

Annexure No.	49 B
SCAA Dated	29.02.2008

BHARATHIAR UNIVERSITY: COIMBATORE - 641 046
MASTER OF SOCIAL WORK (MSW)
with **Diploma in Counselling & Guidance (REGULAR)**
(Effective from the academic year 2007-2008 and thereafter for **Affiliated Colleges**)

1. Eligibility for Admission to the Course

A candidate who has passed any Bachelor Degree of this University or an examination of some other University accepted by the syndicate as equivalent thereto shall be eligible for admission to the Master Degree of this University.

2. Duration of the Course

This Course of Study shall be based on Semester System. This Course shall consist of four Semesters covering a total of two Academic Years. For this purpose, each Academic Year shall be divided into two Semesters; the first and third Semesters; July to November and the second and the fourth Semesters; December to April. The Practical Examinations shall be conducted at the end of even Semester.

3. Course of Study

The Course of the M..S.W Degree shall be under the Semester System according to the Syllabus to be prescribed from time to time. This Course consists of Core Subjects and Elective Subjects. There shall be one Paper on applied Skill Oriented, subject preferably in each semester as part of the adjunct Diploma Programme.

4. Scheme of Examinations

As given in the respective Board.

Distribution of Marks	
Core	- 1800
Diploma	- 400
Total Marks	- 2200

5. Requirement to appear for the Examinations

- a) A candidate will be permitted to take the University Examination for any Semester, if
 - i) he/she secures not less than 75% of attendance out of the 90 instructional days during the Semester.
- b) A candidate who has secured attendance less than 75% but 65% and above shall be permitted to take the Examination on the recommendation of the Head of the Institution to condone the lack of attendance as well as on the payment of the prescribed fees to the University.
- c) A candidate who has secured attendance less than 65% but 55% and above in any Semester, has to compensate the shortage of attendance in the subsequent Semester besides, earning the required percentage of attendance in that Semester and take the Examination of both the Semester papers together at the end of the latter Semester.
- d) A candidate who has secured less than 55% of attendance in any Semester will not be permitted to take the regular Examinations and to continue the study in the subsequent Semester. He/she has to re-do the Course by rejoining the Semester in which the attendance is less than 55%.

e) A candidate who has secured less than 65% of attendance in the final Semester has to compensate his / her attendance shortage in a manner to be decided by the Head of the Department concerned after rejoining the Course.

6. Restriction to take the Examinations :

a) Any candidate having arrear paper(s) shall have the option to take the Examinations in any arrear paper(s) along with the subsequent regular Semester papers.

b) Candidates who fail in any of the papers shall pass the paper(s) concerned within 5 years from the date of admission to the said Course. If they fail to do so, they shall take the Examination in the revised Text / Syllabus, if any, prescribed for the immediate next batch of candidates. If there is no change in the Text / Syllabus they shall take the Examination in that paper with the Syllabus in vogue, until there is a change in the Text or Syllabus.

In the event of removal of that paper consequent to the change of Regulations and / or Curriculum after a 5 year period, the candidates shall have to take up on equivalent paper in the revised syllabus as suggested by the chairman and fulfill the requirements as per Regulations/Curriculum for the award of the Degree.

7. The Medium of Instruction and Examinations : The medium of instruction and Examinations shall be in English, except languages.

8.Submission of Record Notebooks for Practical Examinations : Candidates taking the Practical Examinations should submit bonafide Record Note Books prescribed for the Practical Examinations. Otherwise the candidates will not be permitted to take the Practical Examinations.

9. The Minimum (Pass) Marks : A candidate shall be declared to have passed in a paper if a student obtains not less than 50% of marks in that paper. A candidate shall be declared to have passed the whole Examination if the student passes in all the papers.

10. Improvement of Marks in the subjects already passed : Candidates desirous of improving the marks secured in their first attempt shall reappear once within the subsequent Semester. The improved marks shall be considered for classification but not for ranking. If there is no improvement there shall not be any change in the original marks already awarded.

11. Classification of successful candidates

A candidate who passes all the Examinations in the first attempt within a period of two years securing 75% and above marks in the aggregated shall be declared to have passed with First Class with Distinction.

Successful candidates passing the P.G. Degree Examinations, securing 60% marks and above shall be declared to have passed the examination in First Class. All other successful candidates shall be declared to have passed the Examination in Second Class.

12. Ranking

A candidate who qualifies for the PG Degree Course passing all the Examinations in the first attempt, within the minimum period prescribed for the Course of Study from the date of admission to the Course and secures 1st or 2nd Class shall be eligible for ranking and such ranking will be confined to 10% of the total number of candidates qualified in that particular subject to a maximum of 10 ranks.

