

GURU NANAK COLLEGE

(AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai – 600 042

Re-accredited at 'A- Grade' by NAAC

(Affiliated to the University of Madras)



MASTER OF SOCIAL WORK

DEPARTMENT OF M.S.W

(SEMESTER PATTERN WITH CHOICE BASED CREDIT SYSTEM)

Regulation & Syllabus

(For the candidates admitted for the Academic year 2021-22 and thereafter)

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RULES AND REGULATIONS

(Effective from the Academic Year 2021-22 and thereafter)

SEMESTER SYSTEM WITH CREDITS

I. CHOICE BASED CREDIT SYSTEM (CBCS) WITH GRADING

The College follows the CBCS with Grades under the Semester pattern. Each paper is provided with a credit point based on the quantum of subject matter, complexity of the content and the hours of teaching allotted.. This is done after a thorough analysis of the content of each subject paper by the members of the Board of Studies and with the approval of the Academic Council. Students are also offered a variety of Job-oriented courses, Elective courses and Skill based courses as the part of the curriculum. Students can earn extra credits by opting for Massive Open Online Courses (MOOCs) and Certificate Courses.

The evaluation method under CBCS involves a more acceptable grading system that reflects the personality of the student. This is represented as Cumulative Grade Point Average (CGPA) and Grade Point Average (GPA) which are indicators of the Academic Performance of the student. It provides students with a scope for horizontal mobility and empowers them with the flexibility of learning at their convenience.

II. ELIGIBILITY FOR ADMISSION

Candidates admitted to the first year of the UG programme should have passed the higher Secondary Examinations (Academic or Vocational Stream) conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras. Students applying for the PG programme should have taken the UG degree in the relevant subject from a recognized university as per the norms of the University of Madras.

For B.Com (Hons) & B.Com (PA):

Candidates admitted to the first year of the B.Com (Hons.) & B.Com (PA) programme should have passed the higher secondary examinations conducted by the Government of Tamil Nadu or an examination accepted as equivalent thereof by the Syndicate of the University of Madras with 75 % cut-off in Commerce/Business studies, Accountancy, Economics and Business Mathematics/ Mathematics.

For MBA:

The basic requirement for admission to the MBA Course, is a Bachelor's degree in any discipline with a minimum of 50% marks in aggregate and satisfactory test score in MAT Entrance

Test conducted by AIMA, New Delhi / TANCET for MBA conducted by Government of Tamilnadu / CAT / XAT or any other approved MBA Entrance Tests

For MCA:

Only those candidates who have passed B.C.A/B.Sc. in Computer Science or any other equivalent degree OR passed B.Sc/B.Com/BA with Mathematics at 10 + 2 level or at graduation level (with Optional bridge course), provided they have undergone the course under 10+2+3 or 11+1+3 or 11+2+2 pattern and obtained at least 50% of marks (45 % marks in case of candidates belonging to reserved category) in the qualifying examination shall be eligible for admission to the M.C.A. Degree Course.

III. DURATION OF THE COURSE

The UG course is of three years duration with six semesters and the PG course is of two years duration with four semesters. The period from June to November is termed as the odd semester and the period from December to April is referred to as the even semester. Each semester must compulsorily have 90 working days before the students sit for the final End Semester Exam.

IV. COURSE OF STUDY

The main subjects of study for the Bachelor's Degree shall consist of the following:

1. FOUNDATION COURSES

- a) PART - I : Tamil/ Hindi / Sanskrit/French
- b) PART - II : English

2. CORE COURSES

- a) PART - III: Consisting of (a) Main subject (b) Allied Subjects (c) Elective subjects related to the main subject of study and project work.
- b) PART - IV
 - i. Those who have not studied Tamil / Hindi up to XII standard and have taken a non-Tamil / non – Hindi language under Part – I, shall opt for Basic Tamil / Basic Hindi in the first two semesters.
 - ii. Those who have studied Tamil up to XII standard, and taken a non -Tamil language under Part – I, shall opt for Advanced Tamil in the first two semesters.
 - iii. Others, who do not come under either of the clauses mentioned above, can choose a Non-Major Elective (NME) in the first two semesters.

- iv. Soft Skills (I, II, III & IV Semesters)
 - v. Environmental Studies (IV Semester)
 - vi. Value Education (V Semester)
- c) PART - V : Compulsory Extension Service

A candidate shall be awarded **one credit** for compulsory extension service.

A student must enroll in NSS / NCC /Sports & Games/ Rotaract/ Youth Red Cross / Citizen Consumer Club / Enviro Club or any other service organization in the College and should put in compulsory minimum attendance of 40 hours, which shall be duly certified by the Principal of the College. If a student lacks 40 hours compulsory minimum attendance in the extension services in any Semester, s/he shall have to compensate the same, during the subsequent Semesters. Literacy and population and educational fieldwork shall be compulsory components in the above extension service activities.

V. COURSE STRUCTURE

The UG course consists of 15-18 Core papers with 3-4 credits for each paper, 3 Elective papers and 4 Allied papers with 5 credits for each paper in addition to 3 Soft Skill papers with three credits each and one skill based subject with three credits. The B.Com (Hons) course has 31 core papers of 4 credits each and project with 8 credits and B.Com (PA) has 29 core papers.

The PG courses (M.A, M.Com, M.Sc and MSW) have 14-17 core papers with 4 credits each , Project Work with 6 credits, 5 elective papers with 3 credits, 2 extra disciplinary papers with 3 credits, Four Soft Skill courses with two credits each. Internship as a compulsory component carries 2 credits.

The MBA course has 15 core papers including project work with 4 credits, 6 elective papers with 3 credits, 2 extra disciplinary papers with 3 credits, Four Soft Skill courses with two credits each. Internship as a compulsory component carries 2 credits.

The MCA course has 15 core papers of 2-4 credits, 5 Elective papers of 3 credits, 2 Extra-disciplinary papers of 3 credits and a project work of 17 credits.

Internship training is a compulsory component for all the UG & PG courses.

❖ The details of the course structure are given in the following table:

CHOICE BASED CREDIT SYSTEM WITH GRADING

1. POST GRADUATE DEGREE

COMPONENTS	M.Sc. Chemistry M.Sc. Mathematics M.Sc. Zoology M.A. Economics M.A. Defence & Strategic Studies			M. COM			M. S.W		
	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
CORE COURSES INCLUDING PRACTICAL	14-17	4	60-70	15	4	60	17	3-6	65
PROJECT	0-1	6	0 - 6	0	0	0	1	6	6
ELECTIVES	5	3 - 4	10-20	5	3	15	5	3	15
EXTRA DISCIPLINARY COURSES	2	3	6	2	3	6	2	3	6
SKILL	4	2	8	4	2	8	4	2	8
INTERNSHIP	1	2	2	1	2	2	0	0	0
TOTAL			91			91			100

COMPONENTS	M.C.A.			M.B.A.		
	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
CORE COURSES INCLUDING PRACTICAL	15	2-4	46	13	4	52
PROJECT	1	17	17	1	8	8
ELECTIVES INCLUDING EXTRA DISCIPLINARY COURSES	7	3	21	8	3	24
SKILL	4	2	8	4	2	8
INTERNSHIP	1	2	2	1	2	2
TOTAL			94			94

2. UNDERGRADUATE DEGREE

Under Part IV of the Course, students should register separately for two Non-Major Elective papers, during the First and Second semesters. The marks obtained under Part IV will not be included for classification of the candidate although a pass is mandatory. Students should have obtained the minimum credit under Part V to be eligible to receive the degree.

PART	COMPONENTS	B.Com(Gen.) B.Com (C.S) B.Com(A&F) B.Com(B.M.) B.Com(M.M.) B.Com(ISM) B.B.A. B.C.A B.Sc (IT) B.Com(CA)			B.Sc.(Mat.) B.Sc.(Phy.) B.Sc.(Chem.) B.Sc.(Plant Bio.) B.Sc.(Adv.Zoo) B.Sc.(C.S.) B.Sc.(Viscom) B.Sc (Biotech) B.A.(Eco.) B.A.(Defence), B.A. (English). B.Sc (Data Analytics), B.A Sociology)			B.Com (Honours)			B.Com (Professional Accounting)		
		No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits	No. of Courses	Credit per Course	Total Credits
Part I Foundation Course	Language: (Tamil/ Hindi/ Sanskrit/ French)	2	3	6	4	3	12	2	3	6	2	3	6
Part II Foundation Course	English	2	3	6	4	3	12	2	3	6	2	3	6
Part III	Core Papers	15-18	3-4	72	15-18	3-4	60	31	4	124	29	4-6	123
	Project	-	-	-	-	-	-	1	8	8	-	-	-
	Allied Papers	4	5	20	4	5	20	-	-	-	-	-	-
	Elective Papers	3	5	15	3	5	15	-	-	-	1	4	4
Part IV	Non Major Electives/ Basic Tamil/ Advanced Tamil/Basic Hindi	2	2	4	2	2	4	2	2	4	2	2	4
	Soft Skill	3	3	9	3	3	9	-	-	-	3	2-4	8
	Skill Based Subject	1	3	3	1	3	3	-	-	-	-	-	-
	Environmental Studies	1	2	2	1	2	2	1	2	2	1	2	2
	Value Education	1	2	2	1	2	2	1	2	2	1	2	2
Part-V	Extension Service	1	1	1	1	1	1	1	1	1	1	1	1
	Internship	1	2	2	1	2	2	-	-	14	-	-	14
TOTAL		142			142			167			170		

VI. EXAMINATIONS

Continuous Internal Assessment (CIA) will be for 50 percent and End Semester Examination (ESE) will be for 50 percent.

➤ **CONTINUOUS INTERNAL ASSESSMENT (CIA)**

Every semester will have a centralized mid semester examination for each paper. This will be conducted on completion of 45 working days in each semester. A Model exam of three hours' duration will be conducted on completion of 80 working days in each semester.

The schedule for these tests is as follows:

C.I.A.Test	Schedule	Syllabus Coverage
I	After 45 working days of the Semester	50%
II (Model Examination)	After 80 working days of the Semester	95%

The components for the CIA (Theory & Practicals) are as follows:

Internal Components			
Assessment Type	Nature	Maximum Marks	% of Weightage
CIA	Mid Semester Exam	50	10
Model	Model Examination	100	10
	Assignment		10
	Class activity		15
	Attendance		5
Total			50

The class activity relates to a programme of accepted innovative techniques such as seminars, quiz, portfolio creation, MCQ, PowerPoint presentation, objective tests, role play etc. The mode of evaluation of the class activity will be fixed before the commencement of the semester and an approval will be obtained from the Head of the Department. The students will be informed of the various methods of evaluation once the semester begins.

A record of all such assessment procedures will be maintained by the department and is open for clarification. Students will have the right to appeal to the Principal in case of glaring disparities in marking.

CIA marks for practical subjects will be awarded by the respective faculty based on the performance of the student in the model practical examination, observation notebook, submission of record books, regularity and attendance for the practical classes. The attendance particulars for practical classes will be maintained by the concerned faculty.

Marks for attendance will be awarded as per the following:

Percentage of General Attendance	Marks Awarded
90-100	5
75-89	4
60-74	3
<60	0

➤ **END SEMESTER EXAMINATIONS (ESE)**

After the completion of a minimum of 90 working days each semester, the End Semester Examinations will be conducted. Examinations for all UG and PG courses will be held for all papers in November/December and April/May

Practical examinations will be conducted only during the end of the odd / even semester before, during or after the commencement of the theory exam. The schedule for ESE Practicals will be notified by the Controller of Examinations in consultation with the Dean (Academics).

A candidate will be permitted to appear for the End Semester examinations for any semester if:

- a) S/he secures not less than 75% of attendance in the working days during the semester.
- b) S/he should have applied for the examination
- c) S/he should have paid the requisite examination fee
- d) Her/His overall conduct has been satisfactory

The attendance requirements to appear for the ESE are as follows:

i. Students must have **75% of attendance in each part of the course of study to appear for the End Semester Examination.**

ii. Students who have **65% to 74.9% of attendance shall apply for condonation** in the prescribed form along with the prescribed fee after obtaining permission from the Principal. Students cannot claim condonation as a matter of right. Submission of Medical Certificate is normally not accepted to condone shortage of attendance.

iii. Students who have 50% to 64.9% of attendance will fall under the - **Withheld category**. Such students cannot take up the ESE exams. They should apply to the Principal for permission to write the next supplementary examination and pay the requisite fee for this purpose. However, they can appear for the supplementary examinations for the previous semester's paper/s.

iv. Students who have less than 50% of attendance fall under the **Detained category- They will not be permitted to appear for the examination. They shall redo the semesters after completion of the course and appear for the examination after securing the required percentage of attendance. The decision of the Principal remains final and binding in all respects.**

v. Students who do not get the minimum marks to pass in the ESE shall compulsorily re-appear for the paper in the subsequent semester after paying the required fee.

A Student who, for whatever reasons is not able to complete the program within the normal period (N) or the minimum duration prescribed for the programme, may be allowed a two year period beyond the normal period of study to clear the backlog to be qualified for the degree. (Time Span = N +2 years for the completion of programme).

In exceptional cases like major accidents and childbirth an extension of one year may be considered beyond the maximum span of time (Time Span = N + 2 + 1 years for the completion of programme).

If the students fail to complete the course and take the examination within the stipulated time, they will be required to re-register their names and take the examination in the revised regulations/syllabus of the paper in force at the time of their reappearance. Students qualifying during the extended period shall not be eligible for **RANKING**.

➤ **INSTANT EXAMINATION (SPECIAL SUPPLEMENTARY EXAMINATION)**

In order to provide an opportunity to the final year UG and PG students to obtain the degree in the same year and also to facilitate vertical mobility, special supplementary End Semester Examinations will be conducted in about 30 days from the date of publication of results every year for the final semester theory papers and also for the candidates who had failed in **ONLY ONE** theory paper of the previous semesters. Students, who wish to apply for special supplementary End Semester Examinations, can do so within 7 days from the date of publication of results.

Students involved in Malpractice will not be permitted to appear for Supplementary Examination.

The details of the ESE are as follows:

External Component			
Assessment type	Comprehensive Test	Maximum mark	% of Weightage
External Exam	3 Hours Examination	100	50
	Grand Total (CIA+ESE)		100

VII. CONDUCT OF EXAMINATION

The Chief Superintendent of Examinations will be the Principal or a person appointed by the Principal. The responsibility of conducting the End Semester Examinations lies with the team led by the Chief Superintendent.

The time-table for examinations will be finalized by the office of the Controller of Examinations and will be displayed well in advance i.e., 20 days prior to the commencement of the examinations.

The Hall tickets for eligible students will be issued 3 days prior to the commencement of examinations. For Subjects like Environmental Studies / Value Education, End Semester Examinations may be conducted either in the on-line mode or in the offline mode along with the regular ESE.

VIII. VALUATION

The valuation of the answer scripts will be undertaken at the central valuation camp led by the Controller of Examinations or the Camp Officer appointed by the Controller of Examinations. Double valuation of answer scripts is adopted for both UG and PG Courses.

IX. PUBLICATION OF RESULTS

The Examination results will be published on the web portal during the third / fourth week of May for the II, IV and VI semester examinations and during the third / fourth week of December for the I, III and V semester examinations

A. GUIDELINES FOR OBTAINING PHOTOCOPY OF THE ANSWER SCRIPT

Candidates seeking photocopy of the answer scripts are advised to go through these rules and regulations before applying.

- i. Photocopy is permitted only for Regular theory papers in PART I, II and III.
(Supplementary excluded).
- ii. The student should carefully select the papers for which s/he wishes to obtain the photocopy. A second application will not be accepted for additional papers.

B. GUIDELINES FOR APPLYING FOR REVALUATION OF THE ANSWER SCRIPT

Candidates seeking revaluation are advised to go through these rules and regulations before applying.

- i. Revaluation is permitted only for Regular theory papers in PART I, II and III.
(Supplementary excluded).

- ii. The student should carefully select the papers for which s/he wishes to apply for reevaluation. A second application will not be accepted for additional papers.
- iii. The application is to be filled in by the candidate in his/her own hand-writing and not by anyone else on his/her behalf.
- iv. Entries made by the candidate are to be verified by the HOD and forwarded to the Principal for endorsement.
- v. The prescribed Fee payment receipt or challan has to be attached along with the Application Form and submitted to the Principal's Office. The candidate will be given an acknowledgement for submission, with date and time.
- vi. The candidate has to be aware that when s/he is applying for reevaluation, S/he **SURRENDERS** the original performance and will now accept the revised performance in which there could either be a **CHANGE/ NO CHANGE** in the marks.

X. CLASSIFICATION OF PERFORMANCE – GRADING SYSTEM FOR THE SEMESTER

A candidate shall be declared to have qualified for the award of the Degree, provided the candidate has successfully completed the Programme requirements and has passed all prescribed subjects of study in the respective semesters.

Passing Minimum: UG CIA 40% AGGREGATE 40% B.Com (Hons.) and PG CIA 50% ESE 50% AGGREGATE 50% OF THE MAXIMUM OF THE COMPONENT IN THAT PAPER / COURSE

P: Pass, U: Re-Appeal, WH: Withheld, AAA: Absent, CIA: Continuous Internal Assessment, ESE: End Semester Examination, GPA: Grade Point Average.

