

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

2016-2018

NGM COLLEGE (AUTONOMOUS)**PG Department Of Social Work (MSW)****SCHEME OF EXAMINATION****(With effect from 2016-2018)****Semester - I**

Subject code	Subjects	Ins.hours Per Week	Examinations				credits
			Dur.HR s	CIA	ESE	Total	
16PSW101	Core-1: Introduction to Social Work	4	3	25	75	100	4
16PSW102	Core-2: Working with Individuals	4	3	25	75	100	4
16PSW103	Core-3: Personality development and Human Behavior	4	3	25	75	100	4
16PSW1F1	Core-P1:Field Work Practicum – I (Including Group Project)	14	-	40	60	100	5
16PSW1E1	Elective-I: Understanding Indian Society	4	3	25	75	100	4
	Total	30	-	-	-	500	21

Semester – II

16PSW204	Core-4: Working with groups	4	3	25	75	100	4
16PSW205	Core-5: Working with Communities	4	3	25	75	100	4
16PSW206	Core-6: Social Work Research and Statistics	4	3	25	75	100	4
16PSW207	Core-7A: Labour Welfare and Labour Legislation - I Core-7B: Medical Social Work Core-7C: Rural Community Development	4	3	25	75	100	4
16PSW2F2	Core-P2: Field Work Practicum – II (Including Tribal Camp)	13	-	40	60	100	5
16PSW2N1	Non Major Elective – Disaster Management	1	3		100	100	2
	Total	30	-	-	-	600	23

Semester – III

Subject code	Subjects	Ins.hours Per Week	Examinations				credits
			Dur.H RS	CIA rCIA	ESE	Total	
16PSW308	Core -8: Social Policy and Social Welfare Administration	4	3	25	75	100	4
16PSW309	Core-9A : : Labour Welfare and Labour Legislation - II Core-9B : Hospital Administration Core -9C: Social Development	4	3	25	75	100	4
16PSW310	Core-10A: Industrial Relation Core-10B: Community Health in India Core-10C: Welfare of Weaker Section	4	3	25	75	100	4
16PSW3F3	Core-P3: Field Work Practicum – III	14	-	40	60	100	5
16PSW3E2	Elective-II: Corporate Social Responsibility and Social Marketing	4	3	25	75	100	4
	Total	30	-	-	-	500	21

Semester – IV

16PSW411	Core-11A: Human Resource Management Core-11B: Mental Health Core-11C: Urban Community Development	4	3	25	75	100	4
16PSW412	Core-12A: Organizational Behaviour Core-12B: Psychiatric Social Work Core-12C: Management of Non-Profit Organizations	4	3	25	75	100	4
16PSW4F4	Core- P4: Field Work Practicum – IV	14	-	40	60	100	5
16PSW4P1	Core:R1: Research Project Report & Viva Voce	4	-	40	160	200	8
16PSW4E3	Elective –III: Counseling Theory & Practices	4	3	25	75	100	4
	Total	30	-	-	-	600	25

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 second 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 it is less; the specialization may or may not be offered.

ABSTRACT – semester wise

S. No.	Semester	HRS /WK	CREDITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
01	SEMESTER-I	30	21	-	-	-	500
02	SEMESTER-II	31	23	-	-	-	600
03	SEMESTER-III	30	21	-	-	-	500
04	SEMESTER-IV	30	25	-	-	-	600
	TOTAL	121	90	-	-	-	2200

ABSTRACT – Paper wise

S. No	Paper type	Total No. of papers	Credits	Total Marks
1	Core Theory	12	49	1200
2	Core Practical	4	16	400
3	Elective	3	15	300
4	Non major elective	1	2	100
5	project	1	8	200
	Total	21	90	2200

Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social work	Effective from the year :2016-2018
Subject code:	16PSW101 - INTRODUCTION TO SOCIAL WORK	semester –I

Title		
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 of Social Work in USA, UK and India, Principles, Philosophy and Scope. Concepts and Related Terms: Social Welfare, Social Service, Social Reform, Social Security, Social Justice.	10
Unit II	Methods of Social Work: Concepts, Objectives and Principles of Social work. Basic methods: Social Case Work, Social Group Work, Community Organization. Ancillary methods: 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.	11
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), Geriatric, Disability and Social Work in School setting.	10
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.	10
Unit V	Emerging Areas of Social Work: Environmental Protection, Disaster management, School Settings, Child rights, Marginalised Community, Gender equality, HIV/AIDS and CSR. 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 Professional Social Work), NAPSWI (National Association of Professional Social Workers in India) and PSWA (Professional Social Workers Association – Tamil Nadu)-Evidence Based Practice.	11

	TOTAL	52
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TEXT BOOK

William Farley. O (2011) *Introduction to Social Work Practice*, SAGE Publications 12th Edition.

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

REFERENCE

Sanjay Bhattacharya B.K (2004) *Social Work an Integrated Approach*, Deep & Deep, 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.