The improved marks will not be taken into consideration for ranking.

13. Conferment of the Degree

No candidate shall be eligible for conferment of the Degree unless he / she has undergone the prescribed Course of Study for a period of not less than four Semesters in an Institution approved of by and affiliated to the University or has been exempted there from in the manner prescribed and has passed the Examinations as have been prescribed.

14. Evening College

The above Regulations shall be applicable for candidates undergoing the respective Courses in the Evening Colleges also.

15. Revision of Regulations and Curriculum

The above Regulation and Scheme of Examinations will be in vogue without any change for a minimum period of three years from the date of approval of the Regulations. The University may revise /amend/ change the Regulations and Scheme of Examinations, if found necessary.

16. Transitory Provision

Candidates who have undergone the Course of Study prior to the Academic Year 2007-2008 will be permitted to take the Examinations under those Regulations for a period of four years i.e. up to and inclusive of the Examination of April 2012 thereafter they will be permitted to take the Examination only under the Regulations in force at that time.

**BHARATHIAR UNIVERSITY
COIMBATORE – 641 046**

MASTER OF SOCIAL WORK

Scheme of Examinations and Course of Study

(For the students admitted during the academic year 2007-08 onwards)

CODE NO.	SUBJECTS	INTERNAL EXAM	EXTERNAL EXAM	MAX. MARKS
FIRST SEMESTER				
SWP 01	Introduction To Social Work	25	75	100
SWP 02	Indian Society	25	75	100
SWP 03	Human Growth and Development	25	75	100
SWP 04	Social Case Work	25	75	100
SWP 05	Concurrent Field Work - Practical- I	75	25*	100
SECOND SEMESTER				
SWP 06	Social Group Work	25	75	100
SWP 07	Community Organization and Social Action.	25	75	100
SWP 08	Social Work Research And Statistics	25	75	100
SWP 09A	Labour Welfare (Spl. Paper - I) (or)	25	75	100
SWP 09B	Medical Social Work (Spl. Paper - I) (or)			
SWP 09C	Rural And Urban Social Structure (Spl.Paper - I)			
SWP 10	Concurrent Field Work – Practical – II	75	25*	100

THIRD SEMESTER

SWP 11	Social Welfare Administration And Social Legislation	25	75	100
SWP 12 A	Labour Legislation (Spl. Paper – II)			
SWP 12 B	Hospital Administration (Spl. Paper – II)	25	75	100
SWP 12 C	Rural Community Development (Spl. Paper – II)			
SWP 13 A	Industrial Relations (Spl. Paper – III)			
SWP13 B	Foundation of Psychiatry (Spl. Paper – III)	25	75	100
SWP 13 C	Welfare Of Weaker Section (Spl. Paper – III)			
SWP 14	Concurrent Field Work.- Practical –III	75	25*	100

FOURTH SEMESTER

SWP 15 A	Human Resource Management (Spl. Paper – IV)			
SWP 15 B	Psychiatric Social Work Practice (Spl. Paper - IV)	25	75	100
SWP 15 C	Urban Community Development (Spl Paper – IV)			
SWP 16 A	Organizational Behaviour (Spl. Paper – V)			
SWP 16 B	Counseling Theory And Practice (Spl. Paper – V)	25	75	100
SWP 16 C	Management of non-profit organization (Spl. Paper – V)			
SWP 17	Concurrent Field Work – Practical- IV	75	25*	100
SWP 18	Project Report			100 **

1800

Diploma Papers (4 X 100) 400

TOTAL - 2200

DIPLOMA IN COUNSELLING AND GUIDANCE

(For the Students Admitted During the Academic Year 2007-2008 Batch and Onwards)

Scheme of Examination

Semester	CODE	SUBJECT	CLASS HOURS	INTERNAL EXAM	EXTERNAL EXAM	TOTAL MARKS
I	SWD 01	Introduction to Counselling and Guidance	3	25	75	100
II	SWD 02	Counselling Practice	3	25	75	100
III	SWD 03	Counselling Theories	3	25	75	100
IV	SWD 04	Counselling Techniques	3	25	75	100

The credits would not be included in the CGPA calculation and Passing the M.A. Programme

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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Kadushin | Introduction To Social Work, Atma Ram And Sons,
Supervision in social work
Rawat publications, Jaipur |
| I.S.Subhedar | Field work training in social work
Rawat publications
Jaipur and new Delhi |
| Shaikh Azhar Igbal | Principles and practices of social work
Sublime publications, Jaipur, India |
| Rameshwari Devi | Social work practices |
| Ravi Prakash | Mangal Deep Publications, Jaipur |
| Gangrade, K. D | Dimensions Of Social Work, Marwah Publications, New Delhi |
| Gore, M.S | Social Work And Social Work Education, Asia
Publishing House |
| Wadia, A-R | History And Philosophy Of Social Work In India,
Allied Publishing House. |

