

<b>Annexure No.</b>	<b>49 A</b>
<b>SCAA Dated</b>	<b>29.02.2008</b>

**BHARATHIAR UNIVERSITY: COIMBATORE – 641 046**  
**DEPARTMENT OF SOCIOLOGY**  
**MASTER OF SOCIAL WORK (MSW) - CBCS Pattern**  
(For the Students Admitted During the Academic Year 2007-2008 Batch and Onwards)

**Scheme of Examination**

SEM	PAPER: CORE, ELECTIVE SUPPORTIVE	CODE	SUBJECT	CLASS HOURS	UNIVERSITY EXAMINATION			
					Internal	External	Total	Credits
I	Core – I	SWC 01	Social Work Profession: History, Philosophy and Methods	3	40	60	100	4
	Core – II	SWC 02	Dynamics of Indian Society	3	40	60	100	4
	Core – III	SWC 03	Human Growth and Personality Development	3	40	60	100	4
	Elective–1	SWE 04	Working with Individuals / Social Case Work	3	40	60	100	4
	Filed Work-1	SWP 05	Social Work Practicum-I Concurrent Field work Concurrent Field work Viva-Voce	3	40	60	100	4
	Supportive -1		<b>Would be Chosen by the Students Depending Upon their Choice</b>	2	20	30	50	2
II	Core – IV	SWC 06	Working with Groups / Social Group Work	3	40	60	100	4
	Core – V	SWC 07	Research Methods in Social Work	3	40	60	100	4
	Elective – 2	SWE 08A	Labour Welfare (or)	3	40	60	100	4
		SWE 08B	Medical Social Work (or)					
		SWF 08C	Rural Community Development					
	Filed Work-2	SWP 09	Social Work Practicum - II Concurrent Field work Concurrent Field work Viva-Voce	3	40	60	100	4
Supportive- 2		<b>Would be Chosen by the Students Depending Upon their Choice</b>	2	20	30	50	2	

(Continued...)

SEM	PAPER: CORE, ELECTIVE SUPPORTIVE	CODE	SUBJECT	CLASS HOURS	UNIVERSITY EXAMINATION			
					Internal	External	Total	Credits
III	Core – VI	SWC 10	Community Organisation and Social Action	3	40	60	100	4
	Core – VII	SWC 11	Social Welfare Administration and Social Legislation	3	40	60	100	4
	Elective – 3	SWE 12A	Labour Legislations (or)	3	40	60	100	4
		SWE 12B	Mental Health and Social Work (or)					
SWE 12C		Urban Community Development						
Filed Work-3	SWP 13	Social Work Practicum –III Concurrent Field work Concurrent Field work Viva-Voce	3	40	60	100	4	
IV	Core – IX	SWC 14	Organizational Behaviour	3	40	60	100	4
	Elective – 4	SWE 15A	Human Resource Management (or)	3	40	60	100	4
		SWE 15B	Management of NGOs					
	Filed Work-4	SWP 16	Social Work Practicum –IV Concurrent Field work Concurrent Field work Viva-Voce	3	40	60	100	4
Core – X	SWP 17	Mini Research Project Viva-Voce Examination	3 --	-- --	-- --	75 25	4	

### P.G. 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	UNIVERSITY EXAMINATION			
				Internal	External	Total	Credits
I	SWD 01	Introduction to Counselling and Guidance	3	40	60	100	4
II	SWD 02	Counselling Practice	3	40	60	100	4
III	SWD 03	Counselling Theories	3	40	60	100	4
IV	SWD 04	Counselling Techniques	3	40	60	100	4

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

Field work viva-vice examination will be conducted by a board of two examiners (one internal and one external at the end of each semester).

The Mini Research Project will be evaluated and viva-voce test will be conducted jointly by the Research Supervisors of the candidates and the external examiners concerned for 100 marks. The average marks of examiners will be taken as the final marks for the project report and viva-voce examination.

Submitting assignments, presentation of seminar papers and attending tests for each subject are compulsory.

In addition to above, the following shall be offered as course requirement

Rural Camp	-	II Semester
Office automation	-	III Semester
Block Placement	-	IV Semester

The above said course requirements are mandatory to the students joining from the academic year 2007-2008. Only on successful completion of these, the students will be awarded Master of Social Work (MSW).

**The following guidelines may be followed for the said course requirements.**

1. Rural camp may be conducted during second semester. The students have to submit report, appear for a viva-voce examination along with II semester field work viva-voce.
2. Office automation may be offered in III semester. The course may include MS Word, Excel and Power Point. Duration of the course is minimum of 30 hours (theory 10 hours and practical 20 hours). The University Department has to make arrangements for conducting this course. Course completion certificate and attendance certificate may be sent to the Controller of Examinations by the Head of the Department. The student must maintain 75 per cent attendance failing which they will not be entitled for the award of degree. Such students have to attend the course during IV semester.
3. The students have to attend block placement after the IV semester examinations, for a period of four weeks in the month of May. The students have to submit a report along with attendance certificate in original issued by the Institute concerned to the Department at the end of May and attend viva-voce examination. Two internal examiners will value the report and the results shall be sent to the Controller of Examinations through the Head of the Department.

The marks awarded for all the above mentioned items (course requirements) shall not be considered for the award of class / rank to the students.

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## **SOCIAL WORK PROFESSION: HISTORY, PHILOSOPHY AND METHODS**

Course Number: **SWC 01**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course presents the history, philosophy and methods of social work.

### **Goals:**

To facilitate the students to learn the history, philosophy and different methods of social work, fields of social work and development of Social Work profession / education in India.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the concepts of Social Work, (ii) background and models of Social Work profession, (iii) Social Work profession / education in India, and (iv) fields and emerging areas of Social Work.

### **Contents:**

#### **Unit I Introduction**

Social Work: Definition, objectives, philosophy and scope, the concepts of Social Work, Social Service, Social Welfare, Social Reform, Social Security and Social Justice; Introduction to the methods of Social Work.

#### **Unit II Background and Models of Social Work Profession**

Social Work Profession: Definition, 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; National and International professional organizations in Social Work.

#### **Unit III Social Work Profession / Education in India**

Social Work Profession: Trends in Social Work Profession in India, Development of Social Work Education in India; Field work and profession: Importance of field work and supervision, problems faced by the Social Work profession in India. Need for social science knowledge for professional social workers; Functions of professional associations.

#### **Unit IV Fields of Social Work**

Fields of Social Work: Family and child welfare, Correctional Social Work, Industrial Social Work, Medical and Psychiatric Social Work, School Social Work and Community Social Work.

**Unit V Emerging Areas of Social Work**

Emerging areas of Social Work: Environmental protection, Disaster management, HIV/AIDS, Gerontological Social Work and Human Rights.

