programmes:(Central and State Government Progrmme) SGSY (Swarnajayanti Gram Swarzar Yojana), SGRY (Sampoorna Gram Rojan Yojana), IAY (Indira Awaas Yojana), PMSG (Prime Minister Gramiya Sutak Yojana), DPAP (Drought Prone Area Development Programme), IWDP (Integrated Watershed Development Programme), Housing (Upgradation of Hucha Houses), GTT (Gram Thaniraivu Thittam), THADCO Schemes (Tamilnadu Housing and Adi Dravida Development Corporation), MGNREGS (Mahatma Gandhi National Rural Employment Guarantee Scheme), SFDA (Small Farmer’s Development Agency), MFDA (Marginal Farmer’s Development Agency), ICDS (Integrated Child Development Scheme) and Tamilnadu Government Social Welfare Programme – Pudhu Vazhvu Thittam, Tai Thittam(also current progrmme of MRD Gov of India)	6
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TEXT BOOK

Vasnt Desai, 2005, *Rural Development in India – Past, Present and Future a Challenge in the Crisis*, Himalaya Publishing House, Mumbai.

Goel.S. and Shalini Rajneesh, 2003, *Panchayati Raj in India – Theory and Practice*, Deep and Deep Publications, New Delhi.

Dubey, M.K, 2000, *Rural and Urban Development*, Common Wealth, New Delhi.

Mathur, B.L, 2000, *Rural Development and Cooperation*, RBSA Publishers , Jaipur.

Ram K. Verma, 1996, *Development Infrastructure for Rural Economy*, , Print well , Jaipur.

Aruna Sharma and Rajagopal, 1995, *Planning for Rural Development Administration*, Rawat, New Delhi.

Mahajan.J.M, 1993, *Employment Through Rural Development towards Sustainability*, Deep and Deep, New Delhi.

Singh.Dr, 1990, *Panchayat Raj and Rural Organisations*, Ministry of Information and Broadcasting, New Delhi.

Thoha, M and Om Prakash, 1989, *Integrated Rural Development (Vol. I – IV)*, Sterling ,Bangalore.

Thakur, B.N, 1988, *Sociology of Rural Development*, Classical, New Delhi.

Bhadouria and Dua, 1986, *Rural Development Strategies and Perspectives*, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW13A : INDUSTRIAL RELATIONS (SPECIAL PAPER II)	Semester III
Hours /Week:	4	Credit 4
Objectives	To attain basic knowledge on Industrial relation Obtain an outline on Functions of trade union	

Unit	Content	Hours
Unit I	Industrial relation- Definition - concept - need, importance, scope, objectives of industrial relations – Factors influencing industrial relations, bipartite and tripartite bodies in industrial relations – joint management council - works committee- Indian labour conference - standing labour committee-. Wage settlements.	4
Unit II	Ethical codes of industrial relations code of discipline in industry, causes and effects of industrial conflicts –Problem of short term employment contact and out sourcing – Strikes, Lock outs, Lay off, Retrenchment, Closure – need for industrial peace.	4
Unit III	ACT- The Industrial Disputes Act- 1941.Concepts of standing order - content - procedure for certification. The Industrial Employment (Standing Orders Act) 1946. Employee discipline-enquiry procedure and punishment.	3
Unit IV	Trade union -Definition, concept, Structure and objectives of trade unions- Growth of Trade unionism in India -positive role of trade unions - major trade unions in India - problems and weaknesses of trade unions-measures to strengthen the functioning of trade unions, Indian Trade Unions Act- 1926.	4
Unit V	The Concept of collective bargaining - objectives- principles, process - subject matter for collective bargaining -administration of collective agreements – difficulties in observations of the National Commission on Labour 1969 Workers participation in Management - Concept, objective, importance - forms of participation - workers participation in management in India - limitations to workers participation.	5

	Case studies: [i] Arrangement could be made for role-play / case study and discussion. (ii) Questions paper setter may be requested to give at least a case study analytical Critical answer.	
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TEXT BOOK

Tripathi.P.C, 2005, *Personnel Management and Industrial Relations*, Sulatan Chand and Sons New Delhi.

Memoria.C.B, 1999, *Dynamics of Industrial Relationship in India*, Himalaya, Bombay.

Subba Rao P, 1999, *Essentials of Human resource and Industrial Relations*, Himalaya, New Delhi,

Srivathsava.V, 1998, *Industrial relations and Labour Laws*, Vikas, New Delhi

Sharma.A.M, 1984, *Industrial Relations Conceptional And Legal Frame Work*, Himalaya, Bombay.

Sharma A M, 1984, *Industrial Relations Conceptional and Legal Frame Work*, Himalaya Bombay.