Other Reference

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Winston, New York |
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Social Sciences, Mumbai. |
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Service. |
| Hans, Nagpaul | The Study Of Indian Society, S, Chand & Co. |
| Kinduka, S, K (Ed.) | Social Work In India, Sarvodaya Sahitya Samaj, Rajeshtan. |

Kulkarni V. M	Voluntary Action In Developing Society, Indian Institute Of Public Administration, New Delhi.
Kuppusamy, B Natarajan, S	Social Change In India, Vikas Publ. House, New Delhi Century Of Social Reformers In India, Asia Publishing House
Planning Commission Radhakrishnan, R Rex Skidmore And Milton G Soares, I.E.,	Social Welfare In India, Publication Division, New Delhi Indian Philosophy 11 Vols., London. Introduction To Social Work, Appleton Century Crofts, New York The Evaluation Of Welfare Of The Govt Of India., Delhi School Of Social Work, Delhi.
Brenda Dubois and Karla Krogsrud Miley	Social Work an Empowering Profession, III.Edn. Allan and Baken, Boston.

INDIAN SOCIETY

SWP 02

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:

Elliot And Merril	Society And Culture, Prentice Hall Inc
Ghurye, G.S. Caste,	Class And Occupation, Bombay, Popular Prakashan
Jayaraman, Raja	Caste And Inequality In India, New Delhi, Hindustan
Kapadia K.M	Family Marriage In India, New Delhi, Oxford University Press
Mac-Iver And Page	Society, An Introductory Analysis, London, Macmillan
Madan G. R	Indian Social Problems, Vol 1 11
Nagpaul, Hans	Study Of Indian Society, A Sociological Analysis Of Social Welfare And Social Work Education, S. Chand & Co. New Delhi.
Natarajan, S,	Century Of Social Reforms, Bombay, Asia Publishing House
Prabhu, Radharinath	Hindu Social Organization, Bombay, Popular Prakashan
Rao M.S.A	Urban Sociology On India, New Delhi Orient Longman
Srinivas, M.N.,	Social Change In India, New Delhi, Orient Longman

SWP 03**HUMAN GOWTH AND DEVELOPMENT****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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 Ruch E L
 Rayner E B
 Kuppuswamy B
 Murfatia J C
 Linda L David Off

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 Abnormal Psychology And Modem Life, Bombay -Tarapuriwala
 Emotional Problems Of Living-London:George Allen and Alwin Ltd.
 Developmental Psychology
 Introduction To Psychology-Bombay Oxford- IBM Publication.
 Introduction To Psychology, New Delhi - Tata Mcgraw Hill Co. Ltd.
 Abnormal Psychology, New Delhi - Tata McGraw Hill Co Ltd.
 Personality and Problems for Adjustment,London:Routledge&Koged Paul
 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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SWP 06

SOCIAL GROUP WORK

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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- Water A. Friedlander 1977 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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| 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:

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

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| Bajpai P K (Ed): | Social Work Perspective On Health |
| Bartlatt H M | Social Work Practice In Health Field 27 |
| Chalkley A M | A Text Book For Health Workers New Delhi |
| Field M | Patients Are People - A Medico Social Approach To Prolonged Illness. |
| Ghai O P | Management Of Primary Health Care |
| Goldstein D | Expanding Horizons In Medical Social Work |
| Lee Grace | Helping The Troubled Child |

Park.J.R
Pathak S H
Prasad L

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:

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| Ahish Bose 1973 | Studies In India's Urbanization 1901 -1971. New Delhi Mcgraw Hill |
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| Nanavathy And Others | Indian Rural Problems Bombay: Vora & Co. |
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| Gist, Noal And Halbert L | Urban Society Ed. New York: Thomas Y, Growell Co. |
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SWP 11 SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATION**UNIT I**

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

UNIT II

Personal laws: Hindus laws related to marriage, divorce, dowry widow remarriage, child marriage and inheritance. Laws related to children, adoption, guardianship and maintenance.
Laws to safeguard SCs - Untouchability, juvenile delinquency, mentally sick.
Introduction to Indian penal code, criminal procedure -code, courts, prisons. Laws relating to probation and parole. Legal aid: meaning, organization, uses. Public interest litigation.

