**Master of Social Work**

Syllabus

CENTRE FOR DISTANCE AND ONLINE EDUCATIO(SCHOOL OF DISTANCE EDUCATION)

**OPEN AND DISTANCE LEARNING**

 **2023– 2024 Onwards**

**Modified & Approved for SDE vide SCAA Dated 18-06-2024 (2022-23 Onwards)**

**BHARATHIARUNIVERSITY**

**AStateUniversity,Accreditedwith“A++”Gradeby NAACRanked21stamongIndianUniversitiesby MHRD-NIRF**

**Coimbatore-641 046, TamilNadu,India**

### PROGRAMMEEDUCATIONALOBJECTIVES

Afteroptioning**MSW**program withinfivetosevenyearsthestudentswillbeableto:

* Transformsocialwork knowledge,ethicsandvaluesforsustainablechanges.
* Toworktowards people diversitywithcontemporaryrealities insociety.
* Formulateandinfluencesocialpoliciesforthesocialandeconomicwellbeinginthesociety.
* Demonstrateethicaland professionalbehaviorinsocialworkpractice.
* Toadvocate, campaignandlobbyingforpromotionofsocialpolicy.
* Toenhancethe qualityoflifeofindividuals and societyat large.

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### PROGRAMMESPECIFICOUTCOMES

AfterthesuccessfulcompletionofMSW program,thestudentsareexpectedto:

* + Becomecompetent socialworkprofessionals.
	+ Adheresocialworkethics,valuesandensuresocialjustice.
	+ Applysocialworkknowledgeandskillsforunderstandinghumanbehaviorandsocialenvironment.
	+ Identifyand analyzethe existingsocial problems.
	+ Practicemethodsof SocialWork forproblem solvingin variousfields.

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### PROGRAMMEOUTCOMES

OnsuccessfulcompletionoftheMSW program, thestudentwill beableto:

* Recognizehim/herselfas aProfessionalSocialWorker.
* Communicateandpresenthim/herselfeffectivelyinaProfessionalmanner.
* Criticallyanalyzeandunderstandtheexistingsocialissuesintherightperspective.
* Workforthe marginalizedandweaker sectionofthe societyeffectively.
* Manifesteffectiveleadershipqualitiesandproblemssolvingskillsinmicro,meso,andmacro level social work practices.
* EngageDiversityandPromoteSocial Justice.
* SelectappropriateinterventionStrategies
* FacilitateInterdisciplinaryApproach forbetterunderstandingoftheSocialProblems.
* ActasaSocialChange maker intheSociety.
* Advocateforclientaccesstotheserviceofsocialwork.

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**SCHOOL OF DISTANCE EDUCATION**

## BHARATHIAR UNIVERSITY, COIMBATORE-641 046

OPEN AND DISTANCE LEARNING PROGRAMME (ODL)

## Masterof Social WorkCurriculum

*(Forthe studentsadmitted duringthe academicyear2023–24 onwards)*

**SCHEME OF EXAMINATIONS**

|  |  |  |
| --- | --- | --- |
| **TitleoftheCourse** | **Credits** | **MaximumMarks** |
| **CIA** | **ESE** | **Total** |
| **FIRSTSEMESTER** |  |
| IntroductiontoSocialWork | 4 | 25 | 75 | 100 |
| Workingwith Individuals | 4 | 25 | 75 | 100 |
| PsychologyforSocial WorkPractice | 4 | 25 | 75 | 100 |
| SociologyforSocialWorkPractice | 4 | 25 | 75 | 100 |
| SocialWorkPracticum–I-Observation Visits& viva-voce | 4 | 75 | 25 | 100 |
| **SECONDSEMESTER** |  |
| Workingwith Groups | 4 | 25 | 75 | 100 |
| WorkingwithCommunitiesandSocial Action | 4 | 25 | 75 | 100 |
| SocialWorkResearch&Statistics | 4 | 25 | 75 | 100 |
| LabourLegislation(or) | 4 | 25 | 75 | 100 |
| MentalHealth(or) |
| Rural CommunityDevelopment |
| Social Work Practicum –II Field work placement& viva-  voce | 4 | 75 | 25 | 100 |
| **THIRDSEMESTER** |  |  |  |  |
| Social WelfareAdministrationandSocialPolicy | 4 | 25 | 75 | 100 |
| Counsellingand Guidance | 4 | 25 | 75 | 100 |
| CorporateSocialResponsibility&SocialEntrepreneurship | 4 | 25 | 75 | 100 |

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| LegalSystem andSocialLegislationinIndia | 4 | 25 | 75 | 100 |
| HumanResourceManagement(or) | 4 | 25 | 75 | 100 |
| PublicHealth(or) |
| UrbanCommunityDevelopment |
| SocialWorkPracticum–IIIField work placement (specialization wise) Viva-voce | 4 | 75 | 25 | 100 |
| **FOURTHSEMESTER** |  |  |  |  |
| SocialWork with PersonwithDisabilities | 4 | 25 | 75 | 100 |
| IndustrialRelations&EmployeeWelfare(or) | 4 | 25 | 75 | 100 |
| MedicalSocialWork(or) |
| Tribal CommunityDevelopment |
| OrganizationalBehaviourandOrganizationalDevelopment(or) | 4 | 25 | 75 | 100 |
| PsychiatricSocialWork(or) |
| DevelopmentManagement |
| SocialWorkPracticum–IVField work placement(Specialization wise)Viva-Voce | 4 | 75 | 25 | 100 |
| ResearchProjectandViva-Voce | 4 | 75 | 25 | 100 |
| **GrandTotal** | 84 |  |  | 2100 |

# SEMESTER -I

**SWP0I - Social Work Practicum - I**

**Observation Visits**

ThefirstyearstudentswillbegoingonobservationvisitstovariousNGO’s,Hospitals,Industries and social welfare agencies in and around their native place to expose the students tothe various agencies and their functioning.

# Objectives

* To get exposure to different Social Welfare Agencies.
* Togetacquaintedwiththestructure,functioningandstaffingpatternandactivitiesoftheOrganization.
* To observe and develop a spirit of inquiry.

# Details regarding the aspects to be observed in the agency.

* Natureofthesettingoragency-itsobjectives,services,programs,structureandgeneralenvironment.
* Contact person in the setting/agency, management, stall and ongoing activities.
* Policies supporting the service agency both local and national.
* Learners may make a local directory to include emergency numbers of hospitals/primaryhealth centers, police, wards of Panchayat offices and network agencies, along withreferences to other developmental and welfare services.

# Important Instructions

* The report shall be handwritten neatly and legibly only with a Blue / Black ball pen.
* Field work duration is 25 days of 8 hours a day
* All 25 visits made by the trainee shall be certified by the agency Supervisor.
* After25visits,aconsolidatedreportshallbewrittenandsubmittedtotheuniversityforthe Viva Voce.
* ThereportshallbesignedwiththesealoftheNGOoragencywherethestudenthasundergone observation visits.
* Thestudentsareevaluatedonthebasisofthereportsubmittedthroughaviva-voceexamination. ( External and Internal Examiners)

# SEMESTER -II

**SWP02-Social Work Practicum-II**

**Field Work Placement**

The student has the liberty to choose any NGO, government social welfare agency working forthe welfare of the people. Thebroadaimoffieldworkplacementistoprovideopportunitiesforstudents to applythe knowledge learned in classroom situations and to plan, implement and evaluate theseexperiences while working with individuals, groups and communities. These will be in keeping withtheplacementagency’sphilosophy,policy,goalsanduseofguidedsupervision.

# Objectivesoffieldwork placement:

Thefieldworkplacementhasbeen designedtoachievethefollowingobjectives:

1. To help students understand the socio-economic, cultural and political milieu anddevelopthecapacityforcriticalexaminationofthecausativeandmaintenancefactors of socialproblemsand their consequences.
2. To provide students with an opportunity to apply theories in practical situationsforproblem solving with individuals,groups and communities.
3. To help students identify, plan and implement social work interventions throughthe applicationofthemethodsofsocialworkandtoassesstheirimpactondifferent clientsystemsinvarious fieldsettings.
4. To help students appreciate the role of the social work profession in empoweringindividuals,groupsandcommunitiesandinfacilitatingsocialchange,ensuringhuman rights andsocialjustice.
5. Tohelpstudentsdevelopskillsandappropriatepersonalityqualitiesrequiredforprofessionalsocial workpractice.
6. Toprovideopportunitiestoacceptchallengesandrespondtothem.
7. Tounderstandthenatureofsocialworkpracticeindifferentspecializations.

# GeneralObjectives of Field Work Placement:

1. Tounderstandtheagencyasasystem–governance,philosophy,objectives,structuresandmanagement of services and programs.
2. Todeveloptheabilitytoinvolvetheclientsystemintheproblemsolvingprocess,utilizingskillsfrom socialworkinterventions,including research.
3. Toenabletoacquisitionofknowledgeandpracticeskillsrelatedtosocialworkmethods at theindividual,group andcommunity level indifferent fields.
4. Todevelopdocumentationskills.
5. Todevelopskillsinidentifyingandutilizingcommunityresources,bothatthegovernmentandprivate levels.
6. Todeveloptheabilityto workasateam.
7. Toreinforcethebeliefintheinherentstrengthofthepeopletomeettheirneedsandresolvetheir problems.
8. Toenabletomakeconsciousapplicationofprofessionalvalues,ethicsandprinciples.
9. Todevelopanunderstandingandskillsinworkingwithprofessionals(Medicine,Law,accountancyetc.).

# Whileworkingwiththeagencyofplacement, thestudentsshould

1. Develop beginning perceptions about agency functioning and identify congruenceor gaps between organizational stances or programs and clients’ service needs(e.g., restrictive intake policies, inadequate office hours, poor referral systems forresources).
2. Initiate learning about how outside regulations, organizations and fundingeffect the deliveryofservices.
3. Show thebeginningabilitytoidentifyproblems or issuesinorganizationalterms.
4. Demonstrate initiative and involvement in efforts to influence agency processesonbehalfoftheclient'sneeds(e.g.,atleast,bringingthesituationtotheattentionofsomeonewhomaybereceptiveandable tobeinfluential).
5. Develop the beginning confidence to participate and contribute to team effort, e.g.,represent your own discipline, develop some credibility, present own thinking and bereceptiveto others'ideas.

# WorkingwithIndividuals:

Each student should get exposed to the practice of social case work with the guidanceofthesupervisorsand submitthe recordof eachsession.

# WorkingwithGroups:

EachstudentshouldgetexposedtothepracticeofSocialGroupWorkwiththeguidance ofthesupervisorsand submit thecaserecords.

# CommunityOrganization:

Eachstudentshouldorganizeacommunityorganizationinhis or herfieldworkagency.

# Important instructions

* The report shall be handwritten neatly and legibly only with a blue / black ball pen.
* Field work duration is 25 days of 8 hours a day.
* All 25 visits made by the trainee shall be certified by the agency Supervisor
* After 25 visits, a consolidated report shall be written.
* Thestudentsshalldoatleasttwocasework,onegroupworkandonecommunityorganization activity.
* ThereportshallbesignedwiththesealoftheNGOoragencywherethestudenthasundergone fieldworkplacement and submitted to the Director, SDE.
* Thestudentsareevaluatedonthebasisofthereportsubmittedthroughaviva-voceexamination. ( External and Internal Examiner)

# SEMESTER -III

**SWP03 - Social Work Practicum-III**

**Field Work Placement**

Thethirdsemesterfieldworkplacementisrelatedtothechosenfieldsofspecializationofthestudents. The field work will fulfil the following objectives:

1. To be exposed to social realities related to the fields of specialization.
2. Todevelopacriticalunderstandingoftheneedsofpeopleandtheirconcernsintheirfieldwork setting.
3. To understand and critique structural and systemic factors that influence service users
4. To undertake social work interventions in the field of specialization
5. To imbibe the ethics and values of the Social Work profession in their fields of specialization.

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| **OBJECTIVES** | **TASKS** |
| To understand the agency its philosophy and goalsTo analyze the agency's structure, functioning andnetworkingstrategiesattheinternationalandnational level | Toprepareacompletedocumentontheagency,convening specific details on* The agency profile
* Its objectives and area of work
* Administrative hierarchy
* Stuffing pattern and funding pattern
* National/International networking pattern
* Activities implementation strategy
* Monitoring and Evaluation pattern
 |
| To study the families and their problems. | A Family study report needs to be submitted Visitingten families and identifying at least two families fordetailed family analysis |
| Tostudythegroupsinexistenceandinitiatestepsto identify and form one or two groups | Toformatleastonegroup(YouthGroup,WomenGroup, Children Group, Men Group etc.) |

To develop a community profile with specific details on

Toidentifytheagency'sgeographicalareasof

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| interventionTo draw up a community profileToanalyzetheproblemsofcommunitiesthrough"Need Based Assessment Strategies" | * Socio-Demographic characteristics
* Power structure and Community Resources
* Toanalyzetheproblemsofcommunitiesthrough"Need Based Assessment Strategies"
* Leadership pattern
* Groups in existence
* (Women's Group,Children's Group etc.)
* Health status and
* Problems of Communities etc.
 |
| Tounderstandandapplydifferentmodelsofworking with individuals in different settings anddevelopaneclecticapproachtoworkingwithindividualsTo integrate theory into practice | To handle Social Work Practice with at least five clients |
| Tounderstandthesignificanceofthegrouponindividuals | ToworkwithtwoTreatmentandTaskgroupsusingadequate Group Intervention strategies |
| Todevelopthe necessaryskillstoapplyGroupWork intervention as a method of interventionTogainknowledgeandunderstandthescopeofthis method in various settings | Nature of Groups:* Educational Group
* Growth Group
* Remedial Group
* Socialization Group
* Committees

Focus Group: Women, Youth, Adolescent Girls,children, Men, Potential Leaders, Youth Leaders etc |
| Toexposestudentstoproblemsituationsandenable them to identify solutions.Toequipthestudentswithskillsinproblemidentification.Toenablethemtonetworkwithandmobilizecommunity resources.To implement change processes with thecommunity's participation. | Identifying a community problem or problems.Identifying resources and methods to solve theproblems.Consciouslyimplementingprofessionalapproachesandskills in community problems solving.Identifyingmajordiseasesandhealthneedsinthecommunity. |

# Important instructions

* + The report shall be handwritten neatly and legibly only with blue / black ball pen.
	+ Field work duration is 25 days of 8 hours a day
	+ All 25 visits made by the trainee shall be certified by the agency Supervisor.
	+ After 25 visits, a consolidated report shall be written.
	+ Thestudentsshalldoatleasttwocasework,onegroupworkandonecommunityorganization activity.
	+ ThereportshallbesignedwiththesealoftheNGOoragencywherethestudenthasundergone fieldwork placement and submitted to the Director, SDE.
	+ Thestudentsareevaluatedonthebasisofthereportsubmittedthroughaviva-voceexamination. (External and Internal Examiners).

# SEMESTER –IV

**SWP04 - Social Work Practicum-IV**

**Field Work Placement**

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

FIELD WORK GUIDELINES ACCORDING TO SPECIALIZATIONSPECIALIZATION I - HUMAN RESOURCE MANAGEMENT

1. History and administrative set up of the organization.
2. Plant visit.
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 disputes (strikes, lock outs, layoffs, retrenchments, closures, terminations etc.)
13. Dispute solving machinery (mediation, arbitration, conciliation and adjudication)
14. Grievance handling procedures.
15. Disciplinary Procedure of the organization.
16. Various settlements (wage, work load, bonus).
17. Activities of different committees (canteen works etc.).
18. Human resource planning, recruitment and selection processes, induction and orientation.
19. Training and development programs of the organization.
20. Promoting and transfer, VRS option, separations.
21. Performance management, career planning and development.
22. Compensation management (wage and salary administration).
23. Organizational intervention programs.
24. TQM and ISO certification.
25. HR policies and corporate social responsibility.26 Roles of HR managers.

27 Employee counseling.

1. Presence and development of special groups in the organization-women, disabled etc.
2. Documenting the good practices of the agency.
3. HR audit types and processes.
4. Role of social worker in the workplace.

**SPECIALIZATION II-MEDICAL AND PSYCHIATRIC SOCIAL WORK**

1. Understand the agency- its functions, activities, services rendered.
2. Gain knowledge on 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 to the needs of the clients.
5. Gain an understanding of the allied services offered to the clients and their families.
6. Understand and work in multi-disciplinary teams.
7. Work in community health settings/Counseling/ crisis intervention.
8. Get oriented to the legislations pertaining to the field of Practice of Case Work (a minimum offive cases) be actively involved in history taking, home visits, assessment, intervention, referralsand follow up activities.
9. Practice of Case Work/Group Work.
10. Practice of community organization.
11. PracticeSocialWelfareAdministration-gainknowledgeabouttheadministrativeresponsibilities 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 whenever required.
14. CSR.
15. Collaborate with the agency personnel in building public relations.

**SPECIALIZATION III- COMMUNITY DEVELOPMENT**

1. History and administrative set up of the organization, Board, Vision, Aims
2. Project area visit
3. Project activities
4. Discuss interests, goals, and potential fieldwork placements
5. Practicing the social case work, social group work and community organization method
6. Project formulation
7. Project Execution, monitoring and evaluation
8. Rapport with the target group
9. Human service organization strategies in project implementations
10. Resource mobilization/fund rising
11. Social auditing
12. PRA Participatory Rural Appraisal
13. Networking and advocacy
14. Designing and implementing community interventions
15. Social action, lobbying and awareness generation
16. Designing and implementing income generation or livelihood programs
17. Revitalizing and conserving local traditions
18. Manpower planning, Recruitment and Selection Process, Refresher & Orientation training
19. In service Training and Development programs of the organization
20. Role of Community Social Workers/Community Development Workers

# Important instructions

* + The report shall be handwritten neatly and legibly only with blue / black ball pen.
	+ Field work duration is 25 days of 8 hours a day
	+ All 25 visits made by the trainee shall be certified by the agency Supervisor.
	+ After 25 visits, a consolidated report shall be written.
	+ Thestudentsshalldoatleasttwocasework,onegroupworkandonecommunityorganization activity.
	+ ThereportshallbesignedwiththesealoftheNGOoragencywherethestudenthasundergone fieldwork placement and submitted to the Director, SDE.
	+ Thestudentsareevaluatedonthebasisofthereportsubmittedthroughaviva-voceexamination. (External and Internal Examiners).

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FirstSemester

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| **CourseCode** | **INTRODUCTIONTO SOCIAL WORK** | **CORE** |
| **Pre-requisite** | **BasicunderstandingaboutSocialWork****and SocialService** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. EnablethestudentstolearntheimportanceofSocialWorkmethodsandtechniques.
2. Developtheoreticalknowledgebyteachingtheimportanceoffieldworkandidentifyingsolutionto various social problems.
3. Facilitatethestudentstolearnvarious principles, philosophyandmodels ofSocialWork.
4. Assist the students to equip knowledge on various fields of Social Work and Social Work atInternationallevel.
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessfulcompletionofthecourse, studentswill beable to: |
| 1.UnderstandtheconceptsandbasicsofSocialWork |
| 2.Enrichtheir knowledgeabout principlesandScopeof SocialWork |
| 3.EnhancetheknowledgeaboutbackgroundofSocial Workand SocialWorkEducationin India |
| 4.Absorbtheprofessionalism inSocial Work |
| 5.GainsKnowledge application ofdifferent methodsandmodelsof SocialWork,Howitmeansto practiceintheprofession. |
| **Unit:1** | **ConceptandRelatedTermsofSocialWork** |
| SocialWork:Definition,Objectives,Philosophy,PrinciplesandScope.ConceptsofSocialWork;Social Service; Social Welfare; Social Reform; SocialSecurityandSocialJustice;IntroductiontotheMethodsofSocialWork;EmergenceofSocialWorkinIndiaandTamilNadu. |
| **Unit:2** | **BackgroundandModelsofSocialWorkProfession** |
| Social Work Profession:Traits, Values, Ethics andGoals; Models ofSocialWork; Welfaremodel,Clinicalmodel,Systemsmodel,Radicalmodel,andDevelopmentalmodel;NationalandInternationalProfessionalOrganizationsinSocialWork:NASW,IASW,IFSW,ISPSWand NAPSWI. |
| **Unit:3** | **SocialWorkProfessionandSocialWorkEducation in India** |
| SocialWorkProfession: Trends in SocialWorkProfession in India;DevelopmentofSocial WorkEducationinIndia;Fieldwork:ImportanceofFieldWorkandSupervision;ProblemsfacedbytheSocialWorkProfession. inIndia;NeedforSocialScienceknowledgeforProfessionalSocialWorkers. |
| **Unit:4** | **Fieldsof SocialWork** |

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| FamilyandChildWelfare,CorrectionalSocialWork,IndustrialSocialWork,MedicalandPsychiatricSocialWork,SchoolSocialWorkandCommunityOrganization,YouthSocialWork,GeriatricSocialWork;SocialWorkwithPersonswithDisabilities:SocialWorkwithLGBT, Migrants,Refugees;DisasterManagementand Displacement;CentralandStateSocialWelfareBoards-Constitutionandtheirfunctions,EnvironmentalSocialWork. |
| **Unit:5** | **InternationalSocialWork** |
| DefinitionandScopeofInternationalSocialwork;IntegratedperspectivesofInternationalSocialWork–GlobalPerspective, HumanRightsPerspective,Ecological Perspective,SocialDevelopmentPerspective;StrengthBasedSocialWork;SpiritualityBasedSocialWork :BasicProgrammesandStrategiesforInternationalSocialWork–Empowerment,Capacity building.Self–helpandself–reliance,EnhancingSocialCohesion,UseofModernTechnology.SustainabledevelopmentGoals. |
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| **TextBook(s)** |
| 1.BanksS,1995,Ethicsand *ValuesinSocialWork*,London,MacmillanPressLtd. |
| 2.Gangrade,K.D,1976,*DimensionsofSocialWork*, NewDelhi,MarwahPublications, |
| 3.Gore,M.S,1965,*Social WorkandSocialWorkEducation*,Mumbai, AsiaPublishingHouse. |
| 4.MishraP.D.1994,*SocialPhilosophyandMethod,*NewDelhi,Inter IndiaPublications. |
| 5.PaulChoudhry,2000, *IntroductiontoSocialWork,* NewDelhi,AtmaRamandSons. |
| 6.SanjayBhattacharya,2008,*IntroductiontoSocialWork*,NewDelhi,Deep&DeepPublicationsPvtLtd. |
| 7.Stroup.HH,1960,*IntroductiontoSocialWork*,New Delhi,EurasisPublishingHouse. |
| **ReferenceBooks** |
| 1.AnandSiroghini,2005, *EncyclopediaofSocialWelfare*,NewDelhi,Dominapublisher. |
| 2.Arjunan.R.&Madhulaa.R,2013,*UGCNET/SETSocialWork*,Coimbatore,ABIPublishers,ISBN978-81-9267-834-4. |
| 3.DavidCox&ManoharPawar,2006,*InternationalSocialWork,Issues,Strategiesand**Programmes,*NewDelhi,SagePublications. |
| 4.Joshi.S.C,2004, *TheHandbookofSocialWork*,NewDelhi,AkanshaPublishingHouse. |
| 5.JainendraKumarJha,2002, *Practiceof SocialWork,* NewDelhi, AnmolPublication. |
| 6.Nair.T.K,1961,*SocialWorkEducationandSocialWorkPracticeinIndia*,NewDelhi,ASSWIPublications. |
| 7.WalterA&Friedlander,1958,ConceptsandMethodsofSocialWork,UK,PrenticeHall. |
| 8.Wadia,A.R.1961,*HistoryandPhilosophyofSocialWorkinIndia*,Mumbai,AlliedPublicationsPvt.Ltd |



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| **CourseCode** | **WORKINGWITHINDIVIDUALS** | **CORE** |
| **Pre-requisite** | **Thestudentshould knowaboutSocial****WorkConceptandMethods** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Gainknowledge abouttheconcept ofSocialCase Work
2. UnderstandtheSocialCaseWorkprocess
3. Learnapproaches/interventioninSocialCaseWork
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.UnderstandvaluesandprinciplesofWorkingwithIndividuals. |
| 2. Applythe knowledgeofSocial CaseWork tosolve theproblems of individuals |
| 3.Identifythe various situationsand settings wherethemethods couldbe used inthecontextof socialrealitiesof thecountry. |
| 4.Developappropriateskills andattitudes towork withindividuals. |
| 5.Createtheabilitytocriticallyanalyzeproblem ofindividuals and factorsaffectingthem. |
| **Unit:1** | **Fundamentalsof SocialCaseWork** |
| Social Case Work: Meaning, Definition and Objectives, Nature and Scope, its importance andrelationship with other methods of Social Work; Historical Development of Social Case Work inWest and India; Principles of Case Work; Components of Social Case Work: the Person, theProblem, the Place and the Process; Client-Case Worker relationship and the use of Professionalself;TransferenceandCounterTransference,Empathy,GenuinenessandSelf-disclosure,Non-possessivewarmthandResistance. |
| **Unit:2** | **Processof SocialCaseWork** |
| Social Case Work Process: Initial contact, Case study, Analysis and Assessment, Diagnosis andTreatment, Termination, Follow-up and Referral; Tools and Techniques of Social Case Work:Interview,Observation,HomevisitsandCollateralcontacts;SocialCaseWorkintervention:Directandindirectmulti –dimensionalintervention. |
| **Unit:3** | **Approaches/Interventionsin SocialCaseWork** |
| PsychosocialApproach, FunctionalApproach,ProblemSolvingModel,BehaviorModification,FamilyCentered Approach,ClientCenteredtherapy,CrisisinterventionandFamilyTherapy.Psychotherapy,Counselingand SocialCaseWork-similaritiesand differences;Social CaseWorkRecording:Need,Structure&contentofCaseWorkrecordsandTypesof Recording. |
| **Unit:4** | **ApplicationofSocialCaseWork** |
| SocialCaseWorkindifferentsettings:FamilyandChildWelfare,School,Industries,De-addiction, Community, Medical and Psychiatric institutions. Correctional settings: Care of agedandinfosterhome;DevelopmentofProfessional-self.RoleofSocialCaseWorkerasanEnabler,Facilitator,Guide andResourceMobilizerinvarioussettings. |





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| **Unit:5** | **RecentDevelopmentsinSocialCaseWork** |
| ProblemsandlimitationsofSocialCaseWorkpracticeinIndia;SkillsofSocialCaseWorker;Impact of Social, Culturalfactors onindividual andfamilies; PracticeandResearchin SocialCaseWork;Useofsinglecaseevaluationand EthnographyasResearch methodsin Social CaseWork. |
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| **TextBook(s)** |
| 1.Upadhyay,R.K,2003SocialCasework:A TherapeuticApproach,RawatPublications,India. |
| 2.Hamilton,G.,2013‗TheoryandPracticeofSocialCaseWork,RawatPublications,India. |
| 3.Perlman,H.H.,2011, SocialCaseWork-AProblem SolvingProcess, RawatPublications |
| 4.Healy,K.2012,SocialWork Methodsand Skills,PalgraveMacMillan |
| 5.Misra.P.D.1994, SocialWork PhilosophyandMethods,Inter-India Publications,NewDelhi |
| **ReferenceBooks** |
| 1.MisraP.D.,BeenaMisra,2004,SocialWorkProfessioninIndia,NewRoyalbookCom.Lacknow. |
| 2.SanjayBhattacharya,2008,‗SocialWorkinterventionandmanagement‘,Deep&Deeppublication(p)Ltd |



