

**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 2018-19 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	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 Groups	4	25	75	100	4
	CORE – VI	SWC06	Working with Communities and Social Action	4	25	75	100	4
	CORE-VII	SWC07	Social Work Research & Statistics	4	25	75	100	4
	Elective-I	SWE01A	Labour Legislation (or)	4	25	75	100	4
		SWE01B	Mental Health (or)					
		SWE01C	Rural Community Development					
	SUPPORTIVE	SWS02	Would be Chosen by Students	2	12	38	50	2
FIELD WORK	SWP02	Social Work Practicum – II- Concurrent Field work –Community Placement, School Social Work& Viva-Voce	12	50	25	75	3	
III SEM	CORE-VIII	SWC08	Social Welfare Administration and Social Policy	4	25	75	100	4
	CORE-IX	SWC09	Counselling 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
	ELECTIVE-II	SWE02A	Human Resource Management (or)	4	25	75	100	4
		SWE02B	Public Health (or)					
		SWE02C	Urban Community Development					
	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	

<b>IV SEM</b>	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	Tribal Community Development					
	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	SWC13	Environmental Social Work	2	12	38	50	2
		SW P06	Block Placement (1 month) and Viva-Voce	-	60	40	100	4
FIELDWORK	SWP04	Social Work Practicum – IV Concurrent Field Work & Viva- Voce	12	50	25	75	3	
		TOTAL				2300	92	

**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 first-hand 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 Viva Voce.

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.

#### **CCR 2: INDUSTRIAL VISIT TO OTHER STATES: (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 7 days.

#### **CCR 3: BLOCK PLACEMENT: (End of the IV Semester)**

The students will undergo Block Placement training for a period of 30 days from May to June in the respective fields of specializations other than Coimbatore. 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 Viva

Voce.

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

### **TITLE OF THE ROGRAM**

- **Master of Social Work (MSW)**
- **M. Phil (Social Work)**
- **PhD (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 field work 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 in human relationships and the empowerment and liberation of people to enhance well-being. Utilizing theories of human behaviour and social systems, Social Work intervenes at the point where people interact with the environments. Principles of human rights and 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 OF THE PROGRAMME**

The programme of study shall be for duration of TWO academic years with FOUR Semesters.

### **ELIGIBILITY**

Any degrees offered by a recognized University and the candidate should have completed the course through 10+2+3 pattern priority will be given to graduates from Social Work, Sociology, Psychology, Rural Development & Labour Management background.

Reservation of seats and other concessions will be in line with Tamil Nadu State Government and norms of the University.

### **SCHEME OF EXAMINATION AND PASSING MINIMUM:**

This is in accordance with the CBCS Regulations, Bharathiar University has come into effect from 2007 and changes effected from time to time shall also become automatically applicable. The passing minimum is 50% of the ESE and also 50% of the maximum of that paper/course.

### **DETAILS OF SESSIONAL ASSESSMENT/INTERNAL ASSESSMENT (25MARKS)**

<b>EXAMINATIONS</b>	<b>ASSESSMENT</b>	<b>MARKS</b>
Test	Average of best two test performance	15
Assignment	Average of best 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 minimum of 65% of the attendance required for the course concerned by paying Rs.500/-per course in to the finance section. Any student with less than 60% of 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 student's options and performances in the first semester. The decision of the faculty members shall be final in allocation of specialization to the students.

### **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, tribal camp, group projects, community placement, school social work, concurrent fieldwork, block placement training, study tour and micro research.

### **GENERAL OBJECTIVES OF SOCIAL WORK PRACTICUM**

- To gain an understanding of social realities and problems as they play in society and the civil society's response to it.
- To understand, appreciate and develop ability to critically evaluate the programmes and policies in the developing context.
- To acquire skills of systematic observation, critical analysis and develop a spirit of

inquiry.

- To learn and implement social work interventions.
- To develop skills of recording
- To imbibe values and ethics of the Social Work profession through field practicum.
- To develop an appreciation of social work intervention in the programmes by recording:
  - Relevant and factual information about the client system and the problem/concern
  - The selection of programmes/strategies for solving the problem, and their relevance to the client system and the problem concern or the issue.
  - The role of the social worker and the relevance of social work intervention for the client, needs and the problem.
  - The relationship between the micro problems observed and the macro situation, the appropriateness of the organizations resources and nature of intervention.
  - To integrate theory and practice while recording.
  - 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 fieldwork
- Rural/Tribal Camp
- Study Tour
- Block Placement Training (BPT)

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, October 2005**)

### **SOCIAL WORK ORIENTATION WORK SHOP**

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 centres, police, ward of Panchayat office and network agencies, along with reference to other developmental and welfare services.

### **Details of the Rural /Tribal Camp**

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

- Camp for 8 to 10 days is compulsory for the I MSW in 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 their respective 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.

### **Details ofthe Group Projects**

The students will be divided into small groups. Each group has to select any social issue for their project and has to organize 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. The students will be evaluated on the basis of the records submitted in relation to observation visits and group projects by a viva-voce examination.

## SEMESTER II

The second semester field work comprises of two components namely Community Social Work and School Social Work Practice. The First Year second semester Students will be placed for about 15 days in Community in Coimbatore to practice Community Social Work. After completing the 15 days of Community placement, the students would be placed in various Corporation Schools in Coimbatore to practice School Social Work for the remaining 10 field visits for their concurrent field work.

### Details of the Community Social Work

As part of the 1<sup>st</sup> MSW curriculum in second semester, 15 days community learning programme is undergone by the students. Students are placed in Urban/Rural/Slum communities to understand its nature, structure, dynamics, differences, problems and challenges. The programme aims to facilitate learning experience through village visits, conducting group discussions in the community and case interviews. It provides an opportunity to the students to assess the needs of the community and come up with suitable social work intervention.

### Aim and Objectives:

- To get practical exposure and learning about a community and to develop skills required for working with the community.
- To understand the social, economic, political and cultural status of the community.
- To visit and know about the functions and operationalization of Panchayat Raj Institutions, Social Welfare and Health Systems in the community.
- To conduct community based need assessment to identify problems and its determinants.
- To identify the needs of the vulnerable group (Women, Children, Old age, Disabled, Unemployed etc.) and explore measures for social work intervention.

### Guidelines/ strategies

- Village / resource mapping.
- General Group discussion with the community people / conducting base-line surveys.
- Observation Visits to PRI office, Health Sub-centers, Primary Health Centers (PHC), ICDS centers.
- To take part in Gram Sabha/Village meetings, SHG meetings, PHC meetings.

### Skills Focus to Develop

- Rapport building with the community
- Communication
- Assessment
- Observation
- Critical thinking
- Facilitation (Group discussion)
- Organize
- Developing an action plan

- Evaluation
- Documentation

### **Guidelines for School Social Work Practice**

The I MSW students will be placed in various Corporation schools in the limit of Coimbatore City Corporation for the practice of School Social Work for a period of 15 days. 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.

### **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 (1<sup>st</sup> Case Work)
  - Day5 - Discussion for group work and arrangements for the first Group Work
  - Day6 - Continuation of first casework and Group Work
  - Day7 - Planning for the second Case Work and also discussion for the CO program (Identifying the needy area for organizing community organization program.)
  - Day8 - Continuation of second Case Work and termination of first Group Work
  - Day9 - Continuation of second Case Work and planning for the second Group Work
  - Day10 - Termination of second Case Work and beginning the second Group 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

### **SEMESTER III**

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

### **Field Work Objectives (III Semester)**

- To be exposed to social realities related to the fields of specialization.
- To develop a critical understanding of the needs of people and their concern in their fieldwork setting.
- To understand and critique structural and systemic factors that influence service users
- To undertake social work interventions in the field of specialization
- To imbibe ethics and values of the Social Work profession in their fields of specialization.



OBJECTIVES	TASKS
<ul style="list-style-type: none"> <li>➤ To understand the agency, its philosophy and goals.</li> <li>➤ To analyze the agency's structure, functioning and its networking strategies at the international and national level.</li> </ul>	<p>To prepare a complete document on the agency, covering specific details on</p> <ul style="list-style-type: none"> <li>➤ The agency profile</li> <li>➤ Its objectives</li> <li>➤ Area of work</li> <li>➤ Administrative hierarchy</li> <li>➤ Staffing pattern</li> <li>➤ Funding pattern</li> <li>➤ National/International networking pattern</li> <li>➤ Activities implementation strategy</li> <li>➤ Monitoring/ Evaluation pattern</li> </ul>
<ul style="list-style-type: none"> <li>➤ To identify the agency's geographical areas of intervention.</li> <li>➤ To draw up a community profile</li> </ul>	<p>To develop a community profile with specific details on Socio-demographic characteristics</p>
<p>To analyse the problems of communities through "Need Based Assessment Strategies"</p>	<ul style="list-style-type: none"> <li>➤ Power structure</li> <li>➤ Community Resources</li> <li>➤ Leadership pattern</li> <li>➤ Groups in existence (Women's Group, Children's Group etc.)</li> <li>➤ Health status</li> <li>➤ Problems of Communities etc.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To study the families and their problem.</li> </ul>	<p>Family study report needs to be submitted. Visiting ten families and identifying at least two families for detailed family analysis</p>
<ul style="list-style-type: none"> <li>➤ To study the groups in existence and initiate steps to identify and form one or two groups.</li> </ul>	<p>To form at least one group (Youth Group, Women Group, Children Group, Men Group etc.)</p>
<ul style="list-style-type: none"> <li>➤ To understand and apply different models of working with individuals in different settings and develop an eclectic approach to working with individuals.</li> <li>➤ To integrate theory into practice.</li> </ul>	<p>To handle Social Work Practice with at least five clients.</p>
<ul style="list-style-type: none"> <li>➤ To understand the significance of the group on individuals.</li> </ul>	<p>To work with two Treatment and Task Groups using adequate Group Intervention strategies.</p>

<ul style="list-style-type: none"> <li>➤ To develop necessary skills to apply group Work as a method of intervention.</li> <li>➤ To gain knowledge and understand of the scope of this method in various settings.</li> </ul>	<p><b>Nature of Groups:</b> Educational Group, Growth Group, Remedial Group, Socialization Group, Committees</p> <p><b>Focus Group:</b> Women, Youth, Adolescent Girls, children, Men, Potential Leaders, Youth Leaders etc.</p>
<ul style="list-style-type: none"> <li>➤ To expose students to problem situations and to enable them to identify solutions.</li> <li>➤ To equip the students skills in problem identification.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Identifying community problem/problems.</li> <li>➤ Identifying resources and methods to solve the problems.</li> </ul>
<ul style="list-style-type: none"> <li>➤ To enable them network with and mobilize community resources.</li> <li>➤ To implement change processes with</li> <li>➤ The community's participation.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Consciously implementing professional approaches and skills in community problem solving.</li> <li>➤ Identifying major diseases and health needs in the community.</li> </ul>

## Field Work Guidelines According to Specializations

### Human Resource Management – (Specialization–I)

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, insurance 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 program
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

### **Medical and Psychiatric Social Work – (Specialization - II)**

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/Counselling/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.