UNIT III

Social Welfare administration- concept and scope. The nature of social welfare administration in Government and Non Government organizations. The social welfare boards and its functions. Concept of social policy – needs and choice, rights and obligations, justice and merit citizenship and status

UNIT IV

Registration – Societies Registration Act 1860, Procedure under Tamilnadu Societies Registration Act 1975 – Foreign Contribution (regulation) Amendment Act 1985, Indian Trust Act 1881 – The duties and responsibilities of officer bearer and the executives, the role of general body and governing board

UNIT – V

Evolution of social policy in India – sources and instrument of social policy – policies regarding other Backward classes, Scheduled Castes, Scheduled Tribes and other denotified communities - Provisions of safeguarding the welfare of the weaker sections –social welfare services for women and children and minority communities.

BIBLIOGRAPHY:

Dr. Schdeva

Social welfare Administration in India.
Kitab Ghar publications, New Delhi

J'Gangarde.Y-D. Social Legislation In India
India Government

V611 & II Concept Publishing Company Delhi, 1978.
Constitution Of India Government. India Press New Delhi

- i. Bare Acts And Legislation
 - ii. Encyclopedia Of Social Work
 - iii. The Hindu Maniage Act 1955,
 - iv. The Hindu Succession Act, 1956,
 - v. The Hindu Adoption And Maintenance Act 1956,
 - vi. The Hindu Minority And Guardianship Act 1956,
 - Vii. The suppression of Immoral Traffic in women and girls act 1956,
 - viii. The untouchability offences act 1955,
 - ix. The Dowry Abolition Act 196 1,
 - x The Special Marriage Act 1954,
 - xi. Medical Termination of Pregnancy Act 1971.
- Social Policy And Social Development In India.

Kulkarni.P.D

SWP 12A

**LABOUR LEGISLATION
(Spl paper II)**

UNIT I

Brief history of labour legislation in India. Laws relating to Working conditions in industries - The Factories Act 1948 - The Apprentices Act 1961 - The Contract Labour and abolition Act - The Tamil Nadu Shops and Establishment Act 1947.

Unit 11

Concept of social security - social insurance and social assistance. Legislations related to Social Security. The E.S.1 Act- 1948 - The Employees Provident Fund And Miscellaneous Provisions Act 1952 – The Employees Pension Scheme 1995- The Payment Of Gratuity Act 1972, The Maternity Benefit Act- 1961

UNIT III

The concept of wage - factors of wage fixation - theories of wages - functions of Wage board. Legislation related to Wages. Payment of Wages Act 1936 - The Minimum Wages Act 1948 – The Equal Remuneration Act 1976 - The Payment Of Bonus Act 1965.

UNIT IV

Role of International labour organization for labour welfare - objectivities and function of ILO - implementation of ILO recommendations in India - -the concept of labour welfare fund - The Tamilnadu Labour Welfare Fund Act 1972

UNIT V

Legislation for labour welfare in different types of industries; The Plantation; Labour Act 1951 - The Mines Act 1952 -The Motor Transport Workers Act 1961 - The Tamilnadu Manual Workers Act 1999 - The Tamilnadu Industrial Establishment (National & Festival Holidays) Act 195 1.

BIBLIOGRAPHY:

Arya V P	Strikes, Lockouts And Gheroes - New Delhi, Oxford And India Book House Publishing Co
Bagga S N	The Labour Manual - The Law Book Co., Allahabad
Bose S N	Indian Labour Code - Calcutta Eastern Law House Private Limited
Chakravarthi S C	Law Of Industrial Adjudication In India
Jameswar DassjaniParmisha Dassijini	Current Central Labour Code – New Delhi, Law Literature House
Malhotra O . P	The I.,aw Of Industrial Disputes - Bombay; N.M Tripathi Pvt Ltd
Malik P C	The Industrial Law - Lucknow, Eastern Book And Co.
Mamoria O P DrahiS L	Labour Problems And Welfare In India - Kitab mahal Pvt Ltd Bombay
Sethi Krishnalal	The Indian Labour Le-gislanon - Indore, The Lawyers Home
Subramanian X	Factory Laws Applicable In TamflNadu Vol 1, 11 And III - Madras Book Company
Vishwanathan R Others	Domestic Enquiry - Madras Management Association, Madras.

SWP 12B**HOSPITAL ADMINISTRATION****(Spl. Paper – II)****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.