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

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

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

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

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

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 :2016-2018
Subject code: Title	16PSW102 - WORKING WITH INDIVIDUALS	semester-I

Hours / Week	4	Credit -4
Objectives	- To acquire the knowledge of Social case work - To learn the importance of Case work in terms of tools, models, components and therapies for diagnosing the individuals	

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.	11
Unit II	Components of Social Casework: Person, Problem, Place, Process Professional Self – Case Work Process: Intake, Study, Diagnosis, Treatment - Developing Treatment Methods – Administration of Practical services - Indirect treatment and Direct treatment and Multidimensional treatment. Termination: Monitoring, Evaluation, Follow-up and Termination.	10
Unit III	Case Work Tools: Verbal & Non – Verbal communication: Observation, interview, collateral contact, home visit – Case work through different mode - 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 and family schema in records.	11
Unit IV	Social Casework Model & Therapies: Psycho – social, Functional, Problem solving models - Psycho therapy, Behavior modification therapy, Environmental modification ,Family therapy, Existential therapy- Crisis intervention and Counseling.	10
Unit V	Social Casework in different Setting: Family and Child Welfare – School setting – Medical and Psychiatric setting – Correctional and Industrial setting – Differently abled - Problems & limitations of social case work practice in India.	10
	TOTAL	52

TEXT BOOK

Upadhyay R.K. (2010) *Social Case Work A Therapeutic Approach*, SAGE Publications.

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

REFERENCE

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

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

Grace, (1992) *An Introduction to Social Casework*, Tata Institution of Social Sciences,Bombay

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

Aptekar, Herbet.H, (1982) *Dynamic of Casework and Counseling*, Boston, Houghton, Mifflin.

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

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

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code:	16PSW 103 – PERSONALITY DEVELOPMENT AND	semester-I

Title	HUMAN BEHAVIOUR	
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 Basic Schools of Psychology: Structuralism, Functionalism, Psychodynamics, and Behavioural Gestalt. Recent trends: 1. Biological, 2. Cognitive, 3. New Behaviourism 4. Humanistic, 5. Postive Psychology- Application of Psychology in Social Work.	10
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, 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).	10
Unit III	Perception: Definition, Characteristics, Principals of perception – 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 – Intelligence: Definition - Types of intelligence.	11
Unit IV	Personality: Definition and Characteristic. Assessment of Personality - Influence of Heredity and Environment in one's personality development Attitude: Definition and Nature – Components of Attitude and their Consistency – Prejudice – Process of Attitude Change. Motivation: Definition, Types of motives, Measurement of motives, Interaction of motives.	11
Unit V	Abnormal Psychology: Outline regarding Abnormal Psychology- Stress and conflict - Meaning, Causes and Effects- Types of conflict, Stress Management, Outline Mental Illness –Types- Mild and Severe. Role of Social Workers in Promoting Mental Health, Defense mechanism	10

	TOTAL	52
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TEXT BOOK

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

REFERENCE

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.

Hatia H R 1972 *Abnormal Psychology* - Bombay- Oxford IBH Publications.

Column J C 1978 *Abnormal Psychology And Modern Life*, Bombay –

Hurlock E B (1975) *Developmental Psychology*

Munil (1969) *Introduction to Psychology*-Bombay Oxford- IBM

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW1E1 - ELECTIVE-I: 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 identify the social changes acquiring in India and also the social problems faced.	

Unit	Content	Hours
Unit I	Basic Concepts: Sociology, Society, Community, Institution and Association, Sociology – 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	10
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, Living relationship – Religion: Definition and functions – Political System: Meaning, Functions of Welfare State.	11
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, Caste, Class – Collective Behaviour: Crowd, audience, Public Opinion and Propaganda-Social mobility	10
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 & Types	10
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, Traditional Social Problems: Unemployment, Beggary, Poverty, Sexual violence, Child Abuse, Untouchability. Types: Divorce, Corruption, Alcoholism, Terrorism, Women Harassment, Cyber Crime.	11
	TOTAL	52

TEXT BOOK

Baviskar B S, Tulsi Patel (2011) *Understanding Indian Society*, Publisher Orient Black Swan.

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

REFERENCE

Vidyabhushan and Sachdeva D.R, (2005) *An Introduction to Sociology*, Kitab Mahal, New Delhi. Madan G.R, (1993) *Indian Social Problems*, Allied, New Delhi.