### **Community Development – (Specialization - III)**

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 Case Work, Social Group Work and Community Organization method
8. Strategies in project implementations
9. Resource Mobilization/fund raising
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 needs 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 wider 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 fieldwork 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 is based on their specializations.

### **Field Work Guidelines According to Specializations**

#### **Human Resource Management – (Specialization–I)**

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 program
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

### **Medical and Psychiatric Social Work – (Specialization - II)**

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/Counselling/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 - under take 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.

### **Community Development – (Specialization - III)**

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 Case Work, 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.

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. Students are motivated to take up social problems and issues related to their specialization and subject with interest. 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.

### Research Project Evaluation

#### Research Project – Internal Evaluation Criteria (From July to February)

S. No	Content	Marks (Maximum)	Submission Period
1	Pre Research Work discussion with Faculty supervisor on Topic, Methodology and Tools for data collection	20	July & August
2	<b>Research Work and Thesis Development</b>		
2.1	Chapter I Introduction	10	October & November
2.2	Chapter II Review of Literature	10	July to October
2.3	Chapter III Methodology and Finalization of Tools for data collection	10	July & August
2.4	Period for data collection	15	November & December
2.5	Chapter IV Data analysis and interpretation	10	December & January
2.6	Chapter V Findings, Suggestions, Social Work Intervention and Conclusion	10	January & February
2.7	Bibliography and Annexure Tools for data collection, Study area map,	05	February
3	<b>Draft and Final Report</b>		
3.1	First draft of the Report	05	January & February
3.2	Final draft of the report with soft copy	05	February
	<b>Total score</b>	100	

The students have to follow the above guidelines. Based on these guidelines the internal marks will be allotted with respective faculty supervisor.

### 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 behaviour and skills. It is arranged in the month of May

(end of 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
- Casework, groupwork 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

(\*In case 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 placements 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 includes the following: (this is as per NAAC Manual for Self-Study of Social Work Institutions, October 2005)**

- Hold individual conferences of at least 30 minutes' duration per student, per week.
- Check students' recordings on a weekly basis and make written comments on the record and discuss the same in the individual conferences.
- Hold at least one group conference in a month where in each student is given the opportunity to make at least 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 work setting.
- Field supervisors are reimbursed commuting expenses to field work agencies.
- Written/audio/video recordings of students' field work are used for classroom teaching.

### **Other Guidelines**

Concurrent Field Work is the core curricular activity of the MSW course. Hence, 100% attendance of the student is mandatory. In case of absence is more than any count, additional field work 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 field work (7.5 hours + 7.5 hours) on the said two days is mandatory. Compensation off field work 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 work  $15 \times 15 = 225$  hours in a semester. These work hours should be completed in about 28 to 32 visits. Work hours of 225 are mandatory for the assessment. In calculating the field work hours the time spent by students in writing the field work 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 field work recording in field work diary and field work journal separately. Time, tasks and work hours should be maintained in the diary. Detailed work records should be given in journal. Separate special reports based on field work experiences and activities of students may be generated.

**Field Work conference:** Field work conferences should be the part of time-table. Faculty need 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 need 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 specialisation

**FIELD WORK EVALUATION**

**Field Work – Internal Evaluation Criteria (I Semester)**

S.No.	Criteria	Marks (50)
1.	Observation Visits	10
2.	Rural/Tribal Camp	20
3.	Group Projects	20
	Total	50

**Field work Marks split-up for each components**

<b>Observation Visits</b>		
S.No.	Criteria	Marks (10)
1.	Regularity (visits attended)	2
2.	Field work Diary and Report submission	2
3.	Content of the report	2
4.	Professional knowledge and Skills	3
5.	Regularity in Individual conference	1
	Total	10

**Rural/Tribal Camp**

S.No.	Criteria	Marks (20)
1.	Submission and Content of the report	5
2.	Discipline	2
3.	Active Participation	5
4.	Understanding the Community	5
5.	Skills Learnt and applied	3
	Total	20

**Group Projects**

S.No.	Criteria	Marks (20)
1.	Plan of Action (Relevant to Current issues)	5
2.	Resource Mobilization	3
3.	Programme implementation	8
4.	Submission of Diary and Content of the report	2
4.	Professional knowledge and skills	2
	Total	20

**Field Work – Internal Evaluation Criteria (II Semester)**

**Community Placement**

S.No.	Criteria	Marks (25)
1.	Plan of Action (Relevant to Current issues)	5
2.	Resource Mobilization	3
3.	Programme implementation (methods practiced)	8
4.	Submission of Diary and Content of the report	5
5.	Professional knowledge and skills	2
6.	Regularity in visits and Individual Conference	2
	Total	25

**Field Work – Internal Evaluation Criteria (II Semester)**  
**School social Work**

S.No.	Criteria	Marks (25)
1.	Regularity in visits and Individual Conference	5
2.	Submission of Diary and Content of the report	5
3.	Social Work Methods practiced	10
4.	Professional knowledge and Skills	5
	Total	25

**Field Work – Internal Evaluation Criteria (III and IV Semester)**

S.No.	Criteria	Marks
1.	Regularity in visits	05
2.	Field work Diary and Report submission	05
3.	Content of the report	10
4.	Social Work Methods practiced	15
5.	Professional knowledge and Skills	10
6.	Regularity in Individual conference	05
	Total	50

## 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.

**Programme outcome:** On successful completion of the course the students should enrich their knowledge about

1. the concepts of Social Work
2. Understand principles and scope of Social Work
3. background and models of Social Work
4. Social Work profession and Social Work Education in India
5. 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 and Tamil Nadu.

### **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, ISPSW and NAPSWI.

### **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, Environmental Social Work.

### **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, Use of Modern Technology.

**Text Books:**

- Banks, S: Ethics and Values in Social Work, Macmillan Press Ltd, London-1995.
- Desai M: Curriculum Development on History of Ideologies for Social Change and Social Work, TISS Mumbai-2002
- Friedlander, WA: Introduction to Social welfare New York : Prentice Hall, 1959
- Gangrade, K. D. Dimensions of Social Work, Marwah Publications, New Delhi
- Kulkarni, PD and MC Nanavati: NGOs in the Changing Scenario New Delhi: Uppal Publishing House, 1998
- Misra P.D. Social Work Philosophy and Methods
- Paul Chowdry D. Introduction to Social Work, History, Concept, Methods and Fields
- Pathak, S: Social welfare, New Delhi : Mac Millan India, 1981
- Shastri, Rajaram: Samaj Karya, Varanasi: Kalyan Tatha Siksha Sansthan, 1972.
- Surendra Singh (Chief Editor): Encyclopedia of Social work in India: New Royal Book Company, Lucknow, 2012.
- Sanjay Bhattacharya: Introduction to Social Work, Deep and Deep Publications, New Delhi-2008.

**References:**

- Arthur Fink & Co. The field of Social Work, Holt Rinehart & 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, 1995 Social Work: Theories Practices and Perspectives, Friends Publications, Delhi.
- Nair, T.K., 1961 Social Work Education and Social Work Practice in India, ASSWI Publications, New Delhi / Madras
- 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.

### **WORKING WITH INDIVIDUALS**

**Course Number: SWC02**

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

**Subject Description:** This Course portrays the different aspects of working with individual.

**Learning Objectives:** To facilitate the student to learn the importance of Social Case Work and its application in Social Work Profession.

**Programme outcome:** On successful completion of the course, the students are expected to

1. Understand values and principles of working with individuals.
2. Develop the ability to critically analyze problem of individuals and factors affecting them.
3. 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 through western and indigenous knowledge.
5. 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, Powerpoint presentation, Group Discussions, Role-play, Case Discussions, Group activities, assignments/seminars, Case conference.

#### **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, Follow-up and Referral; 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/Interventions in Social Case Work**

Psychosocial Approach, Functional Approach, Problem Solving Model, Behaviour Modification, Family Centered Approach, Client Centered therapy, Crisis intervention and Family Therapy. Psychotherapy, Counseling and Social Case Work -similarities and differences; Social Case Work Recording: Need, Structure & content of Case Work records 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. 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:**

- Ammet.Garrett, 1962, Interviewing: Its Principles and Methods, Family Service, association, New York, USA
- Aptekar, H.R. Dynamics of Case Work and Counseling.
- Benjamin, Alfred, 1967, The Helping Interview, Houghton Mifflin Company, New York.
- Banerjee, 1977, Papers on Social Work- An Indian Perspective, TISS, Mumbai, India
- Banerjee, G. R. 1967, "Concept of Being and Becoming in the Practice of Social Work", Indian Journal of Social Work, Mumbai: Tata Institute of Social Sciences.
- Banerjee, G. R. 1971, "Some Thoughts on Professional Self in Social Work", Indian Journal of Social Work, Mumbai: Tata Institute of Social Sciences.
- Banerjee, G. R. Papers on Social Work - An Indian Perspective, Bombay, Tata Institute of Social Sciences.
- Barba, J. G. 1991, Beyond Casework; London: Macmillan.
- Bergh, M. V. 1995, Feminist Practice in the 21st Century, Washington: National Association of Social Workers.
- Biestek, F. P. 1957, The Case Work Relationship, London, George Allen and Unwin.
- Goldstein H. 1979, Social Work Practice: A Unitary Approach, Carolina, University of Carolina Press.
- Hamilton, G. 1946, Principles of Social Case Recording, New York, Columbia University Press.
- Hamilton, G. 1950, Theory and Practice in Social Case Work, New York, Columbia University Press.
- Hamilton, Gordon, 1955, Theory and Practice of Social Case Work, Columbia University Press, New York, USA.
- Harris, F.J., 1970 Social Case Work, Oxford University Press, Nairobi.

- Hartman, A. and Family Centered Social Work Practice, Laird, J. 1983 New York: The Free Press.
- Helen, 1995, Social Case Work: A Problem Solving Process, The University of Chicago Press, Chicago, USA
- Hollis, Florence. 1964, Case Work - A Psychological Therapy, New York: Random House.
- Joel Fisher. 1978, Effective Case Work Practice - An Eclectic Approach, New York: McGraw Hill.
- Kadushin Alfred, 1972 the Social Work Interview, Columbia University Press. New York.
- Kumar, Hajira, 1995, Theories in Social Work Practice, Friends Publications, N.D.
- Maryellen, 1999, Short-Term Treatment and Social Work Practice: An Integrative Perspective, Free Press, US
- Mathew, Grace 1992, An Introduction to Social Case Work, Bombay, Tata Institute of Social Sciences.
- Nursten, Jean. 1974, Process of Case Work, G.B: Pitman Publications.
- Perlman, H. H. 1957, Social Case Work: A Problem Solving Process, Chicago. The University of Chicago Press.
- Pippins, J. A. 1980, Developing Case Work Skills, California: Sage Publications.
- Richmond, M. E. 1917, Social Diagnosis, New York, Free Press.
- Richmond, M. E. 1922, What is Social Case Work? An Introductory Description, New York: Sage Foundation.
- Robert W, Roberts Robert H. Nee, 2000 Theories of Social Casework, University of Chicago Press, Chicago.
- Russel, M.N. 1990, Clinical Social Work and Practice, Sage Publications.
- Sainsbury, Eric, 1970, Social Diagnosis in Case Work, London: Routledge and Kegan Paul.
- Sena F. Fine and Paul H. Glass. 1996, The First Helping Interview Engaging the Client and building Trust, Sage Publication.
- Timms, N. 1964, Social Case Work: Principles and Practice, London: Routledge and Kegan Paul.
- Upadhyay, R.K, 2003 Social Casework: A Therapeutic Approach, Rawat Publications, India.
- Wilkins, 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.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 behaviour, human growth and personality development.