BIBLIOGRAPHY

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| 1. Benjamin Rober-t,etal 1983 | Hospital Administration Desk Book Newjerky Prentice hall |
| 2. Davies r Lewelyn eta]. 1966 | Hospital planning &. administration Geneva:WHO |
| 3. Goal S L 1981 - | Health care Administration A Text book New Delhi: Sterling Publishers Pvt. |
| 4. Rabick & Jonathan etal 1983: | Hospital organization anal Management London:Spectrum Publishers |
| 5. Who Expert Committee 1957 | Role of Hospital in Programme of Community health protection. WHO technical Report services. |
| 6. Who Expert Committee 1968 | Hospitals Administration WHO Technical Report Services No.395. |

SWP 12C**RURAL COMMUNITY DEVELOPMENT (Spl. Paper – II)****UNIT I INTRODUCTION**

Concept, need and scope for rural community development, theories of rural development approach spatial planning approach, multipurpose approach integrated development approach, area development approach, multilevel district planning approach target sector approach; extension-, principles, methods and techniques;

UNIT II ORIGIN AND DEVELOPMENT

Origin and back group; early experiments; Srinikethan, marthandom, and gurgaon; pilot projects Etowah project, nilokheri experiment, grow more food campaign, firka scheme in madras state, rural community development after independence: constitutional provisions;five-year plans and national extension services;

UNIT III PANCHAYATI RAJ

Local self- government in ancient India, during mogul period and British Period, panchayati raj system: origin, philosophy Characteristics structure and functions of panchayati raj legislation and Balwant roy committee report; Ashoke mehata committee Report;

UNIT IV COMMUNITY DEVELOPMENT ADMINISTRATION

Organizational set-up and administration from national to local level; national steering committee, central rural development ministry and community development department; state development agencies and district planning authorities extension officers at block level; Block level administration: coordination and function of BDO / commissioner and other functionaries; people's participation and role of voluntary agencies in rural community development.

UNIT - V TRAINING AND COMMUNITY DEVELOPMENT PROGRAMMES:

Importance of training, community development functionaries; training institutes: NIRD, SIRD, RUSHA, Karl Kubel . Rural development concept, programmes: a very brief idea in IRDH, ITDP, TRYSEM, DWACRA in depth study on programmes

BIBLIOGRAPHY

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| Singh, Dr. (1990) | Panchayat Raj And Rural Organization. Chaugh Publications. Allahabad. |
| Supe S V | An Introduction To Extension Education |

SWP 13A

**INDUSTRIAL RELATIONS
(Spl Paper III)**

UNIT I

Definition - concept - need, importance, scope, objectives of industrial relations - factors influencing industrial relations tripartite and bipartite bodies in industrial relations - Indian labour conference - standing labour committee-. wage boards -joint management council and works committee.

UNIT II

Ethical codes of industrial relations concept code of discipline in industry, causes and effects of industrial conflicts - strikes lock outs lay off retrenchment ,closure - importance of industrial peace

UNIT III

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

UNIT IV

Definition, concept and objectives of trade unions Growth of Trade unionism in India - Indian Trade Unions Act 1926 positive role of trade unions - problems and weaknesses of trade union, major trade unions in India. Emerging trends in Industrial relations.

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 seeldng analytical Critical answer.

BIBLIOGRAPHY:

- | | |
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| Arya V P | Guide To Settlement Of Industrial Disputes |
| Charles A Myers & S Kannappan | Industrial Relations In India |
| Crouch J | Trade Union And Politics In India |
| Daval Saheb (1980) | Industrial Relation System In India - New Delhi: Sterling Publishers. |
| Government Of India | Report Of The Study Group On Worker Participation In Management. |
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| Kulkarni R S | Industrial Adjudication |
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| Rama Rao A V | Collective Bargaining Versus Govt Regulations - India And USA |
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| Subramainan K N (1967) | Labour Management Relations In Tamil Nadu - Madras: Book Agency Vol. IJJII |

SWP 13B**FOUNDATION OF PSYCHIATRY
(Spl. Paper –III)****UNIT I**

Concept of mental health - characteristics of mentally healthy individual. Psychiatry - definition, historical development and growth of psychiatry. Symptoms disorders of perception, thought, speech, memory, emotion, and motor disorders.

UNIT II

Assessment in psychiatry - psychiatric interview -mental status examination. Classification in psychiatry. Prevalence, etiology, clinical manifestation, treatment modalities of neurosis anxiety disorders, phobia, OCD, depression, post traumatic stress disorders, panic disorders.

UNIT III

Prevalence, etiology, clinical manifestations, treatment modalities of psychosis organic psychosis schizophrenia and affective disorders)- functional psychosis personality disorders.

UNIT IV

Prevalence, etiology, clinical manifestation and treatment modalities Psychosomatic disorders -- alcoholism and substance abuse and psychosexual disorders. STD- prevalence of HIV/AIDS in India - approach to patients with suspected HIV infection, pre-test counseling.

UNIT V

Prevalence, etiology, clinical manifestation and treatment modalities of childhood psychiatric disorders - mental retardation, epilepsy. Transcultural psychiatry and cultural bound syndromes.