Subramainan,K.N, 1967, *Labour Management Relations In Tamil Nadu*, Madras: Book Agency, I, II, III.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW13B : HOSPITAL ADMINISTRATION (SPECIAL PAPER 11)	Semester III
Hours /Week:	4	Credit -4
Objectives	To understand types of hospitals in India and their work. To acquaint the knowledge of health related law To explore the modern trends in hospital administration	

Unit	Content	Hours
Unit I	Meaning of Hospital - Evolution of Hospitals from charity to modern hospital classification of hospitals - General, Special, Public, Private, Multi speciality ,Super speciality, Trust, Teaching –cum Research Hospital - Small or Large Size Hospitals	3
Unit II	Planning a Hospital – SWOT analysis and approvals from various departments.The Planning Process - Choosing a Site, Location and Access, Building - Space Utilization, Physical Facilities - residential facilities requirements of various types of Wards; Outpatient services and In-patient services, Emergency services in Hospital - Different departments required in the hospital.	4
Unit III	Hospital Administration – Meaning, Nature and Scope Management of Hospitals - principles of Management - need for Scientific management. Human resource management in - Hospitals Personnel policies - Conditions of Employment Promotions and Transfer, Training and development- Performance appraisal. Working hours - Leave rules and benefits –Health & Safety conditions - Salary and wage policies,	4
Unit IV	Health Related Laws: Medico Legal cases, Medical ethics-Code of Medical council of India,Medical Negligence-Birth and death registration act-Drugs and cosmetics Acts 1940-Prenatal Diagnostic techniques (Regulation and Prevention of misuse) Act. The Indian Medical council Act 1956- Consumer Protection Act-The Environment Protection Act 1986 & Bio medical waste(Management and Handling Rules 1998)	5

Unit V	Modern Trends in Hospital Administration - Medical Tourism- Hospital Accreditation National Accreditation Board for Hospitals , Joint Commission on Accreditation of Healthcare Organizations , Joint Commission International, – ISO certification-Telemedicine -Disaster management in hospitals –Disaster preparedness -Patient safety – Measures in assuring patient Safety – Factors affecting patients safety	5
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TEXT BOOK

Rabick & Jonathan, 1983, *Hospital Organization and Management*, London.

Goal.S.L, 1981, *Health care Administration*, Sterling, New Delhi.

Who Expert Committee, 1968, *Hospitals Administration*, WHO Technical Report.

Davies.R Lewelyn etal, 1966, *Hospital Planning & Administration*, WHO, Geneva.

Who Expert Committee, 1957, *Role of Hospital in Programme of Community Health Protection*, WHO Technical Report Services.

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Department	PG Department Social Work	
course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW13 C - SOCIAL DEVELOPMENT (SPECIAL PAPER 11)	Semester III
Hours /Week:	4	Credit 4
Objectives	To acquire the basic concept of about development	

Unit	Content	Hours
Unit I	Development: Concept, Dimensions and approaches to development – Growth and Progress – Differences between growth and Development – Sustainable development: Meaning, strategy – Social Change and Sustainable development - problems of developing countries – Marginalization of Human values.	4
Unit II	Social Development: Definition, Characteristics, Models, and Strategies – Measurement of Social Development: Social and Economic indicators – Social cost benefit analysis – Challenges of Social Development – Measures to promote Social Development – Voluntary Action for Social Development – Social Work and Social Development.	5
Unit III	Economic Development: Meaning, Factors, Determinants and barriers of Economic Development – New Economic Policy: Meaning and Objectives of New economic policy and its impacts on society, culture, education and labour - Liberalisation: Meaning, Features, evaluation of Liberalisation – Privatisation: Definition, Objectives, Argument in favour and against privatization – Globalisation: Definition, Purpose, effects – Pros and Cons of Multinational Companies in social development, Impact of globalization in India – Millennium Development Goals (MDGs) – Brief outline of current five year plan	6
Unit IV	Empowerment: Meaning, importance, empowerment of women, children, minorities, depressed class, challenged people - Life Skills: Meaning & Concept, Definition of life skills- Ten Core life skills recommended by WHO- advantages of life skills - Life Skills are different from other Skills - Interaction between Life – Skills - Implications of Theories for Developing Life Skills- Life Skills and	5

	Counseling - Life skills approaches/ intervention for Child, Adolescence, Youth development, Gender Equality and life skill based education programme.	
Unit V	Corporate Social Responsibility (CSR): Concept, Needs, Principles, Areas of CSR, CSR policy, Norms and Standard in CSR, CSR Activities for social development, Skills needed for CSR, Community Participation, Challenges in CSR activities – Case Study: Tata Iron & Steel Company.	4

TEXT BOOK

Tripathi.P.C, 2005, *Human Resource Development*, Sultan Chand & Sons, New Delhi.

Goel.S.L, & Kumar.R, 2004, *Administration and Management of NGO's*, Deep and Deep New Delhi.

Harishkumar, 2004, *Social Work Vol. II & III*, ISHA, New Delhi.

Kumar(Harish), 2004, *Social Work: Issues of Civic Society Vol.I*, Isha Books, New Delhi.

Sanjay Bhattacharya, 2003, *Social Work: An Integrated Approach*, Deep and Deep, New Delhi.

Sapru.R.K, 2002, *Development Administration*, Sterling Publishers Pvt. Ltd, New Delhi.