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

### **Programme outcome:**

1. To understand the Basic Psychological & Scientific Principles.
2. Understand the evolution of personality across individual life span.
3. Gain broad knowledge of abnormal behavior with specific reference to selected abnormal behavior
4. To facilitate the integration of above knowledge with social work practice.
5. To explore the understanding of human behavior through Indian Psychology.

**Teaching Methodology:** Lecture classes, Powerpoint presentation, Group Discussions, Role-play, Case Discussions, Group activities, assignments and seminars.

### **Contents:**

#### **Unit I Introduction to Psychology**

Psychology: Meaning, Definition, Nature and Scope, Fields and Methods, Concept of human behavior, 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**

Personality: Definition-Nature-Theories of Personality - Psychoanalysis, Behavioral, Cognitive and Humanistic theories of Personality; Factors influencing Personality Development-Heredity and Environment.

#### **Unit III Perception, Intelligence and Emotion**

Perception: Concept and Nature, Types, Errors in Perception, Factors influencing Perception; Memory & Intelligence: Concept, Theories and Assessment, Emotions: Development of Emotions - Individual and Group Emotions.

#### **Unit IV Learning, Motivation and Attitudes**

Learning: Concept, Types, Theories of Learning; Motivation: Concept and Nature; Types of motives Basic theories of Motivation Attitudes: Concept and Nature, Formation of Attitudes Stereotypes and Prejudice, Adjustment

#### **Unit V Abnormal Psychology**

Abnormality: Basic Concept: Normality vs. Abnormality Mental Illness and Mental Health – Characteristics of mentally healthy individual- classification of mental illnesses (ICD -10 and DSM V) Stress: Meaning, Causes and Effects, Coping, Conflict – Meaning & Types. Role of Social Workers in promoting Mental Health.

**References:**

- Archambeault, John. (2009). Social Work and Mental Health, UK: Learning Matters
- Banyard, P., Dillon, G., Norman, C., & Winder, B. (2015). Essential psychology. Los Angeles: SAGE.
- Bee Helen L., Mitchell Sandra K. (1984). The Developing Person: A Lifespan Approach, New York: Harper and Row Publishers Publishing Co Ltd.
- Clifford, Morgan and King, Richard. (1975). Introduction to Psychology, New York: McGraw Hill Inc.
- Coleman, James C. & Broen William E. (1972). Abnormal Psychology and Modern life, India: D. B. Taraporevala Sons and Co. Pvt. Ltd.
- Crawford, Karen and Janet Walker. (2010). Social Work and Human Development, UK: Learning Matters Pvt Ltd. (3rd Edition).
- Hurlock, Elizabeth. (1976). Personality Development, New Delhi: Tata McGraw Hill Publishing Co. Ltd.
- Ingleby Ewan. (2006). Applied Psychology for Social Work, UK: Learning Matters Ltd.
- Khatoon, Naima. Ed. Health Psychology Dorling Kindersley, 2012. Pearson Education
- Kumar, M. (2007). The encyclopedic dictionary of psychology. Dehli: A.I.T.B.H.
- Mangal, S. K. (2007). General Psychology, New Delhi: Sterling Publisher Pvt. Ltd.
- Marks, D. F., Murray, M., & Estacio, E. V. (2018). Health psychology: Theory, research et practice. Los Angeles: Sage.
- Mukherjee, A. L. (2015). A textbook of cognitive psychology. New Delhi, India: Rajat Publications.
- Ngangom,, A. (2012). Research methodology in psychology. New Delhi: Maxford Books.
- Parrish, M. (2014). Social work perspectives on human behaviour. Maidenhead: Open University Press.
- Paula Nicolson, Rowan Bayne and Jenny Owen. (2006). Applied Psychology for Social Workers, UK: Palgrave Macmillan Ltd. (3rd Edition). Pvt Ltd.
- Santrock, J. W. (2014). Life span development (14th ed.). McGraw-Hill Higher Education.
- Singh, H. D. (2010). Handbook of basic human physiology. Place of publication not identified: S Chand & Co.

**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

**Programme Outcome:** On successful completion of the course the students should enrich their knowledge about

1. The elements of Society
2. Socialization and Social group
3. Marriage and Family System
4. Social stratification and Social Change, and
5. 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. Sanskritization and Westernization.

### **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.ShankarRao, Sociology of Indian Society, New Delhi, Chand Publications,

- VidhyaBhushan and D.R.Sachdeva, An Introduction to Sociology, Allahabad , KitabMahal,
- 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](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 fieldwork records and a Viva-voce examination conducted by an external examiner.

## **II SEMESTER WORKING WITH GROUPS**

**Course Number: SWC05 Number of Credits: 4 (Four)**

**Subject Description:** This course portrays the various aspects of working with groups.

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

**Programme outcome:** On successful completion of the course the students are expected to

1. Understand values and principle of working with groups.
2. Enhance understanding of the basic concepts, tools and techniques in working with groups in problem solving and in developmental work.
3. Identify the various situations and settings where the method could be used in the context of social realities of the country.
4. Develop the ability to critically analyze problem of individuals and factors affecting them
5. Develop appropriate skills and attitudes to work with individuals through western and indigenous knowledge.

**Teaching Methodology:** Lecture classes, Powerpoint 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, Values and Principles of Social Group Work; 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 and Models in Social Group Work**

Models of Social Group Work, **Knowledge base for Group Work:** Psycho-analytic theory, Learning theory, Field theory, Social exchange theory

and Systemstheory; **Group dynamics**: Definition, Functions and basic assumptions; **Types of Group Work**; Communication with Groups.

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

Planning stage, Beginning stage, Middle stage, and Ending stage; 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, Roleplay, 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 Groupwork; Skills of the Social Group Worker; Scope and Limitations of Group Work in different fields of Social Work in India; Knowledge and skills of a Group worker; Group worker as an Enabler, Guide, Facilitator and Therapist.

### **References:**

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- Balagopal & Vassily, 1983 Groups in Social Work, Macmillan Publishers, New York, USA.
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- Garwin, C., 1987 Contemporary Group Work, Prentice Hall Inc., New York.
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- Kemp, C.G., 1970 Perspectives on Group Process, Houghton Mifflin Co., Boston.
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- Milson, Fred 1973, an Introduction to Group Work Skills, London, Routledge and Kegan Paul.
- Northen, H. 1969 Social Work with Groups. New York: Columbia University Press.
- Nicolson, Paula, Rowan B ayne, (1990) Applied Psychology for Social workers, Practical Social Work Series, Jo Campling (ed) Macmillan, London.
- 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 Practice, Rawat Publications, Jaipur.
- Toseland, W. Rivas, 1984 An Introduction to Group Work Practice, Macmillan Publishing Co., New York.
- Tom, Douglas 1978 Basic Group Work, London, Tavistock Publications Ltd.
- Trucker, Harleigh, B.(1967) Social Group Work: Principles and Practice, Association Press, New York

### **Web Resources:**

- [http://www.sagepub.com/vip/cpseries/conyne/materials/chapter1\\_GroupWorkLdrshp.pdf](http://www.sagepub.com/vip/cpseries/conyne/materials/chapter1_GroupWorkLdrshp.pdf)
- <http://www.pearsonhighered.com/samplechapter/0205376061.pdf>
- <http://www.imm.dtu.dk/~rvvv/CPPS/4Chapter4groupwork.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.abahe.co.uk/business-administration/Leadership-and-Team-Building.pdf>
- <http://www.who.int/cancer/modules/Team%20building.pdf>
- <https://www.slideshare.net/srengasamy/understanding-social-group-work>
- <http://jsswnet.com/journals/jssw/Vol 2 No 1 March 2014/20.pdf>

## **WORKING WITH COMMUNITIES AND SOCIAL ACTION**

**Course Code: SWC 06**

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

**Programme outcome:** On successful completion of the course the students are expected to

1. Understand the concepts related to working with Communities and processes involved in it.
2. Familiarize the emerging trends and experiments in Community Organization
3. Know various aspects of Social Action as an effective method of Social Work
4. Apply the principles of Community organization while they practice it.
5. Enriched on the skills of Community organization

**Teaching Methodology:** Lecture classes, Group Discussions, Role-play, Case Discussions, Group activities, assignments/seminars, and Audio-visual clippings.

**Contents:**

#### **Unit I: Community Organization and Community Development**

Community Organization: Concept, Meaning, Definition, Objectives, Goals, Scope and Philosophy; Historical Development of Community Organization; Community Organization as a method of Social Work. Community Organization in India, 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, Ambedkar, Vinobha Bhave, Jayaprakash Narain,



NarayanaGuru, EVR, NelsanMandela, CHIPKO Movement, Amartya Sen, and AnuradhaKoirala

**References:**

- Arthus Dunham K., 1987CommunityOrganization. New Delhi:Arnold.  
Biklen,Bouglas,P.,CommunityOrganizing-TheoryandPractice.NewJersey: Prentice.  
Christopher,A.J. andWilliamThomas A,2006 CommunityOrganization andSocial Action, Mumbai:Himalaya  
ClaranceKing,1974WorkingwithPeopleinCommunityAction– StrategiesofCommunityOrganization:Illinois: Peacock.  
Gangrade, K. D. 1971CommunityOrganizationinIndia. Bombay: Popular Prakashan.  
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Kuppusamy,B.,SocialChangeinIndia.NewDelhi:VikasPublishingHouse(P) Ltd.  
Kurien. C. T., 1981DynamicsofRuralTransformation. New Delhi: OrientLongman.  
Mehta,Sushil,StudyofRuralSociologyinIndia.NewDelhi:S.ChandCompanyLtd.

**WebResources:**

- <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.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](http://www.sagepub.in/upm-data/38141_Chapter1.pdf)

**SOCIAL WORK RESEARCH AND STATISTICS**

**Course code: SWC 07Number 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 Objective:** 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

**Programme Outcomes:** On successful completion of the course the students should enrich their knowledge about

1. The fundamentals of Research process,
2. Research designs and Sampling
3. Methods of and tools for data collection
4. Data analysis and Report writing
5. 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; Basic elements in Social Research: Concept, Construct, Variable, Hypothesis, Fact, Theory.

### Unit II Research Process and Research Designs

Steps in Research Process: Theoretical framework, 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, Data and Levels of Measurement.