BIBLIOGRAPHY

Abraham Varghese	Introduction To Psychiatry
Barker P	Child Psychiatry, Granada Publishing Ltd
Bhatia M S	Essentials Of Psychiatry
James Coleman	Abnormal Psychology And Modern Life
Kaplan	Synopsis Of Comprehensive Textbook Of Psychiatry
aplan And Shaddock	Comprehensive Textbook Of Psychiatry
Kuruvilla K & Venkoba Rao A	Psychiatry
Niraj Ahuja	Introduction To Psychiatry
Turner	Social Work Treatment

SWP 13C**WELFARE OF THE WEAKER SECTION****UNIT I**

Weaker section: definition, criteria for classification, meaning of schedule caste, schedule tribes, denotified communities, nomadic and semi nomadic communities, and most backward classes.

UNIT II

Untouchability - historical, sociological and psychological perspectives of Untouchability, causes for Untouchability, contribution of social reformers and voluntary agencies in the removal of Untouchability. Contribution and legislative measures for the eradication of Untouchability.

UNIT III

Schedule area, population, ecological distribution, demographic and socio economic characteristics of scheduled caste. Ideologies relating to the development of weaker section, programmes of govt. and NGO's for the welfare of scheduled castes and its effect and impact.

Tribals: characteristics, problems faced by tribals in India, welfare measures taken by government and NGO's. Impact of globalization on tribal people.

UNIT IV

Bonded labour-meaning, causes, measures taken by the government to abolish it
Differently abled, types, welfare and rehabilitative measures taken by the government and NGOs Role of social workers in welfare of weaker section.

UNIT V

Status of women in India, Role of NGO's in women empowerment. Constitutional provision to safeguard the interest of weaker section. Role of social workers in welfare of weaker section.

BIBLIOGRAPHY:

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| BorEde P T | Segregation And Desegregation In India – Socio Legal Study, Manakolas Publication, Bombay |
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Govt. Of India | Scheduled Tribes, Popular Publications, Bombay
Economic And Educational Development Of Schedule Caste, Govt. Of India Publications, New Delhi, 1989 |
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Singh, Mohinder | The Empowerment of Women In India, Sage Publication, New Delhi, 1998
The Depress Of Classes Of India, Their Social And Economic Conditions. |

SWP 15A

HUMAN RESOURCE MANAGEMENT

(Spl. paper IV)

UNIT I

Introduction definition of personnel management importance of personnel management ,personnel management practice in India human relations aspects of personnel Management indicators of human relation.

UNIT II

Manpower planning – definition, need and process, forecasting human resource requirement, job description and job specification. Recruitment meaning source and methods. Selection –meaning steps use of psychological tests. Concept of down sizing, right sizing and out sourcing. The process of selection, placement and induction - training and development - the need and objective of training - training methodology . Promotion - transfer - demotion - retirement - discipline- domestic enquiry.

UNIT III

Components of wages - methods of wage payment – types and principles of wage payment. Incentive as a motivating factor, incentive plan . Performance appraisal: need for performance appraisal -- types of performance appraisal - difficulties in practicing appraisal function.

UNIT IV

Definition of HRD- philosophy of HRD- components of HRD -structuring of HRD functions in Indian organization -HRD & Organization Development - Team building total quality management (TQM), ISO 9001 To 9005. The concept of FIRM (Human Resource Management)

UNIT V

Career Development strategies -exit interview - the role of unions in HRD function. The role of HRD ' manager- registers and records HRD audit and personnel research - performance management and counseling - value addition and competence building.

BIBLIOGRAPHY:

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| Dale S Beach | Personnel -The Management Of People at Work |
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| Nadler L (1984) | Handbook Of Human Resource Development - New York John Wiley And Sons |
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| Richard R Calhoon | Managing Personnel |
| Rudrabasavaraj (1979) | Dynamics Of Personnel Administration Bombay Himalya Publishing House |
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| Yodar D (1975) | Personnel Management And Industrial Relations New Delhi Prentice Hall, India |

SWP 15B**PSYCHIATRIC SOCIAL WORK PRACTICE
(Spl. Paper – IV)****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 - Psychological intervention, individual interventions, family interventions, group intervention and medication

UNIT II

Psychological treatment methods. Psychotherapy - supportive therapy, Re-educative and Re-constructive psycho therapy. Behavior therapy, Psycho-analysis, Client centered therapy, Reality therapy, Gestalt therapy , Rational emotive therapy , Logo therapy, Hypnosis and Abreaction.