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| **CourseCode** | **PSYCHOLOGY FOR SOCIAL WORKPRACTICE** | **CORE** |
| **Pre-requisite** | **Understandingonthebasicsof Psychology** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Gainbasicinsightonhumanbehaviorandlifestages
2. Inculcateknowledgeonthetheoriesofpersonalityand itsinfluenceonhuman behavior
3. Facilitateto applytheoryintopracticein thefieldofSocial Work
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessfulcompletion ofthe course,studentwill beable to: |
| 1.Developan understandingontherelevanceof Psychologyin Social WorkPractice |
| 2.Understandthe PsychologyofHuman Behavior |
| 3.Valuehumanbeings and theiremotions |
| 4.Identifythe scope and roleof socialworkers withvarious sectorsofpeopleinhealth practice |
| 5. Applypsychological theories inproblem solving |
| **Unit:1** | **INTRODUCTIONTOPSYCHOLOGY** |
| Psychology: Meaning, Definition, Nature and Scope, Fields and Methods, Concept of humanbehavior, Schools of Psychology. Relevance of Psychology for Social Work Profession. Humangrowth and Development: Concept, Nature and Importance; Physical and Psychological aspects ofvariousstages ofHuman growthand Development: Infancy, Babyhood,Earlyand Latechildhood,Adolescence,EarlyandMiddleAdulthoodandOldage. |
| **Unit:2** | **PERSONALITY** |
| Personality: Definition-Nature-Theories of Personality - Psychoanalysis, Behavioral, Cognitiveand Humanistic theories of Personality; Factors influencing Personality Development-HeredityandEnvironment. |
| **Unit:3** | **PERCEPTION,INTELLIGENCEANDEMOTIONS** |
| Perception:ConceptandNature,Types,ErrorsinPerception,FactorsinflouncingPerception;Memory&Intelligence:Concept,TheoriesandAssessment,Emotions:DevelopmentofEmotions- IndividualandGroupEmotions. |
| **Unit:4** | **LEARNING,MOTIVATIONANDATTITUDES** |
| Learning:Concept,Types,Theories;Motivation:ConceptandNature;TypesofmotivesBasictheoriesofMotivationAttitudes:ofLearningConceptandNature,FormationofAttitudes,StereotypesandPrejudice, Adjustment. |

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| **Unit:5** | **ABNORMALPSYCHOLOGY** |
| Abnormality: Basic Concept: Normality vs. Abnormality, Mental Illness and Mental Health –Characteristics of mentally healthy individual- classification of mental illnesses (ICD -10 andDSMV)Stress:Meaning,CausesandEffects,Coping,Conflict–Meaning&Types.PsychologicalInterventionwithindividualsandgroups-RoleofSocialWorkersinpromotingMentalHealth. |
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| **TextBook(s)** |
| 1.Ahuja,N.(2011).Ashorttextbookofpsychiatry.NewDelhi,India:Jaypee BrothersMedical. |
| 2.Clifford,MorganandKing,Richard.(2017).IntroductiontoPsychology,NewYork:McGrawHillInc. |
| 3.Hurlock,Elizabeth.(1976).PersonalityDevelopment,NewDelhi:TataMcGraw HillPublishingCo. Ltd |
| 4.Mangal,S.K.(2020).GeneralPsychology,New Delhi:SterlingPublisherPvt. Ltd. |
| 5.Mangal,S.K.(2020).AbnormallPsychology,NewDelhi:SterlingPublisherPvt.Ltd. |
| **ReferenceBooks** |
| 1.Kuppuswamy.(1980).Anintroductiontosocialpsychology. Bombay:MediaPromotersandPublishersPvt Ltd |
| 2.Nicolson,P.&Rowan,B.(1984).AppliedPsychologyforSocialWorkers.PalgraveMacmillanUK |
| 3. The ICD-10 Classification of Mental and Behavioral Disorders. (2007).WHO,Geneva.A.I.T.B.S.Publishers.NewDelhi. |

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| **CourseCode** | **SOCIOLOGY FOR SOCIAL WORKPRACTICE** | **CORE** |
| **Pre-requisite** | **UnderstandingaboutIndianSociety** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Tohelpthestudents acquireknowledge aboutIndianSociety
2. ToExposethestudents regardingthe cultureof ournation andlearn aboutvarious socialinstitutionsthat exist in ourcountry
3. ToLearnabouttheSocialproblemsthatareprevalentinoursocietyandvariousagenciesofsocialcontrol
4. Toprovide thestudentswith astrongconceptual groundingthat helpsin layingastrong

foundationforSocialWorkpractice. |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Learn aboutIndianSociety,Communities andrelevanceofSociologyknowledge forSocial Work |
| 2.Understandthe conceptsSocialization,SocialControlandSocialgroups |
| 3.Gainknowledge aboutIndianCulture |
| 4.LearnaboutvariousInstitutionslikeFamilyandMarriage |
| 5.AcquireknowledgeaboutSocialstratification, SocialChange,SocialProblems andapplysuitableSocialWork methodstoaddress theissues |
| **Unit:1** | **BasicConceptsInSociology** |
| Society:Concept,Characteristics,StructureandFunctionsofSociety,Relationshipbetweenindividual and Society; Community: Concept, Definition and Characteristics of Rural, Urban andTribalCommunities;Institution;Association;SocialProcess;DemographicCharacteristicsofIndianSociety;RelevanceofSociologyforSocialWorkProfession. |
| **Unit:2** | **Socialization,SocialControlandSocialGroups** |
| Socialization:Concept,ImportanceandFunctions;AgenciesofSocialization;Socialcontrol:Meaning,MechanismsofSocialcontrol;Agencies:Formalandinformal;Culture:Concept;Influenceonindividuals;Culturalchange;CulturalLag:Civilization;SocialGroups:Concept,Definition,CharacteristicsandClassificationofSocialgroups.SocialNetworking:WhatsApp,FaceBook.SanskritizationandWesternization. |
| **Unit:3** | **MarriageandFamilySystem** |
| Marriage:Functions,Forms,Changesinmatechoiceandceremonies;FamilysysteminIndia:Functions,Forms,andContemporarychanges,Conflict,BreakdownandAdjustmentsinIndianfamily,Recent trendsin familyrelationships(gay,lesbians, dating,livingrelationship) |
| **Unit:4** | **SocialStratification andSocialChange** |
| SocialStratification:DefinitionandCharacteristics;CasteandClass;Castesystem:TraditionalVarnasystem;TheoriesontheOriginandDevelopment;ModerntrendsofCasteSysteminIndia. |

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| Socialchange:Concept, DefinitionandFactorsleadingtoSocialchange. |
| **Unit:5** | **SocialIssuesandProblems** |
| Concept, Definition, Nature and Extent of social problems and issues in India; Poverty, Delinquency,Substance abuse, Alcoholism, Illiteracy, Terrorism and Crime, Suicide, Corruption , Problems of theaged,Problemsof the Disabled,Cyber-crime,IssuesrelatedtoWomenandChildren,EnvironmentalPollutionandDegradation, LGBTRights. |
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| **TextBook(s)** |
| 1.C.N.ShankarRao,SociologyofIndianSociety,New Delhi,ChandPublications, |
| 2.VidhyaBhushan andD.R.Sachdeva,AnIntroductiontoSociology,Allahabad,KitabMahal |
| 3.D.C.Bhattacharya,Sociology,Kolkata,Vijoya PublishingHouse. |
| **ReferenceBooks** |
| 1.RamAhuja1997SocialProblemsinIndia.Jaipur,RawatPublications. |
| 2.Madan,G.R.1982IndianSocialProblems.NewDelhi:AlliedPublishers |
| 3.Ghurye.G.S.,Caste,ClassandOccupation,Bombay, PopularPrakashan |
| 4.ElliotandMerril,1980SocietyandCulture.PrincetonHallInc |
| 5.Kapadia,K.M.,1966Marriage and FamilyinIndia.New Delhi,OxfordUniversityPress |
| 6.Maclver, R. M. and Page, Society: An Introductory Analysis.London,MacMillanO.C.H.1985 |
| 7.Jayaram,N.1988. *IntroductorySociology*.Madras:Macmillan India |
| 8.Srinivas,M.N.1966SocialchangeinModern India.Bombay,AlliedPublishers |
| 9.D.N.Majumdarand T.N.Madan,AnintroductiontoSocial Anthropology, Noida,MayoorPaperbacks |
| 10.IanRobertson,1980Sociology.NewDelhi:WorthPublishersInc. |
| 11.Merton,R.K.1957.*SocialTheoryandSocialstructure*.London:FreePress |
| 12.Bottomore,T.B.1972.*Sociology:Aguide toproblemsand literature*.Bombay:GeorgeAllenandUnwin(India) |
| 13.Harlambos,M. 1998.*Sociology:Themes andPerspectives*. NewDelhi:Oxford UniversityPress |
| 14.Inkeles,Alex 1964.*WhatisSociology?AnIntroductiontotheDisciplineand**Profession*NewDelhi:PrenticeHall |

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| **CourseCode** | **SOCIAL WORK PRACTICUM –IAGENCYEXPOSURE,LOCALCOMMUNITYCAMP,GROUPPROJECTS&VIVA-VOCE** | **CORE** |  |
| **Pre-requisite** | BasicUnderstandingaboutSocialWorkProfession |  |
| **CourseObjectives:**1. Thecourseaims atfacilitatingthe studentstounderstandvariousfieldsof SocialWorkthroughdifferentsocial welfare agencies
2. Thecoursehelps thestudents toassess the applicabilityofSocialWork techniques in thefield workagencies
3. Thestudents learn towork in teams andlearn theimplementation ofaprogrammebyco-ordinatingwithvarious stakeholders
4. Thestudentswill learnthefunctioningofan Government/Non-GovernmentOrganization.
5. Thestudents willbe exposedtothecommunityandwill learn towork atgrass root levels
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| **CourseOutcomes:**Onsuccessfulcompletion ofthis coursethe studentswill beableto :1. Understand the Nature of setting/agency its objectives, services, programmes, structure, and generalenvironment.
2. Analyse the regional social system, the approaches, and the strategies/ interventions used by thegovernmentand non–government organizations
3. Developthecapacitytocritiquetheinterventionsofboththevoluntary organizationsandthegovernmentagencies in relation to thespecificgroup.
4. Acquire skills in planning, organizing, implementing through the camp for example: Conscious useoftime,communicationskills,teamspirit,handlingrelationships.Conflictsanddifferencesofopinion,decisionmaking,evaluation,appreciation,sharing ofresources,tasks,coping skillsinproblemsituations, cooperationand coordination.
5. Gainexperienceininterpersonalrelationships,senseoforganization,managementandtakingon

responsibility |  |  |
|  | **Unit** | **CourseContents** |  |
|  | The first semester fieldwork comprises of three components namely Social WorkrelatedAgencyExposure,VirtualGroupprojectsand LocalAreaCamps**AgencyExposure:*** Ten Social Work related agency exposures willbe arranged online forthe I MSW students. The various Agencies functioning will be explainedtothestudents.ThescopeandRoleofSocialWorkerswillbehighlighted.
* Soon afterthecompletionofAgency exposure ,anonline studentworkshopOn ― Orientation to fields of social work will be conducted tosharetheagencyexposureexperiencesand learning.
* Studentshouldsubmitareporttotheconcernedfaculty
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|  | supervisor.**LocalCommunityCamp:*** In the First semester students should attend 9days Local Community camp.Expected learning during local area camp should be with the followingaspects:
* Campfor9 days is compulsoryfor the IMSWin their locality
* Micro–planning activity and Virtual Participatory Rural/Urban Appraisal(PRA)activityshall be thepartofLocal Communitycamp.
* Studentsshouldprepareadetailedcampreportandsubmitittotheirrespectivefacultysupervisor.

**GroupProject:*** Thestudentswillbedividedinto smallgroups.
* Eachgrouphastoselectany socialissuefortheirprojectandhastoorganize seminar/Campaign/awarenessprogram through visual media andthe like.
* The group has to mobilize the resources and to execute the event/programwiththeguidanceof the facultysupervisor.
* Aftercompletionoftheprograms/activities,thegrouphastosubmitadetailedreportto thedepartment.
* The students will be evaluated on the basis of the record submitted inrelationto observation visits andgroupprojectsbyaviva-voceexamination
 |  |
| **Focusof thecourse:SkillDevelopment** |
| e-Resource/e-ContentURL: <http://vidyamitra.inflibnet.ac.in/index.php/search> |
| CourseDesigner:Dr.R.BaskarBoSChairman:Dr.F.X.LovelinaLittle FlowerAssistantProfessor Professor&Head**DepartmentofSocialWork,BharathiarUniversity** |

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SecondSemester

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| **CourseCode** | **WORKINGWITHGROUPS** | **CORE** |
| **Pre-requisite** | **TheStudentshouldknowaboutSocial****Work ConceptandMethods** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Enrichtheknowledgeabout theconcept ofSocialGroupWork
2. Familiarizethegroupworkprocess&theories
3. DevelopcompetenciestouseSocialGroupWorkmethodindifferentsettings
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessfulcompletion ofthe course,student willbeable to: |
| 1.Understandvalues andprincipleofworkingwithgroups. |
| 2. Applythe knowledgeofSocial GroupWork to solve theproblems of Groups |
| 3.Identifythevarioussituationsandsettings where group workmethods couldbeused. |
| 4.Developappropriateskillsandattitudesto workwithgroups. |
| 5. Generatetheabilityto criticallyanalyzeproblem ofgroups and factors affectingthem. |
| **Unit:1** | **FundamentalsofSocialGroupWork** |
| SocialGroupWork:Definition,Characteristics,NatureandObjectives,Purpose, ValuesandPrinciplesofSocial Group Work;HistoricaldevelopmentandcurrentapplicationofGroupWorkasamethod;BasicassumptionandPhilosophybehindSocialGroup Work;Psychologicalneedsthat arebeingmetingroups. |
| **Unit:2** | **TheoriesandModelsinSocialGroupWork** |
| ModelsofSocialGroupWork,KnowledgebaseforGroupWork:Psycho-analytictheory,Learning theory, Field theory, Social exchange theory and Systems theory; Group dynamics:Definition,Functionsandbasicassumptions;TypesofGroupWork;CommunicationwithGroups |
| **Unit:3** | **ProcessofSocialGroupWork** |
| Planningstage,Beginningstage,Middlestage,andEndingstage;GroupProcess-Bond,GroupCohesion,Acceptance,Isolation,Rejection,Sub-groupsscapegoats,ConflictandControl;LeadershipDevelopment andTeambuilding; FactorsofGroupformation. |
| **Unit:4** | **TechniquesofSocialGroupWork** |
| Social Group Work Recording: Use of Social Group Work records, Principles and Problems ofGroup Work Recording; Group therapy: Significance of Group therapy, Programme planning anditsprinciplesinSocialGroupWork,UseofPsychodramaandSocio-drama;DifferentTherapeuticapproachesTransactionalanalysis,T-groups,Gestalt,Roleplay,BuzzgroupandBrainstorming. |
| **Unit:5** | **ApplicationofSocialGroupWork** |
| SocialGroupWorkinvarioussettings:Correctional,Hospital,Educational,Industries,OldagehomesandCommunities;UseofSocio-metryforGroupwork;SkillsoftheSocialGroup |

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| Worker;ScopeandLimitationsofGroupWorkindifferentfieldsofSocialWorkinIndia;KnowledgeandskillsofaGroupworker;GroupworkerasanEnabler,Guide,FacilitatorandTherapist. |
| **TextBook(s)** |
| 1.DaveCapuzzi,Douglas R.Gross,MarkD.Stauffer.,2010, IntroductiontoGroupWork,RawatPublication, India |
| 2.SiddiquiH.Y2008GroupWorkTheories andPractice,RawatPublications, Jaipur. |
| 3.CharlesD.Garvin, LorraineM.Gutierrez,Maeda J.Galinsky, 2007,HandbookofSocialWorkwithGroups,RawatPublication,India. |
| 4.VohraS.S.,NishitaRai,2005,GroupThatWorks:TechniquesandInterventions,AneBooks,NewDelhi. |
| 5.UraniaGlassman,2009,GroupWork –Ahumanisticand SkillsBuildingApproach,SagepublicationsLtd,Inida |
| **ReferenceBooks** |
| 1. Brain Sheldon, Geraldine Macdonald, 2010, ―A text book of Social Work‖, RoutledgePublication |
| 2. Sanjeev Sarkar, 2011, ―Direct socialWork PracticeTheoryand Skills‖Yking Books |

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| **CourseCode** | **WORKINGWITHCOMMUNITIESANDSOCIALACTION** | **CORE** |
| **Pre-requisite** | **BasicUnderstandingaboutPrimaryandSecondaryMethodsofSocialWork-CommunityOrganizationandSocialAction****andapplyingthesemethodsinvariousfields.** |
| **CourseObjectives:** |
| * UnderstandingtheconceptsrelatedtoworkingwithCommunitiesandprocessesinvolvedinit.
* TomakestudentsunderstandtheuseandpracticeofCommunityOrganizationinvariousfieldsof Social Work.
* ToprovidetheknowledgeabouttheroleofSocialWorkerinSocialChangeandSocialDevelopment.
* TofamiliarizetheemergingtrendsandexperimentsinCommunityOrganizationandSocialAction
* Tointroducevariousaspectsof SocialActionasaneffectivemethodofSocialWork.
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Recognizethe basic workingprinciplesand methodsof in communityorganizationandsocial actionfor communitydevelopment andwelfare |
| 2.Understandneedsand problemsof variouscommunities andconclude thestrategiesincommunityorganization andsocialaction |
| 3.Implementtheoriesand modelsofcommunityorganizationandsocialactioninproblemsolvingprocess |
| 4.Organizecommunityandresourcesfor achievinggoalsin communitydevelopment |
| 5.Monitorand evaluateprogramsimplemented for communitydevelopmentandwelfarein rural,urban,tribal andindustrialfields |
| 6.Designcommunitybased/native basedmodelsinpeopleparticipation andskilldevelopmentaspects |
| **Unit:1** | **CommunityOrganizationandCommunityDevelopment** |
| Community Organization: Concept, Meaning, Definition, Objectives, Goals, Scope and Philosophy;Historical Developmentof Community Organization; Community Organization as a method ofSocial Work. Community Organization in India, UK and USA; Community Development: Concept,SimilaritiesanddifferencesbetweenCommunityOrganizationandCommunityDevelopment;Models ofCommunityOrganization.. |
| **Unit:2** | **MethodsandPhasesofCommunityOrganization** |
| Methods of Community Organization: Planning, Education, Communication, CommunityParticipation,Collectivedecision-making,LeadershipDevelopment,Resourcemobilization,Communityaction,Promotion,andCo-ordination.PhasesofCommunityOrganization:Study, |

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| Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification, andContinuation. |
| **Unit:3** | **Skills,Qualities,RolesandResponsibilities** |
| SkillsinCommunityOrganization:OrganizingConferences,Committeemeetings,Training,Communication, Consultation, Negotiation, Conflict Resolution, Resource mobilization, and Use ofRelationship,Reporting and documentation; Role ofsocial media in communityorganization;QualitiesofCommunityOrganizer;RolesandResponsibilitiesofCommunityOrganizer. |
| **Unit:4** | **ApplicationandStrategiesofCommunityOrganization** |
| Applicationof CommunityOrganizationindifferentfields:Health,Correctional,Educational,RuralandUrban,Industrial.CommunityWelfareCouncilsandCommunityChest. Strategiesofcommunityorganization: Advocacy,Campaigning,LobbyingandNetworking. |
| **Unit:5** | **SocialAction,Roleof SocialWorkerandModels** |
| 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 ofSocial Worker in Social Action, Enforcement of Social Legislation through Social Action; MajorModels:PauloFreire,SaulAlinsky,MahatmaGandhi,Ambedkar,VinobhaBhave,JayaprakashNarain,NarayanaGuru,CHIPKOMovement,EVRamasamy,NelsonMandela,andAmartyaSen. |
| **TextBook(s)** |
| 1.Christopher and Thomas William, (2006), Community Organisation and Social Action-Concepts,Principles andMethods,Mumbai: HimalayaPublishingHouse |
| 2.ChowdhryPaul,(1976),Introductionto SocialWork, NewDelhi: AtmaRam Publication |
| 3.JainendraKumar Jha,(2002),SocialWork andCommunityDevelopment,New Delhi:ANMOLPublications Pvt.Ltd. |
| 4.Harper. E and Dunham. A., (1987), Community Organization in Action. New York:AssociationPress. |
| 5.VivekRampal,(2009),SocialWorkandCommunityDevelopment,NewDelhi:ALFAPublications |
| **ReferenceBooks** |
| 1. Biklen,Bouglas,P.,(1985),CommunityOrganizing-TheoryandPractice.NewJersey:Prentice.
2. ClaranceKing,(1974),WorkingwithPeopleinCommunityAction–StrategiesofCommunityOrganization:Illinois: Peacock.
3. Friedlander,W.A.,(Ed.),(1977),ConceptsandMethodsofSocialWork,NewDelhi:

PrenticeHallofIndiaPvt. Ltd. |

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| 1. Gangrade,K.D.,(1971) CommunityOrganization inIndia. Bombay:PopularPrakashan.
2. Kramer,Ralph,M.andSpechtHarry,(1975),ReadingsinCommunityOrganizationJersey:Practice.New Prentice-Hall,Inc.
3. Kuppusamy, B.,SocialChangeinIndia.NewDelhi:VikasPublishingHouse(P)Ltd.
4. Kurien.C.T.,(198)1),DynamicsofRuralTransformation.NewDelhi:Orient Longman.
5. Mehta,Sushil,(1992),StudyofRuralSociologyinIndia.NewDelhi:S.ChandCompanyLtd.
6. MissraPDandBeenaMisra,(2004),SocialWork–ProfessioninIndia,Lucknow:NewRoyalBook Company.
7. Siddique,H.Y.(Ed.),(1984),SocialWorkandSocialAction,NewDelhi:Harman

Publications |

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| **CourseCode** | **SOCIAL WORK RESEARCH ANDSTATISTICS** | **CORE** |
| **Pre-requisite** | **Thiscoursepresents the differentmethodologicalaspectsofResearch,andElementaryStatisticsanditsApplicationtoSocial Work Research.** |
| **CourseObjectives:Toenrichthestudents’knowledgeonSocialWorkresearch&Practice.** |
| Themain objectives ofthis courseareto:1. Tofacilitate the students to learn the fundamental of Research Methodology, basic statisticsincludingsamplingsoasto applythem whilecarryingoutResearch inSocialWorkProfession.
2. Todevelopapracticalknowledgeinidentifyingsolutiontoresearchproblem
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthe course,studentwill beableto: |
| 1.Gainbasicconceptsand knowledgeon SocialWorkresearch |
| 2.Understandvariousmethodsandtypesofresearchandstatistics |
| 3.Interpretelementarystatisticsusedinreportingof socialworkresearch. |
| 4.AnalysebasicstatisticsanditsapplicationinSocialWorkresearch. |
| 5.Explainwithstatisticssoftwareanditsapplicationinresearch |
| **Unit:1** | **ConceptofSocialResearchandSocialWorkResearch** |
| Research:ConceptandMeaning;SocialResearch:Concept,Definition,Objectives,Functions,Characteristics, Scope and Limitations; Social Work Research and Social Research; Basicelements inSocialResearch: Concept,Construct, Variable,Hypothesis,Fact,Theory. |
| **Unit:2** | **ResearchProcessandResearchDesigns** |
| Steps in Research Process: Theoretical Framework, Research Designs: Need for Researchdesign,Features of agora research design, Conceptsrelating to Research design; Types of Research designs:Exploratory,Formulate,Descriptive,Diagnostic,Experimental,Evaluative,CaseStudy,ParticipatoryResearchandMixedMethodDesigns. |
| **Unit:3** | **SamplingMethods/Toolsof DataCollection** |
| Sampling:Itsimportance,Purpose;TypesofSampling:ProbabilityandNonprobability,SamplingError;SourcesofData:PrimaryandSecondary;MethodsofDataCollection:Observation,Participantobservation,CasestudyandInterview–NatureandImportance,Typesofinterviews;ToolsofDatacollection:MailedquestionnaireandInterviewschedule;Constructionandqualities;Usesofscalingtechniques,DataandLevelsofMeasurement. |
| **Unit:4** | **Analysisof DataandReportWriting** |

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| Editing, Coding and Tabulation: Need and Importance; Methods of Analysis of data: quantitative andQualitative analysis, Content analysis and Case analysis and Statistical analysis; Use of computer andSPSS,AMOSandRSoftwareindataanalysis;Reportwriting:Purpose,StructureandProcedures,stylesofresearchreportwriting.ResearchProposalWriting,FundingagenciesandPublications. |
| **Unit:5** | **BasicStatisticsanditsApplication inSocialResearch** |
| Editing, Coding and Tabulation: Need and Importance; Methods of Analysis of data: Quantitative andQualitative analysis, Content analysis and Case analysis and Statistical analysis; Use of computer andSPSS, AMOS and R Software in data analysis; Report writing: Purpose, Structure and Procedures,stylesofresearchreportwriting.ResearchProposalWriting,FundingagenciesandPublications. |
| **TextBook(s)** |  |
| 1.AllenRubinandEarlR.Babbie,2010,Research*MethodsforSocial Work*,CengageLearning. |  |
| 2.GoodeWilliam,J.&Paul.K.Hatt,1998,*MethodsinSocialResearch,* New York,McGrawHill. |  |
| 3.KrishnaswamyO.R,2016,Methodology*ofResearchinSocialSciences*,Mumbai,HimalayaPublishingHouse. |  |
| 4.LaldassD.K.,2000,*PracticeofSocialResearch*,NewDelhi,RawatPublications, |  |
| 5.PaneerselvamR,2008,*ResearchMethodology,* NewDelhi,PrenticeHallofIndia, |  |
| **ReferenceBooks** |  |
| 1.BlackJamesA.&ChampionDeanJ,1976,*MethodsandissuesinSocialResearch*,NewYork.,JohnWiley. |  |
| 2.Festinger,L.&Katz.D,1953,*ResearchMethodsinBehavioralSciences*;theDydenPress,NewYork. |  |
| 1. GoodW.J.,andH.K.Hatt,1952,*MethodsinSocialResearch*,Tokyo,McGrawHill,
2. GuptaS.P.,StatisticalMethods.
 |  |
| 5.GideonSjoberg,1992,A*Methodologyfor SocialResearch*,JaipurandNewDelhi,RawatRogerNettPublications. |  |
| 6.McMillan,Wayne,Statistical*MethodsforSocial Research*,NewYork,RobertMcGraw.Hill, |  |
| 7. RamAhuja,2001,*ResearchMethods*,NewDelhi,RawatPublications. |  |
| 8.Ramachandran,P.1990,*IssuesinSocialResearchinIndia*,Mumbai,TISSPublications |  |
| 9.Sharma,R.A.,2000*EssentialsofScientificBehavioralResearch*,Meerut,SuryaPublications, |  |

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| **CourseCode** | **LABOURLEGISLATIONS** | **ELECTIVE** |
| **Pre-requisite** | BasicknowledgeonIndustryandIndustrialLabour |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. ToUnderstandtheFundamentalsoflabourLegislation
2. Tolearnaboutthe workingconditionsand safetyinIndustries
3. Tolearnaboutthehealth,hygieneandOccupationalhazardsinIndustries
4. Theacquireknowledgeon StatutorySocial Securitymeasuresavailable for an Employee
5. Tolearnaboutthelegislationspertainingtowages
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Undertaketheprocessof registrationundervariouslegislationslike FactoriesAct, ESIAct etc., |
| 2.Implementthe safetyandworking conditionsas prescribedbythe legislations |
| 3.Calculateand providewages, bonusas perthe statutory Guidelines |
| 4.ImplementstatutorywelfaremeasuresfortheEmployeesasprescribedby thelegislations |
| 5.Knowtherights,responsibilitiesandprivilegesof anEmployerand Employee |
| **Unit:1** | **LabourLegislation** |
| AnIntroductiontoLabourLegislation:Concept,Meaning,ObjectivesandImportance;NCLrecommendations; Review of Labour Administration in India-ILO and its influence on Indianlabourlegislations.TheApprenticesAct1961,TheContractLabour(RegulationandAbolition)Act1970,TheTamilnaduIndustrialEstablishmentNationalandFestivalHolidaysAct1958. |
| **Unit:2** | **LegislationprovisionsRelatingtoWorkingandSafety ConditionsI** |
| TheFactoriesAct1948,TheShopsandEstablishmentsAct1947,TheInter-StateMigrantWorkmen(RegulationOfEmploymentAndConditionsOfService)Act,1979.Tamil NaduManualWorkers(RegulationofEmploymentandConditionsofWork)Act,1982. |
| **Unit:3** | **LegislationsRelatingtoWorkingandSafetyConditionsII** |
| TheCateringEstablishmentAct1958,TheTamilnaduLabourWelfareFundAct1972,PlantationsLabourAct1951. |
| **Unit:4** | **LegislationsRelatingtoWages** |
| ThePaymentofWagesAct1936,TheMinimumWagesAct1948,TheEqualRemunerationAct1971,ThePaymentofBonusAct1965.CodeonWages. |
| **Unit:5** | **LegislationsRelatingtoSocialSecurityofEmployees** |
| TheWorkmenCompensationAct1923,TheEmployeesStateInsuranceAct1948,The |