Kulkarn.D, 1979, *Social Policy and Social Development in India*, Association of Schools of Social Work, Madras.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW 14 A -HUMAN RESOURCES MANAGEMENT (SPECIAL PAPER III)	Semester III
Hours /Week:	4	Credit 4
Objectives	• To learn the Personnel Management and Human resource Management • To gain the knowledge of training and development & performance appraisal • To analyze the strategies of quality management in India	

Unit	Content	Hours
Unit I	Personnel Management and Human Resource Management: Definition, Growth and Evolution of Personnel management, Human Resource Management: Definition, Importance and Objectives – Overview of Human Resource Management functions: Operative and Managerial - HRM Models: Rational Model, Social System Model, Human Resource Development Model - Role of Human Resource Manager.	5
Unit II	Human Resource Planning: Definition, Need, Process – Job analysis: Job Description, Job specification, Job evaluation – Recruitment: Meaning, Sources of Recruitment (internal and external), Recent trends in Recruitment - Selection: Meaning and Steps – Placement and Induction.	4
Unit III	Training and Development: Meaning, Importance, Purpose and Methods – Training Needs and Evaluation – Human Resource Development: Concept, Need, Interventions – Performance Appraisal: Objectives, Uses and Methods: Traditional and Modern methods (360&720 Degree KRI, KPI, Performance appraisal system), Balanced Score Card system Barriers of Performance Appraisal - Career Planning, Succession planning and Competency Map.	5
Unit IV	Wage and Salary Administration: Concept and Methods – Types of Wages, Theories – Incentives – Employee Benefits and Services.	5

	Concepts-profit sharing –performance linked compensation, payroll software - career development strategies-importance –objectives-principles compensation packages-succession planning –registers and records-HR audit-HR research-HR, Social compliance and Social audit.	
Unit V	Strategy of quality management:- Job change: Promotion: Meaning, Purpose, Types, Competency Management – Demotion, Transfer, Separation – Personnel records, Report, Audit and Research – Strategy of quality management: Six Sigma, Keizen, TQM, TPM, QMS - ISO Systems, ISO Certification Schemes, ISO types: ISO 9001, 14001, ISO/TS 16949 – Preparing an Organization for ISO Certification - Quality assurance: Mckinesey's 7s frame work, HR out sourcing – PCMM.	5

TEXT BOOK

Chanra Harish, 2006, *Human resource Development*, Rawat, New Delhi.

Sharma Vijay, 2006 , *Dyanamics of Human resource Development*, ABD, Jaipur Dale. H .

Tripathi.P.C, 2005, *Personnel Management and Industrial Relations*, New Delhi.

.
Besterfield *Total quality management* III Edition.

Manoj Kumar Sekar, 2000, *Personnel Management*, Crest, New Delhi

Mathur.B.L , 1989, *Human Resource Development Strategies Approaches And Experiences*, Jaipur

Katju.M, 1982, *Domestic Enquiry – Bombay*, Tripathi (P) Ltd, New Delhi.

Memoria.C.B, 1980, *Personnel Management*, Himalays, Bombay.

Davar.R.S, 1977, *Personnel Management And Industrial Relations*, Rawat, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW14 B - COMMUNITY HEALTH IN INDIA (SPECIAL PAPER 111)	Semester III
Hours /Week:	4	Credit 4
Objectives	- To attain knowledge between community health and public health. - To learn the health administration services of state and central government.	

Unit	Content	Hours
Unit I	Concept of Community health and Public health- Dimensions of the health-Physical, Mental, Social, Spiritual, emotional ,vocational and. Determination of Health and health indicators. Concept of Diseases, causation- Methods of intervention- community diagnosis and treatment.	5
Unit II	Epidemiology – Meaning and Concept- mortality rates and ratios,Health indicators by WHO,BMI- Epidemiological methods – observational and experimental studies- Environmental and health-water pollution, air pollution, noise, humidity, global warming and disposals of wastes. Role of social worker on environmental health	5
Unit III	Health administration at the National and State and District levels- Primary Health Centers- Structure and functions – Corporation and Municipal health services. Health Policies and health planning – Shortcoming of Health policies, Review of current reports on health – Govt. of India and Govt. of Tamil Nadu	4
Unit IV	Health planning in India : Various health committee reports, Eleventh five year plan and health, Rural health mission & Urban Health mission,Tamil Nadu Chief minister health scheme- health for all- Health policy- national health policy, national and state health programmes, Millennium Development Goals, National AIDS control policy , and other policies pertaining to health.	5
Unit V	Partners in health care- Role of NGOs, health networks, corporate sector,	5

	Educational institutions and religious institutions – preventive, promotive and rehabilitative aspects –of health. Community role and function of the Professional Social Worker – Specific skills required for Medical Social Work. National and International organizations working in the areas of health- MH&FW, NACO, TANSAC ,FHI, Help age of India, USAID,WHO, UNICEF, Asian Development Bank	
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TEXT BOOK

Ajit, 2005, *Social Dimensions of Health*, Rawat Publications, New Delhi.

Park and Park, 2003, *Text Book of preventive and social medicine*

Mishara, 2000, *Indian Health Report* ,Oxford University Press, Delhi.

Bajpai, 1998, *Social Work Perspectives on Health*, Rawat Publications, New Delhi.

Narayana, 1997, *Health and development* , Rawat Publications, New Delhi.