UNIT III

Group therapy - Transactional analysis, Marital therapy, Family therapy, Recreational and Relaxation therapies, occupational therapy and Psychiatric Rehabilitation.

UNIT IV

Role of psychiatric social worker in half way homes - day care centers - child guidance clinics - community mental health programmes. Admission and discharge procedures in a psychiatric hospital.

UNIT V

Policies and legislations related to mental health in India: Mental Health Act, National Mental health Policy for India. Present mental health care services: identification of needs and related services in India- Training for psychiatric social work in India.

BIBLIOGRAPHY:

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|-----------------------------|---|
| Bhatia M S | Essentials of Psychiatry |
| Corey G | Theory And Practice Of Counseling And Psychotherapy |
| Government Of India | National Mental Health Programme For India, Ministry Of Health And Family Welfare |
| Kaplan | Synopsis For Comprehensive Textbook of Psychiatry |
| Kuruvilla K & Venkoba Rao A | Psychiatry |
| Mane P & Gandavis | Mental Health In India: Issues And Concerns |
| Turner | Social Work Treatment |
| World Health Organization | Innovative Approaches In Mental Health Care. Psychosocial. Interventions and Case Management Division of Mental Health Geneva. |
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| World Health Organization | Schizophrenia Information For Families -A Manual Prepared Y The World Schizophrenia Fellowship For Publication In Cooperation With WHO. |
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SWP 15 C**URBAN COMMUNITY DEVELOPMENT
(Spl. Paper – IV)****UNIT –I URBAN AND SLUM. AREA:**

Urban area: definition, classification and characteristics; theories of urban growth; central business district theory; Linear theory; slum: definition, causes and characteristics

UNIT 11 URBAN COMMUNITY DEVELOPMENT - INTRODUCTION

Meaning, need and scope: principles; approaches: urban basic services approach; integrated development approach;

UNIT III URBAN COMMUNITY DEVELOPMENT -PAST AND PRESENT

Origin of urban community development in India; organizational set-up problems in UCD; National and State level agencies; Housing and Urban Development Corporation Tamil Nadu Housing Board; Tamilnadu Slum Clearance Board; Role and participation of NGOs in UCD, UNICEF, EXNORA Sulab International.

UNIT IV URBAN DEVELOPMENT:

Urban Development Policies; Town Planning and related legislations; Town planning Acts; Land Acquisition Act; In-depth study on recent programmes: Swarna Jayanthi Sahari Rozgar Yozna; Development of Women and children in urban areas; Urban self-Employment Scheme; National slum Development Programme; Urban wage employment Programme;

UNIT V URBAN CIVIC ADMINISTRATION:

History of Urban local self-government in India; Democratic Principles of Urban local self-government: Municipal Corporations, Municipality, Town Panchayat; Organizational Structure, Functions, departments, personnel, and finance.

BIBLIOGRAPHY:

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| Bose, Ashiah (1974) | Studies In India's Urbanization 1901 To 1971. Tata McGraw Hall Publishing Company Ltd. New Delhi. |
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| David Anthony Pinto (1987) | The Mayor The Commissioner, And The Metropolitan Administration Vikas Publishing House P Ltd Bombay. |
| Dube KK & Singh (Alok Kumar) | Urban Development In India Inter India Dube K Publications. New Delhi. |
| Gordon E Cherry (Ed)(1974) | Urban Planning Problems. Leonard Hill London |
| Heban I Safa (Ed) (1983) | Towards A Political Economy Of Urbanization In Third World Countries. Oxford University Press. Delhi. |
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| Savani, V (1966) | Urbanization And Urban In India. Asia Publishing House, New Delhi. |

SWP 16A**ORGANIZATIONAL BEHAVIOUR
(Special paper v)****UNIT I**

Organizational Behaviour definition - objectives - methods of organizational Behavior - contributions of Hawthorne studies - models of organization behavior

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.

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 - evils of bureaucratic structure.

UNIT IV

Motivation - theories of motivation - quality of work life, leadership theories of ,leadership - concept of communication - communication process- effective communication.

UNIT V

Theories of organization - organizational culture - management of change -organization development: meaning -characteristics - approaches.

BIBLIOGRAPHY:

Abraharn K Korman	Industrial And organizational Psychology
Urn M L (1956)	Industrial Psycholbgy And Its Social Foundation
Nest Dale	Management Theory And Practice
Iselli And Brown	Personal Industrial Psychology
Haner B H (197 1)	Industrial And Organizational Psychology - Tokyo: Mc.Graw Hill
Gray J S (1952)	Psychology In Industry - New York; Me Graw Hill
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Keith Davis	Human Behavior At Work Louis Allen Management And Organization
Luthant F	Organizational Behavior
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Peter & Drucker	Management: Tasks Responsibilities Practices.
Peter F Drucker	Management Cases
Prasad L M (2000)	Organizational Behavior New Delhi Sultan Chand & Sons.
Thomas Wilhard Harrell	Industrial Psychology
Tiffin And Mc C6r-nic Vassil T.V.(1983)	Industrial Psychology, London Allen & Unwell Ltd.