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

Dube S.W, (1990) *Indian Society*, National Book, 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 :2016-2018
Subject code: Title	16PSW204 - WORKING WITH GROUPS	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 – Theories of Group Work: Psychoanalytic theory, Learning theory, Field theory, Social Exchange theory, System theory.	10
Unit II	Social Work Groups: Group processes: New comers, Bond, Acceptance, Role, Status, Power, Isolation, Rejection, Sub-groups and Cliques - Group dynamics: Group and group membership, group cohesiveness, group norm, group culture, group control, group morale, group attraction, communication and interaction pattern, Theories of group - Assessment of Group interaction: Sociometry, Socio-gram and network analysis.	10
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.	11
Unit IV	Programme Development Process: Definition of programme, principles of programme planning and process of agency in programme planning - Programme laboratory: Games, picnic, singing, dancing, camping, and 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.	11
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 Work Practice - Recording in Group Work: Meaning, Significance, Principles and types of recording	10
	TOTAL	52

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

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

REFERENCE

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

Dirvedi, (2005) *Group Work with Children and adolescent,s*, Rawat Book Seller, Jaipur Tracker.

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

Trucker.H.B, (1970) *Social Group Work - Principles and Practice*, Association Press, New Delhi.

Doel, Mark & Sawda, Catherine (2003) *The Essentials of Group Worker*, London : Jessica Kingsley Pub.

Gravin, Charles D., Lorriæ M. Gulier (Ed.) (2007) *A Hand Book of Social Work with Groups*, Rawat Publication

Reid E. Kenneth (1996) *Social Work Practice with Groups - A Clinical Perspective*, , USA : Brook/Cole Publishing Company

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW205 - WORKING WITH COMMUNITIES	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, Principles, Approaches of Community Organization – Scope, Philosophy, and Goals and models of community organization. Historical Background of Community organization. Community Organization as a method of social work. Similarities and differences between Community Organization and community development.	10
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	11
Unit III	Skills in Community Organization: Skills: Conference and Committee, communication, Training, Consultation, Negotiation, Conflict resolution, Public relations, Resource mobilization, Organizing, Writing reports, Networking – Roles of Community Organizer - Community Welfare Organization: Nature, Types – 1) Community Council 2) Community Chest - Community organization practice: Rural, Urban, Tribal, Minority groups - Problems faced by Community organizer.	11
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.	10
Unit V	Social movements & Social activist: Silent Valley movement, Solidarity Youth Movement, Chipko movement, Narmada Bachao Andolan Movement, LGBT movement, Anti-Globalization movement – Social activist noted personalities: Gandhiji, EVR, Anna Hazare, Mehta Patkar, Baba Amte, Bunker Roy, Narendhran Tablockar, Malala, Aravind Gejriwal	10
	TOTAL	52

TEXT BOOKS

Donna Hardina (2013) *Innovative Approaches for Teaching Community Organization Skills* published by Routledge, New York.

Christopher A.J & Willium Thomas.A (2006) *Community Organization & Social Action*, Himalaya, Mumbai

REFERENCE

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,

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

Behar A and Samuel J (2006) *Social Watch in India: Citizens Report on Governance and Development*, Pune : NCAS

Kettner, P and Moroney, Robert (2007) *Designing and Managing Programs: An Effectiveness-Based Approach*, University of Florida

Ledwith Margaret (2005) *Community Development: A Critical Approach*, Policy Press

Somesh Kumar (2002) *Methods for Community Participation: A complete guide for practitioners*, New Delhi : Sage Publication (Vista

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW206 - 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 - Basic Concepts: Theories, Variables , Hypothesis – Scientific method: Basis of Scientific method, Epistemology, Induction and deduction - Requisites of a good scientific method – Social Work Research: Definition, scope of social work research in India	10

Unit II	Methods of Research: Historical, Comparative, Case Study, Survey. Design: Definition, importance – Types of Research: Qualitative and Quantitative - Types of Research Design: Exploratory, Descriptive Experimental and Explanatory, Case Study. Problem Identification: Steps in research, Criteria for the selection of the research problem, problem formulation	11
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 – Tools of Data Collection: Questionnaire, Interview guide and interview schedule - Interview: Nature, definition & types - Scaling techniques: Concept, Types: Bogardus and Likert.	10
Unit IV	Sampling: Population, Sample, Sample frame, 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.	10
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), Software Package for Social Science Research (SPSS).	11
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TEXT BOOK

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

Kothari, C.R,(1998) *Research Methodology,Techniquesand Trends*, New Delhi.

REFERENCE

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

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

Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW207 A - LABOUR WELFARE AND LABOUR LEGISLATIONS – I (SPECIAL PAPER I)	semester II
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 labour – Labour, Characteristics of Indian Labour- Labour in unorganized sector, and organized sector – Recommendations of National Commission on Labour I & II on various issues Production and Productivity. Factors influencing productivity – Motivation, Morale, Guidance, Counseling, Discipline. History of Labour Welfare, - Labour mobility and Labour market.	10
Unit II	Concept of labour welfare: Meaning, Objectives, Importance & Scope – Classifications of Labour Welfare– Labour Welfare Officer: Role of Labour Welfare Officers – Impact of Automation, Mechanization, Globalization & Liberalization on Labour Welfare.	11
Unit III	Industrial Accidents: Causes, Effects and Prevention – Industrial safety: Need & Importance - Health & Hygiene: Occupational Hazards, Treatment, Prevention and Management– Pollution control and Environmental protection, Usage of personal productivity.	10
Unit IV	Labour Welfare Facilities: Industrial Housing Policy and Housing Programmes, Recommendation on Maliviya committee on housing- Family benefit schemes – Children Education – Cooperative society – Canteen – Transport facilities and Recreation facilities.	11
Unit V	Need and importance of labour legislation - Working conditions in Industries – The Factories Act 1948 – The Apprentices Act 1961 – The Contract Labour Regulation Abolition Act 1971 – The Tamil Nadu Shops and Establishment Act 1947.	10
	TOTAL	52