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| EmployeesProvidentFundAct1952,TheEmployees‘PensionScheme1995,ThePaymentofGratuityAct1972,TheTamilnaduConfermentofPermanentStatusofWorkmenAct1981,MaternityBenefitAct 1961. |
| **TextBook(s)** |
| 1.Kapoor,N.D.,2000ElementsofIndustrialLaw.NewDelhi:SultanChandandSons. |
| 2.B.R.Seth,IndianLabourLaws,NewDelhi,All IndiaManagementAssociation |
| 3.V.KubendranandKKodeeswari,IndustrialRelationsand Labour Laws,Mumbai,Himalaya PublishingHouse |
| **ReferenceBooks** |
| 1.ArunMonappa,RanjeetNambudiri,PatturajaSelvaraj,2012,McGrawHillEducation |
| 2.Deepak Bhatnagar,1986 LabourandIndustrial Laws.NewDelhi:PioneerBooks |
| 3.KannanandSowriRajan,1996IndustrialandLabourLaws.NewDelhi:TaxmanAlliedServices |
| 4.Misra,S.N.,1986LabourandIndustrialLaws.NewDelhi:Allahabad:LawAgency |
| 5.Subramanian,V.,2002.FactoryLawsApplicableinTamilnadu.VolumeI,II,III,IVandV.Chennai:MadrasBookAgency |
| 6.Tripathi,P.C.,andGupta,C.B.,IndustrialRelationsandLabourLaws.NewDelhi:SultanChand&Sons |

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| **CourseCode** | **MENTALHEALTH** | **ELECTIVE** |
| **Pre-requisite** | **BasicUnderstandingonAbnormalpsychology** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Gainbasicinsighton the evolutionofPsychiatryandmentalhealth
2. Developin-depthunderstandingon the classificationandAssessment inPsychiatry
3. Inculcateknowledgeon mentaldisorders
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.UnderstandthemagnitudeofMental Healthproblems |
| 2.CollectCaseHistoryandconductPsychiatricInterview |
| 3.AssessMental StatusExamination |
| 4. Identifyvarious mental disorders |
| 5.Supportpersonswithmentaldisordersand promotementalhealth |
| **Unit:1** | **INTRODUCTIONTOPSYCHIATRY** |
| Concept of Mental Health: Characteristics ofMentally healthyindividual l:Magnitude of mentalHealthproblemsinIndia-Changingtrendsinmentalhealth.Psychiatry:Definition,HistoricalDevelopment and Growth of Psychiatry. Signs and Symptoms of Disorders: Perception, Thought,Speech,Memory,EmotionandAssessmentinPsychiatry:PsychiatricInterview,CaseHistorytaking;MentalStatusExamination;ClassificationinPsychiatry(ICD10,DSMV). |
| **Unit:2** | **NEUROTIC,STRESS-RELATEDANDSOMATOFORM DISORDERS** |
| Aetiology,ClinicalmanifestationandinterventionmodalitiesofNeurotic,Stress-relatedandSomatoformDisorders:Anxietydisorders,Phobicdisorders,Obsessive-Compulsivedisorder,SomatoformDisorders,Post-traumaticstressdisorder,Adjustmentdisorders,Eatingdisorders,Sleepdisorders. |
| **Unit:3** | **ORGANICANDFUNCTIONALPSYCHOSIS** |
| Prevalence,Aetiology,ClinicalManifestationsandTreatmentModalitiesofPsychosis:OrganicPsychosis:Delirium, Dementia, Amnestic syndrome; Functional Psychosis: Schizophrenia, Mooddisorders-Manicepisode,Depressiveepisode,Bipolarmood(affective)disorder,PersonalityDisorders |
| **Unit:4** | **DISORDERSOFPSYCHOACTIVESUBSTANCESAND ADULTPERSONALITY** |
| Psychoactive Substance Use Disorders; Prevalence, Aetiology, Clinical manifestation andInterventionModalitiesofAlcoholismandSubstanceAbuse,Digitaldisorders.SexualDisorders:GenderIdentityDisorders, Paraphilias, Sexual Dysfunctions |
| **Unit:5** | **CHILDHOODDISORDERSANDTRANSCULTURAL PSYCHIATRY** |
| ChildhoodDevelopmentalDisorders:MentalRetardation,-Autism,AttentionDeficitHyperactivity |

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| Disorder(ADHD),DownSyndrome,LearningDisabilities,Epilepsy,AdolescentMentalHealthissues.Trans-culturalPsychiatry:CulturalboundSyndromes |
| **TextBook(s)** |
| 1.Ahuja,N.(2011).Ashorttextbookofpsychiatry. NewDelhi, India:Jaypee BrothersMedical. |
| 2.FrancisPAbraham(2015).SocialWorkinMentalHealth:ContextsandTheoriesforPractice.SAGEPublicationsLtd |
| 3.Mangal,S.K.(2020).Abnormalpsychology. NewDelhi, India:Sterling. |
| 4.Sadock,B.J.,Sadock,V.A.,&Ruiz,P.(2017).KaplanandSadock'sComprehensiveTextbookofPsychiatry. WoltersKluwerHealth. |
| **ReferenceBooks** |
| 1. The ICD-10 Classification of Mental and Behavioral Disorders. (2007).WHO,Geneva.A.I.T.B.S.Publishers.NewDelhi. |
| 2.[Sands](https://www.amazon.com/Roberta-G-Sands/e/B001IO8D6U/ref%3Ddp_byline_cont_book_1),G.R.,&[Gellis](https://www.amazon.com/s/ref%3Ddp_byline_sr_book_2?ie=UTF8&field-author=Zvi%2BD.%2BGellis&text=Zvi%2BD.%2BGellis&sort=relevancerank&search-alias=books),Z.V.(2011).ClinicalSocialWorkPracticeinBehavioralMentalHealth:TowardEvidence-BasedPractice.PearsonPublishers |

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| **CourseCode** | **RURALCOMMUNITYDEVELOPMENT** | **ELECTIVE** |
| **Pre-requisite** | **BasicUnderstandingabout RuralCommunity** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. TofacilitatethestudentstohavebroaderunderstandingaboutvariousaspectsofRuralCommunity
2. Toenrichtheknowledge ofthestudentson rurallocaladministration inIndia
3. Toenablethestudentstoimproveanalyzingskillsoftheruralcommunitydevelopmentprogrammes
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.FacilitationonBasicelements,CharacteristicsandapproachesofRuralCommunityDevelopment |
| 2.Understandthe Originand developmentofRuralCommunityDevelopment |
| 3.ComprehendthePanchayatRajsystemandother administrativeaspectsrelatedtoruraldevelopment |
| 4.ElucidateaboutCommunitydevelopmentadministration |
| 5.Appraisedifferentprograms relatedto RuralCommunityDevelopmentinIndia |
| **Unit:1** | **RURALCOMMUNITYCONCEPTS,APPROACHES ANDPROJECTS** |
| Rural Community: Definition, Meaning, Characteristics of Rural Community; Rurban: Concept andDefinition;RuralDevelopmentApproach:MultipurposeApproach,IntegratedDevelopmentApproach,AreaDevelopmentApproach,MultilevelDistrictplanningApproach,TargetgroupApproach,LivelihoodApproach;India‘sstrategyforRuralDevelopment;RuralCommunityDevelopment:Definition,Meaning,Objectives,ScopeandModels. |
| **Unit:2** | **ORIGINANDDEVELOPMENTOFRURALCOMMUNITY DEVELOPMENT** |
| Origin and development: Rural Community Development in India – origin and background – EarlyExperiments:Sriniketan,Marthandom,andGurgaon–Pilot projects: Etawah project,Nilolkheriexperiment,Firkascheme–RuralCommunitydevelopmentafterindependence:ConstitutionalProvisions–overviewonFive-yearplansandruraldevelopmentin India. |
| **Unit:3** | **PANCHAYATRAJSTRUCTUREANDRURAL ADMINISTRATION** |
| PanchayatRaj:LocalSelfGovernmentinancientIndia:MogulsPeriodandBritishPeriod–Panchayat Raj after independence: Constitutional Provisions, Balwant Roy Metha Committee Report,Ashok Metha Committee Report, Main features of Panchayat Raj legislation (73 rd Amendment),structureofPanchayatrajsystem(TwoTierandThreeTiersystems),FunctionsanddutiesofPanchayat Raj Institution (PRI); Resources and Revenues of Panchayats– Gramasaba: Meaning,Powersand procedures–Challengesfaced bythePRIs. |

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| **Unit:4** | **COMMUNITYDEVELOPMENTADMINISTRATION** |
| Organizational set-up and administration from National to local level –Planning machinery at theNational,StateandDistrictlevel–RoleofPanchayatRajInstitutioninplanning–PlanningbyZillaParishadatDistrictlevel–Planningby PanchayatSamitiatBlocklevel–Planning by GramPanchayatatVillagelevel.EGovernance,FunctionsofBDO/Commissioner,ExtensionofficersatBlocklevel–People‗sparticipation–RoleofNGOsandPRIsinRuralCommunityDevelopment. |
| **Unit:5** | **POSTINDEPENDENTRURALDEVELOPMENT PROGRAMMESANDSCHEMES** |
| SwarnaJayantiGramSwarozgarYojana,PradanManthriGramSadakYojana,SampoornaGrameenRozgarYojana, Rural Water Supply Programme, Rural Sanitation Programme,PradhanMantriAwasYojana,PradhanMantriKaushalVikasYojana,WaterShedDevelopmentProgramme,PradhanMantriGramodayaYojana,MGNREGA,NRLM,PURA,ShyamaPrasadMukherjiRurbanMission(SPMRM),NABARD,THADCO,NIRD,SIRDinRuralDevelopment. |
| **TextBook(s)** |
| 1.Arya.R.P.,2007, Trainingfor SocialWork andRural Development,Mangalam Publishers&Distributors,NewDelhi |
| 2.DasBasanti,2007,GovernmentalprogramsofruralDevelopment,New Delhi:Discovery. |
| 3.DubeyM.K,2000,RuralandurbanDevelopment,NewDelhi,Commonwealth. |
| 4.Ledwith,Margaret(2005), Communitydevelopment:A criticalapproach.ThePolicyPress.2ndedition, 2011 |
| 5.KeshavChandraBhatt,2014,RuraldevelopmentandSocialWork,CentrumPress,NewDelhi |
| 6.Venkataiah.C,2009, NGOsand Ruraldevelopment-Participatoryapproach todevelopment,ArisePublishers&Distributors,NewDelhi |
| **ReferenceBooks** |
| 1.Kulkarani,P.DandNanavatiMehar.D,1997,SocialIssuesinDevelopment,NewDelhi:uppal. |
| 2.GhoshRatna,KumarPramanik,Alok,firstpublished1999,secondedition2007,PanchayatRajsysteminIndia-Historical,ConstitutionalandfinancialAnalysis,KanishkaPublishers&Distributors,NewDelhi |
| 3.Jain,SuresChandra,2005,Indigenousforruraldevelopment |
| 4.Joshi.R.P,Narwari.G.S.,2002,Reprinted2016,PanchayatRajinIndia:EmergingTrendsAcrossthestates,RawatPublications,Jaipur |
| 5.RamAhuja,2009,SociologyInIndia-Concepts,Theories&RecentTrends,RawatPublications |

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| **CourseCode** | **CONCURRENT FIELD WORKPRACTICAL -II** | **CORE** |
| **Pre-requisite** | Thiscourseaimstoplaceeverystudentindifferentagenciestoundergofieldworktrainingtwicein aweek throughoutthesemester |
| **CourseObjectives:**To developcriticalunderstandingoftheneedsof peopleandtheirConcernintheirfieldworksetting. |
| Themain objectives ofthis courseareto:1. Getpracticalexposureandlearningaboutacommunityandtodevelopskillsrequiredforworkingwith the communityand children ithe school
2. Understandthesocial,economic,politicalandcultural statusofthecommunity.
3. VisitandknowaboutthefunctionsandoperationalizationofPanchayatRajinstitutions,SocialWelfareandHealth Systemsinthecommunityand corporation schools.
4. ApplySocial work methods in schools and communityto solve social issue.
5. Toidentifytheneedsoftheulnarablegroup(Women,Children,Oldage,Disabled,Unemployedetc.)andexploremeasuresforsocialwork intervention.
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Enablestudent toget anin-depth understandingofthe workingof anagencyandequipthestudentswith skillsof reportingtheirobservationand developtheart ofwritingnarrativeanddescriptiverecords. |
| 2.Understandandapplysocial workethicalprinciplestoguideprofessional practice |
| 3.Engagediversityand differencein practice. |
| 4. Applythe methods of social work inRural/Tribalcommunity |
| 5. Engagepolicypracticetoadvancesocialandeconomicwell-beingand todeliver effectivesocialworkservices. |
| **CommunitySocialWork** |
| StudentsareplacedinUrban/Rural/Slumcommunitiestounderstanditsnature,structure,dynamics,differences,problemsandchallenges.Theprogrammeaimstofacilitatelearningexperiencethroughvillagevisits,conductinggroupdiscussionsinthecommunityandcaseinterviews.Itprovidesanopportunitytothestudentstoassesstheneedsofthecommunityandcomeupwithsuitablesocialworkintervention.Thefollowingguidelinesand strategies arefollowed in communitySocial Work.* Village/resourcemapping.
* GeneralGroup discussion with thecommunitypeople/ conductingbase-linesurveys.
* ObservationVisitstoPRIoffice,HealthSub-centers,PrimaryHealthCenters(PHC), ICDScenters.
* TotakepartinGramSabha/Villagemeetings,SHGmeetings,PHCmeetings.
 |
| The IMSW students will be placed in various Corporation Schools in thelimitsofCoimbatoreCity CorporationforthepracticeofSchoolSocialWorkforaperiod of 15days. |

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| **TextBook(s)** |
| 1.AshaBajpai,2003, *ChildRights inIndia–Law, Policeand Practice*,NewDelhi:OXFORDUniversityPress. |
| 2.BosePradeep,2006,*ChildCareandChildDevelopment:PsychologicalPerspective*,Jaipur:ABDPublishers. |

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ThirdSemester

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| **CourseCode** | **SOCIALWELFAREADMINISTRATIONANDSOCIAL POLICY** | **CORE** |
| **Pre-requisite** | **BasicUnderstandingregardingtheSocial WelfareAdministrationandPolicy** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. TofacilitatethestudentstolearnvariousaspectsofSocialWelfareAdministration,Socialpolicyand Social legislations.
2. GetknowledgeontheactivitiesofHumanServiceOrganizations
3. Tomeasureforseeking remediesforthe victimsofoppression inthesociety.
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Studentsremember thedefinition andnatureof Administration |
| 2.UnderstandtheConcept,Functions andSkillsofSocial WelfareAdministration,SocialPolicy,SocialPlanning,SocialDevelopmentandSocialLegislations |
| 3.Getknowledgeonthe activitiesofHumanServiceOrganizations |
| 4.Students will applytheirknowledgeon administrationand policyin thefield inhelpingtheneedypeople. |
| 5.FamiliarizeontheadministrativemechanismsinSocialWelfareAdministration |
| 6.Studentswillinitiateto starttheprocedureofregisteringNGOforwelfarepurpose |
| **Unit:1** | **SocialWelfareAdministration** |
| Concept, Nature and Scope - History of Social Welfare Administration in India -Functions ofSocial Welfare Administration - Social Welfare Administration Structure in Central level, StatelevelandDistrictlevel.BasicAdministrationprocesses–POSDCORB-MonitoringandEvaluation. |
| **Unit:2** | **SocialWelfareAdministration–Needs, Principles,Areas** |
| Skills needed in Social Welfare Administration– Principles, Purpose and Problems of SocialWelfareAdministration-AreasofSocialWelfareAdministration:Health,Family,Women,Children, Youth, Aged,SC/ST, Minorities, Persons with Disabilities, Prisoners and PLHIV- RoleofNon-ProfitOrganizationsandInternationalVoluntaryOrganizations(RotaryInternationalandInternationalCouncilforSocialWelfare)inSocialWelfareAdministration. |
| **Unit:3** | **SocialPolicy-PlanningandDevelopment** |
| Social Policy: Definition, Concept, Nature, Scope, Principle, Need and Evolution, Constitutionalbase and Implications, Sources and Instrument of Social policy -- Social Planning and SocialDevelopment: Meaning of Social planning, Community planning and Community participation ---Planning machineries at the State & National levels; Social Welfare Departments – Programme ofCentral Social Welfare Board and State Social Welfare Board–NIPCCD(National Institute ofPublicCooperationandChildDevelopment)--FiveyearplansandSocialdevelopment--Conceptand IndicatorsofSocialchangeandSocialdevelopmentinIndia. |

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| **Unit:4** | **HumanServiceOrganizations** |
| Concept, Meaning, Definition, Features, Non-Governmental Organization, and Types of NGO: ByOrientation,levelsofoperationandfocus–NationalpolicyonVoluntarySector-2007–Organizational structureand characteristics of Human Service Organizations-- Principles andactivitiesofNeedbasedOrganization--ApproachestoOrganizationalmanagement–Bureaucraticmodel--HumanrelationsmodelandSystemtheory. |
| **Unit:5** | **SocialPolicies** |
| SocialPolicyrelatingtoWomen, Children,Youth, Aged,Education,Health andFamilyWelfare---RoleofSocialWorkers in promotingof Social Policies. |
| **TextBook(s)** |
| 1.ShankarPathak2013,Social Policy,SocialWelfare&SocialDevelopment. |
| 2.BatattachariaSanjay2006 SocialWorkadministrationandDevelopment,NewDelhi,Rawat |
| **ReferenceBooks** |
| 1.Sink,M.K. 2015,SocialWelfareAdministrationandSocialPolicy, JBCPublishers &Distributors. |
| 2.PandeyS.K.2007Social welfareAdministration,NewDelhi,Mahaveerandsons |
| 3.RameshwariDevi2001,SocialWelfareAdministration,Jaipur,MangalDeepPublication,Jaipur. |
| 4.ChoudryD.Paul;2000 SocialWelfareAdministration,Luck now,Atmaramandsons |
| 5.Goel.S .L&JainR.K:1998Social WelfareAdministration(Vol.I&II) |
| 6.Choudry.D.Paul1991:Voluntarysocialwelfare inIndia, NewDelhi,sterling. |
| 7.Kulkarni.P.D1978 the CentralSocialWelfare Board,NewDelhi:Asia. |
| 8.Sachdeva:D.R.1978SocialWelfareAdministrationin India, Allahabad,KitabMahal. |
| 9.Friedlander.W.A1958IntroductiontosocialwelfareNewDelhi,Prentice Hall. |
| 10.Kulkarni, P.D. 1952SocialPolicyinIndia,New York:McGraw-Hill BookCompany |

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| **CourseCode** | **COUNSELLINGANDGUIDANCE** | **CORE** |
| **Pre-requisite** | **BasicUnderstandingaboutCounseling** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. HelpthestudentstoacquireimportantconceptsandskillsinCounsellingsoastopracticeeffectivelyin various Social Work settings.
2. Facilitatethestudentsto learnaboutCounsellingTheoriesandTechniquesofCounselling.
3. Makethestudents asaProfessionals incounselling
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Rememberingtheconcepts ofcounselling, Guidance |
| 2.Understandingthe theoreticalfoundation ofcounselling |
| 3.Toknowthe processofCounselling. |
| 4.Enrichingstudents‘knowledgeabouttherapeutic relationshipandassessment |
| 5.Promotingtheapplication oftherapeuticinterventioninthe sociallifeenvironment. |
| 6.ToanalysethenecessityofProfessional SocialWorker in counselingfield. |
| 7.Exploringthe scopeofsocial workcounsellorin dealingtheperson withvariousdisorders |
| **Unit:1** | **CounsellingandGuidanceFoundation** |
| Counselling: Definitions,Goals- EssentialElementsinCounseling-TypesofCounselling–NLP-Various Influences on Counselling - Qualities of an Effective Counselor - Characteristics ofClients:VoluntaryandNon-VoluntaryClients-Guidance:Meaning,ObjectivesandImportance. |
| **Unit:2** | **TheoreticalFoundationsofCounselling** |
| Theoretical Foundations: Psychoanalytic Theory, Psychoanalysis and Transactional Analysis;AdlerianTheory:AdlerianCounseling;HumanisticTheories:ClientCenteredCounseling,ExistentialCounsellingandGestaltTherapy;BehaviouralTheory:BehaviourTherapy;CognitiveTheory:RationalEmotiveBehavioralTherapy(REBT),RealityTherapy(RT)andCognitiveTherapy. |
| **Unit:3** | **CounselingRelationship,ProcessandTechniques** |
| CounsellingRelationship:Regard,Respect,Authenticity,EmpathyandGenuineness -CounsellingProcess:InitiatingCounselling,AttendingSkills:Non-Verbal,InteractingwithClients,Termination,Follow-up-TransferenceandCounter-Transference-CounsellingTechniques:Listening,Responding,Goalsetting, Exploration,SummarizationandAction. |
| **Unit:4** | **CounselinginGroups,andDifferentSettingsGroupsin Counseling:** |
| T-Groups,EncounterGroups,SupportGroups,PsychoEducationalGroupsandPsychoTherapyGroups.Counseling in Special Situations: Marriage, Couple and FamilyCounseling, |

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| SchoolCounselingandGuidance,CareerCounselingwithAdolescents, IndustrialCounseling with Employers and Employees, Alcoholic and De-Addiction Counseling, CrisisandTraumaCounseling-Resilience and Psychological First Aid; SupportiveCounselingwithPLHIV,TBpatients,PWDs,Infertilitycounseling,Sexcounseling,BereavementCounseling,CounselingagainstsuicidalthoughtsandCommunityCounseling. |
| **Unit:5** | **CounselingasaProfession** |
| CounselorasProfessional - EthicalstandardsinCounselling - Research;Relevanceofcounseling as a Social Work Practice - Role of Professional Social Worker in Counseling field -FCCin CounselingProfession-Do‘sandDon‘ts incounseling. |
| **TextBook(s)** |
| 1.Rao,Narayana,(2003)CounsellingandGuidance,TataMcGrawHill,New Delhi.India |
| 2.Rao,Narayana,(2008)CounsellingPsychology, SecondEdition,TataMcGraw Hill,NewDelhi. India |
| 3.SamuelT.Gladding, 2009,Counseling-A ComprehensiveProfession, Sixthedition,PearsonEducation,DorlingKindersleyIndiaPvt.Ltd.NewDelhi–17,India |
| **ReferenceBooks** |
| 1.Egan,Gerard,2006,Theskilledhelper:Aproblemmanagementandopportunity,DevelopmentApproachtohelping,Wadsworthpublishers,Boston,USA |
| 2.Hough&Margaret, 2006,Counsellingskillsandtheory,Hodder Arnoldpublishers, UK |
| 3.Gururani(2005),GuianceandCounselling:Educational,Vocational&CareerPlanning,NewDelhi, AkanshaPublishingHouse |
| 4.Mcleod&John,2003,Introduction toCounselling,Open UniversityPress,UK |
| 5.Palmer,2004Counselling,TheBACCounsellingreader,BritishAssociationforcounseling,Vol.1&2,Sagepublications,NewDelhi, India |
| 6.Sanders,2002first stepsinCounselling,PCCSBooksLtd,UK. |
| 7.Windy,Dryden,2002Handbookof IndividualTherapy,SagePublications, NewDelhi |
| 8.Sharma,RamNath,(2001),CounsellingandGuidance, Surjeeth Publication,NewDelhi. |
| 9.Mearns&Dave,1999,Person-CentredCounsellinginAction,SagePublications,NewDelhi,India |
| 10.Dave Indu(1991),thebasicEssentialsofCounselling,NewDelhi,SterlingPublishers. |
| 11.Prehanthem,B.J.,(1988),TheapeuticCounselling,Vellore,ChristianCounsellingCente. |
| 12.Mathur,S.S.(1985):"ClinicalPsychology",VinodPustakMandir,Agra. |
| 13.Patterson,LevisE.(1981),ThecounsellingProcess,NewYork,TataMaGrawHillPublishingCompanyLtd. |

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| **CourseCode** | **CORPORATE SOCIAL RESPONSIBILITY&SOCIALENTERPRENEURSHIP** | **CORE** |
| **Pre-requisite** | **BasicknowledgeaboutIndustryandNon-****GovernmentalOrganizations** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Understand the concept of Corporate Social Responsibility, entrepreneurship andentrepreneurs.
2. Knowabout theskillsandtechniques ofCorporate Social Responsibility
3. Developtheknowledge onNationaland InternationalCSRactivities.
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Identifythe concept ofCorporate Social Responsibilityinthebusiness world intheSocial Work context. |
| 2.Enhancetheknowledge ofbusinessethicsandCorporate Social Responsibilityinglobalscenario. |
| 3. ApplySocial entrepreneurship skills intheir futurepursuits toaddress social problems |
| 4.UnderstandthevariousorganizationsCSRPractice |
| 5.Developsocialentrepreneurshipprojectswhichhavesignificantpositive socialimpact |
| **Unit:1** | **CorporateSocialResponsibility** |
| Definition, Concept, overview of Corporate Social Responsibility, Concentration Areas; Need ToBeSocialResponsible;CorporateSocialResponsibilityinIndianContextandInternational;Business Ethics and Corporate Social Responsibility; Phases of CSR, Principles of Corporate socialResponsibility:Accountability,TransparencyandSustainability.LawsandRegulationsinIndiaforCSR:Section135 ofthe CompaniesAct. |
| **Unit:2** | **SkillsandTechniquesinCSR** |
| Corporate Community Participation and Role and Skills of Social Worker in CSR; CorporatePerspectiveonbuildingsuccessfulpartnership;ToolsandTechniques;Rolesandskills:Advocacy,Administration,Marketing,Mediating,Budgeting,Organizing,Documenting,Presenting,Publicspeaking,Teaching,SupervisingandReporting. |
| **Unit:3** | **CaseStudiesof SuccessfulCSRInitiative** |
| MMF Foundation, Bajaj Auto, NLC, Infosys, Wipro, Ranbaxy, TATA, L&T, Titan, TVS, MRF,ONGC,Orchid,ACC,ITC,CRI Pumps,ShanthiSocialServices.ImplementationofCSRinMarketplaceandWorkplace,CSRintheCommunities,CSRintheecological environment.NegativeaspectsofCSR. |
| **Unit:4** | **SocialEntrepreneurship** |
| Concept, Definition, Importance of Social Enterprise and Entrepreneurship; SocialEntrepreneurshipandBusinessEntrepreneurship;SocialEntrepreneursandSocialChange;TypesofSocialEnterprises;GrowthAndPerformanceofSocialEnterprisesinIndia;Relationship |

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| betweenSocialEnterprise,StateandCivilSociety. |
| **Unit:5** | **MobilizingandManagingCapitalforSocial Enterprises** |
| Aidagencies;Government,CorporateandCommunitysupport;Financialaccountability;Marketing of Social Services; Application of marketing principles in Welfare and Developmentfield;SelectcasestudiesofIndianSocialEnterprisesandEntrepreneurssuchasElaBhatt,ArunachalamMuruganantham,VargeeseKurien,ArunaRoy, andRajinderSingh,Dabbawala. |
| **TextBook(s)** |
| 1.CraneAetal.,2008, TheOxfordHand Bookon CSR,NewYork, OxfordUniversitypressInc. |
| 2.Jasmersinghsaini,2005EntrepreneurshipDevelopmentProgrammesandpractice,NewDelhi,Deep &DeepPublicationsPvt.Ltd., |
| 3.Reddy,SumatiandStefanSeuring,2004,CorporateSocialResponsibility: SustainableSupplyChain, Hyderabad,ICFAIUniversitypress. |
| 4.BaxiC.V, AjitPrasad., 2005,Corporate SocialResponsibility–concepts and cases,NewDelhi,Excelbooks. |
| 5.HarshShrivastava,ShankarVenkateswaran2000,Thebusinessofsocialresponsibility:thewhy,what,and howofcorporate socialresponsibilityinIndia, Bangalore,BooksforChange. |
| **ReferenceBooks** |
| 1.DavidBornstein,(2007)Howtochangetheworld,socialentrepreneursandthepowerofNewIdeas,OxforduniversityPress |
| 2.AlexNicholls,2006,SocialEntrepreneurship:NewmodelsofSustainableSocialchange,OxforduniversityPress. |
| 3.BhatiaS.K,2005InternationalHumanresourcemanagement–GlobalPerspective,Delhi,Deep &DeepPublicationsPvt.Ltd. |