### 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:**

- Allen Rubin and Earl R. Babbie, 2010 Research Methods for Social Work, Cengage Learning.
- Krishnamoorthy O.R and Ranganathan, Methodology of Research in Social Sciences, Himalya Publishing House, Mumbai.
- LalDassD.K., 2000. Practice of Social Research, Rawat Publications, New Delhi.
- Paneerselvam R, 2008. Research Methodology, Prentice Hall of India, New Delhi.

**References:**

- Ajai S. Gowr : Statistical Methods for Practise and ResearchSanjaya S. Gowr (2009) – A Guide to Data Analysis using SPSS. Response New Delhi.
- Black, James A. and Champion, Dean J.1976, Methods and issues in Social Research, John Wiley, New York.
- Cochran W.C., 1953 Sampling Techniques, John Wiley, New York.
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- Good W. J., and H. K. Hatt Methods in Social Research, McGraw Hill, Tokyo. 1952 Gupta S.P., Statistical Methods.
- Gideon Sjoberg (1992) : A Methodology for Social Research, Rawat Roger Nett Publications, Jaipur and New Delhi
- Hans Raj 1992 Theory and practice in Social Research, Surjeet Publications, New Delhi.
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- Matt henn, 2006 Mark Weinstein Nick Foard, A Short introduction of Social Research, Vistaar Publication New Delhi.
- McMillen, Wayne Statistical Methods for Social Research, Robert McGraw Hill, New York.
- Nicholas Walliman (2005) : Your Research Project, Vistaar Publications,2<sup>nd</sup> Edition New Delhi .
- Ram Ahuja, 2001 : Research Methods, Rawat Publications Moser, C. A Survey Method for Social Workers, Heinemann,London.
- Ramachandran, P. 1990 Issues in Social Research in India,TISS, Mumbai.
- Sharma, R. A., 2000 Essentials of Scientific Behavioral Research, Surya Publications, Meerut.

**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 Objectives:** To facilitate the students to learn about various Legislations related to labourers' Welfare, Safety and Social Security.

**Programme Outcome:** On successful completion of the course the students should enrich their knowledge about

1. Labour legislations required for HR profession
2. To enable to student to sharpen their skills in labour legislations
3. Know various aspects of Legislation provisions relating to working and safety conditions
4. Knowledge about legislations relating to wages
5. Familiarize the knowledge about Legislations Relating to Social Security of Labourers

**Teaching Methodology:** Lecture classes, Power point presentation, Group Discussions, Case Laws, Visit to labour court, 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 I**

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. Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act, 1982.

#### **Unit III: Legislations Relating to Working and Safety conditions II**

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 SowriRajan, 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](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](http://ncib.in/pdf/ncib_pdf/Labour%20Act.pdf)
- [https://en.wikipedia.org/wiki/Indian\\_labour\\_law](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>
- The Apprentices Act 1961 - [http://mhrd.gov.in/sites/upload\\_files/mhrd/files/upload\\_document/ApprenticeAct1961.pdf](http://mhrd.gov.in/sites/upload_files/mhrd/files/upload_document/ApprenticeAct1961.pdf)
- The Contract Labour (Regulation and Abolition) Act 1970 – [http://labour.bih.nic.in/Acts/contract\\_labour\\_regulation\\_and\\_abolition\\_act\\_1970.pdf](http://labour.bih.nic.in/Acts/contract_labour_regulation_and_abolition_act_1970.pdf)
- The Tamilnadu Industrial Establishment National and Festival Holidays Act 1958 - <https://www.latestlaws.com/wp-content/uploads/2015/11/Tamil-Nadu-Industrial-Establishments-National-and-Festival-Holidays-Act1958.pdf>
- The Factories Act 1948 - <https://labour.gov.in/sites/default/files/TheFactoriesAct1948.pdf>
- The Shops and Establishments Act 1947 - <https://www.indiafilings.com/learn/wp-content/uploads/2014/03/Tamilnadu-Shops-and-Estabilishment-Act-1947.pdf>
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - <http://www.iitbbs.ac.in/notice/sexual-harrassment-of-women-act-and-rules-2013.pdf>
- The Inter-State Migrant Workmen (Regulation Of Employment And Conditions Of Service) Act, 1979 - <http://labour.tripura.gov.in/sites/default/files/Inter-StateMigrantWorkmenAct1979.pdf>
- Tamil Nadu Manual Workers(Regulation of Employment and Conditions of Work) Act, 1982 - <https://www.ilo.org/dyn/natlex/docs/ELECTRONIC/94255/110574/F134907001/IND94255.pdf>

- The Catering Establishment Act 1958 - [http://www.lawsfindia.org/pdf/tamil\\_nadu/1958/1958TN13.pdf](http://www.lawsfindia.org/pdf/tamil_nadu/1958/1958TN13.pdf)
- The Tamilnadu Labour Welfare Fund Act 1972 - [http://www.lawsfindia.org/pdf/tamil\\_nadu/1972/1972TN36.pdf](http://www.lawsfindia.org/pdf/tamil_nadu/1972/1972TN36.pdf)
- Plantations Labour Act 1951 - [http://www.teaboard.gov.in/pdf/policy/Plantations%20Labour%20Act\\_amended.pdf](http://www.teaboard.gov.in/pdf/policy/Plantations%20Labour%20Act_amended.pdf)
- The Payment of Wages Act 1936 - [https://labour.gov.in/sites/default/files/ThePaymentofWagesAct1936\\_0.pdf](https://labour.gov.in/sites/default/files/ThePaymentofWagesAct1936_0.pdf)
- The Minimum Wages Act 1948 - <http://www.ilo.org/dyn/travail/docs/623/Minimum%20Wages%20Act%201948.pdf>
- The Equal Remuneration Act 1971 - <http://nclcil.in/infobank/act/The%20Equal%20Remuneration%20Act,%201976.pdf>
- The Contract Labour Regulation Act 1970 - [http://labour.bih.nic.in/Acts/contract\\_labour\\_regulation\\_and\\_abolition\\_act\\_1970.pdf](http://labour.bih.nic.in/Acts/contract_labour_regulation_and_abolition_act_1970.pdf)
- The Payment of Bonus Act 1965 - <https://labour.gov.in/sites/default/files/ThePaymentofBonusAct1965.pdf>
- The Employee's Compensation Act - <https://labour.gov.in/sites/default/files/EC%20Act.pdf>
- The Employees' State Insurance Act 1948 - <http://www.esic.nic.in/Tender/ESIAct1948Amendedupto010610.pdf>
- The Employees' Provident Fund Act 1952 - [https://epfindia.gov.in/site\\_docs/PDFs/Downloads\\_PDFs/EPFAct1952.pdf](https://epfindia.gov.in/site_docs/PDFs/Downloads_PDFs/EPFAct1952.pdf)
- The Employees Pension Scheme 1995 - [https://epfindia.gov.in/site\\_docs/PDFs/Downloads\\_PDFs/EPs95\\_update102008.pdf](https://epfindia.gov.in/site_docs/PDFs/Downloads_PDFs/EPs95_update102008.pdf)
- The Payment of Gratuity Act 1972 - <https://maitri.mahaonline.gov.in/pdf/payment-of-gratuity-act-1972.pdf>
- The Tamilnadu Conferment of Permanent Status of Workmen Act 1981 - [http://www.lawsfindia.org/pdf/tamil\\_nadu/1981/1981TN46.pdf](http://www.lawsfindia.org/pdf/tamil_nadu/1981/1981TN46.pdf)
- Maternity Benefit Act 1961 - <http://www.ilo.org/dyn/travail/docs/678/maternitybenefitsact1961.pdf>

## MENTAL HEALTH

**CourseCode:SWE01B**

**NumberofCredits:4 (Four)**

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

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

**Programme Outcome:** On successful completion of the course the students should enrich their knowledge about

- Concept and History of Mental Health
- Assessment of Mental Health
- Knowledge about Neurotic, Stress-related and Somatoform Disorders
- Prevalence and Treatment modalities Psychosis, Psycho-somatic
- Familiarize the knowledge about Childhood disorders

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

## Contents

### Unit I Mental Health: An Introduction & Assessment in Psychiatry

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. Assessment in Psychiatry: Psychiatric Interview, Case History taking; Mental Status Examination; Classification in Psychiatry (ICD10, DSM V).

### Unit II Neurotic, Stress-related and Somatoform Disorders:

Aetiology, Clinical manifestation and intervention modalities of Neurotic, Stress-related and Somatoform Disorders: Anxiety disorders, Phobic disorders, Obsessive-Compulsive disorder, Somatoform Disorders, Post-traumatic stress disorder, Adjustment disorders.

### Unit III Intervention Modalities of Psychosis

Prevalence, Aetiology, Clinical Manifestations and Treatment Modalities of Psychosis: Organic Psychosis: Delirium, Dementia, Amnesic syndrome; Functional Psychosis: Schizophrenia, Mood disorders-Manic episode, Depressive episode, Bipolar mood (affective) disorder, Personality Disorders

### Unit IV Intervention Modalities of other Psychiatric illnesses

Psychoactive Substance Use Disorders; Prevalence, Aetiology, Clinical manifestation and Intervention Modalities of Alcoholism and Substance Abuse, Digital disorders. Sexual Disorders: Gender Identity Disorders, Paraphilias, Sexual Dysfunctions

### Unit V Prevalence and Intervention Modalities of Childhood Disorders

Childhood Developmental Disorders: Mental Retardation, -Autism, Attention Deficit Hyperactivity Disorder (ADHD), Down Syndrome, Learning Disabilities, Epilepsy, Adolescent Mental Health issues. Trans-cultural Psychiatry: Cultural bound Syndromes

## References:

- Ahuja, N. (2011). *A short textbook of psychiatry*. New Delhi, India: Jaypee Brothers Medical.
- Barker, P. (2004). *Basic child psychiatry (7th ed., Illustrated)*. Wiley.
- Bhatia, M. (2013). *Essentials of psychiatry*. New Delhi: CBS & Distributors Pvt.
- Bhugra, D., & Ranjith, G. (2005). *Handbook of psychiatry: A South Asian perspective*. New Delhi: Byword Viva.
- Coleman, J. C. (1980). *Abnormal psychology and modern life*. Chicago: Scott, Foresman.
- Feldman, R. S. (2017). *Essentials of understanding psychology*. New York, NY: McGraw-Hill Education.
- Fish, F. J., Casey, P. R., & Kelly, B. (2007). *Fish's Clinical Psychopathology: Signs and Symptoms in Psychiatry (Revised ed.)*. RCPsych Publications.

