

BHARATHIAR UNIVERSITY,COIMBATORE-641 046

**M.S.W (Master of Social Work) with *Diploma in Counseling & Guidance /
*Diploma in Computer Applications / *Diploma in Entrepreneur Development**
(for the students admitted during the academic year 2009 -10 & onwards)

Scheme of Examinations : CBCS Pattern

Study Components	Course Title	Ins. hrs / week	Examinations				Credits
			Dur. Hrs	CIA	Mks	Total	
Semester I							
	Introduction to Social Work	5	3	25	75	100	4
	Indian Society	5	3	25	75	100	4
	Human Growth and Development	5	3	25	75	100	4
	Social Case Work	5	3	25	75	100	4
	Concurrent Field Work – Practical-I	6	3	40	60	100	5
	Elective/Diploma-I: Introduction to Counseling & Guidance	4	3	25	75	100	3
Semester-II							
	Social Group Work	5	3	25	75	100	4
	Community Organization and Social Action	5	3	25	75	100	4
	Social Work Research and Statistics	5	3	25	75	100	4
	Labour Welfare (Special. Paper-I) (or) Medical Social Work (Special. Paper-I) (or) Rural and Urban Social Structure (Special. Paper-I)	5	3	25	75	100	4
	Concurrent Field Work–Practical-II (including Rural Camp)	6	3	40	60	100	5
	Elective/Diploma : II : Counseling Practice	4	3	25	75	100	3
Semester-III							
	Social Welfare Administration and Social Legislation	6	3	25	75	100	4
	Labour Legislation (Special Paper-II) (or) Hospital Administration (Special. Paper-II) (or) Rural Community Development (Special Paper-III)	6	3	25	75	100	4
	Industrial Relations (Special. Paper-III) (or) Foundation of Psychiatry-I (Special. Paper-III) (or) Welfare of Weaker Section (Special. Paper-III)	6	3	25	75	100	4
	Concurrent Field Work – Practical-III	6	3	40	60	100	5
	Office Automation	2	-	-	-	-	-
	Elective/Diploma-III : Counseling Theories	4	3	25	75	100	3
Semester-IV							
	Human Resource Management (Special. Paper-IV) (or) Foundation of Psychiatry-II (Special. Paper-IV) (or) Urban Community Development (Special. Paper-IV)	7	3	25	75	100	4
	Organizational Behaviour (Special. Paper-V) (or) Psychiatric Social Work Practice (Special. Paper-V) (or) Management of Non-Profit Organization (Special. Paper-V)	7	3	25	75	100	4
	Concurrent Field Work - Practical-IV	6	3	40	60	100	5
	Block Field Work	-	-	-	-	-	-
	Project Report	6	3	25	75	100	6
	Elective/Diploma-IV : Counseling Techniques	4	3	25	75	100	3
	TOTAL					2200	90

* Colleges can choose any one of the following Group/Diploma Papers as Electives :

A. Diploma in Counseling & Guidance

1. Introduction to Counseling & Guidance
2. Counseling & Practice
3. Counseling Theories
4. Counseling Techniques

B. Diploma in Computer Applications

1. Computer Fundamentals and Internet
2. PC Software
3. Database Management and Analysis using SPSS
4. Executive Information System

C. Diploma in Entrepreneur Development

1. Entrepreneur Development
2. Entrepreneurship Innovations
3. Legal Aspects of Business
4. Business Plan

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SWP 01

INTRODUCTION TO SOCIAL WORK

UNIT I

Social work - Definition, Objectives, History, Philosophy and scope. Concept of related terms: Social welfare, Social service, Social reform, Social Security, Social Justice and Introduction to the Methods of Social Work.

UNIT II

Trends of Social Work profession in India – Traits, Principles, Values, Ethics and Goals. Approaches and Models' of Social work - Relief model, Welfare model, Clinical model, Systems model, Radical model, and Developmental model.

UNIT III

Development of Social Work Education in India. Fieldwork and Profession – Importance of Fieldwork and Supervision. Problems faced by the social work profession in India. Need for social science knowledge for professional social workers. Functions of Professional Associations.

UNIT IV

Fields of social work - Family and child welfare, Correctional social work, Industrial social work, Medical and Psychiatric social work, youth welfare, Community development(Rural and Urban)

UNIT V

Emerging Areas of Social Work-Environmental Protection, Disaster management, HIV/AIDS Gerontological Social Work and Human Rights.

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Jaipur and new Delhi |
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Sublime publications, Jaipur, India |
| Rameshwari Devi
Ravi Prakash
Gangrade, K. D | Social work practices
Mangal Deep Publications, Jaipur
Dimensions Of Social Work, Marwah Publications,
New Delhi |
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- Karla Krogsrud Miley Allan and Baken, Boston.
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SWP 02

INDIAN SOCIETY

UNIT I

Concept of Society. Individual and Society. Basic Elements- Group, Community. Complexity of Indian Society: Demographic Characteristics of Indian Society. Demographic variables and Malthusian Theory.

UNIT II

Socialization: concept, Importance and Functions. Agencies of Socialization. Culture : concept, Influence on Individuals, Cultural Conflict, Impact of Cultural Change,

UNIT III

Indian family system: Marriage - forms, functions, changes in mate choice and ceremonies. Family - forms, functions and contemporary changes Conflict, break down, adjustments.

UNIT IV

Caste system: Traditional Verna system, theories on the origin and development. Modern Trends of Caste System in India. Social Stratification – Definition and Characteristics. Caste and Class.

Social Control – meaning - Agencies Formal and informal means- social sanctions.

UNIT V

Welfare state: Concept, need, characteristics- India as a welfare state- Social Change: Definition, concept, types and theories of social change in India. Gender roles and inequalities.

BIBLIOGRAPHY:

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Class And Occupation, Bombay, Popular Prakashan
Caste And Inequality In India, New Delhi, Hindustan
Family Marriage In India, New Delhi, Oxford University Press
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Srinivas, M.N.,
- Century Of Social Reforms, Bombay, Asia Publishing House
Hindu Social Organization, Bombay, Popular Prakashan
Urban Sociology On India, New Delhi Orient Longman
Social Change In India, New Delhi, Orient Longman

SWP 03

UNIT I

Definition, nature and scope of psychology - a brief idea on various schools of psychology - relevance of psychology for social work profession

UNIT II

Physical and psychological aspects of various stages of Human growth and development: Infancy, Babyhood, childhood, puberty, adolescence, adulthood, middle age and old age.

UNIT III

Personality: concepts, and factors influencing personality development - heredity and environment - measurement of personality. Intelligence: Concept, theories and assessment. Emotions-development of emotions - individual and group emotions - crowd behavior.

UNIT IV

Learning: concept, types, transfer of learning, -theories of learning. Perception: Concept, types, errors in perception principles of organization. Motivation: classification of motives - motivation and behaviour - hierarchy of motives interaction of motives - theories.

UNIT V

Stress: Meaning, Causes and Effects. Conflict – Meaning, Type, Coping Derives, Defense Mechanism. Mental Illness – Definition and Type, Role of Social Workers in Promoting Mental Health.

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Abnormal Psychology And Modem Life, Bombay
Emotional Problems Of Living-London:George Allen
and Alwin Ltd.
Developmental Psychology
Introduction To Psychology-Bombay Oxford- IBM
Introduction To Psychology, New Delhi - Tata Mcgraw
Abnormal Psychology, New Delhi - Tata McGraw Hill
Personality and Problems for
Adjustment,London:Routledge&Koged Paul

Abraham Sperring & H S Gill
Ruch E L
Rayner E B
Kuppuswamy B
Murfatia J C
Linda L David Off

Psychology Made Simple
Psychology And Life
Human Development
Child Behaviour And Development
Emotional Problems Of Children
Introduction To Psychology

SWP 04

SOCIAL CASE WORK

UNIT I

Social-Case Work: definition and objectives, its importance and relationship with other methods of Social Work, Principle of case work. Basic components of Social Case Work: the person, the problem, the place and the process. Client - case worker relationship and the use of professional self.

UNIT II

Social Case Work process: study, diagnosis and treatment. Tools-and techniques in the study process: Interview, observation, home visits and collateral contacts. Social Case Work intervention -direct and indirect multidimensional intervention. Goal attainment, Termination, Evaluation and follow up.

UNIT III

Approaches in Social Case Work: Psychosocial approach, functional approach, diagnostic approach, and crisis -intervention. Social casework recording: need, importance & types of recording.

UNIT IV

Social Case Work in different settings: Family and child welfare, School, Community, Medical and Psychiatric institutions, correctional settings, care of aged, Case work in foster home.

UNIT V

Recent trends in Social Case Work. Problems and limitations of Social Case Work practice in India. Impact of social, cultural factors on individual and families. Practice and research in Social Case Work. Use of single case evaluation and ethnography as research methods in Social Case Work.

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Counselors; Sage Publications, Delhi.
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New Development In Case W
-

UNIT I

Social Group Work - Definition, characteristics, historical development, current trends its relevance and scope. Basic assumption and philosophy behind Social Group. Psychological Needs that are being met in Groups.

UNIT II

Knowledge base for group work - psychoanalytic theory, learning theory, field theory, social exchange theory, system theory. Group dynamics - definition, functions and basic assumptions

UNIT III

Social Group Work process: planning stage, beginning stage, middle stage, ending stage. Principles of Social Group Work. Group process: bond, acceptance, Isolation, Rejection, types of group, subgroups, conflict and control. Leadership Development and Team Building.