**References:**

- Arthur Fink & Co.                      The field of Social Work, Holt Rinchart & Winston, New York
- Banerjee, G. R.                          Papers on Social Work: An Indian Perspective, Tata Institute of Social Sciences, Mumbai.
- Director, Publications Division      Encyclopedia of Social Work in India, Old Volumes I-II and III, New Vol. I to IV. Ministry of Information and Broadcasting, Govt. of India, New Delhi.
- Gangrade, K. D.                          Dimensions of Social Work, Marwah Publications, New Delhi
- Gore, M. S.                                Social Work and Social Work Education, Asia Publishing House, Bombay.
- Gokhale, S.D.                             Social Welfare in India, Asia Publishing House, Mumbai.
- Hans, Naugpaul                          Culture, Education and Social Welfare. S. Chand & Co., Delhi.
- Kumar, Hijira, 1995                      Social Work: Theories Practices and Perspectives, Friends Publications, Delhi.
- Nair, T.K., 1961                          Social Work Education and Social Work Practice in India, ASSWI Publications, New Delhi / Madras
- Walter A. Friedlander  
1958    Concepts and Methods of Social Work, Prentice Hall, UK.
- Wadia, A.R., 1961                        History and Philosophy of Social Work in India. Allied Publications Pvt. Ltd., Mumbai.

## **DYNAMICS OF INDIAN SOCIETY**

Course Number: **SWC 02**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays the concept of society and its related issues.

### **Goals:**

To facilitate the students to learn the various aspects of society, socialization, family and caste system in India.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the elements of society, (ii) socialization and social groups, (iii) marriage and family system, (iv) caste system and social change, and (v) social problems with special reference to India.

### **Contents:**

#### **Unit I Basic Concepts in Society**

Society: concept, characteristics, structure and functions of society, relationship between individual and society. Community: concept, definition and characteristics of rural, urban and tribal communities; Demographic characteristics of Indian society, Relevance of sociological aspects for Social work profession

#### **Unit II Socialization, Social Control and Social Groups**

Socialization: concept, importance and functions, agencies of socialization; Social control: meaning, mechanisms of social control, agencies – formal and informal; Culture: concept, influence on individuals, cultural change; Social Groups: concept, definition, characteristics and classification of social groups

#### **Unit III Marriage and Family System**

Marriage: functions, forms, changes in mate choice and ceremonies; Family system in India: functions, forms, and contemporary changes, conflict, break down and adjustments

#### **Unit IV Social Stratification and Social Change**

Social stratification: definition and characteristics, caste and class; Caste system: traditional *Varna* system, theories on the origin and development, modern trends of caste system in India  
Social change: concept, definition and factors leading to social change

#### **Unit V Social Problems**

Social problems: concept, definition, nature and extent of social problems and issues in India; poverty, delinquency, alcoholism and drug addiction,

illiteracy, population explosion, prostitution, terrorism and crime, suicide and corruption and problems of the aged and disabled.



**References:**

- Ghurye. G.S., Caste, Class and Occupation, Bombay, Popular Prakashan
- Elliot and Merrill, 1980 Society and Culture. Princeton Hall Inc.
- Jayaraman, Raja Caste and Inequality in India, New Delhi, Hindustan
- Kapadia, K.M., 1966 Marriage and Family in India. New Delhi, Oxford University Press
- Maclver, R. M. and Page, Society: An Introductory Analysis. London, MacMillan  
O.C.H. 1985
- Ian Roberston, 1980 Sociology. New Delhi: Worth Publishers Inc.
- Srinivas, M.N. 1966 Social change in Modern India. Bombay, Allied Publi.
- Ram Ahuja 1997 Social Problems in India. Jaipur, Rawat Publications.
- Madan, G. R. 1982 Indian Social Problems. New Delhi: Allied Publishers
- Nagpaul, Hans Study of Indian Society: A Sociological Analysis of Social Welfare and Social Work Education. New Delhi, S. Chand & Co.

## **HUMAN GROWTH AND PERSONALITY DEVELOPMENT**

Course Number: **SWC 03**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays the different socio-psychological aspects of human behaviour, human growth and personality development.

### **Goals:**

To facilitate the students to learn the various socio-psychological aspects of human growth and personality development including mental illness / health.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the socio-psychological of human growth and development and (ii) personality development.

### **Contents:**

#### **Unit I Introduction**

Social Psychology: Definition, nature and scope, a brief idea on various schools of psychology, relevance of psychology for social work profession; Human growth and development: Concept, nature and importance, physical and psychological aspects of various stages of human growth and development: infancy, early and late childhood, adolescence, early and middle adulthood and old age.

#### **Unit II Personality Development**

Personality: Nature and theories of personality – a brief overview of psychodynamic and humanistic theories, factors influencing personality development, heredity and environment; Intelligence: Concept, theories and assessment; Emotions: Development of emotions – individual and group emotions,

#### **Unit III Socio-psychological bases of Human Growth and Development - I**

Learning: Concept, types, theories of learning; Motivation: Concept and nature, types of motives with special reference to social motives, basic theories of motivation

#### **Unit IV Socio-psychological bases of Human Growth and Development - II**

Perception: Concept and nature, types, errors in perception, factors influencing perception; Attitudes: Concept and nature, formation of attitudes and attitudes change in individuals and groups, collective / crowd behaviour

#### **Unit V Psychological bases of Human Growth and Development**

Stress: Meaning, causes and effects; Conflict: Meaning, types, coping drives, defense mechanism; Mental Illness / Health: Concept and definition, types, role of social workers in promoting mental health

**References:**

- Aron.F. Witting and Gurrey Williams 1984      Psychology: An Introduction, McGraw Hill Inc., USA
- Bhatia, H. R., 1972      Abnormal Psychology, Oxford IBH Publications, Bombay.
- Hurlock, E.B. 1974      Personality Development, Tata McGraw Hill Publishers Ltd., New Delhi.
- Kuppusamy, B.      Child Behaviour and Development
- Irvin G. Sarason      Abnormal Psychology, Prentice Hall, Engle Woods Cliffs.N.J.  
Barbara R. Sarason 1989
- Linda L. David Off 1980      Introduction to Psychology, McGraw Hill Inc. USA.
- Page, James, D. 1982.      Abnormal Psychology, Tata McGraw Hill Co. Ltd., New Delhi
- Young Kimbal 1952.      Personality and Problems of Adjustment, Routledge & Koged Paul, London

## **WORKING WITH INDIVIDUALS / SOCIAL CASE WORK**

Course Number: **SWE 04**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays the different aspects of social case work and working with individual.

### **Goals:**

To facilitate the students to learn the importance of Social Case Work and its application in social work profession.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the fundamentals of social case work, (ii) process of social case work, and (iii) approaches and theories of social case work including its application and recent development.

### **Contents:**

#### **Unit I Fundamentals of Social Case Work**

Social Case Work: Meaning, definition and objectives, nature and scope, its importance and relationship with other methods of Social Work; Principles of case work; 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 Process of Social Case Work**

Social Case Work process: Initial contact, case study, analysis and assessment, diagnosis and treatment, termination and follow-up; Tools and Techniques of Social Case Work: Interview, observation, home visits and collateral contacts; Social Case Work intervention: Direct and indirect multi-dimensional intervention.