- *Freedman, A. M., Kaplan, H. I., & Freedman, A. M. (1972). Diagnosing mental illness: Evaluation in psychiatry and psychology. New York: Atheneum.*
- *French, L. M. (1948). Psychiatric social work. New York: Commonwealth Fund.*
- *Friedlander, W. A., & Apte, R. Z. (1980). Social Work in Medical and Psychiatric Settings. Introduction to social welfare. Englewood Cliffs, New Jersey: Prentice-Hall.*
- *Kapur, M. (1995). Mental health of Indian children. New Delhi: Thousand Oaks*
- *Mane, P. N., & Gandevia, K. Y. (1993). Mental health in India: Issues and concerns. Bombay: Tata Institute of Social Sciences.*
- *Mangal, S. K. (1984). Abnormal psychology. New Delhi, India: Sterling.*
- *Oyebode, F. (2016). Sims symptoms in the mind: Textbook of descriptive psychopathology. Edinburgh: Saunders/Elsevier.*
- *Page, J. D. (1980). Abnormal Psychology. New York: Tata McGraw-Hill Education.*
- *Sadock, B. J., Sadock, V. A., & Ruiz, P. (2017). Kaplan and Sadock's Comprehensive Textbook of Psychiatry. Wolters Kluwer Health.*

## RURAL COMMUNITY DEVELOPMENT

**Course Number: SWE 01C**

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

**Subject Description:** This course deals with Rural Community Development and its related aspects of like Panchayat Raj, Administration and community development programs.

**Learning Objectives:** To facilitate the students to have broader understanding about various aspects of Rural Community Development with special reference to its programs in Indian context. .

**Programme Outcome:** On successful completion of the course the students should enrich their knowledge regarding the

1. Basic elements, Characteristics and approaches of Rural Community Development,
2. Origin and development of Rural Community Development
3. Panchayat Raj system and other administrative aspects related to rural development
4. Basic knowledge about Community development administration
5. Different programs related to Rural Community Development in India.

**Teaching Methodology:** Lecture classes, Group Discussions, Visit to village areas, Group activities, Assignments / Seminars, PRA in villages, Inviting rural based NGOs for work experience sharing.

### 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 Origin and development of Rural Community Development

Origin and development: Rural Community Development in India – origin and background – Early Experiments: Sriniketan, Marthandom, and Gurgaon – Pilot projects: Etawah project,



Nilokheri experiment, Firka scheme – Rural Community development after independence: Constitutional Provisions – overview on Five year plans and rural development in India.

### **UNIT III Panchayat Raj and Rural administration**

Panchayat Raj: Local Self Government in ancient India: Moguls Period and British Period – Panchayat Raj after independence: Constitutional Provisions, Balwant Roy Metha Committee Report, Ashok Metha Committee Report, Main features of Panchayat Raj legislation (73<sup>rd</sup> Amendment), structure of Panchayat raj system (Two Tier and Three Tier systems), Functions and duties of Panchayat Raj Institution (PRI); Resource of Panchayats – Gramashaba: Meaning, Powers and procedures – Challenges faced by the PRIs.

### **UNIT IV Community development administration**

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

### **UNIT V Post Independent Rural Development Programmes and Schemes:**

Pradhan Mantri

Gram Sadak Yojana, Swarna Jayanti Gram Swarozgar Yojana, Sampurna Grameen Rozgar Yojana, Rural Water Supply Programme, Rural Sanitation Programme, Indra Awas Yojana, Pradhan Mantri Kaushal Vikas Yojana, Water Shed Development Programme, Accelerated Rural Electrification Programme, Integrated Rural Energy Programme, Pradhan Mantri Gram Sadak Yojana, MGNREGS Scheme, PURA, Role of Five Year plans, CAPART, NABARD, THADCO, NIRD, SIRD in Rural Development.

### **References:**

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- Mudgal Rahul 2006 Rural Development policies and Management, New Delhi: Sarup and Sons.
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- Thakur, B.N 1988 Sociology of Rural Development, New Delhi: Ashish.
- Devendra Thakur (1994) Tribal life in India (Ten Vols), Deep & Deep Pub., New Delhi.

### **Web Resources:**

- [http://en.wikipedia.org/wiki/Local\\_self-government\\_in\\_India](http://en.wikipedia.org/wiki/Local_self-government_in_India)
- <http://asianhistory.about.com/od/india/p/mughalempireprof.html>
- <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://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://www.yourarticlelibrary.com/tribes/11-distinctive-characteristics-of-the-tribes-in-india-essay/4410/>
- <https://books.google.co.in/books?id=cdtNw9LsV40C&pg=PA1&lpg=PA1&dq=tribal+development+administration&source=bl&ots=ZCXJGLqqfP&sig=QqT6OLO6G823IVodAXMRGpg75is&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://pmsgsy.nic.in/Data2.pdf>
- <http://cdf.ifmr.ac.in/wp-content/uploads/2011/03/SGSY-Brief.pdf>
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## **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 Community in Coimbatore

topractice Community Social Work.After completingthe15daysof Community placement,the studentswouldbeplacedinvariousCorporation Schools inCoimbatore topractise SchoolSocial Workfortheremaining 10field visitsfortheirconcurrentfieldwork.The studentswillbeevaluatedonthebasis of submissionoffieldworkrecordsandaViva–voceexaminationconductedby anexternal examiner.

### III SEMESTER

#### SOCIAL WELFARE ADMINISTRATION AND SOCIAL POLICY

**CourseCode:SWC 08Number of Credits:4 (Four)**

**SubjectDescription:**This course portraysconceptofSocialWelfareAdministrationandSocialLegislations in Social Work field.

**LearningObjective:**Tofacilitatethe studentstolearnvariousaspectsofSocialWelfareAdministrat ion, Social policyand Social legislations.

**ProgrammeOutcome:** On successful completion of the course, the students are expected to

1. Understand the Concept, Functions andSkills of Social WelfareAdministration
2. Know the areas of Social WelfareAdministration
3. Gain knowledge on Social Policy, Social Planning, Social Development and SocialLegislations
4. Get knowledge on the activities of Human Service Organisations
5. Familiarize on the administrative mechanisms in SocialWelfareAdministration

**TeachingMethodology:**Lectureclasses,Powerpointpresentation,GroupDiscussions, News clippings, Assignments/Seminars.

#### **Contents:**

##### **Unit I Social WelfareAdministration**

Concept,NatureandScope;HistoryofSocialWelfareAdministration inIndia;Functions of Social Welfare Administration; Social Welfare Administration Structure inCentrallevel, State level andDistrictlevel.BasicAdministration processes – Planning,Organizing, Staffing and Directing, Monitoringand Evaluation.

##### **Unit II SocialWelfareAdministration– Needs, Principles, Areas**

SkillsneededinSocialWelfareAdministration;Principles,PurposeandProblemsofSocial Welfare Administration;Areasof Social WelfareAdministration:Health, Family,Women, Children,Youth,Aged,SC/ST,Minorities, Personswith Disabilities, Prisonersand PLHIV; RoleofNon-ProfitOrganisations and International Voluntary Organizations (Rotary International and International CouncilforSocial Welfare) in Social WelfareAdministration.

##### **UNIT III SocialPolicy- Planning andDevelopment**

SocialPolicy:Definition,Concept,Nature,Scope,Principle,NeedandEvolution, Constitutional base andImplications; Sources andInstrument of Social policy.SocialPlanningandSocialDevelopment:MeaningofSocialplanning,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; NIPCCD (National Institute of Public Cooperation 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**

Concept, Meaning, Definition, Features, Non-Governmental Organization, Types of NGO – By orientation, level 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:**

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- Choudry D. Paul 1991: Voluntary social welfare in India, New Delhi, sterling.
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- 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.supremecourtindia.nic.in](http://www.supremecourtindia.nic.in)
- [www.indiancourts.nic.in](http://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=kx2k59i3sC&sig=7dJnF0L3MQfC9R9JgNGLN75KpXI&hl=en&sa=X&ei=ygMmVeLtOIi2uASD7ICYCQ&ved=0CE4Q6AEwCA#v=onepage&q=social%20welfare%20administration%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&source=bl&ots=ncV3MfEMra&sig=ew9suJP24CPFP8Gooem8b7ZXd90&hl=en&sa=X&ei=KAsmVdy-KNSUuATMyIGICw&ved=0CFgQ6AEwCQ#v=onepage&q=social%20policy%20%20planning%20and%20development%20in%20social%20welfare%20administration&f=false>

- <http://www.lawzonline.com/bareacts/bareacts.html><http://lawmin.nic.in/olwing/coi/coi-english/coi-indexenglish.htm>

## COUNSELLING AND GUIDANCE

**Course code: SWC09** **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 objectives:** To facilitate the students to learn about counseling, Skills, Techniques and Types of Counselling.

### **Programme Outcome:**

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

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 De-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:**

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- 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
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- 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
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- 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.ccpaacpc.ca/\\_documents/NotebookEthics/What%20is%20Counselling%20A%20Search%20for%20a%20Definition.pdf](http://www.ccpaacpc.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=1](https://www.uleth.ca/dspace/bitstream/handle/10133/1167/The%20Elements%20of%20Effective%20Counselling_NATCON.pdf?sequence=1)
- [file:///C:/Users/Acer02/Downloads/08\\_chapter%202.pdf](file:///C:/Users/Acer02/Downloads/08_chapter%202.pdf)
- [http://shodhganga.inflibnet.ac.in:8080/jspui/bitstream/10603/2569/8/08\\_chapter%203.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://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.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.csun.edu/~hcpsy002/Psy460_Ch08_Handout_ppt.pdf)
- [http://www.lifesolutions.org/uploads/4/7/6/2/4762488/fundamentals\\_of\\_rational\\_emotivebehaviour\\_therapy\\_a\\_training\\_handbook.pdf](http://www.lifesolutions.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://www.csun.edu/~hcpsy002/Psy460_Ch11_Handout2_ppt.pdf)
- [http://knowledgex.camh.net/amhspecialists/resources\\_families/Documents/cbt\\_guide\\_en.pdf](http://knowledgex.camh.net/amhspecialists/resources_families/Documents/cbt_guide_en.pdf)
- [http://en.wikipedia.org/wiki/Relationship\\_counseling](http://en.wikipedia.org/wiki/Relationship_counseling)

- [http://gaswin.tripod.com/HTMLobj-141/Counselling\\_unit\\_3.pdf](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 ENTREPRENEURSHIP**

**Course code: SWC 10**

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

**Programme outcome:**

1. To provide the knowledge of Corporate Social Responsibility in the business world in the Social Work context.
2. To make the students to understand the business ethics and Corporate Social Responsibility in global scenario.
3. To understand the skills and technique of CSR
4. To familiarize the emerging management in CSR and Roles of Social Worker in CSR
5. To know about the Social Entrepreneurship

**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, Companies 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, ONGC, Orchid, ACC, ITC, CRI Pumps, **Shanthi Social Services**. Implementation of CSR in Market place and Work place, CSR in the Communities, CSR in the ecological environment. Negative aspects of CSR.

#### **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, Arunachalam Muruganantham, Vargeese Kurien, Aruna Roy, and Rajinder Singh, Dabbawala.

#### **References:**

- Crane A et al., 2008, The Oxford Hand Book on CSR, New York, Oxford University press Inc.
- 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.
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- Alex nicholls, 2006, social Entrepreneurship: New models of Sustainable Social change, Oxford university Press.
- Peter Drucker, 1990, Managing the Non-Profit organizations, Practices NAD Principles, Harapercollins.