CGPA: Cumulative Grade Point Average

POST GRADUATE DEGREE

PART – A: Core, Elective including Extra Disciplinary Elective, Major Project

PART – B: Soft Skills, Internship

UNDERGRADUATE DEGREE

PART – I : Tamil / Hindi/Sanskrit/French

PART – II : English

PART – III: Core, Allied, Elective and Inter Disciplinary Elective

PART – IV: Basic/Advanced Tamil / Basic Hindi/ Non-Major Elective, Skill Based Electives, Environmental Studies and Value Education

PART – V : Extension Activities

RANGE OF MARKS FOR GRADES UG Also for Certificate / Diploma				RANGE OF MARKS FOR GRADES UG[B.Com.(Hons.) B.Com (PA)], PG and also			
Range of Marks	Grade Points	Letter Grade	Description	Range of Marks	Grade Points	Letter Grade	Description
90 - 100	9.0 - 10.0	O	Outstanding	90 - 100	9.0 - 10.0	O	Outstanding
80 - 89	8.0 - 8.9	D+	Excellent	80 - 89	8.0 - 8.9	D+	Excellent
75 - 79	7.5 - 7.9	D	Distinction	75 - 79	7.5 - 7.9	D	Distinction
70 - 74	7.0 - 7.4	A+	Very Good	70 - 74	7.0 - 7.4	A+	Very Good
60 - 69	6.0 - 6.9	A	Good	60 - 69	6.0 - 6.9	A	Good
50 - 59	5.0 - 5.9	B	Average	50 - 59	5.0 - 5.9	B	Average
40 - 49	4.0 - 4.9	C	Satisfactory	00 - 49	0.0 - 4.9	U	Re-appear
00 - 39	0.0 - 3.9	U	Re-appear	ABSENT	0	AAA	Absent
ABSENT	0	AAA	Absent				

C_i = Credits earned for course i in any semester

G_i = Grade Point obtained for course i in any semester

n refers to the semester in which such courses were credited.

CGPA	GRADE		CLASSIFICATION OF FINAL RESULT		
9.5-10.0	O+		First Class - Exemplary*		
9.0 and above but below 9.5	O				
8.5 and above but below 9.0	D++		First Class with Distinction*		
8.0 and above but below 8.5	D+				
7.5 and above but below 8.0	D				
7.0 and above but below 7.5	A++		First Class		
6.5 and above but below 7.0	A+				
6.0 and above but below 6.5	A				
5.5 and above but below 6.0	B+		Second Class		
5.0 and above but below 5.5	B				
B.Com (Hons.)	UG	B.Com (Hons.), B.Com (PA)	B.Com (Hons.) B.Com (PA)	UG	UG
0.0 and above but below 5.0	4.5 and above but below 5.0	U	Re-appear	C+	Third Class
	4.0 and above but below 4.5			C	
	0.0 and above but below 4.0				U

● **CGPA Grades:**

The candidates who have passed in the first appearance and within the prescribed semester of the UG/PG Programme (Core, Allied and Elective) alone are eligible for classification of results.

GRADING SYSTEM

For a Semester:

$$\text{GRADE POINT AVERAGE [GPA]} = \frac{\sum_i C_i G_i}{\sum_i C_i}$$

$\text{GPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the course}}{\text{Sum of the credits of the courses (passed) in a semester}}$
--

For the entire programme:

$$\text{CUMULATIVE GRADE POINT AVERAGE [CGPA]} = \frac{\sum_n \sum_i C_{ni} G_{ni}}{\sum_n \sum_i C_{ni}}$$

$\text{CGPA} = \frac{\text{Sum of the multiplication of grade points by the credits of the entire programme}}{\text{Sum of the credits of the courses of the entire programme}}$
--

(CGPA is calculated only if the candidate has passed in all the courses in the entire programme)

XI. CONCESSIONS FOR DIFFERENTLY-ABLED STUDENTS

A. DYSLEXIA STUDENTS

For students who are mentally challenged/who have a learning disability and mental retardation/ who are slow learners/ who are mentally impaired/ who have learning disorder and seizure disorder/ who are spastic and those who have cerebral Palsy, the following concessions shall be granted:

- i. Part I** Foundation course in Tamil/Hindi/Sanskrit/French **can be exempted.**
- ii. One-third** of the time meant for the paper may be given as **extra time** in the examination.
- iii. Leniency** in overlooking **spelling mistakes**, and
- iv. Amanuensis** for all courses will be provided on request. This will be acceptable only if the request is duly certified by the Medical Board of the Government Hospital/ General Hospital/ District headquarters Hospitals and they shall be declared qualified for the degree if they pass the other examinations prescribed for the degree.

B. HEARING, SPEECH IMPAIRED & MENTALLY CHALLENGED

For students who are hearing and speech impaired/who are mentally challenged, the following concessions shall be granted:

- i. One Language paper** either **Part I** Foundation course Tamil/Hindi/Sanskrit/French or **Part II** English or its equivalent **can be exempted**
- ii. Part IV** Non-Major Elective (NME) or Basic Tamil/Advanced Tamil or Basic Hindi **can be exempted.**

C. VISUALLY IMPAIRED STUDENTS:

- i. **Exempted** from paying **examination fees**.
- ii. **A scribe** shall be **arranged by the College** and the scribe will be paid as per the College's decision.

XII. INTERDISCIPLINARY ELECTIVE (IDE)

It has been proposed that the UG students admitted from the academic year 2021 – 22 onwards would take up an Interdisciplinary Elective (IDE) Paper in their **Fifth Semester**.

❖ **The following Departments functioning in Shift I will offer IDE Papers to students only from Shift I:**

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1.	B.A Economics	Principles of Insurance and Risk Management
2.	B.A Defence & Strategic Studies	An Introduction to Defence Journalism
3.	B.Sc Mathematics	Numerical Analysis
4.	B.Sc Physics	Introduction to Integrated Electronics
5.	B.Sc Chemistry	Chemistry in Everyday life
6.	B.Sc Plant Biology & Biotechnology	Horticulture & Mushroom Cultivation
7.	B.Sc Advanced Zoology & Biotechnology	Wildlife Conservation
8.	B.Com (General)	Entrepreneurial Development -1
9.	B.Com Corporate Secretaryship	Entrepreneurial Development -2

❖ **The following Departments functioning in Shift II will offer IDE Papers to students only from Shift II:**

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1.	B.B.A	Managerial Skill Development
2.	B.C.A	E - Commerce
3.	B.Com (A&F)	Indian Constitution and Human Rights
4.	B.Com (General)	Entrepreneurial Development -3
5.	B.Com (Corp. Sec)	Entrepreneurial Development -4
6.	B.Sc Computer Science	Internet and Its Applications
7.	B.Sc Visual Communication	Understanding Film
8.	B.Com (BM)	Personal Investment Planning
9.	B.Com (MM)	Tourism Management

❖ The following Departments from Shift II, functioning in Shift I timings can only offer IDE Papers to the students functioning within the same Shift I timings:

S.NO	DEPARTMENT	IDE (TITLE OF THE PAPER)
1.	B.Com (ISM)	Essentials of Office Automation Tools and E- Mail Etiquette
2.	B.A English Literature	English for Competitive Exams
3.	B.Sc Biotechnology	Intellectual Property Rights
4.	B.Sc Information Technology	Web Designing
5.	B.Sc Data Analytics	<ul style="list-style-type: none"> • Interdisciplinary Elective – Digital Logic Fundamentals • Operating Systems • Data Visualization using Tableau • Pentaho/ Looker
6.	Commerce (PA)	Office Management & Methods
7.	Commerce (CA)	<ul style="list-style-type: none"> • Entrepreneurial Development • Production & Supply Chain Management • Business Information System
8.	B.A Sociology	Problems of Urban India
9.	B.A Defence & Strategic Studies	An Introduction to Defence Journalism

XIII. OPTION TO EARN ADDITIONAL CREDITS

A. MOOCs (Massive Open Online Courses)

- The UG students can opt for a minimum of one Course and earn 2 credits, while a maximum of 6 Credits can be earned by completing three courses during their three-year period of study.
- The PG students can opt for a minimum of one Course and earn 2 credits, while a maximum of 4 Credits can be earned by completing two courses during their two-year period of study.
- This is completely optional.

B. CERTIFICATE COURSES

The Certificate courses are offered by the departments for 30 hours which will enable the students to earn 2 additional credits.

C. ADDITIONAL CREDIT FOR EXTENSION SERVICES

All the students who have put in additional 40 hours or more apart from the compulsory minimum hours in NSS / NCC / Sports & Games / Rotaract / Youth Red Cross / Citizen Consumer Club / Enviro Club or any other service organization in the College will be eligible to earn an additional credit at the time of completion of their Course. This should be duly certified by the Principal of the College,

XIV. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTERS

- i. All candidates should register their names for the first semester examination after admission to the UG / PG courses.
- ii. Candidates shall be permitted to proceed from the first semester up to the final semester irrespective of their failure in any of the semester examinations, subject to the condition that the candidate had registered for all the arrear subjects of earlier semesters along with current semester subjects.

XV. ISSUE OF CERTIFICATES

A Statement of Marks will be issued to each student who has written the examination.

❖ Consolidated Mark Sheet

Consolidated mark sheets will be given to final year students along with total credits earned only to those who have passed in all the papers prescribed for the respective degree.

❖ Transcript

Students who wish to obtain any Transcript for joining courses of study in other Universities in India or abroad or for obtaining scholarships, can obtain these certificates from the office of the Controller of Examinations. A requisition letter duly signed by the Student and forwarded by the Principal along with fee challan is to be submitted to the office of the Controller of Examinations. The Certificate will be provided within 15 working days in a sealed envelope.

❖ Provisional Certificate

A copy of the results of the successful final year students will be sent to the University of Madras in the prescribed format in July/August and the University will issue a Provisional Certificate through the College. A soft copy can be downloaded from the University of Madras website and a hard copy will be provided by them within 90 days of the issue of the soft copy.

❖ Corrections in the Certificates

Any corrections like name, date of birth etc., can also be made in the certificate. A letter of request duly signed by the student, HOD and Principal along with the prescribed fee paid challan has to be forwarded to the office of the Controller of Examinations. The details will be updated within 15 working days. The amount once paid will not be refunded under any circumstances.

❖ Duplicate Mark Sheet

In case of loss of the mark sheet / certificate, a duplicate will be provided after submitting a non-traceable certificate issued from the Police station duly signed by an Inspector or Sub Inspector. A letter of request duly signed by the student, HOD and Principal along with the prescribed fee paid challan is to be forwarded to the office of the Controller of Examinations.

❖ **Duplicate Provisional Certificate / Degree Certificate:**

Students have to apply directly to the University of Madras for duplicate provisional certificate and degree certificate.

❖ **Verification of Qualification**

Agencies which request for verification of educational qualification of students under the autonomous mode of this college and students who opt for higher studies / employment and who require verification of educational qualification shall verify online through the QR code in the consolidated mark sheet after an online payment of fees for the same. They can also apply to the Principal to this effect along with the prescribed fees which has to be forwarded to the Office of the Controller of Examination. The relevant certificate will be issued within 15 working days from the receipt of the forwarded request of the Principal and the Office of the Controller of Examination.

XVI. CONVOCATION AND NOTICE

❖ **Convocation**

Every year after the Convocation is conducted by the University of Madras, the College will hold a Graduation day / Convocation in which the Degree Certificates will be distributed to the students who are present. For others it will be issued by the College Office. Students should collect the same within 30 days of convocation after which a search fee will be charged. **Students are responsible for collecting their Degree certificates from the college office on time.**

❖ **Notice**

Candidates, who have completed the duration of the course and left the College, can get information regarding Supplementary Examinations, issue of examination application forms, certificates and application for Graduation day through the college website and general notice board. Regular students will however be informed of the examinations by circulation, in addition to the modes mentioned above.

No student will receive individual communication.

XVII. PROCEDURE FOR SUBMISSION OF SYLLABUS

- i. Each department will finalize the syllabus.
- ii. Finalization could mean a minor change in the existing syllabus or a revamp of the entire syllabus.
- iii. The department will submit the changes to the Board of Studies. After the approval of the syllabus in the BOS, the concerned department will submit the minutes along with the modified syllabus book / sheet (five copies) to the Dean's office within ten days of the BOS meeting.
- iv. A Soft copy of the batch-wise syllabus approved by the BOS in PDF format should be sent to the Dean's mail ID within ten days of the BOS meeting.

MSW PROGRAMME

1. INTRODUCTION:

Master of Social Work (MSW) is a Professional course and therefore the objectives are to prepare candidates for a career in Social Work and in its different fields of Social Work. Guru Nanak College, an autonomous institution affiliated to the University of Madras, adopting Choice Based Credit System (CBCS) introduces the semester system with credit from the academic year 2016-2017 onwards. Its purpose is to provide a Value added, market driven and indigenously relevant course in Social Work education.

2. PROGRAMME SPECIFIC OUTCOME

The objective of the MSW course is focused on preparing the candidates for a career in Social Work through a professional training programme aimed at developing them.

- Scientific knowledge about the dynamics of problems and issue in our society.
- An ability to critique the ideologies that lead to systematic domination and marginalization of vulnerable groups.
- Necessary skill awareness, skills aiming at empowerment of people and skills in culture-sensitive method of social change.
- Ability to apply skills in Social Work practice and Social Work research in different fields for achieving desirable change and development and empowerment of people.
- Attitude and values necessary for working with people and organizations for achieving the goals of Social Work profession namely:
 1. To enhance individuals capacity for social functioning
 2. To improve the quality of life for everyone
 3. To promote the social justice
 4. Provide opportunity for people to develop their capacities to become participating and contributing citizens.

3. PATTERNS OF THE MSW COURSE:

Adopting the CBCS pattern, the course study for the MSW degree Programme shall extend over 4 semesters (Two years) and shall consist of:

1. Theory course/ paper (Core, Electives, Specialization, Extra- disciplinary papers)
2. Field Practicum (As core paper)
3. Research Project (As core paper)
4. Co-curricular components viz., Rural camp, Summer placement, Study tour and Block placement. (As practicum component)
5. Besides the above, students should also undergo the Madras University specified soft-skill course (As supportive courses) which are compulsory.
6. Value Added Courses (As Skill development paper).

II-CREDIT-COURSE-SYLLABUS MATRIX

A - CREDIT MATRIX

Components	Sem 1	Sem 2	Sem 3	Sem 4	No. of Courses	Credit per Course	Total Credits
Core Courses Including Practical	4	4	4	3	15	4	60
Project				1	1	6	6
Electives		1	1	1	3	3	9
Common Paper (Elective)			1		1	3	3
Supportive Domain	2				2	3	6
Extra Disciplinary Courses		1	1		2	3	6
Soft Skills	1	1	1	1	4	2	8
Internship* (Summer)		1 (outside Class Hours)			0	1	1
Internship* (Block)				1 (outside Class Hours)	0	2	2
Self-Study ** Paper			1 (outside Class Hours)		0	4	4

Note:

For the soft skill course, the pattern & Syllabus prescribed by the University of Madras will be adopted.

* Summer placement & Block Placement at the end of the II& IV semester after the completion of the respective semester examinations. No theory examination for these courses, but attendance is compulsory for course completion.

**Self Study Paper: Paper relevant to Social Work (SWAYAM, NPTEL, Reputed institutions) with minimum 4 weeks duration.

B-SYLLABUS MATRIX

SEMESTER I

Course Component	Title of the Paper	C	L	Ex	CIA	ESE	M
Core Paper -1	Social Work Profession	4	4	3	50	50	100
Core Paper -2	Social Work Practice with Individuals	4	4	3	50	50	100
Core Paper -3	Social Work Practice with Groups	4	4	3	50	50	100
Core Paper -4	Concurrent Field Work - I & Rural Camp	4	-	-	50	50	100
Supportive Domain - I	Sociology for Social Work Practice	3	3	3	50	50	100
Supportive Domain - I	Psychology for Social Work Practice	3	3	3	50	50	100
Soft Skill - 1	Personality Enrichment	2	2	3	-	100	100

#Concurrent Fieldwork Practicum: 24 Days per Semester

SEMESTER – II

Course Component	Title of the Paper	C	L	Ex	CI A	ESE	M
Core Paper -5	Community Organization and Social Action	4	4	3	50	50	100
Core Paper -6	Social Work Research and Statistics	4	4	3	50	50	100
Core Paper -7	Social Welfare Administration	4	4	3	50	50	100
Core Paper - 8	Concurrent Field Work - II	4	-	-	50	50	100
Elective – I	1. Environmental Social Work / 2. Disaster Management	3	3	3	50	50	100
Extra Disciplinary – 1	To opt from other Department	3	3	3	50	50	100
Soft Skill – II	Workplace Communication Skills	2	2	3	-	100	100
Internship	###Summer Internship	1					

#Concurrent Fieldwork Practicum: 24 Days per Semester

###Summer Internship (After the second semester theory examination during summer vacation)

ED1: Human Rights in India / Introduction to Social Problems (offered to other Departments)

SEMESTER – III

Core Paper – 9 (Specialization Paper – I)	Rural Community Development (CD)/ Labor Legislation – I (HR)/ Mental Health and Psychiatric Disorders (MPSW)	4	4	3	50	50	100
Core Paper -10 (Specialization Paper – II)	Sustainable Development (CD)/ Human Resource Management (HR)/ Public Health in India (MPSW)	4	4	3	50	50	100
Core Paper -11 (Specialization Paper – III)	NGO Management (CD)/ Industrial Relations and Employee Welfare (HR)/ Medical Social Work (MPSW)	4	4	3	50	50	100
Core Paper – 12	Concurrent Field Work – III	4			50	50	100
Elective – II	1. Human Rights: International Perspective / 2. Gender Development	3	3	3	50	50	100
Common Paper	Counselling Theory & Practice	3			50	50	100
EDE-2	To opt from other Department	3	3	3	50	50	100
Soft Skill- III	Self & Time Management Skills	2	2	3	-	100	100
Self-Study Paper	(Paper relevant to Social Work, to get Faculty Approval)	4					

#Concurrent Fieldwork Practicum: 24 Days per Semester

ED2: Gender Sensitization /Basics of Counselling (offered to other Departments)

SEMESTER – IV

Course Component	Title of the Paper	C	L	Ex	CIA	ESE	M
Core Paper -13 (Specialization Paper – IV)	Urban Community Development (CD) / Labor Legislation – II (HR)/ Psychiatric Social Work(MPSW)	4	4	3	50	50	100
Core Paper -14 (Specialization Paper – V)	Dalit and Tribal Development (CD)/ Organizational Behaviour (HR)/ Therapeutic Interventions in Social Work Practice (TISW)	4	4	3	50	50	100
Core Paper – 15	Research Project	6		3	50	50	100
Core Paper – 16	Concurrent Field Work – IV	4			50	50	100
Elective – III	1. Corporate Social Responsibility / 2.Social Entrepreneurship	3	3	3	50	50	100
Soft Skill - IV	Spoken and Presentation Skills	2	2	3	-	100	100
Internship	Block Placement ##	2					

#Concurrent Fieldwork Practicum: 24 Days per Semester

##Block Placement: After the IVth Semester Theory Examination

Note: The Soft skill courses will not be considered for classification. But candidates should appear and pass all these subjects for course completion.