Pokrana, 1994, *Social Beliefs, Cultural practices in Health and Disease*, Rawat Publications, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW14 C : WELFARE OF WEAKER SECTIONS (SPECIAL PAPER III)	Semester III
Hours /Week:	4	Credit 4
Objectives	- To know the weaker section and their development in India - To study the empowerment of women	

Unit	Content	Hours
Unit I	Weaker section: Definition, concept, criteria for classification of weaker sections; Meaning of Scheduled castes, Schedule tribes, Denotified communities, Nomadic and semi nomadic communities and Most backward classes – Administrative setup at the Central, State and District levels for the development of weaker sections.	5
Unit II	Untouchability: Historical, Sociological and Psychological Perspectives of Untouchability – Origin of Untouchability: Traditional Theory, Racial Theory, Theory of Ceremonial /Occupational Purity and Occupational Theory – Causes of Untouchability - Harmful effects of the practice of Untouchability – Role of Social reformers and voluntary agencies in the removal of Untouchability – Constitutional and legislative measures for the eradication of Untouchability – Failure of constitutional measures in abolishing Untouchability.	5
Unit III	Scheduled caste: Definition – Ecological distribution – Demographic, social and economic characteristics of Scheduled Castes – Problems of the Scheduled Castes - Ideologies relating to the development of weaker section – Programmes and policies of government and Non governmental organizations for the welfare measures of Scheduled Castes and its effects and impact. Scheduled tribes: Definition, characteristics, problems of Scheduled tribes – Types of tribal movements – Causes of tribal unrest – Approaches to	5

	solve tribal problems – Welfare programmes of the government and outcomes.	
Unit IV	Bonded labour and Disabled: Definition, meaning, features, causes, measures taken by the government to abolish it - Differently abled: types, welfare and rehabilitative measures taken by the government and NGO's – Role of Social Workers.	4
Unit V	Status of women and empowerment: Status of women in ancient age – Medieval age – Modern age – Problems of Women in modern India – Development and welfare of women – Empowerment of women – Constitutional provisions to safeguard the interest of women – Role of NGO's in the empowerment of women – Impact of globalization on Women development.	5

TEXT BOOKS

Shankar Rao.CN, 2006, *Sociology of Indian Society*, S.Chand, Delhi.

Government of India, 1999, *Economical and Educational Development of scheduled castes*, Govt of India, New Delhi.

Shiri Ram Bakshi, Kiran Bala, 1999, *Development of Women, Children and Weaker Sections: Social status and role of women*

Puroshothaman, 1998, *The Empowerment of women in Sangeetha India*, Sage, New Delhi.

Dabra.C.D, 1984, *Development of Weaker Sections*, New Delhi.

Borede P.T, 1968, *Segregation and Desegregation in India –Socio Legal Study*, Mankolas, Bombay.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW17 - ELECTIVE-III: CORPORATE SOCIAL RESPONSIBILITY AND SOCIAL MARKETING	Semester III
Hours /Week:	4	Credit 4
Objectives	- To gain knowledge about Corporate socio responsibility in India & International - To understand the concept of Marketing and their tools	

Unit	Content	Hours
Unit I	Corporate social responsibility in Indian context and International: CSR – Definition, concepts, overview of corporate social responsibility in India and International, Concentration areas-Health ,Education and Environment need to be social responsible	3
Unit II	Business Ethics and corporate social responsibility in global scenario: CSR – Business ethics, corporate governance across the nations. Ethical decision Making in different Culture, Consumer protection, Environment protection, Gender issues in multiculturalism, Ethics and Corruption, Ethics and safety.	4
Unit III	Corporate community participation- Corporate, NGO, Government, Citizen, need for partnership, need assessment, corporate perspective on building successful partnership, tools and techniques. Roles and skills – Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public speaking, Teaching, Supervising, writing. CSR policies and activities: ISO –Standard on CSR, International standards and norms.	5
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 Social marketing strategies and applications: Social market segmentation - product strategies - marketing mix -pricing strategies -	
		5

	promotion strategies - Role of Government and NGOs in social marketing.	
Unit V	Marketing tools: Types of advertising, merchandising, give aways, competitions, promotions, website and text messaging - Media tools: Media invitations, photo-calls, press releases, TV opportunities, radio interviews - Promotional tools: Flyers, Posters, Invitations, Website, Newsletters, Magazines, Blogs, Tweets, Specialist areas: Celebrity endorsement, Ministerial/Presidential visits, security-personal.	4

TEXT BOOK

CV. Baxi, 2005, *Corporate social responsibility – concepts and cases*

Dr.M.Mahmoudi, 2005, *Global Strategic Management*, Deep & Deep Publications Pvt.Ltd, Delhi.

SK.Bhatia, 2005, *International Human Resource Management – Global Perspective*, Deep & Deep Publications Pvt. Ltd, Delhi.

Harsh Shrivastava, 2000, *The business of social responsibility – books for change*, Bangalore.

Kotler, *Marketing – An Introduction*, Pearson Education

Gupta, Dr. S.L & Varshney.R.L Dr, *Marketing Management*, Sultan Chand & Co, New Delhi

Natarajan.L. Dr, *Service Marketing*, Margham Publications, Chennai.

