BHARATHIAR UNIVERSITY, COIMBATORE – 641 046
DEPARTMENT OF SOCIAL WORK
M.S.W (MASTER OF SOCIAL WORK)
(For the University Students admitted from the Academic Year 2017-18 &Onwards)
SCHEME OF EXAMINATIONS: CBCS Pattern

SEM	Core / Elective / Supportive Papers	CODE	SUBJECT	UNIVERSITY EXAMINATIONS				
				CH	IN	EX	Max	C
I SEM	CORE – I	SWC01	Introduction to Social Work Profession	4	25	75	100	4
	CORE – II	SWC02	Working with Individuals (Social Case Work)	4	25	75	100	4
	CORE-III	SWC03	Psychology for Social Work Practice	4	25	75	100	4
	CORE-IV	SWC04	Sociology for Social Work Practice	4	25	75	100	4
	SUPPORTIVE	SWS01	Would be Chosen by Students	2	12	38	50	2
	FIELDWORK	SWP01	Social Work Practicum – I- Observation Visits, Rural/Tribal Camp, Group Projects& Viva-Voce	12	50	25	75	3
II SEM	CORE – V	SWC05	Working with Communities (Community Organization) and Social Action	4	25	75	100	4
	CORE – VI	SWC06	Working with Groups (Social Group Work)	4	25	75	100	4
	Elective-I	SWE01A	Labour Legislation (or)	4	25	75	100	4
		SWE01B	Mental Health (or)					
		SWE01C	Rural and Tribal Community Development					
	CORE-VII	SWC07	Social Work Research & Statistics	4	25	75	100	4
	SUPPORTIVE	SWS02	Would be Chosen by Students	2	12	38	50	2
	FIELD WORK	SWP02	Social Work Practicum – II- Concurrent Field work –School Social Work, NGO Placement & Viva-voce	12	50	25	75	3
III SEM	CORE-VIII	SWC08	Social Welfare Administration and Social Policy	4	25	75	100	4
	ELECTIVE-II	SWE02A	Human Resource Management (or)	4	25	75	100	4
		SWE02B	Community Health (or)					
		SWE02C	Urban Community Development					
	CORE-IX	SWC09	Counseling and Guidance	4	25	75	100	4
	CORE- X	SWC10	Corporate Social Responsibility & Social Entrepreneurship	4	25	75	100	4

CORE – XI	SWC11	Legal System and Social Legislation in India	4	25	75	100	4
SUPPORTIVE	SWS03	Would be Chosen by Students	2	12	38	50	2
FIELD WORK	SWP03	Social Work Practicum – III Concurrent Field work and Viva – Voce	12	50	25	75	3
CORE – XII	SWC12	Social work with Persons with Disabilities	4	25	75	100	4
ELECTIVE-III	SWE03A	Industrial Relations & Employee Welfare (or)	4	25	75	100	4
	SWE03B	Medical Social Work (or)					
	SWE03C	Disaster Management					
ELECTIVE-IV	SWE04A	Organizational Behavior and Organizational Development (or)	4	25	75	100	4
	SWE04B	Psychiatric Social Work (or)					
	SWE04C	Development Management					
CORE – XIII	SWP05	Research Project and Viva – Voce	4	75	25	100	4
CORE –XIV	SW P06	Block Placement (1 month)and Viva Voce	4	60	40	100	4
FIELDWORK	SWP04	Social Work Practicum – IV Concurrent Field Work & Viva- Voce	12	50	25	75	3
		TOTAL				2250	90

(IV SEM spans the rows from CORE – XII through FIELDWORK.)

Note: *CH – Class Hours, In – Internal Marks, Ex – External Marks, Max – Maximum Marks, C – Credits, Duration of Exams: 3 hours*

COURSE COMPLETION REQUIREMENTS
CCR 1: SUMMER INTERNSHIP: (End of II Semester)

To acquire firsthand knowledge about the functioning of agencies in the respective fields of specializations, the students will be placed in various agencies situated in places other than Coimbatore, for a period of thirty days during the months of May-June after the second semester examinations are over. The students should follow the guidelines prescribed by the department and submit a report along with the evaluation report given by the agency. The students will be evaluated by the internal faculty based on the PPT presentation by the students.

This component is a course completion requirement for the award of MSW degree. Only on the successful completion of the summer internship along with other course completion requirement the students will be awarded the MSW degree.

CCR2: INDUSTRIAL VISIT TOOTHERSTATES: (During III Semester)
      Students will be taken to leading NGOs and INGOs, Corporate, Government Agencies, reputed Social Work Schools situated in other States. Students will be evaluated based on their report submitted. The duration of the Industrial Visit will be around 7days.

TITLE OFTHEPROGRAM
- ✓ **Master of Social Work (MSW)**
- ✓ **M.Phil (Social Work)**
- ✓ **Ph.D (Social Work)**

      The MSW programme offers specialization in Community Development, Human Resource Management and Medical & Psychiatric Social Work .Apart from classroom teaching, the MSW students shall undergo concurrent and block fieldwork in various setting. This practical training enables the students to acquire professional social work skills, values, and ethics and integrate theory and practice.

SCOPE
      Social Work Profession promotes social change, problem-solving inhuman relationships and the empowerment and liberation of people to enhance well-being. Utilizing theories of human behavior and social systems, Social Work intervenes at the pointwherepeopleinteractwiththeirenvironments.Principlesofhumanrightsand social justice are fundamental to Social Work.(International Association for Social Workers)

OBJECTIVES
      To prepare candidates for a career in social work through a professional training programme aimed at developing in them:
- ✓ Scientific knowledge about the dynamics of problems and issues in our society.
- ✓ An ability to critique the ideologies that lead to systematic domination and marginalization of vulnerable groups.
- ✓ Necessary skills of awareness, skills aiming at empowerment of people and skills in culture-sensitive methods of social change.
- ✓ Ability to apply skills in social work practice and social work research in different fields for achieving desirable change and development and empowerment of people.
- ✓ Attitudes and values necessary for working with people and organization for achieving the goals of the social work professional namely;
     - ▪ To enhance people's capacity for social functioning;
     - ▪ To improve the quality of life for everyone;
     - ▪ To promote social justice;
     - ▪ Provide opportunities for people to develop their capacities to become participating and contributing citizens.

DURATION OFTHEPROGRAMME
      The programme of study shall be for duration of TWO academic years with FOUR semesters.

ELIGIBILITY

Any degrees offered by are Cognized University and the candidate should have completedthecoursethrough10+2+3patternpriority will be given to graduates from Social Work, Sociology, Psychology, Rural Development & Labour Management background.

Reservation of seats and others concessions will be in line with TamilNadu State Government and norms of the University.

SCHEME OFEXAMINATION AND PASSING MINIMUM:

This is in accordance with the CBCS Regulations, Bharathiar University, that has come effect from2007andchanges effected from time to time shall also become automatically applicable. The passing minimum is 50%of the ESE and also 50%ofthe maximum of that paper/course.

DETAILS OF SESSIONAL ASSESSMENT/INTERNAL ASSESSMENT

(25MARKS)

EXAMINATIONS	*ASSESSMENT*	*MARKS*
Test	Average of best two test performance	15
Assignment	Average of the two submitted	5
Seminar	Presentation of a given topic	5

ATTENDANCE

Every student should have put in a minimum of 75%attendance to become eligible to attend ESE examinations. The Head of the Department shall condone lack of attendance for a student in a course when the student had earned a minimum of 65% of the attendance required for the course concerned by payingRs.500/-per course into the finance section. Any student with less that 60% attendance in a particular semester will be permitted to write the ESE only after the completion of the entire two year course.

SPECIALIZATION

The students shall be allocated their area of specialization at the beginning of second semester after scrutiny of students 'options and performances in the first semester. The decision of the faculty members shall be final in allocation of specialization to the students.

*DETAILED FIELDWORK INSTRUCTION (SEE ANNEXURE)

I SEMESTER

INTRODUCTION TO SOCIAL WORK PROFESSION

Course Code: SWC 01   **Number of Credits: 4 (Four)**

Subject Description: This course presents the history, philosophy and methods of Social Work.

Learning Outcome: 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 and Social Work education in India.

Specific 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 (iii) Social Work profession and Social Work Education in India (iv) Fields and emerging areas of Social Work.

Teaching Methodology: Lecture, Reading material, Discussions, Case analysis, Field work and News clippings

Contents:

Unit I: Introduction
Social Work: Definition, Objectives, Philosophy, Principles and Scope. Concepts of Social Work; Social Service; Social Welfare; Social Reform; Social Security and Social Justice; Introduction to the Methods of Social Work; Emergence of Social Work in India: USA & UK.

Unit II: Background and Models of Social Work Profession
Social Work Profession: Traits, Values, Ethics and Goals; 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: NASW, IASW, IFSW.

Unit III: Social Work Profession and Social Work Education in India
Social Work Profession: Trends in Social Work Profession in India; Development of Social Work Education in India; Field work: Importance of Field Work and Supervision; Problems faced by the Social Work Profession in India; Need for Social Science knowledge for Professional Social Workers.

Unit IV: Fields of Social Work

Family and Child Welfare, Correctional Social Work, Industrial Social Work, Medical   and Psychiatric Social Work, School Social Work and Community Organization, Youth Social Work, Geriatric Social Work; Social Work with Persons with   Disabilities: Social Work with LGBT, Migrants, Refugees; Disaster Management and   Displacement; Central and State Social Welfare Boards- Constitution and their   functions.

Unit V: International Social Work

Definition and Scope of International Social work; Integrated perspectives of   International Social Work – Global Perspective, Human Rights Perspective, Ecological   Perspective, Social Development Perspective; Strength Based Social Work; Spirituality   Based Social Work: Basic Programmes and Strategies for International Social Work –   Empowerment, Capacity building. Self – help and Self – reliance, Enhancing Social   Cohesion.

Text Books:

- Gangrade, K. D. Dimensions of Social Work, Marwah Publications, New Delhi
- Misra P.D. Social Work Philosophy and Methods
- Paul Chowdry D. Introduction to Social Work, History, Concept, Methods and Fields

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.
- David Cox & Manohar Pawar, 2006, International social work, issues, strategies and programmes, sage Publications, New Delhi.
- Director, Publications Encyclopedia of Social Work in India, Old Volumes I-II and Division III, New Vol. I to IV. Ministry of Information and Broadcasting, Govt. of India, 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, 1995Social 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
- Nicholas Francis., 2015, Handbook for Professional Practice and Career Development in Social Work, Francis Publications, Madurai.
- Walter A. Friedlander Concepts and Methods of Social Work, Prentice Hall, UK.1958
- Wadia, A.R., 1961 History and Philosophy of Social Work in India. Allied Publications Pvt. Ltd., Mumbai.

Web Resources:

- http://www.unesco.org/education/mebam/module_3.pdf
- http://www.sagepub.in/upm-data/38141_Chapter1.pdf
- http://planningcommission.nic.in/plans/mta/mta-9702/mta-ch15.pdf
- http://www.russellhouse.co.uk/pdfs/SWMMT2.pdf
- http://shodhganga.inflibnet.ac.in/bitstream/10603/23970/9/09_chapter%201.pdf
- http://shodhganga.inflibnet.ac.in/bitstream/10603/16128/11/11_chapter%204.pdf
- https://www.socialworkers.org/practice/standards/childwelfarestandards2012.pdf
- http://www.iasswaiets.org/uploads/file/20130506_Ethics%20in%20Social%20Work,%20Statement,%20IFSW,%20IASSW,%202004.pdf

WORKING WITH INDIVIDUALS (SOCIAL CASEWORK)

CourseNumber:SWC02   **Number of Credits:4 (Four)**

Subject Description: This Course portrays the different aspects of Social Case Work and working with individual.

Learning Outcome: To facilitate the students to learn the importance of Social Case Work and its application in Social Work Profession.

Specific Objectives: On successful completion of the course, the students should enrich their knowledge about

1. Case Work as a method of Social Work and to understand values and principles of working with individuals.
2. To develop the ability to critically analyze problem of individuals and factors affecting them.
3. To enhance understanding of the basic concepts, tools and techniques in working with individuals in problem solving and in developmental work.
4. Develop appropriate skills and attitudes to work with individuals.
5. To identify the various situations and settings where the methods could be used in the context of social realities of the country.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role- play, Case Discussions, Group activities, assignments/seminars.
Content:
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; Historical Development of Social Case Work in West and India; 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; Transference and   Counter Transference.

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

Psychosocial Approach, Functional Approach, Problem Solving Model, 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, Industries, De- addiction, Community, Medical and Psychiatric institutions. Correctional settings: Care of aged and in foster home; Development of Professional-self and Role of Social Case Worker as an Enabler, Facilitator, Guide and Resource Mobilizer in various settings.

Unit V: Recent Developments in Social Case Work

Problems and limitations of Social Case Work practice in India; Skills of Social Case Worker; 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.

Reference:

* Aptekar, H.R. Dynamics of Case Work and Counseling
* Benjamin, Alfred, 1967The Helping Interview, Houghton Mifflin Company, New York
* Bannerji G R (1973) – Papers on Social Work: An Indian Perspective. Tata Institute of Social Sciences Mumbai
* 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.
* GraceMathew1992 An Introduction to Social Case Work, TISS, Mumbai
* Hamilton, G., 1954Theory&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, 1972TheSocialWorkInterview, Colombia UniversityPress, N.Y.
* Kumar, Hajira, 1995TheoriesinSocialWorkPractice,Friends Publications, N.D.

- Mathew, G. 1992 An Introduction to Social Case Work, TISS, Mumbai.
- NurstenJ. 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.
- 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 andKegan

   Paul, London
- Upadhyay, R. K. (2003). *Social casework: A therapeutic approach.* New Delhi: Rawat Publications.
- Wilkins, P., 1997 Personal and Professional Development for Counselors, Sage Publications, New Delhi.

 Web_Resource
- http://www.slideshare.net/srengasamy/social-case-work-main
- http://christcollegemsw.blogspot.in/2007/08/unit-i-introduction-to-social-casework.html
- http://www.yourarticlelibrary.com/sociology/social-casework-processes-study-and-diagnosis/36564/
- http://www.ignou.ac.in/upload/bswe-02-block1-unit-3-small-size.pdf
- http://www.ignou.ac.in/upload/bswe-02-block1-unit-2-small-size.pdf
- http://www.ignou.ac.in/upload/bswe-02-block4-unit-21-small%20size.pdf
- http://www.indianmba.com/Faculty_Column/FC321/fc321.html
- http://www.socialworktoday.com/archive/071211p10.shtml

PSYCHOLOGY FOR SOCIAL WORK PRACTICE

Course Code: SWC 03   **Number of Credits: 4 (Four)**

Subject Description: This course portrays the different socio-psychological aspects of human behavior, human growth and personality development.

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

Specific Objectives:
➢ To understand the evolution of personality across individual life span

➢ To equip the student with a broad knowledge of abnormal behavior with specific reference to select abnormal behavior
➢ To facilitate the integration of above knowledge with social work practice.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, assignments/seminars, Psychometric tests

Contents:
Unit I Introduction
Psychology: Definition, Nature and Scope, Concept of human behavior, Normality and Abnormality, 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, Babyhood, 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 Learning & Motivation
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 Perception & Attitude
Perception: Concept and Nature, Types, Errors in Perception, Factors influencing Perception; Attitudes: Concept and Nature, stereotypes and prejudice, Formation of Attitudes and Attitudes change in individuals and groups, Collective / Crowd behavior, Adjustment.

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, Mental retardation, Role of Social Workers in promoting Mental Health

References:
- Hurlock, E.B. : Developmental Psychology, A Life Span Approach (Tata McGraw-Hill, New Delhi, 2006)
- Morgan, C.T. : Introduction to Psychology7th Edition (Tata McGraw-Hill, New Delhi, 1993)
- Hall, C.S. and Lindzey, G. : Theories of Personality (Wiley New York,1978)

- Page, J.D. : Abnormal Psychology(Tata McGraw-Hill, New Delhi, 1991)
- Jayaswal, S.R. : Guidance and Counseling : an Elective Approach(Lucknow,1968)
- Mangal,S.K.(2009) General Psychology ,(Sterling Publishers,New Delhi)
- Mangal,S.K.(2009) Abnormal Psychology ,(Sterling Publishers,New Delhi)
- Maslow,A.H.(1943) A Theory of human motivation. Psychological Review
- McGregor,D. (1960) The Human side of enterprise. N.Y. McGraw-Hill
- McClelland,D.C.(1975) Power: The inner experience. N.Y.Irvington
- Murray H.A.(1938) Exploration in personality. N.Y. Oxford University Press
- Robinson,A.J.(1972)The 1972 annual handbook for group facilitators. San Diego, CA:Pfeiffer& Company
- Sashkin,M(1981)The 1981 annual handbook for group facilitators. San Diego, CA:Pfeiffer& Company
- Kuppuswamy, B : Introduction to Social Psychology (Asia Pub. House, Bombay,1961)
- Baron , R. A. and Byme, D. : Social Psychology, 8th Edition (Prentice Hall of India Pvt. Ltd., New Delhi 2000)
- Rao N. S. : Counseling and Guidance (Tata McGraw-Hill, New Delhi, 1991)
- Aron.F. Witting and Psychology: An Introduction, McGraw Hill Inc., USA Gurrey Williams 1984
- Bhatia, H. R., 1972 Abnormal Psychology, Oxford IBH Publications, Bombay.
- Young Kimbal 1952. Personality and Problems of Adjustment, Routledge&Koged Paul, London
  - Irvin G. Sarason Abnormal Psychology, Prentice Hall, Engle Woods Barbara R.Sarason 1989 Cliffs.N.J.
- Page, James, D. 1982. Abnormal Psychology, Tata McGraw Hill Co. Ltd., New Delhi
- Linda L. David Off 1980 Introduction to Psychology, McGraw Hill Inc. USA.
- Colman, James C. &Broen William E. (1972) Abnormal Psychology and Modern life, India : D. B. Taraporevala Sons and Co. Pvt. Ltd.
- Gardner, Murphy (1964) An Introduction to Psychology, Calcutta : Oxford and IBH Publishing Co.