Note: Extra Disciplinary Elective papers will be offered to other departments during Semester II & Semester III

C – FIELD PRACTICUM CREDIT SCHEDULE

Semester	Type of Field Work	Minimum Number of days	Minimum Number of Hours	Credits
I	Concurrent Field Work - I & Rural Camp	24	7-8 hrs	4
II	Concurrent Field Work - II	24	7-8 hrs	4
II	Summer Placement	15 to 21		1
III	Concurrent Field Work – III & Study Tour	24	7-8 hrs	4
IV	Concurrent Field Work - IV	24	7-8 hrs	4
IV	Block Placement	30		2
Total Credits				19

End Semester Examination Question Paper Pattern for Theory Papers without Practical

Question Allotment	Maximum 100 Marks Passing Minimum 50 Marks Three Hours Duration
Question 1 to 12 Answer any TEN out of 12	Part A (10 x 2=20 Marks) Answer any 10 Questions Each Question Carries 2 Marks
Question 13 to 20 Answer any FIVE out of 8	Part B (5 x 8=40 Marks) Answer any 5 Questions Each Question Carries 8 Marks
Question 21 to 24 Answer any TWO out of 4	Part A (20 x 2=40 Marks) Answer any 2 Questions Each Question Carries 20 Marks

SEMESTER - I

REGULATIONS

The college offers Master of Social Work Course with three specializations viz., Human Resource Management, Community Development and Medical and Psychiatric Social Work.

Students will be able to gain exposure in their respective specialization of their choice. Students will have to undergo the field work training in all Semesters. It is also required to complete Summer Internship and Block Internship at the end of the first year and second year respectively.

I – ASSESSMENT PATTERN (ALL SEMESTERS)

- i. **Theory:** 100 marks (Internal 50 marks, External 50 marks)

Internal 50 marks (Test1- 5marks, Test 2- 5 marks, Model exam – 10, Class activity – 15, Seminar / assignment - 10, Attendance 5)

- ii. **Field Work** – I to IV Semester

Total 100 (Internal: 50 & External: 50)

Internal 50 marks:

I semester:

Observation visits 15 Marks; Rural Camp 35 marks (Pre – camp – Faculty Supervisor 10, Post camp 10 – Camp Directors, Rural Camp Report-15 marks)

II to IV semester:

Internal 50 marks:

Faculty Supervisor - 30 marks and Field Work Supervisor - 20
Submission of Attendance sheet, Agency Evaluation Form & Certificate is Mandatory.

External 50 marks:

Field work External Viva Voce Examination

- iii. **Research Project work:**

Total 100 Marks (Internal: 50 Marks& External: 50Marks)

Note:

The other course requirements such as study tour, summer placement and Block placement will not be carrying any marks. They are a requirement for course completion.

II – FIELD WORK:

General:

Dress code: only formal dress will be allowed. 100% attendance in field work is compulsory for successful completion and getting pass.

The field work reports to be submitted for viva for the respective semesters and has to be submitted to the external examiners well in advance to enable to conduct the viva.

Concurrent field work will be for two to three days in a week as decided by the department.

I – MSW (I& II Semester)

a. Observation visit:

All the observation visits are compulsory. Absentees for a particular visit should complete the visit the same agency on their own arrangement before the completion of the observation visit period.

b. Rural camp:

Student's participation in rural camp is compulsory to complete the course. Absentees will have to attend the camp along with subsequent batch of students

c. Concurrent Field Work:

Mark allocation: 50 Internal + 50 Externals.

Viva-Voce examination panel: One practitioner from the relevant field + Faculty Supervisor.

d. Summer Internship:

Summer Placement component carry one credit. After completing the Summer Placement Training (on reopening of the college for the III Semester) every student has

- To submit a report about the Internship
- Make a presentation about the learnings gained from the internship.
- Submission of Attendance Sheet, Agency Evaluation Form & Certificate is Mandatory.

Format to be adopted by the students for the summer placement report:

1. About the Agency
2. Activities and Projects of the agency
3. Day-wise activities conducted.
4. Special Programmes Conducted.
5. Learning strategy adopted by the student.

II M.S.W. (III & IV Semester)

a. Concurrent Field Work:(III& IV Semester) Placement:

HR specialization:

Semester III (Manufacturing Sector)

Semester IV (IT / Service / Hospitality Sector)

Block Placement (Student Choice)

MPSW & CD specialization:

Semester III (Community Based Organizations)

Semester IV (Specialized Institutions - Hospitals)

Block Placement (Specialized Institutions)

Viva – Voce Examinations:

Separate Panels for HR, CD & MPSW specializations will be formed. Each panel will consist of academician from other Schools of Social Work (External) + One practitioner from the relevant field (External) + Faculty Supervisor concerned.

b. Study tour:

Attendance to study tour is compulsory. Submission of Report is compulsory.

It will be considered as a part of the field work.

To be undertaken in the months of November – December.

The defaulters will have to repeat the tour along with the subsequent batch. Until such time the final year results will be withheld.

c. Research Project:

Total 100 Marks (50 Internal + 50 External)

GENERAL

Assessment criteria for Soft Skills:

The Soft Skills is treated as a 2-Credit Paper with 100 marks (ESE 50 marks; CIA 50 marks). ESE 50 Marks will be assessed on the basis of a 3 hour written test (Question Paper Pattern: 5* 10 = 50 Marks).

CIA 50 marks will be assessed on the basis of:

- I. Written Test – Objective type (15 Marks)
- II. Group Seminar / Case Presentation (10 Marks)
- III. Individual Seminar / Case Presentation (15 Marks)
- IV. Viva – Voce (10 Marks)

Self-Study Paper

Paper relevant to Social Work (SWAYAM, NPTEL, Reputed Institutions) with minimum 4 weeks duration. Submission of course certificate before the end of 3rd Semester is mandatory. The paper carries 2 Credits and it will include in the Semester Mark Sheet.

CIA in the cases of paper sharing:

The faculty members will divide the portions among themselves appropriately.

On the basis of this the first faculty member will complete the portion and thereafter for the remaining classes the second faculty member will complete his or her portion.

When it comes to conducting internal tests one member will conduct the first internal test for his / her portion and the second faculty member will conduct the II internal test.

For Model Exam, both faculties have to frame the questions and conduct the exam.

The assignment / paper presentation component will also be done separately and average of the two will be taken as the internal assessment mark.

CORE PAPER - I

PAPER TITLE: SOCIAL WORK PROFESSION

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: I	CREDITS: 4	NO.OF HOURS PER WEEK: 6

Lecture hours: 45

Credits: 4

Objectives

1. To gain understanding about Social Work and related concepts.
2. To provide information about evolution of Social Work in UK, USA and in India and its emergence as a profession.
3. To recognize the needs and important of Social Work education and training.
4. To understand various models of professional practices and its applications.
5. To gain insight into personality requirements and code of ethics.

UNIT I: Introduction to Social Work

(12 hours)

Social Work: Definition, characteristics, meaning, Voluntary and Professional Social Work, Nature of Social Work- Scope, functions and goals, introduction to methods, levels of practice and fields of practice. Meaning and Definition; Social Work as a Profession; Basic Concepts; Goals and Functions; Methods and Fields, Origin and Growth of the Profession in India: Scope of Professional Practice Problems and Status, International/National Bodies and Forums.

Concepts related to Social Work: Social service, Social Welfare, Social Reforms, Social Movements, Social Action, Social Development and Social Empowerment.

Religio – philosophical foundation of Social Work in India: Historical beginnings of Social Work in the West, History of Voluntary Social Work and Professional Social Work in India, Constitutional Safeguards; Social Reform Movements, Christian Missionaries, Gandhian Social Work, India as a Welfare State, Role and Contributions of Voluntary Organizations, NGOs and CSOs, Emergence of International Social Work.

UNIT II: Philosophical Base for Social Work

(12 hours)

Values and Beliefs: Respect for the Person, for Differences, for Individual's Right to Self-Determination and Self-Expression, Respect for Democratic Values and Diversity, Belief in the Value and Dignity of the Human Being, Uniqueness of Individuals, Groups and Community, Individual's Right to Fulfillment and Self-Actualization, Right for Equality, Reciprocal Rights and Responsibilities of Individuals and Society, Capacity of Individuals and Communities to Change.

Principles: Acceptance, Individualization, Confidentiality, Client Participation, Non-Judgmental Attitude, Controlled Emotional Involvement.

Code of Ethics: Need and Purpose, Evolution of Code of Ethics, Declaration of Ethics for Social Workers (SWEF -1997). International Association of Social Work-IASSW-2004

UNIT III: Social Work Ideologies, Theoretical Foundations:

(10 hours)

Ideologies: Philanthropy, Humanitarianism, Welfarism, Socialism, Democracy, Marxism, Equality, Human Rights and Social Justice. Theories and Practice Models: Welfare, Developmental, Empowerment and Advocacy Models, Evolution from Welfare and Development to Rights Based Approaches. Approaches: Remedial, Rehabilitative, Preventive and Promotive Approaches, Rights Based, Participatory, Indigenous Approaches, Anti-Discriminatory Practice

UNIT IV: Social Work Education**(5 hours)**

Social Work Education: Components in the Social Work Curriculum, Importance of Fieldwork and Supervision; Problems and Status; Professional Bodies/Forums in Education and Practice at International, National and State levels, Role and function of the IFSW and IASSW, Curriculum Recommendations of UGC for Social Work Education in India.

UNIT V: International Social Work**(6 hours)**

Concept, Definition and Meaning, Global Issues and Need for International Practice, Basic Concepts, Principles and Assumptions; Values, Beliefs and Goals; Practice Levels and Sectors; Global Forces Influencing International Practice

Approaches: Personal, Social, Developmental, Global; Multicultural, International and Transnational Practice Models; Global Agenda; Global Standards

Role of International Agencies: UN Agencies, INGOs and Human Rights Organizations; International Service- Delivery Programmes; Skills for International Practice; Dilemmas in International Practice.

Methodology of Teaching:

Lectures, Reading materials, Discussions, Assignment, Case analysis, Field work and News clippings

BOOKS FOR REFERENCE

1. Arthur Fink: The Field of Social Work, Holt Rhine hart and Winston, New York
2. Banerjee G R: Papers on Social Work: An Indian Perspective. TISS, Mumbai
3. Cox David & Manohar Pawar: International Social Work, Vistaar, New Delhi
4. Chaya Patel, 1995, Social Work Practice – Religio– Philosophical foundation, Rawat Publication, New Delhi.
5. Dasgupta S: Towards a philosophy of Social Work in India, Popular Book Service, New Delhi
6. Gangrade K D: Dimensions of Social Work in India, Marwah publication, New Delhi
7. Gore M S: Social Work and Social Work Education, Asia Publishing House
8. Franus. J. Turner, Differential Diagnosis & treatment in Social Work, 2nded, Free Press, New York.
9. Hans, Nagpal: The study of Indian Society, S. Chand and Co. New Delhi
10. Khinduka S K: Social Work in India, Sarvodaya Sahitya Samaj, Rajasthan
11. Malcom Payne, 2005, 3rd ed, Modern Social Work Theory, Palgrave, Macmillan, New York.
12. Paul Chowdry: Introduction to Social Work, Atma Ram and Sons, New Delhi
13. Sanjay Bhattacharya, 2008, Social Work – an Integrated Approach, Deep & Deep Publication Pvt Ltd, New Delhi.
14. Terry Mizrani, Larry E. Davis (ed), Encyclopedia of Social Work, 20thed, Vol: 1-4, NASW press, Oxford University Press, New York.
15. Wadai A R: History and Philosophy of Social Work in India, Allied Publishing, New Delhi

JOURNALS

1. The perspective, Nirmala Niketan, 2. Indian Journal of social work, TISS

WEB RESOURCES

1. www.NASW.org, 2. www.NAPSWI.org

CORE PAPER – II

PAPER TITLE: SOCIAL WORK PRACTICE WITH INDIVIDUALS

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: I	CREDITS: 4	NO.OF HOURS PER WEEK: 6

Lecture Hours: 45

Credits: 4

Objectives:

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

Unit I

(7 hours)

Case Work: Concepts, objectives, purpose and importance; nature and scope, historical development; components; values and principles of Case Work Practice; socio – cultural factors affecting the Case Work practice in India; relationship with other methods of Social Work.

Unit II

(8 hours)

Case Worker-Client Relationship: empathy, transference and counter transference, resistance, sustaining the relationship, non-possessive warmth, genuineness and self-disclosure; Principles of client- worker relationship; Obstacles in client worker relationship, Interpersonal Relationship and Communication.

Unit III

(8 hours)

Tools and Case Work: Referral, environment modification, resource mobilization. Case Work process: Intake Study: Interviewing (types, purpose, skills, techniques and principles of interviewing). Home visits, Collateral contacts Assessment/Social Diagnosis: Use of Genograms and Eco maps, Treatment / Intervention, Evaluation, Termination.

Unit IV

(13 hours)

Approaches to Social Case Work Practice: Psychosocial, Problem Solving, Crisis Intervention; Cognitive Behavior Modification, Functional and development of an Eclectic model for practice, recording in Case Work: meaning, types, Verbatim, process records- Analytic, Narrative and Summative records etc; principles of recording, Advantages of Recording.

Unit V

(9 hours)

Application of Social Case Work in different settings: Hospital, Education, Workplace, Community, institution, Correctional settings

Teaching Methodology:

Classroom discussion, paper exercise, group activities, simulations, role plays, assignment/seminars.

BOOKS FOR REFERENCE:

1. Alfred, Kadushin. (1972). *the Social Work Interview*. New York, NY: Columbia University Press.
2. Battacharya, Sanjay. (2008). *Social Work: Psycho-Social Health aspect*.
3. Florence, Hollis. (1964). *Case Work – A Psychosocial Therapy*. New York, NY: Random House.
4. Mathew, Grace. (1992). *An Introduction to Social Case Work Bombay*. Mumbai, Mumbai: Tata Institute of Social Science.
5. Pearlman, Helen, H. (1957). *Social Case Work- A Problem Solving process*. Chicago, University of Chicago Press.
6. Robert & Robert Nee. (1970). *Theories of social Case Work*. (ed) Chicago, University of Chicago Press.
7. Russell, M.N. (1990). *Clinical Social Work: Research and Practice*. Newbury Park, Sage.
8. Samalley, & Elizabeth, Ruth. (1971). *Theory of Social Work Practice*. New York, NY: Columbia univ. press.
9. Sundel and Sundel. (1999). *Behavior Modification in the Human Service*. Newbury Park, Sage.
10. Tilbury, D.E.F. (1977). *Case Work in context- A Basic for Practice*. Oxford, Pergamon Press.
11. Timms, Noel. (1964). *Social Case Work: Principle and practice*. London, Rutledge and Kegan Paul.
12. Timms, Noel. (1972). *Records in Social Work*. Rutledge &Kegan Paul.
13. Trievithick. (2005). *Social Work Skills, A Practice Hand Book*, London, Open University Press.
14. Upadhyay. R.K (2010) *Social Case Work: A Therapeutic Approach*, Rawat Publication
15. William, Jordan. (1970). *Client Worker Transactions*. London, London: Rutledge & Kegan Paul.