Balu. V. Dr, *Marketing Management*, Sri Venkateshwara Publications, Chennai

Gupta C.B Dr and Rajan Nair, N. Dr, *Marketing Management*, Sultan Chand & Co, New Delhi
Social Marketing by Philip Kotlaw

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW18A :ORGANIZATIONAL BEHAVIOR (SPECIAL PAPER 1V)	Semester IV
Hours /Week:	4	Credit 4
Objectives	To obtain basic knowledge about organization behavior To know the skills which are needed in organization behaviour	

Unit	Content	Hours
Unit I	Organizational Behaviour: definition - objectives – need, background and foundations of organizational behaviour - models of organization behavior-challenges in organizational behaviour.	4
Unit II	Individual and groups in organization: individual difference - models of man Personality and behavior – perception and learning, values, attitudes and job satisfaction – group dynamics- theories of group formation - formal and Informal behavior - group behavior.	4
Unit III	Motivation - theories of motivation – emotional intelligence, leadership , - theories of leadership - Skills - Emotional intelligence and managerial test - Implications of EION managers and their performance communication - communication process- effective communication – Management information system- management review meeting-Power and politics – organizational conflict- conflict resolution strategies.	5
Unit IV	Dynamics of organization: concept of organization structure- bases of departmentation - span of control - delegation of authority -centralization and decentralization – Forms of organization structure line and staff, functional, divisional, project matrix organization structure. Job stress-causes and effects of stress- coping with stress.	4
Unit V	Perspective of OB: Use and Types of Information Technology in Communication (MIS, Telecommunication, E-Mail & voice Messaging) – Non Verbal Communication: Body Language & Paralanguage - Decision making: Group decision making, Delphi technique, Normal group	5

	technique – Organizational Design – Organizational culture and climate: Definition concept, meaning, models and methods HRD Climate: concept, meaning , models and methods. Difference between HRD Climate and Organization climate	
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TEXT BOOK

Jhon.W, Newstrom, 2007, *Organizational Behaviour*, Tata Mc Grow –Hill Publishing Company Ltd.

Stephen.P, Robins, 2005, *Organizational Behaviour*, Prentice – Hall of India Pvt Ltd, New Delhi

Misha, 2001, *Organizational Behaviour*, Vikas, Mumbai

Khanka.S.S, 2000, *Organizational Behaviour*, S.Chand and company, New Delhi.

P.Subba Rao, 1999, *Essentials of Human Resource Management and Industrial Relations* Himalaya publishing House.

Kesho Prasad, 1996, *Organizational Development for Excellence*, S.Chand and company.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW18B - MENTAL HEALTH (SPECIAL PAPER IV)	Semester IV
Hours /Week:	4	Credit 4
Objectives	• To Know the facts of Mental disorders • To study different types of mental disorder in brief manner.	

Unit	Content	Hours
Unit I	Mental Health: An Introduction Concept of Mental Health: Characteristics of Mentally Healthy Individual. Psychiatry: Definition, Historical Development and Growth of Psychiatry, Symptoms, Disorders of Perception, Thought, Speech, Memory, Emotion, And Motor Disorders	4
Unit II	Assessment of Psychiatry: Psychiatric Interview, Mental Status Examination, Classification in Psychiatry. Etiology, Clinical Manifestation, Treatment modalities of Neurosis, Anxiety, Phobia, OCD, Depression, Post-Traumatic Stress Disorders and Panic Disorders.	4
Unit III	Prevalence and Treatment Modalities: Psychosis Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis, Organic Psychosis, Functional Psychosis.	4
Unit IV	Personality disorders- Three clusters of Personality disorders, their symptoms and management of Personality disorders. Organic Disorders- etiology, clinical manifestations and differential diagnosis of Dementia, Delirium, organic amenity Syndrome.	5
Unit V	Alcoholic and substance abuse- Components of alcoholism, Causes of alcoholism and Treatment of Alcoholism. Drug dependence– different types of drugs arbitrates, sedatives, cocaine, Heroine, Steroids, Hypnotics. Trans cultural psychiatry- Cultural bound syndromes – their symptoms.	5

TEXT BOOK

Lois Ritter, Shirley Manly Lampkin, 2012, *Community Mental Health*, Jones & Bar Let Publishers.

Manoj Sharma, Ashutosh Atri, Paul Branscum, 2011, *Foundation of Mental Health Promotion*, Jones Barlet Publishers.

Niraj Ahuja, *A Short Text Book of Psychiatry*, DK Publication, New Delhi.

Samson.G.Irwin, 2003, *Abnormal Psychology*, Prentice Hall, New Delhi.

Bhatia.M.S, 2001, *Essentials of Psychiatry*, CBS, New Delhi.

Robert.J.Walter, 1998, *Psychiatry for Medical Students*, Medical Publishers, Chennai

Niraj Ahuja, 1998, *Introduction to Psychiatry*, New Delhi.

Abraham Varghese, 1982, *Introduction to Psychiatry*, BI, New Delhi.

James H.Seully, 1979, *Psychiatry*, D.K, New Delhi.

Omkarnath.G, 1977, *Psychiatry- P.G. Test review*, CBS, New Delhi.

Kaplan, *Synopsis of comprehensive text book of psychiatry*

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013 -2014
Subject code: Title	13PSW18 C :URBAN COMMUNITY DEVELOPMENT (SPECIAL PAPER 1V)	Semester IV
Hours /Week:	4	Credit 4
Objectives	• To acquire knowledge on Urban community • To evaluate the difference between Urbanization and Urbanism • To learn the government schemes and projects based on Urban	