UNIT IV

Social Group Work recording - use of social group work records. Principles and problems of group work recording, supervision in group work. Group therapy - significance of group therapy. programme planning in Social Group Work-Programme laboratory. Use of psychodrama and socio drama.

UNIT V

Group work in various setting: correctional, hospital, educational, old age homes and communities. Use of socio-metry for group work. Skills of the Social Group Worker. Scope and limitations of group work in different fields of social work-Group work model.

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SWP 07

COMMUNITY ORGANISATION AND SOCIAL ACTION.

UNIT I

Community Organization - Definition, Objectives. Historical Background of Community organization. Community Organization as a method of social work. Community Organization in UK and USA. Concept of community development. Similarities and differences between Community Organization and community development. Community Organization – Scope, Philosophy, and Goals and models of community organization

UNIT II

Methods of Community Organization: Planning, Education, Communication, Community participation, Collective decision-making, leadership development.. Resource mobilization, Community action, Promotion, Co-ordination. Phases of Community Organization: Study, Analysis, Assessment, Discussion, Organization of Action, Evaluation, Modification, and Continuation.

UNIT III

Skills in Community _-Organization -Organizing conferences, committee meetings, training, communication, consultation, negotiation, conflict resolution, networking and use of relationship.

UNIT IV

Application of Community Organization in different fields - health, correctional, educational, rural and urban, industrial etc. Community welfare councils and community chest.

UNIT V

Social Action: Definition Objectives Principles, Methods and Strategies. Social action and social movement, social action for social development. Scope of social action in India. Enforcement of social legislation through social action.

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Concepts Arid Methods Of Social Work: 2n Ed., Prentice Hall Of India Pvt. Ltd., Delhi.
- Zaltman, G., Philip Kotler,
Creating Social Change

SWP 08

SOCIAL WORK RESEARCH & STATISTICS

UNIT I

Introduction - Concept and Purpose of research. Social work research - Concept, definitions, objective, functions, Characteristics, scope and limitations. social work research and social research. SWR in India.; Scientific method in social work research. Basic elements - concept, variable, facts and theory.

UNIT II

Problem Identification and Formulation of Hypothesis. Research Design- concept, Type, Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Case Study, Multi Design, Participatory Research and Single Subject Research.

UNIT III

Sampling - Its importance - types of sampling Tools of Data Collection - Sources of data: Primary and secondary. Observation, Mailed questionnaire and Interview schedule - meaning, construction, advantages and limitations. interview - Nature and importance, type-of interviews. Uses of scaling techniques.

UNIT IV

Method of Analysis: Quantitative Analysis and Qualitative Analysis, Content Analysis and case analysis. Statistical Analysis. Use of computer for SWR, SPSS. Reporting: Format and references.

UNIT V

Statistical application: Measures of central tendency - Mean, median, mode. Measures of dispersion - Standard Deviation. Testing of hypothesis - Chi-square test, T-test, Coeff. of Association and correlation. (Product moment correlation and rank order correlation).

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| Moser, C. | A Survey Methods In Social Worker (London: Heinemann) |
| Polansky, Nonnan, A. (Ed) | Social Work Research (Chicago: The University Of Chicago Press) |
| Ramachandran.P-1990 | Issues In Social Research In India, TISS, Bombay. |
| Ramachandran, P. -1993 | Survey Research For Social Work Bombay, Institute For Community Organization Research |
| Rubin, Allen and Babbie, Earl2001 | Research methods for 'social work.(USA Wadsworth) |
| Selltiz, et al | Research Method In Social Relation |
| Young, Pauline, V. | Scientific Social Surveys And Research |

SWP 09A

LABOUR WELFARE **(Special Paper-1)**

UNIT I

Concept of labour - characteristics of Indian labour- labour in unorganized sector - recommendations of national commission on labour on various issues, absenteeism and labour turnover - factors Influencing productivity.

UNIT II

Concept and scope of labour welfare - classifications of labour welfare – labour welfare officer - role of labour welfare officer - impact of automation, globalization & liberalization on labour welfare. Role of Trade Unions in Labour Welfare.

UNIT III

Labour welfare - principles of labour welfare - administration of labour welfare at central and state level -. The scheme of workers education - the objectives of workers education

UNIT IV

Significant labour welfare measures - housing - industrial housing policy and housing programmes - family benefit schemes - children education - cooperative society - canteen - transport facilities and recreation facilities.

UNIT V

Industrial accidents -. causes and prevention - industrial health & hygiene occupational diseases - treatment and prevention - pollution control and environmental protection'

BIBLIOGRAPHY:

- Bhagoliwal T.N
Charles B
Giri V V
Government Of India
Honter, Donald
Karnik V B
Mongia J.L
Moorthy M. V
Brothers.
Norman R- E
Pani S C
Publishing House.
Saxene R C
Singh R & Singhal I C
Vaid K N
- Economics Of Labour And Social Welfare
An Introduction To Industrial Sociology D.B.
Taraporele Sons.-Bombay (1970
Labour Problems In Indian Industry Bombay; Asia
Publishing House
Dept. Of Labour And Employment, Report Of The
National Commission On Labour Delhi: Manager Of
Publications.
The Diseases Of Occupations
Indian Labour
Readings In Indian Labour And Social Welfare
Principles Of Labour Welfare Vishakapatnam Gupta
Psychology In Industry - New Delhi.
Indian Labour Problem -Allahabad: Chaitanya
Labour Problems And Social Welfare Meeruat: The
Oxford Publishing Co.
Labour Problems
Labour Welfare In India

SWP09B

MEDICAL SOCIAL WORK **(Special Paper-1)**

UNIT I

The meaning of health, hygiene, illness and handicap. Historical development in medical social work in the west and in India. Medical social work practice in different settings-hospitals, out patient department, emergency care, special clinics and community health. Problems encountered by medical social worker in the field.

UNIT II

Organization and administration of medical social work department in hospitals. Medical social work in relation to different disciplines, multi-disciplinary approach and team work, patients right in health care.

UNIT III

The psycho social problems and the role of medical social worker in dealing patients with TB STD, AIDS, POLIO, Malaria, Leprosy, Typhoid, cancer, Hyper tension, cardiac disorders, and asthma.

UNIT IV

Concept of public health and 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, problems of mal nutrition in India and measures to tackle it.

UNIT V

Role of medical social worker in rehabilitating a physically challenged patient, team work - involvement of the family members, importance of family planning, sex education and school health programmes.

BIBLIOGRAPHY:

- Anderson R 8r. Bury M (Eds):
Bajpai P K (Ed):
Bartlatt H M
- Living With Chronic Illness-The Experience of Patients and
their Families
Social Work Perspective On Health
Social Work Practice In Health Field 27

Chalkley A M
Field M

Ghai O P
Goldstein D
Lee Grace
Park.J.R
Pathak S H
Prasad L

A Text Book For Health Workers New Delhi
Patients Are People - A Medico Social Approach To
Prolonged Illness.
Management Of Primary Health Care
Expanding Horizons In Medical Social Work
Helping The Troubled Child
Textbook Of Preventive And Social Medicine
Medical Social Work In India
Rehabilitation Of The Physically Handicapped

SWR 09C

RURAL AND URBAN SOCIAL STRUCTURE

[Special Paper]

UNIT I

Scope of rural sociology - their relation to general sociology. Folk and peasant societies, types of villages in India and their physical structure the Indian village as a community, family, kinship, caste, class and occupation in an Indian village; traditional village organization and the village panchayat, leadership in Indian villages: social change in rural India; major problems of rural communities.

UNIT II

Scope of urban sociology and their relation to general sociology. Urbanization: concept and theories, industrialization and urbanization. Ancients, medieval and modern Indian Cities. Urbanization in modern India: demographic and occupational, characteristics of urban India; characteristics of town, city, metropolis, suburbs, and satellite towns.

UNIT III

Rural economy: definition, and scope; pattern and problems of Indian rural economy. Economics of agriculture: methods of cultivation, problems of organization and management. Land reform measures since independence and their effectiveness; Bhoodan and Gramadan. Movements

UNIT IV

Rural unemployment and under-employment: utilization of rural manpower, rural works project, cottage and village industries; rural economic development measures and their evaluation - agencies for the
Development of small and marginal agricultural labourers - green revolution and its socio economic implications.

UNIT V

Cooperative institution: constitution, organization set-up cooperative legislation, classification of cooperative societies, characteristics of different types of cooperatives. Cooperative management and administration state and cooperatives, role of reserve bank in cooperative movement

BIBLIOGRAPHY:

Anderson Nels, 1961

Rural Sociology In India Bombay: The Indian Society
Of Agricultural Economics.

Ahish Bose 1973

Studies In India's Urbanization 1901 -1971. New Delhi
Mcgraw Hill

Charless L &, Filan J 1957

Hand Rural Sociology Strategy Of Change, By
Prentice Hall Inc.

Desai A R 1961

Rural Sociology In India Bombay: The Indian Society
Of Agricultural Economics.

John P 1975

The Urban World New York Mc Graw Hill.

Agarwal A N

Indian Economy, Nature -Problern And Progress. New
Delhi: Vikas Publishing House.

Mathur B

Cooperation In India: A Critical -Analysis Of The
Cooperative Movement In India's Planned Economy.

Nanavathy And Others

Indian Rural Problems Bombay: Vora & Co.