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| **CourseCode** | **LEGAL SYSTEM AND SOCIALLEGISLATIONININDIA** | **CORE** |
| **Pre-requisite** | **Basic understanding about constitution ofIndia,legalsystemandsociallegislation in India** |
| **CourseObjectives:** |
| Thecourseisto understandthelegalsystem andproceduresinIndia.* OrientationandunderstandthebasicconceptonconstitutionofIndiaandsocial legislation.
* Toacquireknowledgeonthebasicandlegalrightsofpeopleindemocratic country.
* Developanunderstandingofthelegalsystemandgetacquaintedwiththeprocessofthelegalsystem with emphasis on functioninginIndia.
* Togetclarityon therole ofthe police,prosecution,judiciaryand correction.
* Gaininsightandrecognizeproblemsfacedbythepeoplewheninteractingwithlegalsystemslike Police, Courts and
* TofacilitatethestudentsintakinglegalrelatedproceduresinPublicInterestLitigation,

Lokadalatandvisit tothepolicestationand theCourts |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Recognizelegalterms,legalsystem,legalprocedureanddivisionoflaw |
| 2.Interpretlegalsysteminthecontext ofsocialworkandroleoflegalsocial worker |
| 3.Developpowerofapplicationinlegalproceduresandlegislation(Laws andActs)accordingto socialworksettings forsocialdevelopment |
| 4.AnalysisthestructureandfunctionsofPolice,Courts,Prosecutionand componentsofsocialwelfarelegislation |
| 5.CoordinatewithlegalsystemwithCourts,Police,Correctionalcentersin establishingroleoflegalsocialworker. |
| 6.Createscopeandplatform forrecognition oflegal socialworker in implementingLawsandActsinsocialworkfield. |
| **Unit:1** | **IntroductiontoConstitutionof India** |
| IntroductiontoConstitutionofIndia;Roleoflegislature;JudiciaryandExecutive;Formsoflegalinstruments:Articles,Legislation,Statute,Byelaw,Order;IntroductionaboutIndianPenalCode1860;and Criminal Procedurecode. |
| **Unit:2** | **SocialJustice,Sociallegislation andRights** |
| Social Justice: Meaning and Concept; Social legislation: Meaning, Definition and concept; Socialjusticeasanessentialbasisofsociallegislations;SociallegislationsinaWelfareStatewithspecial reference to India; Rights: Concept and Definition; Types of Rights: Rights of Women andChildren;RightsofScheduled CastesandScheduledTribes;Rightsofaccusedandoffender underConstitutionofIndia. |
| **Unit:3** | **DivisionofLaw andLegislation** |

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| DivisionofLaw:SubstantiveLawandProceduralLaw;LegislationspertainingtoSocialInstitutions: Hindu Marriage Act 1955, Special Marriage Act 1954, Dowry Prohibition Act 1961,pre conception, Prenatal Diagnostic Techniques (Prohibition of sex selection) 2002, DomesticViolence Act 2005; Legislations for prevention Crime and Deviance: SITA – Suppression ofImmoralTrafficAct,IndianPenalCode(RelevantchapterslikeOffencesagainstPublicTranquility,OffencesaffectingPublicHealth,Safety,Convenience,DecencyandMorals,Offences relating to Religion, Offences affecting the Human Body, Offences relating to Marriage,CrueltybyHusbandorRelativesofHusband);Legislationspertainingtowomen;RightofChildrenToFreeandCompulsoryEducation Act2009. |
| **Unit:4** | **CriminalJusticeSystemand Courts** |
| Criminal Justice System in India: Police: Structure, Power, Functions and their role in maintainingpeace and order in the Society. Prosecution: Meaning, Structure, its role in criminal justices, Trialparticipation; Judiciary: Supreme Court, High Court; Constitution of Supreme Court and HighCourt:Powersandfunctions.Sub-ordinateCourts–DistrictSessionsCourt,MagistrateCourtsandothersubordinatecourts;Lokpal, LokayuktaandLokAdalat. |
| **Unit:5** | **CorrectionalLaws,PILandRoleof SocialWork** |
| CorrectionandCorrectionalLaws:CorrectivemeasuresasperCriminalProcedureCode,Probation of Offenders Act, Juvenile Justice (Care and Protection of Children) Act 2000; LegalAid: Concept of legal aid, History of legal-aid, Persons needing legal-aid, Legal-aid schemes;Public Interest Litigation: Meaning, Concept, Process and Problems; Right To Information (RTI)Act:ProvisionsandImplementation;RightToEducation(RTE);RoleofSocialWorker;SocialWorkintervention:NeedandMethods. |
| **TextBook(s)** |
| 1.DalibirBharti,(2008),WomenandLaw, NewDelhi:APHPublishingCorporation. |
| 2.Gangarde,Y.D.(1978),SocialLegislationinIndiaVolume IandII,NewDelhi. |
| 3.SandeepSharma,(2014), TheConstitutionofIndia-GovernmentofIndia, MinistryofLawandJustice,Delhi:SahniPublications. |
| **ReferenceBooks** |
| 1. Aranha,T.(1998),Social Advocacy-PerspectiveofSocialWork,Bombay: CollegeofSocialwork.
2. Buxi,U.(1982),AlternativesinDevelopment: LawtheCrisisoftheIndia LegalSystem,NewDelhi: Vikas PublishingHouse.
3. ArchanaParashar,(1992),WomenandFamilyLawReformin India,New Delhi:SagePublication.
4. Cury,J.C.,(1977),The IndianPolice,NewDelhi:ManuPublications
5. Desai,A.E.,(Ed.),(1986),ViolationofDemocraticRightinIndia,Vol.1.NewDelhi:VikasPublishingHouse.
6. MahendraTiwari,(2013), FamilyLaw andChildLaw, NewDelhi: RandomPublication.
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| **CourseCode** | **HUMANRESOURCE MANAGEMENT** | **ELECTIVE** |
| **Pre-requisite** | **BasicKnowledgeonUtilizationofHuman****ResourcesinIndustries** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. EffectivelylearnkeyHumanResourcefunctionsinorganizations
2. Examinecurrentissues,trends,practices,andprocessesin**HRM**
3. UnderstandtheimportanceofTrainingandDevelopmentinIndustries
4. Contributetoemployeeperformancemanagement andorganizationaleffectiveness
5. Acquireknowledgeonlatest trendsin HRM
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Gainrequisiteknowledgeonvarious HRaspects |
| 2.UnderstandtheTraininganddevelopmentalneedsanddeviceappropriatestrategies |
| 3. Applythe Methods of PerformanceAppraisal |
| 4.Identify,formulate andsolveproblemsinHRM |
| 5.FamiliarizetheemergingtrendsinHRM |
| **Unit:1** | **Introduction** |
| Human Resource Management: Concept, Importance & Scope; Philosophy, objectives. Evolutionof HRM: Line and staff relations of HRM; HR challenges and Opportunities; Skills, Qualities andRoleofHRManager.Organizationchart/reportingstructure.HRBusinessPartnering,ImportanceofEmployeePortal. |
| **Unit:2** | **HumanResourcePlanning** |
| Job Description, Job specification, Job rotation & Job Enlargement; HR Planning, Recruitmentanditscycles,Selection,InductionandPlacementProcedures;E-Recruitment;TalentAcquisition,TalentDevelopmentandTalentEngagement,JobChanges,EmployeeAttrition&retention;Aptitudetests,PersonalityAssessment,MBTI.CareerplanningandDevelopment |
| **Unit:3** | **HumanResourceDevelopment** |
| HRD: Concept, Meaning , Scope, and Importance ; HRM Vs HRD ; Training -Training NeedAnalysis ; Seven steps in Training ; Types and Methods of Training ;On the job and Off theTraining; ManagerialTraining;ExecutiveDevelopment;Evaluation andAssessmentin Training;RoleoftheTrainingDepartmentand TrainingManager.Competencymapping.UsageofAutomationinHRField, E-Training,Skillmatrix. |
| **Unit:4** | **PerformanceManagementSystemandCompensation** |
| PerformanceAppraisal:MethodsofPerformanceAppraisal,BARS(Behaviorallyanchoredratingscales)PerformanceCounseling;Employeemotivation:Performance&Linkedcompensation;Incentives,HRIS.Componentsofwages;EmployeesStockOptionPlan.Timeofficefunctions |
| **Unit:5** | **StrategicHRM&CurrentTrendsin HR** |

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| Major trends in Organizations and Business environment in HRM; Emerging challenges in HRM;StrategicperspectiveinHumanResourceManagement;Concept,AimandFoundationofStrategicHRM:ConceptsrelatedtoHRM;TPM,TQM,5S,KAIZEN,ISO,SIXSIGMA;EAP(EmployeeAssistanceProgrammes).InternationalHRM. |
| **TextBook(s)** |
| 1.DerekTorrington, Laura Hall,Stephen TaylorandCarolAtkinson,HumanResourceManagement, Pearson |
| 2.VSP Rao,Humanresourcemanagement-Textand Cases,New Delhi,ExcelBooks |
| 3.KAswathappa,Humanresourcemanagement-TextandCases,NewDelhi,McGraw Hill |
| 4.AnuradhaSharma,AradhanaKhandekar, StrategicHumanResourceManagement:AnIndianPerspective,NewDelhi,SagePublications |
| **ReferenceBooks** |
| 1.BiswajeetPattanayak,HumanResourceManagement,Delhi,PHI. |
| 2.Global strategic management, Dr.M.Mahmoudi, Deep & DeepPublicationsPVT.Ltd,Delhi,2005 |
| 3.InternationalHumanresourcemanagement-Globalperspective,S.K.Bhatia,Deep &DeepPublicationspvt. Ltd,Delhi,2005 |
| 4.Dale.H.BesterfieldCarolBesterfield,2004TotalQualityManagement.IIIEdition.PearsonEducation |
| 5.Mathur,B.L.,1989HumanResourceDevelopmentStrategies,ApproachesandExperiences.Jaipur:ArihantPublishers |

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| **CourseCode** | **PUBLICHEALTH** | **ELECTIVE** |
| **Pre-requisite** | **Understandingonbasics of Health** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Gainbasicinsightontheconceptsand evolutionofPublichealth
2. Developanin-depthunderstandingon theCommunicableandNon-CommunicableDiseases
3. InculcateknowledgeonIndianHealthSystem,Policies,ProgrammesandLegislations
4. TrainSocialWorkerstoworkonPublicHealthIssues
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessfulcompletion ofthe course,studentwill beable to: |
| 1.UnderstandtheconceptofPublicHealthand epidemiologyof diseases |
| 2.Develophumanresource toanalyzePublichealthIssues,evolvesocialwork strategiesinpromotionofhealth |
| 3.PracticeSocialWork methodsin PublicHealth |
| 4.IdentifyCommunicableandNon-CommunicableDisease |
| 5.FormulateResearchproblemsonvariousDisease and healthrelated SustainableDevelopmentGoals |
| **Unit:1** | **INTRODUCTIONTOPUBLICHEALTH** |
| ConceptofHealthandCommunityHealth,DimensionsofHealth,IndicatorsandDeterminantsofhealth-PublicHealth-Definition,Significance,EvolutionofPublichealthinIndia,ModelsofPublichealth,HealthCaredeliverysysteminIndia-Central,State,DistrictandBlock/Village. |
| **Unit:2** | **EPIDEMILOGYANDDISEASES** |
| Definition, aims and uses of epidemiology, Natural history of disease- Epidemiology, Preventionand Control of Communicable and Non-Communicable Disease (NCD).Communicable Disease:Leprosy,Sexuallytransmitteddiseases(STDs),HumanImmunoDeficiencyVirus/AcquiredImmuneDeficiencySyndrome(HIV/AIDS).Emergingdisease-SevereAcuteRespiratorySyndrome(SARS),Coronavirus(COVID-19),Dengue,Chikungunya.Non-CommunicableDiseases:Hypertension,Obesity,Anemia,Psychiatricdisorders,LifeStyleDisorders-Cardiovasculardisorders,Cancer,Diabetes,Chronicrespiratorydisease.Raredisease,Re-EmergingDiseases. |
| **Unit:3** | **HEALTHSYSTEMSDEVELOPMENT** |
| HealthSystemModels-LevelsofHealthCare-Primary,Secondary&Tertiary.Healthcareproviders: (Government, Private, Voluntary/NGO, Indigenous) Alternative systems of medicine(AYUSH),Integratedhealthcaredelivery-Preventive,Promotive,curative&rehabilitative-Technologyinhealth-ApplicationofArtificialIntelligenceinModernHealthCareSystem.RelationbetweenNutrition,HealthandDevelopment-HealthrelatedSustainableDevelopmentGoals. |
| **Unit:4** | **HEALTHPOLICY,PROGRAMMESAND LEGISLATION** |

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| Health Policies - National Health Policy, National Health programmes- National Rural HealthMission(NRHM),NationalUrbanHealthMission(NUHM),-NationalLeprosyEradicationProgramme,RevisedNationalTuberculosisControlProgramme,NationalMentalHealthProgramme, District Mental Health Programme,NationalProgramme for Palliative Care, NationalProgramme on Heath Care of Elderly, National Programme for Prevention and Control of Cancer,Diabetes,CardiovascularDiseasesandStroke,NationalProgrammeforPreventionandManagementofTraumaandBurnInjuries,NationalTobaccoControlProgramme,UniversalImmunization Programme, , School Health Programme, Legislation pertaining to health- MedicalTerminationofPregnancyAct1971,TransplantationofHumanOrgans(Amendment)Act2011,FoodSafetyandStandards Act,2006. |
| **Unit:5** | **SOCIALWORKAPPROACHES INPUBLIC HEALTH** |
| Social determinants of health **,**Social Work strategies and approaches in Public health; Role ofSocialworkerinPublicHealthsector-Healtheducation,Healthawarenessprogramme,Counseling,Referral,Communitymobilizationandorganization,HealthSystemrestructuringandreform,Capacitybuildingand training,Resourcemobilization. |
| **TextBook(s)** |
| 1.[Dhooper](https://www.google.co.in/search?tbo=p&tbm=bks&q=inauthor%3A%22Surjit%2BSingh%2BDhooper%22),S.S.(2011).SocialWorkinHealthCare:ItsPastand Future.Sage publications |
| 2.Park,J. E.(2019). Textbook ofPreventiveandSocial Medicine,17th edition.Jabalpur:BanarsidasBhanot. |
| 3.[Price,](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=Liz%2BPrice&search-alias=stripbooks)L.&Walker, L.(2015).Chronic Illness,VulnerabilityandSocialWork:Autoimmunityand thecontemporarydiseaseexperience. RoutledgePublications |
| **ReferenceBooks** |
| 1.Sandro,G.,&,Vlahov,D.(2008).Handbook ofurbanhealth. Populations,methodsandpractice. USA:Springerpublication |
| 2.[Gangadharan,](https://www.amazon.com/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=K.%2BGangadharan&text=K.%2BGangadharan&sort=relevancerank&search-alias=books)K. (2011).HealthandDevelopment:TheMillenniumPerspectives.RawatPublications |
| 3.Patwardhan Betal.IntegrativeApproachesforHealth:BiomedicalResearch,AyurvedaandYoga.Elsevier,USA,2015 |
| 4.RajvirandBhalwar(2009)Textbookof Communitymedicine,India ,DepartmentofCommunityMedicine, ArmedForces MedicalCollege. |

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| **CourseCode** | **URBANCOMMUNITYDEVELOPMENT** | **ELECTIVE** |
| **Pre-requisite** | **Basicunderstandingabouturbancommunity** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. TofacilitatethestudentstohavebroaderunderstandingaboutvariousaspectsofUrbanCommunity
2. Toenrichtheknowledge ofthestudentson UrbanlocaladministrationinIndia
3. Toenablethestudentstoimproveanalyzingskillsoftheurbancommunitydevelopmentprogrammes
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Knowvarioustheories onurbanization,urban life,problemsand development |
| 2.Learnurbanlocaladministrativestructureandprogrammesforurban development. |
| 3.Acquirethe skillsto work withtheurbancommunity, and developand implementprogrammeswiththem. |
| 4.ApplySocial Work Method in UrbanCommunity |
| 5.DesignandevaluatesolutionsforissuesinUrbanCommunity. |
| **Unit:1** | **UrbanCommunityandProblems** |
| Urban Community: Meaning, Characteristics; Rural, Urban linkages and contrast; City: Meaning,Classification,UrbanAgglomeration,Suburbs,Satellitetowns,Hinterlands,Newtowns,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,TheoriesandCultureofSlums;Migration:Concepts,Causes,TypesandTheories. |
| **Unit:2** | **UrbanizationandUrbanism** |
| MeaningandCharacteristics;Urbanizationprocess;TheoriesofUrbanization;Unorganized/Informal sectors: Concept and Characteristics; Marginalized groups in Urban :Causes,Effects,Intervention,StreetandWorkingChildren,ConstructionWorkersandtheRoleoftheUrbanCommunityWorkersinUrbanDevelopment. |
| **Unit:3** | **UrbanCommunityDevelopment** |
| Definition, Concept,Objectivesand Historicalbackground; Urban Community Development:Approaches,Principles,ProcessandMethods;WelfareextensionprojectsofCentralSocialWelfareBoard;UrbanDevelopmentPlanning;TownandCountryPlanningAct1971,ImportanceofCommunityplanningandCommunityparticipationinUrbanDevelopment;RoleofCommunityDevelopmentWorker;ApplicationofSocialWorkMethodinUrbanDevelopment. |

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| **Unit:4** | **UrbanDevelopmentAdministration andAgenciesfor UrbanDevelopment** |
| AdministrationalNational,StateandLocallevels;74thamendmentandsalientfeaturesofNagarpalikaAct;StructureandFunctionsofUrbanDevelopmentagencies:MunicipalAdministration–Corporations,Municipalities,TownPanchayats;MetropolitanDevelopmentAuthorities; Functions of officials and non-officials in Urban Self-Governments: Slum ClearanceBoard,NationalInstituteofUrbanAffairs,HousingandUrbanDevelopmentCorporation(HUDCO)andUnitedNation‘sCentreforHumanSettlement(UNCHS);RoleofvoluntaryagenciesinUrbanDevelopment. |
| **Unit:5** | **UrbanDevelopmentProgrammes** |
| 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 CitiesMission,NULM;ProgrammesofSlumClearanceBoard,SlumClearanceandImprovementProgrammes, Resettlement and Rehabilitation programme; Role of Community Development winginimplementationofUCDProgrammes;ProblemsinimplementationofUrbanCommunityDevelopmentProgrammes. |
| **TextBook(s)** |
| 1.Bhattacharya,2006,UrbanDevelopmentinIndia:SincePre-historicTimes,ConceptPublishingCompany,NewDelhi |
| 2.Nagpaul,Hans,2005,SocialWorkinUrbanIndia,RawatPublications,Jaipur |
| 3.Naik.N.T.K.,Rahman,S.Mansoor,Urbanization inIndia,SerialsPublications,NewDelhi |
| 4.Patel,A.K.,Dubey.M. V.,UrbanSocial Work,CrescentPublishingCorporation,NewDelhi |
| 5.Singh,U.B.(2004)UrbanAdministrationin India,NewDelhi:SerialPublication |
| 6.Thudipara.Z.Jacob, 2007,Urban CommunityDevelopment, RawatPublications, Jaipur |
| **ReferenceBooks** |
| 1.Bhattacharya,S.N.CommunityDevelopment-AnAnalysisoftheProgrammeinIndia.Kolkata:AcademicPublisher |
| 2.Chahar,S.S(ed)(2005)GovernanceofGrassrootsLevelInIndia,NewDelhi:KanishkaPublishers |
| 3.Singh,Amita(Editor)(2005)AdministrativeReforms(Towardssustainablepractice)NewDelhi:SagePublications |
| 4.RamAhuja,2009,SociologyInIndia-Concepts,Theories&RecentTrends,RawatPublications |

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| **CourseCode** | **SOCIAL WORK PRACTICUM-IIICONCURRENT FIELDWORK** | **CORE** |
| **Pre-requisite** | **UnderstandingonSocialWorkPracticeanditsMethods** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Provideopportunityandexposestudents tosocial realities relatedto thefieldsofspecialization.
2. GainKnowledgeonSocialWorkPracticeinProfessionalSetting
3. Developpracticalunderstandingontheproblemsand needsofpeopleandtheirconcern intheirfieldworksetting
4. TrainSocialWorkerstoapplysocialworkmethodsandtechniquesintheirfieldofspecialization
5. Upholdethicsandvalues oftheSocialWorkProfession intheirfields ofspecialization.
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Developknowledgeon fieldwork organizationand itsfunctions |
| 2.Identifythe problemsof individuals, groupsandcommunitiesin field |
| 3.Analyzethe existingavailableservices |
| 4.PracticeSocialWorkmethodsinspecializationsettings |
| 5.Recognizethe roleofprofessionalsocialwork trainee |
| **SocialWorkPracticum-III ConcurrentFieldWork** |
| **FieldWorkOrganization(Specializationbased)*** OrganizationProfile
* Aim/Objectives/Vision/Mission
* Organizationstructure
* Fundingpattern
* National/InternationalCollaborations/Projects
* Monitoring/Evaluation

**SocialWorkPractice*** PracticeMethodsofSocialworkwithindividuals,groups andcommunities
* PracticeskillsandtechniquesofSocialWork
* AdhereethicsandvaluesofSocialWorkProfession

**Reportwriting*** Fieldworkactivitiesin observationnotewithsignatureof agencysupervisor
* DetailedReportonDailyFieldwork ActivitiesinFieldWorkRecord

**IndividualConference*** Discussactivitiesin fieldwork agency
* Identifygaps inapplying theoryinto practice
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| * Expressproblems,difficultiesfacedinfieldwork
 |
| **TotalFieldWorkhours** | **150hours** |
| **TextBook(s)** |
| 1.Doel.M,ShadlowMS,Johnson P.G,Contemporary(2010)FieldSocialWork |
| 2.IntegratingFieldand ClassroomExperience |
| 1. RoshniNairSrilathaJuvvaVimlaV.Nadkarni(2019)
2. FieldInstructioninSocialWorkEducation-TheIndianExperience.RoutledgeIndiaPublications
 |
| **ReferenceBooks** |
| 1.[IqbalS.Subhedar](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=Iqbal%2BS.%2BSubhedar&search-alias=stripbooks)(2001)FieldworkTraininginSocial Work,RawatPublications. |
| 2.[ShelaghLarkin](https://us.sagepub.com/en-us/nam/author/shelagh-jane-larkin)(2018) A FieldGuideforSocialWorkersApplyingYour GeneralistTraining,SagePublications |

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FourthSemester

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| **CourseCode** | **SOCIAL WORK WITH PERSONS WITHDISABILITIES** | **CORE** |
| **Pre-requisite** | **BasicUnderstandingof Disability** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Portray the various aspects of disability, their nature, forms and impact on the victims, theirfamilymembers and on thecommunity.
2. Help the students to acquire knowledge on the existing programmes and services at local,national and international levels and the need for a preventive and developmental approach inthefield ofhealth.
3. Understandtheseverityofthe disability,abletodifferentiatethedifferentformsofdisability,

knowstheexistenceofvarious lawsrelatingtodisability. |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.UnderstandingForms of disabilityandRehabilitativemeasures |
| 2.ApplicationofMultidisciplinaryapproach torehabilitation |
| 3.AnalyzingRoleofthe socialworkersindealingwithpersonswithdisability. |
| 4.Evaluatethe Programmesandthe functionsof NGOs forthe PWD |
| 5.HelpingthePWDinrightbasedapproachaccordingtoLegislation |
| **Unit:1** | **Disability&Types** |
| Definitionofimpairment,Disability,handicap--TypesofvariousDisabilities---magnitude--Causesandconsequences. |
| **Unit:2** | **AssessmentandPrevention** |
| Identification---Assessmentoffunctionalabilitiesanddifferentialdiagnosis---Mythsandmisconceptions --- societal attitudes ---reactions of parents, family members and ways of coping ---Preventionofdisabilitiesatprimary,secondaryandTertiarylevels----Interventionstrategiesatindividual, familyand communitylevels. |
| **Unit:3** | **RehabilitationandAgenciesWorkingforPWD** |
| Agencies involved in the field of rehabilitations --- Multidisciplinary rehabilitation team and theirroles,EducationalInstitutes,VocationalRehabilitationcenters,StateandCentralGovernmentAgencies,National andInternational Non-Governmental Organizations,(AICB, NAB&CBM etc.)---Nationalpoliciesandwelfareprogrammes. |
| **Unit:4** | **ProgrammeforPersonwithDisability** |
| AccessibilityandAssistivedevices---AccessibleIndiaCampaign---InclusiveIndiacampaign,CBR,(Communitybasedrehabilitation).SchemeofIntegratedEducationfortheDisabledChildren(IEDC)---ProjectIntegratedEducationfortheDisabled(PIED). |
| **Unit:5** | **LawProtectingthePersonwithDisability** |
| Fundamentalrightsandconstitutionalrightsofthedisabled---ActsrelatedtoPersonswithdisabilities:RightsofPersonswithDisabilityAct-2016,RehabilitationCouncilofIndiaAct-1992, |

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| NationalTrustAct-1999,UnitedNationConventionontheRightsofPersonswithDisabilities(UNCRPD) |
| **TextBook(s)** |
| 1.Mani,M.N.G.andJaiganesh,M.B.2009, Volunteers*TrainingManual***.** Coimbatore,UDISForum. |
| 2.Mani,M.N.G. and Jaiganesh, M.B.2010, SourceBook on DisabilityforSocial Workers**.**Coimbatore,UDISForum. |
| **ReferenceBooks** |
| 1.AlbrechtG.L,etal(2001)HandBookofdisabilityStudies,Sage,London |
| 2.BhanushaliKishorkumarD,(2008)RehabilitationofPersonswithDisabilities |
| 3.ManiM.N.G&Jaiganesh.M.B,(2010).SourceBookondisability,Coimbatore:UDISForum. |
| 4.Grant,(2005)Learningdisability:Alifecycleapproachtovaluingpeople,OpenUniversityPress,London |
| 5.Samus,H&Patri.A(eds)(2005)Womendisabilityandidentity,NewDelhi:sagepublications |
| 6.Karanth,Pratibha&JoeRozario,(2003) LearningdisabilityinIndia,Sage,London |
| 7.Moore,(2005)Researchingdisabilityissues, Open UniversityPress,London. |
| 8. HegartySeamus&MithuAlur,(2002)EducationandChildrenwithspecialneeds,sage,London, |
| 9.BlaxterM.(1976),Themeaningofdisability:Asociologicalstudyofimpairment,London:Heinemann. |
| 10.MohapataraC.SDisabilitymanagementinIndia,challengesandcommitment,NIHMandIndianinstituteofpublicadministration,2004 |