#### **Web Resources:**

- [http://cprenet.com/uploads/archive/UJMSS\\_12-1169.pdf](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://theglobaljournals.com/paripex/file.php?val=September_2012_1347736483_97a7e_File%207.pdf)
- [http://business.nelson.com/productinfo/documents/WOB\\_ch03.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.cwca.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**

### **Objectives:**

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, Powerpoint presentation, Group Discussions, Case Discussions, Group activities, Assignments/Seminars, observation visit to courts.

### **Content:**

#### **UNIT I Constitution of India**

Constitution of India features, -Role of legislature, Judiciary and Executive. Forms of legal instruments: Articles, Legislation, Statute, Byelaw, 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.

#### **Unit III Division of Law and Legislations for Women and children**

Division of Law: Substantive Law and Procedural Law;  
Legislation related to Women: Hindu Marriage Act 1955, Special Marriage Act 1954, Dowry Prohibition Act 1961, Preconception Prenatal Diagnostic Techniques (Prohibition of sex selection) 2002, Domestic Violence act 2005; Immoral Traffic Prevention Act 1986; Legislation related to Children: Child labour Act 2016, Child Marriage Act 2006, POCSO Act 2012 ; Right of children to free and compulsory education Act 2009.

#### **UNIT IV Criminal Justice and Courts**

Criminal Justice System in India: Police: 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 1958, Juvenile Justice (Care and Protection of Children) Act 2015; Legal Aid: Concept of legal-aid, History of legal-aid, Persons needing legal-aid, Legal-aid services; Public Interest Litigation: Meaning, Concept, Process and Problems; Right to Information Act 2015: Provisions and Implementation;

Right to Education, Helpline/Tollfree Numbers for Women and Children; Role of Social Worker in promotion and protection of social justice.

### **References:**

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- Shanmugavelayutham, 2000, Social Legislation for social workers, Vazhga Valamudam Publication, Chennai.
- Western, P.B. 1976 The Criminal Justice System: An Introduction and Guidelines, California: Good Year Publishers.

### **Web Resources:**

- <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%20System.pdf>
- <http://ijtr.nic.in/articles/art43.pdf>
- [http://shodhganga.inflibnet.ac.in/bitstream/10603/7785/10/10\\_chapter%203.pdf](http://shodhganga.inflibnet.ac.in/bitstream/10603/7785/10/10_chapter%203.pdf)
- <http://www.ignou.ac.in/upload/bswe-02-block6-unit-3-1-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://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://www.mha.nic.in/hindi/sites/upload_files/mhahindi/files/pdf/criminal_justice_system.pdf)
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- <http://www.mcrg.ac.in/PP47.pdf>

## 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 Objective:** To facilitate the students to learn about Human Resource Management and Human Resource Development.

**Programme Outcome:** On successful completion of the course, the students are expected to

1. Gain requisite knowledge on various HR aspects
2. Familiarize the emerging trends in HRM
3. Identify, formulate and solve problems in HRM
4. Understand the Methods of Performance Appraisal
5. Enhance knowledge in Training and development

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

### UNIT I: Introduction

Human Resource Management: Concept, Importance & Scope; Philosophy, objectives. Evolution: Line and staff relations of HRM; HR challenges and Opportunities; Skills, Qualities and Role of HR Manager. Organization chart/reporting structure.

### UNIT II: Human Resource Planning

Job Description, Job specification, Job rotation & Job Enlargement; HR Planning, Recruitment and its cycles, Selection, Induction and Placement Procedures; e-recruitment; Job Changes, Employee Attrition & retention; Aptitude tests, personality assessment, MBTI. Career planning and development

### 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: Methods of Performance Appraisal, BARS (Behaviorally anchored rating scales) Performance Counseling; Employee motivation: Performance & Linked compensation; Incentives, HRIS. Components of wages; Employees Stock Option Plan.

## **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; EAP (Employee Assistance Programmes).

### **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 Resource 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://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.exec.gov.nl.ca/exec/hrs/publications/HR_Resource_Binder.pdf)
- <http://www.sharadavikas.com/courcematerials/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>

## **PUBLIC HEALTH**

**Course Code: SWE02B Number of Credits: 4 (Four)**

**Subject description:** This course is designed to facilitate the students to understand the Concept of Public Health in the Indian context, epidemiology, communicable and NCD, Prevention and control measures, health system, health policy and NHP and the agencies involved in ensuring health to the public in India.

**Learning Objective:** To facilitate the students to learn and find out the various public Health issues and its prevention and control measures, Health policy and NHP, application of Social work in the public health.

**Programme Outcome:** On successful completion of the course, the students are expected to

1. Understand concept of Public Health, epidemiology and diseases
2. Understand prevention and control measures in the field of public Health.
3. Realize the evolution and structure of the public health system in India.
4. Identify the public health issues and needs facing the country and design social work

5. To understand national health policies, NHP, public health administration.

**Teaching Methodology:** Lecture classes, Powerpoint presentation, Group Discussions, Case Discussions, Group activities, Assignments/Seminars

### **UNIT-I: INTRODUCTION TO PUBLIC HEALTH**

Concept of Health and Community Health , Dimensions of Health, Indicators and Determinants of health- Public Health- Definition, Significance, Evolution of Public health in India, Models of Public health, Health Care delivery system in India- Central ,State ,District and Block/Village.

### **UNIT-II: EPIDEMIOLOGY AND DISEASES**

Definition - - aims and uses of epidemiology-- .., Natural history of disease- Epidemiology, Prevention and Control of Communicable and Non-Communicable Disease (NCD) : Communicable Disease : Leprosy, Sexually transmitted diseases (STDs)- Human Immuno Deficiency Virus/Acquired Immune Deficiency Syndrome (HIV/AIDS)- Emerging disease threats- Severe Acute Respiratory Syndrome (SARS) -Dengue, Chikungunya- Non- Communicable Diseases- Cardiovascular disorders, Cancer, Diabetes , Hypertension, Obesity ,Anemia, Psychiatric disorders- Injuries- Emerging and Re- Emerging Diseases.

### **UNIT III: HEALTH SYSTEMS DEVELOPMENT**

Health System Models- Levels of Health Care- Primary, Secondary & Tertiary- Health care providers (Government, Private, Voluntary/NGO, Indigenous) Alternative systems of medicine (AYUSH) Integrated health care delivery- Preventive, promotive, curative & rehabilitative- technology in health- Relation between Nutrition, Health and Development- Health related Sustainable Development Goals .

### **UNIT IV: HEALTH POLICY, PROGRAMMES AND LEGISLATION**

Health Policies - National Health Policy, National Health programmes- National Rural Health Mission (NRHM), , National Urban Health Mission (NUHM), -National Leprosy Eradication Programme, Revised National Tuberculosis Control Programme, National Mental Health Programme, Universal Immunization Programme, National Tobacco Control Programme, National AIDS Control Programme, School Health Programme, National Cancer Control Programme, Legislation pertaining to health- Medical Termination of Pregnancy Act 1971, Organ Transplantation Act, 1994, Prenatal Diagnostic Test PNDT Act 1994, Food Safety and Standards Act, 2006,

### **UNIT V: SOCIAL WORK APPROACHES IN PUBLIC HEALTH**

Social determinants of health - Social Work strategies and approaches in Public health; Role of Social worker in Public Health sector- Health education , Health awareness programme, Counseling ,Referral, Community mobilization and organization, Health System restructuring and reform, Capacity building and training, Resource mobilization.

### **REFERENES**

- Bajpai, P. K. (Ed.). 1998. Social Work Perspectives on Health, Jaipur, Rawat Publications.

- Brody, Elaine M. 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.
  - Butrym, Zofia and Horder, John. 1983. Health, Doctors and Social Workers, London: Routledge and Kegan Paul.
  - Carlos Dora (2006) Health Hazards and public Debate, WHO regional office for Europe.
  - Clark, D. W. and MacMahon, B. (Ed.) 1981. Preventive and Community Medicine, Boston. Little, Brown and Company.
  - Friedlander, W. A. 1967. Introduction to Social Welfare (Chapter 12: Social Work in Medical and Psychiatric Settings), New Delhi: Prentice-Hall of India.
  - Humble, Stephen and Unell Judith (Ed.) 1989. Self Help in Health and Social Welfare, London: Routledge.
  - Jordan, William. 1972. The Social Worker in Family Situations, London: Routledge and Kegan Paul.
  - Latham, W. and Newbery, A. 1970. Community Medicine - Teaching, Research and Health Care, London, Butterworths.
  - Manya Magnus (2008) Infections Disease Epidemiology, Canada, Jones and Bartlett Publishers.
  - Mathur, J. S. 1971. Introduction to Social and Preventive Medicine, New Delhi, Oxford and LB.H. Publishing Company,
  - Micheal Boolean (2004) Public Health Policy and Ethics, Springer Netherlands.
  - Moye, L. and Kapadia, A. S. (2000). Difference equations with public health applications. New York: Marcel Dekker.
  - Nichols, P. J. R. (Ed.) 1980. Rehabilitation Medicine, London: Butterworths.
  - Park, J. E. (2006). Text book of Preventive and Social Medicine, 17th edition. Jabalpur: Banarsidas Bhanot.
  - Park, K. 2002. Park's Textbook of Preventive and Social Medicine, Jabalpur, Banarsidas Bhanot.
  - Rajvir and Bhalwar (2009) Textbook of Community medicine, India, Department of Community Medicine, Armed Forces Medical College.
  - Rusk, Howard A. 1977. Rehabilitation Medicine, Saint Louis: Mosby Company.
- Samar Mitra. 2009. Human anatomy. Academic Publishers.
- Sathe P V and Sathe A P (1997) Epidemiology & Management for Health Care for All: Popular Prakashan (P) Ltd, 2nd Revised and Enlarged Edition.
- T. Bhaskara Rao. 2011. National Health Programmes of India. Paras Publication,
- UNICEF. Health and Basic Services, New Delhi, UNICEF South Central Asia Regional Office.
  - Yash Pal Bedi (1969) Hygiene and public Health, Delhi: Ananad Publication Co.

## URBAN COMMUNITY DEVELOPMENT

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

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

**Programme Outcome:** On successful completion of this course the students are expected to

1. Know various theories on urban life, problems and development.
2. Learn administrative structure and programmes for urban development.
3. Acquire the skills to work with the urban community, and develop and implement programmes with them.
4. Apply Social Work Method in Urban Community.
5. Design and evaluate solutions for issues in Urban Community.