Unit	Content	Hours
Unit I	Urban Community: Meaning, characteristics, rural – urban linkages-continuum and contrast. City – meaning, classification, urban agglomeration, suburbs, satellite towns, hinterlands, new towns, metropolis, megalopolis. Urban Problems – Housing, drug addiction, juvenile delinquency, prostitution/commercial sex, pollution; Slum – definition, causes, characteristics, functions, classification, approaches, theories and culture of slums. Migration – Concepts, causes, types and theories	6
Unit II	Urbanization and Urbanism: Meaning and Characteristics, Trends in urbanization process, theories of urbanization, Unorganized/Informal sectors: concept, characteristics; Unorganized Labour: child labour, women labour and construction workers and the role of the urban poor in urban development.	4
Unit III	Urban Community Development: Definition, concept, objectives and historical background; Urban Community Development: approaches, principles, process and methods; Welfare extension projects of Central Social Welfare Board; Urban development planning: Town and Country Planning Act 1971, Importance of community planning and community participation in urban development; Role of community development worker; Application of social work method in urban development.	4
Unit IV	Urban Development Administration: National, state and local levels;	3

	Urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration – Corporations, Municipalities.	
Unit V	Urban Development Programme: Town planning: Meaning, Town planning Act - Urban Basic Services Programmes (UBSP) - Tamil Nadu Urban Development Project (TNUP) - National Slum Development Programme (NSDP) - Intergrated Housing & Slum Development Programme (IHSDP) - Jawaharlal Nehru National Urban Renewal Mission Scheme (JUNURUM) - Prime Minister's Intergrated Urban Poverty Eradication Programme (PMIUPES) - Swarna Jayanti Shahari Rozhar Yojana (SJSRY) - Nehru Rozgar Yojana (NRY) - Tamil Nadu Slum Clearance programme - Urban Health and Sanitation programme - problems in implementation of urban community development programme	6

TEXT BOOK

Delgado (Melvin), 2000, *Community Social Work Practice in an urban*, Oxford University Press New York.

Thudipara Jacob.J, 1993, *Urban Community Development*, Rawat, New Delhi.

David Antony Pinto, 1987, *The Mayer, The Commissioner and Metropolitan Administration*, New Delhi.

Clinard B. Marshall, 1970, *Slums and Community Development*, New York, The Free Press.

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Department	PG DEPARTMENT OF SOCIAL WOR	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW19A -ORGANIZATIONAL CHANGE, DESIGN AND DEVELOPMENT (SPECIAL PAPER V)	Semester IV
Hours /Week:	4	Credit 4
Objectives	- To gain knowledge on Organization development and models in OD - To know the intervention used in organizational development.	

Unit	Content	Hours
Unit I	Approaches to understanding Organization: Bureaucracy, Administrative Theory, Scientific management, Neo-Classical Viewpoint and the Modern (system) Viewpoint : Dimensions of Organizational Design: Environment, Technology, Size, Ownership, Social change and Human Aspects	5
Unit II	Organizational Development: Definition of OD, Objectives of OD, Characteristic features of OD, Models of OD -Lewin's model, Larry Griener's Model and Leavit's Model- Issues in OD	4
Unit III	OD interventions: Definition, Classification of ODI-Target, Focus, Strategy , MBO (Management By Objectives), Organizational Mirror -Process of consultation (P-C), Improving quality of Working Life(QWL). Factors influencing OD intervention: Applicability, Feasibility and Acceptability.	5
Unit IV	Concept of Change Management: the Process of Organizational change ,Key Role in Organizational Change, Culture and Change , Effective Implementation of change Managing Resistance to change Diagnosis and Intervention: concept of diagnosis , diagnostic methodology, methods: Intervention in organizational Change, Evaluation of organizational Change programmes	5

Unit V	Models of Organizational Change: Focus on the Individuals, Focus on the Teams, Focus on the Roles and Focus on the Organization – Work Redesign model: Consulting : Approaches and Skills, HR Manager as Agent of Change, internal change Agent, External Change Agent (consultant)	4
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TEXT BOOK

T.V.Rao, D.F.Pereira, 2010, *Recent Experience in Human Resources Development*, Oxford IBH

Chattopadhyaya, U.Pareek, 1982, *Managing Organizational Change* , Oxford IBH

Edwin A Gerloff, 1985, *Organizational Theory and Design*, Mc-Graw- Hill

Bekhard.R, 1969, *Organisational Development : Strategies and Models*, Addison-Wesley Reading.

Frederik W Taylor, 1947, *Scientific Management*, Harper and Brother, New York.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW19B - PSYCHIATRIC SOCIAL WORK (SPECIAL PAPER V)	Semester IV
Hours /Week:	4	Credit 4
Objectives	• To understand the basic concepts of Psychiatric Social Work • To learn the psychological methods and treatment used in psychiatric social work • To gain Knowledge on laws and policies related to Mental health	

Unit	Content	Hours
Unit I	Psychiatric social work , concept, definition, history and scope in India and in the West; Psychiatric assessment - history taking and Mental Status Examination, Psychiatric interview Psychosocial and multidimensional assessment of mental disorders	4
Unit II	Psychological methods / treatment – Psychotherapy – Behaviour therapy-Group therapy – Yoga – Meditation – Occupational and Recreational therapies. Chemotherapy. Anti psychotic drugs, Anti depressant – ECT – Psychosurgery.	6
Unit III	Therapy -Contemporary theories of therapy – Client centered therapy – Reality therapy – Gestalt therapy – Rational emotive behavior therapy – Transactional analysis.	5
Unit IV	Role of psychiatric social worker- Half way homes – Day care centers – Child guidance clinics, Deaddiction Centre, Psychiatry Hospitals – Admission procedures in admitting mentally ill, Governing ,Treatment, Follow up. Role os social worker in Community mental health program.	4
Unit V	Policies and legislations related to Mental Health in India: National Mental Health Programme, 1982; Mental Health Act, 1987; Rehabilitation Council of India Act, 1992; People With Disabilities Act, 1995; Community participation in mental health. Present mental health care services: identification of needs and related services in India.	4

TEXT BOOK

M.Ashdown, S.Clement Brawn, 2013, *Social Service and Mentalhealth: An Essay on Psychiatric Social Work*, Routledge.