#### **Unit III Approaches / Theories in Social Case Work**

Approaches / Theories in Social Case Work: Psychological approach, functional approach, problem solving model, diagnostic approach, diagnostic approach and crisis intervention, family therapy and counseling in the Indian context, similarities and differences; Social Case Work Recording: Need, importance and types of recording.

#### **Unit IV Application of Social Case Work**

Social Case Work in different settings: Family and child welfare, School, Community, Medical and Psychiatric institutions. Correctional settings: Care of aged and in foster home. Development of professional-self and role of worker as an enabler, facilitator, guide and resource mobilizer in various settings.

#### **Unit V Recent Developments in Social Case Work**

Recent development 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.

**References:**

- Aptekar, H.R. Dynamics of Case Work and Counselling
- Benjamin, Alfred, 1967 The Helping Interview, Houghton Mifflin Company, New York
- Goldstein H. 1979. Social Work Practice: A Unitary Approach, Carolina, University of Carolina Press.
- Grace Mathew, 1946. Introduction to Social Case Work, Columbia Uni. Press, N.Y.
- Grace Mathew 1992 An Introduction to Social Case Work, TISS, Mumbai
- Hamilton, G., 1954 Theory & Practice in Social Case Work, Colombia Uni. Press
- Harris, F.J., 1970 Social Case Work, Oxford University Press, Nairobi.
- Hollis, F., 1964 Case Work: A Psychosocial Therapy, Random House, N. Y.
- Kadushin Alfred, 1972 The Social Work Interview, Colombia University Press, N.Y.
- Kumar, Hajira, 1995 Theories in Social Work Practice, Friends Publications, N.D.
- Mathew, G. 1992 An Introduction to Social Case Work, TISS, Mumbai.
- Nursten J. 1975 Process of Case Work, Pitma Publications, G.B.
- Perlman, H.H., 1957 Social Case Work: A Problem Solving Process, University of Chicago Press, Chicago.
- Pippins, J., 1980 Developing Case Work Skills, Sage Publications, Calif.
- Richmond, M.E., 1972 What is Social Case Work: An Introduction Description, Russel, Sage Publications, New York.
- Russel, M. N., 1990 Clinical Social Work and Practice, Sage Publications.
- Timms Noel, 1964 Social Case Work: Principles and Practice, Routledge and Kegan Paul, London
- Wilkins, P., 1997 Personal and Professional Development for Counselors, Sage Publications, New Delhi.

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**SOCIAL WORK PRACTICUM I**

Course Number: **SWP 05**

Number of Credits: **4 (Four)**

Concurrent Filed Work

Concurrent Field Work Viva-Voce Examination

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## WORKING WITH GROUPS / SOCIAL GROUP WORK

Course Number: **SWC 06**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays the various aspects of social group work and working with groups.

### **Goals:**

To facilitate the students to learn the importance of Social Group Work and its application in social work profession.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the fundamentals of social group work, (ii) process of social group work, (iii) theories of social group work, and (iv) techniques of social group work including their application.

### **Contents:**

#### **Unit I Fundamentals of Social Group Work**

Social Group Work: Definition, characteristics, nature and objectives, purpose and principles of working with groups, historical development and current application of group work as a method; Basic assumption and philosophy behind Social Group Work; Psychological needs that are being met in groups.

#### **Unit II Theories in Social Group Work**

Knowledge base for group work: Psycho-analytic theory, learning theory, field theory, social exchange theory and systems theory; Group dynamics: Definition, functions and basic assumptions.

#### **Unit III Process of Social Group Work**

Social Group Work process: Planning stage, beginning stage, middle stage and ending stage; Principles of Social Group Work: Group process, bond, acceptance, isolation, rejection, sub-groups scapegoats, conflict and control; Leadership development and Team building; Factors of Group formation.

#### **Unit IV Techniques of Social Group Work**

Social Group Work recording: Use of social group work records, principles and problems of group work recording; Group Therapy: Significance of group therapy, programme planning in Social Group Work, Use of psychodrama and socio-drama; Different Therapeutic approaches: Transactional analysis, T-groups, gestalt, role play, buzz group and brain storming.

**Unit V Application of Social Group Work**

Social Group Work in various settings: 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; Knowledge and skills of a group worker, group worker as an enabler, guide, facilitator and therapist.

**References:**

- Alissi, A.S., 1980                      Perspectives on Social Group Works Practice: A Book of Readings, Free Press, New York.
- Balgopal, P.R and Vassil, T.V., 1980                      Group in Social Work: An Ecological Perspective, Macmillan Publishing Co. New York.
- Douglas, Tom, 1979                      Group Process in Social Work: A Theoretical Synthesis, N.Y.
- Garwin, C., 1987                      Contemporary Group Work, Prentice Hall Inc., New York.
- Kemp, C.G., 1970                      Perspectives on Group Process, Houghton Mifflin Co., Boston.
- Ken, Harp, 1977                      Group Theory for Social Work: A Introduction, Pergmon.
- Klein, A.F., 1970                      Social Work through Group Process, School of Social Welfare, State University of New York, Albany.
- Konapka, 1963                      Social Group Work: A Helping Process, Prentice Hall, Inc., JJ.
- Northen, H., 1969                      Social Work with Groups, Columbia University Press, N.Y.
- Parihar B.S., 1968                      Group Process: Helping in a Group, Kitab Mahal, Allahabad
- Robert W. Roberts                      Theories of Social Work with Groups, Helen Northern (Eds.), Columbia University Press, New York.
- Shephard R. Claris, 1964                      Small Groups: Some Sociological Perspective, Chardler Publishing Company, California.
- Sundef, M., Glasser, P.                      Individual Change through Small Groups, The Free Press, N.Y.
- Toseland, W. Rivas, 1984                      An Introduction to Group Work Practice, Macmillan Publishing Co., New York.
- Trecker, J. Herleigh, B.                      Social Group Work Principles and Practice, Association Press, 1970  
New York.

## **RESEARCH METHODS IN SOCIAL WORK**

Course Number: **SWC 07**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course presents the different methodological aspects of research, and elementary statistics and its application to social work research.

### **Goals:**

To facilitate the students to learn the fundamental of research methodology, basic statistics including sampling so as to apply them while carrying out research in social work profession.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the fundamentals of research process, (ii) research designs and sampling, (iii) methods of and tools for data collection, (iv) data analysis and report writing, and (v) basic statistics and its application to social work research.

### **Contents:**

#### **Unit I Introduction**

Research: Concept and meaning; Social Work research: Concept, definition, objectives, functions, characteristics, scope and limitations; Social Work research and Social research; Social Work research in India. Scientific method in Social Work research: concept, basic elements, variables, facts and theory.