TEXT BOOK

Reddy.J. (2004) Labour Legislations, APH Publications, New Delhi.

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

REFERENCE

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

National Commission on Labour (2003) Academic Foundation, Reports of National Commission on Labour, 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 :2016-2018
Subject code: Title	16PSW207 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.	10
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.	11
Unit III	Etiology,Symptoms,Prevention of Communicable and Non-communicable Diseases: 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.	10
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, Malnutrition, Food adulteration –causes, prevention and measures. Pollution, Causes, Types of Pollution Impact of pollution on health.	11
Unit V	Role of Medical Social Worker - Rehabilitating the physically challenged	10

	patient, Counseling, team work - involvement of the family members, Referral & linkage, Creating awareness on importance of promoting Family planning, Sex education and School health programmes. Problems encountered by medical social worker in the field.	
	TOTAL	52

TEXT BOOK

Webb John Webb (2012), *Medical Social Work*, Publisher Trafford Publishing

REFERENCE

Dora, Gold Stien (1954) *Expanding Horizons in Medical Social Work*, Chicago :The University of Chicago Press

Dora, Goldstain (1954) *Readings in Theory and Practice in Medical Social Work*, Chicago:The University of Chicago Press

Park, J. E & Park, K.(1997) *Preventive and Social Medicine*, Jabalpur : Banaridas Bhanot

Colin Pritchard (2006), *Mental Health Social Work*, USA : Routledge

Javeri D. R. (1996)*Social Work in Hospital Set up*, KEM Hospital, Mumbai

Pathak, S. H. (1961) *Medical social Work in India*, Delhi : School of Social Work

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16 PSW207 C : RURAL COMMUNITY DEVELOPMENT (SPECIAL PAPER I)	semester-II
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.	10
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.	10
Unit III	Panchayat Raj: Concept, Objectives - Development of Panchayat Raj after Independence: Balwant Roy 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.	11
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.	10
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 Programme). SGSY (Swarnajayanti Gram Swarzar Yojana), SGRY (Sampoorna Gram Rojan Yojana), IAY (Indra Awaas Yojana), PMSG (Prime Minister Gramiya Sutak Yojana), IWDP (Integrated Watershed Development Programme), Housing (Up gradation of Hucha	11

	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 programme of MRD Gov of India)	
	TOTAL	52

TEXT BOOK

Jerry W. Robinson, Jr., Gary Paul Green (2010) *Introduction to Community Development*, edited by Sage Publications.

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

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

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

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

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW2N1- NON MAJOR ELECTIVE –DISASTER MANAGEMENT	semester II
Hours /Week	1	Credit 2
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	Disaster -meaning, concept-Natural Disaster- floods, earthquake, draught, volcanoes, forest fires, coastal hazards, and landslides. Characteristics of various natural disasters.	3
Unit II	Manmade Disaster -Chemical and Industrial Accidents, Accidental explosions, Bomb blast, nuclear disasters, Pollutions. Difference between natural and manmade disasters, RTA.	2
Unit III	Factors influencing Natural and Manmade disaster -political, economic, social, cultural, Ideological, Ecological, institutional, scientific and technological. Disasters and Development-causes and consequences. Role of Government and Non government organization in Disaster management The Disaster Management Act, 2005.	3
Unit IV	Disaster Management -Control plan, emergency preparedness. Disaster management cycle-Post disaster review, results of exercises, prevention, mitigation, preparedness. Intervention of State in Disaster.	2
Unit V	Social Work Intervention with Disaster Affected Women and Children: Impact of disaster in children –Strategies for relief and rehabilitation – General guideline for working with women – role of professional social workers in the area of disasters – Rehabilitation and psycho social care- role of international organization in disaster relief and	3

	management	
	TOTAL	13

TEXTBOOK

Caroline Brassard, David W. Giles, Arnold M. Howitt (2014) *Natural Disaster Management in the Asia-Pacific: Policy and Governance* Springer Publications.

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

REFERENCE

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.

Goel, S.L. & Ramkumar (2001) *Disaster Management*, Deep and Deep, New Delhi.

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Blaikie P, Cannon T, Davis I and Wisner B. (2004) *At risk: Natural hazards, people's Vulnerability and Disaster*. Routledge, London.