Sarah Gehlert, Tere Browne, 2011, *Handbook of Health Socialwork*, Jhon Wiley & Sons.

Bhatia M.S, 2000, *Essentials of psychiatry*

Robert Holman Coombs(Ed), 2000, *Addiction Counseling Review*, London, Lawrence Erlbaum Associates

Robert.J.W, 1998, *Psychiatry for medical students*, Chennai Medical publishers.

Gorey, *Theory and Practice of counseling and Psychotherapy*

Government of India, *National mental Health Programme for India*, Ministry of Health and Family Welfare.

Kruvilla K & Venkoba Rao, *A Psychiatry*

Pregest, 1971, *Psychiatry self Assessment Review*, Methrayl, New Delhi

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013-2014
Subject code: Title	13PSW19 C- MANAGEMENT OF NON – PROFIT ORGANIZATIONS (SPECIAL PAPER V)	Semester IV
Hours /Week:	4	Credit 4
Objectives	- To know the basic concepts of Non profit organization and their types - To understand the importance of budgeting and develop their skill to use in future	

Unit	Content	Hours
Unit I	Non – profit organisation: Definition, Meaning, Objectives, and Principles . Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, and Social Welfare Organizations – Non-Governmental Organizations: Formation of Societies, Trusts, And Non-Profit Companies	5
Unit II	Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.	4
Unit III	Budgeting: Meaning, Steps, important items in Budget – Resource Mobilization – Central and State Government Assistance and Other Assistance – Fund Raising: Meaning, techniques – Income Generation Programmes (IGP) – Financial Management – Financial Collaboration between Funding Organization and Non-Profit Organizations. Bilateral and multilateral agreement.	5
Unit IV	Project Cycle Management: Aims, Objectives, Purposes – Creating Management information system – Project appraisal: Meaning and techniques – Logical Frame Analysis (LFA) Participatory Rural Appraisal (PRA): Principles, methods of PRA – Network analysis.SIA –Social Impact Assessment. (M&E) Monitoring and Evaluation of the Project	5
Unit V	Project personnel empowerment: Training: Meaning, need, importance, purpose and significance – Training needs: Areas of health – Rural development, child health and welfare, Women welfare, Youth welfare and aged welfare – Awareness on behavioral, environmental and social issues –	5

	Institution building of Non-Profit Organisations in administering the Social Welfare Programmes- Responsibility and Accountability of Non-profit Organisations and social audit	
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TEXT BOOK

Eade Deborah and Litteringen Ernst (Ed), 2006, *Debating development-NGOs and the Future*, Rawat, New Delhi.

Kumar.A, 2003, *Social Change through NGO's*, Anmol Publishers, New Delhi.

Ginbery, Leon.H, 2001, *Social Work Evaluation - Principles and Methods*, Allyn and Bacon Singapore.

Kandasamy.M, 1998, *Governance and Financial Management in Non – Profit Organization*, Caritas India, New Delhi Jain, R.B (Ed.), 1995, *NGO's in Development Perspective*, Vivek Prakasan, New Delhi.

Mukherjee, Amitarva(Ed) 1995, *Participatory Rural Appraisal: Methods and Application In Rural Planning*, Vikas, New Delhi.

Clark, John, 1991, *Voluntary Organizations: Their Contribution to Development Earth Scan*, London.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2013 -2014
Subject code: Title	13PSW 22 - ELECTIVE –IV: COUNSELING THEORY AND PRACTICES	Semester IV
Hours /Week:	4	Credit 4
Objectives	To have basic understanding on counseling and characteristics of counselor & counselee To acquire knowledge of theories which would help the students to implement in counseling To study the different settings of counseling	

Unit	Content	Hours
Unit I	COUNSELLING -Meaning and definition, characteristics, goals of counseling and elements of counseling- Evolution/ Development of counseling as a profession; present status of counseling; prospect of counselling practice.	3
Unit II	THE PORTRAIT OF A COUNSELLOR AND COUNSELEE Personal and professional characteristics / qualities of a counselor; Values and ethics in counseling, checklist for counselor. Characteristics of a counselee (client); skills of a client – self-exploration, non-defensive listening and dynamic self-understanding	5
Unit III	COUNSELLING SKILLS & PROCESS Counseling Skills -Attending & listening, communication, confrontation, concreteness, paraphrasing, focusing, summarizing, reflection of the feelings, self-disclosure, identification of attitudes and feelings Counseling process- Problem exploration & identification - Analysis and diagnosis -Intervention strategies - Evaluation and termination of session	5
Unit IV	THEORIES/ APPROACHES TO COUNSELLING : Psychoanalytical approach, Client - centered approach, REBT, Transactional Analysis, Cognitive approach, Eclectic approach, Marital and family therapy	5
Unit V	COUNSELLING IN DIFFERENT SETTINGS : Counseling in school & colleges, industry, career counseling, HIV/AIDS counseling, de-addiction counseling, death and bereavement counseling and crisis intervention.	4

TEXT BOOK

Gururani, 2005, *Guidance & Counselling: Educational, Vocational & Career Planning*, Akansha Publishing House, New Delhi.