#### **Unit II Research Process and Research Designs**

Steps in research process: Identification of problem, objectives, theoretical framework, formulation of hypotheses and other steps in research process; Research Designs: Need for research design, features of a good research Design, Concepts relating to research design; Types of Research Designs: Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Case Study and Participatory Research

#### **Unit III Sampling and Methods / Tools of Data Collection**

Sampling: Its importance, purpose; Types of sampling: Probability and non-probability sampling methods; Sources of Data: Primary and Secondary; Method of Data Collection: Observation, Participant observation, case study, and Interview – nature and importance, types of interviews; Tool of Data Collection: Mailed questionnaire and Interview schedule; Construction and qualities, Uses of scaling techniques.



**Unit IV Analysis of Data and Report Writing**

Editing, Coding and Tabulation: Need and principles; Methods of Analysis of data: Quantitative analysis and Qualitative analysis, Content analysis and Case analysis and Statistical analysis; Use of computer and SPSS software in data analysis: Report Writing: Purpose, structure and writing procedures.

**Unit V Basic Statistics and Application to Social Research**

Descriptive Statistics: Measures of central tendency – Mean, median, mode; Measures of dispersion – Standard deviation; Testing of Significance: Chi-square test, t-test, co-efficient of association and correlation – product moment and rank correlation. Uses of statistics and its limitations and statistical application in social work research.

**References:**

- Cochran W.C., 1953                      Sampling Techniques, John Wiley, New York.
- Good W. J., and H. K. Hatt              Methods in Social Research, McGraw Hill, Tokyo.  
1952
- Festinger, L. and D. Katz                Research Methods in Behavioural Sciences; The Dyden Press,  
1953    New York.
- Hans Raj 1992                                Theory and practice in Social Research, Surjeet Publications,  
New Delhi.
- Kerlinger, F. N., 1983                    Foundation of Behavioural Research, Surjeet Publication, N.D.
- Lal Das D. K., 2000                        Practice of Social Research, Rawat Publications, Jaipur.
- McMillen, Wayne                         Statistical Methods for Social Research, Robert McGraw Hill,  
New York.
- Moser, C.                                      A Survey Method for Social Workers, Heinemann, London.
- Ramachandran, P. 1990                    Issues in Social Research in India, TISS, Mumbai.
- Ramachandran, P. 1993                    Survey Research for Social Work, Institute for Community  
Organisation, Mumbai.
- Sharma, R. A., 2000                        Essentials of Scientific Behavioral Research, Surya  
Publications, Meerut.
- Shah, P. V., 1977                            Reporting Research, Rachna Prakasham, Ahmedabad.
- Sharma, B. A., 1983                        Research Methods in Social Sciences, Sterling Publishers, N.D.
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Gopal Verma 1989

- Wilkinson & Bhandarkar      Methodology & Techniques of Social Research, Himalaya Publishing House, Bombay.
- Young P.V.                      Scientific Social Surveys and Research, Prentice Hall, N.Y.
- Rubin, Allen and  
Babbie E. 2001                Research Methods for Social Work, Wadsworth Publishing, California.

## LABOUR WELFARE

Course Number: **SWC 08A**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course presents the different aspects of labour welfare.

### **Goals:**

To facilitate the students to learn the various dimensions of labour welfare including theories, occupational hazards and hygiene.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the fundamentals of labour welfare, (ii) theories and administration of labour welfare, (iii) labour welfare measures, (iv) and occupational hazards and hygiene.

### **Contents:**

#### **Unit I Introduction**

Labour: Concept, Characteristics of Indian labour, labour in unorganized sector; Recommendations of National Commission on Labour on various issues, Absenteeism and Labour turnover, and Factors influencing Productivity.

#### **Unit II Basics of Labour Welfare**

Labour Welfare: Concept and scope of labour welfare, and classifications of labour welfare; Labour Welfare Officer: Role of labour welfare officer; Impact of automation, globalization on labour welfare and Role of Trade Unions in Labour Welfare.

#### **Unit III Labour Welfare: Theories and Administration**

Theories of and principles of labour welfare; Administration of labour welfare at central and state level; The Scheme of Workers Education: Objectives, Uses and limitations.

#### **Unit IV Labour Welfare Measures**

Importance and need for labour welfare measures; Housing: Industrial housing policy and housing programmes; Family Benefit Schemes: Children's education, co-operative society, canteen, transport facilities and recreation facilities.

#### **Unit V Occupation Hazards and Health**

Industrial Accidents: Causes and prevention; Industrial Health and Hygiene: Occupational diseases, treatment and prevention, pollution control and environmental protection.

**References:**

- Bhagoliwal, T.N., 1966      Economics of Labour and Social Welfare, Salitya Bhawan.
- Charles, B., 1970.      An Introduction to Industrial Sociology, D.B. Taraporele Sons, Bombay.
- Giri, V.V., 1972      Labour Problems in Indian Industry, Asia Publishing House, Bombay.
- Government of India, Dept.      Report of the National Commission on Labour, Manager of  
Labour and Employment      Publications, Delhi.
- Hunter, Donald      The Diseases of Occupations.
- Karnik, V.B. 1974      Indian Labour Problems and Prospects, Minerva Associates, Calcutta.
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- Murthy, M.L., 1958      Principles of Labour Welfare, Gupta Brothers, Visakhapatnam.
- National Commission on      Reports of National Commission on Labour, 1991-1997,  
Labour, 2003      Academic Publications, New Delhi.
- Pani, S.C.      Indian Labour Problem, Chaitanya Publishing House, Allahabad.
- Saxena, R.C. 1974      Labour Problems and Social Welfare, Gutpa Printing Press, Meerut.
- Sharma, R.N. 1993      Labour Problems & Social Welfare and Security, Surjeet Publications, New Delhi.
- Singh R and Singhal I.C.      Labour Problems.
- Vaid, K.N. 1970      Labour Welfare in India, Sri Ram Centre for Industrial Relations, New Delhi.

## **MEDICAL SOCIAL WORK**

Course Number: **SWC 08B**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays various aspects of medical social work.

### **Goals:**

To facilitate the students to learn the importance of medical social work and its applicability in the social work profession.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the basics of medical social work, (ii) organization and administration of social work departments at formal setting, and (iii) role of medical social worker in dealing with chronically ill patients including physically challenged, and prevention of diseases and promotion of health.

### **Contents:**

#### **Unit I Basics of Medical Social Work**

Concepts 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 worker in the field.

#### **Unit II Organization and Administration of Medical Social Work**

Organization and administration of medical social work department in hospitals; Medical social work in relation to different disciplines; Multi-disciplinary approach and team work in hospitals and Patients' right in health care.

#### **Unit III Medical Social Worker – Patients' Interaction**

The psycho-social problems and the role of medical social worker in dealing patients with TB, STD, HIV/AIDS, Polio, Malaria, Leprosy, Typhoid, Cancer, Hyper tension and Cardiac disorders, asthma, arthritis and diabetes; Training of the volunteers to work with the chronically ill in the community.

#### **Unit IV Rehabilitation and Other Health Programmes**

Rehabilitation: Concept, types, principles of rehabilitation; Role of medical social worker in rehabilitating a physically challenged person; Team Work and involvement of family members; Importance of family planning, sex education and school health programmes.