Carter I. (2002) *Preparing for disaster PILLARS Guide*, Tearfund UK.

Carter I. (2003) *Mobilising the community*, PILLARS Guide, Tearfund UK.

Deshpande, B.G. (1996) *Earthquakes. Animals and Man*. Gurgaon : JAC Trust.

Heijmans A and Victoria L (2001) *Citizenry Based and Development Oriented Disaster Response*. Centre for Disaster Preparedness Philippines.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW308 - 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, Elderly and Differently Abled.	10
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.	11
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.	10
Unit IV	Social legislation: Concept need and scope. Social legislation as an instrument for social control, social change, social justice, social defense	10

	and social reform. History of social legislation in India - Legislations 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, Workplace Sexual Harassment Act 2013, 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 Disability Act 2005 - Legal Aid and Public Interest litigation (PIL).	11
	TOTAL	52

TEXT BOOK

S.Rengasamy (2009), *Social Welfare Administration* Madurai institute of social science

Baldock John & Manning Nick (1999) *Social Policy*, Oxford University, Delhi.

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

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Batattacharia sanjay (2006) *Social work administration and development*, Rawat NewDdelhi.

Choudry D.Paul; (2000) *Social Welfare Administration*, Atmaram and sons, Lucknow.

Choudry .D. Paul (1991) *Voluntary social welfare in India*, Sterling, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW309 A : LABOUR WELFARE AND LABOUR LEGISLATION - II (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
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Unit I	Labour welfare: Principles of Labour Welfare – Theories of labour welfare - Administration of labour welfare at Central and State level.	10
Unit II	Social security: Concept of social security: social insurance & social assistance – The E.S.I Act 1948 – The Employees Provident Fund and Miscellaneous Provisions Act 1952 – The Employees Pension Scheme 1995 – The Payment of Gratuity Act 1972 – The Employee Compensation Act 2010.	11
Unit III	Wage: The concept, meaning of wage, factors of wage fixation, Theories of wages, Functions of wage boards –The Payment of Wages Act 1936 – The Minimum Wages Act 1948 – The Equal Remuneration Act 1976 – Concept of bonus: The Payment of Bonus Act 1965.	10
Unit IV	Labour welfare under different legislations: The Plantation Labour Act 1951 – The Mines Act 1952 – The Motor Transport Workers Act 1961 – The Tamilnadu Manual Workers Act 1999- The Maternity Benefit Act 1961 – The Tamilnadu Industrial Establishment (National & Festival Holidays) Act 1951. The concept of Labour Welfare Fund: The Tamilnadu Labour Welfare Fund Act 1972	11
Unit V	ILO: Objectives, Need and Importance and Functions of ILO, Recommendations & impact in India – The scheme of workers education: Meaning, objectives, importance, need & administration - Importance of Fund Culture in Industries.	10
	TOTAL	52

TEXT BOOK

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

Kapoor, N.D., 2002. *Industrial Law*, Sultan Chand Publications, New Delhi.

REFERENCE

Kumar, Anil., 2003. Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws, Deep and Deep Publications, New Delhi.

Narindar.K. J (2006) India: Manpower, Employment Policy and Labour Welfare, Eastern Book Corporation, 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.

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 :2016-2018
Subject code: Title	16PSW309 B : HOSPITAL ADMINISTRATION- (SPECIAL PAPER II)	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 - Public, Private, Teaching –cum Research Hospital, General, Special, Multi specialty ,Super specialty, Trust, - Small or Large Size Hospitals	10
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.	11
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.	10
Unit IV	Health Related Laws: Medico Legal cases, Medical ethics-Code of Medical council of India,Medical Negligence-Birth and death registration act 1969-Drugs and cosmetics Act 1940 - Prenatal Diagnostic techniques (Regulation and Prevention of misuse) Act 1994. The Indian Medical council Act 1956-Consumer Protection Act 1986-The Environment Protection Act 1986 & Bio medical waste (Management and Handling Rules) 1998.	11
Unit V	Modern Trends in Hospital Administration - Medical Tourism- Hospital Accreditation: National Accreditation Board for Hospitals , <i>Joint Commission on Accreditation of Healthcare Organizations</i> – ISO certification-Telemedicine - Disaster management in hospitals: Internal and External Management -Patient safety – Factors affecting patients safety- Measures in ensuring patient Safety.	10
	TOTAL	52

TEXT BOOK

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

REFERENCE

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.

Benjamin Robert,etal(1983) *Hospital Administration Desk Book* Prentice hall, Newjerky

Davies R Lewelynetal(1966) *Hospital planning &administration* Geneva.

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

Rabick & Jonathanetal(1983) *Hospital organizationand Management*,Spectrum, Lomdon

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.