Quinn James

Urban Sociology New Delhi: Eurosis Publishing House.

Gist, Noal And Halbert L

Urban Society Ed. New York:Thomas Y, Growell Co.

SWP 11 SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATIONS

Sub Description: This subject deals with basic knowledge on social welfare administration and social legislations.

Goal: To enrich the students' Knowledge on Social welfare administration.

Objectives: To help students understand the basics of social welfare administration. To facilitate in fieldwork training.

Contents:

UNIT I

Social welfare administration – concept, meaning, definition, need, scope and functions.
Social welfare administration – Voluntary and Governmental organizations- Central and State social welfare boards and their functions.

UNIT II

Evolution of social welfare administration in India, Methods and models- Family and child welfare , youth welfare, services for the handicapped, disaster relief, school social services – Models- familial model, residual model, mixed economy model, model of state control.

UNIT III

Societies Registration Act, 1860, Procedure under the Tamilnadu Societies Registration Act, 1975-registration, need and importance. Foreign Contribution (regulation) Amendment Act 1985, Indian Trust Act, 1881,- the duties and responsibilities of office bearer and the executives, the role of the general body and the governing board.

UNIT IV

Social legislation: concept, meaning, definition, needs and scope. Social legislation as an instrument for social control, social change, social justice, social defense and social reform. Indian constitution: importance, fundamental rights and directive principles of state policy, Indian constitution and social legislation

UNIT V

Personal laws: Laws related to children: Adoption, Guardianship and Maintenance, Laws related to women: dowry, Immoral Traffic, Domestic violence. Hindu laws related to marriage and divorce, Special Marriage Act, Laws to safeguard SC / ST , Juvenile delinquency and Mentally ill,

Introduction to Indian penal code - criminal procedure code, court, prisons, probation and parole. Legal aid-Public Interest litigation (PIL)- Right to Information Act.

References:

Batattacharia sanjay 2006 Social work administration and development, NewDelhi, Rawat.

Choudry .D. Paul 1991 : Voluntary social welfare in India, New Delhi, sterling.

Choudry D.Paul; 2000 : Social Welfare Administration, Lucknow, Atmaram and sons

Friedlander.W.A 1958 : Introduction to social welfare New Delhi., Prentice Hall.

Gangarde,Y.D. 1978 Social Legislation in India Vol I andII, NewDelhi, concept .

Goel .S.L& Jain R.K: 1998 Social Welfare Administration (Vols I&II)

Kulkarni.P.D 1978 The central social welfare Board New Delhi: Asia.

Pandey S.K. 2007 Social welfare Administration, New Delhi, Mahaveer and sons.

Rameshwari Devi, 2001 Social welfare Administration, Jaipur, Mangal deep publication, Jaipur.

Sachdeva :D.R. 1978 Social Welfare Administration in India, Allahabad, Kitab Mahal.

Subject description

This subject portrays various aspects of labour legislations, legislations relating to working conditions, safety, welfare, wages and social security.

Goals

To facilitate the students to learn about various labour laws

Objectives

On successful completion of the course the students should enrich their knowledge about a) laws relating to working conditions and safety b) laws relating to welfare c) laws relating to wages d) laws relating to social security.

Contents:**Unit I**

Labour Legislation – concept – meaning – objectives – importance-principles.

Labour Legislation: The apprentices Act **1961**, The Contract Labour regulation and abolition Act 1970- The Industrial Establishment national and Festival holidays Act 1951

Unit II

Legislation (Provisions) relating to working conditions and safety: The Factories act 1948-The Mines act 1952-The Plantation Labour Act 1951-The Motor Transport Act 1961-The Shops and Establishments Act 1947.

Unit III

Legislation (Provisions) relating to Welfare: The Factories Act 1948-The Mines Act 1952-The Plantation Labour Act 1951-The Catering Establishment Act 1958 – The Tamil Nadu Labour Welfare Fund Act 1972.

Unit IV

Legislation relating to Wages: The Payment of Wages Act 1936-The Minimum Wages Act 1948-The Equal Remuneration Act 1976-The Contract Labour Regulation Act 1970-The Payment of Bonus Act 1965.

Unit V

Legislation Relating to Social Security: The workmen's Compensation Act 1923 - The Employees State Insurance Act 1948 - The Provident Fund Act 1952 - The Employees Pension Scheme 1995- The Payment of Subsistence Allowance Act 1981- The Payment of Gratuity Act 1972 - The Tamilnadu conferment of permanent status of workmen Act 1981

References:

Bhatnagar Deepak	1986	Labour and Industrial Laws New Delhi: Pioneer Books
Kannan and Sowri Rajan	1996	Industrial and Labour Laws New Delhi: Taxman Allied Services
Kapoor ND	2000	Elements of Industrial Law New Delhi: Sultan Chand & sons.
Misra SN	1986	Labour and Industrial Laws. New Delhi: Alahabad Law Agency
Subramanian V.	2002.	Factory Laws Applicable in Tamilnadu. Chennai: Volume I II III IV and V, Madras book agency.
Tripathi PC and Gupta CB	2002	Industrial Relations and Labour Laws. New Delhi: Sultan Chand & sons.

Sub Description:

This subject deals with basic knowledge on hospital administration.

Goal:

To enrich the students' Knowledge on Hospital administration.

Objectives:

To help students understand the basics of hospital administration. To facilitate in fieldwork training.

Contents:**UNIT I:**

Meaning of hospital - Evolution of Hospitals from charity to modern hospital classification of hospitals - General, special, public, private, Trust, Teaching –cum Research Hospital - Small or Large Size Hospitals.

UNIT II:

Planning a Hospital - The Planning Process - Choosing a Site, Location and Access, Building - Space Utilization, Physical Facilities - residential facilities requirements of various types of Wards; out patient services and in-patient services, emergency services in Hospital - Medico Legal cases - Different departments required in the hospital.

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 Transfers- Performance appraisal. Working hours - leave rules and benefits –safety conditions - salary and wage policies, Training and development.

UNIT IV:

Staffing the hospital - selection and requirement of medical professional and technical staff - social workers -physiotherapist and occupational therapist Pharmacist -Radiographers - Lab technicians - dieticians - record officer -mechanics - electricians. Role of Medical Records in Hospital Administration - Content and their needs in the patient care system.

UNIT V:

Hospital Budget - departmental budget as a first step - specific elements of a department al budget including staff salary - supply costs - projected replacement of equipment - energy expenditures - contingency funds. Uses of computers in Hospital - purchase centralization- Shared Building system purchase agreements.

References:

- | | |
|------------------------------|--|
| Benjamin Robert,etal 1983 | Hospital Administration Desk Book Newjerky Prentice hall |
| Davies R Lewelyn etal. 1966 | Hospital planning &. administration Geneva:WHO |
| Goal S L 1981 - | Health care Administration New Delhi: Sterling |
| Rabick & Jonathan etal 1983: | Hospital organization and Management, London: Spectrum |
| Who Expert Committee 1957 | Role of Hospital in Programme of Community health protection. WHO technical Report services. |
| Who Expert Committee 1968 | Hospitals Administration WHO Technical Report Services No.395. |

Sub Description:

This subject deals with basic knowledge on Rural community and panchayat Raj and community development administration.

Goal:

To enrich the students Knowledge on Rural community

Objectives:

To familiarize the students with the concepts of rural community and its features.

To give opportunity to learn various aspects of rural community development,

Panchayat Raj, its administration and community development programmes.

UNIT I

Rural Community: Definition, meaning, Characteristics of rural Community, rural poverty, – rural development approach: Spatial Planning approach, Multipurpose approach, Integrated development approach, Area development approach, Multilevel district planning approach, Target group approach – India's strategy for rural development – Rural community development: Definition, meaning, objectives, scope & theories – Extension: concept, objectives, methods, techniques and limitations.

UNIT II

Origin and development: Rural Community Development in India and Asia – origin and background – Early Experiments: Sriniketan, Marthandom, Gurgaon – Pilot projects: Etawah project, Nilokheri experiment, Firka scheme – Rural Community development after independence: Constitutional Provisions – overview on Five year plan policies in Rural development.

UNIT III

Panchayati Raj: Local Self Government in ancient India: Moguls Period and British Period – Panchayati Raj after independence: Constitutional Provisions, Balwant Roy Metha Committee Report, Ashok Metha Committee Report, Main features of Panchayati Raj legislation (73rd Amendment), structure of panchayati raj system (Two Tier and Three Tier systems), Functions of Panchayati: Civic amenities, social welfare activities and Development work, resource of panchayati – State Control over Panchayati Raj institution – Problems of Panchayati.

UNIT IV

Community development administration :Organizational set-up and administration from National to local level – Planning machinery at the National, State and District level – Role of Panchayati Raj institution in planning – Planning by Zilla Parishad – Planning at block level – Planning at village level – “E” Panchayat (Electronic knowledge based panchayat) – Functions of BDO/Commissioner, Extension officers at block level – People's participation – Role of NGO'S and PRI in rural community development.

UNIT V

Training and community development programme: Training: Meaning, Objectives, Scope and importance of training - Training Institutions: NIRD, SIRD – Panchayati development and training (PD&T) – Role Of CAPART and NABARD in rural development – Rural Development Programmes: A very brief idea on IRDP, DWACRA, TRYSEM – In depth study on Central and State current programmes: Swarna Jayathi Gram Swarozgar Yojana, Sampoorna Gram Rozgar Yojana (SGRY), Indra Awas Yojana (IAY), IWDP, THADCO schemes – Namathu Gramam – Tamil Nadu Government social welfare schemes – Suggestions to improve the qualitative impact of the government programmes.