#### **Unit V Public Health and Nutrition**

Concept of public health and preventive medicine; Levels of Prevention: Primary, secondary, and tertiary prevention; Role of medical social worker in the prevention of diseases and promotion of health; Food and Nutrition: Importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures; Problems of malnutrition in India and measures to tackle it.



**References:**

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- Pathak, S.H., Medical Social Work in India, Delhi School of Social Work, New Delhi.
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## **RURAL COMMUNITY DEVELOPMENT**

Course Number: **SWE 08C**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course deals with Rural Community Development and its related aspects like Panchayati Raj, Administration and Programmes..

### **Goals:**

To facilitate the students to have broader understanding about various aspects of Rural Community Development with special reference to its programmes in Indian context. .

### **Objectives:**

On successful completion of the course the students should enrich their knowledge regarding the i) basic elements and approaches of Rural Community Development, ii) Panchayati Raj system and other administrative aspects related to rural development and iii) different programmes related to Rural Community Development in India.

### **Unit I Rural Community Development: Fundamentals and Approaches**

Rural Community: Definition, Meaning, Characteristics of Rural Community, and Rural poverty. Rural Development Approaches: 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 and Theories. Extension: Concept, Objectives, Methods, Techniques and Limitations.

### **Unit II Rural Community Development: Origin and Development**

Rural Community Development in India and Asia: Origin and Background, Early Experiments: Sriniketan, Marthandom and Gurgaon. Pilot Projects: Etawah Project, Nilolkheri Experiment and Firka Scheme. Rural Community Development after Independence: Constitutional Provisions, Overview of Five Year Plans and Policies in Rural Development.

### **Unit III Panchayati Raj**

Local Self-Government in Ancient India: Moghuls' Period and British Period. Panchayati Raj after Independence: Constitutional Provisions, Balwant Rai Mehta Committee Report, Ashok Mehta Committee Report, Main features of Panchayati Raj legislation (73<sup>rd</sup> Amendment), Structure of Panchayati Raj System (Two Tier and Three Tier systems), Functions of Panchayast: Civic Amenities, Social Welfare Activities and Development Work, Resources of Panchayats, State Control over Panchayati Raj Institution and Problems of Panchayats.

### **Unit IV Community Development Administration**

Organizational Set-up and Administration from National to Local level and Planning and 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 and 'E' Panchayati (Electronic knowledge based Panchayat). Functions of BDO / Commissioner, Extension



Officers at Block Level, People's Participation and Role of NGOs and PRI in Rural Community Development.

**Unit V Training and Community Development Programmes**

Training: Meaning, Objectives, Scope and Importance. Training Institutions: NIRD, SIRD, Role of Panchayati Development and Training (PD & T), CAPART and NABARD in Rural Development. Rural Development Programmes: A brief idea on IRDP, DWCRA and TRYSEM. In-depth study of Central and State's Current Programmes: Swarna Jayathi Gram Swarozgar Yojana (SJGSY), Sampoorana Grameen Rozgar Yojana (SGRY), Indra Awas Yojana (IAY), IWDP, THADCO Schemes, Namakku Namae Thittam, New Anna Marumalarchi Thittam and Tamil Nadu Government's Social Welfare Schemes. Suggestions to Improve the Qualitative Impact of the Government Programmes.

**References:**

- |   |   |
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| Aruna Sharma and Rajagopal, 1995              | Planning for Rural Development Administration. New Delhi: Rawat Publications                      |
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| Thakur, B. N., 1988                           | Rural Development Administration in India. Jaipur: Prateeksha.                                    |
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## **SOCIAL WORK PRACTICUM II**

Course Number: **SWP 05**

Number of Credits: **4 (Four)**

Concurrent Filed Work

Concurrent Field Work Viva-Voce Examination

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## **COMMUNITY ORGANISATION AND SOCIAL ACTION**

Course Number: **SWC 10**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays various aspects of Community Organization like scope and philosophy, approaches and skills, and its application to various fields in addition to Social Action.

### **Goals:**

To facilitate the students to learn about different dimensions of Community Organization and Social Action and its importance in Social Work.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge regarding the i) elements and development of Community Organization, ii) methods and skills of Community Organization iii) application of Community Organization and iv) basics of Social Action.

### **Unit I Community Organisation and Community Development**

Community Organization: Definition and Objectives. Historical Development 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 Organisation**

Methods of Community Organization: Planning, Education, Communication, Community Participation, Collective Decision-making, Leadership Development, Resource Mobilization, Community Action, Promotion, and Co-ordination. Phases of Community Organization: Study, Analysis, Assessment, Discussion, Organization of Action, Evaluation, Modification, and Continuation.

### **Unit III Skills in Community Organisation**

Skills in Community Organization: Organizing Conferences, Committee Meetings, Training, Communication, Consultation, Negotiation, Conflict Resolution, Networking and use of Relationship.

**Unit IV Application of Community Organisation**

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**

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. Major Models: Paulo Freire, Saul Alinsky, Mahatma Gandhi, Vinobha Bhave, Jayaprakash Narain, Narayana Guru and EVR.

**References:**

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## **SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATIONS**

Course Number: **SWC 11**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course provides different aspects of Social Welfare Administration and Social Legislations including Social Policy with special reference to Indian context.

### **Goals:**

To make the students to understand the various social legislations and their role in protecting the rights of the children, women and other weaker sections, in addition to Social Welfare Administration and Social Policy.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge regarding the i) importance of Social Legislations, ii) Laws related to children, women, SCs/STs and Indian Penal Code, iii) Social Welfare Administration and Registration of Societies and iv) Social Policy.

### **Unit I Social Legislation: An Introduction**

Social legislation: Concept, Meaning, Definition, Need and Scope. Social Legislation as an instrument for Social Control, Social Change, Social Justice, Social Defence and Social Reform.

Indian Constitution: Importance, Fundamental Rights and Directive Principles of State Policy. Relationship and difference between Fundamental Rights and Directive Principles of State Policy, Indian Constitution and Social Legislation

### **Unit II Social Legislations and Indian Penal Code**

Laws related to Children: Adoption, Guardianship and Maintenance, Juvenile Justice Act. Laws related to Women: Dowry, Immoral Traffic, Domestic violence. Hindu Laws related to Marriage and Divorce: Hindu Marriage and Divorce, Widow Remarriage, Child Marriage and Inheritance, and Special Marriage Act. Laws to safeguard SCs / STs and Mental Health Act.

Introduction to Indian Penal Code, Criminal Procedure Code, Courts and Prisons. Laws related to Probation and Parole. Legal Aid: Meaning, Types, Organization and Uses. Public Interest Litigation. Right to Information Act.

**Unit III Social Welfare Administration**

Social Welfare Administration: Concept, Meaning, Definition, Need and Scope, Functions and Skills. The Nature of Social Welfare Administration in Government and Non Governmental Organizations. The Social Welfare Boards and their Functions.