JOURNALS

1. Indian Journal of social work, TISS, 2. Social Welfare, 3. Social Work, 4. Behavior and Social Issues, 5. Journal of the Social Sciences

WEB RESOURCES

1. <https://www.journals.uchicago.edu/toc/jsswr/current>
2. <https://journals.library.mun.ca/ojs/index.php/IJ>
3. <http://journals.iupui.edu/index.php/advancesinsocialwork>

CORE PAPER - III

PAPER TITLE: SOCIAL WORK PRACTICE WITH GROUPS

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: I	CREDITS: 4	NO.OF HOURS PER WEEK: 6

Lecture Hours: 45

Credits: 4

Objectives:

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

Unit I

(9 hours)

Social Group Work: Assumption, Purpose, Principles, and Values of Groups Work, and historical development of Group Work; Group Work as a method of Social Work, Theoretical basis of Group Work. Social Group: Definition, characteristics, types of groups and characteristics of effective groups. Group Formation Phases: Forming, Storming, Norming, Performing, Adjourning.

Unit II

(8 hours)

Group Dynamics - definition, functions and basic assumptions of group dynamics, Group Process: bonds, acceptance, isolation, rejection, sub-group formation, clique, and new comers in the group. Leadership in group: definition, functions, qualities of leader, types and theories of leadership. Communications within groups, Sociometry and Sociogram.

Unit III

(10 hours)

Group Work Process: I. Planning Phase: Selection of members, composing group orienting the members, preparing the environment, II. Beginning Phase - preparing for Group Work, First Meeting, goals setting, motivation, Assessment of communication and interaction. Middle Phase: Intervening with group members, Problem Solving, dealing with difficult members, Ending Phase: Evaluation- Group Work Evaluation and criteria for good Group Work Termination, Follow-up.

Unit IV

(8 hours)

Models: Social goal, Remedial and Reciprocal Models. Treatment Groups: Support, Educational, Growth, Therapy. Group Work Recording: Purpose, Types and Principles of Group Work Recording.

Unit V

(10 hours)

Application of Social Group Work in different settings: Hospital, Education, Industry, Community, institution, Correctional settings. Group Work in Disaster.

Teaching Methodology: Classroom discussion, paper exercises, group activities, simulations, role plays assignment/seminars.

BOOKS FOR REFERENCE:

1. Corey, Gerald & Corey, Schneider (1992). *Group: process and Practice*. New York, NY: brooks and Cole.
2. Corey, Gerald. (2000). *Theory and practice of group counseling*. London, UK: Wordsworth.
3. Garvin, Charles, D. (1989) *Contemporary Group Work*, New Jersey, US: prentice Hall.
4. Johnson and Johnson. (1982). *Joining Together: Group theory and Group Skills*. New Delhi, New Delhi: Premier Publishing.
5. Konkpka, Gisela. (1972). *Social Group Work –A helping process*. Engle Wood Cliffs, prentice Hall.
6. Lawrence, Shulman. (1979) *Skills of helping Individual and Groups*, Chicago, US: Peacock Publisher.
7. Ronald, Toseland, &Robert, Rivas. (2001). *Introduce to Group Work practice*, London, UK: Allyn and Bascon.
8. Siddiqy, H.Y. (2008). *Group Work: Theories and Practices*. Rawat Publications.
9. Tom, Douglas. (1972). *Group Process in Social Work*. Chichester, UK: Willety.
10. Whitaker, Dorothy Stock. (1985). *Using groups to help people*.
11. Zastrow, Charles. (1985). *Social Work with Groups*, Chicago, US: Nelson Hall.

JOURNALS

1. Journal of the Social Sciences,
2. Social Welfare,
3. Social Work,
4. Behavior and Social Issues,
5. Journal of Comparative Social Work,
6. Journal of Social Inclusion,
7. Social Work with Groups,
8. The Journal for Specialists in Group Work,
9. Bridging the Divide: Group work for social justice

WEB RESOURCES

1. Jennie Fleming. (2021, July 29). *Tips for Facilitating For Empowerment in Groupwork Practice*. <https://www.iaswg.org/>. <https://www.iaswg.org/practicing-group-work-strategies>.
2. Burke, A. (2011). Group Work: How to Use Groups Effectively. *The Journal of Effective Teaching* , 1-9
3. <https://www.iaswg.org/group-work-journals>
4. <https://www.tandfonline.com/toc/wswg20/current>
5. <https://www.journals.uchicago.edu/toc/jsswr/current>
6. <https://www.ijcv.org/index.php/ijcv/index>
7. <https://www.journals.uchicago.edu/toc/jsswr/current>

CORE PAPER – IV

CONCURRENT FIELD WORK – I

SUBJECT CODE:	FIELD PRACTICUM	100 MARKS
SEMESTER: I	CREDITS: 4	24 Days

Credits: 4

Overall objectives:

The field work during this semester is an overall design for providing an exposure to.,

1. The field of professional Social Work
2. Different field of Social Work practice
3. Understand the basic skill required for the practice of Social Work, and
4. To encourage the learner to become a professional Social Worker.
5. To bring sensitivity to personal values, beliefs, bias and prejudice as a product of past socialization.

Components of semester I Concurrent field work.

The above-mentioned objectives will be achieved by providing the following three different types of learning opportunity vis-à-vis components of first semester concurrent field work.

COMPONENT NO.1

OBSERVATION VISITS TO DIFFERENT SOCIAL WELFARE AGENCIES

No. of visits: 8 to 10

Component objectives:

1. To get exposure to different social issues and social welfare agencies.
2. To get acquainted with structure, functioning and staffing patterns and activities of the organization.
3. To observe and develop a spirit of enquiry.
4. To participate in a group decision
5. To make use of the supervision & guidance in understanding the social issues.
6. To document the outcome of visits.

Process:

The students accompanied by a faculty member shall visit pre-identified agencies in different areas like disability, health, old age, children and women, rural & urban and industrial communities. The students are expected to observe & enquire about

1. Background and field of work of the agency.
2. Place and role of the agency in the society
3. Aims, objectives and programmes implemented
4. Types of Beneficiaries/Target groups
5. Administrative structure, departmentalization, staffing pattern.
6. Funding and resource mobilization
7. Problems and issues faced by the organization
8. Condition and problems of the inmates / beneficiaries.

During their observation visits and document the same. The learning and outcome of each visit to be evaluated through a group conference under the supervision of a faculty member.

Skills to be developed:

Observation / learning skills: Communication / presentation skills; Interpersonal skills; To make use of the supervision inputs and to develop documentation skills.

COMPONENT No. 2

RURAL CAMP

Duration: on camp 1 Week

The actual rural camp is preceded by two weeks of camp preparation to actual camp. This will include pilot visit to the village (s) for identification of the camp site, project to be implemented, and to liaise with local community, various NGO's and Government department to conduct the rural camp in a particular place.

Objectives:

The objective of the rural camp is:

1. To make the Social Work trainees to experience group living and to initiate and participate in development work in a village identified by the department and the students together.
2. To expose the students to rural life and living.
3. To enable the students to learn by carrying out development project after identify local need
4. To help them develop capacities and attitude suitable for a group living.
5. To inculcate the spirit of working in a team.

Process:

The entire class shall be divided into various groups called committees, namely Project, Transport, food, medical, housekeeping and Health, Finance and the like. Student coordinate and members will be nominated to these committees. For overall coordination two students camp leader will also be elected.

Faculty member as camp director and supervisor in charge of the respective committees will guide, facilitate the working committee.

There by the whole class to plan and execute the rural camp by working out the logistics, contributing and mobilizing necessary resources for the conduct of camp.

The whole process will be documented and evaluated by the class in the terms of camp experience, outcome and learning with reference to the objective specified.

Skills to be developed:

Skills pertaining to: Group living, Planning, Co-ordination, participation, cooperation, capacity to organize, resource mobilization, sense of responsibility, self-evaluation.

PRA Skills and Interface with other civil society groups, NGOs and Activists in the region.

SUPPORTIVE DOMAIN - I

PAPER TITLE : SOCIOLOGY FOR SOCIAL WORK PRACTICE

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: I	CREDITS: 3	NO. OF HOURS PER WEEK: 5

Lecture hour: 30

Credits: 3

Objectives:

1. To provide the student of social work a sociological perspective on Indian society, its structure and dynamics.
2. To sensitize the students of social work to the pressing social issues present in the Indian Society.
3. To enhance an analytical understanding among the students about the Indian society to aid in better professional practice.
4. To understand the perspectives of persons with different cultural, ethnic and social background.
5. To enable students define and compare basic theoretical orientations, how these reflect historical and cultural context, and how they can be applied to social reality.

Unit I: Introduction

(5 hours)

Sociology: Definition, Nature, and Importance. Fundamental concepts: Society, Social Group, Community, Association, Institution, Organization, Social Disorganization, Social Structure, and Social System. Relationship of sociology with social work, Social Process - Co-operation, Competition, Conflicts, Accommodation, Assimilation and Acculturation.

Unit II: Culture

(6 hours)

Concept, Functions and Elements of culture- values, norms, folkways, mores and laws. Theory of Cultural Lag by William F. Ogburn, Institution: Concept, Function and Types of Institution (Religious, Economic, Educational, Family, Polity, Changing Trends in these institutions and their institution and their impact on Indian society.

Unit III: Social Control

(6 hours)

Concept, needs, Means of Social Control - Formal and Informal Means. Agencies of Social Control – Formal and Informal Agencies (values, norms, folkways, custom, mores and law).

Unit IV: Social Change

(7 hours)

Social Changes - Meaning, theories, factors, processes. Social changes in India, Social movements - meaning, causes, types, Major Social movements in India- Narmadha Bacho Andolan (Save Narmada Movement), Dalit movement, Consumer movement, Women's movement, Kisan Movement (Farmers' Movement), Self- respect movement, Naxalbari movement, Religious movements, Impact of Social Movements on the Indian Society.

Unit V: Social Problems

(6 hours)

Social problems – meaning, causes and consequences, General Social Problems-Terrorism, Health, Environmental Degradation, Unemployment, Poverty, Illiteracy. Displacement, Migration, Corruption, Alcohol & Drug Abuse, Deviance, Violence, Crime, Honor Killings, Problems faced by women, children, SC/ST, Elderly, Transgenders, and Differently Abled,

Development issues arising out of liberalization, privatization and globalization, Legislative approach to social problems.

Teaching Methodology:

Lectures, Reading material, Discussions, Assignments, Case analysis, Field work and News clippings

BOOKS FOR REFERENCE

1. Bhusan, Vidya & Deva Sach, D.R. (2005). *An Introduction to sociology*. Allahabad, UP: Kitab Mahal Publications.
2. Duberman, Lucile and Clayton. *Sociology—focus on society*. A. Hartjen.
3. Giddens, Antony, *Sociology* (2001) Cambridge: Polity Press
4. Harlembos, Michael, *Sociology: Themes & Perspectives* (2014) New York: Collins
5. Madhan, G.R. (1973). *Indian social Problems*. Allied Pacific pvt Ltd.
6. Richard, T., & Schaefer, Lamm. P. & Robert. (1995). *Sociology*. New York. NY: Mc. Graw Hill Inc.
7. Ritzer, George, *Sociological Theory* (1999) Jaipur: Rawat Publications
8. Scott, John, *Oxford Dictionary of Sociology* (2004) Oxford: Oxford University Press
9. Shankar Rao, C. N., *Introduction to Sociology* (2005) New Delhi: S. Chand & Publications
10. Srinivas, M.N., *Social Changes in Modern India* (1963) Calcutta: University of Calcutta

JOURNALS

- Journal of Sociology
- Social Forces
- Gender & Society
- Current Sociology

WEB RESOURCES

- <https://journals.sagepub.com/home/iss>
- <https://journals.sagepub.com/home/csx>
- <https://www.annualreviews.org/journal/soc>
- <https://journals.sagepub.com/home/hsb>
- <https://journals.sagepub.com/home/tso>

SUPPORTIVE DOMAIN - II

PAPER TITLE : PSYCHOLOGY FOR SOCIAL WORK PRACTICE

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: I	CREDITS: 3	NO. OF HOURS PER WEEK: 5

Lecture hours: 30

Credits: 3

Objectives:

1. To understand the evolution of personality across individual life span
2. To understand stress and management of the same
3. To equip the student with a broad knowledge of abnormal behavior with specific reference to select abnormal behavior.
4. To facilitate the integration of above knowledge with social work practice.
5. To enable the students how the psychological theories and principles may be applied to individual, societal and global issues.

Unit I: Psychology

(6 hours)

Definition of Psychology, Schools of Psychology, Brief history and Fields of Psychology, Definition of behavior, Individual difference, Relevance of Psychology to Social Work Practice.

Unit II: Understanding Behaviour and Mental Health:

(6 hours)

Sensation, Perception: Definition, Principle and perceptual process.–Learning (Classical and Operant learning theories), Memory: Definition, Types (Sensory, STM, LTM), Process of memorization (Learning, Retention, recognition & Recall), Improvement of Memory. Emotion: Nature, Functions, Components. Attitude: formation, Factors Influencing the formation, Changing of Attitudes,

Unit III: Human Growth and Development:

(6 hours)

Difference between Growth and Development, Heredity & Environment (Meaning), Life Span development stages (Conception to Old age) its Characteristics, development tasks, Physical, Social, Psychological and moral developments.

Unit IV: Theories Related to Personality:

(6 hours)

Personality: Definition and nature of Personality, Psycho-analytical (Freud), Humanistic (Carl Roger and Maslow's) Psycho Social (Erik Erikson), Cognitive Development (Piaget), Moral Development (Kohlberg), Social learning theory (Bandura).

Unit V: Life Challenges and Mental Health.

(6 Hours)

Life challenges: Frustration, Conflict & Stress, Mental Health Concept; Mental Illness; Outline of common mental disorders, and Mental Retardation.

Teaching Methodology:

Lectures, Reading material, Discussions, Assignment, Case analysis, Field work and news clipping

Book for References:

1. Coon, Dennis. (1977). *Introduction to Psychology, Exploration and Application*.
2. Coon, Dennis. (1980). *Introduction to psychology*. Watts & Company.
3. Gross, Richard. (2nd ed), D. *Psychology – The Science of Mind and Behaviour*, Hodder and Strongton.
4. Hjelle, Larry, A., Ziegler, Daniell J., (1981). *Personality theories*. McGraw-Hill.
5. Hurlock, Elizabeth, B. (1980). *Developmental psychology: Life-span Approach*. McGraw-Hill.
6. Hurlock, Elizabeth, B. (1981). *Developmental psychology: Life-span Approach*. McGraw-Hill.
7. Lally, French (2019) *Lifespan Development: A Psychological Perspective* 2nd (ed).
8. Mangal S.K (2017). *General Psychology*, Sterling Publishers Private Limited, New Delhi
9. Morgan and King.(6thed), (1979). *Introduction to psychology*, McGraw Hill.
10. Sarason, Irwing, Sarson, Barbara, R.,(3rd ed). (1980). *Abnormal Psychology*. Prentice Hall.
11. Seven Pathways, Bruno, Frank, J., (1983). *Adjustment and Personal Growth*. John & Wiley sons, Inc.
12. Steinberg, L., & Huebner, Max. (1996). *Adolescence Munchen*, Watts & Glencoe. (4th ed). *Understanding Human Behaviour*. McGraw Hill.

JOURNALS

- https://link.springer.com/chapter/10.1007%2F978-94-010-9329-3_2

WEB RESOURCES

- <https://www.youtube.com/watch?v=I8LMZzYsRh0>
- [youtube.com/watch?v=Vaqa_oio3s](https://www.youtube.com/watch?v=Vaqa_oio3s)
- <https://www.youtube.com/watch?v=pnB8uh37SWs>
- <https://www.youtube.com/watch?v=60zgiB1aGZY>
- <https://www.youtube.com/watch?v=nz3CVkv7PUQ>
- <https://www.slideshare.net/JohnykuttyJoseph/unit-4-frustartion-conflicts-and-stress>
- <https://courses.lumenlearning.com/suny-hccc-ss-152-1/>
- <http://dept.clcillinois.edu/psy/LifespanDevelopment.pdf>
- <https://opentext.wsu.edu/abnormal-psych/>
- https://issuu.com/rengasamy/docs/psychology_for_social_workers_ppt

SOFT SKILLS – 1

PAPER TITLE: PERSONALITY ENRICHMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: I	CREDITS: 2	NO. OF HOURS PER WEEK:

Credits: 2

UNIT I- SELF DISCLOSURE

- Characteristics of self-disclosure
- Self-disclosure benefits and appropriateness
- Self-disclosure and self-awareness
- Self-disclosure and feedback.

UNIT II – ANGER, STRESS AND MANAGING FEELINGS

- The nature of stress
- Managing stress through social support systems
- The Nature of anger
- Guidelines for managing anger constructively
- Dealing with an angry person

UNIT III – INTERPERSONAL EFFECTIVENESS

- Managing anxiety and fear
- Breathing –an antidote to stress
- Progressive muscle relaxation
- Understanding your shyness
- Building one' self esteem
- Avoiding self blame
- Taking risks
- Tolerating failure
- Persisting and celebrating success
- Self talk.

UNIT IV- STUDY SKILLS

- Importance of study environment
- Using VCR3 to increase memory power: visualizing, concentrating, relating, repeating, reviewing
- Memory hindrances
- Memory helpers
- Knowing vs memorizing
- Memory and studying
- The SQ3R method; survey, write questions, read, recite, review
- Mnemonic devices – rhymes – acronyms – pegging
- Cooperative learning.