Web Resources:
- http://www.nios.ac.in/media/documents/secpsycour/english/chapter-1.pdf
- http://www.ucadia.com/uca/u18/180600.htm
- http://study.com/academy/lesson/freuds-psychoanalytic-theory-on-instincts-motivation-personality-development.html
- http://wps.ablongman.com/wps/media/objects/1530/1567154/278-316_CH08_61939.pdf
- http://www.publishyourarticles.net/knowledge-hub/education/what-are-the-factors-affecting-personality-development.html
- http://www.bhel.com/dynamic_files/press_files/pdf/pdf_14-Mar-2005.pdf
- http://www.education.com/reference/article/emotional-development/

- http://www.andrews.edu/~rbailey/Chapter%20one/9401313658.pdf
- http://www.unco.edu/cebs/psychology/kevinpugh/motivation_project/resources/graham_weiner96.pdf
- http://typesofpsychology.net/types-of-perception-in-psychology/
- http://www.answers.com/Q/What_are_the_factors_influencing_perception
- http://www.cybersisman.com/psychap/finalexam/socialpsych.pdf
- http://www.ucd.ie/advisers/pdfs/gwb/General%20Wellbeing%20-%20Stress.pdf
- http://www.typesofconflict.org/
- http://bowins.com/downloads/psychological_defense_mechanisms.pdf
- http://www.dhhs.tas.gov.au/__data/assets/pdf_file/0003/38442/what_is_mental_illness.pdf
- http://www.dhcas.gov.hk/english/public_edu/files/SeriesI_MentalRetardation_Eng.pdf

SOCIOLOGY FOR SOCIAL WORK PRACTICE

Course Code: SWC 04   **Number of Credits: 4 (Four)**

Subject Description: This course portrays the concept of Society and its related issues.

Specific Objectives: To facilitate the students to learn the various aspects of Society, Socialization, Family, Social stratification and Social Problems

Learning Outcome: 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) Social stratification and Social Change, and (v) Social Problems with special reference to India.

Teaching Methodology: Group Discussions, Lecture classes, Power point presentation, Role-play, Case Discussions, Group activities, Assignments/Seminars.

Contents:
Unit I Basic Concepts in Sociology
> Society: Concept, Characteristics, Structure and Functions of Society, Relationship between individual and Society; Community: Concept, Definition and Characteristics of Rural, Urban and Tribal Communities; Institution; Association; Social Process; Demographic Characteristics of Indian Society; Relevance of Sociology 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; Cultural Lag:

Civilization; Social Groups: Concept, Definition, Characteristics and Classification of Social groups. Social Networking: WhatsApp, Face Book.

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 in Indian family, Recent trends in family relationships (gay, lesbians, dating, living relationship)

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

Concept, Definition, Nature and Extent of social problems and issues in India; Poverty, Delinquency, Substance abuse, Illiteracy, Terrorism and Crime, Suicide , Corruption , Problems of the aged, Problems of the Disabled, Cyber-crime, Issues related to Women and Children, Environmental Pollution and Degradation.

Text Books:
- C.N.Shankar Rao,Sociology of Indian Society, New Delhi, Chand Publications,
- Vidhya Bhushan and D.R.Sachdeva, An Introduction to Sociology, Allahabad , Kitab Mahal,
- D.N.Majumdar and T.N.Madan, An introduction to Social Anthropology, Noida, Mayoor Paperbacks,

References:
- Ghurye. G.S., Caste, Class and Occupation, Bombay, Popular Prakashan
- Elliot and Merril, 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, MacMillanO.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.

Web **Resources**

- http://www.yourarticlelibrary.com/sociology/essay-on-sociology-the-meaning-of-sociology-800-words/8496/
- https://sociology.knust.edu.gh/about-us/aims-objectives
- http://study.com/academy/lesson/types-of-social-groups-primary-secondary-and-reference-groups.html
- https://opentextbc.ca/introductiontosociology/chapter/chapter14-marriage-and-family/
- http://www.sociologyguide.com/marriage-family-kinship/
- https://www.slideshare.net/kwhansen52/chapter-11-family-and-marriage
- https://en.wikipedia.org/wiki/Social_stratification
- http://www.yourarticlelibrary.com/sociology/social-stratification-meaning-types-and-characteristics-sociology-2446-words/6199/
- http://www.studylecturenotes.com/social-sciences/sociology/121-social-change-and-social-problem

SOCIAL WORK PRACTICUM- I (Concurrent Field Work)

Course Number: SWP 01   **Number of Credits: 3 (Three)**

1. Observation /Orientation Visits
        The First Year Students will be taken to Observation visits to various NGO's/Hospitals/Industries and Social welfare agencies in and around Coimbatore to expose the students to the various agencies and their functioning.

2. Rural/Tribal Camp
        The First Year Students will be taken to Rural /Tribal Camp for a period of 9 days to 10 days to experience the rural/tribal living and understand the problems of Rural / Tribal Community.

3. Group Projects
        The Students will have to organize Group projects on Social issues and problems of their choice and are expected to submit a report.

        The students will be evaluated on the basis of submission of field work records and a Viva –voce examination conducted by an external examiner.

II SEMESTER

WORKING WITH COMMUNITIES (COMMUNITY ORGANISATION) AND SOCIAL ACTION

Course Code: SWC 05   **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.

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

Specific Objectives: On successful completion of the course the students should enrich their knowledge regarding the
  ➢ Understanding the concepts related to working with Communities and processes involved in it.
  ➢ To familiarize the emerging trends and experiments in Community Organization
  ➢ To introduce various aspects of Social Action as an effective method of Social Work.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, assignments/seminars.

Contents:
Unit I: Community Organization and Community Development
        Community Organization: Definition, Objectives, Goals, Scope and Philosophy; 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; Models of Community Organization.

Unit II: Methods and Phases of Community Organization
        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, Action, Evaluation, Modification, and Continuation.

Unit III Skills in Community Organization
        Organizing Conferences, Committee meetings, Training, Communication, Consultation, Negotiation, Conflict Resolution, Resource mobilization, and Use of

relationship, Reporting and documentation, Qualities of Community Organizer and Roles and Responsibilities of Community Organizer.

Unit IV Application and Strategies of Community Organization

Application of Community Organization in different fields: Health, Correctional, Educational, Rural and Urban, Industrial, Community Welfare Councils and Community Chest. Strategies of community organization: Advocacy, Campaigning, Lobbying and Networking

Unit V: **Social Action**

Definition, Objectives, Principles, Methods and Strategies; Social Action and Social Movement; Social Action for Social change and Social Development; Scope of Social Action in India; Role of Social Worker in Social Action enforcement of Social Legislation through Social Action; Major Models: Paulo Freire, Saul Alinsky, Mahatma Gandhi, Ambetkhar Vinobha Bhave, Jayaprakash Narain, Narayana Guru, EVR, Anna Hazare and Nelsan Mandela, Aang Sukui, and Malala

References:

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- 1975 Jersey: Practice. New Prentice-Hall, Inc.
- Kuppusamy, B., Social Change in India. New Delhi: Vikas Publishing House (P) Ltd.
- Kurien . C. T., 1981 Dynamics of Rural Transformation. New Delhi: Orient Longman.
- Mehta, Sushil, Study of Rural Sociology in India. New Delhi: S. Chand Company Ltd.

Web Resources:

- http://ignou.ac.in/upload/bswe-03-block1-unit-3-small-size.pdf
- http://ignou.ac.in/upload/bswe-03-block1-unit-1-small-size.pdf
- https://kapanjadibeda.files.wordpress.com/2010/08/community-practice.pdf
- http://www.thecyberhood.net/documents/papers/mendes09.pdf
- http://www.sagepub.in/upm-data/24165_Chapter1.pdf

- http://www.angoc.org/wp-content/uploads/2010/07/19/ideas-in-action-for-land-rights-advocacy/13-10-Basic-Steps-in-Community-Organizing.pdf
- http://www.soc.iastate.edu/sapp/soc506socialaction.pdf
- http://www.wyke.ac.uk/uploads/ws-summer2012/sociology/socialaction-studyguide.pdf
- http://www.sagepub.in/upm-data/38141_Chapter1.pdf

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.

Learning Outcome: To facilitate the students to learn the importance of Social Group Work and its application in Social Work Profession.

Specific Objectives: On successful completion of the course the students should enrich their knowledge about
- Group Work as a method of Social Work and to understand values and principle of working with groups.
- To enhance understanding of the basic concepts, tools and techniques in working with groups in problem solving and in developmental work.
- To identify the various situations and settings where the method could be used in the context of social realities of the country.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, Assignments/Seminars.

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; Types of Group Work; Communication with Groups; Models of Social Group Work.

Unit III Process of Social Group Work

Planning stage, Beginning stage, Middle stage, and Ending stage; Principles of Social Group Work: Group process, Bond, Group Cohesion, 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 and its principles 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, Industries, Old age homes and Communities; Use of Sociometry 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 Group in Social Work: An Ecological Perspective, Macmillan Vassil, T.V., 1980 Publishing Co. New York.
- Banerjee, G.R.(1973) Papers in Social Work,Tata Institute of Social Science, Bombay
- Bhatt R.M. (1960) Records of Social Group Work Practice in India, Baroda University: Baroda
- Charles Zastrow (2014), Social Work with Groups, Comprehensive Work Text.
- Douglas, Tom, 1979 Group Process in Social Work: A Theoretical Synthesis, N.Y. Garwin, C., 1987 Contemporary Group Work, Prentice Hall Inc., New York.
- Garvin, Charles D. et al (eds.) (2008) Handbook of Social Work With Groups, Rawat Publications, New Delhi
- Johnson, F.P. (2003) Group Theory and Group Skills, Beston Mass: Rcorson/ Allyn and Bacon
- Kemp, C.G., 1970 Perspectives on Group Process, Houghton Mifflin Co., Boston.
- Ken, Harp, 1977 Group Theory for Social Work: An 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, KitabMahal, 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.
- Siddiqui, H.Y. (2008) Group Work: Theories and Practices, Rawat Publications, New Delhi.
- 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.

Web Resources:
- http://www.sagepub.com/vip/cpiseries/conyne/materials/chapter1_GroupWorkLdrshp.pdf
- http://www.pearsonhighered.com/samplechapter/0205376061.pdf
- http://www.imm.dtu.dk/~rvvv/CPPS/4Chapter4groupwork.pdf
- http://www.nisd.cass.cn/upload/2012/12/d20121221210609612.pdf
- http://www.ignou.ac.in/upload/bswe-02-block1-unit-9-small%20size.pdf
- http://www.ydinstitute.org/resources/publications/GroupWork.pdf
- http://quizlet.com/6371464/types-of-groups-and-group-work-flash-cards/
- http://www.iapop.com/wp-content/uploads/2011/02/dissertations/dworkin-groupprocesswork.pdf
- http://www.ignou.ac.in/upload/bswe-02-block1-unit-11-small%20size.pdf
- http://www.abahe.co.uk/business-administration/Leadership-and-Team-Building.pdf
- http://www.who.int/cancer/modules/Team%20building.pdf
- http://www.ignou.ac.in/upload/bswe-02-block1-unit-9-small%20size.pdf

LABOUR LEGISLATIONS

Course Code: SWE 01A   **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.

Learning Outcome: To facilitate the students to learn about various Legislations related to laborers' Welfare, Safety and Social Security.

Specific Objectives: On successful completion of the course the students should enrich their knowledge about

- ✓ Labour legislations required for HR profession
- ✓ To enable to student to hone their skills in labour legislations

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Case Laws, Group activities, Assignments/Seminars, Quiz.

Contents:
Unit I: Labour Legislation

An Introduction to Labour Legislation: Concept, Meaning, Objectives and Importance; NCL recommendations; Review of Labour Administration in India-ILO and its influence on Indian labour legislations. The Apprentices Act 1961, The Contract Labour (Regulation and Abolition) Act 1970, The Tamilnadu Industrial Establishment National and Festival Holidays Act 1958.

Unit II: **Legislation provisions Relating to Working and Safety conditions**

The Factories Act 1948, The Shops and Establishments Act 1947, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, The Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979.

Unit III: **Legislations Relating to Labour Welfare**

The Factories Act 1948, The Catering Establishment Act 1958, The Tamilnadu Labour Welfare Fund Act 1972, Plantations Labour Act 1951.

Unit IV: **Legislations 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**

The Employee's Compensation Act, The Employees' State Insurance Act 1948, The Employees' Provident Fund Act 1952, The Employees Pension Scheme 1995, The Payment of Gratuity Act 1972, The Tamilnadu Conferment of Permanent Status of Workmen Act 1981, Maternity Benefit Act 1961.

(Latest amendment may be considered while teaching these laws. Case Studies: Selected Case Studies, Case laws on above topics-Protective Legislations, ESI, EPF, and Wage are to be discussed)

Text Books:
- Factory Laws applicable in Tamilnadu, Chennai, Madras Book Agency
- Kapoor, N. D., 2000 Elements of Industrial Law. New Delhi: Sultan Chand and Sons.
- B.R.Seth,Indian Labour Laws, New Delhi, All India Management Association
- V.Kubendran and K Kodeeswari, Industrial Relations and Labour Laws, Mumbai, Himalaya Publishing House

References:

- 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

- 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.

- Tripathi, P. C., and Gupta, C. B., Industrial Relations and Labour Laws. New Delhi: Sultan Chand & Sons.

Web Resources

- http://www.mipa.co.me/dcs/LABOUR_LAW_.pdf
- https://www.slideshare.net/AnshuSingh2/ppt-on-labour-laws-in-india
- http://ncib.in/pdf/ncib_pdf/Labour%20Act.pdf
- https://en.wikipedia.org/wiki/Indian_labour_law
- https://www.slideshare.net/vanajakumar/labour-legislation-welfare
- http://www.labour.nic.in/labour-welfare
- http://www.aioe.in/html/laws.html

MENTAL HEALTH

Course Code: SWE 01B   **Number of Credits: 4 (Four)**

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

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

Specific Objectives: On successful completion of the course the students should enrich their knowledge about
- Concept and History of Mental Health,
- Assessment of Mental Health
- Prevalence and Treatment modalities of related to Psychosis, Psycho-somatic and Childhood Disorders.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role play, Case Discussions, Group activities, Assignments/Seminars.

Contents:

Unit I Mental Health: An Introduction

Concept of Mental Health: Characteristics of Mentally Healthy individual; Changing trends in Mental health. Psychiatry: Definition, Historical Development and Growth of Psychiatry. Signs and Symptoms of Disorders: Perception, Thought, Speech, Memory, Emotion and Motor Disorders.

Unit II Assessment of Psychiatry& Treatment modalities of Neurosis

Psychiatric Interview, Case History taking; Mental Status Examination; Classification in Psychiatry(ICD10, DSM V) Etiology, Clinical manifestation and Treatment modalities of Neurosis: Anxiety, Phobia, OCD, Depression, Post-Traumatic Stress Disorders and Panic Disorders.

Unit III Treatment Modalities of Psychosis

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis: Organic Psychosis, Functional Psychosis and Personality Disorders.

Unit IV Treatment Modalities of other Psychiatric illnesses

Prevalence, Etiology, Clinical manifestation and Treatment Modalities of Psycho-somatic Disorders; Alcoholism and Substance Abuse and Psycho-Sexual Disorders.

Unit V Prevalence and Treatment Modalities of Childhood Disorders

Prevalence, Etiology, Clinical manifestation and Treatment modalities of Childhood Disorders: ADHD, Autism, Learning Disabilities, Mental Retardation, Epilepsy, Adolescent Mental Health issues. Trans-cultural Psychiatry, Cultural bound Syndromes and Adolescent Mental Health.