**Unit IV Registration and Related Acts**

Registration: Need and Importance, Societies Registration Act, 1860, Procedure under the Tamilnadu Societies Registration Act, 1975, Foreign Contribution (Regulation) Amendment Act, 1985, Indian Trust Act, 1881. Designing the Rules and Regulations for a Non-Profit Organisation (Membership, Office Bearers, Duties, General Body, Governing Body, etc.).

**Unit V Social Policy**

Concept of Social Policy: Need and Choice, Rights and Obligations, Justice and Merit, Citizenship and Status, Sources and Instruments. Evolution of Social Policy in India. Policies regarding Other Backward Classes, Scheduled Castes, Scheduled Tribes and Other Denotified Communities. Provisions to Safeguard the Welfare of the Weaker Sections: Social Welfare Services for Women and Children, and Minority Communities.

**References:**

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- The Hindu Marriage Act, 1955  
The Hindu Succession Act, 1956  
The Hindu Adoption and Maintenance Act, 1956  
The Hind Minority and Guardianship Act, 1956  
The Suppression of Immoral Traffic in Women and Girls Act, 1956  
The Untouchability Offences Act, 1955  
The Dowry Abolition Act, 1961  
The Special Marriage Act, 1956  
Medical Termination of Pregnancy Act, 1971

## **LABOUR LEGISLATIONS**

Course Number: **SWE 12A**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays various aspects of Labour Legislations, Legislation relating to working conditions, safety, welfare, wages and social security.

### **Goals:**

To facilitate the students to learn about various legislations related to labourers' Social Welfare and Security.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about i) Laws relating to labourers' working conditions and safety ii) Laws relating to Labour Welfare iii) Laws relating to wages of workers, and iv) Laws relating to Social Security of labourers.

### **Unit I Labour Legislation: An Introduction**

Labour Legislation: Concept, Meaning, Objectives and Importance.

Labour Legislations relating to The Apprentices Act 1961, The Contract Labour Regulation and Abolition Act 1970, The Industrial Employment (Standing Orders) Act 1946, The Industrial Establishment National and Festival Holidays Act 1951

### **Unit II Legislations Relating to Working Conditions and Safety**

Legislation (provisions) relating to Working Conditions and Safety of the Labourers: 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 Legislations Relating to Labour Welfare**

Legislation (provisions) relating to Labour Welfare: The Factories Act 1948, The Mines Act 1952, The Plantation Labour Act 1951, The Catering Establishment Act 1958, The Tamilnadu Labour Welfare Fund Act 1972.

### **Unit IV Legislations Relating to Wages**

Legislation relating to Wages: The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Equal Remuneration Act 1971, The Contract Labour Regulation Act 1970, The Payment of Bonus Act 1965.

**Unit V Legislations Relating to Social Security of Labourers**

Legislation relating to Labourers' 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:**

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|---|---|
| Deepak Bhatnagar, 1986                  | Labour and Industrial Laws. New Delhi: Pioneer Books  |
| Kannan and Sowri Rajan, 1996            | Industrial and Labour Laws. New Delhi: Taxman Allied Services                                   |
| Kapoor, N. D., 2000                     | Elements of Industrial Law. New Delhi: Sultan Chand and Sons.                                   |
| Misra, S. N., 1986                      | Labour and Industrial Laws. New Delhi: Allahabad: Law Agency.                                   |
| Subramanian, V., 2002.                  | Factory Laws Applicable in Tamilnadu. Volume I, II, III, IV and V. Chennai: Madras Book Agency. |
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## MENTAL HEALTH AND SOCIAL WORK

Course Number: **SWE 12B**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course describes different dimensions of Mental Health and the importance of Social Work in Mental Health.

### **Goals:**

To facilitate the students to learn about various aspects relating to Mental Health.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about i) Concept and history of Mental Health, ii) Assessment of Mental Health, and iii) Prevalence, and Treatment modalities of related to Psychosis, Psycho-somatic and Childhood Disorders..

### **Unit I Mental Health: An Introduction**

Concept of Mental Health: Characteristics of Mentally Healthy Individual. Psychiatry: Definition, Historical Development and Growth of Psychiatry, Symptoms, Disorders of Perception, Thought, Speech, Memory, Emotion, and Motor Disorders.

### **Unit II Assessment of Psychiatry**

Assessment in Psychiatry: Psychiatric Interview, Mental Status Examination, Classification in Psychiatry. Etiology, Clinical Manifestation, Treatment modalities of Neurosis, Anxiety, Phobia, OCD, Depression, Post-Traumatic Stress Disorders and Panic Disorders.

### **Unit III Prevalence and Treatment Modalities of Psychosis**

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis, Organic Psychosis, Functional Psychosis and Personality disorders

### **Unit IV Prevalence and Treatment Modalities of Psycho-somatic Disorders**

Prevalence, Etiology, Clinical Manifestation and Treatment Modalities of Psycho-somatic Disorders: Alcoholism and Substance Abuse and Psycho-Sexual Disorders. STDs: Prevalence of HIV/ AIDS in India. Approach to Patients with suspected HIV Infection and Pre-test Counselling.

### **Unit V Prevalence and Treatment Modalities of Childhood Disorders**

Prevalence, Etiology, Clinical Manifestation and Treatment Modalities of Childhood Disorders: Mental Retardation, Epilepsy, Trans-cultural Psychiatry and Cultural bound Syndromes.

### **References:**

Niraj Ahuja  
James Soleman  
Barker, P.  
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Kaplan

Introduction to Psychiatry.  
Abnormal Psychology and Human Life  
Child Psychiatry, Granada Publishing Ltd  
Essentials of Psychiatry  
Synopsis of Comprehensive Text book of Psychiatry



## URBAN COMMUNITY DEVELOPMENT

Course Number: **SWP 12C**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays Urban Community Development and its related Administration and Programmes.

### **Goals:**

To facilitate the students to have a broader understanding about various aspects of Urban Community Development with special reference to its programmes in Indian context. .

### **Objectives:**

On successful completion of the course the students should enrich their knowledge regarding the i) Basic elements Urban Community including Urbanisation and Urban Problems, ii) Urban Community Development Administration and iii) Different programmes related to Urban Community Development in India.

### **Unit I Urban Community / Urban Problems / Migration**

Urban Community: Meaning, Characteristics, Rural–Urban linkages and contrast. City: Meaning, Classification, Urban Agglomeration, Suburbs, Satellite towns, Hinterlands, New Towns, Metropolis and Megalopolis.

Urban Problems: Housing, Pollution, Drug Addiction, Juvenile Delinquency and Prostitution / Commercial Sex. Slum: Definition, Causes, Characteristics, Functions, Classification, Approaches, Theories and Culture of Slums.

Migration: Concepts, Causes, Types and Theories.

### **Unit II Dimensions of Urbanisation and Urbanism**

Urbanisation and Urbanism: Meaning and Characteristics, Trends in Urbanisation Process and Theories of Urbanisation. Unorganised / Informal Sectors: Concept, Characteristics; Un-organised Labour, Child Labour, Women Labour and Construction Workers, and the Role of the Urban Poor in Urban Development.