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Department	PG Department Social Work	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW309 C - SOCIAL DEVELOPMENT (SPECIAL PAPER II)	semester III
Hours / Week	4	Credit 4
Objectives	To acquire the basic concept of 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	10

	Sustainable development - problems of developing countries – Marginalization of Human values.	
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.	10
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 - Liberalization: Meaning, Features, evaluation of Liberalization – Privatization: Definition, Objectives, Argument in favour and against privatization – Globalization: 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	11
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 – Difference between Life Skills and other Skills - Interaction between Life – Skills - Implications of Theories for Developing Life Skills- Life Skills and Counseling - Life skills approaches/ intervention for Children, Adolescence, Youth - Gender Equality and life skill based education programme.	11
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: LNT, ACC.	10
	TOTAL	52

TEXT BOOK

James Midgley 2013 *Social Development: Theory and Practice* SAGE Publications Ltd

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

New Delhi

REFERENCE

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

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 :2016-2018
Subject code: Title	16PSW310 A – INDUSTRIAL RELATION (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	Industrial relation- Definition - Concept - Need, Importance, Scope, Objectives of industrial relations – Factors influencing industrial relations, Bipartite and Tripartite bodies in industrial relations – Joint management committee - Works committee- Indian labour conference - Standing labour committee- Settlement wage.	11
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 – Concepts of Strikes, Lock outs, Lay off, Retrenchment, Closure, VRS, LRS – Need for industrial peace.	10
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.	10
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.	10
Unit V	The Concept of collective bargaining - objectives- principles, process - subject matter for collective bargaining -administration of collective agreements - Concept, objective, importance - forms of participation - workers participation in management in India - limitations to workers participation. 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.	11
	TOTAL	52

TEXT BOOK

Paul Edwar (2012) *Industrial Relations: Theory and Practice* John Wiley & Sons publication, Bratain.

Sinha P.R.N. (2012) *Industrial Relations Trade Unions*, kindle edition. Publisher PHI Learning Private Limited. Tripathi.P.C, (2005) *Personnel Management and Industrial Relations*, Sulatan Chand and Sons New Delhi.

REFERENCE

Kumar, Anil. (2003) *Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws*, Deep and Deep Publications, New Delhi.

Narindar, K. J. (2006) *India: Manpower, Employment Policy and Labour Welfare*, Eastern Book Corporation, 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 :2016-2018
Subject code: Title	16PSW310 B - COMMUNITY HEALTH IN INDIA (SPECIAL PAPER III)	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: Concept of Community health and Public health- Principle of Community health and Origin- Concept of Diseases, causation- Methods of intervention- community diagnosis and treatment.	10
Unit II	Epidemiology – Meaning and Concept- mortality rates and ratios, Health indicators by WHO,BMI- Epidemiological methods – observational and	11

	experimental studies- Environmental and health-water pollution, air pollution, noise, humidity, global warming and disposals of wastes. Role of social worker on environmental health	
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	10
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 policy - National health policy, National and State health programmes, Millennium Development Goals, National AIDS control policy , and other policies pertaining to health.	10
Unit V	Partners in health care- Role of NGOs, Health networks, Corporate sector, 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 Worker. National and International organizations working in the areas of health- MH&FW, NACO, TANSAC , FHI, Help age India, USAID,WHO, UNICEF, Asian Development Bank	11
	TOTAL	52

TEXT BOOK

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

REFERENCE

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 :2016-2018
Subject code: Title	16PSW310 C : WELFARE OF WEAKER SECTION (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, De-notified communities, Nomadic and i nomadic communities and Most backward classes – Administrative setup at the Central, State and District levels for the development of weaker sections.	10
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	11

	removal of Untouchability – Constitutional and legislative measures for the eradication of Untouchability – Failure of constitutional measures in abolishing Untouchability.	
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 Nongovernmental 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 solve tribal problems – Welfare programmes of the government and outcomes.	10
Unit IV	Bonded labour: Definition, meaning, features, causes, measures taken by the government to abolish it - rehabilitative measures taken by the government and NGO's – Role of Social Workers.	10
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- Significance of Women day and origin.	11
	TOTAL	52

TEXT BOOKS

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

REFERENCE

Shiri Ram Bakshi, Kiran Bala, (1999) *Development of Women, Children and Weaker*

Sections: Social status and role of women

Government of India, (1999) *Economical and Educational Development of scheduled castes*,

Govt of India, New Delhi.