References:

- Niraj Ahuja Introduction to Psychiatry.
- James Coleman Abnormal Psychology and Human Life
- Barker, P. Child Psychiatry, Granada Publishing Ltd
- Bhatia, M. S. Essentials of Psychiatry
- Bhatia,H.R.(1969), Abnormal Psychology, Oxford and IBH, New Delhi
- Kaplan Harold, et.al. Comprehensive text book of psychiatry, Williams & Willkins, Vol.I, II & III, 1980.
- Sadock, B. J. and Sadock, V. A. (2007) : "Kaplan and Sadock's Synopsis of Psychiatry", 10th Ed., Wolters Kluwer (India) Pvt. Ltd., New Delhi.
- Feldman Robert S 1997 Understanding Psychology, 4th Edition, Tata McGraw Hill Publishing Company Limited, New Delhi.
- Femi Oyebode (2014), Sims' Symptoms in the Mind: Textbook of Descriptive Psychopathology: 5th Edition. Saunders Ltd. UK

- Freedman, A. M. and Comprehensive Textbook of Psychiatry, Kaplan, H. I. (Eds.) 1967 Baltimore, Williams and Wilkins Company.
- French, Lois Meredity. 1940 Psychiatric Social Work, New York; The Commonwealth Fund.
- Friedlander, W. A. 1967 Introduction to Social Welfare, (Chapter 12: Social Work in Medical and Psychiatric Settings), New Delhi: Prentice-Hall of India.
- Page, J. D. 1983 Abnormal Psychology, New York, McGraw-Hill.
- S.K.Mangal. Abnormal Psychology
- National Mental Health Programme for India
- Patricia R.Casey & Brendan Kelly (2007) Fish's Clinical Psychopathology: Signs and Symptoms in Psychiatry,

Web Resources:
- http://www.freebookcentre.net/medical_text_books_journals/psychiatry_ebooks_online_texts_download.html
- http://www.getfreeebooks.com/?p=11106
- http://onlinevideolecture.com/ebooks/?subject=Mental-Health&level=3
- https://www.scribd.com/doc/143440418/A-Short-Text-Book-of-Psychiatry-by-Niraj-Ahuja
- http://www.blackwellpublishing.com/intropsych/pdf/chapter15.pdf
- http://www.mind.org.uk/media/619080/understanding-mental-health-problems-2014.pdf
- http://www.health.vic.gov.au/mentalhealth/services/intro-mhservices.pdf
- http://www.free-ebooks.net/profile/429248/national-institute-of-mental-health
- http://www.who.int/mental_health/policy/legislation/policy/en/

RURAL AND TRIBAL   COMMUNITY DEVELOPMENT

Course Number: SWE 01C   **Number of Credits: 4 (Four)**

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

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

Specific Objectives:
The Students are enable to enrich knowledge regarding
  - Concept and problems of Rural Community and Tribal Community
  - Community Development Approaches and Programs/Schemes for Rural and Tribal areas
  - Administration, Panchyat Raj System, Functions, Role of Social Worker

Teaching Methodology: Lecture, Focus group discussion, Role-Play, Social Drama, Group Discussion, Visit to Rural and Tribal areas.

Contents:
Unit I Rural Community Concepts, Approaches and Projects
Rural Community: Definition, Meaning, Characteristics of Rural Community; Rural Development 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 Models.

Unit II Rural and Community Development Programmes
Post independent Rural Development Programmes and Schemes: Pradhan Mantri Gram Sadak Yojana, Swarna Jayanti Gram Swarozgar Yojana, Sampoorna Grameen Rozgar Yojana, National Food for Work Programme, Minimum Needs Programme, Rural Water Supply Programme, Rural Sanitation Programme, Indraa Awas Yojana, Pradhan Mantri Kaushal Vikas Yojana, Water Shed Development Programme, Accelerated Rural Electrification Programme, Integrated Rural Energy Programme Pradhan Mantri Ggramodava Yojana, MGNREG Scheme, PURA, Role of Five Year plans, CAPART, NABARD, THADCO, NIRD, SIRD in Rural Development.

Unit III Panchayat Raj and Rural administration
Panchayati Raj: Local Self Government in Ancient India; Moguls Period and British Period; Panchayati Raj after independence; Constitutioal Provisions; Balwant Roy Metha Committee Report; Ashok Metha Committee Report; Main features of Panchayati Raj legislation (73rdAmendment); Structure of Panchayati Raj system; Problems of Panchayati. Community Development Administration; Organizational set-up and Administration; Role of Panchayati Raj institution in planning; Planning by Zilla Parishad: Planning at Block level, Planning at Village level; Functions of BDO/Commissioner; Role of NGO's and PRI in Rural Community Development.

Unit IV Tribal Characteristic and Problems
Tribes: Definition, Concept, Characteristics of the Tribal Community; Nomadic and Denotified Tribes; History of Indian Tribes and Tribes in Tamil Nadu; Regional distribution of Tribes; Problems of Tribes: Child Marriage, Poverty, Ill-health, Illiteracy, Prevalence of Sexually Transmitted Diseases and Heredity diseases among tribes, Exploitation and Atrocities on Tribes; Immigration and its related problems; Tribal resettlement and Rehabilitation and its related problem;. Tribal Movements in India.

Unit V:Tribal Development Administration and Programmes
Tribal Development Administration: Administrative stricture at Central, State and District levels; Hill Development Councils; Functions of Tribal Development Blocks/Agencies; Constitutional provisions for the protection of Tribes and Tribal rights; Research and Training in Tribal Development; Role of Voluntary Agencies in Tribal Development; Tribal Development Programmes: Tribal Development

Policies, Tribal Area Development Programme, Hill Area Development Programmes, Tribal Sub-Plans, Forest land cultivation; Need and Importance of social work practice in Tribal areas; Application of Social Work methods in Tribal Development; Problems in implementation of Tribal development Programmes.

References:

- Agarwal and Singh 1984 The Economics of under development, Delhi: Oxford University.
- Aruna sharma and 1995 Planning for rural development Rajagopal Administration, New Delhi:
- Rawat Bhadouria and 1986 Rural Development Dual Strategies Perspectives, Delhi: Anmol.
- Brashmanda P.R 1987 Development process of Panchamuki V.R (Ed the Indian economy, Bombay: Himalaya.
- Dahama O.P. 1982 Extension and rural welfare, Agra: Ram Prasad and Sons.
- Das Basanti 2007 Governmental programmes of rural Development, New Delhi: Discovery.
- Dubey M.K 2000 Rural and urban Development, New Delhi, Common wealth.
- Gopalakrishna 1985 Technological change for Asari.V. Rural Development in India, Delhi ,B.R.
- Kulkarani,P.D and 1997 Social Issues in Development, Nanavati mehar.D. New Delhi: uppal.
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- New Delhi: concept. Joshi R.B. and Narwani G.S 2005 Panchayat Raj in India New Delhi: Rawat.
- Ledwith Margret 2006 Community Development New Delhi:
- Rawat. Midgely,James 1995 Social Development: The Development perspective in Social Welfare, Newdelhi: Sage
- Mudgal Rahul 2006 Rural Development policies and Management, New Delhi: Sarup and Sons.
- Ministry of Rural Development: Annual Reports, Ministry of Rural Development, New Delhi
- Ministry of Tribal Development: Annual Reports, Ministry of Tribal Development, New Delhi
- Publication Division 2000 India: A reference manual, New Delhi: Ministry in India of Information and Broad Casting
- Rajeswari Dayal 1962 Community Development Programme in in India, Allahabad: Kitab Mahal
- Singh. D .R. 1990 Panchayati Raj and Rural Organizations: Allahabad, Charugh.
- Thakur, B.N 1988 Sociology of Rural Development, New Delhi: Ashish.
- Vijay C.M 1989 Rural Development Administration in in India, Jaipur :prateeksha.
- Devendra Thakur (1994) Tribal life in India (Ten Vols), Deep & Deep Pub., New Delhi.

- Rajeeva (1988) An Introduction to the Tribal Development in India, International, Dehradun.
- Ramana Rao, D.V.V (1992) Tribal Development, Discovery Pub, New Delhi,.
- Babuji, M. (1993) Tribal Development Administration, Kanishka Pub., New Delhi.
- Patel M.C. (1983) Planning Strategy for Tribal Development, Inter India Pub, New Delhi.
- Chaudhuri (1981) Tribal Development in India, Inter India Pub. Delhi. Sing & Vyas (1989) Tribal Development, Himanshu, New Delhi.

Web Resources:

- http://en.wikipedia.org/wiki/Local_self-government_in_India
- http://asianhistory.about.com/od/india/p/mughalempireprof.html
- http://en.wikipedia.org/wiki/British_Raj
- http://www.docstoc.com/docs/26899459/balwant-rai-mehta-and-balwant-rai-mehta-committee-report-_1957_
- http://www.arthapedia.in/index.php?title=Structure_and_Major_Functions_of_Panchayati_Raj_Institutions_(PRIs)_in_India
- http://planningcommission.nic.in/plans/planrel/fiveyr/2nd/2planch7.html
- http://papers.ssrn.com/sol3/papers.cfm?abstract_id=2178989
- http://www.yourarticlelibrary.com/tribes/11-distinctive-characteristics-of-the-tribes-in-india-essay/4410/
- http://www.yourarticlelibrary.com/tribes/geographical-distribution-of-tribes-in-india-essay/4412/
- https://books.google.co.in/books?id=cdtNw9LsV40C&pg=PA1&lpg=PA1&dq=tribal+development+administration&source=bl&ots=ZCXJGLqqfP&sig=QqT6OLO6G823lVodAXMRGpg75is&hl=en&sa=X&ei=4lcnVbK3OZKJuwSVu4HAAw&ved=0CCMQ6AEwAQ#v=onepage&q=tribal%20development%20administration&f=falsehttp://nre.concordia.ca/jrcd.htm
- http://www.yourarticlelibrary.com/sociology/rural-sociology/rural-community-top-10-characteristics-of-the-rural-community-explained/34968/
- http://pmgsy.nic.in/Data2.pdf
- http://cdf.ifmr.ac.in/wp-content/uploads/2011/03/SGSY-Brief.pdf
- http://pib.nic.in/archieve/others/2005/nedocuments2005dec/ruraldevdec2005/Chapter2.pdf
- https://pgblazer.com/minimum-needs-programme-mnp-components-principles-objectives/
- http://planningcommission.nic.in/plans/planrel/fiveyr/10th/volume2/v2_ch5_5.pdf
- http://rural.nic.in/sites/downloads/latest/Draft_IAY_Guidelines_stakeholder_comments.pdf
- http://rural.nic.in/sites/downloads/right-information-act/16CAPART(F).pdf
- http://planningcommission.gov.in/aboutus/committee/wrkgrp12/rd/wgrep_pura.pdf
  http://nrega.nic.in/netnrega/writereaddata/circulars/mgnrega_sameeksha.pdf

SOCIAL WORK RESEARCH AND STATISTICS

Course code: 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.

Learning outcomes: 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. To develop a practical knowledge in identifying solution to research problem

Specific Objectives: On successful completion of the course the students should enrich their knowledge about
  ➢ The fundamentals of Research process,
  ➢ Research designs and Sampling
  ➢ Methods of and tools for data collection
  ➢ Data analysis and Report writing
  ➢ Basic Statistics and its application to Social Work Research.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Group activities, Assignments/Seminars.

Contents
Unit I Introduction
> Research: Concept and Meaning; Social Research: Concept, Definition, Objectives, Functions, Characteristics, Scope and Limitations; Social Work Research and Social Research; Social Work Research in India; Basic elements in Social Research: Variable, Concept, Construct, Fact, Theory Hypothesis, Data and Levels of Measurement.

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, Participatory Research and Mixed Method Designs.

Unit III Sampling Methods / Tools of Data Collection
> Sampling: Its importance, Purpose; Types of Sampling: Probability and Non probability, Sampling Error; Sources of Data: Primary and Secondary; Methods of Data Collection: Observation, Participant observation, Case study and Interview –

Nature and Importance, Types of interviews; Tools 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 Importance; Methods of Analysis of data: Quantitative and Qualitative analysis, Content analysis and Case analysis and Statistical analysis; Use of computer and SPSS, AMOS and RSoftware in data analysis; Report writing: Purpose, Structure and Procedures, styles of research report writing.

Unit V Basic Statistics and its Application in Social Research

Descriptive Statistics: Measures of Central tendency – Mean, Median, Mode; Measures of dispersion – Standard deviation; Testing of Significance: Chi-square test, t-test, Correlation and Rank correlation. Uses of statistics and its limitations; Statistical application in Social Work Research.

Text Books:

- Krishnamoorthy O.R and Ranganathan, Research Methodology.
- Paneerselvam R, 2008. Research Methodology, Prentice Hall of India, New Delhi
- Allen Rubin and Earl R. Babbie, 2010 Research Methods for Social Work, Cengage Learning
- D.K. Lal Dass, 2000. Practice of Social Research, Rawat Publications, New Delhi.

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
- Gupta S.P., Statistical Methods.
- 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.
- Kerligner, 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.

Web Resources:
- http://www.ignou.ac.in/upload/Bswe-003%20Block-4-UNIT-16-small%20size.pdf
- http://ijmer.in/pdf/volume1-issue3-2012/201-212.pdf
- http://www.uk.sagepub.com/kumar4e/Kumar_Chapter_2.pdf
- http://www.sagepub.in/upm-data/46993_9781849203357.pdf
- https://www.nyu.edu/classes/bkg/methods/005847ch1.pdf
- http://dutmoodle.dut.ac.za/moodle/pluginfile.php/30892/mod_resource/content/0/Creswell Qualitative_quantitative_and_mixed_methods.pdf
- https://profiles.uonbi.ac.ke/fridah_mugo/files/mugo02sampling.pdf
- http://cs.fit.edu/~jpmcgee/classes/CSE5800/SamplingTechniques.pdf
- http://www.mu.ac.in/myweb_test/Research%20Methadology-Paper-3/Chapter-9.pdf
- https://www.nationalgangcenter.gov/Content/Documents/Assessment-Guide/Assessment-Guide-Chapter-9.pdf
- http://www.gfmer.ch/Activites_internationales_Fr/Laos/PDF/Data_collection_tecniques_Chaleunvong_Laos_2009.pdf
- http://support.sas.com/publishing/pubcat/chaps/59814.pdf
- http://www.lboro.ac.uk/service/ltd/campus/reportwr.pdf
- http://www.mv.helsinki.fi/home/jmisotal/BoS.pdf
- http://www.mth.uct.ac.za/~henk/Stats.pdf

SOCIAL WORK PRACTICUM- II (Concurrent Field Work)

Course Number: SWP 02   **Number   of   Credits: 3 (Three)**

The First Year Students will be placed for about 15 days in various Corporation Schools in Coimbatore to practice School Social Work. After completing the 15 days of School Social Work, the students would be placed in the NGOs for the remaining 10 field visits for their concurrent field work. The students will be evaluated on the basis of submission of field work records and a Viva –voce examination conducted by an external examiner.

III SEMESTER

SOCIAL WORK WITH PERSONS WITH DISABILITIES

Course code: SWC 08   **Number of Credits: 4 (Four)**

Subject Description: This course portrays the various aspects of disability, their nature, forms and impact on the victims, their family members and on the community. This course is designed to facilitate the students to understand the severity of the disability, able to differentiate the different forms of disability, know the existence of various laws relating to disability.

Learning outcome: To facilitate the students to learn various aspects of disability, prevention and rehabilitation, models of rehabilitation, various legal instruments related to PWD. Government schemes and programmes, functions of multidisciplinary rehabilitation team and their roles.

Specific Objectives: On successful completion of the course the students should enrich their knowledge about (i) Forms of disability ii) Rehabilitative measures iii) Multidisciplinary approach to rehabilitation iv) Role of the social workers in dealing with persons with disability.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, Assignments/Seminars.

Content:
Unit –I

Disability: Definition, causes, types and Prevalence of various disabilities. Prevention and Management of disabilities at primary, secondary and tertiary levels. Social attitudes towards persons with disability. Historical, Psychological, sociological and Educational Perspectives in India and abroad (UK, USA), Accessibilities and other problems related to Disibility.

Unit -II

Legal instruments related to PWDs for sustainable development, Persons with Disability Act-1995, Rehabilitation Council of India Act - 1992, National Trust Act-1999, Mental health Actbill -2016,RPWD 2016, National Policy on Persons with Disabilities, Universal Examination Guidelines.

Unit –III

Models -Social, Medical, Educational, Institutional and Charity. Millennium development goals, IBR,CBR guidelines and Matrix in Community based rehabilitation, Right Based Twin Track Approach, UN Conventions and declarations of persons with disabilities.

Unit -IV

Governmental Schemes and programmes for Persons with Disabilities - for School Children, University students, Scholarship for students, transport and other areas, Information on referral services, diagnostic services, Rehabilitation services, Functions of State andNational Institutions for the PWD (NIVH, NIPH, NIOH,NIMH, NIEPMD), NGOs interventions in North East.