SWP 16 B

COUNSELLING THEORY AND PRACTICE
(Spl paper V)

UNIT I

Concept of counseling - definition, elements, characteristics and goals; evolution of counseling foundations of counseling - philosophical foundations - dignity of the human - sociological foundation - influence of social system-psychological foundations-concept of self, goal directed behavior, learning principles,

UNIT II

Basic skills of counseling- Attending, listening, reflective skills and probing skills. Counseling as a process- out come goals of counseling, stages of counseling process. Counseling theories- psychodynamics, Sigmund Freud, Alfred Adler. Humanistic counseling- person centered counseling [Carl Rogers] Transactional Analysis, Cognitive theory and behaviour counseling.

UNIT III

Different approaches to counseling client centered, behavioural cognitive, solution oriented

UNIT IV

The Egan model of counseling - the skilled approach

Stage I problem exploration and clarification**Part I** attending and listening

Attending, orientation oneself to be present Micro skills - active listening - verbal and non-verbal messages and behavior

Part II helps response and clients self exploration

Helper's skills: accurate empathy (primary level) respect, genuineness, and concreteness. Client's skill - self-exploration

Stage 11: Integrative understanding dynamic self understanding

Part I: Focusing, summarizing, and probing for missing experiences behavior, feelings

Part II: Helper's skill

All the skills of stage 1, self-disclosure, immediacy, confrontation clients skills non-defensive listening, and dynamic self-understanding.

Stage III: facilitating action; developing a new perspective, preferred scenario.

Part I: Helping the client see alternatives- helping the client choose and formulate action plans - helping the client implement and evaluate.

Part II: helper's skills

All the skills of action programmers (problem solving decision make in, behavior modification, home work, training in interpersonal skills) support from the helper clients skills - cooperation, risk taking, acting

Selective and integrative counseling- multi model counseling, counselor-counselee relationship. Counselor's needs in counseling, developing self-awareness –personal qualities of counselor, counselor as a model.

UNIT V

Group counseling – definition advantages of group counseling, process of group counseling ethical practices in counseling, counseling in school setting, palliative care counseling and rehabilitation counseling.

BIBLIOGRAPHY:

Dr. Paul Hauck
Eugene Kennedy 1977
Eugene Kennedy 1981
Fuster J M
Gerard Egan 1982
Joe Currie 1985
Prahantem B J
Sophia Wilson

Depression
On Becoming A Counselor
Crisis Counseling
Helping In Personal Growth o
The Skilled Helper
In The Path Of The Barefoot Counselor
Therapeutic Counseling
Student Counseling Center 1982 Towards Effective Student Counseling

SWP 16C

MANAGEMENT OF NON PROFIT ORGANISATIONATION

(Special paper v)

UNIT I

Non-profit organization: Objectives, principles, Types or NPO: Community based organizations, Health Organisations, Edyucational Institutions, Social welfare Organizations, and NGO- formulation of societies, trusts and Non profit companies.

UNIT II

Project Identification: Feasibility/Baseline 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 assistances-Fund raising: Meaning, techniques-Income Generation programme (IGP)- Financial Management-Financial collaboration between funding organization and NPOs

UNIT IV

Project Evaluation and monitoring: Aims and purposes – creating management information system-
Project Appraisal: meaning and techniques – Logical frame analysis (LFA), Participatory Appraisal
(PRA): principles and methods of PRA, Network Analysis.

UNIT V

Project Personnel Empowerment: Training: meaning, significance, training needs in the areas of health, community development, child health and welfare, women welfare, youth welfare and aged welfare, Awareness on behavioural, Environmental and social issues-Institution building of NPOs in administering the social welfare programmes.

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Emanuel,S.Fernando	1999	Prospect from problems, Mumbai, St,Francis Xavier's church
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Mukeherjee.K.K and Mukherjee sutapa	1986	Voluntary organization: Some perspectives, Hyderabad, Gandhi peace concept
Mukherjee, Neela	1995	Participatory Rural appraisal and Questionnaire Survey, New Delhi, Concept
Sakaran and Rodrigues	1983	Handbook for the management of Voluntary organization, Madrasa, Alfa
Vetrivel Surendra Kumar	1999	Participation-Concfept,Approach and Techniques, New Delhi, Vetris