UNIT V- GOAL SETTING AND MANAGING TIME

- The basis of effective goals
- Steps to be followed to obtain optimum results from goal setting
- Identifying the reasons for procrastination
- Guidelines to overcome procrastination
- Priority management at home and college

BOOKS FOR REFERENCE

1. Johnson, D.W. *Reaching out – Interpersonal Effectiveness and Self Actualization*. 6th ed. Boston: Allyn and Bacon. 1997.
2. Sherfield, R. M. Montgomery, R.J. and Moody, P, G. *Developing Soft Skills*. 4th ed. New Delhi: Pearson. 2010.
3. Robbins, S. P. and Hunsaker, Phillip, L. *Training in Interpersonal skills. Tips for managing people at work*. 5th ed. New Delhi: PHI Learning. 2009.

SEMESTER - II

CORE PAPER – 5

PAPER TITLE : COMMUNITY ORGANIZATION AND SOCIAL ACTION

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To develop an understanding of the concepts related to working with communities and processes involved in it.
2. To make students understand the use and practice of community organization in various fields of work.
3. To provide the knowledge about the role of Social Worker in social changes and social development.
4. To familiarize the emerging trends and experiment in community organization.
5. To introduce various aspects of social action as an effective method of Social Work.

UNIT I

(9 hours)

Community: meaning, types, students and dynamics. Community organization: definition, objectives, principles, approaches, historical development, Community Organization as a method of Social Work. Similarities and Dissimilarities between Community organization and Community development, Community Leadership: concept, types of leadership and power structure of community.

UNIT II

(9 hours)

Phases in community organization: study, analysis, assessment, discussion, organization, action, evaluation, modification and continuation. Method: locality development, social planning and Social action, Skills of community organization.

UNIT III

(9 hours)

Application of community organization in different fields, Emerging trends and experiment in community organization, Models of community organization: Saul- Alinsky, Paulo-Freire and Gandhian model.

UNIT IV

(9 hours)

Social Action: Meaning, Definition, Objectives, Principles, Scope, Processes, Method, Skills and Strategies of Social Action such as Public Interest Litigation, Advocacy, Lobbying etc., Social Action for social changes and development.

UNIT V

(9 hours)

Social Legislation through Social Action, Social Problems and Social Action, Role of Social Worker in Social Action, Contribution of contemporary social activists.

Teaching methodology:

Lectures, reading material, discussions, assignment, case analysis, field work and news clippings.

BOOKS FOR REFERENCE:

1. Christopher, A.J., & William, Thomas. (2006). *Community Organization and Social Action*. New Delhi, New Delhi: Himalaya Publication House.
2. Dunham, Arthur E. *Community organization in India*. Bombay, Bombay: Popular Prakashan.
3. *Encyclopedia of Social Work*. Government of India, New Delhi.
4. Gore, M.S., (1994). *Family and the rights of the Individual*. New Delhi. New Delhi: NIPCCD.
5. Kuppusamy, *social change in India*. New Delhi, New Delhi: Vikas Publishing house.
6. Marshall, Clinard, B. *Slums and community development*. New York, NY: free Press.
7. Mizrani, Terry, & Davis, Larry, E. (ed), (20thed), *Encyclopedia of Social Work*, , vol:1-4, New York, NY: NASW press, Oxford University Press.
8. Murray, Ross, G., (1985). *Community organization: Theory and Principles*, New York, NY: Harper and Row.

JOURNALS

- Social Action
- Economical and Political Weekly,
- Community Practice
- Social Welfare
- Social Work
- American Journal of Sociology
- The Journal of Community Practice

WEB RESOURCES

- Sung Sil Lee Sohng. (n.d.). *Participatory Research and Community Organizing* . Western Michigan University.
<https://scholarworks.wmich.edu/cgi/viewcontent.cgi?article=2378&context=jssw>.
- <https://www.tnsocialwelfare.org/>
- <http://socialjustice.nic.in/>
- <http://christcollegemsw.blogspot.com/2008/03/community-organisation-notes.html>
- http://www.bdu.ac.in/schools/social-sciences/social-work/docs/studymaterials/Working_with_community_and_Social_Action.pdf
- <https://ctb.ku.edu/en/table-of-contents/overview/model-for-community-change-and-improvement/lessons-learned/main>

CORE PAPER – 6

PAPER TITLE : SOCIALWORK RESEARCH AND STATISTICS

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture Hours: 45 hours

Credits: 4

Objectives:

1. To highlight the relevance of research for Social Work
2. To study the various facets of the research process with special emphasis on quantitative research
3. To hone the skills in undertaking research and in writing about the same.
4. To develop an understanding about the scientific approach to human inquiry
5. To acquire the skills for data analyses and research writing.

Unit I: Research, Types and Approaches

(9 hours)

Research: Meaning, Definition, objectives & Research Ethics, Social Research: meaning and objectives. Social Work Research: meaning, scope, Objectives, importance, limitations in Social Work research, and difference between social research and Social Work research. Scientific method: meaning, characteristics, and process of scientific inquiry; relationship between theory method & fact.

Types of Research: pure, applied, action research; participatory and evaluation research. Research approaches: Quantitative & Qualitative research,

Unit II: Research Process: Problem Formulation, Hypothesis:

(9 hours)

Research process outline, Problem Formulation: Selection of problem, defining the problem. Reviewing of Literature, Formulating the objectives. Variables: meaning, types of variables; formal and operational definitions.

Hypothesis: meaning, sources, characteristics, functions and types; assumptions and limitations, attributes of a sound hypothesis; hypothesis testing; level of significance; critical region; Type-I and Type-II errors.

Unit III: Design and Sampling:

(9 hours)

Research design: meaning and types- exploratory, descriptive, diagnostic, experimental, and single subject research designs. Universe and Sampling: meaning, need, principles, types and techniques, and advantages and disadvantages.

Levels of Measurements: Nominal, Ordinal, Interval and Ratio. Validity and reliability: meaning and types. Scaling Techniques: L.L. Thurstone and Likert Scale, Pilot study, and Pre-test. Sources of data: primary and secondary data.

Unit IV: Methods of data collection & Report Writing

(9 hours)

Quantitative- interview, questioners, participatory and rapid appraisal techniques.

Qualitative- in-depth interview, Focus Group Discussion, observation and types and document review.

Mixed and Multi Method & Triangulation.

Data Processing; Content checking - Editing, Classification, Coding, Tabulation. Presentation of data: tabular and graphical presentation. Data Analysis: Univariate, bivariate, and multivariate analysis. Interpretation: meaning, techniques and precautions.

Report Writing: content and format; mechanics of writing research reports and precautions; research abstracts; footnotes, referencing. Plagiarism, References: meaning and differences; methods of referencing. Preparation of Research Project Proposal, Agencies involved in Social Work research.

Unit V: Social Statistics

(9 hours)

Statistics: meaning, use, and its limitations in Social Work research. Measures of central tendency: arithmetic mean, median, and mode. Dispersion: range, quartile deviation, standard deviation and co-efficient of variation. Difference between Parametric & Non-Parametric test. Tests of significance: “Application of “t” test, ANOVA test and chi-square test. Correlation: meaning, types, and uses, Karl Pearson’s coefficient of correlation Computer applications: use and application of computer in Social Work research

Teaching Methodology:

Lectures, Reading material, Discussions, Assignments, Case analysis, Field work and News clippings

BOOKS FOR REFERENCE

1. Alston, M. Bocoles, W.(2003)*Research for Social Workers: An Introduction to Methods*. Jaipur:Rawat Publications
2. Creswell (2018)*Research Design: Qualitative, Quantitative, and Mixed Methods Approaches*. Sage Pub
3. Gupta, S. P.(2003) *Statistical Methods*. New Delhi: Sultan Chand and Sons
4. Kothari C.R 2004, *Research Methodology: Methods and Techniques*, New Age International Publishers (P) Ltd, New Delhi.
5. Lal Das (2005) *Designs of Social Research*, Rawat Pub.
6. Lal Das (2000) *Practice of Social Research*, Rawat Pub.
7. Navnitham PA (2019), *Business Statistics*, Jai Publishers, Trichy
8. Rajinth Kumar (2011) *Research Methodology a step-by-step guide for beginners. Fifth Edition*. Ranjit Kumar. SAGE.
9. Rubbin, Allen and Babbie, Earl.(2004). *Research Methods for Social Work with infotrac*.California, US Thomposon and Wadsworth Publishing.
10. Ram Ahuja (2009), *Research Methods*, Rawat Publications, New Delhi.
11. Saravanavel P (2009) *Research Methodology*, KitabMahal, Allahabad.

JOURNALS

- <https://academic.oup.com/swr>
- <https://journals.sagepub.com/home/jsw>
- <http://ispsw.in/index.php/journal>
- <https://journals.sagepub.com/home/sco>

WEB RESOURCES

- <https://www.youtube.com/watch?v=TdJxY4w9XKY>
- <https://www.youtube.com/watch?v=Soq7vPDF1eQ>

CORE PAPER – 7

PAPER TITLE: SOCIAL WELFARE ADMINISTRATION

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To acquire Knowledge of the basic process of administration
2. To understand the procedures and policies involved in establishing and maintaining social welfare organizations
3. To develop skills to participate positively in administrative process
4. To understand the organizational and administrative structure of social welfare programme at each and every level of implementing organization
5. To provide effective social welfare services to the needy and suffering.

UNIT I

(9 Hours)

Social Welfare Administration: Basic concepts, scope, principles, Social Welfare Administration as a method of Social Work. Distinction between social administration, Social Work administration, Social security administration and other forms of administration, Traditional forms of Social Welfare: Charity, mutual-aid, religious organizations; community support network; Development impact on human existence.

UNIT II

(9 Hours)

Social Welfare Organizations: Concept, nature and types. Administration of social welfare services; Structure and functions of social welfare organizations, Principles of administration in social welfare, Policy and Programmes of Social Welfare in India with special reference to weaker sections, Social Work Agency: Organizational structure Boards and committees: Executive: Functions & Qualities - Administrative Process: policy formation, Planning decision making, Co-ordination, Communication.

UNIT III

(9 hours)

Social Welfare Administration Process: Planning- Organization, Staffing, Orientation, Placement, Allocation of responsibilities. Organizational Communication, Decision making, Coordination-impact assessment, Monitoring, Evaluation - Public Relations and Networking. Office administration: office management and maintenance of records, Project Proposal Writing.

UNIT IV

(9 hours)

Financial Administration: Fund raising practice - community resource mobilization. Grant in aid from state and central government. Rules regarding investment - preparation of annual budget, Accounting and Auditing – Accounts and Record maintenance

UNIT V

(9 hours)

A study of: Central Social Welfare Board, State Social Welfare advisory Boards – Indian Council of Social Welfare – Indian Council of Child Welfare, Ministry, Department of Social Welfare--Role of voluntary agencies in social welfare, problems faced by voluntary agencies. Co-ordination and co-operation between voluntary and government welfare agencies.

Teaching Methodology:

Lectures, Reading material, Discussions, Assignments, Case analysis, Field work and News clippings.

BOOKS FOR REFERENCE

1. Allison, M. & Kaye, J. (2005). *Strategic Planning for Nonprofit Organizations*. 2nd ed. New York, NY: John Wiley & Sons.
2. Chowdry, Paul. (1992). *Social Welfare Administration*. New Delhi, New Delhi: Atma Ram and Sons.
3. Dimitto, D.M. (1991). *Social Welfare: Politics and Public Policy*. New Jersey, NY: Prentice Hall.
4. Edwards, R., & Yankey, J., & Altpeter, M. (Eds.). (1998). *Skills for Effective Management of Nonprofit Organizations*. Washington, DC: NASW Press.
5. Proehl, R. (2001). *Organizational Change in the Human Services*. Thousand Oaks, CA: Sage Publications.
6. Sankaran & Rodrigues, (1983). *Handbook for the Management of Voluntary Organisations*. Chennai, CH: Alpha Publications.
7. Shanmugavelayutham, K. (1998). *Social Legislation and Social Change*. Chennai, CH: Vazha Valamudan Publishers,.
8. Sullivan, Michael. (1987). *Sociology and Social Welfare*. Winchester, USA: Allen and Unwin.

JOURNALS:

- Combat law
- Economic and Political Weekly
- Social Scientist
- Social Welfare
- Social Work

WEB RESOURCES:

- www.supremecourtfindia.nic.in
- <https://www.tnsocialwelfare.org/>
- <https://www.cswb.gov.in/>
- <http://socialjustice.nic.in/UserView/index?mid=19536>

CORE PAPER – 8

CONCURRENT FIELD WORK – II

SUBJECT CODE:	FIELD PRACTICUM	100 MARKS
SEMESTER: II	CREDITS: 4	No. of days: 24

Credits: 4

Objectives:

The broad aim of concurrent field work at this stage (First year – II Semester) is to provide opportunities to the students for applying the knowledge and the information gained in the class room to reality situations. It also provides an opportunity to:

1. Working with communities, groups, individuals / families and manage Organizations tasks.
2. To provide an opportunity for learning skills through the practices of primary methods of Social Work (Case Work, Group Work and community organization).
3. To inculcate professional growth and development.
4. To conduct counseling/home visits.
5. To prepare records.

Areas of learning:

Concurrent practice learning tasks are listed in six areas. They are,

1. Understanding both the agency and the clients as systems.
2. Developing knowledge of administrative procedures, programme Management and utilizing these skills in practice.
3. Developing skills of problem-solving process and practice-based research.
4. Using instruction to learning practice.
5. Developing as a professional person.

Process

- 24 Days of Field Work
- Weekly Two/ Three days Agency visits.
- Weekly Report Submission
- Compulsory Individual conference & supervisory conferences on improvement and Field Work progress
- Minimum of Three Case Works
- Minimum of Two Group Works
- Minimum 1 Community Organization
- Mini Research Study (Optional)

ELECTIVE –II A

PAPER TITLE–ENVIRONMENTAL SOCIAL WORK

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 3	NO. OF HOURS PER WEEK:5

Lecture hour: 30

Credits:3

Objectives

1. To understand the concepts of Ecology, Environment and Energy resources.
2. To analyse impact of Globalisation, Industrialization and Urbanization
3. To enhance the knowledge on various issues on environment and the roles of movements for the protection.
4. To enable the professional social workers to understand the roles and responsibilities of to protect the Environment.
5. To gain knowledge about Environment and Management.

UNIT I - Ecology and Environment Concepts (6 Hours)

Ecology, Environment and Society; Climate change, Global warming, climate justice, carbon trading. Changing patterns from survival needs to emerging consumerism; Environment Consciousness and Eco-spirituality. Perspective on environment: Marxist, Techno-centrist and Functional perspective. Indigenous thoughts on environment: Gandhi, Nammazhwar, Sundarlal Bahuguna, Vandana Shiva, Medha Patkar.

UNIT II - Development and its adverse effects on Environment: (6 Hours)

Technology, Industrialization, SEZ Urbanization and Globalization, Commercialization of Agriculture – changing land use patterns and the rural society. Construction of Dams and its consequences - Displacement, relocation and rehabilitation, Deforestation and Ecological Imbalance

UNIT III – Environmental Issues and Protective measures (6 Hours)

Soil, Water, Population, Sanitation, Housing, Common Property Resources, Energy crisis, The Environment Protection Act 1986 - Air Pollution Act 1987 – Water Pollution Act 1974, National Green Tribunal and State Pollution Control Board and National Green Standards.

UNIT IV – Environment Action and Management (6 Hours)

Environment preservation; Rio+20, Paris Summit and its implications, Policies and programmes, Grassroots Organizations, Gender and Environment, Environment Management: Role of traditional and indigenous people controlled and jointly managed systems.

UNIT V – Role of Social Worker in Environment Protection and Preservation (6 Hours)

Eco farming - Natural farming efforts. Preservation of water bodies, Promotion of green technology, Green Housing, Wealth out of Waste, Application of alternative and renewable energies, Solid waste management, rain water harvesting, Refuse, Reduce, Reuse and Recycle (4 R's).

BOOKS FOR REFERENCE

1. Agarwal S.K. 1993. Environmental protection, Himalaya Publishers, New Delhi.
2. Andromeda. 1995. New Science encyclopedia: Ecology and environment. Oxford Publishers. London
3. Aradhana P.S. 1998. Environmental Management. Rajat Publishers. New Delhi.
4. Aravind Kumar. 2008. Environmental Resource Management. Daya Publishers. New Delhi:
5. Aray and Abbasi 1995. Urbanisation and its Environmental Impacts. New Delhi: Discovery
6. Asthana. D.K. 2001. Environmental Problems and solutions. S. Chand publishers. New Delhi.
7. Dash Sharma P. 1998. Environment Health and development. Anmol Publishers. New Delhi.
8. GuhaRamchandra, 1991 The Unquietwoods, Ecological Change and Peasant Resistance in the Himalayas, New Delhi: Oxford University Press
9. Kannan 1991. Fundamentals of Environmental pollution. S. Chand. New Delhi.
10. Luoma Samuel N. 1984. Introduction to environmental Issues. Macmillan Publishers. Calcutta.
11. Maharajan V.S. 1986. Environment protection: challenges and Issues. Deep and Deep Publishers. New Delhi
12. Mohan I. 2002. Environmental Problems in 21stCentury. Anmol Publishers. New Delhi.
13. Mohanty. S.K. 1997. Environment and pollution Law Manual. Universal Publishers. New Delhi.
14. Ravichand. M. 2007. Environmental Management. Concept Publishers. New Delhi.
15. Susila Appadurai. 2004. Environmental Studies. New Century Book House Publishers. Chennai.