Unit -V

 Multidisciplinary rehabilitation team and their roles: Process of rehabilitation early identification, treatment, fitment of aids and appliances,assistive technologies, education, vocational rehabilitation, Role   of NGOs and INGOs, Role of Social Workers for persons with disability, Intervention methods and strategies at individual, family and community level

Text Book
- M.N.G Mani & M.B. Jaiganesh, 2010. UDIS Forum, Coimbatore

References:
- Albrecht G.L, Katherine D Seelman. & Michael Bury, (2001) Hand Book of disability Studies, Sage, London
- Karanth, Pratibha & Joe Rozario, (2003) Learning disability in India, Sage, London
- Hegarty Seamus & Mithu Alur, (2002) Education and Children with special needs, sage, London,
- Grant, (2005) Learning disability: A lifecycle approach to valuing people, Open University Press, London
- Moore, (2005) Researching disability issues, Open University Press, London.

Web Resources:
- http://www.includelebanon.org/pdf/types.pdf
- http://hesperian.org/wp-content/uploads/pdf/en_dvc_2009/en_dvc_2009_03.pdf
- http://www.einarhelander.com/PD-Chapter-2.pdf
- http://infochangeindia.org/disabilities/backgrounder/disabilities-background-a-perspective.html
- http://cirrie.buffalo.edu/culture/monographs/india.php
- http://www.prsindia.org/uploads/media/Person%20with%20Disabilities/The%20Right%20of%20Persons%20with%20Disabilities%20Bill.pdf
- http://vikaspedia.in/education/policies-and-schemes/national-policy-for-persons-with-disability
- http://planningcommission.nic.in/reports/sereport/ser/stdy_ied.pdf
- http://forumforautism.org/wpcontent/themes/twentyten/images/headers/Govt%20concessions%20for%20chidren%20with%20special%20needs.pdf
- http://www.wbhealth.gov.in/mental/Acts_Rules/Person_Disabilities.pdf
- http://www.svayam.com/pdf/the_rci_act-1992&amendement_act_2000.pdf

- http://socialjustice.nic.in/pdf/ntact1999.pdf'
- http://www.thenationaltrust.co.in/nt/images/stories/act-englsih.pdf
- http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf
- http://www.leprosymission.org.au/Content/UserUploaded/PDF/Policies/TLMA_Disabililty_Policy_1.pdf
- http://www.who.int/disabilities/world_report/2011/chapter4.pdf

SOCIAL WELFARE ADMINISTRATION AND SOCIAL POLICY

Course Code: SWC 09   **Number of Credits: 4 (Four)**

Subject Description: This course portrays concept of Social Welfare Administration and Social Legislations in Social Work field.

Learning Outcome: To facilitate the students to learn various aspects of Social Welfare Administration, Social policy and Social legislations.

Specific Objectives: The students are able to enrich knowledge about
  - Concept, Functions and Skills of Social Welfare Administration
  - Social Policy , Social Planning, Social Development and Social Legislations
  - Human Rights and its commissions at National and State level

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, News clippings, Assignments/Seminars.

Contents:
Unit I Social Welfare Administration
Concept, Nature and Scope; History of Social Welfare Administration in India; Functions of Social Welfare Administration; Social Welfare Administration Structure in Central level, State level and District level. Basic Administration processes – Planning, Organizing, Staffing and Directing, Monitoring and Evaluation.

Unit II Social Welfare Administration – Needs, Principles, Areas
Skills needed in Social Welfare Administration; Principles, Purpose and Problems of Social Welfare Administration; Areas of Social Welfare Administration: Health, Family, Women, Children, Youth, Aged, SC/ST, Minorities, Persons with Disabilities, Prisoners and PLHIV; Role of Non-Profit Organisations and International Voluntary Organizations (Rotary International and International Council for Social Welfare) in Social Welfare Administration.

UNIT III Social Policy-   Planning and Development

Social Policy: Definition, Concept, Nature, Scope, Principle, Need and Evolution, Constitutional base and Implications; Sources and Instrument of Social policy.

Social Planning and Social Development**:** Meaning of Social planning, Community planning and Community participation; Planning machineries at the State & National levels; Social Welfare Departments – Programme of Central Social Welfare Board and State Social Welfare Board;NICCD (National Institute for Community and Child Development) Five year plans and Social development; Concept and Indicators of Social change and Social development in India.

UNIT IV Human Service Organizations

Features, Non – Government, Nonprofit making and Self – governing – Types of HSO – By orientation, levels of operation and focus – National policy on Voluntary sector (2007); Organizational structure and characteristics of Human Service Organizations; Principles and activities of Need based Organization; Approaches to Organizational management – Bureaucratic model, Human relations model and System theory.

UNIT V Social Policies

Social Policy relating to Women, Children, Youth, Aged, Education, Health and Family Welfare. Role of Social Workers in promoting of Social Policies

References:

- Batattacharia Sanjay 2006 Social Work administration and Development, New Delhi, Rawat.
- Choudry .D. Paul 1991: Voluntary social welfare in India, New Delhi, sterling.
- Choudry D.Paul; 2000 Social Welfare Administration, Lucknow, Atmaram and sons
- Friedlander.W.A 1958 Introduction to social welfare New Delhi, Prentice Hall.
- Goel .S.L& Jain R.K: 1998 Social Welfare Administration (Vols I&II)
- Kulkarni.P.D 1978 The Central Social Welfare Board New Delhi: Asia.
- Pandey S.K. 2007 Social welfare Administration, New Delhi, Mahaveer and sons
- Rameshwari Devi 2001 Social welfare Administration, Jaipur, Mangal deep publication, Jaipur.
- Sachdeva: D.R. 1978 Social Welfare Administration in India, Allahabad, Kitab Mahal.
- Kulkarni, P. D. 1952 Social Policy in India, New York: McGraw-Hill Book Company

Web Resources:

- http://www.ignou.ac.in/upload/Bswe-003%20Block-2-UNIT-6-small%20size.pdf
- https://www.scribd.com/doc/15017715/Social-Welfare-Administration
- www.supremecourtofindia.nic.in
- www.indiancourts.nic.in
- https://books.google.co.in/books?id=NHtCAgAAQBAJ&pg=PA10&lpg=PA10&dq =social+welfare+administration+and+social+legislation&source=bl&ots=kx2k59i3s

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stration%20and%20social%20legislation&f=false

- https://books.google.co.in/books?id=PCPvnwpFUbAC&pg=PA60&lpg=PA60&dq=
social+policy,+planning+and+development+in+social+welfare+administration&sou
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%20planning%20and%20development%20in%20social%20welfare%20administrati
on&f=false
- http://www.lawzonline.com/bareacts/bareacts.html
http://lawmin.nic.in/olwing/coi/coi-english/coi-indexenglish.htm

HUMAN RESOURCE MANAGEMENT

Course Code: SWE 02A   **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.

Learning Outcome: To facilitate the students to learn about Human Resource Management and Human Resource Development.

Specific Objectives: On successful completion of the course, the students should their knowledge about the concept of HRM
☐ To provide requisite knowledge on varies HR aspects
☐ To familiarize the emerging trends in HRM

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Assignments/Seminars, field visits, News clippings.

UNIT I Introduction

Management: Concept, Principles and Functions of Management; POSDCORB; Management thoughts: Henry Foyal, F.W.Taylor, Peter Drucker; Human Resource Management: Concept, Importance & Scope; Origin and growth of Human Resource Management; Human Resource Management Vs Personnel Management; HR challenges and Opportunities; Skills, Qualities and Role of HR Manager.

UNIT II: - Human Resource Planning

Job Description, Job specification,Job Analysis, Job Design, Job rotation & Job Enlargement; Man Power Planning, Recruitment and it cycles,Selection, Induction and Placement Procedures; e-recruitment, Psychometric tests; Job Changes , Employee Attrition & retention; Career Development: Succession Planning; HR

Audit; Consultancy and HR Outsourcing; Retirement, Resignation, Dismissal,VRS & Exit interview.

UNIT III: Human Resource development

HRD: Concept ,Meaning , Scope, and Importance ; HRM Vs HRD ; Training - Training need Analysis ; Seven steps in Training ; Types and Methods of Training ; On the job and Off the Training ; Managerial Training ; Executive Development; Evaluation and Assessment in Training ; Role of the Training Department and Training Manager. Competency mapping.

UNIT IV – Performance Management System and Compensation

Performance Appraisal & Potential Appraisal: Methods of Performance Appraisal, BARS (Behaviorally anchored rating scales) Performance Counseling; Employee motivation: Performance & Linked compensation; Incentives.

UNIT V - Strategic HRM & Current Trends in HR

Major trends in Organizations and Business environment in HRM; Emerging challenges to HRM; Strategic perspective in Human Resource Management; Concept, Aim and Foundation of Strategic HRM: TPM, TQM, 5S, KAIZEN, ISO, SIX SIGMA; Industrial Social Work practices and its relevance in the Indian Context. EAP (Employee Assistance Programmes), Skill Matrix, MBO, Code of Conduct.

Text Books:
- Derek Torrington, Laura Hall,Stephen Taylor and Carol Atkinson,Human Resource Management, Pearson
- VSP Rao,Human resource management-Text and Cases, ,New Delhi, Excel Books
- Biswajeet Pattanayak,Human Resouce Management, Delhi,PHI

References:
- Global strategic management, Dr.M.Mahmoudi, Deep & Deep Publications pvt. Ltd, Delhi, 2005.

- International Human resource management- Global perspective, S.K. Bhatia, Deep &Deep Publications pvt ltd, Delhi, 2005.

Web Resources
- http://panosa.org/wp-content/uploads/2015/01/resource1.pdf
- http://shodhganga.inflibnet.ac.in/bitstream/10603/76404/10/10_chapter%201.pdf
- http://www.exec.gov.nl.ca/exec/hrs/publications/HR_Resource_Binder.pdf
- http://www.sharadavikas.com/courcemeterials/mbis7.pdf
- https://www.slideshare.net/kavitasharma23/human-resource-planning-development
- https://www.slideshare.net/kushkalra28/definition-of-shrm
- http://www.whatishumanresource.com/strategic-human-resources-management
- https://www.slideshare.net/muralidharanh/strategic-human-resource-management-27029576

COMMUNITY HEALTH

Course Code: SWC 02B   **No. of Credits: 4(Four)**

Subject description: This course is designed to facilitate the students to understand the concept of community health in the Indian context, health system, health policy and the agencies involved in ensuring health to the public in India.

Learning Outcome: To facilitate the students to learn the health issues and application of Social work in the community.

Objectives:
- To develop an understanding of multidimensional approach to Health.
- To understand the administration of the basic health infrastructure in the country
- To relate the knowledge of Social Work practice to the health situation in India.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Case Discussions, Group activities, Assignments/Seminars.

UNIT I: Understanding Community Health
> Community health – Concept, objectives, scope , Principles and Models of intervention; Review on various interpretations of health ; Systems of medicine practiced in India; Health status of people with specific focus on marginalized and vulnerable groups in Rural and Urban India. Social, economic and cultural factors that influence the health status of individuals, groups and communities.

UNIT II: Understanding Health from the Human Rights Perspective
> Environment issues and Health; Media and Health - Positive and negative factors; Focus on health movements and campaigns; Role of the Professional Social Worker; Legislations pertaining to health - A critical review.

UNIT III: Health Administration
> National, State and District levels; Primary Health Centers - Structure and Functions; Corporation and Municipal health services; Health policies and health planning; Review of current reports on health - Govt. of India and Govt. of Tamil Nadu.

UNIT IV: Partners in health care
> Role of NGOs, Health networks, Corporate sector, Educational Institutions and Religious Institutions – Preventive, Promotive and Rehabilitative aspects - A critical analysis; Role and functions of the Professional Social Worker; Specific skills required for Medical Social Worker.

UNIT V: Current Studies on Health Care and Health Services

NHRM NRuM, A review and analysis from scientific journals; Health magazines; Latest reports of National and International Organisations working in the area of Health.

References:
- Ajit , 2005 Social Dimensions of Health, Rawat Publications, New Delhi
- Bajpai, 1998 , Social Work Perspectives on Health, Rawat Publications, New Delhi
- Brody, Elaine M. and Contributors. 1974 A Social Work Guide for Long-Term Care Facilities, U. S. Dept. of Health, Education and Welfare, Public Health Service, Maryland: National Institute of Mental Health.
- Clark, D. W. and MacMahon, B. (Ed.) 1981. Preventive and Community Medicine , Boston Little, Brown and Company
- Hilleboe, H. E. and Larimore, G.W.1966 Preventive Medicine, Philadelphia, W. B. Saunders Company.
- Lathem, W. and Newbery, A. 1970 Community Medicine - Teaching, Research and Health Care, London, Butterworths.
- Mishra, 2000 Indian Health Report, Oxford University Press, Delhi
- Mathur,J. S. 1971 Introduction to Social and Preventive Medicine, New Delhi, Oxford and LB.H. Publishing Company,
- Narayana, 1997 Health and Development , Rawat Publications, New Delhi
- Park and Park, 2009 Textbook of Preventive and Social Medicine,Banarsidas Bhanot, Jaipur.
- Pokrana, 1994 , Social Beliefs, Cultural Practices in Health and Disease , Rawat Publications, New Delhi
- Ramachandrudu, G. 1997 Health Planning in India,' New Delhi, A. P. H. Publishing Corporation.
- Rusk, Howard A. 1977 Rehabilitation Medicine, Saint Louis: Mosby Company.
- UNICEF Health and Basic Services, New Delhi, UNICEF South Central Asia Regional Office.
- World health Organization : ICD-10 (AITBS, New Delhi2002)

Web Resources:
- www.who.org World Health Reports (1995-22050)
- www.tnhealth.org Annual Report
- mohfw.nic.in Annual Report
- www.nfhsindia.org National Family Health Survey, India
- vhai.org State of India's health report, Report of independent
- Commission on health in India and other reports.
- http://wcd.nic.in/
- http://mospi.nic.in/Mospi_New/site/inner.aspx?status=3&menu_id=31
- https://archive.org/details/worldhealthorganization
- http://www.open.ac.uk/libraryservices/beta/feeds/?id=662

- http://www.gov.mb.ca/health/rha/docs/chag.pdf
- http://www.hss.gov.nt.ca/hss-legislation
- http://www.mohfw.nic.in/
- http://mohfw.nic.in/NRHM%20state%20and%20district%20health%20mission-institutional%20setup.htm
- http://india.gov.in/topics/governance-administration/district-administration
- http://www.nrhmassam.in/pdf/guideline/national_health_policy_2002.pdf
- http://www.imva.org/pages/orgfrm.htm
- http://rchiips.org/nfhs/
- http://censusindia.gov.in/

URBAN COMMUNITY DEVELOPMENT

Course Code: SWE 02C   **Max Credit: 4 (Four)**

Subject Description: This course deals with Urban Community, Urban Administration, Urban problems and programmes for Urban Community Development.

Learning Outcome: To provide the students with theoretical knowledge of urbanization, Urban administration, Approaches to urban development, Various urban problems, and Programmes for Urban Community Development.

Specific Objectives: On successful completion of this course,
- The student should know various theories on urban life, problems and development.
- The students learn administrative structure and programmes for urban development.
- They acquire the skills to work with the urban community, and develop and implement programmes with them.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Case Discussions, Group activities, Assignments/Seminars.

Contents:
UNIT I Urban Community and Problems
      Urban Community: Meaning, Characteristics; Rural, Urban linkages and contrast; City: Meaning, Classification, Urban Agglomeration, Suburbs, Satellite towns, Hinterlands, New towns, Metropolis, Megalopolis; Urban Problems**:** Housing, drug addiction, Juvenile Delinquency, Prostitution/Commercial sex, Pollution; Solid waste Management; Slum: Definition, Causes, Characteristics, Functions, Classification, Approaches, Theories and Culture of Slums; Migration: Concepts, Causes, Types and Theories.

UNIT II Urbanization and Urbanism
      Meaning and Characteristics; Urbanization process; Theories of Urbanization; Unorganized/Informal sectors: Concept and Characteristics; Marginalized groups in

Urban: Causes, Effects, Intervention, Street and Working Children, Construction Workers and the Role of the Urban Community Workers in Urban Development.

UNIT III Urban Community Development

Definition, Concept, Objectives and Historical background; Urban Community Development: Approaches, Principles, Process and Methods; Welfare extension projects of Central Social Welfare Board; Urban Development Planning; Town and Country Planning Act 1971, Importance of Community planning and Community participation in Urban Development; Role of Community Development Worker; Application of Social Work Method in Urban Development.