### **Unit III Urban Community Development: Fundamentals and Approaches**

Urban Community Development: Definition, Concept, Objectives and Historical Background. Urban Community Development: Approaches, Principles, Process and Methods, and Welfare Extension Projects of Central Social Welfare Board. Urban Development Planning: Town and Country Planning Act 1971, Constitution (Seventy-Fourth Amendment) Act 1992 Importance of Community Planning and Community Participation in Urban Development, Role of Community Development Worker and Application of Social Work method in Urban development.

### **Unit IV Urban Development Administration**

Urban Development Administration at National, State and Local levels; Urban services and urban deficiencies and 74<sup>th</sup> 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 Nations Centre for Human Settlement (UNCHS). Role of Voluntary Agencies in Urban Development.

## **Unit V Urban Development Programmes**

Urban Development Programmes: Importance of Five Year Plans in Urban Development; Jawahar Lal Nehru National Urban Renewal Mission(JNNURM), Integrated Development of Small and Medium Towns, Urban Infrastructure Development Scheme for Small and Medium Towns(UIDSSMT), National Urban Information System (NUIS), 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, Slum Clearance and Improvement Programmes and Resettlement and Rehabilitation Programme. Role of Community Development Wing in Implementation of UCD Programmes, and Problems in Implementation of Urban Community Development Programmes.

### **References:**

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|-----------------------------|---|
| Aray and Abbasi, 1995       | Urbanisation and its Environmental Impacts. New Delhi: Discovery Publications.  |
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| Thudipara, Jacob Z., 1993   | Urban Community Development. New Delhi: Rawat Publications.   |
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| Vibhooti, Shukla, 1988.     | Urban Development and Regional Policies in India. Bombay: Himalaya Publications.                                      |
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## **SOCIAL WORK PRACTICUM III**

Course Number: **SWP 13**

Number of Credits: **4 (Four)**

Concurrent Filed Work

Concurrent Field Work Viva-Voce Examination

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## ORGANIZATIONAL BEHAVIOUR

Course Number: **SWC 14**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays various aspects of Organizational Behaviour, Individuals and Groups in organization, Dynamics and Forms of Organization, and Organisational 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 relating i) the background and dynamics of Organizational Behaviour ii) to resolve conflicts in organizational environment, and iii) Organizational Changes and their impact on Organization Performance.

### **UNIT I Introduction**

Organizational Behaviour: Definition, Objectives, Need, Background and Foundations of Organizational Behaviour. Models of Organization Behavior and Challenges in Organizational Behaviour.

### **UNIT II Individual and Group Organization**

Individual and Groups in Organization: Individual - Differences and Models Man, Personality and Behavior: Perception and Learning, Values, Attitudes and Job Satisfaction. Group Dynamics: Theories of Group Formation - Formal and Informal Behavior and Group Behavior.

### **UNIT III Motivation and Leadership**

Motivation: Theories of Motivation and Emotional Intelligence. Leadership: Theories of Leadership. Concept of Communication: Communication Process and Effective communication. Management Information system: Management Review Meeting, Power and Politics and Organizational Conflict.

### **UNIT IV Dynamics and Forms of Organization**

Dynamics of Organization: Concept of Organizational Structure, Bases of Departmentation and Span of Management, Delegation of Authority: Centralization and Decentralization. Forms of Organization Structure: Line and Staff, Functional, Divisional, Project Matrix and Organization Structure. Job Stress: Causes and Effects of Stress and Coping with Stress.

### **UNIT V Organizational Change and Development**

Organizational Change and Development: Organizational Culture, Organizational Effectiveness and Organizational Change. Organizational

Development: Meaning, Characteristics, Models, Organizational Development Interventions, Cross Functional Teams and Quality of Work Life.

**References:**

- Jhon .W. Newstrom, 2007                      Organisational Behaviour. New Delhi: Tata McGraw–Hill Publishing Company Ltd.
- Keith Davis,                                      Human Behavior at Work. Louis Allen Management and Organization.
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- Subba Rao, P., 1999                              Essentials of Human Resource Management and Industrial Relations. Mumbai: Himalaya Publishing House.
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## **HUMAN RESOURCE MANAGEMENT**

Course Number: **SWE 15A**

Number of Credits: **4 (Four)**

### **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 their knowledge about HRM and Personnel Management, HR planning, various Management Systems and Wage and Salary Administration.

### **UNIT I Human Resource Management: An Introduction**

Human Resource Management: Concept, Importance and Scope. Personal Management: Importance and Functions. Human Resources Management and Personnel Management.

### **UNIT II Human Resources Management / Development**

Human Resource Management and Human Resources Development. Human Resources Development (HRD): Concept, Meaning, Philosophy, Components and Functions. HRD Scene in India: Current Trends, TEI, TQM, TBM, ISO.

### **UNIT III Human Resource Planning and Training**

Human Resource Planning: Meaning, Need, Process and Forecasting Human Resource Requirement: Need for Human Resource Policies. Recruitment: Meaning, Source and Methods. Selection: Meaning, Steps, Use of Psychological Test and Placement and Induction. Training and Development: Meaning, Need, Importance, Objectives and Methodology. Concepts of Lean Management, Outsourcing, Promotion, Transfer, Redeployment and Retirement

### **UNIT IV Performance Management**

Performance Management: Various System-needs for Performance Appraisal, Difficulties in Performance Appraisal, Job Analysis, Job Evaluation, Job Description, Job Specification, Job Enrichment, Job Enlargement and Job Rotation

### **UNIT V Wage / Salary Administration and Career Development**

Wage and Salary Administration: New Concepts, Profit Sharing, Performance and Linked Compensation. Career Development: Strategies, Importance, Objectives, Principles, Compensation, Packages, Succession Planning, Registers and Records, HR Audit, HR Research, HR Score card, Employees' Satisfaction and Measures for Improvement, and Employees' Counselling.

### References:

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Carol Besterfield, 2004  
Davar R S., 1977  
Katju, M., 1982  
Mamoria, C. B., 1980  
Manoj Kumar Sekar, 2000  
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Venkata Ratnam, C. S., and  
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- Total Quality Management. III Edition.  
Pearson Education.  
Personnel Management and Industrial Relations. New  
Delhi: Vikas Publishing House.  
Domestic Enquiry. Bombay: Tripathi (P) Ltd  
Personnel Management. Bombay:Himalaya Publishing House  
Personnel Management. New Delhi; Crest Publishing House.  
Human Resource Development Strategies, Approaches  
and Experiences. Jaipur: Arinant Publishers.  
Handbook of Human Resource Development. New  
York: Wiley and Sons  
Personnel Management and Industrial Relations. New  
Delhi: Sultan Chand and Sons  
Personnel Management and Human Resources.

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## MANAGEMENT OF NGOs

Course Number: **SWE 15B**

Number of Credits: **4 (Four)**

### Subject Description:

This course throws light on management of Non-Governmental Organizations (NGOs) and their administration.

### Goals:

To facilitate the students to understand about the structure of NGOs and their management aspects like project identification, evaluation and monitoring, and project personnel empowerment.