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 :2016-2018
Subject code: Title	16PSW3E2 - ELECTIVE-II: 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 - Legislation.	10
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.	10

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 – Government Policies on CSR and proper guidance.	11
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 - promotion strategies - Role of Government and NGOs in social marketing.	11
Unit V	Marketing tools: Types of advertising, merchandising, give a ways, 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 endorment, Ministerial/Presidential visits, security-personal.	10
	TOTAL	52

TEXT BOOK

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

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

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

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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 :2016-2018
Subject code: Title	16PSW411 A :HUMAN RESOURCE MANAGEMENT (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 behavior	

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	10
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	10

Unit III	Training and Development: Meaning, Importance, Purpose and Methods – Training Need Analysis and Evaluation – Human Resource Development: Concept, Need, Interventions – Performance Appraisal: Objectives, Uses and Methods: Traditional and Modern methods (360&720 Degree KRI, KPI), Balanced Score Card system Barriers of Performance Appraisal - Career Planning, Succession planning and Competency Mapping and development.	11
Unit IV	Wage and Salary Administration: Concept and Methods – Types of Wages, Theories – Incentives – Other Benefits. Concepts-profit sharing – performance linked compensation, payroll software - career development strategies-importance –objectives-principles compensation packages-registers and records - HR Documents - HR audit - HR research - HR, Social compliance and Social audit.	10
Unit V	Strategy of quality management:- Job change: Promotion: Meaning, Purpose, Types – Demotion, Transfer, Separation – Strategy of quality management: Six Sigma, Keizen, TQM, TPM, QMS, 5S - 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.	11
	TOTAL	52

TEXT BOOK

Maieke Andresen, Christian Nowak *Human Resource Management Practices: Assessing Added Value* Springer international publishing Switzerland

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

Sharma Vijay (2006) *Dyanamics of Human resource Development*, ABD, Jaipur

REFERENCE

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

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

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW411 B - MENTAL HEALTH (SPECIAL PAPER1V)	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, Principal and promotion of mental health. Disorders of Perception, Thought, Speech, Memory, Emotion, And Motor Disorders	11
Unit II	Classification in Psychiatry: Psychoactive substance, Schizophrenia, Mood disorders, Anxiety, Behavioral syndromes, personality disorder, Intellectual disabilities, Behavioral and emotional disorders	10
Unit III	Prevalence and Treatment Modalities: Psychosis Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis, Organic Psychosis, Functional Psychosis.	10
Unit IV	Personality disorders- Three clusters of Personality disorders, their	10

	symptoms and management of Personality disorders. Organic Disorders- etiology, clinical manifestations and differential diagnosis of Dementia, Delirium, organic amenity Syndrome.	
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.	11
	TOTAL	52

TEXT BOOK

Maxcy Rosenau John M. Last (2014) *Public Health and Preventive Medicine*, McGraw-Hill Publications.

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

REFERENCE

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.

Francis, C. M. (1991) *Promotion of Mental Health with Community Participation*.
Kerela: The Center for Health Care Research and Education.

Mane P. & Gandevia K. (1994) *Mental Health in India Issues and Concerns* Tata Institute of
Social Sciences, Mumbai.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016 -2018
Subject code: Title	16PSW411 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 slum. Migration – Concepts, causes, types and theories, Sub alten, Elite Migration.	11
Unit II	Urbanization and Urbanism: Meaning and Characteristics, Trends in urbanization process, theories of urbanization, Unorganized/Informal sectors: concept, characteristics; Unorganized Labour: child labour,	10

	women labour and construction workers and the role of the urban poor in urban development.	
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.	10
Unit IV	Urban Development Administration: National, state and local levels; Urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration – Corporations, Municipalities.	10
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) - Integrated 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) – Rajiv Awas Yojana (RAY) - Tamil Nadu Slum Clearance programme - Urban Health and Sanitation programme - Problems in implementation of urban community development programme	11
	TOTAL	52

TEXT BOOK

Bhattacharya B 2006 Urban Development in India New Delhi: Concept

REFERENCE

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.

Phadke .V.S, (2007) *Urbanisation,Development and Environment*, Rawat New Delhi.

Sabir Ali (Ed) (2006) *Dimensions of Urban Poverty*, Rawat, New Delhi.

Singh.R.B.(ed)(2006) *Sustainable Urban Development* New Delhi.

Sinha Rekha and Sinha U.P (2007) *Ecology and quality of life in Urban Slums*, New Delhi

Sudha Mohan (2005) *Urban Development and NewLocalism* Rawat, New Delhi.

Stanly, Selwyn(2005) *Social problems and issues: Perspectives for Intervention*. Allied Publication, New Delhi.

Thudipara, Jacob Z. (2009) *Urban Community Development*, Rawat, New Delhi.

UN Habitat (2003). *The Challenges of Slums*. Earthscan Publications Ltd, London.

UN Habitat (2003). *The Slums of the World: The Faces of Urban Poverty in the new Millenium*.

United Nation's Centre for Human Settlement, Nairobi.