UNIT IV Urban Development Administration and Agencies for Urban Development

Urban Administration atNational, State and Local levels; 74th amendment and salient features of Nagarpalika Act; Structure and Functions of Urban Development agencies: Municipal Administration – Corporations, Municipalities, Town Panchayats; Metropolitan Development Authorities; Functions of officials and non-officials in Urban Self-Governments: Slum Clearance Board, Housing Board, Housing and Urban Development Corporation (HUDCO) and United Nation's Centre for Human Settlement (UNCHS); Role of voluntary agencies in Urban Development.

UNIT V Urban Development Programmes

Five Year Plans and Urban Development, Madras Urban Development Projects (MUDP) I & II, Tamil Nadu Urban Development Project (TNUDP), Urban Basic Services Programmes (UBSP), Jawaharlal Nehru Urban Renewal Mission (JNNURM), Metro Rail Projects, Programmes of Slum Clearance Board, Slum Clearance and Improvement Programmes, Resettlement and Rehabilitation programme; Role of Community Development wing in implementation of UCD Programmes; Problems in implementation of Urban Community Development Programmes.

References:

- Aray & Abbasi 1995. Urbanization and its Environmental Impacts. New Delhi: Discovery.
- Bhatttacharya B 2006 Urban Development in India New Delhi: Concept.
- Clinard, Marshall B 1970 Slums and Community Development. New York : The Free Press.
- Diddee, Jayamala 1993 Urbanisation – Trends, perspectives and challenges, Jaipur: Rawat.
- Mitra, Arup 1994 Urbanisation, slums, informal sector employment and poverty. B.R. Publications, New Delhi.
- Phadke .V.S, et al. 2007 Urbanisation, Development and Environment,New Delhi:Rawat.
- Ramachandran 1989 Urbanisation and Urban System in India. Oxford University Press, New Delhi.

- Rangaswamy, Vimala (1967) International Conference of Social Work: Urban Community Development – Its implications for Social Welfare, New York.
- Sabir Ali (Ed) 2006 Dimensions of Urban Poverty, New Delhi: Rawat.
- Singh.R.B.(ed) 2006Sustainable Urban Development New Delhi:Concept.
- Sinha Rekha and Sinha U.P 2007 Ecology and quality of life in Urban slums, New Delhi: Concept.
- Sudha Mohan 2005 Urban Development and New Localism New Delhi: Rawat.
- Stanly, Selwyn 2005 Social problems and issues: Perspectives for Intervention. Allied Publication, New Delhi.
- Thudipara, Jacob Z. 2007 Urban Community Development. New Delhi: Rawat. UN Habitat (2003). The Challenges of Slums. Earthscan Publications Ltd, London.UN Habitat (2003).
- The Slums of the World: The Faces of Urban Poverty in the new Millenium. United Nation's Centre for Human Settlement, Nairobi.
- Vibhooti, Shukla (1988). Urban Development and Regional Policies n India. Himalaya Publication, Bombay.

Web Resources:
- http://www.sociologydiscussion.com/community/urban-community-what-is-the-meaning-of-urban-community/2280
- http://www.yourarticlelibrary.com/sociology/20-important-characteristics-of-urban-community-sociology/4873/
- http://geog.ucsb.edu/~carr/geog141/GEOG%20141_Migration(Feb07).pdf
- https://www.mah.se/upload/Forskningscentrum/MIM/WB/WB%203.12.pdf
- http://www.sureshotpost.com/2013/12/urbanization-process-trends-level-of.html#.VSZGyNyUejk
- http://www.sociologyguide.com/industrial-and-urban-society/Urban-sociological-theories.php
- http://www.ucl.ac.uk/dpu-projects/drivers_urb_change/urb_governance/pdf_partic_proc/IIED_Mitlin_participatory.pdf
- http://wcd.nic.in/publication/2001-02/chap14.pdf
- http://www.tn.gov.in/tcp/acts_rules/Town_Country_Planning_Act_1971.pdf
- https://www.em.gov.au/Documents/AEMHS%202%20Community%20Recovery%20Appendix%2015.PDF
- http://www.iipa.org.in/upload/Theme%20Paper%20Members%20Conference.pdf
- http://indiacode.nic.in/coiweb/amend/amend74.htm
- http://www.tn.gov.in/rti/proactive/maws/handbook_dtp.pdf
- http://www.hudco.org/writeReadData/RTI/fs.pdf
- https://sustainabledevelopment.un.org/content/documents/745habitat.pdf
- http://siteresources.worldbank.org/INDIAEXTN/Resources/295583-1281334631168/tn-third-tamil-nadu-urban-development-project.pdf
- http://en.wikipedia.org/wiki/Jawaharlal_Nehru_National_Urban_RenewalMission

COUNSELLING AND GUIDANCE

Course code: SWC10   **Number of Credits: 4(Four)**

Subject description:

This course is designed to help the students to acquire skills in Counselling so as to practice effectively in various Social Work settings.

Learning outcome: To facilitate the students to learn about counseling, Skills, Techniques and Types of Counselling.

Specific Objectives:
- To acquire knowledge about the theoretical foundations and the process of Counselling.
- To understand the basic skills required for the Counselor
- To gain Knowledge about counseling practice in different settings and the role of Professional Social Worker in Counselling field.

Teaching methodology: Lecture, Focus Group Discussion (FGD), Counseling Demonstration, Case Presentation, Role Play, Exercise Sheet for Listening and Responding and Visit to Family Counseling Centre.

Contents:

Unit I Counselling and Guidance Foundation
Counselling: Definitions, Goals, Essential Elements in Counseling; Types of Counselling, NLP: Various Influences on Counselling; Qualities of an Effective Counselor;Characteristics of Clients: Voluntary and Non-Voluntary Clients; Guidance: Meaning, Objectives and Importance.

Unit II Theoretical Foundations of Counselling
Theoretical Foundations: Psychoanalytic Theory; Psychoanalysis and Transactional Analysis; Adlerian Theory: Adlerian Counseling; Humanistic Theories: Client Centered Counseling, Existential Counselling and Gestalt Therapy; Behavioural Theory: Behaviour Therapy; Cognitive Theory: Rational Emotive Behavioral Therapy (REBT),Reality Therapy (RT) and Cognitive Therapy.

Unit III Counseling relationship, Process and Techniques
Counselling Relationship: Regard, Respect, Authenticity, Empathy and Genuineness; Counselling Process: Initiating Counselling, Attending Skills: Non-Verbal, Interacting with Clients, Termination, Follow-up, Transference and Counter-Transference; Counselling Techniques: Listening, Responding, Goal setting, Exploration, Summarization and Action.

Unit IV Counseling in Groups, and Different settings Groups In Counseling:

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T- Groups, Encounter Groups, Support Groups, Psycho Educational Groups and Psycho Therapy Groups; Counseling in Special Situations: Marriage, Couple and Family Counseling, School Counseling and Guidance, Career Counseling with Adolescents, Industrial Counseling with Employers and Employees, Alcoholic and Addiction Counseling, Crisis and Trauma Counseling, Supportive Counseling with PLHIV, TB patients, PWDs, Infertility counseling, Sex counseling, Bereavement Counseling, Counseling against suicidal thoughts and Community Counseling.

Unit V Counseling as a Profession

Counselor as Professional; Ethical standards in Counselling; Research; Relevance of counseling as a Social Work Practice; Role of Professional Social Worker in Counseling field; FCC in Counseling Profession; Do's and Don'ts in counseling.

References:

- Egan, Gerard, 2006, The skilled helper: A problem management and opportunity, Development Approach to helping, Wadsworth publishers, Boston, USA
- Hough & Margaret, 2006, Counselling skills and theory, Hodder Arnold publishers, UK
- Lapworth, Phil, 2001, Integration in Counselling and Psychotherapy: Developing a personal approach, Sage publications, New Delhi
- Mcleod & John, 2003, Introduction to Counselling, Open University Press, UK
- Mearns & Dave, 1999, Person- Centred Counselling in Action, Sage Publications, New
  Delhi, India
- Palmer, 2004 Counselling, The BAC Counselling reader, British Association for counseling, Vol. 1 & 2,Sage publications ,New Delhi, India
- Rao, Narayana, 2003 Counselling and Guidance, Tata McGraw Hill, New Delhi. India
- Sanders, 2002 First steps in Counselling, PCCS Books Ltd, UK.
- Samuel T. Gladding, 2009, Counseling - A Comprehensive Profession, Sixth edition,
  Pearson Education, Dorling Kindersley India Pvt. Ltd. New Delhi – 17, India
- Windy, Dryden, 2002 Handbook of Individual Therapy, Sage Publications, New Delhi
- Mathur, S. S. (1985) : "Clinical Psychology", Vinod Pustak Mandir, Agra.

Web Resources:

- http://www.ccpaaccp.ca/_documents/NotebookEthics/What%20is%20Counselling%20A%20Search%20for%20a%20Definition.pdf
- https://www.uleth.ca/dspace/bitstream/handle/10133/1167/The%20Elements%20of%20Effective%20Counselling_NATCON.pdf?sequence=1file:///C:/Users/Acer02/Downloads/08_chapter%202.pdf
- http://shodhganga.inflibnet.ac.in:8080/jspui/bitstream/10603/2569/8/08_chapter%203.pdf

- http://www.sagepub.in/upm-data/23240_Chapter_5.pdf
- http://internal.psychology.illinois.edu/~lyubansk/Therapy/adler.pdf
- http://counsellingresource.com/lib/therapy/types/person-centred/
- http://www.med.nus.edu.sg/pcm/book/40.pdf
- http://www.forestry.gov.uk/pdf/behaviour_review_theory.pdf/$FILE/behaviour_review_theory.pdf
- http://www.csun.edu/~hcpsy002/Psy460_Ch08_Handout_ppt.pdf
- http://www.lifesoulutions.org/uploads/4/7/6/2/4762488/fundamentals_of_rational_emotivebehaviour_therapy_a_training_handbook.pdf
- http://www.uky.edu/~eushe2/Bandura/Bandura1989AMR.pdf
- http://www.csun.edu/~hcpsy002/Psy460_Ch11_Handout2_ppt.pdf
- http://knowledgex.camh.net/amhspecialists/resources_families/Documents/cbt_guide_en.pdf
- http://en.wikipedia.org/wiki/Relationship_counseling
- http://gaswin.tripod.com/HTMLobj-141/Counselling_unit_3.pdf
- http://www.counsellingconnection.com/wp-content/uploads/2013/03/Counsellingand-the-Counselling-Process-1.pdf
- http://www.palgrave.com/page/detail/counselling-in-different-settings-msmaggie-reid/?K=9781403916280

CORPORATE SOCIAL RESPONSIBILITY & SOCIAL ENTERPRENEURSHIP

Course code: SWC 12   **Number of Credits: 4 (Four)**

Subject Description: This course develops the importance of Corporate Social Responsibility and Social Entrepreneurship in the field of Social Work

Learning Outcome: To facilitate the students to understand various aspects of Corporate Social Responsibility - Phases, Administration, Skills, Pioneering Agencies and Social Entrepreneurship through case studies.

Specific Objectives:
- ➢ To provide the knowledge of Corporate Social Responsibility in the business world in the Social Work context.
- ➢ To make the students to understand the business ethics and Corporate Social Responsibility in global scenario.
- ➢ To familiarize the emerging management in CSR and Roles of Social Worker in CSR

Teaching Methodology: Lecture classes, Power point presentation on CSR, Group Discussions, Role-play, Case Discussions, Group activities, Assignments/Seminars, Visit to CSR projects.

UNIT – I Corporate Social Responsibility

Definition, Concepts, Overview of Corporate Social Responsibility, Concentration areas; Needs to be Social responsibility; Corporate Social Responsibility in Indian context and International; Business ethics and Corporate Social Responsibility; Phases of CSR. Legal Provisions and specification on CSR, CSR Act; Difference between CSR and CSI (Corporate Social Initiatives),

UNIT – II Skills and Techniques in CSR

Corporate Community Participation and Role and Skills of Social Worker in CSR; Corporate Perspective on building successful partnership; Tools and Techniques; Roles and skills: Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public speaking, Teaching, Supervising and Reporting..

UNIT –III Case Studies of Successful CSR Initiative

AMM Foundation, Bajaj Auto, NLC, Infosys, Wipro, Ranbaxy, TATA, L&T, Titan, TVS, MRF, Saint Gobain, Orchid and ACC. Implementation of CSR in Market place and Work place, CSR in the Communities, CSR in the ecological environment.

UNIT – IV Social Entrepreneurship

Concept, Definition, Importance of Social Enterprise and Entrepreneurship; Social Entrepreneurship and Business Entrepreneurship; Social Entrepreneurs and Social Change; Types of Social Enterprises; Growth and Performance of Social Enterprises in India; Relationship between Social Enterprise, State and Civil Society.

UNIT –V Mobilizing and Managing Capital for Social Enterprises

Aid agencies; Government, Corporate and Community support; Financial accountability; Marketing of Social Services; Application of marketing principles in Welfare and Development field; Select case studies of Indian Social Enterprises and Entrepreneurs such as Ela Bhatt, M.S.Swaminathan, Vargeese Kurien, Aruna Roy, and Rajinder Singh, Dabbawala.

References:

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- The business of social responsibility – Harsh Shrivastava , books for change, Bangalore, Yr 2000
- Corporate social responsibility – concepts and cases, CV. Baxi, yr 2005.
- Global strategic management, Dr.M.Mahmoudi, Deep & Deep Publications pvt.Ltd, Delhi yr.2005

- International Human resource management – Global perspective, SK.Bhatia, Deep & Deep Publications Pvt. Ltd., Delhi, yr.2005.
- David Bornstein, (2007) how to change the world, social entrepreneurs and the power of New Ideas , Oxford university Press
- Alex nichollls, 2006, social Entrepreneurship: New models of Sustainable Social change, Oxford university Press.
- Peter Drucker, 1990, Managing the Non-Profit organizations, Practices NAD Principles, Harapercollins.

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- http://cprenet.com/uploads/archive/UJMSS_12-1169.pdf
- https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CCIQFjAA&url=http%3A%2F%2Fwww.aucegypt.edu%2Fresearch%2Fgerhart%2FDocuments%2FCSR%2520Barry%2520Gaberman.doc&ei=GF4nVaOLBo7auQTh1YCwBA&usg=AFQjCNEEotfEVrFcHMnaLHceUTeJGb7OqA&bvm=bv.90491159,d.c2E
- http://theglobaljournals.com/paripex/file.php?val=September_2012_1347736483_97a7e_File%207.pdf
- http://business.nelson.com/productinfo/documents/WOB_ch03.pdf
- http://www.csrinternational.org/about/stages
- http://www.business4good.org/2007/04/importance-of-social-entrepreneurship.html
- http://www.cwcda.co.uk/Social-enterprise/Different-types-of-Social-Enterprises

LEGAL SYSTEM AND SOCIAL LEGISLATION IN INDIA

Course code: SWC 11   **Number of Credits: 4 (Four)**

Subject description: The course is to help learners understand the legal system and procedures in India. It supports understanding the processes in Public Interest Litigation and develops skills for the same.

Learning Outcome
        To facilitate the students to understand the various aspects of legal system and procedures in India

Specific Objectives:
➢ Develop an understanding of the legal system and get acquainted with the process of the legal system with emphasis on functioning in India.
➢ Gain insight into the problems faced by the people belonging to different strata of society and to understand the role of the police, prosecution, judiciary and correction in interacting with this system.
➢ Develop an understanding of the processes and problems of Public Interest Litigation and legal aid to marginalize.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Case Discussions, Group activities, Assignments/Seminars, observation visit to courts.

Content:
UNIT I Constitution of India
>   Introduction to Constitution of India - Role of legislature, Judiciary and Executive. Forms of legal instruments: Articles, Legislation, Statute, Bye law, Order.

Unit II Social Justice and Rights
>   Social Justice: Meaning and Concept; Social legislation: Meaning, Definition and concept; Social justice as an essential basis of social legislations; Social legislations in a Welfare State with special reference to India; Rights: Concept and Definition; Types of Rights: Rights of Women and Children; Rights of Scheduled Castes and Scheduled Tribes; Rights of accused and offender under Constitution of India; Indian Penal Code and Criminal Procedure code.

Unit III Division of Law and Legislations
>   Division of Law: Substantive Law and Procedural Law; Legislations pertaining to Social Institutions: Hindu Marriage Act 1955, Special Marriage Act 1954, Dowry Prohibition Act 1961, pre conception, Prenatal Diagnostic Techniques (Prohibition of sex selection) 2002, Domestic Violence act 2005; Legislations for prevention of Crime and Deviance: SITA – Suppression of Immoral Traffic Act, Indian Penal Code (Relevant chapters like Offences against Public Tranquility, Offences affecting Public Health, Safety, Convenience, Decency and Morals, Offences relating to Religion, Offences affecting the Human Body, Offences relating to Marriage, Cruelty by Husband or Relatives of Husband) ; Legislations pertaining to women, Right of children to free and compulsory education Act 2009.