References:

Agarwal and Singh 1984

The Economics of
under development,
Delhi: Oxford University.

Aruna sharma and Rajagopal	1995	Planning for rural development Administration, New Delhi: Rawat
Bhadouria and Dua	1986	Rural Development Strategies Perspectives, Delhi: Anmol.
Brashmanda P.R Panchamuki V.R(Ed)	1987	Development process of the Indian economy, Bombay:Himalaya.
Dahama O.P.	1982	Extension and rural welfare, Agra: Ram Prasad and Sons.
Das Basanti	2007	Governmental programmes of rural Development, New Delhi: Discovery.
Dubey M.K	2000	Rural and urban Development, New Delhi, Common wealth.
Gopalakrishna Asari.V.	1985	Technological change for Rural Development in India, Delhi ,B.R.
Kulkarani,P.D and Nanavati mehar.D.	1997	Social Issues in Development, New Delhi: uppal.
Jain, Sures Chandra	2005	Indigenous for rural development New Delhi: concept.
Joshi R.B. and Narwani G.S	2005	Panchayat Raj in India New Delhi: Rawat.
Ledwith Margret	2006	Community Development New Delhi: Rawat.
Midgely,James	1995	Social Development: The Development perspective in Social Welfare, Newdelhi: Sage
Mudgal Rahul	2006	Rural Development policies and Management, New Delhi: Sarup and Sons.
Publication Division in India	2000	India: A reference manual, New Delhi: Ministry of Information and Broad Casting
Rajeswari Dayal	1962	Community Development Programme in in India, Allahabad: Kitab Mahal
Singh. D .R.	1990	Panchayati Raj and Rural Organizations: Allahabad, Charugh.
Thakur,B.N	1988	Sociology of Rural Development, New Delhi: Ashish.
Vijay C.M	1989	Rural Development Administration in in India, Jaipur :prateeksha.

Subject description:

This course portrays various aspects of Industrial relations such as ethical codes and factors of industrial relations , industrial disputes and settling machinery. Collective bargaining and workers participation.

Goals:

To facilitate the students to learn about Industrial relations

Objectives:

On successful completion of the course the students should enrich their knowledge about bipartite and tripartite bodies in Industrial relations, ethical codes of industrial relations, collective bargaining and workers participation.

Contents:**UNIT I**

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.

UNIT II

Ethical codes of industrial relations concept code of discipline in industry, causes and effects of industrial conflicts –problem of short term employment and out sourcing– strikes, lock outs, lay off, retrenchment, closure – need for industrial peace

UNIT III

The Industrial Disputes Act 1941 concepts of standing order - content - procedure for certification. The Industrial Employment (Standing Orders Act) 1946. Employee discipline- Domestic enquiry.

UNIT IV

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

UNIT V

The Concept of collective bargaining - objectives- principles, process -subject matter for collective bargaining -administration of collective agreements - difficulties 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.

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.

References:

Memoria C B	1999	Dynamic . Of Industrial Relationship in India - Bombay: Himalaya.
Sharma A M	1984	Industrial Relations Conceptional And Legal Frame Work - Bombay: Himalaya.
Srivathsava v	1998	Industrial relations and Labour Laws,New Delhi: Vikas.
Subba Rao P.	1999	Essentials of Human resource and Industrial Relations, New Delhi, Himalaya.

Subramainan K N	1967	Labour Management Relations In Tamil Nadu - Madras: Book Agency. I, II,III.
Tripathi P.C	2005	Personnel Management and Industrial elations. New Delhi, Sulatan chand and Sons.

SWP 13 B **FOUNDATIONS OF PSYCHIATRY-I**
(Special Paper-III)

Sub Description:

This subject deals with basic knowledge on brain, nervous system and various psychiatric disorders.

Goal:

To enrich the students Knowledge on Psychiatry.

Objectives:

To help students understand the basics of psychiatry. To facilitate them in field work training

Contents:

UNIT I

Anatomy & physiology of brain, nervous system, endocrinal system and its functioning.
Mental health: definition, factors affecting mental health.
Definition of psychiatry, Historical development of psychiatry.

UNIT II

Mental illness – symptoms – disorders of perception, cognition, speech, motor and emotional disorders.
Mental disorders, classification of mental disorders, mental status examination, psychiatric interview.

UNIT III

Neurosis – symptoms of Neurosis – etiology and clinical manifestations and differential diagnosis of anxiety, phobia, panic disorder, OCD, post traumatic order, conversion & disassociative disorders, psychosomatic disorders.

UNIT IV

Psychosis – symptoms of Psychosis – Types-functional and organic Psychosis – their differences, etiology, clinical manifestations and differential diagnosis of functional Psychosis- Schizophrenia and Affective disorder.

UNIT V

Organic Disorders- etiology, clinical manifestations and differential diagnosis of Dementia, Delirium, organic amensitic Syndrome.

References:

Abraham Varghese	1982	Introduction to psychiatry, New Delhi: BI
Bhatia M.S	2001	Essentials of psychiatry,New Delhi: CBS.
James H.Seully	1979	Psychiatry,New Delhi: D.K
Niraj Ahuja	1998	Introduction to psychiatry, New Delhi: Rawat
Omkarnath G.	1977	Psychiatry- P.G.Test review, New Delhi: CBS.
Kaplan		Synopsis of comprehensive text book of psychiatry
Robert J Walter	1998	Psychiatry for medical students,Chennai:Medical publishers
Samson G Irwin	2003	Abnormal Psychology, New Delhi: Prentice Hall

SWP 13C **WELFARE OF WEAKER SECTIONS**
(Sspecial Paper-III)

Sub Description:

This subject deals with basic knowledge on Welfare of weaker section in the society.

Goal:

To enrich the students Knowledge on weaker sections in the society

Objectives:

To educate the students with regard to scheduled castes, scheduled tribes and other weaker sections

To sensitize them on crucial problems like Untouchability bonded Labour and women related problems.

Contents:

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.

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.

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 solve tribal problems – Welfare programmes of the government and their beneficiaries and failures.

UNIT IV

Bondedlabour: 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 in the welfare of weaker sections.

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 of Women development.

References:

Borede P.T	1968	Segregation and Desegregation in India – Socio Legal Study, Bombay: Man kolas.
Dabra C.D	1984	Development of Weaker Sections:Newdelhi
Dubey S.N and Mundra Ratna	1976	Adminstration of Policy and Programmes for Backward class in India, Bombay: Somaiya.
Government of India	1999	Economical and educational development of scheduled castes New Delhi: Govt of India.
Mukhepadhyaya Swapria	1998	Women's health on public policy and community action, New Delhi : Manohar.

Nair T. Krishnan	1975	Social work education and Development of weaker section, Madras school of social work
Puroshothaman Sangeetha	1998	The Empowerment of women in India, New Delhi: Sage.
Shankar Rao CN	2006	Sociology of Indian Society, New Delhi: S.Chand .

SWP 15A

HUMAN RESOURCE MANAGEMENT

(Special paper IV)

Subject Description:

This course portrays various aspects of human resource management and personnel management such as HR planning and various management systems.

Goals

To facilitate the students to learn about Human resource management and Human resource development.

Objectives

On successful completion of the course the students should enrich their knowledge on HRM and Personnel management, HR planning, various management systems and wage and salary administration.

UNIT I

Human resource management- concept–importance–scope-Human resources management and personnel management.

Personnel management- importance – functions.

UNIT II

Human resource management and human resource HRD –concept, meaning,philosophy,components,functions-HRD scene in India-Current trends-TEI-TQM-TBM-ISO.

UNIT III

Human resource planning – meaning, need, process, forecasting human resource requirement-need for HR policies. Recruitment-meaning source-methods. Selection – meaning –steps-use of psychological test. Placement and Induction. Training and development-meaning need –importance-objectives-methodology. Concept of lean management and outsourcing g. Promotion-transfer-redeployment-retirement

UNIT IV

Performance management –Various system-needs for performance appraisal-difficulties in performance appraisal-job analysis-job evaluation-job description-job specification-job enrichment-job enlargement-job rotation

UNIT V

Wage and salary administration –New concepts-profit sharing –performance linked compensation- career development strategies-importance –objectives-principles-compensation packages-succession planning –registers and records-HR audit-HR research-HR score cord-employees satisfaction and measures for improvement-employees counseling.

References

Chanra Harish	2006	Human resource Development, New Delhi: Rawat.
Dale. H . Besterfield Carol Besterfield		Total quality management III Edition Pearson Education.

Davar R S	1977	Personnel Management And Industrial Relations New Delhi: Rawat.
Katju M	1982	Domestic Enquiry - Bombay: Tripathi (P) Ltd New Delhi – Vikas.
Memoria C B	1980	Personnel Management Bombay: Himalays
Manoj Kumar Sekar	2000	Personnel Management , New Delhi: Crest.
Mathur B L	1989	Human Resource Development Strategies, Approaches And Experiences Jaipur: Arinant
Nadler L	1984	Handbook Of Human Resource Development - New York : John Wiley And Sons
Sharma Vijay	2006	Dyanamics of Human resource Development Jaipur: ABD.
Venkata Ratnam C.S. Srivastva B.K.	1997	Personnel Management and Human resources New Delhi: Rawat.
Tripathi P.C	2005	Personnel Management and Industrial relations, New Delhi: Sultan’s chand and sons

SWP 15 B

FOUNDATIONS OF PSYCHIATRY –II (Special Paper-IV)

Sub Description:

This Course presents about various Childhood and Adult psychiatry disorders

Goals:

To facilitate the Students to be aware of various Childhood and adult psychiatric disorders which enable them in diagnosing & treating the mentally ill patients.