JOURNALS

- Environmental Pollution
- Environment Protection
- Journal of Comparative Social Policy
- Journal of International Business Law
- Economic and Political Weekly

WEB RESOURCES

- <https://www.india.gov.in/official-website-ministry-environment-and-forests-0>
- <https://moef.gov.in/en/>
- <http://www.indiaenvironmentportal.org.in/>
- <http://www.envis.nic.in/>
- <https://cpcb.nic.in/>

ELECTIVE –II B

PAPER TITLE – DISASTER MANAGEMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 3	NO. OF HOURS PER WEEK: 5

Lecture hour: 30

Credits: 3

Objectives

1. To understand the nature of Disasters and its impact
2. To gain knowledge on the Disaster Management, Relief and rehabilitation strategies
3. To know the application of Social Work Practice in Disaster Management.
4. To know the functions of the different Stakeholders in Disaster Management
5. To analyse the various case studies of different Disaster

UNIT 1: DISASTER – AN OVERVIEW (5 Hours)

Disaster: Definition, Concept, Related Terminologies: Emergency, Risk, Vulnerability, Hazard, Crisis. Natural Disasters: Cyclone, Flood, Hurricane, Drought, Earth quake and Tsunami – Causes, impact, response, Overview of Country and State.

UNIT 2: DISASTER MANAGEMENT (5 Hours)

Concepts, Definition, factors and principles, Disaster management cycle, Mitigation, Risk Reduction, Preparedness. Assessment: Situational, Need, Vulnerability, Risk and Resources. Plan preparation: Village, City, District and State.

UNIT 3: DISASTER MANAGEMENT COMMITTEES (6 Hours)

Constitution of Committees: Administrative committees and Taskforces – Requirements, Role and responsibilities. Community Contingency Fund, Post Disaster Relief and Rehabilitation: Health, Sanitation, Housing, Environment, Psycho-Social Care.

UNIT 4: STAKEHOLDERS (7 Hours)

National Policy on Disaster Management - 2009, Disaster Management Act – 2005, Resettlement and Rehabilitation Act 2009. Role of stakeholders – PRI, Departments, Ministries, NGOs, CBOs and other Institutions, International agencies: UNDP, Red Cross, UNESCO, World Bank, Asian Development Bank. Disaster and Social Change: State and Civil Society responses. Social Work Intervention: Worker – Role and skills, Role of Media, Social Media, Educational Institutions.

UNIT 5: CASE STUDIES (7 Hours)

Rehabilitation and Reconstruction: Orissa Super cyclone – 1999, Gujrat Earth quake – 2001, Mumbai Flood – 2005, Ooty Landslide – 2009, Uttarakhand flood– 2013, Chennai Flood – 2015. Challenges: South Asian Tsunami – 2004, Haiti Earthquake – 2010, Japan Fukushima Daiichi Nuclear Disaster – 2011, Ebola Epidemic Outbreak- 2014, Nepal Earth Quake - 2015, Bhopal Gas tragedy - 1984, Communal Riots – 1984, 1992&2002, Kumbakonam School Fire Accident – 2004, Pandemic disease, Covid – 19.

BOOKS FOR REFERENCES

1. Alois Kohler (Liu), Sebastian Julich & Lena Bloemertz, 2004, Guidelines: Risk Analysis – a Basis for Disaster Risk Management, Deutsche Gesellschaft für Technische Zusammenarbeit (GTZ), GmbH, Germany.
2. Asian Disaster Reduction Center, 2003, Total Disaster Risk Management – Best Practices (Hand book).
3. Eva-Lotta Hedman, 2005, The politics of the tsunami response, Forced Migration Review-Tsunami: learning from the humanitarian response (Spl. Issue - July 2005)
4. GOI – Ministry of Home Affairs –National DM division, Disaster Management – the development perspective (an extract of 10th five-year plan)
5. Gujarat State Disaster Management Authority & UNDP, Disaster Risk Management programme
6. Lolita Bildan, 2003, Disaster management – in southeast Asia (an overview), The Asian Disaster Preparedness Center, Bangkok, Thailand.
7. Marion Couldrey & Tim Morris, 2005, UN assesses tsunami response, Forced Migration Review Tsunami: learning from the humanitarian response (Spl. Issue - July 2005)
8. Orissa State Disaster Mitigation Authority & UNDP, Training of Village Disaster Management Committee
9. Pushkar Bala, 2009, Communal Riots After Independence, Neha Publishers & Distributors, New Delhi
10. Rajib Shaw & Kenji Okazaki, 2003, Sustainability in Grass-Roots Initiatives – Focus on Community Based Disaster Management, United Nations Centre for Regional Development (UNCRD) - D M Planning Hyogo Office.
11. Shesh Kanta Kafle & Zubair Murshed, 2006, Community - Based Disaster Risk Management for Local Authorities, the Asian Disaster Preparedness Center, Bangkok, Thailand.
12. United Nations International Strategy for Disaster Reduction, Natural Disasters and Sustainable Development: Understanding the links between Development, Environment and natural disasters.
13. Yashwant P. Raj Paul, 2003, Volunteers' hand book for Disaster preparedness, UNDP, India.

JOURNALS

- <https://www.springer.com/journal/13753>
- <https://nidm.gov.in/journal.asp>
- <https://www.inderscience.com/jhome.php?jcode=ijem>
- <https://www.journals.elsevier.com/international-journal-of-disaster-risk-reduction>

WEB SOURCES

- <https://ndma.gov.in/>
- <https://ndmindia.mha.gov.in/>
- <https://nidm.gov.in/>
- <http://www.ndrf.gov.in/>
- <https://tnsdma.tn.gov.in/pages/view/useful-links>
- <https://www.indiacode.nic.in/handle/123456789/2045?locale=enf>

SOFT SKILLS –II

PAPER TITLE: WORKPLACE COMMUNICATION SKILLS

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 2	NO. OF HOURS PER WEEK:

Credits: 2

UNIT I - GOAL SETTING

- SMART Goals
- Blue print for success
- Short Term, Long Term, Life Time Goals

UNIT II TEAM BUILDING AND WORKING

- Team Work – necessity
- Personal, Social and Educational

UNIT III EMOTIONAL INTELLIGENCE

- Definition
- Emotional quotient
- Importance of Emotional Intelligence
- Emotion Scales
- Managing Emotions

UNIT IV - CREATIVITY

- Out of the box thinking
- Lateral Thinking
- Stimulating innovation and change

UNIT V - DECISION MAKING & EMPOWERMENT

- Importance and necessity of Decision Making
- Process and practical way of Decision Making
- Weighing Positives & Negatives
- Power tactics
- Coalition
- Managerial empowerment
- Entrepreneurship

BOOKS FOR REFERENCE

1. Covey Sean, *Seven Habits of Highly Effective Teens*, New York, Fireside Publishers, 1998.
2. Carnegie Dale, *How to win Friends and Influence People*, New York: Simon & Schuster, 1998.
3. Thomas A Harris, *I am Ok, You are Ok*, New York-Harper and Row, 1972
4. Daniel Goleman, *Emotional Intelligence*, Bantam Book, 2006

COURSE COMPONENT

SUMMER INTERNSHIP

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 1	No. of days: 15 Working Days

No. of days: 15 Working Days

Credits: 1

At the end of 1 year during summer vacation, the students should do internship (non-supervised) for a period of 30 days in an agency / industry related to his / her specialization so as to utilize the summer vacation fruitfully to develop the professional self in one-self.

Objectives:

1. Knowing about the basics of the working of an industrial organization/ social welfare organization.
2. Experiencing direct practice with the client systems and the management operations of the work of the setting.
3. Integrating theoretical learning with the practice.
4. Exploring the possibilities and area for carrying out Research project to be carried out at the later stage of the course, and
5. Experience self in the role of the professional worker.

Process:

1. The learner must volunteer to locate a setting (own choice) about two or three Months in advance and explore the possibilities of a 4-week practice learning practice placement.
2. The practice learning setting should preferably have a professionally trained Social Worker on the team of a staff.
3. Opportunities to Practice, Fund Raising and to do Project
4. The learner is to record the learning and submit comprehensive report (in the format provided by the department) at the beginning of the II academic year both to the department (compulsory)and to the setting (on requirement).
5. Also, each student is expected to make a presentation on the placement experiencing before the class and faculty (in the format provided by the department).
6. In the report a Joining & Completion certificate obtained from the agency has to be compulsorily enclosed.

Assessment:

Internal Review (Internal valuation or Review meeting, Learning, Completion report, Certificates)

SEMESTER - III

SPECIALIZATION: COMMUNITY DEVELOPMENT

CORE PAPER – 9

SPECIALIZATION PAPER – I

PAPER TITLE: RURAL COMMUNITY DEVELOPMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Teaching hours: 45

Credits: 4

Objectives

1. To understand the rural communities
2. To analyse the need for rural community Development
3. To provide knowledge of the various methods, programmes, strategies and developmental efforts towards rural community development.
4. To understand the role and contribution of professional social work in development process
5. To import knowledge of rural marketing and rural credits

Unit I

(5 hours)

Community development- definition, concepts, objectives, history of community development, Rural development- Rural community development, concepts, definition, objectives, principles, approaches. Gandhian Ideology on village / rural development, Gandhian ideology and Karl Marx.

Unit II

(12 hours)

Early period of Rural reconstruction programmes schemes: Sriniketan, Marthandom, Gurgaon, Baroda, Firka, Etawah, Nilokheri. Post independent rural development programmes & schemes: Pradhan Mantri Gram Sadak Yojana, Swarna Jayanthi Gram Swarozgar Yojana, Sampoomma Grameen Rozgar Yojana, National Food for Work Programme, Jai Prakash Rozgar Guarantee Yojana, Antyodaya, Minimum Needs Programme, Rural Water Supply Programme, Rural Sanitation Programme, Indra Awas Yojana, Accelerated Irrigation Benefit Programme, Water Shed Development Programme, Accelerated Rural Electrification Programme, Integrated Rural Energy Programme, Pradhan Mantri Gramodava Yojana, PURA, NERG. Rural resources for development, Land, water, forest, live stock, bio-energy, human resources. Land reforms, Land tenure, Ceiling act, Agriculture and rural development

Unit III

(10 hours)

Analysis of rural problems: Poverty, rural bondedness, unemployment and under Employment, casteism, housing, illiteracy, conservation, agricultural laborers, marginal and small farmers. Concept of feminization of poverty – measuring poverty, Participatory rural approach (PRA), Poverty groups and poverty alleviation programmes- SC, ST's, BC's. Primary health care in rural areas: Definition, Human development index (HDI), Constitutional provisions and national policies, right to health, national health policies 1983 & 2002, reports on PHC Bhore committee (1946), Shrivastav committee (1975), Community health care, health care service levels (primary, secondary, tertiary)

Unit IV **(10 hours)**

Political structure & Politics: Central-various cabinets/ministries, structure and functions Related to community development. State- Legislative assembly, various ministries structure and functions related to community development. Rural administrative structure - Panchayati Raj institutions amendments 73rd & 74th, Tamil Nadu Panchayat Act 1958, Democratic decentralization

Unit V **(8 hours)**

Rural marketing & rural credits: Market system grading and weighing. Rural credit facilities-specific needs of rural credit, micro-finance, and expectations of credit seekers. Rural credit banks-NABARD, SCBS, DCCB, PACS, commercial banks, Regional rural banks (RRB). Role of a community development worker in rural community development, Public- private partnership in rural development

Teaching methodology

Lecture, Discussion, Assignment, seminar, Documentary films, Exposure visits, Case Studies presentation

BOOKS FOR REFERENCE:

1. Datt & Sundaram. *Indian economy*. New Delhi, New Delhi: S.Chand co.
2. Jain. C.M. & Cangan. T. *Rural development in India*
3. Karaley,G.N. (2005). *Integrated Approach to Development Policies, Programmes and Strategies*. Concept Publishing Company. New Delhi.
4. Madan.G.R. *Changing pattern of Indian villages*.
5. Mukarji. B. *Community development in India*.
6. Reddy, Venkata. *Rural development in India*. Mumbai, Mumbai: Himalaya Publishing House.

JOURNALS:

- Rural Development
- Yojana and Kurushetra
- Economical and Political Weekly,
- Social Welfare
- Social Work

WEB RESOURCES:

- <https://rural.nic.in/>
- <https://rural.nic.in/scheme-websites>
- <http://www.niti.gov.in/verticals/rural-development>
- <https://tnrd.gov.in/>
- <https://www.tnrtp.org/>

CORE PAPER- 10

SPECIALIZATION PAPER- II

PAPER TITLE: SUSTAINABLE DEVELOPMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To Understanding sustainable development (philosophy & theory)
2. To study the underlying framework for sustainable development practice
3. To Understand Sustainability issues in rural areas
4. To analyse and understand Sustainability issues in urban areas
4. To study the Interventions by the Government and non-government bodies

Unit: 1 Understanding sustainable development (philosophy & theory) (9 Hours)

Historical evolution of Sustainable development mode growth models, theories of sustainability, Concept of Sustainable development, principles of Sustainable development, Sustainable development & social work practice – need and implications.

Unit: 2 Framework for sustainable development practice (9 Hours)

Climate change, food security & livelihood resources. Major climate change protocols & UN charter on climate change, SDG'S (Sustainable development goals) & their implementation mechanisms.

Unit: 3 Sustainability issues in rural areas (9 Hours)

Issues related to land, water management & forest rights. Development Induced displacement – impact on rural farmers, poor and sustainability challenges, Bio-diversity loss & de-forestation.

Unit: 4 Sustainability issues in urban areas (9 Hours)

Issues of Housing & water. Privatization of common property resources, Waste management concerns, Sustainable development, society and law, Environment Laws in India, Government framework, role of MOEF, pollution control board, climate change plan of Indian Government.

Unit: 5 Sustainable development practice: (9 Hours)

Workshop and Project based practice work for students, Workshop on climate change, self and society, Environmentalism, major environment movements, civil society sector, citizen's movements.

References:

1. Bhat Mohd Yousuf: Environment and Human Rights. Delhi. Reference Press, 2004.
2. Bose B C: Integrated Approach to Sustainable Development. New Delhi. Rajat Publications, 2001.
3. Cahill Michael: The Environment and Social Policy. London. Routledge and Kegan Paul, 2002.
4. Dasgupta Partho (2013) - The Nature of Economic development & Economic development of Nature', Economic & Political weekly December 21, 2013 (Pg 38-45), Vol: XLVIII No 51,
5. Futehally Laeeq: Our environment. New Delhi. National Book Trust, 2012.
6. Gole Prakash: Nature Conservation and Sustainable Development in India. Jaipur. Rawat Publications, 2001.
7. Kothari Smitu: The Value of Nature Ecological Politics in India. Noida. Rainbow Publishers, 2003.
8. Mehta Rani: Sociology and environment sustainability. Jaipur. Rawat Publications, 2014.
9. Prasad Kamta: Water Resources and Sustainable Development. Delhi. Shipra Publications, 2003.
10. Santosh Shintre(2012) - Ecological & Environmental Reporting in India – The handbook for Media, NGO & People- Published by Sakal Newspapers
11. Saxena H M: Environmental ecology, Biodiversity and climate change. Jaipur. Rawat Publications, 2015. 978-81-316-0689-6--(301.31SAX)

JOURNALS

- <https://www.journals.elsevier.com/energy-for-sustainable-development>
- <https://www.springer.com/journal/10668>
- <https://journals.sagepub.com/home/jsd>
- <https://www.witpress.com/journals/sdp>

WEBSITES

- <http://www.niti.gov.in/index.php/verticals/sustainable-dev-goals>
- <https://sustainabledevelopment.un.org/memberstates/india>
- <https://www.in.undp.org/content/india/en/home/sustainable-development-goals.html>
- <http://mospi.nic.in/sustainable-development-goalsdgs>
- <https://tnsdg.tn.gov.in/>

CORE PAPER – 11

SPECIALIZATION PAPER – III

PAPER TITLE: NGO MANAGEMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Teaching hours: 45

Credits:3

Objectives:

1. To understand the meaning of Management Concepts, Principles and Process in the context of Non-Profit Sector.
2. To provide knowledge on Project Management.
3. To gain insights into the Government Programmes of various Ministries and Departments.
4. To develop an ability on NGO management
5. To understand the NGO management process

UNIT I

(10 hours)

Historical Development of NGOs, Definition, Meaning, Characteristics, Types, Voluntary Organisation, Community Based Organisation, Movements, Groups, Trusts, Civil Society Agencies, Registration of Voluntary Organisations, Certificate of Incorporation, Certificate of Commencement of Business, By-laws, Memorandum of Association, Articles of Association, Board, Trustee, Committees, Executive Committee, Ad Hoc Committees, Duties and Responsibilities of Office Bearers, President, Secretary, Treasurer, Vice President, Joint Secretary, Managing Trustee, Share Holders, Stake Holders, Target Groups and Partners in Development. Conduct of Meetings, Preparation of Agenda, Minutes of Meetings, Resolutions and Quorum.