**Teaching Methodology:** Lecture classes, Powerpoint 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: Urban poverty, Housing, Homeless, drug addiction, Juvenile Delinquency, 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 Administrative National, State and Local levels; 74<sup>th</sup> amendment and salient features of Nagarpalika Act; Structure and Functions of Urban Development agencies: Municipal Administration – Corporations, Municipalities, Town Panchayats; Metropolitan Development Authorities; Functions of officials and non-officials in Urban Self-Governments: Slum Clearance Board, Housing Board, Housing and Urban Development Corporation (HUDCO) and United 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, Chennai Urban Development Projects (MUDP) I & II, Tamil Nadu Urban Development Project (TNUDP), Urban Basic Services Programmes (UBSP), Jawaharlal Nehru National Urban Renewal Mission (JNNURM), Metro Rail Projects, Smart City; 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.
- Bhattacharya B 2006 Urban Development in India New Delhi: Concept.
- Clinard, Marshall B 1970 Slums and Community Development. New York: The Free Press.
- Diddee, Jayamala 1993 Urbanisation – Trends, perspectives and challenges, Jaipur: Rawat.
- Mitra, Arup 1994 Urbanisation, slums, informal sector employment and poverty. B.R. Publications, New Delhi.
- Phadke. V.S, et al. 2007 Urbanization, 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) 2006 Sustainable Urban Development New Delhi: Concept.
- Sinha Rekha and Sinha U.P 2007 Ecology and quality of life in Urban slums, New Delhi: Concept.
- Sudha Mohan 2005 Urban Development and New Localism New Delhi: Rawat.
- Stanly, Selwyn 2005 Social problems and issues: Perspectives for Intervention. Allied Publication, New Delhi.
- Thudipara, Jacob Z. 2007 Urban Community Development. New Delhi: Rawat.
- UN Habitat (2003). The Challenges of Slums. Earthscan Publications Ltd, London.
- The Slums of the World: The Faces of Urban Poverty in the new Millennium. United Nation's Centre for Human Settlement, Nairobi.
- Vibhooti, Shukla (1988). Urban Development and Regional Policies in 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](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://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](http://www.tn.gov.in/tcp/acts_rules/Town_Country_Planning_Act_1971.pdf)
- <https://www.em.gov.au/Documents/AEMHS%20%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.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](http://en.wikipedia.org/wiki/Jawaharlal_Nehru_National_Urban_RenewalMission)

### **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 SOCIAL WORK WITH PERSONS WITH DISABILITIES**

**Course code: SWC12Number 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, knows 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, PowerPoint presentation, Group Discussions, Roleplay, Case Discussions, Group activities, Assignments/Seminars.

**Content:**

**Unit -I**

Definition of impairment, Disability, handicap: Types of various Disabilities: magnitude, Causes and consequences.

**Unit -II**

Identification, Assessment of functional abilities and differential diagnosis. Myths and misconceptions, societal attitudes, reactions of parents, family members and ways of coping. Prevention of disabilities at primary, secondary and Tertiary levels, Intervention strategies at individual, family and community levels.

**Unit -III**

Agencies involved in the field of rehabilitations, Multidisciplinary rehabilitation team and their roles, Educational Institutes, Vocational Rehabilitation centers, State and Central Government Agencies, National and International non- governmental organizations, (AICB, NAB & CBM etc.) National policies and welfare programmes.

**Unit -IV**

Accessibility and Assistive devices, Accessible India Campaign, Inclusive India campaign, CBR, (Community based rehabilitation).

**Unit -V**

Acts related to Persons with disabilities. Persons with Disability Act-2016, Rehabilitation Council of India Act-1992, National Trust Act-1999, United Nation Convention on the Rights of Persons with Disabilities (UNCRPD)

**References:**

- Albrecht G.L, et al (2001) Hand Book of disability Studies, Sage, London
- Blaxter M. (1976), The meaning of disability: A sociological study of impairment, London: Heinemann.
- Grant, (2005) Learning disability: A lifecycle approach to valuing people, Open University Press, London
- Hegarty Seamus & Mithu Alur, (2002) Education and Children with special needs, sage, London,
- Karanth, Pratibha & Joe Rozario, (2003) Learning disability in India, Sage, London
- Moore, (2005) Researching disability issues, Open University Press, London.
- Mani M.N.G & Jaiganesh.M.B, (2010). Source Book on disability, Coimbatore: UDIS Forum.
- Handbook on Assistive Devices and Technology : CBM India Trust
- Samus, H & Patri.A (eds) (2005) Women disability and identity, New Delhi: sage publications.

**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 Objectives:** 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.

**Programme Outcome:**

- 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.
- To know about employee welfare systems
- To understand about the industrial relation climate.

**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 –Industrial Relation 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.

**Text Books:**

- AjayBhola, J.N.Jain.(2009). Modern industrial relations and labour laws. Regal Publications.
- BD Singh.(2010). Industrial relations and labour laws. Excel Books Publications.
- Beaumont, P. B. (1995). The Future of Employment Relations. London: Sage Publication.
- Bareja, J.K. (2000). Industrial Law. Galgotia Publishing House.
- Gaur.L. (1986). Trade Unionism and industrial relations.New Delhi:Deep and Deep.
- Monappa, Arun (2002). Industrial Relations. Tata McGraw Hill.
- 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.

**References:**

- Ackers, P. & Wilkinson, A. (2003). Understanding Work & Employment: Industrial Relations in Transition. Oxford: Oxford University Press.
- Blyton, P. & Turnbull, P. (2004). The Dynamics of Employee Relations. Palgrave Mcmillan.
- 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
- Roberts, B C,Industrial Relations –Contemporary Problems and Perspectives, Asia Publishing House.
- Scott, Bill, The Skill of Negotiating, Mumbai Jayco 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.

## **MEDICAL SOCIAL WORK**

**CourseNumber: SWE03 B**

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

**Subject Description:**This courseportrays various aspects of Medical Social Work.

**LearningObjective:**TofacilitatethestudentstolearntheimportanceofmedicalSocial Work and its applicabilityin theSocial Work Profession.

**Learning Outcome:**Onsuccessfulcompletionofthecoursethestudentsare expected to

1. Understand the basicconcepts of Medical Social Work.
2. O r g a n i z e and AdministrateSocial Work Departments at formalsetting.
3. Apply the knowledge on RoleofMedicalSocialWorkerindealingwithchronicallyillpatientsincluding physicallychallengedand prevention ofdiseasesand promotion of health.
4. Communicate effectively with the patients
5. Provide awareness on the health aspects

**TeachingMethodology:**Lectureclasses,Powerpointpresentation,GroupDiscussions, Role-play,

Case Discussions, Group activities, Assignments/Seminars.

## **Contents:**

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

Concept of Health, Hygiene, Illness, Disability 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,  
Eyebanks, Special schools; Palliative care. Professional challenges and issues of  
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; M  
ultidisciplinary Approach and Teamwork in Hospitals, Role of Medical Social  
Worker as a member of the team, Rights of the patients; Concept of Patient as a person;;  
Medico legal cases.

### **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, Hypertension  
and Cardiac disorders, Asthma, Arthritis and Diabetes; Role of Social workers  
in Maternal and Child health care, Infertility  
and its treatment, Geriatric Care; Training of the volunteer to work with the chronically ill  
in the Community.

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

Rehabilitation: Concept, Areas of  
Rehabilitation, Principles of Rehabilitation; Role of Medical Social  
Worker in rehabilitating a person with disability; Team Work and  
Involvement of family members; Importance of Family planning; Sex Education and  
School health Programmes.

### **Unit V Food and Nutrition**

Food and Nutrition: Importance of nutritious food, Balanced diet, Obesity,  
Nutritional deficiency diseases and preventive measures; Problems of  
malnutrition in India and remedial measures; National and International agencies  
of Health. Role of Medical Social Worker in the prevention of diseases and promotion of  
health

## **References:**

- Anderson, R., & Bury, M. (1988). Living with chronic illness: The experience of patients and their families. London: Unwin Hyman.
- Bartlett, H. M. (1961). Social work practice in the health field. Silver Spring, MD: National Association of Social Workers.
- Borkar, G. (1961). Health in independent India. New Delhi: Government of India.
- Butrym, Z. T., & Horder, J. (1983). Health, doctors and social workers. London: Routledge & Kegan Paul.
- Clark, D., & Macmohan, B. (1981). Preventive and Community Medicine. Boston, Massachusetts: Little, Brown and Company.

- Goldstine, D. (1968). Expanding horizons in medical social work. Chicago, Ill.: Univ. of Chicago Press.
- Goldstine, D. (1973). Readings in the theory and practice of medical social work. Chicago: University of Chicago Press.
- Saxena, A. (2006). Counselling of the handicapped. New Delhi, India: Rajat Publications.
- Pathak, S. H. (1961). Medical social work in India. Delhi: Delhi School of Social Work.
- Park, K. (2005). Parks Text Book Of Preventive & Social Medicine(18th ed.). BanarsidasBhanot.

## TRIBAL COMMUNITY DEVELOPMENT

**Course Code: SWE 03 C**

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

**Subject Description:** This course deals with Tribal Community Development and its related aspects like tribal administration with state government, and tribal community development programs.

**Learning Objective:** To facilitate the students to have broader understanding about various aspects of Rural Community Development with special reference to its programs in Indian context.

**Programme Outcome:** On successful completion of the course the students are expected to

1. Understand tribal community, tribal culture and to make them understand various aspects relating to tribal people,
2. Recognise the need and have the ability to solve the tribal issues
3. Know the programs related to Tribal Community Development
4. Communicate effectively with the tribal community in India.
5. Apply knowledge on Social Work for the development of tribal community in India.

**Teaching methodology:** Lecture classes, Group Discussions, Visit to tribal areas, Group activities, Assignments / Seminars, PRA in tribal areas, Inviting tribal based NGOs for work experience sharing.

### UNIT I

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 and Nehru's Panchsheel Principles of tribes.

### UNIT II:

Social System of Tribes: Socio economic conditions; Cultural and religious aspects; Status of tribal women: dress, food, & marriage - polygamy, polyandry, Dormitory marriage; Status of Children; Tribal leadership and Political Participation - Local, State, and National levels.

### UNIT III:

Problems of Tribes: Child Marriage, Poverty, Ill-health, Illiteracy, Communicable and Non-communicable diseases, Exploitation and atrocities on tribes; Immigration and its related problems. Lack of infrastructure facilities and amenities; Tribal Resettlement and

Rehabilitation and its related problems. Tribal Movements and Tribal Revolt, Naxalpari movement

#### **UNIT IV:**

Tribal Development Administration: Administrative structure at Central, State and District levels; Hill Development Councils; Functions of Tribal Development Blocks / Agencies; Constitutional provisions for the protection of tribes; Research and Training in Tribal Development. Role of Voluntary Agencies in Tribal Development.

#### **UNIT V:**

Tribal Development Programmes: Tribal Development Policies, Tribal Area Development Programme; Hill Area Development Programmes; Tribal Sub -Plans, Forest land cultivation, Forest Act 2016; Need and Importance of social work practice in Tribal areas, Application of social work methods in tribal development, Problems in implementation of tribal development programs in India.

#### **REFERENCES:**

- Agarwal and Singh, 1984 The Economics of underdevelopment, Delhi: Oxford University.  
Babuji, M. (1993) Tribal Development Administration, Kanishka Pub., New Delhi.  
Brashmand P.R Panchamuki V.R 1987 Development process and Indian economy, Bombay: Himalaya.  
Chaudhuri (1981) Tribal Development in India, Inter India Pub. Delhi. Sing & Vyas (1989) Tribal Development, Himanshu, New Delhi,  
Devendra Thakur (1994) Tribal life in India (Ten Vols), Deep & Deep Pub., New Delhi.  
Kulkarni, P. Dand Nanavati Mehara. D. 1997 Social Issues in Development, New Delhi: UPPAL.  
Rajeeva (1988) An Introduction to the Tribal Development in India, International, Dehradun.  
Ramana Rao, D.V.V (1992) Tribal Development, Discovery Pub, New Delhi.,  
Rawat. Midgely, James 1995 Social Development: The Development perspective in Social Welfare, New Delhi: Sage  
Patel M.C. (1983) Planning Strategy for Tribal Development, Inter India Pub, New Delhi.