Objectives:

It enriches the knowledge of Students in psychiatric illnesses.

It enables the Students in managing the Patients.

Contents:

Unit I

Child psychiatry – their types –Developmental disorders, Specific developmental disorders, habit disorders, hearing disabilities, Mental Retardation and Conduct disorders.

Unit II

Personality disorders, three clusters of Personality disorders, their symptoms and management of Personality disorders.

Unit III

Psycho sexual disorders-types and treatment. Epilepsy- types of epilepsy, management of epilepsy.

Unit IV

Alcoholic and substance abuse, Components of alcoholism, Causes of Alcoholism and Treatment of Alcoholism.

Drug dependence– different types of drugs –Barbiturates, sedatives, cocaine, Heroine, Steroids, Hypnotics.

Unit V

Trans cultural psychiatry- Cultural bound syndromes – their symptoms.

References:

- Abraham Varghese 1982 Introduction to psychiatry, New Delhi: BI
- Bhatia M.S 2001 Essentials of psychiatry, New Delhi: CBS.
- James H. Seully 1979 Psychiatry, New Delhi: D.K
- Niraj Ahuja 1998 Introduction to psychiatry, New Delhi: Rawat
- Omkarnath G. 1977 Psychiatry- P.G. Test review, New Delhi: CBS.
- Kaplan Synopsis of comprehensive text book of psychiatry
- Robert J Walter 1998 Psychiatry for medical students, Chennai: Medical publishers
- Samson G Irwin 2003 Abnormal Psychology, New Delhi: Prentice Hall

SWP 15 C

URBAN COMMUNITY DEVELOPMENT

Subject Description:

This course deals with Urban community, urban administration, urban problems and programmes for Urban Community Development.

Goals:

To provide the students with theoretical knowledge of urbanization, urban administration, approaches to urban development, various urban problems, and programmes for Urban Community Development.

Objectives:

On successful completion of this course, the student should know various theories on urban life, problems and development.

The students learn administrative structure and programmes for urban development.

They acquire the skills to work with the urban community, and develop and implement programmes with them.

Contents:

UNIT I

Urban Community: Meaning, characteristics, rural – urban linkages 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.

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.

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.

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, Town Panchayats, metropolitan development authorities; functions of officials and non-officials in urban self-governments; slum clearance board, housing board, Housing and Urban Development Corporation (HUDCO), and United Nation's Centre for Human Settlement (UNCHS); role of voluntary agencies in urban development.

Unit V

Urban Development Programmes: Five year plans and Urban development; Madras Urban development projects (MUDP) I & II; Tamil Nadu Urban development project (TNUDP); Urban Basic Services Programmes (UBSP); Nehru Rozgar Yojana (NRY), Tamil Nadu Slum Area (Clearance and Improvement) Act 1971, programmes of Slum Clearance Board; Slum clearance and improvement programmes, Resettlement and rehabilitation programme; Role of community development wing in implementation of UCD programmes; Problems in implementation of Urban Community Development Programmes.

References:

- | | | |
|---------------------------|-------|--|
| Aray & Abbasi | 1995. | Urbanisation and its Environmental Impacts. New Delhi: Discovery. |
| Bhattacharya B | 2006 | Urban Development in India New Delhi: Concept. |
| Clinard, Marshall B | 1970 | Slums and Community Development. New York : The Free Press. |
| Diddee, Jayamala | 1993 | Urbanisation – Trends, perspectives and challenges, Jaipur: Rawat. |
| Mitra, Arup | 1994 | Urbanisation, slums, informal sector employment and poverty. B.R. Publications, New Delhi. |
| Phadke .V.S, etal. | 2007 | Urbanisation,Development and Environment,New Delhi:Rawat. |
| Ramachandran | 1989 | Urbanisation and Urban System in India. Oxford University Press, New Delhi. |
| Sabir Ali (Ed) | 2006 | Dimensions of Urban Poverty, New Delhi: Rawat. |
| Singh.R.B.(ed) | 2006 | Sustainable Urban Development New Delhi:Concept. |
| Sinha Rekha and Sinha U.P | 2007 | Ecology and quality of life in Urban Slums, New Delhi: Concept. |
| Sudha Mohan | 2005 | Urban Development and New Localism New Delhi: Rawat. |
| Stanly, Selwyn | 2005 | Social problems and issues: Perspectives for Intervention. Allied Publication, New Delhi. |
| Thudipara, Jacob Z. | 2007 | Urban Community Development. New Delhi:Rawat. |
| 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. |

Vibhooti, Shukla (1988).

Urban Development and Regional Policies in India. Himalaya Publication, Bombay.

Rangaswamy, Vimala (1967)

International Conference of Social Work: Urban Community Development – Its implications for Social Welfare, New York. Tenants and Trustees. Mac Millan, Delhi.

Wiepe, Paul (1981)

SWP 16A

ORGANIZATIONAL BEHAVIOUR

(Special Paper-V)

Subject description:

This course portrays various aspects of organizations behaviour, individuals and groups in organization, motivation, dynamics of organization, organizational change and development.

Goals:

To facilitate the students to learn more about challenges in organizational behaviour.

Objectives:

On successful completion of the course the students should enrich their knowledge to resolve conflicts in organizational environment, organizational changes and their impact on organization performance.

Contents:

UNIT I

Organizational Behaviour: definition - objectives – need, background and foundations of organizational behaviour - models of organization behavior-challenges in organizational behaviour.

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.

UNIT III

Motivation - theories of motivation – emotional intelligence, leadership, theories of leadership - concept of communication - communication process- effective communication – Management information system- management review meeting-Power and politics – organizational conflict.

UNIT IV

Dynamics of organization: concept of organization structure- bases of departmentation - span of management - 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.

UNIT V

Organizational change and Development - organizational culture – organizational effectiveness and organizational change. Organizational Development: meaning - characteristics– models – OD interventions – cross functional teams-Quality of work life.

References :

- | | | |
|-------------------|------|---|
| Jhon .W. Newstrom | 2007 | Organisationa Behaviour
Tata Mc Grow –Hill Publishing company ltd. |
| Kesho Prasad | 1996 | Organisational development foe excellence
S.Chand and company. |
| Khanka .S.S | 2000 | Organisationa behaviour
S.Chand and company, New Delhi. |
| Misha | 2001 | Organisation behaviour,Mumbai,Vikas. |

Stephen P. Robins	2005	Organisational behaviour Prentice – Hall of India Pvt Ltd, New Delhi.
P.Subba Rao	1999	Essentials of Human resource management and Industrial relations. Himalaya publishing House.

SWP 16B PSYCHIATRIC SOCIAL WORK PRACTICE

(Special Paper – V)

Sub Description:

This subject deals with basic knowledge on mental health problems, Psychological methods / treatment,

Goal:

To enrich the students Knowledge on Psychiatry social work practice.

Objectives:

To help students understand basics of mental health problems.

To facilitate in field work training

Contents:

UNIT - I

Magnitude of mental health problems among men, women, aged, socio-economically disadvantaged, urban and rural population and in disaster situations. Treatment for the mentally ill patients – chemotherapy.

Anti psychotic drugs, anti depressant – ECT – psychosurgery.

UNIT II

Psychological methods / treatment – psychotherapy, supportive, re-educative. Reconstructive psychotherapy – behaviour therapy, group therapy – yoga – meditation – occupational and recreational therapies.

UNIT III

Contemporary theories of therapy – client centered therapy – reality therapy – gestalt therapy – rational emotive behavior therapy – transactional analysis

UNIT IV

Role of psychiatric social worker in half way homes – day care centers – child guidance clinics – community mental health programmes.

Admission procedures governing – admission and discharge from a psychiatric hospital.

UNIT V

Policies and legislations related to mental health in India: Indian lunacy act – mental health act – community participation in mental health.

Present mental health care services: identification of needs and related services in India.

Training of psychiatric social work in India.\

References:

- | | |
|------------------------------|--|
| Bhatia M.S (2000) | : Essentials of psychiatry |
| Gorey | : Theory and Practice of counseling and psychotherapy |
| Government of India | : National mental Health Programme for India, Ministry of Health and Family Welfare. |
| Irwin .G.Samson | : Abnormal psychology. |
| Kaplan | : Synopsis for comprehensive of psychiatry |
| Kruvilla K & Venkoba Rao A | : Psychiatry |
| Pregest 1971 | : Psychiatry self Assesment review, New Delhi: Methrayl. |
| Robert J.W 1998 | : Psychiatry for medical students Chennai Medical publishers. |
| Robert Holman Coombs(ed) 200 | : Addiction counseling review, London: Lawrence Eribaun Associates |

Subject Description:

This subject deals with basic knowledge on non profit organisation, project identification, budgeting and project evaluation and monitoring.

Goals:

To provide the students with theoretical knowledge of non profit organisation, project identification, budgeting, project evaluation and monitoring.

Objectives:

To help the students to understand basics of on Non-Profit Organizations and its administration.