UNIT IV Criminal Justice and Courts
>   Criminal Justice System in India: Police: Structure, Power, Functions and their role in maintaining peace and order in the Society. Prosecution: Meaning, Structure, its role in criminal justices, Trial participation; Judiciary: Supreme Court, High Court; Constitution of Supreme Court and High Court: Powers and functions. Sub-ordinate Courts –District Sessions Court, Magistrate Courts and other subordinate courts; Lokpal, Lokayukta and Lok Adalat.

UNIT V Correction and Legal Aid
>   Correction and Correctional Laws: Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, Juvenile Justice (Care and Protection of Children)Act; Legal Aid: Concept of legal –aid, History of legal-aid, Persons needing legal-aid, Legal-aid schemes; Public Interest Litigation: Meaning, Concept, Process and Problems; Right to Information Act: Provisions and Implementation; Right to Education, Help line/Toll free Numbers for Women and Children; Role of Social Worker; Social work intervention, Need and Methods.

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- Aranha,T. Social Advocacy-Perspective of Social Work, Bombay: College of Social work.
- Buxi, U.1982 Alternatives in Development: Law the Crisis of the India Legal System, New Delhi: Vikas Publishing House.
- Cury, J.C.1977 The India Police, New Delhi: Manu Publications
- Desai, A.E.(Ed.) 1986 Violation of Democratic Right in India, Vol.1.
- Gandhi B.M. 2006. Indian Penal Code, Lucknow, Eastern Book Company.
- Gangarde, Y.D. 1978 Social Legislation in India Vol I andII, New Delhi.
- Iyer, V. R. K 1980. Some Half Hidden Aspects of Indian Social Justice, Lucknow: Eastern Book Company.
- Iyer, V. R. K 1981. Law Versus Justice: Problems and Solutions, New Delhi: Deep and Deep.
- Iyer, V. R. K 1980. Justice and Beyond, New Delhi: Deep and Deep.
- Kelkar R. V. 2006. Lectures on Criminal Procedure, Lucknow, Eastern Book Company.
- Khanna, H. R. 1980 The Judicial System, New Delhi: II P A.
- Mathew, P. D. II P.A Legal Aid Series, Delhi: Indian Social Institute
- McDonald. W. F. (Ed.) 1979 The Presentator, California: Berkeley: Hill
- Newman, G. 1999 Global Report on Crime and Justice, New York: Oxford University Press.
- Nirmal Anjali. 1992 Role and Functioning of Central Police Organisations, New Delhi: Uppal.
- Peak, K. J. 1998 Justice Administration - Police, Courts and Correction, New Jersey: Prentice-Hall.
- Ratanlal and Dhirajlal, 2006 Indian Penal Code, Lexis and Lexis, Nagpur.
- Singh. L. M. (Ed.) 1973 Law and Poverty: Cases and Materials, Bombay: Tripathi.
- Western, P. B. 1976 The Criminal Justice System: An Introduction and Guidelines, California: Good Year Publishers.

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- http://lawmin.nic.in/olwing/coi/coi-english/coi-indexenglish.htm
- http://indiancourts.nic.in/sitesmain.htm
- http://www.tnpolice.gov.in/CCTNSNICSDC/Index?2
- http://www.tnpolice.gov.in/CCTNSNICSDC/Index?0
- http://anejaandaneja.com/Indian%20Judicial%20Sysytem.pdf
- http://ijtr.nic.in/articles/art43.pdf
- http://shodhganga.inflibnet.ac.in/bitstream/10603/7785/10/10_chapter%203.pdf
- http://www.ignou.ac.in/upload/bswe-02-block6-unit-31-small%20size.pdf
- http://www.ssa.gov/policy/docs/ssb/v16n5/v16n5p11.pdf
- http://shodhganga.inflibnet.ac.in:8080/jspui/bitstream/10603/5133/7/07_chapter%201.pdf
- http://www.aiclindia.com/Acts/Indian%20Penal%20Code%201860.pdf

- http://lawcommissionofindia.nic.in/101-169/Report156Vol2.pdf
- http://www.mha.nic.in/hindi/sites/upload_files/mhahindi/files/pdf/criminal_justice_system.pdf
- http://shodhganga.inflibnet.ac.in/bitstream/10603/8499/12/12_chapter%204.pdf
- http://www.mcrg.ac.in/PP47.pdf

SOCIAL WORK PRACTICUM –III (CONCURRENT FIELD WORK)

Course code: SWP 03   **Number   of Credits:3(Three)**

      The students will be placed in their respective specialization setting and after completion of 25 days of the concurrent fieldwork**; the students will be evaluated on the basis of submission of field work records and** an open viva- voce examination conducted by an external examiner.

IV SEMESTER
INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE

Course Code: SWE 03A   **Number of Credits: 4 (Four)**

Subject Description: This course presents the concepts of industrial relations, industrial conflict, Collective bargaining, grievance settling machineries, welfare and social security measures.

Learning outcome: To facilitate the students to learn the trends in industrial relations, industrial conflict, industrial peace, grievance redressal, legislations related to industrial disputes, employee welfare and social security measures.

Specific Objectives:
- ➢ To provide knowledge on the industrial relations system in India.
- ➢ To familiarize the students with the various IR processes.
- ➢ To give an insight into the concept of Welfare & Societal and Organizational responses thereof.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, Assignments/Seminars.

Contents:

Unit I - Industrial Relations

Concept; Stake holders; Characteristics of a model IR system; Emerging trends in IR; Employee Relations across Organizations in different sectors;   Impact of Globalization and liberalization on IR, Principles of Natural Justice, Qualities and Roles of IR Manager.

Unit II - I.R. Climate

Industrial Conflict: Meaning, Causes, Consequences, Manifestations, Interventions (statutory and non-statutory machinery for preventions and settlement of disputes); Industrial Peace; Industrial Disputes Act 1947; Trade Unions Act 1926; Industrial Employment Standing Orders Act 1946. The Tamilnadu Payment of Subsistence Act, 1981.

Unit III - Proactive & Reactive IR

Collective Bargaining: Meaning, Objectives, Process, Skills; Grievance Redressal: Meaning and Process; Employee Discipline: Meaning & Disciplinary procedure; Hot stove rules, Employee Empowerment: Meaning & Mechanisms; Workers' Participation in Management.

Unit IV- Employee Welfare

Employee Welfare: Meaning, Objectives, Philosophy, Scope, Limitations and Types of Employee Welfare- Statutory and Non-statutory Welfare measures, Fringe benefits.

Unit V- Social Security

Concept, Need, Types and Schemes for the organized sector in India- Maternity, ESI Scheme, EPF Scheme, Industrial health and Hygiene, Accident and Compensation.

<u>**Text Books:**</u>

- Memoria,Dr.C.B.& Mammria, Dr.S.,Dynamics of Industrial Relations, Himalaya Publishing House.
- Sharma, A M, Industrial Relation: Conceptual & Legal Framework, Himalaya Publishing House.
- Sinha, G P, & Sinha, P R L, Industrial Relations and Labour Legislations, Oxford and IBH Co.,

<u>**References:**</u>

- Nair, NG and Nair, Lata, Personnel Management and Industrial Relations, S Chand & Co.2001. Publishing House (P) Ltd., New Delhi, 1995.
- Pylee. M.V. and Simon George, Industrial Relations and Personnel Management, Vikas,1995
- Scott, Bill, The Skill of Negotiating, Mumbai Jayco Publishing House.

- Roberts, B C, Industrial Relations –Contemporary Problems and Perspectives, Asia Publishing House.
- Tandon, S K, Collective Bargaining and Indian Scene, S Chand Publications.
- Venkata ratnam C.S, Globalization and Labour Management Relations, Response Books, 2001.

Web Resources:
- http://www.aseanhrmech.org/downloads/malaysia-Industrial_relations_act.pdf
- https://soc.kuleuven.be/web/files/11/72/W12-167.pdf
- http://www2.warwick.ac.uk/fac/soc/wbs/research/irru/wpir/wpir_88.pdf
- http://hrylabour.gov.in/docs/labourActpdfdocs/ID_Act.pdf
- http://www.ilo.org/public/english/dialogue/actemp/downloads/publications/srscbarg.pdf
- http://www.cfee.org/en/pdf/labourstudent5.pdf
- http://www.ijecbs.com/January2014/9.pdf]
- http://www.ssa.gov/policy/docs/ssb/v16n5/v16n5p11.pdf
- http://planningcommission.nic.in/aboutus/committee/wrkgrp/wg_soclscty.pdf
- http://www.scribd.com/doc/37002149/Statutory-and-Non-Statutory-Welfare-Measures#scribd
- http://www.jethr.com/magazine/human-resource-management/employee-welfare-statutory-and-non-statutory/article.html

MEDICAL SOCIAL WORK

Course Number: SWE 03 B   **Number of Credits: 4 (Four)**

Subject Description: This course portrays various aspects of Medical Social Work.

Learning Outcome: To facilitate the students to learn the importance of medical Social Work and its applicability in the Social Work Profession.

Specific Objectives: On successful completion of the course the students should enrich their knowledge about
  ➢ To understand the basic concepts of Medical Social Work,
  ➢ Organization and Administration of Social Work Departments at formal setting
  ➢ Role of Medical Social Worker in dealing with chronically ill patients including physically challenged and prevention of diseases and promotion of health.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, Assignments/Seminars.

Contents:
Unit I Basics of Medical Social Work
        Concepts of Health, Hygiene, Illness and Handicap; Medical Social Work: Definition, Scope, Historical development of Medical Social Work in the West and

in India; Medical Social Work Practice in different settings: Hospitals, Outpatient Department, Emergency care, Special clinics, and Community health, Blood banks, Eye banks, Special schools; Problems encountered by Medical Social Worker in the field.

Unit II Organization and Administration of Medical Social Work

Medical Social Work Department in Hospitals, Hospital Accreditation; Medical Social Work in relation to different disciplines; Multidisciplinary Approach and Team work in Hospitals, Role of Medical Social Worker as a member of the team, Patients' right in Health care, Patient and hospital conflict.

Unit III Medical Social Worker – Patients' Interaction

The Psycho-social problems and the role of Medical Social Worker in dealing patients with TB, STIs, HIV/AIDS, Polio, Dengue, Leprosy , Cancer, Hyper tension and Cardiac disorders, Asthma, Arthritis and Diabetes, Maternal and Child health care, Infertility and its treatment, Geriatric Care; 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; National and International agencies of Health.

References:

- Anderson R. and Living with Chronic Illness: The Experience of Patients and Bury M. (Eds.) 1978 their Families, Princeton Hall.
- Bartlatt, H.M. 1932 Social Work Practice in Health field, National Association of Social Workers, New York.
- Borkar, G., 1961. Health in Independent India, Ministry of Health Publications, New Delhi.
- Butrym, Zofia and Horder, John. 1983Health, Doctors and Social Workers, London: Routledge and Kegan Paul.
- Clark, D. W. and MacMahon, B. (Ed.) 1981. Preventive and Community Medicine , Boston Little, Brown and Company
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- Dora, Goldstain (1954) Readings in Theory and Practice in Medical Social Work, Chicago : The University of Chicago Press

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- Hamilton, K.W., 1986 Counselling the Handicapped, Ronal Press, New York.
- Javeri D. R. (1996) Social Work in Hospital Set up, KEM Hospital, Mumbai
- Pathak, S.H., Medical Social Work in India, Delhi School of Social Work, New Delhi.
- Pathak, S. H. 1968 Medical Social Work, Chapter.25, In Wadia A R (Ed.) : History and Philosophy of Social Work in India, Bombay: Allied Publishers
- Park and Park, 2009 Preventive and Social Medicine, Banarsidas Bhanot, Jaipur.
- Saxena,A.,2014 Medical Social Work ,Anmol Publications

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- http://en.wikipedia.org/wiki/Medical_social_work
- http://workforce.socialworkers.org/studies/profiles/Hospitals.pdf
- http://www.greenbookee.com/preventive-and-social-medicine-park-22nd-edition/
- http://socialworkandcancer.com/the-role-of-the-medical-social-worker
- http://en.wikipedia.org/wiki/Rehabilitation
- http://www.princeton.edu/~deaton/downloads/Food_and_Nutrition_in_India_Facts_and_Interpretations.pdf
- https://www.health.govt.nz/system/files/documents/publications/foodandnutritionguidelines-adults.pdf
- http://emqff.org/wp-content/uploads/Prevention-and-Early-Intervention-Issue-1-Addendum-03-07-06.pdf

DISASTER MANAGEMENT

Course Code: SWE 03 C   **Number Of Credits: 4(Four)**

Subject description:
    This course is designed to facilitate the understanding and thereby to enhance the professional skill of the young Social Workers to deal the emergency situations very effectively.

Learning outcome: To facilitate the students to learn about various aspects relating to Disaster, Impacts of disaster and Disaster management.

Specific Objectives: After learning this course the students would enrich their knowledge about
- The nature ,meaning and types of disaster
- Disaster management techniques
- Stake holders in disaster management and their coordination.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, Assignments/Seminars.

Contents:
UNIT I Disaster

Meaning; Factors and Significance; Effects; Global view; Community Disaster; Disaster profile of India, DM Act 2005.

UNIT II Types of Disaster

Earthquake, Flood, Cyclone, Drought, Famine, Landslide, Avalanches, Fire, Forest fire, Epidemics, Tsunami and Industrial & Technological Disaster, Chemical, Biological and Nuclear Disaster.

UNIT III Assessment and Rehabilitation

Disaster assessment; Disaster mitigation; Relief and Rehabilitation; Psycho social impact on Women, Children and the Aged; Disaster Mental Health and Disaster Counseling, Psychological First- Aid.

UNIT IV Disaster Management and Awareness

Predictability, Forecasting and Warning, Planning, Communication, Leadership and Coordination, Relief measures, Community health during Disasters; Community participation; Public awareness programmes; Information origination and dissemination. Community based Disaster Management.

UNIT V Role of various Organizations

Role of Social Worker; Government (State and Central), District Administration ; Armed forces; Media; Disaster management Coordination committee; National Institute of Disaster Management. Role of National and International Organizations in Disaster Management.

References:
- Form William H and Sigmund Nosow (1958), Community in Disaster, Harper and brothers Publishers, New York
- E.L. Quarantelli, et. al., (1998), What is a Disaster, Routledge, London and New York.
- Sen Amartya (1981), Poverty and Famines, Oxford University Press, New Delhi.
- Parida P.K. (2002), Towards Rebuilding a Post Disaster Society: A Case Study of Super CycloneAffected Coastal Orissa , The Indian Journal of Social Work, Vol 63, Issue 2.
- Sharma Dhirendra (1983), India s Nuclear Estate, Lancers, New Delhi
- Disaster Prevention and Mitigation (1982), United Nations Disaster Relief Coordination, NewYork.
- Klinenberg Eric (2002), Heat Wave: A Social Autopsy of Disaster in Chicago, University of Chicago Press, Chicago.
- J.P.Saulina Arnold (2006), Disaster Management, Salesian Institute of Graphicarts, Chennai.
- Dr.Arulsamy, Disaster Management.

- Kapur.A.(2005), Disasters in India: Studies of Grim Reality, Jaipur: Rawat Publications.
- Singh.R.B.(2009). Natural Hazards and Disaster Management, Jaipur: Rawat Publications.

Web Resources:
- file:///C:/Users/Acer02/Downloads/EnviroHealthBook_4.pdf
- http://www.weready.org/CDM/index.php?option=com_content&view=article&id=8&Itemid=14
- http://www.simplydecoded.com/2013/10/21/india-disaster-profile-and-management/
- http://link.springer.com/article/10.1007/BF00778582
- http://www.adrc.asia/publications/TDRM2003June/16.pdf
- http://apps.who.int/disasters/repo/5514.pdf
- http://cordillerastudies.upb.edu.ph/ktrc/downloads/pdf/modules/module-5.pdf
- https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/236656/women-girls-disasters.pdf
- http://www.cdms.uci.edu/PDF/Disaster-Mental-Health-Handbook-Oct-2012.pdf
- http://www.smh.com.au/national/disaster-counselling-often-pointless-says-psychologist-20101012-16hui.html
- http://www.authorstream.com/Presentation/Simranpreet96-1571893-disaster-management-awareness/
- https://www.google.co.in/url?sa=t&rct=j&q=&esrc=s&source=web&cd=5&cad=rja&uact=8&ved=0CDQQFjAE&url=https%3A%2F%2Ftraining.fema.gov%2Femiweb%2Fdownloads%2Fedu%2Fsocialworkanddisasters4.doc&ei=eVwnVa2IM8zauQTXpoCIDg&usg=AFQjCNFgqDJLK9ABJhLSL3UIFGhzXIg7iA
- https://www.academia.edu/8070343/ROLE_OF_MEDIA_IN_DISASTER_MANAGEMENT
- http://disaster.ifas.ufl.edu/PDFS/CHAP03/D03-07.PDF
- http://www.onlinenidm.gov.in/

ORGANIZATIONAL BEHAVIOUR AND ORGANIZATIONAL DEVELOPMENT

Course Code: SWE 04 A   **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.