UNIT II

(7 Hours)

Laws related to NGOs: Society Registration Act 1860, Trust Act of 1912, Cooperative Societies Act 1912, Foreign Contribution Regulation Act, Income Tax Act. Companies Act 1956, National Policy on Voluntary Sector 2007

UNIT III

(10 Hours)

Accounting and NGOs - Book Keeping and Accounting, Definition, Meaning, Types of Accounts, Golden Rules of Accounting, Single Entry System and Double Entry System of Book Keeping Banking, Types of Bank Accounts, Pass Book, Cheque Book, Bank Reconciliation Statement, Books of Accounts, Cash Book, Journal and Ledger, Negotiable Instruments, Bill of Exchange, Vouchers, Receipt Books, Assets, Liabilities, Capital Expenditure, Revenue Expenditure, Deferred Revenue Expenditure, Budgeting, Administrative Cost, Programme Cost, Final Accounts of Non Trading Concerns, Trial Balance, Receipts and Payments Account, Income and Expenditure Account, Balance Sheet, Auditing, Definition, Types, Auditors Report.

UNIT IV

(10 Hours)

Project Planning: Baseline Survey, Participatory Project Planning Techniques, PRA, RRA, Need Assessment, Logical Frame Work Analysis, Centralised Planning Vs Decentralised

Planning, Bottom Up Planning, Micro Plan, Grassroots Plan, Alternate Planning, Pro poor Planning, Expectations, Key Result Areas Tangible / Intangible, Project Evaluation. Proposal Writing for the Programmes of Central and State Governments - Social Welfare Board, Department of Social Defence and Donor Agencies. Report Writing: Interim Report, Term Reports and Completion Report.

UNIT V

(8 Hours)

Management Process: Concept and Principles of Management, Operational Management, Personnel Management, Material Management, Fund Raising, Information Management and Time Management. Organisational Behaviour; Individual in an Organisation - Groups in Organisation- Group Behaviour, Leadership and Team Building, - Organisational Process Communication, Supervision, Organizational Change and Development.

BOOKS FOR REFERENCE

1. Brown, Andrew, 1970 Management Development and MBO, Sonalaya Publications, Bombay
2. Chambers, R, 1994 The Origins and Practice of Participatory Rural Appraisal, World Bank · Keith Davis, 1964 Readings in Human Relations, Mc Graw Hill Book
3. Chandra, Snehalata, 2003 Guidelines for NGOs Management in India, Kanishka Publishers, New Delhi
4. Lewis & Wallace, 2000 New roles and Relevance; Development of NGOs and Challenge of change, Kumarian press, Chennai.
5. Padaki & Manjulika, 2005 Management Development in Non-Profit Organisation, Sage Publications, New Delhi
6. Paul Samuel, Managing Development Programmes, The Lessons of Success, Boulder Co West View Press, Washington.
7. Roy Sam, M, 2002 Project planning and Management focusing on Proposal writing, CHAI, Secunderabad.
8. Sen, Amartya, 2005 Human Rights and Human Development, UNDP Human Development Report

JOURNALS

- Economical and Political Weekly,
- Kurukshetra,
- Social Welfare
- Social Work
- Rural Management
- Rural Development

WEB RESOURCES

- <https://ngosindia.com/>
- <http://socialjustice.nic.in/UserView/index?mid=76593>
- https://niti.gov.in/planningcommission.gov.in/docs/data/ngo/index.php?data=b_ngobody.htm

SPECIALIZATION: HUMAN RESOURCE MANAGEMENT

CORE PAPER – 9

SPECIALIZATION PAPER – I

PAPER TITLE: LABOUR LEGISLATIONS 1

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To help the students to learn basic facts concerning Labour Law
2. To enable them to realize the need to have suitable skills for the practice of Labor Law
3. To assist the students to acquire attitudes those are apt in the practice of Labor Law
4. To enable students for upholding social security of workmen
5. To protect the rights of the labour

UNIT I - Fundamentals of Labour Legislation (10 hours)

Concept of Labour Legislation – Objectives and Need for Labour Legislation Classification of Labour Legislation: Regulative Labour Legislation, Protective Labour Legislation, Wage-related Labour Legislation – Social Security Legislations- Welfare related Labour Legislations & other important Acts.

UNIT II – Indian Constitution and Labour Legislation (10 hours)

Indian Constitution vis-à-vis Labour Legislation –Fundamental Rights – Art 16,19,23,24 & Directive Principles of State Policy- Art (39,41,42,43,43A. Jurisprudence – meaning; Industrial Jurisprudence- meaning and scope.

UNIT III - Protective Labour Legislation (8 hours)

The Factories Act, 1948.The Tamil Nadu Shops and Establishment Act, 1947.The Occupational Safety, Health and Working Conditions Code, 2020.

Unit IV - Regulative Labour Legislation (8 hours)

Industrial Employment (Standing Orders) Act, 1946.The Contract Labour (Regulation and Abolition) Act, 1970.

Unit V – Legislation related to Social Security (9 hours)

The Employee State Insurance Act, 1948. The Employee Provident Fund and Miscellaneous Provisions Act,1952.

Additional Reading: (Does not form part of assessment): The Inter-state Migrant Workmen (Regulation of Employment and conditions of service) Act, 1979. The Unorganized Workers Social Security Act 2008 The Labour laws (Exemption from furnishing Returns and Maintaining registers by certain Establishments) Act, 1988- The Amendment Act 2014.

Teaching Methodology

Lectures, assignment, seminar, guest lectures, Case laws presentation and discussions

Books for Reference:

1. Current Bills, new Case Laws and new Laws should form part of the syllabus automatically.
2. D.P.Jain., (1991) *Industrial Law*, Konar publication, New Delhi.
3. Garg, Ajay.(2012) *Labour Laws one should know*, A Nabhi Publications, NewDelhi.
4. Gupta. C.B, (2012) *Industrial Relations & Labour Laws*, Sultanchand, New Delhi.
5. H. L/ Kumar, (2016), *Labour Laws Everybody Should Know*, Universal Law publishing company, New Delhi.
6. Kapoor,N.D.,(2002). *Elements of Industrial Law*. Sultanchand & sons.
7. Kapoor. N.D, (2006) *Handbook of Industrial Laws*, Sultanchand, New Delhi.
8. Malhotra. O.P, (1998) *The Laws of Industrial Disputes*, Universal Law publishing company, New Delhi.
9. Misra, S. L, (2003) *Labour and Industrial Laws*, Pioneer publication, New Delhi.
10. Srivastava,S.C, (2000) *Industrial Relations and Labour Laws*, Vikas publishing House, New Delhi.
11. Subramaninan, (1998) *Factory Laws applicable in Tamil Nadu*, Madras Book agency, Chennai.
12. Tripathi. PC, (1998) *Industrial Relations & Labour Laws*, Sultanchand Publication, New Delhi

Web Resources:

1. www.mca.gov.in
2. www.esic.nic.in
3. www.epfindia.com
4. www.labour.nic.in
5. www.lawmin.nic.in

Journals & Case Laws:

1. Indian Factories & Labour Reports
2. Labour Law Reporter
3. Law teller
4. Legal News & Views

CORE PAPER – 10
SPECIALIZATION PAPER- II
PAPER TITLE: HUMAN RESOURCE MANAGEMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To introduce the students to the different functional areas of HRM & HRD.
2. To impart necessary skills to manage the HR.
3. To sensitize the students on the emerging trends in the field of HR.
4. To discuss the various concepts of the HRD
5. To understand the scope of IHRM and E - HRM

UNIT: I Introduction Human Resource Management: (9hours)

Concepts, Objectives, Importance, Principles and functions; Concept clarification: Personnel Management (PM) Human Resource Management (HRM) & Human Resource development (HRD). HRM: objective, scope, Structure, Policies Procedures, Contribution of Management Thinkers: Taylor, Fayol, Elton Mayo and C.K. Prahalad, Roles and Responsibilities of HR Manager.

UNIT: II Human Capital Management: (9hours)

Human Resource Planning (HRP): Concept, objectives and Process. Job analysis: Job description, Job specification, Job design, Job Enrichment and Job Enlargement. Career planning, Succession planning and career path - Talent Acquisition: Goals, polices, sources and methods - Selection: Concept, process - Placement, Induction and socializing the new employee- Compensation Management: Compensation structure, Factors influencing compensation plans and policies, Fixation of salary, Components of salary, Pay for performance, Incentive Schemes, Rewards and Recognition - Employee Stock Option Plan.

UNIT: III Development Human Resources: (9hours)

Training and Development: Concept, objectives, 4 steps training Process - Types of Training Methods: On-the Job and off-the Job – Need and Importance of Training Need. Analysis – Performance Appraisal: Concept, Objectives and Importance – Methods of Performance Appraisal: Traditional and Modern Methods.SHRM –Definition, Concept & importance, Strategic perspective in human resource management; Major trends in Strategic Human Resource : Technology and organization structure- Management trends- Demographic trends - Utilization of human resources- International developments- Human resource legal environment.

UNIT-IV Maintenance of Human Resources: (9hours)

Employee separation – Concept and forms (termination of employment, retirement, resignation, dismissal, redundancy), Guidelines for compassionate exit management, Concepts of employee attrition / turnover, exit interview, right sizing, severance pay, survivor syndrome, Employee Retention Strategies.

UNIT-V International HRM and New Trend E - HRM: (9hours)

Concept, importance, Function and models of International HRM -Challenges of International HR Managers - Global HR practices -IHRM and Sustainable Business, Cross – Cultural Studies

- Cultural Diversity - Transnational Organisations, Changing environment of HRM and contemporary challenges, Emerging HRM Concepts. E-HRM: Human Resource Information System (HRIS) - Human Resource Auditing - Contemporary trends in HRM: Corporate Social Responsibility, Benchmarking, Core Competency, HR Consultancy, Business Process Outsourcing (BPO), Business Process Reengineering (BPR), Competency Mapping, Balanced Score Card, and Skill Matrix.

Teaching method

Lecture, assignments, seminar, group discussions, management gains and gust lecture case study.

BOOKS FOR REFERENCE

1. Andrew J. Dubrin., (2012), *Essentials of Management*, New York: Thomson Southwestern.
2. Aswathappa. (2010). *Human Resource Management*. Tata McGraw-Hill Education.
3. Bernadin John H., (2012), *Human Resource Management*, New York: McGraw Hill.
4. Bhatia. S.K.(2006). *Human Resource Management-Competitive advantage*. New Delhi, Deep & Deep Publication Pvt. Ltd.
5. Bhattacharya, Dipak Kumar, (2002). *Human Resources Management*. New Delhi, Excel Books.
6. DeCenzo, David A. and Robbins, Stephen P. (2007). *Personnel / Human Resource Management* (3e). Prentice – Hall of India, New Delhi.
7. Dessler, Gary and Varkley,B. (2011). *Human Resource Management (12e)*. Pearson, New Delhi.
8. Fisher, Cynthia, D., Schvenfeldt, Lyle.F., & Shaw, James,B. (2008). *Human Resource Management* (6e). Bizantra, New Delhi.
9. Ivancevich, John.M. (2007). *Human Resource Management* (10e). Tata McGraw Hill, New Delhi.
10. Jyothi, P. and Venkatesh, D.N.(2006). *Human Resource Management*. New Delhi, OxfordUniversity Press.
11. Rao, T.V. (2016). *Performance Management: Towards organizational Excellence*. India: Sage Publications.
12. Robert L. Mathis and John H. Jackson., (2007), *Human Resource Management*, Cengage Learning, New Delhi.
13. Tripathi.P.C., (1999)., *Principles of Management*, Tata McGraw Hill, Mumbai.
14. Uday Kumar Haldar, Juthika Sarkar., (2012)., *Human Resource management*. New Delhi: Oxford University Press.

Journals:

1. Harvard Business Review, 2. HRM Review, 3. HRD times, 4. Human Capital, 5. Indian Journal of Industrial Relation, 6. Indian Journal of Social Work, 7. Indian Journal of Training and Development, 8. Indian management, 9. Personnel Today, 10. Corporate Governance, 11. Business India, 12. Economic and Political weekly

Web Resources:

1. <https://www.hr.com>, 2. <https://hrhero.blr.com>, 3. <https://hr.blr.com>, 4. <https://www.hrbartender.com>, 5. <https://gethppy.com>, 6. <https://www.hrexaminer.com>, 7. <https://www.hrzone.com>, 8. <https://www.smartrecruiters.com/blog>, 9. <https://workology.com>

CORE PAPER – 11
SPECIALIZATION PAPER – III
PAPER TITLE: INDUSTRIAL RELATIONS AND LABOUR WELFARE

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To provide knowledge on the industrial relation system in India.
2. To familiarize the students with the various IR process.
3. To give insight in to the concept of welfare & social and organizational responses thereof
4. To analyse the scheme of worker education programme in India
5. To understand the function of the Trade Unions

UNIT I - Industrial Relations

(6 Hours)

Meaning, Definition, Concepts, Origin, Approaches to the study of IR, Influence of Socio-Economic, Political and Technical Forces on Industrial Relations; IR at Shop Floor and Plant: Employee Discipline, Grievance Redressal Machinery.

UNIT II - Trade Unions

(9 Hours)

Evolution, Purpose, Functions and Structure of Trade Unions, Major Central Trade Union Organisations, Recognition of Trade Union, Rights and Responsibilities of Registered Trade Union; Trade Union - Membership, Finance Structure, Leadership, Political Affiliation, Trade Union Rivalry & Disturbances.

Collective Bargaining: Meaning, Theories, Pre requisites, Principles, Strategies, Skills, Subject matter for Collective Bargaining, Charter of Demands & Management Proposal, Factors influencing Collective Bargaining, Bargaining Structure, Procedure and Machinery for Collective Bargaining, Collective Bargaining Agreements; Problems pertaining to Collective Bargaining in India.

UNIT III - Industrial Dispute

(9 Hours)

Meaning and Concept, Instruments of Coercion – Strike, Picketing, Gherao, Bandh, Strikes and Lock – Out; Dispute Settlement Mechanisms: Bipartite Approach – Negotiation, Mediation, Works Committee, Significance of Employers’ Federations; Tripartite Approach - Conciliation, Arbitration, Adjudication - Court of Enquiry, Labour Courts, Industrial Tribunal, National Tribunal, Awards; Workers Participation in Management – Concept, Levels of Participation, Benefits of Participation; Industrial Relations at the Government Level.

UNIT IV - Labour Welfare

(12 Hours)

Definition, Scope, Classification, Approaches, Principles, Origin and Development of Labour Welfare in India; Role of Government, Employer and Trade Union in promoting Labour welfare activities

Occupational Health & Voluntary Welfare Measures:

Industrial Hygiene and Health – Occupational diseases, Industrial Accidents: Causes and Prevention. Housing of Industrial Labour: Significance of Housing, Government Housing Schemes; Organization and administration of crèche, canteen, credit and consumer cooperatives in Industry, Unorganised Labour.

UNIT V - Worker's Education and Social Security

(11 Hours)

Need, Worker's Education Schemes in India: Aims, Structure, Functions; Social Security: Definition, Origin and Development of Social Security Measures in India, Main features and types of Social Insurance, Social Insurance and Social Assistance, Scope of Social Security and its Application; International Labour Organisation (I.L.O.) –Structure, Functions and its role in Labour Welfare.

Additional Reading (Does not form part of assessment)

ILO, EFI, NASSCOM, ASSOCHAM, FICCI, CII, NCL

Teaching Methodology

Lecture, General reading, Discussions, Assignments, Case analysis, filed work, News Clippings.

BOOKS FOR REFERENCE

1. Arun Monappa, Ranjeet Nambudiri, Patturaja Selvaraj, (2012) *Industrial relations & Labour Laws*, Tata McGraw Hill, New Delhi.
2. Gupta. C.B, (2012) *Industrial Relations & Labour Laws*, Sultanchand, New Delhi.
3. Mamoria C.B. and Sathish Mamoria, (2019) *Dynamics of Industrial Relations*, Himalaya Publishing House, New Delhi.
4. Nair, N.G &Nair, Lata. (2001). *Personnel Management and Industrial Relations*. Sultan Chand and Co. Publishing House Pvt. Ltd, New Delhi,
5. Pylee M.V.& George, Simon. (1995). *Industrial Relation and Personnel Management*. Vikas.
6. Ratna Sen, (2007) *Industrial Relations in India, Shifting Paradigms*, Macmillan India Ltd., New Delhi.
7. Ratnam, Venkatta. C.S., (2001). *Globalization and Labor Management relation*. Response Books.
8. Roberts, B.C. (2012) *Industrial relation- Contemporary Problems and Perspectives*. Asia Publishing House
9. S.N. Misra, (2019) *Labour & Industrial Laws (With Latest Amendments)*, Central Law Publications, Allahabad
10. Sharma, A.M, (2017) *Industrial Relation: Conceptual & Legal framework*. Himalaya Publishing House.
11. Srivastava, S.C, (2000) *Industrial Relations and Labour Laws*, Vikas publishing House, New Delhi.
12. Tripathi. PC, (1998) *Industrial Relations & Labour Laws*, Sultanchand Publication, New Delhi.

JOURNALS

1. Harvard Business Review, 2. HRM Review, 3. HRD times, 4. Human Capital
5. Indian Journal of Industrial Relation, 6. Indian Journal of Social Work
7. Indian Journal of Training and Development, 8. Indian management
9. Personnel Today, 10. Corporate Governance.

WEB RESOURCES

1. <https://labour.gov.in>, 2. <https://www.jstor.org>, 3. <https://www.cii.in>, 4. <https://vvgnli.gov.in>,
5. <https://www.ilo.org>, 6. <https://lawmin.gov.in>.