To improve their knowledge content on project formulation, implementation, monitoring and evaluation

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: Formulation of Societies, Trusts, And Non-Profit Companies.

UNIT II

Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.

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.

UNIT IV

Project evaluation and monitoring: 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.

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 behavioural, environmental and social issues – Institution building of Non-Profit Organisations in administering the Social Welfare Programmes.

References:

- | | | |
|---|------|---|
| Clark, John | 1991 | Voluntary Organisations:
Their Contribution to Development,
London, Earth Scan. |
| Eade Deborah and
Literingen Ernst.(ed) | 2006 | Debating development-NGOs and the
Future, New Delhi: Rawat. |

Ginbery, Leon.H	2001	Social Work Evaluation - Principles and Methods, Singapore, Allyn and Bacon.
Kandasamy.M	1998	Governance and Financial Management in Non – Profit Organization, New Delhi, Caritas India.
Kappor, K.K(Ed)	1986	Directory of Funding Organizations, New Delhi, Information and News Network.
Kumar, A	2003	Social Change through NGO's, New Delhi, Anmol Publishers.
Mukherjee, Amitarva(Ed)	1995	Participatory Rural Appraisal: Methods and Application In Rural Planning, New Delhi, Vikas.
Mukherjee, K.K and Mukherjee Sutapa	1986	Voluntary Organization: Some Perspectives, Hyderabad, Gandhi Peace Centre.
Mukherjee, Neela	1995	Participatory Rural appraisal and Questionnaire Survey, New Delhi:Concept.
Robin Lall	2004	The Dynamics of NGO's New Delhi, Dominant Publishers.
Sakararan and Rodrigues	1983	Hand Book for the Management of Voluntary Organisation Madras, Alfa.
Sooryamoorthy Rsnd Gangrade K.D	2006	NGOs in India-A cross Sectional study New Delhi: Rawat.
Vetrivel Surendra Kumar	1999	Participation – Concept, Approach and Techniques, New Delhi, Vetri.

* Colleges can choose any one of the following Group/Diploma Papers as Electives :

A. Diploma in Counseling & Guidance

1. Introduction to Counseling & Guidance
2. Counseling & Practice
3. Counseling Theories
4. Counseling Techniques

B. Diploma in Computer Applications

1. Computer Fundamentals and Internet
2. PC Software
3. Database Management and Analysis using SPSS
4. Executive Information System

C. Diploma in Entrepreneur Development

1. Entrepreneur Development
2. Entrepreneurship Innovations
3. Legal Aspects of Business
4. Business Plan

A. Diploma in Counseling & Guidance

Paper 1 : Introduction to Counseling & Guidance

Unit I

Guidance and Counseling on Today's Perspective

Introduction –Meaning of guidance. Basic principles and assumptions underlying guidance-Definitions of counseling-Characteristics of a counselor.

Unit II

Foundations of counseling: History and Research

The identify of counseling- History of Therapeutic Counseling: The ancient Philosophers- The first Psychiatrists-Influences from psychology- The Guidance era. The counseling era-The era of the therapeutic counseling –Licensing and regulation in counseling –Research foundation of counseling ; Counselors as scientist-practitioners; counseling research process –research for the counselor

Unit III

Settings for counseling

What counselors have in common: A unique identity-many different roles –a set of generic skills-a set of common goals –developmental and remedial orientation-team work-counseling process :steps in counseling

Unit V

The therapeutic relationship-

Qualities of counseling relationships-perspectives on helping relationships: congruence –positive regard and empathy-working alliance-counselors as relationship specialists-conflict, resolution in relationships –practical dimension of therapeutic relationships –commitment –trust-empaty-confidentiality –benevolentpower –creating a relationship in the initial interview; establishing rules –planning hope –assuring confidentiality- assessing expectations –collecting information, identifying problems-beginning intervention-first session agenda review reciprocal influence

Unit V

Assessment , testing and the diagnostic process

Meaning of assessment –role of testing in the assessment process-standardized measures :test of ability, aptitude, achievement and test of typical performance Selecting tests-non standardized measures: observational assessment –case study, rating scale-self assessment –using assessment methods. Formal and functional diagnosis-diagnosis-ethical concerns-Behavioral Diagnosis

Paper-2 : Counseling and Practice

Unit I

Group counseling

Survey of groups: encounter groups-guidance groups –counseling groups-therapy groups-self help and support groups. Some consideration in the use of group modalities –counteracting potential limitation-advantages of group work –cost efficiency- spectator effects-stimulation values-feedback-support-structured practice-basic assumptions about groups. Group process stages-cues of intervention –abusive behavior –rambling and digressions-withdrawal and passivity-lethargy and boredom-semantic error-specialized skills of group work

Unit II

School counseling in School

For new entrants-elementary stage-specific objectives and activity-middle stage-specific objectives-general and specific activities-lower secondary stage –specific objectives and activities-senior secondary stage

Unit III

Career counseling

Functions of work –roles of counseling –facilitating awareness –becoming familiar with the world of work –teaching decision making skills-teaching employability skills- theories of career development-caplow – super-holland-hoppock-roe-karumboltz-career education :abilities –interest-values-career decision making –trend and issues in career counseling: changes in work place-work and leisure-use of technology-counseling in industries

Unit IV

Marital ,family and sex counseling

Family VS individual counseling-theories of family counseling –power in relationship-symptoms as solution –interpreting symptoms as solutions-diagnostic questions-reframing –directives: forcing the spontaneous –position through compliance-pretending-slowing down. Ethical issues in family counseling.

Sex counseling: clinical assessment interview –physical examination and medical history-exploration of relationship –sensate focuses exercise-specialized techniques –evaluation

Unit V

Addiction counseling

Symptoms of addiction-drug use and abuse-drug culture-types of drugs-marijuana –depressants-stimulants-narcotics-halucinogens -effects of drug abuse-adolescent drug use-prevention –abuse in special population-the elderly-the disabled principles for counseling the chemically dependent: Medical model – AA / NA model. Therapeutic model.

Paper-3 : Counseling Theories

Subject Description:

This course presents different counseling theories.

Goals: To facilitate the students to learn the need and importance of different counselling theories its applicability in the social work profession.

Objectives: On successful completion of the course the students should enrich their knowledge about (i) different theories of counseling and (ii) Applicability of various therapies to multi-cultural perspective.

Unit I Psychoanalytic Therapy

Introduction: Key Concepts, The therapeutic process and Application Therapeutic and Techniques, Procedures; Psychoanalytic Therapy from a Multi-cultural Perspective

Unit II Adlerian Therapy

Introduction, Key Concepts, The Therapeutic Process, Application, Therapeutic Techniques and Procedures, Adlerian Therapy from a Multi-cultural Perspective

- Unit III Existential Therapy**
Introduction, Key Concepts, The Therapeutic Process, Application Therapeutic Techniques and Procedures; Existential Therapy from a Multi-cultural Perspective
- Unit IV Person-centered Therapy**
Introduction, Key Concepts, The Therapeutic Process, Application Therapeutic Techniques and Procedures, Person-centered Therapy from a multi-cultural Perspective
- Unit V Rational Emotive Therapy**
Introduction, Key Concepts, The Therapeutic Process, Application Therapeutic Techniques and Procedures, Person-centered Therapy from a Multi-cultural Perspective.

Paper-4 : Counseling Techniques

Subject Description:

This course presents different counseling theories.

Goals:

To facilitate the students to learn the need and importance of different counseling theories its applicability in the social work profession.

Objectives:

On successful completion of the course the students should enrich their knowledge about (i) different theories of counseling and (ii) Counseling history and research, (iii) basics of counseling and therapeutic relationships, and (iv) Assessment, Testing and Diagnostic process.

Unit I

Behaviour Therapy

Introduction-Key concepts-The therapeutic process-Application: Therapeutic techniques and procedures Behaviour Therapy from a multicultural perspective

Unit II

Cognitive Behaviour Therapy - Introduction-Key concepts-The therapeutic process-Application:

Therapeutic techniques and procedures- Aaron Beck's cognitive Behaviour therapy-Meichjenbaum's cognitive behaviour modification

from a multicultural perspective

Unit III

Reality Therapy

Introduction-Key concepts-The therapeutic process- Application: Therapeutic techniques and procedures Reality Therapy from a multicultural perspective

Unit IV

Approaches cognitive therapy Expressive therapy: Art Therapy-Music and dance therapy –play back therapy

References (For both the Papers):

- | | |
|---|--|
| Gelso, Charles J. & Fretz, Bruce R., 1995 | Counseling Psychology, Prism Book Pvt. Ltd. Bangalore. |
| Dave, Indu, 1991 | The Basic Essentials of Counseling, Sterling Publishers, N.D. |
| Gururani, 2005 | Guidance & Counseling: Educational, Vocational & Career Planning, Akansha Publishing House, New Delhi. |
| Kottler, J.A. and Brown, R.W., 2000 | Introduction to Therapeutic Counselling, Brooks/Cole, U.S. |
| Leigh, A. 1998 | Referral and Termination Issues for Counselors, Sage, N.D. |
| Patterson, Lewis E. 1981 | The Counseling Process, Tata McGraw Hill Publishing Company Ltd., New York. |
| Prahanthem, B.J., 1988 | Therapeutic Counseling, Christian Counseling Centre, Vellore |
| Sharma, Ram Nath, 2001 | Counseling and Guidance, Surjeeth Publications, New Delhi. |
| Woofe, R & Dryden, W. | Handbook of Counseling Psychology, Sage, New Delhi. 1996 |
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B. Diploma in Computer Applications

Paper-1 : Computer Fundamentals and Internet

UNIT I

Data and Information : Types of data, simple model of a computer – Desktop Computer. Acquisition of numbers and textual data : Introduction – Input Units – Internal representation of numeric data, representation of Characters in computers.