#### **Web Resources:**

- <http://planningcommission.nic.in/plans/planrel/fiveyr/2nd/2planch7.html>  
[http://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=2178989](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/>  
<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://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/latest/Draft_IAY_Guidelines_stakeholder_comments.pdf)  
[http://planningcommission.gov.in/aboutus/committee/wrkgrp12/rd/wgrep\\_pura.pdf](http://planningcommission.gov.in/aboutus/committee/wrkgrp12/rd/wgrep_pura.pdf)  
[http://nrega.nic.in/netnrega/writereaddata/circulars/mgnrega\\_sameeksha.pdf](http://nrega.nic.in/netnrega/writereaddata/circulars/mgnrega_sameeksha.pdf)  
<http://www.yourarticlelibrary.com/tribes/geographical-distribution-of-tribes-in-india-essay/4412/>

## **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 Objective:** To facilitate the students to learn more about challenges in organizational Behaviour & Organizational Development

**Programme outcome:** On successful completion of the course the students are expected to

1. Analyze the challenges in Organizational Behaviour
2. To resolve conflicts in organizational environment
3. Organizational Changes and their impact on Organization Performance
4. Describe, understand and predict the behavior of individuals and groups in organization
5. Enhance/ improve the organizational climate

**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; Group Behaviour, group decision making; team work. Personality and Behavior; Perception and Learning; Values, Attitudes and Job Satisfaction; Group Dynamics: Theories of Group Formation; Formal and Informal Behavior and Group Behavior. Enneagram, Personality types of Enneagram, Johari window, Transactional Analysis.

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

Motivation: Theories of Motivation and Emotional Intelligence; Leadership: Theories of Leadership; Communication Process and Effective communication; Management Information system: Management Review Meeting, Power and Politics and Organizational Conflict. Handling depression, Developing Assertive Behavior.

#### **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 organizational structure: Line and staff, functional, divisional. Project Matrix and Organization Structure; Job Stress: Causes and Effects of Stress and Coping with Stress, Burnout.

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

Organizational Change and Development: Organizational Culture; creating ethical 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.tutorialspoint.com/organizational_behavior/organizational_behavior_leadership.htm)
- <https://www.slideshare.net/jonrwallace/ob-leadership-12328891>
- <https://managementstudyguide.com/leadership-theories.htm>

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

**Programme outcome:** On successful completion of the course the students should enrich their knowledge about

1. The basics of Psychiatric Social Work,
2. Mental health problems, nature, magnitude, symptoms, effects etc.
3. To understand the Psychological treatment methods
4. To know about Psychological Therapies
5. 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 treatment methods:**

Psychotherapy, supportive therapy, Re-educative and Reconstructive psycho therapy, 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 & Gandavis Mental Health In India: Issues And Concerns
- Turner Social Work Treatment World Health Organization Innovative Approaches In Mental Health Care. Psychosocial.
- Interventions and Case Management Division of Mental Health Geneva.
- 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

### Resources:

- [http://gaswin.tripod.com/HTMLobj-134/Mental\\_Health\\_and\\_SW\\_unit\\_1.pdf](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://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_Ch07_Handout_ppt.pdf)
- [http://www.csun.edu/~hcpsy002/Psy460\\_Ch11\\_Handout2\\_ppt.pdf](http://www.csun.edu/~hcpsy002/Psy460_Ch11_Handout2_ppt.pdf)
- [http://www.csun.edu/~hcpsy002/Psy460\\_Ch08\\_Handout\\_ppt.pdf](http://www.csun.edu/~hcpsy002/Psy460_Ch08_Handout_ppt.pdf)
- [https://www.rcpsych.ac.uk/pdf/semOAP\\_ch17.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: SWE04C 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 Objective:** 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 Fundraising.

**Programme outcome:** On successful completion of the course the students are expected to

1. Establish NGOs
2. Identify and Formulate Projects
3. Evolve techniques for Fund raising
4. Project Personnel Empowerment
5. Monitor and evaluate projects

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

### Contents:

#### UNIT I Non-Governmental Organizations

Development and Development Management: Concept, Meaning,; 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 NGOs

Registration and Establishment of NPOs NGOs: Societies Registration Act 1860, Trust Act Indian Trust (Amendment) 2016, Company's Act (Sec.25) 2013 – Cooperative Societies Act 1912; Memorandum of Association and Articles of Association; Legal Status of NGO; Monitoring Mechanism adopted by Governments-FCRA Act 1986; NGO-Administration; Aims and Objectives of the NGO; Rights, Power and Duties of Executive

committee.

### **UNIT III Project Identification, Project Formulation and Budgeting**

Project Identification and Feasibility Studies: Base Line Surveys; Project Formulation; Strategy Formation and Preparation of Project Proposals and Project Implementation, Financial viability. Budgeting: Meaning, Steps and Important Items in Budget.

### **Unit IV Funding and Financial management**

Resource Mobilization: Central and State Government Assistance and Others; Fund Raising: Meaning, Techniques and Income Generation Programmes (IGPs); Corporate Social Responsibility, Financial Management: Concept; Sources of Funding: Government Grants, Foreign Aid, Donations, Membership fees and NGOs Contribution; Project Approach to Funding; Donor Consortium Approach; Funding Criteria and Conditionality; NGO income tax 12A, 80G, 35CC; NGO auditing, Managing Relationships with Donors; Working with Governments; Aspects of Financial Management relevant for NGOs.

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

Training: Needs, Importance, Purpose, Significance. NGO functions in different Fields; Role of NGOs in Administering the Social Welfare Programmes; Project Monitoring and Evaluation: Aims, Objectives, steps, Cycle; Project Appraisal: Meaning and Techniques; Logical Frame Analysis (LFA); SWOC; 360 Degree evaluation in NGOs, Participatory Rural Appraisal (PRA): Principles, Methods of PRA and Network Analysis; Documentation and reporting; Challenges and limitations in functioning of NGOs; Public relations in NGOs.

### **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://www.personal.lse.ac.uk/lewis/images/encylciv%20societyngos2009-dl.pdf>
- [http://hr.law.vnu.edu.vn/sites/default/files/resources/management\\_of\\_non\\_governm](http://hr.law.vnu.edu.vn/sites/default/files/resources/management_of_non_governm)

- <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.ofmdfmi.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.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://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.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](http://pub.iges.or.jp/contents/eLearning/waterdemo/bhandari_m4.pdf)

## 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.

## ENVIRONMENTAL SOCIAL WORK

**Course Number: SWC13  
(Two)**

**Number of Credits: 2**

**Subject Description:** This course throws light on issues and perspectives of Environment and the Social Work aspect in Environmental conservation.

**Learning Objective:** To facilitate the students to understand about the basic concepts of environment, the issues and the mechanisms in protecting the environment and the Social Work aspects in Environment.

**Programme outcome:** On successful completion of the course the students are expected to

1. Apply knowledge on environmental conservation
2. Know the National mechanisms in protecting the environment
3. Analyse the causes of environmental degradation and act against it
4. Design and evaluate solutions for environmental issues

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

**Contents:**

**Unit I: Environment**

Basic concept of environment, ecology, natural resources: exhaustible and non-exhaustible resources and their conservation

**Unit II: Environmental issues**

Concept of environmental technology, Impact of technology and growing population on environment, disasters management, acid rain and ozone depletion, waste disposal.

**Unit III: National Mechanisms to protect environment**

State and Central Environment Ministries, Pollution control boards, Environmental summits, Women and Conservation of Environment; Panchayats and Environment

**Unit IV: Laws and Policies**

Sustainable development policies in India – National Environment Policy – 2006, Integrated Energy policy - 2006, Municipal Solid Waste Management Rules – 2000, Role of local self-government in sustainable development

**Unit V: Environment and Social Work**

Environment Consciousness- NGOs, Social Workers and Ecological Movements, Forestation programmes and policies

**Book References:**

- Arnold, David and Ramchandra Guha (eds.), Nature, Culture, Imperialism; Essays on the Environmental History of South Asia, Delhi, OUP, 199. 9
- Centre of Science and Environment, The State of India's Environment: the Citizens Reports Vol. I-IV, New Delhi.
- Chopra Ravi, natural Bounty-Artificial scarcity, Peoples Science Institute (PSI), Dehradun.
- Dansereau, Pierre, The Human Predicament 1. The Dimensions of Environmental quality in Human Ecology in the Common Wealth Proceedings of the First Common Wealth Conference on Development and Human Ecology, Malta 18-24, London, Charles Knight and Co. Ltd. P.1.
- Dogra B, Forests and People, 1980.
- Gadgil Madhav, Ecology, Penguin Books, New Delhi.
- Gadgil, Madhav and Ramchandra Guha, This fissured Land: An ecological History of India, Delhi, OUP, 1994.
- Gadgil, Madhav and Ramchandra Guha, Ecology and Equity; the use and Abuse of Nature in Contemporary India, Penguin, Delhi, 1995.
- Goldsmith, E. And Hildyard, N. (ed.) the Social and Environmental Effects of Large Dams; Vol. I-III (Overview, Case studies and Bibliography), Wadebridge Ecological Centre U.K.
- Guha Ramchandra, The Unquiet woods, Ecological Change and Peasant Resistance in the Himalayas, Delhi: OUP, 1991.
- Hermath S.R. Krishnan B.J., All about Convention on Biological Diversity (CBD).
- Kothari, Ashish, Meera, People and Protected Areas;

Krishna, Sumi, Environmental Politics; Peoples lives and Developmental Choices, Delhi, Sage, 1996.

Owen, D.F., What is Ecology, Oxford University Press Oxford, 1980.

Shiva Vandana, Minding our Lives, Women from South and North Reconnect Ecology and Health, Delhi, Kali, 1993.

**Web references:**

<https://www.socialworkfootprints.org/articles/december-11th-2015>

[www.globalissues.org](http://www.globalissues.org) › Issues

[planningcommission.nic.in/aboutus/committee/wrkgrp11/wg\\_envtal.pdf](http://planningcommission.nic.in/aboutus/committee/wrkgrp11/wg_envtal.pdf)

<https://powermin.nic.in/en/content/protection-environment>

<http://www.envfor.nic.in/divisions/ic/wssd/doc2/ch2.html>

**SOCIAL WORK PRACTICUM –IV (BLOCK PLACEMENT TRAINING)**

**Course code: SWP 06**

**Number of Credits: 2 (Three)**

The students will undergo Block Placement training for a period of 30 days from May to June in the respective fields of specializations other than Coimbatore. The students will be evaluated on the basis of submission of Block Placement report and by the internal Viva Voce

**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.