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Department	PG DEPARTMENT OF SOCIAL WOR	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW412 A –ORGANIZATINAL BEHAVIOR (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	Organization: Definition and meaning, Theories of organization. Organizational Behavior: definition, objectives, methods of organizational behavior – Contributions of Hawthorne studies – Models of organization behavior	10
Unit II	Individual and groups in organization: Individual difference – Models of man – personality and behavior – Causes and Effects of stress, Coping with stress. Group Dynamics: theories of group formation, formal and informal behavior, group behavior.	11
Unit III	Concept of organization structure: Bases of Departmentation, Span of management, Delegation of authority, Centralization and Decentralization, Line and Staff organization. Bureaucratic form of organization - Remedies and evils of bureaucratic structure	10
Unit IV	Motivation: Theories, Process: Job Redesign, Job Enlargement, Job enrichment, QWL, goal setting – Leadership: Types and Theories of	11

	leadership – Skill of leadership - Concept of Communication, Communication Process, Effective communication.	
Unit V	Organizational culture – Organizational change – organization development: meaning, characteristics, approaches and Intervention – Organizational effectiveness.	10
	TOTAL	52

TEXT BOOK

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

REFERENCE

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.

Jhon .W. Newstrom (2007) *Organisational Behaviour* Tata Mc Grow –Hill Publishing company Ltd.

Kesho Prasad (1996) *Organisational development for excellence* S.Chand and company.

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Vikas.Stephen P. Robins (2005) *Organisational behaviour* Prentice – Hall of India Pvt Ltd, New Delhi.

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW412 B - PSYCHIATRIC SOCIAL WORK PRACTICE (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 - Psychiatric interview Psychosocial and multidimensional assessment of mental disorders	11
Unit II	Psychological methods / treatment: Psychotherapy – Behavior therapy- Group therapy – Yoga – Meditation – Occupational and Recreational therapies. Chemotherapy. Anti psychotic drugs, Anti depressant – ECT – Psychosurgery.	10
Unit III	Therapy: Contemporary theories and therapy – Client centered therapy – Reality therapy – Gestalt therapy – Rational emotive behavior therapy – Conganative Behavioural Therapy (CBT)-Transactional analysis.	10
Unit IV	Role of psychiatric social worker- Half way homes – Day care centers – Child guidance clinics, De-addiction Centre, Psychiatry Hospitals –	11

	Admission procedures in admitting mentally ill, Governing ,Treatment, Follow up. Role of social worker in Community mental health program.	
Unit V	Policies and legislations related to Mental Health in India: National Mental Health Programme, 1982; Mental Health Act, 1987; Mental Health in state level, national level, district level and administration service.	10
	TOTAL	52

TEXT BOOK

Bhatia M.S 2001 Essentials of psychiatry, New Delhi: CBS.

REFERENCE

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

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

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

Abraham Varghese(1982) *Introduction to psychiatry*, New Delhi: BI

Bhatia M.S (2001) *Essentials of psychiatry*, CBS New Delhi.

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D.K Niraj Ahuja (1998) *Introduction to psychiatry*, Rawat, New Delhi

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

Robert J Walter (1998) *Psychiatry for medical students*, Medical publishers, Chennai.

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

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Department	PG DEPARTMENT OF SOCIAL WORK	
Course	Master of Social Work	Effective from the year :2016-2018
Subject code: Title	16PSW412 C- MANAGEMENT OF NON – PROFIT ORGANISATIONS (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 organization: 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	10
Unit II	Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.	10
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.	11
Unit IV	Project Cycle Management: Aims, Objectives, Purposes – Evolving 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	10

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 – Institution building of Non-Profit Organisations in administering the Social Welfare Programmes- Responsibility and Accountability of Non-profit Organisations and social audit	11
	TOTAL	52

TEXT BOOK

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

REFERENCE

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 :2016-2018
Subject code: Title	16PSW4E3- ELECTIVE –III: 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 counseling practice – Difference between Counseling, Advice and Guidance.	11
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	10
Unit III	Counseling 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	11
Unit IV	Theories/ Approaches to Counseling: Psychoanalytical approach, Client - centered approach, REBT, Transactional Analysis, Cognitive approach,	10

	Eclectic approach.	
Unit V	Counseling in Different Settings: Counseling in school & colleges, industry, career counseling, HIV/AIDS counseling, de-addiction counseling, death and bereavement counseling , Suicide counseling, Marital counseling (Premarital and post marital) Family counseling, crisis intervention.	10
	TOTAL	52

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.

REFERENCE

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

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

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

Patterson, Lewis.E,(1981) *The Counselling Process*, Tata McGraw Hill Publishing CompanyLtd. New York.

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

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ANNEXURE - I

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 ester 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 ester the students are reshuffled in order to familiarize to different settings. During the third ester 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)	10
2.	Regularity in report Submission and individual conference	10
3.	Application of theory and social work methods in field work	10
4.	Content of the record	10
5.	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. Application of theory and social work methods in field work

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

4. Content of the record

Very good	4 – 5
Good	2 – 3
Satisfactory	0 – 1

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 ester. Norms for viva voce examination will be prepared in consultation with the external examiner.

For instance

Report Content	-	10
Presentation	-	15
Communication Skills	-	15
Knowledge	-	20

Total	-	60

RESEARCH PROJECT REPORT

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

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	-	120

Total	-	200

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	-	30
Presentation	-	30
Communication	-	30
Knowledge	-	40
Overall research work	-	30

Total	-	160