UNIT II : Acquiring graphical data : Introduction – Acquisition of textual data, pictures – Storage format for pictures – Image compression fundamentals – Image acquisition with digital camera. Acquiring audio data – Acquisition of video – processing of multimedia data – Processing and displaying textual data.

UNIT III : Data storage – Introduction – Memory cell – RAM, ROM, Floppy Disk Drive CD ROM, Archival memory – Central Processing Unit – Output devices.

UNIT IV : Internet:First Steps – Getting connected – The World Wide Web – E-mail – Newsgroups.

UNIT V : Internet : FTP–Netiquette – Security & Social Issues – Internet Chat – Other things to do.

REFERENCE BOOKS :

1. V.Rajaraman, “ Introduction to Information Technology”, Prentice Hall of India,2003.
2. Chris Russell,” Internet in easy steps “, Dreamtech press.

Paper-2 : PC Software

UNIT – I

Introduction to office automation – A brief about latest packages – Introduction to windows – Creation of Icons – Introduction to MS- office – Important of word processor, Spreadsheet database and presentations in office environment.

UNIT – II

Word basics – Editing with word – Copying and moving text – Searching – Replacing – Pictures in documents – Printing documents – for mating with word – for mating – paragraphs – Sections Creating from letters- Tables & footnotes – Spell Checking – Sorting – Fields, Annotation, Book marks and cross reference.

UNIT – III

Creating worksheet – Entering and editing text, Numbers and Formulas- Saving – Excel functions- Modifying worksheet – Range selection – Copying and moving Data – Defining Names – Inserting and deleting Rows and columns – Moving around worksheet – Naming Worksheet, Copying , Inserting & Deleting worksheet – Formation , Auging Heading displaying value – Changing and Selecting fonts, protesting data, Using styler & templates – Printing worksheet – Creating charts – managing data – what if tables, pirot tables wrads, Macros , linking worksheets.

UNIT – IV

Creation new database – modifying Database structure – Entering Data – Retriveing Data – Using Quires – changing screen displays – Searching the database – sorting – updating – Report generation – Mailing Labels – working with numbers, Dates and yes/no fields, working with multiple tables.

UNIT – V

Basic of power point – Creating and Editing slides – Formatting slides – Master slides – Templates – Coloring text and objects – Transitions – Heading slides – Using clip art gallery – chart creations – managing files.

REFERENCE BOOKS:

1. Joyce Cox & Polly Urban – Quick Course in Microsoft Office – Golgotia Publications.
2. R.K.Taxali–PC Software for Windows Made Simple–Tata Mcgrawhill Publishing Co.–1998.

Paper-3 : Database Management and Analysis using SPSS

Unit-I : SPSS Main Menus and Functions: Operation commands, Data definition and manipulation commands, Procedure commands.

Unit-II : Creating Data Files in SPSS: Data File Types, Opening data file options, Reading Database files, Saving data files.

Unit-III : Editing Data: Data View, Variables View, Editing data in Data view, Identifying missing values and replacement, Consistency checking – checking of range of codes for variable.

Unit-IV: Data Transformation: Complete Variable, Creating new variable by transformation, Recording values, Categorize variables, Select Cases, Weight Cases.

Unit-V : Elementary Analysis of Data and Interpretation: Working with command syntax, Frequencies, Description. Cross-tabs, Summarize, Means, Correlations, Chi-Square, t-Test. Introduction to Linear Regression and Interpretation.

References :

1. Asthna, Hari Shankar and Sraj Shushan, 2007. Statistics for Social Sciences, New Delhi: Prentice-Hall OfIndia Private Ltd.
1. Gaur.S.Ajai and Gaur.S.Sanjaya.1977. Statistical Methods for Practice and Research : A Guide to Data Analysis using SPSS. New Delhi: Sage Publications.
2. George, Darren and Paul Mallery,2006, SPSS for Windows Step by Step: A Simple Guide and Reference. New Delhi: Pearson Education Inc.
3. Shajahan.S, 2004, Research Methods for Management. Mumbai: Jaico Publishing House.
4. SPSS Inc.SPSS Base 11.0 User's Guide. Chicago: SPSS Inc., 1988.

Paper-4 : Executive Information System

UNIT I

Introduction to Management Information Systems-An overview of MIS-structure of MIS-managerial end user: Basic definition- framework for managerial end user-Systems concepts-characteristics of systems-types of systems-business as a system-Information processing concepts-data- information systems approach to problem solving.

UNIT II

Managerial overview-Computer hardware-Computer Software-Telecommunication- Computer files and Database concepts-Database organization and processing.

UNIT III

Transaction processing systems: Information reporting and executive information systems- Attributes of information quality.

UNIT IV

Managerial decision making and Decision support systems: Information, decision making and management-Models for decision support- Software for decision support- Using DSS and developing DSS

UNIT V

Enhancing managerial decision making: Decision Support systems-Group Decision support systems (GDSS)-Executive support in the Enterprise.

REFERENCE BOOKS

1. James A-O'Brien, "Management Information Systems" – Galgotia Publications Pvt Ltd.
2. Gordon B Davis, Margrethe H Olson, "Management Information Systems-Conceptual Foundations, Structure and Development", TataMcGrawHill, II Edition.
3. Kenneth C Laudon, Jane P Laudon, "Management Information Systems-Managing the Digital Firm", Pearson Education, 7th Edition.

C. Diploma in Entrepreneur Development

Paper-1 : Entrepreneur Development

Subject Description :

This course presents the concepts, characteristics and role of entrepreneur and the basics of project finance and issues related to setting small business.

Goals :

To enable the students to develop the achievement motivation and to develop entrepreneurial competency.

Objectives:

On successful completion of the course the students will be able to understand

1. the concept, characteristics and role of entrepreneur
2. the need for developing rural entrepreneurship
3. the impact of government actions in entrepreneurship development.
4. the factor that motivate the people go for their own business.
5. the opportunities available for adapting for entrepreneurs career

Contents

UNIT I

Entrepreneur - meaning - importance - Qualities, nature types, traits, culture, Similarities and differences between entrepreneur and intrapreneur. Entrepreneurship and economic development - its importance - Role of entrepreneurship - entrepreneurial - environment.

UNIT II

Evolution of entrepreneurs - entrepreneurial promotion: Training and developing motivation: factors - mobility of entrepreneurs - entrepreneurial change - occupational mobility - factors in mobility - Role of consultancy organisations is promoting entrepreneurs - Forms of business for - entrepreneurs.

UNIT III

Project management: Sources of business idea - Project classifications - identifications - formulation and design - feasibility analysis - Preparation of Project Report and presentation. Financial analysis - concept and scope - project cost estimate - operating revenue estimate - Ratio analysis - investment Process - B E analysis - Profit analysis - Social cost benefit analysis - Project Appraisal methods - Project Report preparation.

UNIT IV

Project finance: Sources of finance - Institutional finance - Role of IFC, IDBI, ICICI, LIC, SFC, SIPCOT, Commercial Bank - Appraisal of bank for loans. Institutional aids for entrepreneurship development - Role of DICS, SIDCO, NSICS, IRCI, NIDC, SIDBI, SISI, SIPCOT, Entrepreneurial guidance bureau - Approaching Institutions for assistance

UNIT V

Setting small scale industries - location of enterprise - steps in setting SSI unit - Problems of entrepreneurs - Sickness in small industries - reasons and remedies - Incentives and subsidies - Evaluating entrepreneurial performance - Rural entrepreneurship - Women entrepreneurship.

REFERENCE

1. Vasanth Desai "*Dynamics of Entrepreneurial Development and Management*" Himalaya Publishing House.
2. N.P.Srinivasan & G.P. Gupta "*Entrepreneurial Development*" Sultanchand & Sons.
3. P.Saravanelu "*Entrepreneurship Development*" Eskapee publications.
4. S.S.Khanka "*Entrepreneurial Development*" S.Chand & Company Ltd.,
5. Satish Taneja, Entrepreneur Development ; New Venture Creation

Equipments/Softwares and other teaching aids and tools: Computer, LCD Projector, OHP, PowerPoint slides

Preferable Method of Teaching: Lectures and Case Study

Suggested components for evaluation for internal: Internal Test, Assignment and Seminar

Suggested contact hours required for teaching: 45 Hours

Paper-2: Entrepreneurship and Innovations

Subject Description

The course presents the various aspects of entrepreneurship, invention and importance of innovation in business management and expansion.

Goals : To enable the students to learn the various aspects of innovation and methods of Fostering Innovation

Objectives : On successful completion of the course the students will be able to understand

1. the importance of innovation in business
2. the process of planning innovation
3. the role of innovation in marketing.
4. the various tools in technological innovation.

Contents

UNIT I

Innovation in business – the big picture –The IQ – Innovation Quotient – Stepping off the cliff – Establishing environments for creativity - Cycling worlds – Creating the climate – Taking risks, failing and being OK.