### Objectives:

On successful completion of the course the students would enrich their knowledge about the i) structure, development and establishment of NGOs, ii) contents of project identification, budgeting, and funding, iii) project personnel empowerment and monitoring and evaluation.

### UNIT I Non-Governmental Organizations

Non-Governmental Organizations: Concept, Meaning, Need, Classification, Structure, Functions, Philosophies, Principles, Significance, Strategies, and Role of NGOs. Historical Development of NGOs in India.

### UNIT II Establishment of NGOs

Registration and Establishment of NGOs: Societies Act, Trust Act, Company's Act (Sec. 25), Bylaws Preparation and Legal Status of NGO. Monitoring Mechanism adopted by Governments - FCR Act. Administration. Policy Making: Membership Classification, Aims and Objectives of the Executive Committee, Office Bearers and Governing Counsel, and Rights, Power and Duties.

### UNIT III Project Identification and Budgeting



Project Identification and Feasibility Studies / Base Line Surveys, Project Formulation, Planning and Policy-making, Strategy Formation and Preparation of Project Proposals and Project Implementation.

Budgeting: Meaning, Steps and Important Items in Budget. Resource Mobilization: Central and State Government Assistance and other Assistance. Fund Raising: Meaning, Techniques and Income Generation Programmes (IGP). Financial Management, Financial Collaboration between Funding Organization and Non-Profit Organizations.

#### **UNIT IV Funding of NGOs**

Funding: Sources of Funding – Government Grants, Foreign Aid, Donations, Membership fees and NGOs Contribution. Project Approach to Funding: Donor Consortium Approach, Funding Criteria and Conditionality. Managing Relationships with Donors, Working with Governments, Aspects of Financial Management relevant for NGOs and Networking Strategies.

#### **UNIT V Project Personnel Empowerment and Monitoring and Evaluation**

Training: Meaning, Need, Importance, Purpose, Significance and Training Needs: NGO functions in different Fields: Health, Rural Development, Child Health and Welfare, Women Welfare, Youth Welfare and Aged Welfare. Role of NGOs in Administering the Social Welfare Programmes.

Project Evaluation and Monitoring: Aims, Objectives, Purposes and Creating Management Information System. Project Appraisal: Meaning and Techniques: Logical Frame Analysis (LFA), Participatory Rural Appraisal (PRA) - Principles, Methods of PRA and Network Analysis.

#### **References:**

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## **SOCIAL WORK PRACTICUM IV**

Course Number: **SWP 16**

Number of Credits: **4 (Four)**

Concurrent Filed Work

Concurrent Field Work Viva-Voce Examination

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## **MINI RESEARCH PROJECT**

Course Number: **SWP 17**

Number of Credits: **4 (Four)**

Project Report based on Filed Study

Project Viva-Voce Examination

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## **COMPULSORY DIPLOMA FOR MSW (CBCS) DIPLOMA IN COUNSELLING & GUIDANCE**

### **Paper I - INTRODUCTION TO COUNSELLING AND GUIDANCE**

Course Number: **SWD 01**

Number of Credits: **4 (Four)**

#### **Subject Description:**

This course presents various aspects of counselling and guidance.

#### **Goals:**

To facilitate the students to learn the importance of counselling and guidance and its applicability in the social work profession.

#### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the fundamentals of counselling and guidance, (ii) Counselling history and research, (iii) basics of counselling and therapeutic relationships, and (iv) Assessment, Testing and Diagnostic process.

#### **Contents:**

- Unit I Guidance and Counselling in Today's Perspective**  
Meaning of Guidance: Basic principles and assumptions underlying guidance;  
Definitions of Counselling: Characteristics of a counsellor.
- Unit II Counselling: History and Research**  
The identity of Counselling; History of Therapeutic Counselling: The ancient Philosophers and the first Psychiatrists; Influences from Psychology: the Guidance era, the Counselling era, and the era of the therapeutic counseling;  
Licensing and regulation in counseling; Research foundations of counseling;  
Counselling research process and research for the counselors; Counsellors as scientists – practitioners.
- Unit III Basics of Counselling**  
What counsellors have in common: A unique identity, different roles, a set of generic skills, a set of common goals, developmental and remedial orientation;  
Team work and Counselling process; Steps in counselling
- Unit IV The Therapeutic Relationship**  
Qualities of counselling relationships; Perspectives on helping relationships: congruence, positive regard and empathy, working alliance, counselors as relationship specialists, conflict and resolution in relationships; Practical dimensions of therapeutic relationships: commitment, trust, empathy, confidentiality, benevolent power, creating a relationship in the initial interview; establishing rules, planning hope, assuring confidentiality, assessing expectations, collecting information, identifying problems, beginning intervention, first session agenda and 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 and using assessment methods; Formal and functional diagnosis: Diagnosis, ethical concerns and behavioral diagnosis.

## **Paper II - COUNSELLING PRACTICE**

Course Number: **SWD 02**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course portrays various dimensions of counselling practice.

### **Goals:**

To facilitate the students to learn the meaning and significance of group counselling and its practice in the social work profession.

### **Objectives:**

On successful completion of the course the students should enrich their knowledge about (i) the basics of group of counselling, (ii) Counselling in schools and career counseling, and (iii) Counselling for marital, family and sex relationships as well as addiction.

### **Contents:**

#### **Unit I Group Counselling**

Survey of groups: Encounter groups, guidance groups, counselling groups, therapy groups, self help and support groups; 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 and specialized skills of group work

#### **Unit II Counselling in Schools**

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

#### **Unit III Career Counselling**

Functions of work, roles of counseling, facilitating awareness, becoming familiar with the world of work, teaching decision making skills and teaching employability skills; Theories of Career Development: Caplow, Super-holland, Hoppock-roe-karumboltz, Career Education: Abilities, interest, values and career decision-making; Trends and issues in Career Counselling; Changes in work place, work and leisure-use of technology, and counselling in industries.

#### **Unit IV Marital, Family and Sex Counselling**

Family vs Individual Counselling: 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 and slowing down; Ethical issues in family counselling. Sex Counselling: Clinical assessment interview, physical examination and medical history, exploration of relationship, sensate focuses exercise, specialized techniques and evaluation.

#### **Unit V Addiction Counselling**

Symptoms of addiction, drug use and abuse; Drug culture: Types of drugs – marijuana, depressants, stimulants, narcotics, hallucinogens and effects of drug abuse; Adolescent drug use and prevention; Abuse in special populations: The elderly and the disabled; Principles for counseling: the chemically dependent, medical model, AA/NA model and Therapeutic model

## **Paper III - COUNSELLING THEORIES**

Course Number: **SWD 03**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course presents different counselling 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 counselling 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 IV - COUNSELLING TECHNIQUES

Course Number: **SWD 04**

Number of Credits: **4 (Four)**

### **Subject Description:**

This course presents different counselling 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 counselling and (ii) Counselling history and research, (iii) basics of counselling 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-Meichenbaum'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 all the Papers):**

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