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| **CourseCode** | **INDUSTRIAL RELATIONS ANDEMPLOYEEWELFARE** | **ELECTIVE** |
| **Pre-requisite** | **This Course Presents the Concepts of IndustrialRelations** |
| **CourseObjectives:**ToProvidean in-depthknowledgeabouttherelationshipbetween employerandemployee andthestate. |
| Themain objectives ofthis courseareto:1. TofacilitatethestudentstolearnthetrendsinIndustrialRelations.
2. To bring out the importance of cordial employee relations for organizational productivitythroughIndustrial Relations.
3. Tomakethemtounderstandthemechanismofinter-relations,collectivebargainingand

productivityimprovementfunctionsinthe organisationsthroughinvolvementofallgroups. |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.GainknowledgeontheIndustrialRelationssystemin IndiaandfamiliarizethevariousIndustrialRelationsprocess. |
| 2.Getaninsightintotheconceptofwelfare,societalandorganizationalbehavior. |
| 3.Applytheessential conceptsof industrial relationsandtheirinterrelationship atthepersonal,organizationalandnationallevels. |
| 4.Findoutsolutionstoindustrialrelationsproblemsbasedonresearchandassessmentofcurrentpractices. |
| 5.Disseminatethe knowledgeof industrialrelationsinboth writtenand oralinpractice forthebenefitof theemployeeandmanagement. |
| **Unit:1** | **IndustrialRelationsConcepts** |
| Concept;Stakeholders;CharacteristicsofanodeIRsystem;EmergingtrendsinIR;EmployeeRelationsacrossOrganizationsindifferentsectors;ImpactofGlobalizationandliberalizationonIR,PrinciplesofNaturalJustice, Qualitiesand RolesofIRManager.. |
| **Unit:2** | **IndustrialRelationsClimate** |
| Industrial Conflict: Meaning, Causes, Consequences, Manifestations, Interventionsstatutoryandnon-statutorymachinery for preventionsand settlement of disputes);IndustrialPeace;IndustrialDisputes Act 1947; Trade Unions Act 1926; IndustrialEmploymentStandingOrdersAct1946.TheTamilnaduPaymentofSubsistenceAct,1981. |
| **Unit:3** | **ProactiveandReactiveIR** |
| CollectiveBargaining:Meaning,Objectives,Process,Skills;GrievanceRedressal:MeaningandProcess; EmployeeDiscipline: Meaning &Disciplinaryprocedure; hotstoverules,EmployeeEmpowerment:Meaning&Mechanisms;Workers‗Participation inManagement. |
| **Unit:4** | **EmployeeWelfare** |
| EmployeeWelfare: Meaning, Objectives, Philosophy, Scope, Limitations and TypesofEmployeeWelfare-StatutoryandNon-statutoryWelfaremeasures,Fringebenefits. |
| **Unit:5** | **SocialSecurityMeasures** |

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| Concept.Need,TypesandSchemesfortheorganizedsectorinIndia-Maternity,ESIScheme,EPFScheme,IndustrialhealthandHygiene,AccidentandCompensation. |
| **TextBook(s)** |
| 1.AjayBhola,&Jain.J.N,2009,Modernindustrialrelations andlaborlaws.RegalPublications. |
| 2.BDSingh.,2010,*Industrialrelationsandlabourlaws*.ExcelBooksPublications. |
| 3.Beaumont,P.B,1995, theFutureofEmploymentRelations.London:SagePublication. |
| 4. Bareja,J.K,2000,*IndustrialLaw*,GalgotiaPublishingHouse. |
| 5.Gaur.L,1986,*TradeUnionismandindustrialrelations*,New Delhi,DeepandDeep. |
| 6.Monappa,Arun,2002,*IndustrialRelations*,TataMcGrawHill. |
| 7.Memoria,.C.B,1983,*Dynamicsof Industrial Relations*, Bombay,HimalayaPublishingHouse. |
| 8.Sharma,AM,2010,Industrial RelationConceptualLegalframework,Bombay, HimalayaPublishingHouse. |
| 9.Sinha,GP,&Sinha,PRL, 1977,*IndustrialRelationsandLabourLegislations*,NewDelhi,Oxford&IBHPublishingCo. |
| **ReferenceBooks** |
| 1.Blyton,P.&Turnbull,P.2004,TheDynamicsofEmployeeRelations.NewYork |
| 2.PalgraveMcMillan. |
| 3.Nair,NGandNair Lata,2001,PersonnelManagementand IndustrialRelations,NewDelhi,SChand&Co..PublishingHouse(P)Ltd. |
| 4.Pylee.M.V. &SimonGeorge,1995,IndustrialRelationsandPersonnelManagement,NewDelhiVikasPublishing. |
| 5.Roberts,BC,1962,IndustrialRelations–ContemporaryProblemsandPerspectives,London,andAsiaPublishingHouse. |
| 6.VenkataRatnamC.S,2001,GlobalizationandLabourManagementRelations,DynamicsofChange, NewDelhi,SagePublications. |

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| **CourseCode** | **MEDICALSOCIALWORK** | **ELECTIVE** |
| **Pre-requisite** | **BasicUnderstandingabouttheHealth** **andHygieneandHospitals.** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Understandthebasicconcepts ofMedicalSocialWork
2. Tounderstandthepreventiveand primitiveaspectsofhealth.
3. TofacilitatethestudentstolearntheimportanceofmedicalSocialWorkanditsapplicabilityintheSocial Work Profession.
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Learningon thebasic conceptsof Medical SocialWork |
| 2.Understandthe etiology,symptoms,andpreventionofvariousdiseases. |
| 3.Applicationofknowledgeofmedicalsocial workinvarioussettings |
| 4.Analysisofvarious healthypracticesforthe preventionandpromotion ofbetterHealthyLiving |
| 5.EvaluatethePublicHealthProgrammeinIndia |
| **Unit:1** | **BasicsofMedicalSocialWork** |
| Concepts: Health, Hygiene, Illness, Disability and Handicap - Medical Social Work: Definition,Scope, Historical development of Medical Social Work in the West and in India. Medical SocialWork Practice in different settings: Hospitals - Outpatient Department - Emergency Care-SpecialClinicsandCommunityHealth-Bloodbanks-EyeBanks-SpecialSchools-PalliativeCare.ProfessionalChallengesandIssuesofMedicalSocialWorkerinthefield. |
| **Unit:2** | **OrganizationandAdministrationofMedicalSocialWork** |
| Medical Social Work Department in Hospitals - Hospital Accreditation–Medical Social Work inrelation to different disciplines - Multidisciplinary Approach and Teamwork in Hospitals–Role ofMedicalSocialWorkerasamemberoftheteam-Rightsofthepatients-ConceptofPatientasaperson-Medicolegalcases -GovernmentHealthInsuranceSchemes. |
| **Unit:3** | **MedicalSocialWorker–Patients’Interaction** |
| The Psycho-social problems and thereofMedicalSocialWorker indealing patients: COVID19,TB,STIs,HIV/AIDS,Polio,Dengue,Leprosy,Cancer,Hypertension,Cardiacdisorders,Asthma,ArthritisandDiabetes,MaternalandChildhealthcare.Infertilityanditstreatment–GeriatricCare–Trainingofthe volunteerstoworkwiththechronicallyillin theCommunity. |
| **Unit:4** | **RehabilitationandOtherHealthProgrammes** |
| Rehabilitation:Concept,AreasofRehabilitation,PrinciplesofRehabilitation–RoleofMedical |

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| SocialWorkerinrehabilitatingapersonwithdisability–TeamWorkandInvolvementoffamilymembers–ImportanceofFamilyplanning-SexEducationandSchoolhealthProgrammes |
| **Unit:5** | **FoodandNutrition** |
| FoodandNutrition:Importanceofnutritiousfood,Balanceddiet,-Obesity-Nutritionaldeficiency diseases and preventive measures – Problems of malnutrition in India and remedialmeasures-NationalandInternationalagenciesofHealth.RoleofMedicalSocialWorkerinthepreventionofdiseasesandpromotionofhealth. |
| **TextBook(s)** |
| 1.Park,K.(2005).ParksTextBook OfPreventive&SocialMedicine(18thed.).BanarsidasBhanot |
| 2.Butrym,Z.T.,&Horder,J.(1983). Health,doctorsandsocialworkers.London:Routledge&KeganPaul. |
| 3.Clark,D.,&Macmohan,B. (1981).PreventiveandCommunityMedicine.Boston,Massachusetts: Little, BrownandCompany |
| **ReferenceBooks** |
| 1.Goldstine,D.(1973).Readingsinthetheoryandpracticeofmedicalsocialwork.Chicago:UniversityofChicagoPress. |
| 2.GovernmentofIndia.NationalHealthPolicy,2000-2015. |
| 3.Goldstine,D.(1968).Expandinghorizonsinmedicalsocialwork.Chicago,Ill.:Univ.ofChicagoPress. |
| 4..Pathak,S.H.(1961). Medicalsocialwork in India.Delhi: DelhiSchoolofSocialWork. |
| 5.Saxena, A. (2006).Counsellingofthehandicapped. New Delhi, India: RajatPublications |
| 6.Butrym,Z. T., &Horder,J. (1983).Health,doctorsandsocial workers. London:Routledge&KeganPaul. |
| 7.Bartlett,H.M.(1961). Socialworkpracticeinthehealthfield.SilverSpring,MD:NationalAssociationof SocialWorkers. |
| 8.Anderson,R.,&Bury,M.(1988).Livingwithchronicillness:Theexperienceofpatientsandtheirfamilies. London:UnwinHyman. |

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| **CourseCode** | **TRIBALCOMMUNITYDEVELOPMENT** | **ELECTIVE** |
| **Pre-requisite** | **BasicUnderstandingaboutTribalcommunity** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. TofacilitatethestudentstohavebroaderunderstandingaboutTribalCommunity,TribalCultureand theirdevelopment
2. Toenrichtheknowledge ofthe studentsonTribalprogrammesandprojects
3. Toimproveanalyzingskills of thestudents on Tribalissues and solutions
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.UnderstandTribalcommunity,Tribalcultureandtomakethemunderstand variousaspectsrelatingtoTribal life |
| 2.Identifythe need andhavethe abilitytofind thebarriersand solvethe Tribal problems |
| 3.Analyzetheprogramsrelated toTribalCommunityDevelopment |
| 4.CommunicateeffectivelywiththeTribalcommunitiesinIndia |
| 5.Applyknowledgeon Social Workforthe development ofTribal community inIndia |
| **Unit:1** | **TRIBALCOMMUNITY** |
| Tribes:Definition,concept,characteristicsoftheTribalcommunity;nomadicanddenitrifiedtribes;HistoryofIndianTribesandTribesinTamilNadu;RegionaldistributionofTribesandNehru‗sPanchsheelPrinciples oftribes. |
| **Unit:2** | **SOCIALSYSTEMOF TRIBES** |
| SocialSystemofTribes:Socioeconomicconditions;Culturalandreligiousaspects;StatusofTribalwomen:Dress,Food,&Marriage-Polygamy,Polyandry,Dormitorymarriage;StatusofChildren;Triballeadership andPolitical Participation- Local, State, andNational levels. |
| **Unit:3** | **PROBLEMSOFTRIBES** |
| ProblemsofTribes:ChildMarriage,Poverty,Ill-health,Illiteracy,CommunicableandNoncommunicablediseases,ExploitationandAtrocitiesonTribes;Immigrationanditsrelatedproblems.Lackofinfrastructurefacilitiesandamenities;TribalResettlementandRehabilitationanditsrelatedproblems.TribalMovementsandTribalRevolt,Naxalparimovement |
| **Unit:4** | **TRIBALDEVELOPMENTADMINISTRATION** |
| Tribal Development Administration: Administrative structure at Central, State and District levels;Hill Development Councils; Functions of Tribal Development Blocks / Agencies; Constitutionalprovisionsfortheprotectionoftribes;ResearchandTraininginTribalDevelopment.RoleofVoluntaryAgenciesinTribalDevelopment. |
| **Unit:5** | **TRIBALDEVELOPMENTPROGRAMMES** |

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| TribalDevelopmentProgrammes:TribalDevelopmentPolicies,TribalAreaDevelopmentProgramme; Hill Area Development Programmes; Tribal Sub -Plans, Forest land cultivation, ForestRights Act 2006; Need and Importance of social work practice in Tribal areas, Application of socialworkmethodsinTribaldevelopment,ProblemsinimplementationoftribaldevelopmentprogramsinIndia. |
| **TextBook(s)** |
| 1.Sahoo,RajanKumar,2005,TribalDevelopmentinIndia,MohitPublications,NewDelhi |
| 2.KannongoSanghamitra,2011,TribalandHumanRights,SwastikPublications,NewDelhi |
| 3.Dash,K.N,2015,Health andTribes in India:ChallengesandOpportunities,SarupBookPublishersPvtLtd,NewDelhi |
| 4.Rani,Midatala,2009,ProblemsofTribalEducationinIndia:IssuesandProspects,KanishkaPublishers&Distributors,NewDelhi |
| **ReferenceBooks** |
| 1.Bhuyan,Dasarathi,Singh,AmitKumar,2010,Naxalism-Issuesandconcerns,DiscoveryPublishingHousePvt.Ltd.,NewDelhi |
| 2.Lokhande, Dhananjay, Gupta, PuvvadaViswanandha, 2014, Perspectives of TribalEducation,DiscoveryPublishingHousePvt. Ltd.,NewDelhi |
| 3.RamAhuja,2009,SociologyInIndia-Concepts,Theories&RecentTrends,RawatPublications |

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| **CourseCode** | **ORGANIZATIONAL BEHAVIOUR ANDORGANIZATIONALDEVELOPMENT** | **ELECTIVE** |
| **Pre-requisite** | **BasicknowledgeonEmployeesRelated****Issuesin Industries** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. UnderstandthebehaviourofEmployeesinIndustries
2. Ensurethatstudentslearnwhyandforwhatreasonpeoplein organizationsbehaveina certainway
3. LearnhowgroupdynamicsimpactsOrganizations
4. UnderstandtheinfluenceofOrganizationalcultureonEmployees
5. Understandandanalyzethefactorsthatinfluence OrganizationalChange
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Understand IndividualandGroupBehaviourinOrganizations |
| 2.AnalyzethereasonsforEmployeesBehaviour |
| 3.Managethe groupdynamicsin the Industry |
| 4. LearntheCultureof Employeesandaccordinglydevicestrategiesto implementchanges |
| 5.Assessthereasonsbehindvarious Employeerelated problemsand tomanage them |
| **Unit:1** | **Introduction** |
| OrganizationalBehaviour:Definition,Objectives,Need,BackgroundandFoundationsofOrganizationalBehaviour;ModelsofOrganizationBehaviorandChallengesinOrganizationalBehaviour. |
| **Unit:2** | **IndividualandGroupOrganization** |
| Individual and groups in organization: Individual differences and models man; Group Behaviour,group decision making; team work. Personality and Behavior; Perception and Learning; Values,AttitudesandJobSatisfaction;GroupDynamics:TheoriesofGroupFormation;FormalandInformalBehaviorandGroupBehavior.Enneagram,PersonalitytypesofEnneagram,Johariwindow,TransactionalAnalysis. |
| **Unit:3** | **MotivationandLeadership** |
| Motivation:TheoriesofMotivationandEmotionalIntelligence;Leadership:TheoriesofLeadership;CommunicationProcessandEffectivecommunication;ManagementInformationsystem:ManagementReviewMeeting,PowerandPoliticsandOrganizationalConflict.Handlingdepression,DevelopingAssertiveBehavior. |
| **Unit:4** | **Dynamicsand FormsofOrganization** |
| Dynamics of Organization: Concept of Organizational Structure; Bases ofdepart mentation andSpanofManagement;DelegationofAuthority:CentralizationandDecentralization;Formsoforganizationalstructure:Lineandstaff,functional,divisional.ProjectMatrixandOrganizationStructure;JobStress:CausesandEffectsofStressandCopingwithStress,Burnout. |

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| **Unit:5** | **OrganizationalChangeandDevelopment** |
| Organizational Change and Development: Organizational Culture; creating ethical organizationalculture,OrganizationalEffectivenessandOrganizationalChange;OrganizationalDevelopment:Meaning,Characteristics,Models;OrganizationalDevelopmentInterventions;CrossFunctionalTeamsandQualityof WorkLife.Motivationasatool toimproveEmployeeBehaviour |
| **TextBook(s)** |
| 1.John.W.Newstorm, 2007,OrganizationalBehaviour. NewDelhi:TataMcGraw– HillPublishingCompanyLtd. |
| 2.Prasad,LM.,2006, OrganizationalBehavior. NewDelhi: SultanChand &Sons. |
| 3.KeithDavis,HumanBehavioratWork.LouisAllenManagementandOrganization |
| **ReferenceBooks** |
| 1.KeshoPrasad,2000,OrganizationalDevelopmentforExcellence.NewDelhi:MacMillanPublishers. |
| 2.Khanka.S.S.,2002,OrganizationalBehaviour. NewDelhi:S.ChandandCompany. |
| 3.StephenP.Robins,2005,OrganizationalBehaviour.NewDelhi:Prentice–HallofIndiaPvt.Ltd. |
| 4.WendellL.French andOrganizationalDevelopment.NewDelhi:Prentice-CecilHBell,Hall,Prentice-HallofIndiaPvt.Ltd |

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| **CourseCode** | **PSYCHIATRICSOCIALWORK** | **ELECTIVE** |
| **Pre-requisite** | **UnderstandingonBasicsofPsychiatry** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Gainunderstandingon magnitudeof mentalhealthproblems
2. TrainPsychiatricSocialWorkersonvarioustherapeuticinterventions
3. Developanin-depth knowledgeonapplicationofPsychiatricSocial Workinfield
4. Orientontheimportanceof Legislations,ResearchandNationalInstitutionsinMentalhealth
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Analyzemental healthproblems amongdifferent sectorsofpeople |
| 2.Understandthevariouspsychological therapiesandinterventionmethodsfortreatingpersonswithmentaldisorders |
| 3.PracticeSocialWorkmethodsinvariouspsychiatricsettings |
| 4.FormulateResearchproblemsin thefieldofmentalhealth |
| 5.Supportpersonswithpsychologicalproblemsandpromotepositivementalhealth |
| **Unit:1** | **PSYCHIATRICSOCIALWORK:ANINTRODUCTION** |
| Psychiatric Social Work - Definition, Scope and Historical Development. Mental Health problemsamong marginalized and vulnerable groups in urban, rural and tribal. Health Seeking behavioramongtribalpeople-Psychosocialassessmentamongchildrenandadolescents,menwomen,transgender,elderly, persons with disabilities, survivors of disaster. Role and Functions ofPsychiatricSocialWorkerinHospitals,PsychoSocialInterventionsatindividuals,family,groupsand communitylevel. |
| **Unit:2** | **PSYCHOLOGICALTREATMENTMETHODS** |
| Psychotherapy,supportivetherapy,Re-educativeandReconstructivepsychotherapy,Behaviortherapy, Cognitive Behaviortherapy (CBT) ,Exposure Response Prevention (ERP)**,** Psycho-analysis, Client centered therapy, Reality therapy, Gestalt therapy, Rational emotive therapy, Logotherapy,HypnosisandAbreaction,Neuro-LinguisticProgramme(NLP),MindfulnessBasedCognitiveTherapy. |
| **Unit:3** | **PSYCHOLOGICALTHERAPIES** |
| GroupTherapy,TransactionalAnalysis,MaritalTherapy,FamilyTherapy,RecreationalandRelaxationTherapies,OccupationalTherapyand PsychiatricRehabilitation. |
| **Unit:4** | **PSYCHIATRICSOCIALWORKPRACTICE** |
| Role of Psychiatric Social Worker in half way homes, night shelters, Day care centers, Childguidanceclinic,De-addictioncenters,Suicideprevention,Vulnerablegroups,COVID-19pandemic,CommunityMentalhealth.AdmissionanddischargeproceduresinaPsychiatricHospital. |
| **Unit:5** | **MENTALHEALTHCAREPOLICIESAND LEGISLATIONS** |

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| Policies and legislations related to mental health in India: Mental Health care Act 2017, NationalMentalhealthPolicyofIndia.ApplicationofArtificialIntelligenceinMentalHealthCare,TrainingofPsychiatricSocialWorkinIndia,ResearchinMentalhealth,NationalInstitutesforMentalhealth. |
| **TextBook(s)** |
| 1 | Lapworth.(2010).IntegrationinCounsellingandpsychotherapy:DevelopingaPersonalApproach.SAGEPublicationsLtd |
| 2 | Francis P Abraham (2015).SocialWork in Mental Health: Contexts and TheoriesforPractice.SAGEPublicationsLtd |
| 3 | [Patel](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_1?ie=UTF8&field-author=A%2BK%2BPatel&search-alias=stripbooks),A.K.,&[Dubey](https://www.amazon.in/s/ref%3Ddp_byline_sr_book_2?ie=UTF8&field-author=M%2BV%2BDubey&search-alias=stripbooks),M. V.(2010).ClinicalSocialWork.CommonwealthPublishers. |
| **ReferenceBooks** |
| 1 | Rao,Narayana.(2003)CounsellingandGuidance, TataMcGrawHill,NewDelhi.India |
| 2 | Samuel,T.Gladding.(2009).Counseling-AComprehensiveProfession, Sixthedition, |
| 3 | Francis,P.Abraham.(2014).SocialWorkinMentalHealth:AreasofPractice,ChallengesandWayForward.SAGEPublications Ltd |
| 4 | Varma,R.(1991).PsychiatricSocialWorkin India.SAGEPublicationsLtd. |

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| **CourseCode** | **DEVELOPMENTMANAGEMENT** | **ELECTIVE** |
| **Pre-requisite** | **BasicUnderstandandClarityonNGOs,itsFunctionsand ProjectManagement** |
| **CourseObjectives:** |
| Onsuccessfulcompletionofthecoursethestudents areexpectedtoTofacilitatethestudentstounderstandaboutthestructureofNGOsandtheirmanagementaspectsLike Project Identification, Project Formulation, Monitoring andEvaluation, and ProjectPersonnelempowerment and Fundraising.ToestablishNGOsunder relevantActsin IndiaToidentifyandformulateprojectson theirworkingandinterested fieldsor areasToevolvetechniques for fundraisingand resource mobilizationfor developmentofcommunityorgroups andPreparingmonitorandevaluationprocessindicatorsindevelopmentalprojects. |
| **ExpectedCourseOutcomes:** |
| Onthesuccessfulcompletion ofthe course, studentwill beable to: |
| 1 | IdentifyrelevantActsinestablishment ofNGOs,needsoftheproject,sourcesoffundingand indicators for asuccessful project |
| 2 | UnderstandpurposeofestablishmentofNGOs,projectformulation,planning,implementation,monitoring,evaluation,reportinganddocumentation |
| 3 | Applyfundraisingtechniques, PRAtools, LFAmodels in theproject completionandsuccess. |
| 4 | SelectrelevantsocialworkfieldsinfunctioningofNGOs |
| 5 | Monitorandevaluateprojectcomponents,outcomeandimpacts for welfareof thetargetgroups |
| 6 | Constructinnovativeinterventionbasedprojectsandproposalsforwelfare ofthecommunityaswellasinterventiongroups. |
| **Unit:1** | **Non-GovernmentalOrganizations** |
| Non-GovernmentalOrganizations:Concept,Meaning,Need,Classification,Structure,Functions,Philosophies,Principles,Significance,Strategies,andRoleofNGOs;HistoricalDevelopmentofNGOsinIndia; Communitybased organization: Conceptand Development. |
| **Unit:2** | **EstablishmentofNPOs** |
| Registration and Establishment of NPOs: Societies Act, Trust Act, Company‘s Act (Sec. 25);MemorandumofAssociationandArticlesofAssociation;LegalStatusofNPO;MonitoringMechanism adopted by Governments; FCR Act; NGO-Administration; Policy Making; Aims andObjectivesoftheExecutiveCommittee,OfficeBearersandGoverningBodyandRights,PowerandDuties. |
| **Unit:3** | **ProjectIdentification,BudgetingandFinancial Management** |
| ProjectIdentificationandFeasibilityStudies:BaseLineSurveys;ProjectFormulation;Planning |

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| andPolicy-making;StrategyFormationandPreparationofProjectProposalsandProjectImplementation.Budgeting:Meaning,StepsandImportantItemsinBudget;ResourceMobilization:CentralandStateGovernmentAssistanceandotherAssistance;FundRaising:Meaning,TechniquesandIncomeGenerationProgrammes(IGP);FinancialManagement;FinancialCollaborationbetweenFundingOrganizationandNon-ProfitOrganizations. |
| **Unit:4** | **FundingofNGOs** |
| Sources of Funding:Government Grants, Foreign Aid, Donations, Membership fees and NGOsContribution; Project Approach to Funding; Donor Consortium Approach; Funding Criteria andConditionality;ManagingRelationshipswithDonors;WorkingwithGovernments;NetworkingStrategiesforfunding. |
| **Unit:5** | **FunctionsofNGOs,ProjectMonitoringandEvaluation Method** |
| Training:Meaning,Need, Importance,Purpose,SignificanceandTrainingNeeds;NGO functions in different Fields: Health, Rural Development, Child Health and Welfare, WomenWelfare, Youth Welfare and Welfare of the elderly people; Role of NGOs in Administering theSocial Welfare Programmes; Project Evaluation and Monitoring: Aims, Objectives, steps andCreating Management Information System; Project Appraisal: Meaning and Techniques; LogicalFrameAnalysis(LFA);ParticipatoryRuralAppraisal(PRA):Principles,MethodsofPRAandNetworkAnalysis;Documentationandreporting;PublicRelations. |
| **TextBook(s)** |
| 1 | Drucker,Peter,(1993), ManagingtheNGO:PrinciplesandPractices,NewDelhi:Macmillan |
|  | Publication. |
| 2 | Kandasamy,M.,(1998), GovernanceandFinancialManagementinNon–Profit |
|  | Organizations.NewDelhi:CaritasIndia. |
| 3 | Mukherjee,Amitara,(1995),ParticipatoryRuralAppraisal:MethodsandApplicationin |
|  | RuralPlanning.NewDelhi: VikasPublishingCo. |
| 4 | NoorjahanBava,(1997),NonGovernmentalOrganizationsinDevelopment-Theoryand |
|  | Practice,NewDelhi:KanishkaPublications,Distributors. |
| 5 | SomeshKumar,(2002),MethodsforCommunityParticipation-Acompleteguidefor |
|  | practitionersbyNew Delhi: Vistaar Publications. |
| **ReferenceBooks** |
| 1. Clark,John,(1991),VoluntaryOrganizations:TheirContributiontoDevelopment.London,Earth Scan.
2. Dorothea,Hilhorbt,2003 TherealWorldofNGOs:Discourses,DiversityandDevelopment.ZedBooksLtd.
3. Ginberg, Leon,H.,2001SocialWorkEvaluation:PrinciplesandMethods.Singapore:AllynandBacon.
4. Julie Fisher, 2003 Governments, NGOs and the Political Development of the Third World,Jaipur:Rawat Publications.
5. Kapoor,K.K.,(Ed.),1986 Directoryof FundingOrganizations.NewDelhi:Information
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| andNewsNetwork.1. Kumar,A.,2003SocialChangethroughNGOs. NewDelhi:AnmolPublishers.
2. Lawant, B.T.,1999NGOsinDevelopment.Jaipur:RawatPublications.
3. MisraBR.,(2008), DyanmicsofNGOs,NewDelhi:MohitBooks,International
4. NeelaMukherjee (2000), ParticipatoryRuralAppraisal:MethodologyandApplication,NewDelhi: Concept PublishingCompany.
5. SushilMahajan,(2008), NGOManagement,New Delhi:PearlBooks
 |

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| **CourseCode** | **RESEARCHPROJECT&VIVA-VOCE** | **CORE** |
| **Pre-requisite** | **BasicknowledgeaboutSocialWorkResearch Methods** |
| **CourseObjectives:** |
| Themain objectives ofthis courseareto:1. Toprovidebasicknowledgeinsocialwork research
2. Tolearnhowtoformulateresearchproblem
3. Tolearnhow toselect appropriatemethodaccordingtothenatureofresearchproblem
4. Todevelopthedata collectionskill,codingandanalysis
5. Tolearnhowto writethesisbased ondatacollection
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Understandbasicsocialworkresearchmethods |
| 2. Applyand integrate social work researchmethods in thefield ofsocial work practice. |
| 3. Applycritical thinkingtosolveproblems usingsocial workresearch. |
| 4.Developprofessionalskillstoexecutesocialworkresearchmethodsin practice |
| 5.Createthebest practicesforsocial workersusingthetheories. |
| * Allocationofguidebasedon the studentsinterest and topicof study
* Identificationofbroadresearch topic forstudy
* Framingof the researchthesis titlebased onprimaryliteraturesurvey
* Literaturesurveyand developingthe introduction
* Identificationofresearchdesign,method,samplingmethod,samplesize,anddevelopmentofquestionnaire
* Pilottestingofthequestionnaire/Interviewschedule,pretestinganddatacollection
* Field editing, post coding, entering the data into the software for analysis (SPSS forQuantitativeand Atlasti forQualitative)
* Analyzingthedataunder supervisionofthefaculty
* Tabulation,codedevelopment/themes(qualitative)
* Interpretationofthedata
* Writingthe thesis and submission of thethesis
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| **TextBooks** |
| 1.Kothari,CR(2000)ResearchMethodology:MethodsandTechniques:new AgeInternationalPublicationsNewDelhi |
| 2.FlickU(2014)An IntroductiontoQualitativeresearchSage, New Delhi |
| 3.Lal DasDK(2009) ResearchMethodsfor Socialwork,RawatPublicationNewDelhi |