Learning Outcome: To facilitate the students to learn more about challenges in Organizational Behaviour.

Specific Objectives: On successful completion of the course the students should enrich their knowledge relating
☐ The background and dynamics of Organizational Behaviour
☐ To resolve conflicts in organizational environment
☐ Organizational Changes and their impact on Organization Performance.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, Assignments/Seminars.

Contents:

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.

Text Books:
- Jhon .W. Newstrom, 2007, Organisational Behaviour. New Delhi: Tata McGraw–Hill Publishing Company Ltd.
- Prasad, L M., 2006, Organizational Behavior. New Delhi: Sultan Chand & Sons.

References:
- Keith Davis, Human Behavior at Work. Louis Allen Management and Organization.
- Kesho Prasad, 1996, Organisational Development for Excellence. New Delhi: S. Chand and Company.
- Khanka .S. S., 2000, Organisational Behaviour. New Delhi: S. Chand and Company.
- Stephen P. Robins, 2005, Organisational Behaviour. New Delhi: Prentice–Hall of India Pvt. Ltd.
- Subba Rao, P., 1999, Essentials of Human Resource Management and Industrial Relations. Mumbai: Himalaya Publishing House.
- Wendell L. French and Organisational Development. New Delhi: Prentice- Cecil H Bell, Hall, Prentice-Hall of India Pvt. Lt

Web **Resources**
- https://www.slideshare.net/rajasshrie1/chapter-1-ob-38248150
- http://www.yourarticlelibrary.com/organization/organizational-behaviour/organizational-behaviour-definition-characteristics-and-nature/63741/
- https://www.slideshare.net/manishray/1basicconceptsofob
- https://uodamba.wordpress.com/2014/07/13/fundamental-concept-of-organizational-behaviour/
- https://www.tutorialspoint.com/organizational_behavior/organizational_behavior_leadership.htm
- https://www.slideshare.net/jonrwallace/ob-leadership-12328891
- https://managementstudyguide.com/leadership-theories.htm
- https://www.slideshare.net/kesarinandan96/theories-of-leadership-13415459
- https://www.slideshare.net/rajatgupta4ever/organizational-change-and-development
- http://www.nacs.gov.tw/english/_files/1000216-301.pdf

PSYCHIATRIC SOCIAL WORK

Course Code: SWE 04 B   **Number of Credits: 4 (Four)**

Subject Description: This course portrays various aspects of Psychiatric Social Work.

Learning outcome: To facilitate the students to learn the importance of Psychiatric Social Work and its applicability in the Social Work Profession.

SpecificObjectives: On successful completion of the course the students should enrich their knowledge about
- The basics of Psychiatric Social Work,
- Mental health problems, nature, magnitude, symptoms, effects and various treatment methods etc.
- Mental health policy and programmes in the Indian context.

Teaching Methodology: Lecture classes, Power point presentation, Group Discussions, Role-play, Case Discussions, Group activities, Assignments/Seminars.

Contents;
UNIT I Psychiatric Social Work:An Introduction
Definition, Scope, Historical Development, Magnitude of mental health problems among men, women, aged, socio -economically disadvantaged in urban and rural population and the mental health issues due to disaster: Treatment for the mentally ill patients : Psychological intervention, individual interventions, family interventions, group intervention and medication.

UNIT II Psychological treatmentmethods:
Psychotherapy, supportive therapy, Re-educative and Reconstructive psychotherapy, Behavior therapy, CBT,ERP or **EX/RP,**Psycho-analysis, Client centered therapy, Reality therapy, Gestalt therapy, Rational emotive therapy, Logo therapy, Hypnosis and Abreaction.

UNIT III Psychological Therapies
Group Therapy, Transactional Analysis, Marital Therapy, Family Therapy, Recreational and Relaxation Therapies, Occupational Therapy and Psychiatric Rehabilitation.

UNIT IV Psychiatric Social work Practice
Role of Psychiatric Social Worker in half way homes , Day care centers , Child guidance clinic, De-addiction, Suicide prevention, Community mental health programmes; Admission and discharge procedures in a Psychiatric Hospital.

UNIT V Mental health Care Policies and legislations
Policies and legislations related to mental health in India: 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; Research in Mental health; National Institute for Mental health.

References:

- 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

- Kaplan Synopsis For Comprehensive Textbook of Psychiatry

- Kuruvilla K & Venkoba Rao A Psychiatry

- Mane P & Gandevis 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.

- World Health Organization Prevention Of Mental Neurological Psychosocial Disorders, Geneva.

- World Health Organization Schizophrenia Information For Families -A Manual Prepared Y TheWorld Schizophrenia Fellowship For Publication In Cooperation With WHO.

- Verma, Ratna, Psychiatric Social work in India, Sage Pub., New Deihi, 1991

- Kaplan Harold, et.al.: Comprehensive text book of psychiatry; Williams & Williams. Vol. I. II & UK 1980.

Web Resources

- http://gaswin.tripod.com/HTMLobj-134/Mental_Health_and_SW_unit_1.pdf

- http://www.med.nus.edu.sg/pcm/book/39.pdf

- http://www.willseye.org/sites/all/files/ST%20MANUAL.pdf

- http://www.med.nus.edu.sg/pcm/book/40.pdf

- http://wps.ablongman.com/wps/media/objects/208/213940/psycho_therapy.pdf

- http://www.csun.edu/~hcpsy002/Psy460_Ch07_Handout_ppt.pdf

- http://www.csun.edu/~hcpsy002/Psy460_Ch11_Handout2_ppt.pdf

- http://www.csun.edu/~hcpsy002/Psy460_Ch08_Handout_ppt.pdf

- https://www.rcpsych.ac.uk/pdf/semOAP_ch17.pdf

- http://workforce.socialworkers.org/studies/profiles/Hospitals.pdf

- http://icmr.nic.in/ijmr/2011/march/editorial2.pdf

DEVELOPMENT MANAGEMENT

Course Number: SWC 11   **Number of Credits: 4**
(Four)

Subject Description: This course throws light on Management of Non-Governmental Organizations (NGOs) or Non Profit Organizations (NPOs) and their Administration and proposal components in development.

Learning Outcome: To facilitate the students to understand about the structure of NGOs and their management aspects Like Project Identification, Project Formulation, Monitoring and Evaluation, and Project Personnel empowerment and Fund raising.

Specific Objectives: On successful completion of the course the students would enrich their knowledge about
  ➢ Establishment of NGOs, Structure, Development, Powers and Duties of NGOs
  ➢ Contents of Project Identification, Project Formulation, Budgeting, and Funding
  ➢ Project Personnel Empowerment and monitoring and evaluation.

Teaching methodology: Lecture classes, Power point presentation, Group Discussions, Visit to
NGO's, Group activities, Assignments/Seminars, PRA in villages

Contents:
UNIT I Non-Governmental Organizations
      Non-Governmental Organizations: Concept, Meaning, Need, Classification, Structure, Functions, Philosophies, Principles, Significance, Strategies, and Role of NGOs in developmental fields; Historical Development of NGOs in India; Community Based Organization and Faith based organization: Concept and Development.

UNIT II Establishment of NPOs
      Registration and Establishment of NPOs: Societies Act, Trust Act, Company's Act (Sec. 25)- Memorandum of Association and Articles of Association; Legal Status of NPO; Monitoring Mechanism adopted by Governments - FCR Act; NGO-Administration; Policy Making: Aims and Objectives of the Executive Committee, Office Bearers and Governing Body and Rights, Power and Duties.

UNIT III Project Identification, Project Formulation 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 (IGPs); Financial Management; Financial Collaboration between Funding Organization and Non-Profit Organizations.

UNIT IV Funding of NGOs

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 Welfare of the elderly people; Role of NGOs in Administering the Social Welfare Programmes; Project Monitoring and Evaluation: Aims, Objectives, steps and Creating Management Information System; Project Appraisal: Meaning and Techniques; Logical Frame Analysis (LFA); 360 evaluation in NGOs,Participatory Rural Appraisal (PRA): Principles, Methods of PRA and Network Analysis; Documentation and reporting; Strength based practices in NGOs; Public Relations.

References:

- Clark, John, and 1991 Voluntary Organizations: Their Contribution to Development. London, Earth Scan.
- Dorothea, Hilhorbt, 2003 The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.
- Drucker, Peter, 1993 Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
- Ginberg, Leon, H., 2001 Social Work Evaluation: Principles and Methods. Singapore: Allyn and Bacon.
- Julie Fisher, 2003 Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
- Kandasamy, M., 1998 Governance and Financial Management in Non–Profit Organizations. New Delhi: Caritas India.
- Kapoor, K. K., (Ed.), 1986 Directory of Funding Organizations. New Delhi: Information and News Network.
- Kumar, A., 2003 Social Change through NGOs. New Delhi: Anmol Publishers.
- Lawant, B. T., 1999 NGOs in Development. Jaipur: Rawat Publications.
- Mukherjee, Amitara (Ed.), 1995 Participatory Rural Appraisal: Methods and Application in Rural Planning. New Delhi: Vikas Publishing Co.

Web Resources:

- http://web.mit.edu/isg/NGOManagement.pdf
- http://wwhttp://personal.lse.ac.uk/lewisd/images/encylciv%20societyngos2009-dl.pdf
- http://hr.law.vnu.edu.vn/sites/default/files/resources/management_of_non_governmental_development_organizations__an_introduction__.pdf
- w.mca.gov.in/Ministry/actsbills/pdf/Societies_Registration_Act_1860.pdf
- http://lawmin.nic.in/legislative/textofcentralacts/1916.pdf
- http://lawmin.nic.in/ld/regionallanguages/THE%20FOREIGN%20CONTRIBUTION%20%28REGULATION%29%20ACT,2010.%20%2842%20OF%202010%29.pdf
- http://www.ofmdfmni.gov.uk/practical-guide-policy-making.pdf
- http://www.instituteforgovernment.org.uk/sites/default/files/publications/Policy%20making%20in%20the%20real%20world.pdf
- http://www.animalmosaic.org/Images/An-Introduction-to-Fundraising-English_tcm46-29161.pdf
- http://www.gnof.org/wp-content/uploads/2014/06/CreatingFRplan-manual.pdf
- http://eprints.ibu.edu.ba/200/1/ISSD2010_Economy_Management_p142-p146.pdf
- http://www.sswm.info/sites/default/files/reference_attachments/UNSO%202000%20Logical%20Framework%20Analysis.pdf
- http://www.pops.int/documents/guidance/nipsfinal/logframe.pdf
- http://www.gdrc.org/ngo/logical-fa.pdf
- http://www.crsprogramquality.org/storage/pubs/me/RRAPRA.pdf
- http://pub.iges.or.jp/contents/eLearning/waterdemo/bhandari_m4.pdf

SOCIAL WORK PRACTICUM –IV (CONCURRENT FIELD WORK)

Course code: SWP 04   **Number of Credits: 3 (Three)**

The students will be placed in their respective specialization setting and after completion of 25 days of the concurrent fieldwork**;** the students will be evaluated on the basis of submission of field work records and an open viva- voce examination conducted by an external examiner.

SOCIAL WORK PRACTICUM –IV (BLOCK PLACEMENT TRAINING)

Course code: SWP 06   **Number of Credits: 3 (Three)**

The students will undergo Block Placement training for a period of 30 days from 1st March to 31st March. The students will be evaluated on the basis of submission of Block Placement report and an open viva- voce examination conducted by an external examiner

RESEARCH PROJECT AND VIVA-VOCE

Course code: SWP 05   **Number of Credits: 4**
                          (four)

Every student is required to complete a research project under the supervision and guidance of a faculty of the department who will guide the Student's topic related field of specialization chosen by him/her. The Project will be evaluated and viva-voce examination will be conducted jointly by the research Supervisors of the candidates and the external examiner concerned for 100 (75+25) marks. The students have to defend their projects in the open viva-voce examination.

ANNEXURE
FIELD WORK INSTRUCTIONS

Practical training is a distinct feature and an integral part of social work education. The specific requirements of the field work training will be made available to the trainee social workers. This practical training is given to the students during the two years of study through various programmes such as orientation programme, observation visits, concurrent fieldwork, block placement training, study tour and micro research.

GENERAL OBJECTIVE SOFSOCIAL WORK PRACTICUM

1. To gain an understanding of social realities and problems as they play out in society and the civil society's response to it.
2. To understand, appreciate and develop ability to critically evaluate the programmes and policies in the developing context.
3. To acquire skills of systematic observation, critical analysis and develop a spirit of inquiry.
4. To learn and implement social work interventions.
5. To develop skills of recording
6. To imbibe values and ethics of the Social Work profession through field practicum.
7. To develop an appreciation of social work intervention in these programmes by recording:
8. Relevant and factual information about the client system and the problem/concern
9. The selection of programmes/strategies for solving the problem, and their relevance to the client system and the problem concern or the issue.
10. The role of the social worker and the relevance of social work intervention for the client, needs and the problem.
11. The relationship between the micro problems observed and the macro situation, the appropriateness of the organization's resources and nature of intervention
12. To integrate theory and practice while recording
13. To develop self as an agent effecting change and transformation in the society.

FIELD WORK PRACTICUM
Field work practicum comprises of the following
- Social Work – Orientation Workshop
- Observation Visits
- Group projects
- Concurrent field work
- Block Placement Training (BPT)
- Rural/Tribal Camp
- Study Tour

Students are involved in intervention during emergency situations like riots, cyclone and earthquake and specific time-bound, issue- based campaigns (**this is as per NAAC Manual for Self-Study of Social work Institutions, October2005**)

SOCIAL WORK ORIENTATION WORKSHOP
In the First Semester the students will be oriented to the social work profession soon after their admission. Duration of the programme shall be five days. Attendance in the orientation programme is compulsory. This programme shall comprise of speakers drawn from practitioners, professional social workers from the field and from academia.

SEMESTER I

The first semester field work comprises of three components namely Observation visits, Group projects and Rural/Tribal Camp.

Observation visits:
- Ten observation visits for the I MSW students is mandatory. The agency visits related to all the fields of social work will be conducted.
- Soon after the completion of orientation/observation visits, a student workshop on–Orientation to fields of social work will be conducted to share the orientation visit experiences and learning.
- Student should submit observation visit report to the concerned faculty supervisor.

Details regarding the aspects to be observed in the agency
- Nature of setting/agency-its objectives, services, programmes, structure, and general environment.
- Contact person in the setting/agency, management, staff and ongoing activities.
- General introduction setting/agency its programmes and beneficiaries. Information of other similar services.
- Policies supporting the service agency both local and national.
- Learners may make a local directory include emergency numbers of hospitals/primary health centers, police, ward of Panchayat office, and network agencies, along with reference to other developmental and welfare services.

Details of the group projects
- The students will be divided into small groups.
- Eachgrouphastoselectanysocialissuefortheirprojectandhastoorganize   seminar   / Campaign /awareness program /Rally/ Street play and the like.
- The group has to mobilize the resources and to execute the event/ program with the guidance of the faculty supervisor.
- After completion of the programs/activities, the group has to submit a detailed report to the department.
- Thestudentswillbeevaluatedonthebasisoftherecordsubmittedinrelationto observation visits and group projects by a viva-voce examination.

Details of the Rural /Tribal Camp

In the First semester students should attend 9 days rural /tribal camp. Expected learning during rural/tribal camp should be with the following aspects:

□ Camp for8 to 10 days is compulsory for the IM.S.Win village or tribal area

□ Micro – planning activity and Participatory Rural Appraisal (PRA) activity shall be the part of Social Work camp.

□Students should prepared detailed camp report and submit it to the irrespective faculty supervisor.

Objectives of the Rural/Tribal Camp

□ Understand the social system with the dynamics within.

□ Analysis of the regional social system, the approaches, and the strategies of intervention used by the government and non–government organizations.

□ Understand the nature of government intervention in relation to various groups (caste, tribe etc,) in the region, and the related structures of decision– making and intervention.

□ Develop the capacity to critique the interventions of both the voluntary organizations and the government agencies in relation to the specific group.

□ Through experience in group–living the student should learn to appreciate its value in terms of self-development, interpersonal relationships, sense of organization, management and taking on responsibility.

□ Acquire skills in planning, organizing, implementing through the camp for example:

Conscious use of time, communication skills, team spirit, handling relationships. Conflicts and differences of opinion, decision making, evaluation, appreciation, sharing of resources, tasks, coping skills in problem situations, cooperation and coordination.

□ Learners are fully involved in planning, implementing the plans and presenting their experience in a workshop in return from the camp.

□ The learners should be encouraged to take on concrete tasks towards meeting basic/civic needs of the people.

□ Learners should integrate classroom learning with their interventions in the rural camp.

SEMESTER II

The second semester field work comprises of two components namely School Social Work Practice and NGO Placement. The students will be placed in various corporations schools in Coimbatore for 15 days concurrently and after completing it, they would be placed in various NGOs in Coimbatore for the next 10 field visits concurrently.