UNIT II

Working in an environment for creativity – The death of the chairperson – Listening: for ideas and to the meeting in your head – Speaking for easy listening – Questioning... the wisdom? – The destructive nature of questions – Hiding ideas behind questions – Discounting and revenge cycles – itemized response

UNIT III

The Creative Problem – solving Structure - Planning - Task analysis – Springboards – Speculative thinking exercise – Imaging, metaphor, analogy and excursion – Journey into absurdity – Selection of springboards – Idea development – Developmental thinking exercise – Next steps – Learning from actual experience.

UNIT IV

Invention and Innovation – The Breakthrough Dilemmas – Invention : Seeing Differently – Innovation: The Long Road – Fostering Invention – Mentoring and Apprenticeship – Fostering Innovation –Innovative Research Groups – Obstacles to Radical Innovation – Cultures of Innovation – Innovation at the Crossroads.

UNIT V

Innovation and the Market – Assessing the Risk -The Innovation Process – Where Are We Now ? – The Diagnosis – The Consultation Group – Selecting a Strategy – Preparing the Organisation – Setting up the Investment.

Evaluating the Costs of the Project – Evaluating the Impact of the Project - Innovation is a State of Mind – Technology Watch – Acquiring Technological Innovation – Intellectual Property – Partnership

REFERENCE:

1. Bellon Whittington “Competing through Innovation” , Prentice
2. Peter F. Drucker, Innovation and Entrepreneurship
3. Michael H. Morris, Donald F. Kuratko, and Jeffery G Covin, Corporate Entrepreneurship & Innovation
4. Robin Lowe and Sue Marriott, Enterprise: Entrepreneurship and Innovation: Concepts, Contexts and Commercialization
5. John Bessant and Joe Tidd, Innovation and Entrepreneurship

Equipments/Softwares and other teaching aids and tools: Computer, LCD Projector, OHP, PowerPoint slides

Preferable Method of Teaching: Lectures and Case Study

Suggested components for evaluation for internal: Internal Test, Assignment and Seminar

Suggested contact hours required for teaching: 45 Hours

Paper-3 : Legal Aspects of Business

Subject Description : This course presents the various types of business organisations and the various legal formalities to be followed to start an organisation.

Goals : To enable the students to learn the various kinds of business organisation and the method of promoting them.

Objectives : On successful completion of the course the students will be able to understand

5. the various types of business organisations
2. the merits and demerits of various form of organisation
3. the various legal formalities in starting an organisation
4. the procedure for establishing a company.

Contents :

UNIT I

Nature And Scope Of Business-Concept of Business-Branches of Business-Business System-Business organization as a system-systems approach applied in an organization-Objectives of modern business-Essentials of a successful business-Forms of Business Organisations- Forms of private and public sector enterprises-Rationality of public enterprises-Objectives of public enterprises-Management of state enterprises-Forms of state enterprises-Department undertaking-Government company-Public corporation-Features, merits and demerits.-Planning- Advantages and limitations of planning – organization structure-Line, functional, staff organisations-Line and staff conflicts-projects, committee organization-Management consultancy

UNIT II

Law Relating To Partnership: Growth of Law of Partnership-Customs and usage of trade as origin; partnership law under the different schools-Hindu Law of partnership, Jews Law, Roman Law, French Law, English Law, American Law and Indian Law.-Indian Partnership Act,1932 – Introduction-Applications to provisions of Act IX of 1872 (Indian Contract Act,1872)-Outline of the Act. Definition of Partnership-Mode of creating partnership-Deed of Partnership-Firm name-Property of the firm-Tenancy right-Position of minor-Position of alien enemy-Insolvent-Married and un married woman-Hindu Undivided Family-A foreigner, Convict, Corporation in partnership-Types of Partnership-Partnership at will and Particular partnership, Classification of partnership on the basis of liabilities-Limited liability partnership and unlimited liability partnership-and Partner by holding out of estoppels.

UNIT III

Partnership and Other Association-Partnership and H.U.F-Partnership and co-ownership-Partnership and club or non-trading association-Partnership and Joint Stock Company. Rights, Duties, Liabilities and Authorities of Partners-Mutual rights and duties-Rights and authorities-Liabilities-Rights of transferee of a partner's interest-Rights of a partner-Duties of partners-mandatory and duties subject to agreement-Authorities of partners-Limitation of implied authorities-Reconstruction-Liability of a retiring partner-Liability of insolvent partner-Effect of change in constitution of the firm on guarantee given-Rights of outgoing partner-Agreement in restraint of trade.

UNIT IV

Registration of Firm-Mode of registration-Application for registration-Signature-Verification-Fees-Certificate of registration-Registrar of firm-Rectification of mistake-Amendment of register by order of court-Penalty for furnishing false particulars-Inspection-Copy and rules of evidence regarding register and filed documents-Effects of non-registration of firm-Dissolution of Firm – Types of dissolution-Compulsory dissolution - voluntary dissolution under supervision of court and without the supervision of court-Rights-duties-and liabilities after dissolution of firm-Mode of giving public notice.

UNIT V

Company Law – Nature of Company-Kinds of Companies-Formation of Company-Memorandum of Association-Articles of Association-Prospectus-Membership in a Company-Share Capital-Shares-Borrowing Powers-Management and Administration-Meetings and Proceedings-Accounts and Auditors-Prevention of Oppression and Mismanagement-Compromises, Arrangements and Reconstructions-Winding up. - Indemnity and Guarantee-Bailment And Pledge-Contract Of Agency-Sale Of Goods – Formation of Contract – Conditions and Warranties –Transfer of Property – Performance of Contract – Rights of an Unpaid Seller-Negotiable Instruments – Negotiable Instruments – Notes, Bills and Cheques-Parties to a Negotiable Instrument – Negotiation-Presenment of a Negotiable Instrument-Dishnour of a Negotiable Instrument-Discharge of a Negotiable Instrument-Rules of Evidence.

REFERENCE

1. SS Gulshan, Business Law, Excel Books, 3rd Edition, 2006
2. Y.K.Bhusan, Business organisation and management
3. R.K.Sharma and Sashi K. Gupta, Business organisations.
4. S.C.Khuchal, Business Law
5. N.D.Kapoor, Business Law

Equipments/Softwares and other teaching aids and tools: Computer, LCD Projector, OHP, PowerPoint slides

Preferable Method of Teaching: Lectures and Case Study

Suggested components for evaluation for internal: Internal Test, Assignment and Seminar

Suggested contact hours required for teaching: 45 Hours

Paper - 4 : Business Plan

Subject Description : The course presents the various aspects of a business plan and its preparation.

Goals : To enable the students to prepare a good business plan.

Objectives : On successful completion of the course the students will be able to understand

1. the importance of business plan.
2. the various components of business plan.
3. to prepare the business plan for starting a business.

Contents :

UNIT I : Business Plan : The Meaning - The 'Why' of Business Plan - Basic Parameters - Basic parameters : Timing of Decisions Undertaken - Project Parameters :The Common Considerations – Factor of successful business – capital management – eligibility to attract motivates- financial control – Anticipating change and adaptability.

UNIT II : Business Plan process – Sources of Information – Internet , government sources and statistics – offline research resources- Library –SBDC's – Trade and industries association – sources of market research – evaluating data - Benefits of Market Study - Coverage of Market Study - Information Sources - Market Demand : A Five Dimensional Concept

UNIT III : Business Plan Components – The Executive Summary – Company Description – Industry Analysis & Trends – Target Market – Competition – Strategic Position & Risk Assessment – Marketing Plan & Sales Strategy – operations – Technology Plan – management & Organization – Community Involvement & Social Responsibility – Development, Milestones & Exit Plan – The Financials.

UNIT IV : Exploratory –cum-Desk Research (EDR) – Field Interviews : An Essential Skill – Field Interviews : useful Tips - Product / Service and EDR /DMR – Detailed Market Research (DMR) – Other Methods – Analysis of Information - Need for Judgments – Soft Drink Illustration – Errors and Precautions – Manufacturing Process – Sources of Technical Know-how - Reassurance on Manufacturing Process – Plant and Machinery – Supplier Identification – Interaction with Suppliers – Supplier Selection - Tips on Supplier – transaction.

UNIT V : The Lay – out – Built-up Area – Raw materials - Packing – Land Requirement – Utilities – Manpower – Search for Location : Reasons – Selection Criteria-Information Sources – Location / Site Selection - Purpose of Financial viability – Financial viability : Meaning – Project Cost – Avoid Differences with Loaning Agency – Working Capital and Working Capital Margin - Assessment of Working Capital Requirement – Working Capital Assistance.

Capacity Utilization and Income, Expenditure, Profit Estimate – Viability Test – profitability – Cash Flow Estimate – Risk Analysis – Financial Viability : A Recapitulation – Implementation schedule.

REFERENCE :

1. Rhonda Abrams "The Successful business Plan Secrets & Strategies" Prentice
2. Rhonda Abrams "The business Plan in a day" Prentice
3. Business plan Preparation –Entrepreneurship Development Institute of India
4. Arthur R. DeThomas Ph.D. and Lin Gensing-Pophal, Writing a Convincing Business Plan
5. Mike P. McKeever, How to Write a Business Plan

Equipments/Softwares and other teaching aids and tools: Computer, LCD Projector, OHP, PowerPoint slides

Preferable Method of Teaching: Lectures and Case Study

Suggested components for evaluation for internal: Internal Test, Assignment and Seminar

Suggested contact hours required for teaching: 45 Hours