Sharma, Ram Nath, 2001, *Counselling and Guidance*, Surjeeth Publications, New Delhi.

Gelso, Charles J, *Counselling Psychology*, Prism Book Pvt. Ltd, Bangalore.

Sharma, Ram Nath, 2001, *Counselling and Guidance*, Surjeeth Publications, New Delhi.

Woofe, R & Dryden.W, 1996, *Handbook of Counselling Psychology*, Sage, New Delhi.

Dave, Indu, 1991, *The Basic Essentials of Counselling*, Sterling Publishers, N.D.

Kottler, J.A. and *Introduction to Therapeutic Counselling*,

Prahanthem.B.J, 1988, *Therapeutic Counselling*, Christian Counselling Centre, Vellore.

Patterson, Lewis.E, 1981, *The Counselling Process*, Tata McGraw Hill Publishing CompanyLtd.

New York.

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FIELD WORK

Mere theoretical knowledge does not make one a professional. Therefore, a distinctive feature of the instructional programs in social work is the emphasis laid on field work as an integral part of the total curriculum. The knowledge gathered in the class room is applied in the field under the effective supervision of teachers as well as agency to gain skills and technique. The field work programme is planned in such a manner to provide an orderly sequence of learning.

Field work in the first semester includes observation visit and concurrent field work leading to an awareness of the general functioning and nature of various welfare agencies. The students are then placed in agencies. In the second semester the students are reshuffled in order to familiarize to different settings. During the third semester the students choose their specialization. Those who opt for community development will work with various NGO's and those opting for industrial relations and human resources management undergo specialized training in industrial settings.

Field Work Evaluation

S.NO	NORMS	MARKS
1.	Attendance (including regularity and punctuality)	05
2.	Regularity in report Submission and individual conference	05
3.	Initiative and resourcefulness and organizational ability	10
4.	Application of theory and social work methods in field work	10
5.	Content of the record	5
6.	General impression	5
7.	Viva voce	60
	Total	100

WEIGHTAGE FOR FIELD WORK NORMS

1. Attendance

Less than 75%	-	0
75% to 79%	-	1
80% to 84%	-	2
85% to 89%	-	3
90% to 94%	-	4
95% to 100%	-	5

2. Regularity in submission of Report and Individual Conference

More than 3 days	-	0
Late by 2 days	-	1
More than 2 days	-	2
Late by 2 days	-	3
Late by 1 day	-	4
Exact date	-	5

3. Initiative and resourcefulness and organizational ability

Very good	8 – 10
Good	4 – 7
Satisfactory	0 – 3

6. Application of theory and social work methods in field work

Very good	11 – 15
Good	06 – 10
Satisfactory	0 – 05

7. Content of the record

Very good	4 – 5
Good	2 – 3

Satisfactory	0 – 1
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8. General Impression

Very good	4 – 5
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Good	2 – 3
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Satisfactory	0 – 1
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Viva - Voce

The Viva voce examination in the field work will be conducted by a board consisting of one External and one internal examiner at the each semester. Norms for viva voce examination will be prepared in consultation with the external examiner.

For instance

Report Content	-	10
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Presentation	-	15
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Communication Skills	-	15
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Knowledge	-	20
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Total	-	60
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RESEARCH PROJECT REPORT

Each student has to submit a project report on a selected topic at the end of the fourth semester.

Norms for evaluation of Project Report

Punctuality and regularity	-	05
Report submission	-	05
Content of the report	-	10
Knowledge in research	-	10
Overall research work	-	10
Viva voce	-	60

Total	-	100

Viva Voce Norms

The project report will be evaluated and viva voce examination will be conducted jointly by external examination and research supervision concerned for 100 marks. The average marks of internal and external examiners will consultation with examiners.

For Instance

Content of the report	-	10
Presentation	-	10
Communication	-	10
Knowledge	-	20
Overall research work	-	10

Total	-	60

BLOCK FIELD WORK (50 marks)

The students have to undergo their block field work for a period of one week during the third semester in agencies like Panchayat Union Office, Primary health Centers , Governmental Hospitals. Labour Commissioner Office, Labour Court and Family Court.

Norms (Viva Voce)

Attendance	-	05
Content of the report	-	05
Presentation	-	05
Communication	-	10
Knowledge	-	15
Overall impression	-	10

Total	-	50

SUMMER PLACEMENT TRAINING (50 marks)

The community development students are placed in agencies like RUHSA (Vellore), Myer Trust (Madras), Viswa Yuvak Kendra (New Delhi) , APAC ,etc. for a period of 15 days after third semester examination are over. Similarly the industrial relations and human resource management students are placed in industries like Annamalai Finance Ltd. (Coimbatore), ACC (Madhukkarai), Lee mardien I (Coimbatore), Lakshmi Mills (Coimbatore) etc. for the same number of period after third semester examination.

Norms (Viva Voce)

Attendance	-	05
Content of the report	-	05
Presentation	-	05
Communication	-	10
Knowledge	-	15
Overall impression	-	10

Total	-	50