GUIDELINES FOR SCHOOL SOCIAL WORK PRACTICE

The I MSW students will be placed in various Corporation schools in the limits of Coimbatore City Corporation for the practice of School Social Work for a period of 15days. The following guidelines would be of help to the Agency Supervisor (Headmaster/Headmistress) and to the faculty supervisor (Department Faculty) and also to the student trainees.

S.NO   ACTIVITIES TO BE CARRIED OUT IN THE SCHOOL

Day1   Introduction to school Headmaster/Headmistress and teachers
Day2   Observation and orientation
Day3   Identification of children with problems
   (With the help of the class teachers)
 Day4   Planning for social Case Work Practice (1stCasework)
 Day5   Discussion for group work and arrangements for the first group work
 Day6   Continuation of first case work and group work
 Day7   Planning for the second casework and also discussion for the CO program
     (Identifying the needy area for organizing community organization program.)
Day8   Continuation of second casework and termination of first group work
Day9   Continuation of second casework and planning for the second group work
Day10   Termination of second casework and beginning the second groups work
Day11   Second group work, planning for the CO
Day12   Second group work and resource mobilization for CO Program
Day13   Termination of Second Group Work and implementation of CO program
Day14 Submission of consolidated report of the field work to the agency
Day15 Termination of field work practice and thanks giving to the Headmaster/ Headmistress and teachers.

Certificate and feedback from Headmaster

Evaluation of students by the school HM

GUIDELINES FOR NGO PLACEMENT

1.   Visit to the Rural community
2. Exposure to local bodies
3. Meeting local body personnel
4. Project area visit
5. Exposure to existing government welfare schemes
6. Rapport with the target group
7. Practicing the social casework, social group work and community organization method
8. Strategies in project implementations
9. Resource mobilization/fundraising
10. Networking and advocacy
11. Designing and implementing community interventions
12. Social action, lobbying and awareness generation in rural areas
13. Role of Community Social Workers/ Community Development workers

SEMESTER III

The Third semester fieldwork comprises of two components namely Fieldwork Placement (according to their specialization) and Study tour.

The field work will fulfill the following objectives:
1. To be exposed to social realities related to the fields of specialization.
2. To develop a critical understanding of the needs of people and their concern in their fieldwork setting.
3. To understand and critique structural and systemic factors that influence service users
4. To undertake social work interventions in the field of specialization
5. To imbibe ethics and values of the Social Work profession in their fields of specialization.

OBJECTIVES	TASKS
To understand the agency, its philosophy and goals. To analyze the agency's structure, functioning and its networking strategies at the international and national level.	To prepare a complete document on the agency, covering specific details on ☐ The agency profile ☐ Its objectives ☐ Area of work ☐ Administrative hierarchy ☐ Staffing pattern ☐ Funding pattern ☐ National/International networking pattern ☐ Activities implementation strategy ☐ Monitoring/ Evaluation pattern
To identify the agency's geographical areas of intervention. To draw up a community profile	To develop a community profile with specific details on ☐ Socio-Demographic characteristics

To analyse the problems of communities through "Need Based Assessment Strategies"	☐ Power structure ☐ Community Resources ☐ Leadership pattern ☐ Groups in existence (Women's Group, Children's Group etc.) ☐ Health status ☐ Problems of Communities etc.
To study the families and their problem.	Family study report needs to be submitted. Visiting ten families and identifying at least two families for detailed family analysis
To study the groups inexistence and Initiate steps to identify and form one or two groups.	To form at least one group(Youth Group, Women Group, Children Group, Men Group etc.)
To understand and apply different Models of working with individuals in different settings and develop an eclectic approach to working with individuals. To integrate theory into practice.	To handle Social Work Practice with at least five clients.
To understand the significance of the Group on individuals.	To work with two Treatment and Task Groups using adequate Group Intervention strategies.
To develop necessary skills to apply Group Work as a method of intervention. To gain knowledge and understand of the scope of this method in various settings.	Nature of Groups: ¤ Educational Group ¤ Growth Group ¤ Remedial Group ¤ Socialization Group ¤ Committees Focus Group: Women, Youth, Adolescent Girls, children, Men, Potential Leaders, Youth Leaders etc.
To expose students to problem Situations and to enable them to identify solutions. To equip the students skills in	Identifying a community problem/ Problems. Identifying resources and methods to solve the problems.

problem identification. To enable them network with and mobilize community resources. To implement change processes with the community's participation.	Consciously implementing professional approaches and skills in community problem solving. Identifying major diseases and health needs in the community.

The guidelines for fieldwork practice, specialization wise, are as follows:

FIELD WORK GUIDELINESACCORDING TO SPECIALIZATIONS SPECIALIZATION I-Human Resource Management

1. Profile of the organization
2. Organizational structure, structure of HR Department
3. Time office activities
4. Statutory and non statutory welfare benefits
5. Procedures relating to PF, ESI and labour welfare fund
6. Procedures relating to gratuity, compensation, insurances etc.
7. Employee problems (absenteeism, indebtedness, labour turnover etc.)
8. Maintenance of different registers and records in the HR/Personnel Department
9. Provisions relating to safety, accident prevention, leave holidays, hours of work
10. Trade union activities
11. Standing orders of the organization
12. Industrial Relations
13. Dispute solving machinery (mediation, arbitration, conciliation and adjudication)
14. Grievance handling procedure
15. Disciplinary Procedure of the organization
16. Collective bargaining, WPM and Workers'Education Programs
17. Activities of different committees (canteen, works etc)
18. Human resource planning, recruitment and selection, induction and orientation
19. Training and development programmes of the organization
20. Promotion and transfer, VRS option, separation
21. Performance Appraisal and management, career planning and development
22. Compensation management (wage and salary administration)
23. Organizational intervention programmes
24. TQM, TPM, 5S, Six Sigma and ISO certification
25. HR policies and Corporate Social Responsibility
26. Role of HR managers
27. Employee counseling

28. Best practices of the agency
29. HR audit—types and process
30. Role of social worker in the workplace

SPECIALIZATION II— Medical and Psychiatric Social Work
1. Understand the agency-its functions, activities, services rendered.
2. Gain knowledge in subjects pertaining to physical and mental illnesses.
3. Applying social work theories, knowledge and skills/techniques in the field placement.
4. Get acquainted with the intervention strategies available to cater the needs of the clients.
5. Gain an understanding of the allied services offered to the clients and their families.
6. Understand and work in multi–disciplinary teams
7. Work in community health settings/Counseling/crisis intervention
8. Get oriented to the legislations pertaining to the field of Practice of Case Work (minimum of five cases)actively involved in history taking, home visits, assessment, intervention, referrals and follow up activities.
9. Practice of Case Work/ Group Work
10. Practice of community organization.
11. Practice of Social Welfare Administration gain knowledge about the administrative responsibilities of social work professional in your organization.
12. Practice of Social Work Research-undertake a mini project pertaining to your area of work
13. Practice of Social Action when ever required.
14. CSR
15. Collaborate with the agency personnel in building public relations.

SPECIALIZATION III—COMMUNITYDEVELOPMENT

1. Visit to the Rural community
2. Exposure to local bodies
3. Meeting local body personnel
4. Project area visit
5. Exposure to existing government welfare schemes
6. Rapport with the target group
7. Practicing the social casework, social group work and community organization method
8. Strategies in project implementations
9. Resource mobilization/fund rising
10. Networking and advocacy
11. Designing and implementing community interventions
12. Social action, lobbying and awareness generation in rural areas
13. Role of Community Social Workers/ Community Development workers

STUDY TOUR
        As per the UGC model curriculum the study tour is a course completion requirement and hence it is compulsory component. It need to be arranged during the third semester for a period of 7 days. The purpose of study tour is to expose the students to a wide range of organizations across the country with respect to different fields of specializations. Also the

students will be taken to premier social work institutions to interact with the students and faculties of these institutions. This enables them to acquire information about new strategies and trends practiced in various organizations in relation of different issues. Study tour also aims in providing information about employment opportunities and conditions in various places. A theme will be identified by students and faculty and relevant organizations and locations will be chosen by the faculty and students. It is arranged and planned by the students with support from the faculty members. The tour can be completed within/outside the state. Students should prepare an educational tour report and submit to the faculty supervisor within a week of return from the tour. The presentation and viva-voce examination are conducted to evaluate the students along with the concurrent field work performance. The following are the important aspects of the study tour:

- **The students have to bear the expenses of the tour**
- **The students have to maintain discipline and decorum of the University**

SEMESTER IV

The Fourth semester fieldwork comprises of two components namely Fieldwork Placement and **Block Placement Training (BPT)** based on their specializations.

FIELD WORK GUIDELINESACCORDING TO SPECIALIZATIONS
SPECIALIZATION I-Human Resource Management
1. Profile of the organization
2. Organizational structure, structure of HR Department
3. Time office activities
4. Statutory and non-statutory welfare benefits
5. Procedures relating to PF, ESI and labour welfare fund
6. Procedures relating to gratuity, compensation, insurances etc.
7. Employee problems (absenteeism, indebtedness, labour turnover etc.)
8. Maintenance of different registers and records in the HR/Personnel Department
9. Provisions relating to safety, accident prevention, leave holidays, hours of work
10. Trade union activities
11. Standing orders of the organization
12. Industrial Relations
13. Dispute solving machinery (mediation, arbitration, conciliation and adjudication)
14. Grievance handling procedure
15. Disciplinary Procedure of the organization
16. Collective bargaining, WPM and Workers 'Education Programs
17. Activities of different committees (canteen, works etc.)
18. Human resource planning, recruitment and selection, induction and orientation
19. Training and development programmes of the organization
20. Promotion and transfer, VRS option, separation
21. Performance Appraisal and management, career planning and development
22. Compensation management (wage and salary administration)
23. Organizational intervention programmes
24. TQM, TPM, 5S, Six Sigma and ISO certification
25. HR policies and Corporate Social Responsibility
26. Role of HR managers

27. Employee counseling
28. Best practices of the agency
29. HR audit—types and process
30. Role of Industrial Social Worker in the workplace

SPECIALIZATION II— Medical and Psychiatric Social Work
 1. Understand the agency-its functions, activities, services rendered.
 2. Gain knowledge in subjects pertaining to physical and mental illnesses.
 3. Applying social work theories, knowledge and skills/techniques in the field placement.
 4. Get acquainted with the intervention strategies available to cater the needs of the Clients
 5. Gain an understanding of the allied services offered to the clients and their families.
 6. Understand and work in multi–disciplinary teams
 7. Work in community health settings/Counseling/crisis intervention
 8. Get oriented to the legislations pertaining to the field of Practice of Case Work (minimum of five cases) actively involved in history taking, home visits, assessment, intervention, referrals and follow up activities.
 9. Practice of Case Work/Group Work
10. Practice of community organization.
11. Practice of Social Welfare Administration. Gain knowledge about the administrative responsibilities of social work professional in your organization.
12. Practice of Social Work Research undertake a mini project pertaining to your area of work
13. Practice of Social Action when ever required.
14. CSR
15. Collaborate with the agency personnel in building public relation

SPECIALIZATION III—COMMUNITYDEVELOPMENT

1. Visit to the Urban community
2. Exposure to local bodies
3. Meeting local body personnel
4. Project area visit
5. Exposure to existing government welfare schemes
6. Rapport with the target group
7. Practicing the social casework, social group work and community organization method
8. Strategies in project implementations
9. Resource mobilization/fund rising
10. Networking and advocacy
11. Designing and implementing community interventions
12. Social action, lobbying and awareness generation in urban areas
13. Role of Community Social Workers/ Community Development workers

BLOCK PLACEMENT TRAINING (BPT)

The purpose of the block placement is to give the students professional internship cum pre-employment experience. The block placement gives an opportunity to the students in developing the professional preparedness for job situations. It is also an opportunity for them to build their competency, professional behavior and skills. It is arranged in the month of March during fourth semester which is of 30 days duration. The students have to undergo the training on their own.

Objectives:

☐ To understand the role of the agency in addressing current social realities.
☐ To gain an experience of working as a trained social worker in an agency for a continuous period of time.
☐ To acquire and consolidate skills relevant to the profession
☐ To consolidate the learning over the semesters through the process of continuous engagement in the field of specialization.
☐ To foster an appropriate attitude and professional development at work.

Activities to be carried out during Block Placement Training in NGO/CBO
☐ Registration of the society/ trust
☐ Memorandum of Articles / articles of Association
☐ Organizational structure of agency
☐ Specialized programs / activities with regard to aged / women / children / Handicapped / other vulnerable groups
☐ Orientation on current social and developmental issues
☐ Funding raising campaigns /activities / Resource mobilization
☐ Networking with other NGOs / Agencies

- ☐ Formalities of dealing with CSWB/ SSWB and other welfare departments
- ☐ Case work, group work practices
- ☐ Community organization / PRA practices
- ☐ Organization strategies in program implementation
- ☐ Contents and implementation process of on-going project (one example)
- ☐ Public Relations activities
- ☐ Reporting and documentation
- ☐ FCRA regulations and Abroad Funding Agencies

(*Incase of HR and M&P students the BPT activities are one and the same as in concurrent field work training during III and IV semesters)

General Rules and Regulations in Block Placement

On joining the placement agency, the students are expected to work out details of assignments in consultation with the agency supervisor and should forward the same to the Department within seven days of reporting to the agency.

During the block placement, the students are required to submit reports weekly once on every Monday in detail of the work done. The students had to submit a final consolidated report to the department after the completion of Block Placement along with the Block Placement completion certificate issued by the agency. The reports should be signed by the student and countersigned by the agency supervisor.

All the expenses in connection with block placement shall be entirely borne by the student.

On the conclusion of the block placement, the agency supervisor will send an evaluation report about the learning and performance of the student to the Department in the prescribed form which is sent to the agency by the Department.

ROLE OF FIELD WORK SUPERVISORS (FACULTY MEMBERS):
Role of field work supervisors include the following: (this is as per NAAC Manual for Self–Study of Social Work Institutions, October 2005)

- ▪ Hold individual conferences of atleast 30minutes' duration per student, per week.
- ▪ Check students' recordings on a weekly basis make written comments on them and discuss the same in the individual conferences.
- ▪ Hold atleast one group conference in a month where in each student is given the opportunity to make atleast one presentation in a year.
- ▪ Make regular visits to the field work settings for discussion of the students' plans and progress.
- ▪ Faculty field work supervisors are actively involved in the field works setting.
- ▪ Field supervisors are reimbursed commuting expenses to field work agencies
- ▪ Written /audio /video recordings of students' field work are used for classroom teaching.

OTHERGUIDELINES

  Concurrent Field Work is the core curricular activity of the M.S.W. course. Hence, 100% attendance of the student is mandatory. In case of absenteeism on any count, additional fieldwork needs to be planned and scheduled. Work hours should be completed.

Working days: A student has to work on two days a week for concurrent field work. The students shall be in their respective agencies every Tuesday and Thursday for 7.5 hours per field work day. Every week 15 hours of concurrent fieldwork (7.5hours+7.5hours) on the said two days is mandatory. Compensation of fieldwork is admissible only on the grounds of prolonged illness /disability/reasonable cause as decided by the members of the faculty in a department meeting.

Work Hours: Total Work hours of concurrent field work15x 15=225 hours in a semester. These work hours should be completed in about 28 to 32visits.Work hours of 225 are mandatory for the assessment. In calculating the field work hours the time spent by students in writing the fieldwork reports may also be taken into consideration. However time spent on travelling will not be included in the total time spent in the field.

Field Work records: Students should document their fieldwork recording in fieldwork diary and fieldwork journal separately. Time, tasks and work hours should be maintained in the diary. Detailed work record should be given in journal. Separate special reports based on fieldwork experiences and activities of students may be generated.

Field Work conference: Field work conference should be the part of time-table. Faculty needs to conduct field work conference every week for all the students (Individual conferences—half an hour per week, group conferences once in a month).Faculty needs to maintain field work conference report and concurrent field work attendance report of each student separately.

CODE OF CONDUCT
- A student should be regular and punctual in field work, attendance in field work is compulsory.
- No student should use alcohol, drugs, tobacco etc. in the field work agency.
- Students should behave in the agency in a way that will bring honour, dignity and credit to the Department.
- The students should wear uniform dresses to the agency. No courtesy visits to other agencies are permitted.
- Students should be punctual in submitting their field work diary to their respective field work supervisor.
- Students shall be punctual and regular for individual and group fieldwork conferences.

Rules, Regulations and syllabi of Field Work curriculum for all specializations:

- Three orientation visits to be arranged according to the specializations offered to the students. Group of students should not exceed two, maximum three per agency.
- Care should be taken that students are placed in an agency throughout the semester and the placement considers interest of the students.
- Students shall make a thorough study on issue which they are dealing in the field. All the documents related to issue should be compiled and documented.
- Students are expected to learn primary social work intervention method, during the placement, irrespective of their specialization.