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| 4.SheppardM(2004)AppraisingandUsingSocialResearchin the HumanServiceJessicaKingsleyPublishersLondon |
| 5.BlaikieN(2003)AnalysingQuantitative DataSageNewDelhi |
| 6.GibbsGR (2007)AnalysingQualitative Data SageNewDelhi |

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| **CourseCode** | **SOCIAL WORK PRACTICUM–IVCONCURRENTFIELDWORK&VIVA-VOCE** | **CORE** |
| **Pre-requisite** | **BasicknowledgeaboutSocialworkmethods** |
| **CourseObjectives:**Togive aconcurrent fieldwork,whereastudent isexpectedto integratethetheoriesintopracticesinvarioussettingssuchasHospitals,NGOs,Socialwelfareagencies,Industriesand Governmental organizations. |
| Themain objectives ofthis courseare to:1. Opportunitytowork ina professional settingtodevelop anddemonstrateskills insocialwork
2. Learnandimplementsocialworkinterventionsinthefieldofspecialization
3. Exposedtosocialrealitiesrelatedtothefieldsof specialization.
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1.Understand Fieldworkagencyadministrationandfunctions |
| 2.Applyand integrate socialwork theoriesandmethods inthe fieldwork setting likehospitals,industries,andNGOs. |
| 3.Applycritical thinkingtoinformand communicateprofessionaljudgments. |
| 4.Developprofessionalskillstoexecutesocialworktheoriesandmethodsin practice |
| 5.Createtheabilityto criticallyanalyzeproblem of individuals,groups and organizationsandfactorsaffectingthem. |
| **FieldWorkOrganization(Specializationbased)*** OrganizationProfile
* Aim/Objectives/Vision/Mission
* Organizationstructure
* Fundingpattern
* National/InternationalCollaborations/Projects
* Monitoring/Evaluation

**SocialWorkPractice*** PracticeMethodsofSocialworkwithindividuals,groups andcommunities
* PracticeskillsandtechniquesofSocialWork
* AdhereethicsandvaluesofSocialWorkProfession

**Reportwriting*** Fieldworkactivitiesin observationnotewithsignatureof agencysupervisor
* DetailedReportonDailyFieldwork ActivitiesinFieldWorkRecord

**IndividualConference*** Discussactivitiesin fieldwork agency
* Identifygaps inapplying theoryinto practice
* Expressproblems,difficultiesfacedinfieldwork
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| **TextBooks** |
| 1 | SanjoyRoy,2012, FieldworkinSocial Work,RawatPublications. |
| 2 | SubhedarI.S.2001,Field workTraininginSocial Work,RawatPublications. |
| 3 | JoselynT Lobo,2017,FieldWorkinSocialWorkEducation,AsianTradingCorporation |

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SupportiveCourse

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| **Coursecode** | **HUMANRESOURCE MANAGEMENT** | **Supportive** |
| **Pre-requisite** | **BasicknowledgeonIndustries** |
| **CourseObjectives:** |
| * Understandthe keyfunctionsofHuman Resourcein Organizations
* Developanin-depthunderstandingontheissues,practices,and processesin **HRM**
* Toenrichtheknowledgeoncurrent trendsinHRM
 |
| **ExpectedCourseOutcomes:** |
| Onthesuccessful completionofthecourse,student willbe ableto: |
| 1. Understandtheknowledgeonvarious HR aspects
 |
| 1. Ascertainandsolvethe problemsinHRM
 |
| 1. Acquaintthe evolvingtrendsin HRM
 |
| **Unit:1** | Introduction |
| HumanResourceManagement:Concept,Importance&Scope;OriginandgrowthofHumanResourceManagement;RoleofHRManager.MajortrendsinOrganizationsandBusinessenvironmentinHRM;EmergingchallengesinHRM |
| **Unit:2** | HumanResourcePlanning |
| JobAnalysis,JobDesign,Jobrotation&JobEnlargement;Recruitment,Selection,InductionandPlacementProcedures;EmployeeAttrition&retention;Retirement,Resignation,Dismissal,VRS. |
| **Unit:3** | Training |
| TrainingneedAnalysis;SevenstepsinTraining;TypesandMethodsofTraining;onthejobandOfftheTraining;Managerial Training;ExecutiveDevelopment; |
| **Unit:4** | PerformanceManagementSystem |
| PerformanceAppraisal&PotentialAppraisal:MethodsofPerformanceAppraisal,PerformanceCounseling;Employeemotivation. |
| **Unit:5** | StrategicHRM |
| StrategicperspectiveinHumanResourceManagement;Concept,AimandFoundationofStrategicHRM:TPM,TQM,5S,ISO. |
| **TextBook(s)** |
| 5.KAswathappa,Humanresourcemanagement-TextandCases,NewDelhi,McGraw Hill |
| 6.VSPRao,Humanresourcemanagement-TextandCases,NewDelhi,ExcelBooks |
| **ReferenceBooks** |
| 7.InternationalHumanresourcemanagement- Globalperspective,S.K.Bhatia,Deep &DeepPublicationsPvt.Ltd,Delhi,2005 |
| 8.Globalstrategicmanagement,Dr.M.Mahmoudi,Deep &DeepPublicationsPVT.Ltd,Delhi,2005 |

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| ghlj;jpd;FwpaPL: | **khw;Wj;jpwd;Nkyhz;ik** | **Supportive** |
| ghlj;jpdKd;Njitfs;. | **khw;Wj;jpwd;Nkyhz;ikapd;****Kf;fpaj;Jtj;ijtpsf;FtJ** |
| ghlj;jpd;Nehf;fq;fs**;:cly;CdKw;NwhiuGhpe;Jnfhs;Sjy;** |
| Themainobjectivesofthiscourseareto:(,e;jg;ghlj;jpd;Kf;fpaNehf;fq;fs;.)1. Cdj;jpd;tiuaiwkw;Wk;Cdj;jpd;tifg;ghLFwpj;Jtpsf;FtJ
2. CdKw;Nwhh;Fwpj;jjtwhdfUj;Jkw;Wk;kdg;ghq;FFwpj;Jtptjpg;gJ.
3. ghh;it,nrtpj;jpwd;,kdtsh;r;rpf;FiwghLMfpatw;iwfz;lwpjy;,tifgLj;Jjy;kw;Wk;jLf;Fk;Kiwfs;Fwpj;Jtpsf;FtJ.Murpd;jpl;lq;fs;,rYiffs;kw;Wk;rl;lq;fs;Fwpj;Jtpsf;FtJ.
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| **ExpectedCourseOutcomes:**vjph;ghh;f;fg;gLk;ghlj;jpd;ntspghLfs**;.** |
| Onthesuccessful completion ofthe course,studentwill beableto: |
| 1 | CdKw;Nwhh;Fwpj;JjtwhdfUj;Jkw;Wk;kdg;ghq;FFwpj;Jmwpe;Jnfhs;tJ. | K2 |
| 2 | ghh;it,nrtpj;jpwd;,kdtsh;r;rpFiwghLMfpatw;wph;f;fhdfhuzj;ijmwpe;Jnfhs;Sjy; | K2 |
| 3 | murpd;jpl;lq;fs;rYiffs;,CdKw;Nwhh;f;FNtiynra;af;$bamuRrhuhepUtdq;fs;Fwpj;JGhpe;Jnfhs;Sjy; | K3 |
| **K1**-Remember;**K2**-Understand;**K3**-Apply;**K4**-Analyze;**K5**-Evaluate;**K6**-Create |
| **myF:1** | **clypy;cs;sFiwghL** | **6--kzp** |
| Cdk;:tiuaiw–ghjpg;G,,ayhikkw;Wk;Cdk;Mfpatw;wpd;nghUs;tpsf;fk;-Cdj;jpd;;tifg;ghL–tifg;gLj;Jjypd;ed;ikkw;Wk;jPik–CdKw;Nwhh;vdKj;jpiuFj;Jjy;. |
| **myF:2** | **Cdj;ijGhpe;Jnfhs;Sjy;** | **6--kzp** |
| Cdk;:CdKw;Nwhh;Fwpj;jjtwhdfUj;Jkw;Wk;kdg;ghq;F–tuyhWkw;Wk;jw;Nghijar%fj;jpd;ghh;it–cly;CdKw;Nwhh;kw;Wk;mtuJFLk;gj;jpd;kPjhdjhf;fk;vjph;nfhs;Sk;ghq;F. |
| **myF:3** | **ghh;itkw;Wk;nrtpj;jpwd;FiwghL** | **6--kzp** |
| ghh;itf;FiwghL:tiuaiw–fz;lwpjy;-tifg;gLj;Jjy;-Fzhjpraq;fs;-fhuzpfs;kw;Wk;jLf;Fk;Kiwfs;nrtpj;jpwd; FiwghL: tiuaiw -fz;lwpjy;- tifg;gLj;Jjy;-Fzhjpraq;fs;- fhuzpfs;kw;Wk; jLf;Fk;Kiwfs; |
| **myF:4** | **kdtsh;r;rpkw;Wk;,af;fepiyFiwghL** | **5 – kzp** |
| kdtsh;r;rpf; FiwghL,Gwcyfr; rpe;jpidaw;Nwhh; kw;Wk; ftdf; FiwghL&kpifahd ,af;fKilNahh;:tiuaiw - kdtsh;r;rpf; FiwghLFwpj;jjtwhdfUj;Jf;fs; - fz;lwpjy; - tifg;gLj;Jjy; - Fzhjpraq;fs; -fhuzpfs;kw;Wk;jLf;Fk;Kiwfs;,af;fepiyf; FiwghLilNahh;: tiuaiw - fz;lwpjy; - tifg;gLj;Jjy; - Fzhjpraq;fs; - fhuzpfs; kw;Wk;jLf;Fk;Kiwfs; |
| **yF:5** | **khw;Wj;jpwdhspfSf;fhdFiwghL** | **5-kzp** |
| khw;Wj; jpwdhspfSf;fhdkWtho;T: murpd; jpl;lq;fs; kw;WkrYiffs;: CdKw;Nwhhpd; chpikfs;;rl;lk; 2016. - ,e;jpakWtho;Tf; fofk; - muRrhuhepWtdq;fs;,rh;tNjrmuRrhuhepWtdq;fs; –r%fg;gzpahsh;fs;kw;Wk;khzf;fh;fs;gq;F.fsg;gzp:cly;CdKw;Nwhh;gapYk;gs;spfs;kw;Wk;epWtdq;fSf;Fnrd;Wmth;fspd; nray;ghLfiscw;WNehf;Fjy; |

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| Cly;CdKw;weghpd;Cdj;jpd;tuyhWgw;wpmwpjy; |
| **myF:6** | **ContemporaryIssues:(rkfhygpur;rpidfs;.)** | **2 -kzp** |
| Expertlectures,onlineseminars -webinars |
|  | **TotalLecturehours(nkhj;jtphpTiuNeuk;)** | **30--kzp** |
| **TextBook(s)(ghlGj;jfq;fs;)** |
| 1 | Mani,M.N.G.and Jaiganesh,M.B. 2009,Volunteers *Training Manual***.**Coimbatore,UDISForum. |
| 2 | Mani,M.N.G.andJaiganesh,M.B.2010,SourceBookon DisabilityforSocialWorkers**.**Coimbatore,UDISForum. |
| **ReferenceBooks: (Fwpg;GGj;jfq;fs;)** |
| 1 | PrabakarImmanuel,Claudia Koenigand SianTesni.M,1998,*Listening toSounds andSigns.*Bangalore:BooksforChange. |
| 2 | Fernandez,G.,Koenig,C.,Mani,M.N.G.andTensi,S.(1999).*SeewiththeBlind.*Bangalore:Books forChange. |
| 3 | LalAdvani and Anupriya Chadha (2003). *You and your Special Child.*New Delhi:UBSPublishersDistributors Pvt.Ltd. |

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| **CourseTitle:CODEOFCOMPLIANCEFORINDUSTRIES-HRPERSPECTIVE** |
| **NameoftheDepartment** | SOCIALWORK |
| **NameoftheFacultyMemberi/c** | Dr.R.Baskar,AssistantProfessor,DepartmentOf |

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| **WithCompleteAddresswith Phoneand****e-mail** | SocialWork,BharathiarUniversity,Coimbatore |
| **Inter/IntraDepartmentCourse** | INTERDEPARTMENTALCOURSE |
| **Duration of theCourse** | 3MONTHS |
| **Credits** | 4Credits |
| **Eligibility** | ANYUNDERGRADUATEDEGREE |
| **Numberof CandidatestobeAdmitted** | 40-70 |
| **Modeof theCourse** | BothRegularandOnline |
| **Collaboration if any with Companies**(if Yes, Full Address of the Company Address ,NameoftheContactPerson,Phone,e-mailetc.) | SIMA-THESOUTHERNINDIAMILLS‘ASSOCIATION, 41 RACE COURSE,COIMBATORE-641018.EMAIL:info@simamills.orglegal@simamills.org |
| **RegistrationProcedure** |  |
| **JobOpportunities:TheGraduateswhocompletethiscoursewillbeabletoperformthe** |
| **BasicHRfunctionsin Industries** |
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| **Theobjectives of theCourseare:** |
| Themain objectives ofthis courseareto: |
| 1 | Toexposethestudents tovariousstatutorycompliancesrelatedto HRinindustries |
| 2 | ToenablethestudentstounderstandthebasicfunctioningofHRdepartmentinIndustries |
| 3 | Tocreatealearningenvironmentwherein thestudents willacquireknowledge and skillsbyattendingtheoreticalclassesinclassroomsandfieldworkinIndustries |
| 4 | Toenablethestudentstolearn moralandethicalstandardsto beadoptedbyanemployer |
| 5 | Tointegrateenvironmental,health,safetyandsocialprinciplesto beadheredinthenormalcourseofbusinessinpromotinggoodgovernance |
| **CourseContent** | Lecture/Practical/Project/ Internship |
|  |
| **Module1** | Recruitment,Selection, Induction | **5hours** |
| **Module2** | Training | **3hours** |
| **Module3** | Health,Safetyatworkplace,WelfareandCrèche | **7hours** |
| **Module4** | WorkingHours,Wages, WomenEmployment | **5hours** |
| **Module5** | MajorComplianceundertheSexualHarassmentofWomenatWorkPlace(Prevention,Prohibition&Redressal)Act,2013 | **5hours** |
| **Module6** | TheMaternityBenefitsavailableundertheMaternityBenefit(Amendment)Act, 2016 | **3hours** |
| **Module7** | MajorComplianceundertheTamilnaduHostelsandHomesforWomenandChildren(Regulation)Act,2014&Rules2015 | **5hours** |
| **Module8** | MajorcomplianceundertheInter-StateMigrantWorkmen(RegulationofEmploymentandConditionsofService)Act,1979 | **5hours** |
| **Module9** | MajorComplianceunderTheContractLabour(RegulationandAbolition)Act,1970 | **5hours** |
| **Module10** | EngagementofApprentice,MajorLegalCompliance,Waste | **7hours** |

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|  | Disposal,Environment,BestPractices,VariousotherPolicies |  |
|  | IndustrialPlacementinTextileMillsunderSIMA | **15hours****(5 hours x 3days)** |
|  | **Total** | **60hours** |
| **Book(s)forStudy** |
| 1 | Kapoor,N.D.,2000ElementsofIndustrialLaw.NewDelhi:SultanChandandSons. |
| 2 | B.R.Seth,IndianLabourLaws,NewDelhi,AllIndiaManagementAssociation |
| 3 | VSPRao,Humanresourcemanagement-TextandCases,NewDelhi,ExcelBooks |
| **Book(s)forreference** |
| 1 | BiswajeetPattanayak,HumanResourceManagement,Delhi,PHI. |
| 2 | Code/GuidelinesForEmploymentinTextileIndustry(Version-2.0),TheSouthernIndiaMills‘Association,Coimbatore,Tamilnadu |
| **RelatedOnlineContents** |
| 1 | https:/[/www.mooc](http://www.mooc-list.com/course/recruiting-hiring-and-onboarding-employees-coursera)-[list.com/course/recruiting-hiring-and-onboarding-employees-coursera](http://www.mooc-list.com/course/recruiting-hiring-and-onboarding-employees-coursera) |
| 2 | https:/[/www.m](http://www.my-mooc.com/en/categorie/human-resources)y[-mooc.com/en/categorie/human-resources](http://www.my-mooc.com/en/categorie/human-resources) |
| 3 | <http://www.isspa.org/uploads/laws/pdfs/15_pdf.pdf> |
| 4 | https://iclg.com/practice-areas/employment-and-labour-laws-and-regulations/india |

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| **CourseTitle:****CHILDRIGHTS,CHILDPROTECTIONANDWELFARE** |
| **Nameof theDepartment** | **SOCIALWORK** |
| **NameoftheFacultyMemberi/c** | Dr.R.Arjunan,Assistant Professor,DepartmentOf |

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| **WithCompleteAddresswith Phoneand****e-mail** | SocialWork,BharathiarUniversity,Coimbatore |
| **Inter/IntraDepartmentCourse** | INTERDEPARTMENTALCOURSE |
| **Duration of theCourse** | 3MONTHS |
| **Credits** | 4Credits |
| **Eligibility** | ANYUNDERGRADUATEDEGREE |
| **Numberof CandidatestobeAdmitted** | 40 |
| **Modeof theCourse** | BothRegularandOnline |
| **CollaborationifanywithCompanies**(if Yes, Full Address of the CompanyAddress , Name of the Contact Person,Phone,e-mail etc.) | The course will be conducted with the collaborationof Tamil Nadu State Children Commission andUNICEF, ChennaiEMAIL:rajsarak1963@gmail.comMobileNo: 80561 29749 |
| **RegistrationProcedure** |  |
| **Job Opportunities:**UNICEF Projects, ICDS, UN based Projects, Child related projects in StateandCentralGovernment,ChildlineprojectsinRailways, NGOsandINGOsworkingin childrenissues. |
| **Theobjectivesof theCourseare:** |
| Themain objectives ofthis courseareto: |
| 1 | Understandconceptof childandrightsfor childrenbasedonUNCRC |
| 2 | Getorientationofchildrelatedsocialinstitutionsand homes |
| 3 | Recognizemagnitudeof theproblemsofchildrenphysically,psychologicallyandsocially |
| 4 | Identifytheservicesforchildrenandsupportivesystemsforstrengtheningroleofsocialworker |
| 5 | Provideknowledgeandemployabilityskillsonhandlingchildrenrelated issues,lawsandActs. |
| **CourseContent** | Lecture/Practical/Project/ Internship |
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| **Module1** | Child:Concept,Definition,StatusofGirlChildren,childrenwithdisabilities,andChildrenconflictwithlaw | **4hours** |
| **Module2** | ProfileanddemographicofchildrenatGloballevel,NationallevelandStatelevel;ChildRightsaccordingtoUNCRCandComponentsofChildRights. | **5hours** |
| **Module3** | SocialInstitution:Family,School,Religion;FunctionsofOrphanhomesandObservationHomes | **4hours** |
| **Module4** | Needs of specialchildren;Significance ofchildrenconflictwithlaw:RoleofFamilyandSchoolindevelopmentofchildren | **5hours** |
| **Module5** | PhysicalProblems:Malnutrition,Immunization,Substanceabuse,HIV/AIDS,TB,Anemia;PsychologicalProblems:ViolenceandAtrocities,Peergroupinfluence,mentaldisabilities | **5hours** |
| **Module6** | SocialIssues:Migration,StreetChildren,Sexualharassment, | **5hours** |

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|  | Pornography, children in Prostitution; Child Marriage; CyberCrime on Children; Application of methods of Social Work insolvingchildrenproblems;RoleofSocialworkerinsolvingproblemsofchildren. |  |
| **Module7** | CentralandStateChildHelpLines:1098,181;ICPS-IntegratedChildProtectionScheme-purpose,objectives,guidingprinciples andapproaches | **4hours** |
| **Module8** | Functions of National Children Commission and State ChildrenCommission;RoleofDCPUatDistrictlevel;CyberSecurityforchildren;Roleofsocialworkerinprogram/projectimplementation | **4hours** |
| **Module9** | Childand AdolescentLabour (Prohibition andRegulation) Act of 1986, Juvenile Justice (Care and ProtectionofChildren)Act,2000,ProhibitionofChildMarriageAct,2006 | **5hours** |
| **Module10** | The Protection of Children from Sexual Offences Act, 2012,The National Policy for Children 2013; Role of NGOs in Childwelfare,andRoleofProfessionalsocialworkerinpromotionofchildlegislationin India. | **4hours** |
|  | **FieldWork PlacementinObservationHome/DistrictChildProtectionUnit/GovernmentOrphanageHomes/Funded****Homes/NonfundedHomes** | **15hours****(5 hours x 3days)** |
|  | **Total** | **60hours** |
| **Book(s)forStudy** |
| 1 | AshaBajpai,2003,*Child RightsinIndia–Law,PoliceandPractice*,NewDelhi:OXFORDUniversityPress. |
| 2 | BosePradeep,2006,*ChildCareandChildDevelopment:PsychologicalPerspective*,Jaipur:ABDPublishers. |
| **Book(s)forreference** |
| 1 | ChoudharyPremanand2008.*ChildSurvival,HealthandSocialWorkIntervention,*Jaipur:ABDP |
| 2 | MahandraTiwari,2013,*FamilyLawandChild Law*,NewDelhi: RandomPublications. |
| 3 | NIPCCD,2002,*TheChildinIndia–AstatisticalProfile*,NIPCCD,NewDelhi.UNICEFPublication. |
| 4 | PandeyPK.,2013,*Children’sRights-Law,PoliciesandPractice*,NewDelhi:RegalPublication. |
| 5 | PrasadaRao,2006, *ChildLabour:Problemsand PolicyIssues*,Associated Publishers. |
| 6 | SakshiPuri,2004, *ChildWelfareandDevelopmentServices*.Jaipur:PointerPublications. |
| 7 | ShrimaliShyamSundar,2008, *ChildDevelopment*. NewDelhi:RawatPublications. |
| 8 | UNICEF,2006,*GuidelinesontheProtectionofChildVictimsofTrafficking*,UnicefTechnicalNotes,*ChildTraffickingandMigration*,NewYork,UNICEFHeadQuarters. |

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| 9 | WilliamThomas,2008,*ChildTrafficking:AnUnconsciousPhenomenon*.A.NewDelhi,Kanishka. |
| **RelatedOnlineContents** |
| 1 | https://youtu.be/HHNfaPuoZHM |
| 2 | https://youtu.be/WKEGou1zPII |
| 3 | https://youtu.be/TFMqTDIYI2U |

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Value AddedCourse

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| **TITLEOFTHEVALUE-ADDEDCOURSE:EnvironmentalSocialWork** |
| **Nameof theDepartment** | **Social Work** |
| **NameoftheFacultyMemberi/c** | Dr.B.Nalina, |

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| **With Complete Address with Phone ande-mail** | Assistant Professor,DepartmentofSocialWork,BharathiarUniversity,Coimbatore**Mobile:9629702760****MailID:****nalinabathran@gmail.com** |
| **Inter/IntraDepartmentCourse** | IntraDepartmentCourse |
| **Duration of theCourse** | 30Hours |
| **Credits** | 2Credits |
| **Eligibility** | StudentspursuingMSWDegreein UniversityDepartment |
| **Numberof CandidatestobeAdmitted** | 20 -45 |
| **RegistrationProcedure** | MSW Enrolled |
| **JobOpportunities:EnvironmentalSocialWorker** |
| **Theobjectivesof theCourseare:** |
| Themain objectives ofthis courseareto: |
| 1 | Tofacilitatethestudentstounderstandaboutthebasicconceptsofenvironment. |
| 2 | Throwslightonissues andperspectivesof Environment. |
| 3 | Tointroducethe mechanismsinprotectingtheenvironment &EnvironmentalconservationinSocialWorkaspects. |
| **CourseContent** | Lecture/Practical/Project/ Internship |
| **Module1** | Basicconceptsofenvironment,ecology,naturalresources,Biosphere | **2hours** |
| **Module2** | Exhaustible and non-exhaustible resources, and theirconservation,RenewableandNon-renewableenergy,GlobalWarming,Greenhouse gases | **2hours** |
| **Module3** | ConceptofClimateChange,ClimatechangeadaptationandMitigation,Impactoftechnologyandgrowingpopulationonenvironment | **2hours** |
| **Module4** | DisastersmanagementAct(2005),ChennaiFloods,KeralaFloods,acidrainandozonedepletion,cloudburstandHailStrom,DuststorminNorthIndia | **2hours** |
| **Module5** | Biodiversityhotspot, The Western Ghats, Indian desert,TropicalRainforestregion,Man-Animal Conflict. | **2hours** |
| **Module6** | StateandCentralEnvironmentMinistries,Pollutioncontrolsboards,EnvironmentalsummitsattheinternationallevelKyotoProtocolandConference ofParties(21) atParis | **2hours** |
| **Module7** | RoleofWomeninConservationofEnvironment;PanchayatinConservationofEnvironment. | **2hours** |
| **Module8** | Sustainabledevelopmentpolicies inIndia–NationalEnvironmentPolicy–2006,IntegratedEnergypolicy-2006,MunicipalSolidWasteManagementRules–2016andWastedisposal | **2hours** |
| **Module9** | Roleoflocalself-governmentinsustainabledevelopment,Theair(preventionandcontrolofpollution)act,1981–Thewater | **2hours** |

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|  | (preventionandcontrolofpollution)amendmentrules2011,E-wasteManagement Rules2016 |  |
| **Module10** | EnvironmentConsciousness-NGOs,SocialWorkersandEcologicalMovements,Forestationprogrammesandpolicies,StudentsroleinEnvironmentalprotection, 3R‘s. | **2hours** |
|  | Visit to two Environmental NGOs, Exploration of their activitiesandfunding(Internship) | **10hours****5 hours x 2days** |
| **Book(s)forStudy** |
| 1 | MelGray(Editor), JohnCoates (Editor),Tiani Hetherington(2012), EnvironmentalSocialWork.Routledge |
| **Book(s)forreference** |
| 1 | Rinkel, M. & Powers, M. (Eds.). (2017). Social Work Promoting Community and EnvironmentalSustainability: A Workbook for Social Work Practitioners and Educators (Vol.1). Switzerland:International Federation of Social Work (IFSW). (<http://ifsw.org/product/books/social->workpromoting-community-and-environmental-sustainability-free-pdf/) |
| 2 | Arnold,David and RamchandraGuha (eds.), Nature, Culture, Imperialism; Essays on theEnvironmentalHistoryofSouthAsia,Delhi,OUP,1999 |
| **RelatedOnlineContents** |
| 1 | [www.mdpi.com](http://www.mdpi.com/)›pdfSocialWork Practices and the Ecological Sustainability...-MDPI |
| 2 | https:/[/www.a](http://www.academia.edu/16947689/The_environment_and_social_work_An_overview_and)c[ademia.edu/16947689/The\_environment\_and\_social\_work\_An\_overview\_and](http://www.academia.edu/16947689/The_environment_and_social_work_An_overview_and)\_introduction |
| 3 | https://ojs.uwindsor.ca/index.php/csw/article/download/5729/4675?inline=1 |
| 4 | <http://epgp.inflibnet.ac.in/about.php> |

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| **TITLEOFTHEVALUE-ADDEDCOURSE:SCHOOL SOCIALWORK** |
| **Nameof theDepartment** | **SocialWork** |
| **NameoftheFacultyMemberi/c** | Dr.N.Shanmugavadivu,AssistantProfessor, |

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| **With Complete Address with Phone ande-mail** | DepartmentofSocialWork,BharathiarUniversity,CoimbatorePh:9095304101/nsvadivu2003@gmail.com |
| **Inter/IntraDepartmentCourse** | IntraDepartmentCourse |
| **Duration of theCourse** | 30Hours |
| **Credits** | 2Credits |
| **Eligibility** | StudentspursuingMSWDegreein UniversityDepartment |
| **Numberof CandidatestobeAdmitted** | 40-45 |
| **RegistrationProcedure** | MSW Enrolled |
| **JobOpportunities:**SchoolSocialWorker |
| **Theobjectivesof theCourseare:** |
| Themain objectives ofthis courseareto: |
| 1 | Toenhancetheskills ofthePostGraduate studentstobecome professionalschoolsocialworker |
| 2 | ToUnderstandtheIssuesofschoolchildren |
| 3 | TofindtheWaysto addresstheproblemsof schoolchildren |
| 4 | To applythe PrimarySocial Work Methodsin School Social Work |
| **CourseContent** | Lecture/Practical/Project/ Internship |
| **Module1** | Need of School Social Work in educational setting, Schoolscenario–School,Teachersandstudents –NationalandStatelevel | **2hours** |
| **Module2** | Issuesofschoolchildren,ProblemidentificationinSchoolStudents | **2hours** |
| **Module3** | RapportBuilding, LifeSkillactivities | **2hours** |
| **Module4** | BrainGym,Caseanalysis | **2hours** |
| **Module5** | SchoolSocialWorkintheperspectiveofSchoolTeacher | **2hours** |
| **Module6** | Waystoaddresstheproblemsofschoolchildren | **2hours** |
| **Module7** | Socialcaseworkanditsapplicationinschoolsetting | **2hours** |
| **Module8** | Socialgroup workand itspracticabilityin schoolsettingswithgroupexercises | **2hours** |
| **Module9** | Needofcommunityorganizationinschoolsocialworkwithrelevantexamples | **2hours** |
| **Module10** | Therapyand itsTechnique, ReportWritingandDocumentation | **2hours** |
|  | SchoolSocialWorkplacement | **2days x 5 Hrs****=10 Hours** |
| **Book(s)forStudy** |
| 1 | [JoAnnJarolmen](https://us.sagepub.com/en-us/nam/author/joann-josephine-a-jarolmen),2013, SchoolSocial Work,A DirectPracticeGuide,SagePublishing |
| 2 | [SaraWhitcomb](https://www.goodreads.com/author/show/6481113.Sara_Whitcomb),2002,[Behavioral,Social,andEmotionalAssessmentofChildrenand](https://www.goodreads.com/book/show/15859468-behavioral-social-and-emotional-assessment-of-children-and-adolescents)[Adolescents,](https://www.goodreads.com/book/show/15859468-behavioral-social-and-emotional-assessment-of-children-and-adolescents)Routledge |
| 3 | GandhiAnjali,2004,SchoolSocialWork, [CommonwealthPublishers](https://www.sapnaonline.com/shop/publisher/commonwealth-publishers) |
| 4 | Upadhyay,R.K,2003SocialCasework:ATherapeuticApproach,RawatPublications, India |

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| **Book(s)forreference** |
| 1 | Christopher,A.J.andWilliamThomasA,2006CommunityOrganizationandSocialAction,Mumbai:Himalaya |
| 2 | Johnson,F.P.(2003)GroupTheoryandGroupSkills,BestonMass:Rcorson/AllynandBacon |
| 3 | SanjayBhatacharya:IntroductiontoSocialWork,DeepandDeepPublications,NewDelhi-2008 |
| **RelatedOnlineContents** |
| 1 | <https://www.socialworkers.org/Practice/School-Social-Work> |

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| **TITLEOFTHEVALUE-ADDEDCOURSE: DISASTERMANAGEMENT** |
| **Nameof theDepartment** | **SocialWork** |
| **NameoftheFacultyMemberi/c****WithCompleteAddresswith Phoneand** | Dr.N.Shanmugavadivu,AssistantProfessor,DepartmentofSocialWork,BharathiarUniversity, |

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| **e-mail** | CoimbatorePh:9095304101/nsvadivu2003@gmail.com |
| **Inter/IntraDepartmentCourse** | IntraDepartmentCourse |
| **Duration of theCourse** | 30Hours |
| **Credits** | 2Credits |
| **Eligibility** | StudentspursuingMSWDegreein UniversityDepartment |
| **Numberof CandidatestobeAdmitted** | 40-45 |
| **RegistrationProcedure** | MSW Enrolled |
| **JobOpportunities:**FrontlineWorker,DisasterReliefWorker |
| **Theobjectivesof theCourseare:** |
| Themain objectives ofthis courseareto: |
| 1 | Tounderstand disastersituation |
| 2 | Tolearn abouttypes of disasterand its ill-effectsin the community |
| 3 | Toget knowledgeon phasesof disasterandfirst aidfordisaster |
| 4 | Toillustrate thecontentofdisastermanagement and need of communityparticipation |
| 5 | Torecognizetheroleof organizationsandSocialWorkerindisastermanagement |
| **CourseContent** | Lecture/Practical/Project/ Internship |
| **Module1** | Disaster:Meaning;FactorsandSignificance;Effects;Globalview;CommunityDisaster; Disasterprofileof India | **2hours** |
| **Module2** | TypesofDisaster-NaturalandManmade | **2hours** |
| **Module3** | DisasterManagement Act2005 | **2hours** |
| **Module4** | Disasterassessment;Disastermitigation;ReliefandRehabilitation | **2hours** |
| **Module5** | DisasterMentalHealthandDisasterCounseling | **2hours** |
| **Module6** | PsychologicalFirst-Aid | **2hours** |
| **Module7** | DisasterManagement and AwarenessPredictability | **2hours** |
| **Module8** | Communityhealth duringDisasters;Communityparticipation; | **2hours** |
| **Module9** | Publicawarenessprogrammes;CommunitybasedDisasterManagement | **2hours** |
| **Module10** | RoleofNationalandInternationalOrganizationsinDisasterManagement,RoleofSocialWorker | **2hours** |
|  | FieldWorkplacement | **2days x 5 Hrs****=10 Hours** |
| **Book(s)forStudy** |
| 1 | ArulsamyandJ.Yeyadevi, 2011,SafetyandDisasterManagement,Neelkamal |
| 2 | Kapur.A.(2005),Disastersin India:StudiesofGrimReality,Jaipur:RawatPublications |
| 3 | SaulinaArnold(2006),DisasterManagement,Salesian InstituteofGraphicarts,Chennai |
| **Book(s)forreference** |
| 1 | SenAmartya(1981),PovertyandFamines,OxfordUniversityPress,New Delhi |
| 2 | Singh.R.B.(2009). NaturalHazardsandDisaster Management,Jaipur:RawatPublications |

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| 3 | SharmaDhirendra(1983), IndiasNuclearEstate,Lancers,New Delhi |
| **RelatedOnlineContents** |
| 1 | nidm.gov.in |

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| **TITLEOFTHE VALUE-ADDEDCOURSE:ISO ININDUSTRIES** |
| **Nameof theDepartment** | **SocialWork** |

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| **NameoftheFacultyMemberi/c****With Complete Address with Phone ande-mail** | Dr.N.Shanmugavadivu,AssistantProfessor,DepartmentofSocialWork,Bharathiar University,CoimbatorePh:9095304101/nsvadivu2003@gmail.com |
| **Inter/IntraDepartmentCourse** | IntraDepartmentCourse |
| **Duration of theCourse** | 30Hours |
| **Credits** | 2Credits |
| **Eligibility** | StudentspursuingMSWDegreein UniversityDepartment |
| **NumberofCandidatestobeAdmitted** | 10-20 |
| **RegistrationProcedure** | MSW Enrolled |
| **JobOpportunities:**TheGraduates whocomplete thiscoursewill beabletounderstandandimplementationof ISOinindustry |
| **Theobjectivesof theCourseare:** |
| Themain objectives ofthis courseareto: |
| 1 | ToUnderstandthe conceptof ISOinIndustry |
| 2 | To exposethestudentstoimplement,maintainandenhancethetechnicalaspectsofaqualitymanagementsystem(QMS)basedonISO9001:2015andrelatedstandards. |
| 3 | Todeveloptheknowledgeofestablishing,documenting,Implementing,maintainingandcontinuallyimproving(Self-Sustaining)QualityManagementSystem |
|  |  |
| **CourseContent** | Lecture/Practical/Project/ Internship |
| **Module1** | Conceptof Industry–ClassificationofIndustry | **2hours** |
| **Module2** | IntroductionaboutISO – Concept–origin–Structure–Membership | **2hours** |
| **Module3** | Benefitsof ISOcertification –stagesofISOstandards. | **2hours** |
| **Module4** | IntroductiontoISO9001,History-OverviewofISO9001:2015-ISO9001:2015QualityManagementSystem | **2hours** |
| **Module5** | ISO 9001:2015 Quality Management Principles – CertificationProcess-OverviewofISO9001:2015Clauses -ISO9001:2015InternalAudit – ISO | **2hours** |
| **Module6** | Concept of Occupational Health and Safety Management System(OHSMS) –purpose of an OHSMS -Introduction to ISO 45001 -keyconcepts andstructureof ISO 45001–ISO45001: 2018Clauses | **2hours** |
| **Module7** | ThemainrequirementsofISO45001-benefitstoanorganizationinrelationtoimplementinganeffectiveOccupationalHealthandSafetyManagementSystem (OH&SMS) | **2hours** |
| **Module8** | ConceptofEnvironmentalmanagementsystems- Aimof anenvironmentalmanagementsystem–Scope-overviewofISO14001:2015 | **2hours** |

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| **Module9** | Benefitsof ISO14001:2015-Keyrequirementsof ISO14001:2015 | **2hours** |
| **Module10** | IntroductionaboutISO50001:2018EnergyManagementSystemsStandard–BenefitsofISO50001:2018 - | **2hours** |
|  | IndustrialPlacementinManufacturingSector | **2days x 5****Hrs = 10Hours** |
| **Book(s)forStudy** |
| 1 | RameshLakhe,KrantiDharkar,2018,ISO45001:2018OccupationalHealth&SafetyManagementSystem |
| **Book(s)forreference** |
| 1 | ItayAbuhav,2017,ISO9001:2015-ACompleteGuide toQualityManagementSystems |
| 2 | MiltonP.Dentch,2016,the ISO14001:2015 ImplementationHandbook:UsingtheProcess Approach to Build an Environmental Management System, ASQ QualityPress. |
| **RelatedOnlineContents** |
| 1 | https:/[/www](http://www.youtube.com/watch?v=z1GiKmYtpEI).[youtube.com/watch?v=z1GiKmYtpEI](http://www.youtube.com/watch?v=z1GiKmYtpEI) |

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| **TELE-COUNSELLINGFORSOCIALWORKPRACTICE** |
| **NameoftheDepartment** | **SOCIALWORK** |
| **NameoftheFacultyMemberi/c****With Complete Address with Phone ande-mail** | Dr. B. Nalina.AssistantProfessorDepartment of Social WorkBharathiar UniversityCoimbatoreCell:9629702760Emailid:nalinabathran@gmail.com |
| **Inter/IntraDepartmentCourse** | IntraDepartmentCourse |
| **Duration of theCourse** | 30Hours |
| **Credits** | 2Credits |
| **Eligibility** | PursuingMSWinUniversityDepartment |
| **Numberof CandidatestobeAdmitted** | 10 to 20 |
| **RegistrationProcedure** | MSW-MedicalandPsychiatricSpecialization |
| **JobOpportunities:** |
| CounsellorinHospital,SchoolandNGOs, CounsellingCenters,RehabilitationsCentersandHomesandrelated Sectors |
| **Theobjectivesof theCourseare:** |
| Themain objectives ofthis courseareto: |
| 1 | HelpthestudentstoacquireimportantconceptsandskillsinTele-counselling. |
| 2 | Usetechnologiesfor counsellingprocess |

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| --- | --- |
| 3 | PracticeTele-counsellinginvarioussectors |
| 4 | UnderstandingtheprocessofTele-counselling |
| 5 | Applicationofskillsandtechnologiesin helpingthevictims |
| 6 | BecomeaneffectiveTele-counsellor |
|  |  |
| **CourseContent** | Lecture/Practical/Project/ Internship |
|  |
| **Module1** | Tele-counselling:Definition -Purpose-EthicalPrinciples -Process | **2hours** |
| **Module2** | Psycho-socialFactorscausingthe problem,DiagnosisandPlanningProblemSolvingProcess. | **2hours** |
| **Module3** | Theories:Groundtheory,Crisisinterventiontheory, SolutionBuildingApproach,GeneralAlgorithmofTelephone-basedCounselling. | **2hours** |
| **Module4** | Characteristics:Empathy,EmotionalIntelligence, | **2hours** |
| **Module5** | Skillsofcounselor:Communicationskills,Assessmentskills,Consultationskills,ProblemSolvingSkills | **2hours** |
| **Module6** | Useof information technologyincounselling, Procedures to befollowedforNetworkingServices | **2hours** |
| **Module7** | Child Trafficking-women, abuse victims, gays and lesbians,persons with disability, attempted suicide, De-addictioncounseling,HIV-AIDScounseling,AnxietyandDepression,Elderly. | **2hours** |
| **Module8** | PandemicandDisastervictims(Covid-19, Disaster,Tsunami,Earthquakeetc.) | **2hours** |
| **Module9** | Video(Telemedicine-facility,Apps,Videoonchatplatforms,Skype/Facetime, etc.)Audio(Phone/VOIP,Apps,etc.) | **2hours** |
| **Module10** | Text-Based:Chat-basedapplications(specializedtelemedicineSmartphone apps,websites, other internet-based systems, etc.),general messaging/ text/ chat platforms(WhatsApp, GoogleHangouts, Face book, Messenger, etc.) or,asynchronous(email/fax,etc.)-Social Workmethods inTele-counselling | **2hours** |
|  | PlacementinMedical&PsychiatricSetting | **2days****2X5=10Hours** |
| **Book(s)forStudy** |
| 1 | SujataSriram(2016),TelephoneCounsellinginIndia: LessonsfromiCALL,Springer,Singapore |
| **Book(s)forreference** |
| 1 | Child Helpline International. (2013).*Counselling practice guide.*Child HelplineInternational.[GoogleScholar](https://scholar.google.com/scholar?q=Child%20Helpline%20International.%20%282013%29.%20Counselling%20practice%20guide.%20Child%20Helpline%20International) |
| 2 | Danby,S.J.,Butler,C.,&Emmison,M.(2009).When‗listenerscan‘ttalk‘:Comparing |

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| --- | --- | --- | --- |
|  |  | activelisteninginopeningsequencesoftelephoneandonlinecounselling.*Australian* |  |
| *JournalofCommunication,36*(2). |
| 3 |  | DepartmentofHealth&FamilyWelfare.(2015).*Annualreport2014–15.*NewDelhi: |  |
| MinistryofHealthandFamily Welfare,Govt.ofIndia. |
| 4 |  | Fukkink,R.,&Hermanns,J.(2009).Counsellingchildrenatahelpline:Chattingor |  |
| calling.*JournalofCommunityPsychology,37*(8),939–948. |
| 5 |  | Henden,J.(2008).*Preventingsuicide:Thesolutionfocusedapproach*.Chichester,UK: |  |
| Wiley.[CrossRefGoogleScholar](https://doi.org/10.1002/9780470774120) |
| 6 |  | iCALLReport.(2015).*iCALLreportSeptember2013–March2015.*Mumbai:TataInstitute |  |
| ofSocialSciences.[GoogleScholar](https://scholar.google.com/scholar?q=iCALL%20Report.%20%282015%29.%20iCALL%20report%20September%202013%E2%80%93March%202015.%20Mumbai%3A%20Tata%20Institute%20of%20Social%20Sciences) |
| 7 |  | King,R.,Bambling,M.,Reid,W.,&Thomas,I.(2006).Telephoneandonlinecounselling |  |
| foryoungpeople:Anaturalisticcomparisonofsessionoutcome,sessionimpactandtherapeuticalliance.*CounsellingandPsychotherapyResearch,6*(3),1405–1746. |
| 8 |  | Malhotra,S.,Chakrabarti,S.,&Shah,R.(2013).Telepsychiatry—promise,potentialand |  |
| challenges.*IndianJournalofPsychiatry,55*(1),3–11. |
| 9 |  | Reese,R.J.,Conoley,C.W.,&Brossart,D.F.(2002).Effectivenessoftelephone |  |
| counseling:AField-basedinvestigation.*JournalofCounselingPsychology,49*(2),233–242. |
| 10 |  | Rosenfield,M.(1997).*Counsellingbytelephone*.London:SagePublications.[Google](http://scholar.google.com/scholar_lookup?title=Counselling%20by%20telephone&author=M.%20Rosenfield&publication_year=1997) |  |
| [Scholar](http://scholar.google.com/scholar_lookup?title=Counselling%20by%20telephone&author=M.%20Rosenfield&publication_year=1997) |
| **RelatedOnlineContents** |
| 1 | [http://eprints.qut.edu.au/.](http://eprints.qut.edu.au/) |
| 2 | <http://lastradainternational.org/lsidocs/Ghid_EN_final.pdf> |
| 3 | <https://eprints.qut.edu.au/2310/1/2310_1.pdf> |
| 4 | <http://icallhelpline.org/telephone-counseling/> |
| 5 | <http://vuir.vu.edu.au/15508/1/young2010.pdf> |
| 6 | [https://www.researchgate.net/publication/240240969\_Characteristics\_of\_effective\_telephone](https://www.researchgate.net/publication/240240969_Characteristics_of_effective_telephone_counseling_skills)[\_counseling\_skills](https://www.researchgate.net/publication/240240969_Characteristics_of_effective_telephone_counseling_skills) |
| 7 | <https://www.tandfonline.com/doi/abs/10.1080/03069889708253805> |
| 8 | [https://espace.library.uq.edu.au/data/UQ\_411459/S4158666\_final\_thesis.pdf?Expires=1595845559&Key-Pair-Id=APKAJKNBJ4MJBJNC6NLQ&Signature=b9DIkiWy6NQSWCe0eo6g~tbyo6lMRig-llgtIZtoFGZXG7XtPCUfTPZjplQD6pMN7-IFf87Zn-i2jk7fCm~PGu0MUteYPnju5BhBo0US48x8dlpcY8Za4cGSDc2Xv5kp0bA2vlwqDCGxQsQ511igfoHSS558OaMr9aw~C7wkx452SMCXY~olZtGd1uF3i8~2~m4h1FED3PK~oZEGfJKbgnonXhLt0esPEcOTqk-i~nTKfH032TumCIuZ~DBwaQwYJUZw1aBx-AoJFQ3d0FvG3yIMYQtTVOwRA30dnPu-z2lzgcB2UFSgkpVnrR-](https://espace.library.uq.edu.au/data/UQ_411459/S4158666_final_thesis.pdf?Expires=1595845559&Key-Pair-Id=APKAJKNBJ4MJBJNC6NLQ&Signature=b9DIkiWy6NQSWCe0eo6g~tbyo6lMRig-llgtIZtoFGZXG7XtPCUfTPZjplQD6pMN7-IFf87Zn-i2jk7fCm~PGu0MUteYPnju5BhBo0US48x8dlpcY8Za4cGSDc2Xv5kp0bA2vlwqDCGxQsQ511igfoHSS558OaMr9aw~C7wkx452SMCXY~olZtGd1uF3i8~2~m4h1FED3PK~oZEGfJKbgnonXhLt0esPEcOTqk-i~nTKfH032TumCIuZ~DBwaQwYJUZw1aBx-AoJFQ3d0FvG3yIMYQtTVOwRA30dnPu-z2lzgcB2UFSgkpVnrR-QsGHDvB4eHsTFvrtDlFfDhwK7Aw__)[QsGHDvB4eHsTFvrtDlFfDhwK7Aw](https://espace.library.uq.edu.au/data/UQ_411459/S4158666_final_thesis.pdf?Expires=1595845559&Key-Pair-Id=APKAJKNBJ4MJBJNC6NLQ&Signature=b9DIkiWy6NQSWCe0eo6g~tbyo6lMRig-llgtIZtoFGZXG7XtPCUfTPZjplQD6pMN7-IFf87Zn-i2jk7fCm~PGu0MUteYPnju5BhBo0US48x8dlpcY8Za4cGSDc2Xv5kp0bA2vlwqDCGxQsQ511igfoHSS558OaMr9aw~C7wkx452SMCXY~olZtGd1uF3i8~2~m4h1FED3PK~oZEGfJKbgnonXhLt0esPEcOTqk-i~nTKfH032TumCIuZ~DBwaQwYJUZw1aBx-AoJFQ3d0FvG3yIMYQtTVOwRA30dnPu-z2lzgcB2UFSgkpVnrR-QsGHDvB4eHsTFvrtDlFfDhwK7Aw__)  |
| 9 | [https://www.researchgate.net/publication/230250956\_Counseling\_children\_at\_a\_helpline\_Ch](https://www.researchgate.net/publication/230250956_Counseling_children_at_a_helpline_Chatting_or_calling)[atting\_or\_calling](https://www.researchgate.net/publication/230250956_Counseling_children_at_a_helpline_Chatting_or_calling) |
| 10 | <https://onlinelibrary.wiley.com/doi/abs/10.1521/suli.33.4.400.25235> |
| **TITLEOFTHEVALUE-ADDEDCOURSE: PROJECTPROPOSALWRITING** |

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| **Nameof theDepartment** | **SocialWork** |
| **Nameof theFacultyMemberi/c****With Complete Address with Phone ande-mail** | Dr.B.Nalina,AssistantProfessor,DepartmentofSocialWork,BharathiarUniversity,CoimbatorePh:9629702760/ nalinabathran@gmail.com |
| **Inter/IntraDepartmentCourse** | IntraDepartmentCourse |
| **Duration of theCourse** | 30Hours |
| **Credits** | 2Credits |
| **Eligibility** | StudentspursuingCommunityDevelopmentspecializationinMSW Degreein UniversityDepartment |
| **Numberof CandidatestobeAdmitted** | 13-15 |
| **RegistrationProcedure** | MSW Enrolled |
| **JobOpportunities:**ProposalCoordinator,ProposalWriterinNational&InternationalNGOs |
| **Theobjectivesof theCourseare:** |
| Themain objectives ofthis courseareto: |
| 1 | Learnhowtousealogicalframeworkintheproposalandhowtobuildmonitoringandevaluationplan |
| 2 | Definethestrategiesandappropriatemethodologyfordevelopmentofproposalandapplythesuitableproposalstyle |
| 3 | Findouthow toincorporateacostanalysisproperlyandfinancialmanagement inbudgets |
| 4 | Improve planning, implementation, participation, writing and documentation skillseffectively |
| 5 | Learnhowtoassembleaproposalpackageforsubmissionandhowtomanagepost-awardcommunicationwithfunders |
| **CourseContent** | Lecture/Practical/Project/ Internship |
| **Module1** | Needassessmentthrough usingPRAtools | **3hours** |
| **Module2** | Selectionoftheinterventionareas,Selectionoftheissues/problemsintheinterventionareas | **2hours** |
| **Module3** | Statementoftheproblemsorneedoftheproject,Formulationofaim andobjectivesoftheproject | **2hours** |
| **Module4** | Planningstrategies foractivitiesandparticipation | **2hours** |
| **Module5** | Implementationprocess, Projectmonitoringand evaluation | **3hours** |
| **Module6** | Indicatorsdevelopment–Objectivesbased,activitiesbased,outcomebasedandimpactbased | **2hours** |
| **Module7** | LFALogicalFrameworkAnalysis | **3hours** |
| **Module8** | Budgetingandfinancialmanagement,Sustainability | **3hours** |
| **Module9** | Projectreportinganddocumentation | **2hours** |
| **Module10** | Facesheet ofthe organization,preparingmodelproposal | **3hours** |
|  | FieldWorkPlacementinNGO | **2days x 5 Hrs****=10 Hours** |
| **Book(s)forStudy** |
| 1 | Kandasamy,M.,1998GovernanceandFinancialManagementinNon–ProfitOrganizations |

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| 2 | Mukherjee,Amitara(Ed.),1995ParticipatoryRuralAppraisal:MethodsandApplicationinRuralPlanning.New Delhi:VikasPublishingCo.NewDelhi:Caritas India |
| **Book(s)forreference** |
| 1 | [LynnE.Miner,JeremyT.Miner,JerryGriffith,1998,ProposalPlanningandWriting(2nd](http://www.amazon.com/exec/obidos/ASIN/157356141X/learnerassoci-20)[Edition)](http://www.amazon.com/exec/obidos/ASIN/157356141X/learnerassoci-20) |
| 2 | Belwal,Rakesh,2016/10/14,WritingaResearchProposal-AMiniBook |
| **RelatedOnlineContents** |
| 1 | <https://ngosindia.com/project-proposal-writing/> |

## ImplementationofOutcomebasedEducationandissuanceofCertificateandcreditallotmentforvalueaddedcourseandcertificatecourses:

1. Both Value-added and certificate courses are non-scholastic courses. Hence, thecreditsearned will beadd-on Credits.
2. ThecertificateforsuccessfulcompletionofthecourseswillbeissuedbytheControllerofExaminationsbasedonthemarkstatementsreceivedfromtherespective Departments.
3. Thecreditsearnedfromthesecourseswillbementionedinthebottomoftheconsolidatedmarkstatementswith anoteto referthecertificate forcompletedetails.
4. It is decided to give the responsibility to the respective departments for conduct ofthe examination and send the final mark statements with credits allotment to theControllerofExaminations office.
5. A Minimum cost of Rs.100/- for each certificate will be collected from the studentsbythe Controller of Examination office.
6. Aminimumamountoffeewillbe collected forJoborientedCertificatecourses.

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**BharathiarUniversity**

**(A State University, Accredited with “A” Grade by NAAC and13th Rank among Indian Universities by MHRD-NIRF)Coimbatore641046,INDIA**



**MASTEROFSOCIALWORK(MSW)**

**SchemeandSyllabus**

### (Witheffectfrom2020onwards)

**ProgramCode: 20SWKA**

**DEPARTMENTOFSOCIALWORK**

**Bharathiar UniversityCoimbatore–641046**

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### BHARATHIAR UNIVERSITY: COIMBATORE 641046DEPARTMENTOFSOCIAL WORK

**INTRODUCTION**

Department of Social Work has been established in the year 2007, MSW course isoffered on Choice based Credit system. The students are subjected to concurrent fieldworktraining in all four semesters, summer internship and Block Placement training is extendedto students to enhance their social skills and leadership qualities and to acquire hands onexperience and knowledge about the field where they are going to serve in the near future.The primary focus of the department is to build the capacities of young graduates on thethreshold of fruitful careers in social work. Every endeavor of the department is designedtowardsthisend.Thefocusofoureffortshasbeenonasynergyoftheoryandpracticewithboth componentsreceivingequalimportanceinmoldingthepersonalityofthestudents.

### VISION

Our vision is to provide internationally comparable quality higher education to theyouth. The aim is not only focused on imparting subject knowledge and skills, but also tomold the students with better conduct and character committed to the societal needs andnationaldevelopment.Enshrinedwiththemotto―EducatetoElevate‖,TheUniversitystrives to realize the vision of India and excel in promoting and protecting the rich heritage of ourpastandsecular ideals ofthe nation.

### MISSION

The Mission of the Department is to build capacities to young graduates by focusingon the synergy of theory and practice in social work. We strive to establish knowledge andpraxis through a range of ideological stances as reflected in the Social Work curriculum,complexdomains of the practice,research and filed engagements.

### COURSEOBJECTIVES

* Topreparecandidatesforacareerinsocialworkthroughaprofessionaltrainingprogrammeaimed at developingin them.
* Scientificknowledgeaboutthedynamicsofproblemsandissuesinoursociety.
* Anabilitytocritiquetheideologiesthatleadtosystematicdominationandmarginalizationofvulnerablegroups.
* Necessaryskillsofawareness,skillsaimingatempowermentofpeopleandskillsin culture-sensitivemethods of social change.
* AbilitytoapplyskillsinSocialWorkpracticeandSocialWorkResearchindifferentfieldsforachievingdesirable changeanddevelopment and empowermentof people.
* Attitudesandvaluesnecessaryforworkingwithpeopleandorganizationforachievingthegoals of theSocialWork professional namely;
	+ Toenhancepeople‗scapacityforsocialfunctioning.
	+ Toimprovethequalityof lifeforeveryone.
	+ Topromotesocialjustice
	+ Provideopportunitiesforpeopletodeveloptheircapacitiestobecomeparticipatingand contributingcitizens.

### SCOPE

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SocialWorkProfessionpromotessocialchange,problem-solvinginhumanrelationships and the empowerment and liberation of people to enhance well-being. Utilizingtheories of human behaviour and social systems, Social Work intervenes at the point wherepeople interactwith the environments. Principles of human rightsandsocial justice arefundamentalto Social Work. (InternationalAssociation forSocial Workers)

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| **ONLINECOURSES** |
|  | **SWAYAM** | 2 |  |  |  |  |  |
| **JOBORIENTEDCERTIFICATECOURSES** |
|  | Codeof ComplianceforIndustries-HRPerspective | 4 | 45 | 15 | 100 | - | 100 |
|  | ChildRights,ChildProtectionandWelfare | 4 | 45 | 15 | 100 | - | 100 |
| **VALUEADDED COURSES** |
|  | EnvironmentalSocialWork | 2 | 20 | 10 | 50 | - | 50 |
|  | SchoolSocial Work | 2 | 20 | 10 | 50 | - | 50 |
|  | DisasterManagement | 2 | 20 | 10 | 50 | - | 50 |
|  | ISOin Industries- | 2 | 20 | 10 | 50 | - | 50 |
|  | Tele-CounselingforSocialWorkPractice | 2 | 20 | 10 | 50 | - | 50 |
|  | ProjectProposalWriting | 2 | 20 | 10 | 50 | - | 50 |

### DURATIONOFTHEPROGRAMME

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

### PROGRAMMESTRUCTURE

ThetotalcreditoftheMSWProgrammeis90credits.TheMSWprogrammeisorganizedinto foursemesters with elective/specializationgroups ofcoursesin:

* + - HumanResourceManagement(HRM)
		- MedicalandPsychiatric SocialWork (MPSW)
		- CommunityDevelopment(CD)

Apartfromclassroomteaching,theMSWstudentsshallundergoconcurrentandblock field work in various setting. This practical training enables the students to acquireProfessionalSocial Workskills, values,andethicsandintegratetheoryandpractice.

### SPECIALIZATION

The students shall be allocated their area of specialization at the beginning of secondsemester after scrutiny of student‗s options andperformances in the first semester. Thedecisionofthefacultymembers shallbe final inallocation ofspecializationto thestudents.

### ELIGIBILITY

AnydegreesofferedbyarecognizedUniversityandthecandidateshouldhavecompletedthecoursethrough10+2+3patternprioritywillbegiventograduatesfromSocial

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Work,Sociology,Psychology,RuralDevelopment&LabourManagementbackground.Reservation of seats and other concessions will be in line with Tamil Nadu State Governmentandnorms of the University.

### ATTENDANCE

Every student should have put in a minimum of 75% attendance to become eligible toattend ESE examinations. The Head of the Department shall condone lack of attendance for astudent in a course when the student had earned minimum of 65% of the attendance requiredforthecourseconcernedbypayingRs.1,500/-percourseintothefinancesection.Anystudentwithlessthan60%ofattendanceinaparticularsemesterwillbepermittedtowritetheESE onlyafter the completion ofthe entiretwoyear course.

### SCHEMEOFEXAMINATIONAND PASSINGMINIMUM

This is in accordance with the CBCS Regulations, Bharathiar University has comeseffect from 2007 and changes effected from time to time shall also become automaticallyapplicable. The passing minimum is 50% of the ESE and also 50% of the maximum of thatpaper/course.

### InternalAssessment(25)

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| --- | --- | --- |
| **EXAMINATIONS** | **ASSESSMENT** | **MARKS** |
| Test | Averageofbesttwotest performance | **15** |
| Assignment | Averageofbesttwosubmitted | **5** |
| Seminar | Presentationofagiventopic | **5** |

**COURSECOMPLETIONREQUIREMENTS(CCR)**

### CCR1:LIFESKILLSEDUCATION(LSE)Training(ISemester)

Students will be given three days exclusive training on Life Skills Education based onWHO Module.Life skills training equip students with the social and interpersonal skills. Theobjectiveofthistrainingistobuildself-confidence,encouragecriticalthinking,fosterindependence and help students to communicate more effectively.This component is acoursecompletionrequirementfortheawardofMSWdegree.OnlyonthesuccessfulcompletionoftheLifeskillsEducationtrainingalongwithotherCourseCompletionRequirementthe studentswill beawardedthe MSWdegree.

### CCR2:INDUSTRIALVISIT:(DuringIISemester)

StudentswillbetakentoleadingNGOsandINGOs,Corporate,GovernmentAgencies, Industries, Hospitals, reputed Social Work Schools. Students will be evaluatedbased on their report submitted. The duration of the Industrial Visit will be around 2 days.This component is a Course Completion Requirement for the award of MSW degree. Only onthesuccessfulcompletionoftheIndustrialVisitalongwithotherCourseCompletionRequirementthe studentswill beawardedthe MSWdegree.

### CCR3-SUMMERINTERNSHIP:(Endof IISemester)

To acquire first-hand knowledge about the functioning of agencies in the respectivefieldsofspecializations,thestudentswillbeplacedinvariousagenciessituatedinplaces

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other than Coimbatore, for a period of thirty days during the months of May-June after thesecond semester examinations are over. The students should follow the guidelines prescribedby the department and submit a report along with the evaluation report given by the agency.Thestudents will be evaluated bythe internal VivaVoce.

### CCR4:BLOCKPLACEMENT:(Endof theIVSemester)

The students will undergo Block Placement training for a period of 30 days from Mayto June in the respective fields of specializations. The students should follow the guidelinesprescribed by the department and submita report along with the evaluation report given bythe agency. The students will be evaluated by the internal Viva Voce. This component is acoursecompletionrequirementfortheawardofMSWdegree.Onlyonthesuccessfulcompletion of the Block Placement along withother course completion requirement thestudentswill be awardedthe MSWdegree.

### FIELDWORKINSTRUCTIONS

Practicaltrainingisadistinctfeatureandanintegralpartofsocialworkeducation.The specific requirements of the field work training will be made available to the traineesocial workers. This practical training is given to the students during the two years of studythrough various programmes such as orientation programme, observation visits, tribal camp,groupprojects,communityplacement,schoolsocialwork,concurrentfieldwork,blockplacementtraining, studytour and micro research.

### GENERALOBJECTIVES OFSOCIALWORKPRACTICUM

* + Togainanunderstandingofsocialrealitiesandproblemsastheyplayinsocietyandthe civil society‗sresponse toit.
	+ Tounderstand,appreciateanddevelopabilitytocriticallyevaluatetheprogrammesandpoliciesin thedevelopingcontext.
	+ To acquire skills of systematic observation, critical analysis and develop a spirit ofinquiry.
	+ Tolearnandimplementsocialworkinterventions.
	+ Todevelopskillsofrecording.
	+ ToimbibevaluesandethicsoftheSocialWorkprofessionthroughfieldpracticum.
	+ Todevelopanappreciationofsocialworkinterventionintheprogrammesbyrecording.
	+ Relevantandfactualinformationabouttheclientsystemandtheproblem/concern
	+ Theselectionofprogrammes/strategiesforsolvingtheproblem,andtheirrelevanceto theclient system andthe problem concern ortheissue.
	+ Theroleofthesocialworkerandtherelevanceofsocialworkinterventionfortheclient,needs and the problem.
	+ Therelationshipbetweenthemicroproblemsobservedandthemacrosituation,theappropriatenessof theorganizations resourcesand natureof intervention.
	+ Tointegratetheoryandpracticewhilerecording.
	+ Todevelopselfas anagenteffectingchangeandtransformationinthesociety.

### FIELDWORKPRACTICUM

Fieldworkpracticumcomprisesofthefollowing.

* + SocialWork–OrientationWorkshop

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* + ObservationVisits
	+ Rural/TribalCamp
	+ GroupProjects
	+ StudyTour
	+ Concurrent FieldWork
	+ BlockPlacementTraining(BPT)

Studentsareinvolvedininterventionduringemergencysituationslikeriots,cycloneandearthquake and specific time-bound, issue- based campaigns (this is as per NAAC ManualforSelf-StudyofSocialworkInstitutions,October2005)

### SOCIALWORKORIENTATIONWORKSHOP

IntheFirstSemesterthestudentswillbeorientedtothesocialworkprofessionsoonaftertheiradmission.Durationoftheprogrammeshallbefive-days.Attendanceintheorientationprogrammeiscompulsory.Thisprogrammeshallcompriseofspeakersdrawnfrompractitioners,Professional Social Workersfrom thefieldand fromacademia.

### SemesterI

ThefirstsemesterfieldworkcomprisesofthreecomponentsnamelyObservationVisits,GroupProjects and Rural/Tribal Camp.

### ObservationVisits:

* Ten observation visits for the I MSW students is mandatory. The agency visits relatedtoall thefields of socialwork will beconducted.
* 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 visitexperiencesandlearning.
* Studentshouldsubmitobservationvisitreport totheconcernedfacultysupervisor.

### DetailsregardingtheaspectstobeobservedintheAgency

* + Natureofsetting/agencyitsobjectives,services,programmes,structure,andgeneral environment.
	+ Contactpersoninthesetting/agency,management, staffandongoingactivities.
	+ Generalintroductionsetting/agencyitsprogrammesandbeneficiaries.Informationofothersimilarservices.
	+ Policiessupportingtheserviceagencybothlocalandnational.
	+ Learnersmaymakealocaldirectoryincludeemergencynumbersofhospitals/primary health centres, police and ward of Panchayat office and networkagencies,alongwith referencetootherdevelopmental andwelfareservices.

### DetailsoftheRural/TribalCamp

IntheFirstsemesterstudentsshouldattend9daysrural/tribalcamp.Expectedlearningduringrural/tribalcampshould be with thefollowingaspects:

* + - Campfor8to10daysiscompulsoryfortheIMSWinvillageortribalarea.
		- Micro–planningactivityandParticipatoryRuralAppraisal(PRA)activityshallbethepartofSocial Work camp.
		- Studentsshouldprepareddetailedcampreportandsubmitittotheirrespectivefaculty supervisor.

### ObjectivesoftheRural/TribalCamp

* + - Understandthesocialsystemwiththedynamicswithin.

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* + - Analysisoftheregionalsocialsystem,theapproaches,andthestrategiesofinterventionusedbythegovernmentand non–government organizations.
		- Understandthenatureofgovernmentinterventioninrelationtovariousgroups(caste,tribeetc,)in the region and the related structures of decision–makingandintervention.
		- Developthecapacityytocritiquetheinterventionsofboththevoluntaryorganizationsandthegovernmentagenciesin relationtothespecificgroup.
		- Throughexperienceingroup–livingthestudentshouldlearntoappreciateitsvalueintermsofself-development,interpersonalrelationships,senseoforganization,management and takingonresponsibility.
		- Acquireskillsinplanning,organizing,implementingthroughthecampforexample:Conscioususeoftime,communicationskills, teamspirit,handlingrelationships.Conflictsanddifferencesofopinion,decisionmaking,evaluation,appreciation,sharingof resources, tasks,copingskillsin problem situations, cooperation andcoordination.
		- Learnersarefullyinvolvedinplanning,implementingtheplansandpresentingtheir experiencein a workshop in returnfrom thecamp.
		- Thelearnersshouldbeencouragedtotakeonconcretetaskstowardsmeetingbasic/civicneedsofthepeople.
		- Learnersshouldintegrateclassroomlearningwiththeirinterventionsintheruralcamp.

### DetailsoftheGroupProjects

* Thestudentswill be divided into small groups. Each group has to select any socialissue for their project and has to organizeseminar/Campaign/awarenessprogram/Rally/Street playand the like. The group hasto mobilize the resources and to execute the event/program with the guidanceofthefacultysupervisor.
* Aftercompletionoftheprograms/activities,thegrouphastosubmitadetailedreport to the Department. The students will be evaluated on the basis of the recordsubmittedinrelationtoobservationvisitsandgroupprojectsbyaviva-voceexamination.

### SemesterII

The secondsemesterfieldworkcomprisesof two componentsnamely CommunitySocialWork and School Social work Practice.The First Year second semester Students will beplaced for about 15 days in Communityin Coimbatore to practice Community Social Work.After completing the 10days ofCommunity Placement, the students would be placed invariousCorporationSchoolsinCoimbatoretopracticeSchoolSocialWorkfortheremaining15fieldvisits fortheir concurrentfieldwork.

### DetailsoftheCommunitySocialWork

Aspartofthe1stMSWcurriculuminsecondsemester,10dayscommunity learningprogrammeisundergonebythestudents.StudentsareplacedinUrban/Rural/Slumcommunities tounderstanditsnature,structure,dynamics,differences,problemsand challenges.Theprogrammeaimstofacilitatelearning experiencethroughvillagevisits,conductinggroupdiscussionsinthecommunityandcaseinterviews.Itprovidesan

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opportunity tothestudentstoassesstheneedsofthecommunityandcomeupwithsuitable SocialWorkIntervention.

### AimandObjectives:

* Togetpracticalexposureandlearningaboutacommunityandtodevelopskillsrequiredforworkingwiththe community.
* Tounderstandthesocial,economic,politicalandculturalstatusofthecommunity.
* TovisitandknowaboutthefunctionsofPanchayatRajInstitutions,SocialWelfareandHealth Systems intheCommunity.
* ToconductCommunitybasedneedassessmenttoidentifyproblemsanditsdeterminants.
* Toidentifythe needs ofthevulnerablegroup(Women,Children,Oldage,Disabled,Unemployedetc.)andexploremeasures forSocialWork intervention.

### Guidelines/Strategies

* Village/resourcemapping.
* General groupdiscussionwiththecommunitypeople/conductingbase-linesurveys.
* ObservationVisitstoPRIoffice,HealthSub-centers,PrimaryHealthCenters(PHC),ICDScenters.
* TotakepartinGramSabha/Villagemeetings,SHGmeetings,PHCmeetings.

### SkillsFocustoDevelop

RapportbuildingwiththeCommunity,Communication,Assessment,Observation,Criticalthinking,Facilitation(Groupdiscussion),Organize,Developinganactionplan,Evaluation,Documentation

### GuidelinesforSchoolSocialWorkPractice

The I MSW students will be placed in various Corporation schools in the limits ofCoimbatore City Corporation for the practice of School Social Work for a period of 15 days.ThefollowingguidelineswouldbeofhelptotheAgencySupervisor(Headmaster/Headmistress) and to the Faculty Supervisor (Department Faculty) and also tothestudent trainees.

### ActivitiestobecarriedoutintheSchool

Day1 : IntroductiontoschoolHeadmaster/HeadmistressandteachersDay2 : ObservationandOrientation

Day3 : Identificationofchildrenwithproblems(WiththehelpoftheClassteachers)

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Day4 : Planningforsocial CaseWork Practice(1

CaseWork)

Day5 : Discussion for Group Work and arrangements for the firstGroupWork

Day6 : ContinuationoffirstCaseWork andGroupWork

Day7 : Planningfor thesecond CaseWork and alsodiscussion for the

COprogram(Identifyingtheneedyareafororganizingcommunityorganizationprogram)

Day8 : Continuation of secondCaseWork and termination of firstGroupWork

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Day9 : ContinuationofsecondCaseWorkand planningforthesecondGroup Work

Day10 : Termination ofsecond CaseWorkand beginningthesecondGroupWork

Day11 : SecondGroup Work, planningfortheCO

Day12 : Second Group Work and resource mobilization forCOProgram

Day13 : Termination ofSecond Group Work and implementation of COprogram

Day14 : Submission of consolidated report of the field work to theagency

Day15 : Termination offield work practice and thanks givingto theHeadmaster/Headmistress and teachers.

CertificateandfeedbackfromHeadmasterEvaluationofstudentsbytheschoolHM

### SemesterIII & IV

ThethirdandfourthsemesterFieldWorkisbasedontheirSpecialization.

### FieldWorkObjectives(III&IVSemester)

* Tobeexposedtosocialrealitiesrelatedtothefieldsofspecialization.
* Todevelopa criticalunderstandingoftheneedsofpeopleandtheirconcern in theirfieldworksetting.
* Tounderstandandcritiquestructuralandsystemicfactorsthatinfluenceserviceusers
* ToundertakeSocialWork Interventionsinthefieldofspecialization
* ToimbibeethicsandvaluesoftheSocialWorkprofessionintheirfieldsofspecialization.

|  |  |
| --- | --- |
| **OBJECTIVES** | **TASKS** |
| * Tounderstandtheagency,itsphilosophyandgoals.
* Toanalyzetheagency'sstructure,functioningand it‗snetworkingstrategiesattheinternationalandnationallevel.
 | * Toprepareacompletedocumentonthe agency, covering specific detailson
* Theagencyprofile,itsobjectives,Areaofwork,AdministrativeHierarchy,Staffingpattern, Funding pattern, National/Internationalnetworking pattern, Activities implementationstrategy,Monitoring/ Evaluationpattern
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| --- | --- |
| * To identify the agency'sgeographicalareasofintervention.
* Todrawup a communityprofile
 | * Todevelopacommunity profilewithspecificdetailsonSocio-demographiccharacteristics
 |
| * To analyzethe problemsofcommunitiesthrough"NeedBasedAssessmentStrategies"
 | * PowerStructure,CommunityResources,Leadership pattern, Groups inexistence(Women's Group, Children'sGroup etc.), Health status, Problems ofCommunitiesetc.
 |
| * To studythe familiesandtheirproblem.
 | Family study report needs tobe submitted.Visitingtenfamiliesandidentifyingatleasttwofamiliesfor detailed familyanalysis |
| * Tostudythegroup‘sinexistence

andinitiatestepstoidentifyandformoneor twogroups. | To form at least one group (Youth Group,WomenGroup,ChildrenGroup,MenGroupetc.) |
| * To understand and apply differentmodels of working with individualsin different settings and developaneclecticapproachtoworkingwithindividuals.
* Tointegratetheoryinto practice
 | * TohandleSocialWorkPracticewithatleastfiveclients.
 |
| * To understand the significanceofthegroup onindividuals.
 | * ToworkwithtwoTreatmentandTask
* GroupsusingadequateGroupIntervention
* Strategies.
 |
| * To develop necessary skills toapplygroup Work as amethodofIntervention.
* To gain knowledgeand understandofthe scopeofthis method invarioussettings.
 | **NatureofGroups**:* Educational Group, Growth Group,RemedialGroup, Socialization Group,Committees

**FocusGroup**:* + Women,Youth,AdolescentGirls,children,Men,PotentialLeaders,

YouthLeadersetc. |

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|  |  |
| --- | --- |
| * To expose studentsto problemsituations and to enable themtoidentifysolutions.
* To equip thestudents‘skillsinproblemidentification.
 | * Identifyingcommunityproblem/problems.
* Identifying resources and methods to solvetheproblems.
 |
| * To enable them network withandmobilize communityresources.
* To implement change processeswith
* Thecommunity‗sparticipation.
 | * Consciously implementing professionalapproachesandskillsin communityproblemsolving.
* Identifying majordiseases andhealthneeds inthecommunity.
 |

### FIELDWORKGUIDELINESACCORDINGTOSPECIALIZATIONS

**Human ResourceManagement–(Specialization–I)**

* 1. Profileoftheorganization
	2. OrganizationalStructure,StructureofHRDepartment
	3. Timeofficeactivities
	4. Statutoryandnon-statutorywelfarebenefits
	5. ProceduresrelatingtoPF,ESIandlabourwelfare fund
	6. Proceduresrelatingtogratuity,compensation,insurancesetc.
	7. Employeeproblems(absenteeism,indebtedness,labourturnover,etc.)
	8. MaintenanceofdifferentregistersandrecordsintheHR/PersonnelDepartment
	9. Provisionsrelatingtosafety,accidentprevention,leaveholidays,hoursofwork
	10. TradeUnionactivities
	11. StandingOrdersof theOrganization
	12. IndustrialRelations
	13. Dispute SolvingMachinery(mediation, arbitration,conciliation andadjudication)
	14. GrievanceHandlingProcedure
	15. DisciplinaryProcedureoftheOrganization
	16. Collective Bargaining,Workers‘ Participation Management andWorker‘sEducationProgram
	17. Activitiesofdifferentcommittees(canteen,worksetc.)
	18. Human ResourcePlanning, Recruitment and Selection, Induction andOrientation
	19. TrainingandDevelopmentProgrammesoftheOrganization
	20. PromotionandTransfer,VRSoption,Separation
	21. PerformanceAppraisalandManagement,CareerPlanningandDevelopment
	22. Compensation Management(wageandsalaryadministration)
	23. OrganizationalInterventionProgrammes
	24. TQM,TPM,5S,SixSigmaandISOcertification
	25. HR policiesand CorporateSocialResponsibility
	26. RoleofHRmanagers

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* 1. EmployeeCounseling
	2. Bestpracticesofthe Agency
	3. HRaudit—typesandprocess
	4. RoleofSocialWorkerintheWorkplace

### MedicalandPsychiatricSocialWork–(Specialization-II)

1. Understandtheagency-itsfunctions,activities,servicesrendered.
2. Gainknowledgeinsubjectspertainingtophysicalandmentalillnesses.
3. Applyingsocialworktheories,knowledgeandskills/techniquesinthefieldplacement.
4. Getacquaintedwiththeinterventionstrategiesavailabletocatertheneedsoftheclients.
5. Gainanunderstandingofthealliedservicesoffered totheclientsandtheirfamilies.
6. Understandandworkinmulti–disciplinaryteams
7. Workincommunityhealthsettings/Counselling/crisisintervention
8. Get oriented to the legislations pertaining to the field of Practice of Case Work(minimumoffivecases)activelyinvolvedinhistorytaking,homevisits,assessment,intervention,referrals andfollow up activities.
9. PracticeofCaseWork/GroupWork
10. Practiceofcommunityorganization.
11. PracticeofSocialWelfareAdministrationgainknowledgeabouttheadministrativeresponsibilitiesofsocialworkprofessionalinyourorganization.
12. Practiceof Social WorkResearch-undertake a miniproject pertaining to your areaofwork
13. PracticeofSocialActionwheneverrequired.
14. CSR
15. Collaboratewiththeagencypersonnel inbuildingpublic relations.

### CommunityDevelopment–(Specialization-III)

1. VisittotheRuralCommunity
2. Exposuretolocal bodies
3. Meetinglocalbodypersonnel
4. Projectareavisit
5. Exposureto existinggovernment welfareschemes
6. Rapportwiththetargetgroup
7. Practicing the social Case Work, Social GroupWorkandCommunityOrganization method
8. Strategiesinprojectimplementations
9. ResourceMobilization/fundrising
10. Networkingandadvocacy
11. Designingandimplementingcommunityinterventions
12. SocialAction,lobbyingandawarenessgenerationinruralareas
13. Roleof CommunitySocialWorkers/CommunityDevelopmentworkers

### FIELDWORKEVALUATION

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### FieldWork–InternalEvaluationCriteria(ISemester)

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Criteria** | **Marks****(75)** |
| 1 | ObservationVisits | **15** |
| 2 | Rural/TribalCamp | **30** |
| 3 | GroupProjects | **30** |
|  | **Total** | **75** |

**FieldworkMarksSplit-UpforEachComponentsObservationVisits**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Criteria** | **Marks****(75)** |
| **1** | Regularity(visitsattended) | **3** |
| **2** | Field workDiaryand Reportsubmission | **3** |
| **3** | Contentofthereport | **3** |
| **4** | ProfessionalknowledgeandSkills | **4** |
| **5** | RegularityinIndividualconference | **2** |
|  | **Total** | **15** |

### Rural/TribalCamp

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Criteria** | **Marks(30** |
| **1.** | SubmissionandContentofthereport | **7** |
| **2.** | Discipline | **4** |
| **3.** | ActiveParticipation | **7** |
| **4.** | UnderstandingtheCommunity | **7** |
| **5.** | SkillsLearntandapplied | **5** |
|  | Total | **30** |

**GroupProjects**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Criteria** | **Marks****(75)** |
| **1** | PlanofAction(RelevanttoCurrentissues) | **7** |
| **2** | ResourceMobilization | **5** |
| **3** | Programmeimplementation | **10** |
| **4** | SubmissionofDiaryandContent ofthe report | **4** |
| **5** | Professionalknowledgeandskills | **4** |
|  | **Total** | **30** |

### FieldWork–InternalEvaluationCriteria(IISemester)

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### CommunityPlacement

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Criteria** | **Marks****(75)** |
| **1** | PlanofAction(RelevanttoCurrentissues) | **5** |
| **2** | ResourceMobilization | **3** |
| **3** | Programmeimplementation(methodspracticed) | **8** |
| **4** | SubmissionofDiaryandContent ofthe report | **5** |
| **5** | Professionalknowledgeandskills | **2** |
|  | **Total** | **25** |

**FieldWork– InternalEvaluationCriteria(IISemester)SchoolSocialWork**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Criteria** | **Marks****(75)** |
| **1** | RegularityinvisitsandIndividualConference | **10** |
| **2** | SubmissionofDiaryandContent ofthe report | **10** |
| **3** | SocialWorkMethodspracticed | **20** |
| **4** | ProfessionalknowledgeandSkills | **10** |
|  | **Total** | **50** |

### FieldWork– InternalEvaluationCriteria(IIIandIVSemester)

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Criteria** | **Marks****(75)** |
| **1** | Regularityinvisits | **10** |
| **2** | Field workDiaryand Reportsubmission | **10** |
| **3** | Contentofthereport | **15** |
| **4** | SocialWorkMethodspracticed | **15** |
| **5** | ProfessionalknowledgeandSkills | **15** |
| **6** | RegularityinIndividualconference | **10** |
|  | **Total** | **75** |

**FieldWork– ExternalEvaluationCriteria(AllfourSemester)**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Criteria** | **Marks****(75)** |
| **1** | Presentation&Communication | **10** |
| **2** | Contentofthereport | **5** |
| **3** | ProfessionalknowledgeandSkills | **10** |
| **4** | **Total** | **25** |

### RESEARCHPROJECTANDVIVA-VOCE

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EverystudentisrequiredtocompletearesearchprojectunderthesupervisionandguidanceofafacultyofthedepartmentwhowillguidetheStudent

‗stopicrelatedfieldofspecializationchosenbyhim/her.Studentsaremotivatedtotakeupsocialproblemsandissuesrelatedtotheirspecializationand subjectwithinterest.TheProjectwillbeevaluatedandviva-voceexaminationwillbeconductedjointlybytheresearchSupervisorsofthecandidatesandtheexternalexaminerconcernedfor100(75+25)marks.Thestudentshavetodefendtheirprojectsintheopenviva-voceexamination.

### RESEARCHPROJECTEVALUATION

**ResearchProject–InternalEvaluationCriteria(FromJulytoFebruary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Content** | **Marks(Maximum)** | **SubmissionPeriod** |
| 1 | Pre-researchWorkdiscussion withFacultysupervisor on Topic, MethodologyandToolsfor data collection | **20** | July&August |
| 2 | **ResearchWorkandThesisDevelopment** |  |  |
| 2.1 | ChapterIIntroduction | **10** | October&November |
| 2.2 | ChapterIIReviewofLiterature | **10** | JulytoOctober |
| 2.3 | ChapterIIIMethodologyand FinalizationofToolsfordatacollection | **10** | July&August |
| 2.4 | Periodfordatacollection | **15** | November&December |
| 2.5 | ChapterIVDataanalysisandinterpretation | **10** | December&January |
| 2.6 | ChapterV Findings, Suggestions, SocialWorkInterventionand Conclusion | **10** | January&February |
| 2.7 | Bibliographyand AnnexureToolsfordatacollection,Studyareamap, | **05** | February |
| 3 | **DraftandFinalReport** |  |  |
| 3.1 | FirstdraftoftheReport | **05** | January&February |
| 3.2 | Finaldraft ofthereportwith soft copy | **05** | February |
|  | **Totalscore** | **100** |  |

Thestudentshavetofollowtheaboveguidelines. Basedontheseguidelinestheinternalmarkswillbeallotted withrespectivefacultysupervisor.

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