SPECIALIZATION: MEDICAL AND PSYCHIATRIC SOCIAL WORK

CORE PAPER – 9

SPECIALIZATION PAPER – I

PAPER TITLE: MENTAL HEALTH AND PSYCHIATRIC DISORDERS

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To learn and understand the concept of Mental Health
2. To acquire knowledge of the Aetiology, symptomatology and treatment of Common Mental Disorders.
3. To develop skills in identifying Mental Disorders in Health Care and Community settings.
4. To equip skills in assessing the mental disorder.
5. To develop the capacity of the student to apply knowledge and skills in Health setting.

UNIT I- Concept of Mental Health:

(9 Hours)

Normality & Abnormality, Concept of Mental Health, History of Psychiatry, Mental Health in India, Changing Trends in Mental Health Care, View of Mental Health and well-being. Socio-cultural factors in Psychiatry. Magico-religious practice

UNIT II- Psychiatric Assessment

(9 Hours)

Psychiatric Interviewing - Case History Taking and Mental State Examination, Psycho-Social and Multidimensional Assessment, Use of Mental Health Scales in assessment. Disability Assessment (IDEAS).

UNIT III- Common Mental Disorders

(9 Hours)

Mental Disorders overview of classification of mental Disorders – ICD 10, DSM, ICF. Clinical Signs, Symptoms, Causes and Treatment of the following Common Mental Disorders: Organic Mental Disorders, Mental and Behavioral Disorders due to psychoactive substance use, Gambling disorder – Technology Addiction. Schizophrenia, Mood (Affective Disorders) (Mania, Depression, Bipolar, RDD)

UNIT IV- Neurotic stress related and somatoform disorders

(9 Hours)

Anxiety Disorders (Phobia, General Anxiety Disorder, Obsessive Compulsive Disorder, Post Traumatic Stress Disorder), Dissociative Conversion, Somatization, hypochondrical, Somatoform autonomic dysfunction. Study of the Clinical Signs, Symptoms, Causes and Treatment of: Behavioral syndromes associated with physiological disturbances(eating, sleep, Sexual dysfunction); Disorders of adult personality and behavior; Mental Retardation; Disorders of Psychological Development(speech & Language, articulation, epilepsy, Scholastic, spelling, arithmetic, Motor function, Pervasive developmental Childhood Autism);

Behavioral and emotional disorders with onset in childhood and adolescence(Hyperkinetic, conduct disorder, emotional, separation anxiety)

UNIT V Legislations related to Mental Illness (9 Hours)

Mental Health Care Act 2017, Rights of Persons with Disabilities (RPWD) Act 2016, Narcotic drugs and Psychotropic Substances Act 1985

Teaching methods:

Lecture, Guest lecture, seminar and Assignments, Group discussion, Case study.

BOOKS FOR REFERENCE:

1. Bhugra, Gopinath.,& Vikram Patel., (2005). *Handbook of Psychiatry- A South Asian Perspective*. Mumbai: Byword Viva Publishers Pvt. Ltd.
2. Coleman, & James, (1996). *Abnormal Psychology Modern Life*. Mumbai: TaraporeVala and Sons.
3. Diagnostic Criteria for Research, AITBS Publishers and Distributors, Delhi
4. Francis, Abraham P. (Ed.) (2014) *Social Work in Mental Health – Areas of Practice, Challenges & Way Forward*. Sage.
5. Kaplan, Harold, I., & Sadock, B.J., (1989). *Comprehensive Text Book of Psychiatry*. London: Williams & Wilkins, Baltimore.
6. Kapur, M., (1995). *Mental Health of Indian Children*. New Delhi: Sage Publications.
7. Mane, &Gandevia., (1998). *Mental Health in India: Issues and Concerns*. Mumbai: Tata Institute of Social Sciences.
8. MangalS.K(2015), *Abnormal Psychology*, Sterling Publishers (p) Ltd, New Delhi.
9. NirajAhuja (2011), *A short textbook of psychiatry*, 7th Edition, Jaypee Brothers Medical Publishers (P) Ltd, New Delhi.
10. The ICD-10 Classification of Mental and Behavioural disorders (2004), A.I.T.B.S. Publishers & Distributors, New Delhi.
11. WHO. (2004). *The ICD-10 Classification of Mental and Behavioral Disorders*,

JOURNALS:

- <https://www.jstor.org/?refreqid=search%3A81e822cb36b68bbf309778da3d11fae7>
- Indian Journal of Social Work
- Indian Journal of Psychiatry
- <https://www.rsisinternational.org/Issue19/165-168.pdf>

WEB RESOURCES:

- <https://www.who.int/classifications/icd/en/bluebook.pdf>
- <https://cdn.website.editor.net/30f11123991548a0af708722d458e476/files/uploaded/DSM%2520V.pdf>
- [Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf](#)
- http://nhm.gov.in/images/pdf/programmes/NMHP/Training_Manuals/Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf
- <https://courses.lumenlearning.com/abnormalpsychology/>

CORE PAPER – 10

SPECIALIZATION PAPER – II

PAPER TITLE: PUBLIC HEALTH IN INDIA

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To develop an understanding of multidimensional approach to Health.
2. To understand the administration of the basic health infrastructure in the country
3. To relate the knowledge of Social Work practice to Public Health situation in India.
4. To gain knowledge about Communicable and Non – Communicable Diseases
5. To enhance the knowledge on Maternal and Child Health

Unit 1 Concepts related to Health

(7 hours)

Definition of Health, Concept of Well-being, Health Spectrum, Health indicators, Social Determinants of health; Hygiene, Sanitation and Health; Meaning of disease, sickness/illness, and Sick role; Definition of Public Health, changing concepts in Public Health, Concept of Epidemiology,

Unit 2 Concepts and measures of Public Health

(12 hours)

Food, Nutrition & Health, Concept of balanced diet, Malnutrition, Vitamin and Protein deficiency disorders; Health Education - Definition, Approaches, Models, Contents, Principles and practice of Health Education; Preventive, Curative and Social medicine. Role of Social Worker – Proactive, Preventive, Developmental and Remedial measures in Health Primary health care and Principles of Primary Health Care; Health Perspective - Human Development Index; The Sustainable Development Goals related to health.

Unit 3 Communicable and Non – Communicable Diseases:

(9 hours)

Causes, Prevention and Treatment: Communicable diseases and mode of transmission - HIV/AIDS, T.B, Hansen's disease, Vector borne, Air borne and Water borne disease and Swine Flu; and Non – Communicable diseases - Diabetes, Cardiac diseases, Hepatitis and Cancer Addiction and health: Alcoholism and Drug addiction – definition, characteristics and stages. Effects of addiction – the individual, family, health, social, economic, employment and moral

Unit 4 Health Programmes & Policy: National Health programmes

(9 hours)

Family Welfare, Maternal and Child Health, ICDS, School health programmes, AIDS control programmes, National and International Organisations related to health: ICMR, WHO, UNICEF, RNTCP. Welfare measures for the Differently Abled, State Health programmes for the weaker sections. National Health Policy 2002; Population Policy; ESI Act 1975; Health care systems in India - Levels of Health Care-Primary, Secondary and Tertiary levels, NRHM, AYUSH

Unit 5 Maternal and Child Health

(8 hours)

Maternal and Child Health – Issues and problems, Gender and Health, definition and importance of IMR & MMR, Antenatal Intranasal and Post-natal care; Breast feeding and its

importance; Reproductive Health – Importance of Reproductive health; Family planning & its methods; Sex and Sexuality in terms of HIV/AIDS, LGBT; Sexual Reproductive Health Right.

Teaching methods:

Lecture, Guest lecture, Seminar and Assignments, Group discussion, Case study.

BOOKS FOR REFERENCE

1. Ajit. (2005). *Social Dimensions of Health*. New Delhi: Rawat Publications.
2. Bajpai. (1998). *Social Work Perspectives on Health*. New Delhi: Rawat Publications.
3. Mishra. (2000). *Indian Health Report*. New Delhi: Oxford University Press.
4. Narayana. (1997). *Health and Development*. New Delhi: Rawat Publications.
5. Park & Park. (2003). *Textbook of preventive and social medicine*.
6. Pokrana. (1994). *Social Beliefs, Cultural Practices in Health and Disease*. New Delhi: Rawat Publications.

WEB RESOURCES

1. www.who.org World Health Reports (1995-2020)
2. www.tnhealth.org Annual Report
3. www.mohfw.nic.in Annual Report
4. www.nfhsindia.org National Family Health Survey, India
5. www.vhai.org State of India's health report, Report of independent Commission on health in India and other reports.

JOURNALS

Journal of Public Health

Public Health

Public Health Report

Asia-Pacific Journal of Public Health

Global Public Health

International Journal of Public Health

Indian Journal of Social Work

Indian Journal of Psychiatry

<https://www.rsisinternational.org/Issue19/165-168.pdf>

CORE PAPER – 11

SPECILIZATION PAPER – III

PAPER TITLE: MEDICAL SOCIAL WORK

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To enable the students to develop appropriate values, knowledge, skills and techniques for effective Social Work practice in the field of Health.
2. To enable the students to understand the psycho- socio- cultural realities associated with patient care in the Hospital and Community setting.
3. To acquire the knowledge with respect to the inter-disciplinary approach for persons with disease and disability.

UNIT I

(10 Hours)

Medical Social Work: Definition and Objectives, Historical Development of Medical Social Work in the West and in India, Need for Medical Social Work in our Country, Current trends in Medical Social Work in India. Difference between Medical Social Work and Medical Sociology, Definition and important concepts, Social Assessment of patient's family, Preparation of Social Case Work history (With examples from field work practice), Patient's Rights and Medical Ethics, Psycho-Social Problems of patients and families during the process of treatment and hospitalization,

UNIT II

(8 Hours)

Organization and Administration of Medical Social Work in a Hospital Setting- Role of the Medical Social Workers in the Department- Staff Developmental Programmes for Medical Social Workers-Application of various Social Work Methods in Hospital Setting- Specific skills required for Medical Social Work Practice.

UNIT III

(10 Hours)

Concept of long term hospitalization: Impact of long term hospitalization on the patients and the families - Concept of patient as a person: Patient as a whole, Medico Legal Ethics. Role and Functions of Medical Social Worker : Rural and Urban Community Settings, Promoting health needs and functions, Maternity and Children's Hospital, Cancer, Chronic Illness (Diabetes, Nephritis, Cardio-Vascular Disorders, HIV/ AIDS, Tuberculosis) Blood Bank, Organ Transplant Centers, Trauma Care Centers, Palliative care, Hospice settings, NGOs managing Health Services and Hospitals.

UNIT IV

(9 Hours)

Concept of Disability: Causes, Management and Rehabilitation of Physical Disabilities- Rehabilitation : Definition, Objectives, Principles, Approaches and Models - Community Based Rehabilitation - Multi Disciplinary approaches in Medical Social Work: Importance of Team Work and Case Conference.

UNIT V

(8 Hours)

Field work in the Medical Social Work Practices- Role of the trainee- Importance of Recording and Supervision-Evaluating the current trends in the Field Work practices- Measures to strengthen Field Work practice- Inter-Disciplinary Studied, Health Insurance, Medical Social Work Research.

Teaching methods:

Lecture, Guest lecture, seminar and Assignments , Group discussion, Case study.

BOOKS FOR REFERENCE

1. Ahuja, Ram. (2006). *Social Problems in India*. New Delhi: Rawat Publication.
2. Blaxter, Mildred. (2004). *Key Concepts on Health*. New Delhi: Polity Publishers.
3. Bradshaw & Bradshaw. (2004). *Health Policy for Health Care Professional*. New Delhi: Sage Publications.
4. Brannon & Feist. (2000). *Health Psychology*. Toronto: TLARC Publication..
5. Cockerham, William. C. (1998). *Medical Sociology*. New Jersey: Prentice Hall.
6. Dowding & Barr. (2002). *Managing in Health Care*. London: Pearson Education Ltd.
7. Dziegielewski, Sophia, (2003). *Changing Phase of Health Care, Social Series II Education*. New Delhi: Sara book.
8. Ghelert, Sarah. (2006). *Hand book of Health Social Work*. London: John Wiley & Co.
9. Sirohi, Anand. (2005). *Modern Perspectives in Social Work*. New Delhi: Dominant Publishers.
10. Zastrow, Charles. (2000). *Introduction to Social Work and Social Welfare*. Belmont: Wadsworth Publication.

JOURNALS:

1. Health Action, CHAI, Secunderabad.
2. Health Care Law, ICFAI, Hyderabad.
3. Health for the Millions, VHAI, New Delhi.
4. Indian Journal of Social Work, TISS, Mumbai.
5. Journal of Indian Council of Medical Research.
6. Social Welfare, CSWB, New Delhi.

WEB RESOURCES

1. www.who.org World Health Reports (1995-2020)
2. www.tnhealth.org Annual Report
3. www.nfhsindia.org National Family Health Survey, India

CORE PAPER – 12

[FOR ALL SPECIALIZATIONS]

CONCURRENT FIELD WORK-III

SUBJECT CODE:	FIELD PRACTICUM	100 MARKS
SEMESTER: III	CREDITS: 4	No. of days: 24 days

Credits: 4

Objectives:

Common:

1. To study and understand the working of an agency.
2. To study and understand the agency's goals, policies and philosophy.
3. To understand analyze the person in the environment.
4. To develop skills in documentation.

For HR Specialization:

1. To gain the knowledge on the business environment.
2. To get an exposure on the HR department and its functional areas
3. To get hands-on training in the HR functional areas
4. To practice the methods of Social Work in the agency
5. To develop the personal and professional self.

For CD Specialization:

1. To practice Social Work methods in rural settings
2. To understand the dynamics of rural communities
3. To understand the issues faced by communities in an urban setting.
4. To get an exposure about professional institutions of national importance

For M&P Specialization:

1. To assess the psycho-social problems of the patient and family.
2. To gain intervention skills in medical and psychiatric Social Work
3. To enable students to work in a multi-disciplinary team
4. To practice Case Work and Group Work in medical and psychiatric setting
5. To develop a rehabilitation plan

Evaluation Process

24 Days of Field Work, Weekly Two days Agency visits.

- Weekly Report Submission
- Compulsory weekly Faculty –student individual conference / supervisory conferences on improvement and Field Work progress
- Minimum of Three Case Works
- Minimum of Two Group Works
- Minimum 1 Community Organization

COURSE COMPONENT

STUDY TOUR

SUBJECT CODE:	FIELD PRACTICUM	No MARKS
SEMESTER: III	CREDITS: 1	No. of days: 7 days

Credits: 1

In the study tour component, the learners are provided learning opportunity related to their areas of specialization in different other locations (geographical, social and cultural) outside their own locality. This arrangement provides them an opportunity to meet different people and to come to know different systems of service delivery / institutions.

Objectives:

1. To understand different governmental and developmental services in the context of emerging social realities.
2. To understand the programmers / strategies, administration / management of the services / programmes and participation of the client system in problem solving.
3. Through the experience of group living appreciate its value in terms of self-development, inter- personal relationship and mutual responsibility.

Process:

1. Learners are helped to participate in planning, implementing and evaluating the experience with the help of the faculty.
2. Since it will be a mid- semester arrangement it will have to be considered as a part of the field work that particular semester and reports are to be submitted on the visits made.
3. In this process learners are helped in planning, implementing and evaluating learning experiences.

Skill development:

Acquire skills in planning, organizing and evaluation of the study tour, learn conscious use of time, communication skills, team spirit, handling relationships, conflicts and differences of opinions, decisions makings, evaluation, appreciation, sharing resources, sharing tasks, coping skills in problem situations with cooperation and coordination.

Suggested readings:

1. UGC Model Curriculum on Social Work Education, UGC, New Delhi,2001.
2. Field Work Manual, Madras School of Social Work, 2008-2009.

ELECTIVE- II A

PAPER TITLE: HUMAN RIGHTS: INTERNATIONAL PERSPECTIVE

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 3	NO.OF HOURS PER WEEK:5

Lecture hours: 30

Credits: 3

Objectives

1. To understand the basic concepts, principles and issues associated with Human Rights at the International level
2. To introduce the International Human Rights Mechanisms
3. To facilitate an understanding of the working of International Human Rights bodies.
4. To know the value of Human Rights
5. To uphold the Human Rights of Marginalised People

UNIT I - Introduction to Human Rights

(5 Hours)

Development of the concept of Human Rights - A historical perspective, Developments after Second World War; UN and Human Rights -Foundation Principles of Human Rights; Universal Declaration of Human Rights (UDHR)

UNIT II – Human Rights Monitoring Mechanisms

(5 Hours)

International Human Rights Monitoring Mechanisms - The UN Commission on Human Rights – From Commission to Council- UN High Commissioner for Human Rights; UN Special Procedure and Rapporteurs; International Criminal Court; Regional Mechanisms-European, Inter-American, Asian and African Human Right Systems.

UNIT III - Conventions -1

(6 Hours)

Convention relating to Status of Refugees, Convention on the Elimination of All forms of Racial Discrimination (CERD); International Covenant on Civil and Political Rights (ICCPR) and its optional Protocol; International Covenant on Economic, Social and Cultural Rights (ICESCR); Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT)

UNIT IV - Conventions -2

(7 Hours)

Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), Convention on the Rights of the Child (CRC), The Convention on the Rights of Persons with Disabilities (CRPD), International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (ICRMW), International Convention for the Protection of All Persons from Enforced Disappearance (ICCPED), All the conventions have to be dealt with Conventions and its monitoring bodies

UNIT V - Monitoring Mechanisms

(7 Hours)

UN bodies; UNDP, UNICEF, UNHCR, UN Women, UNODC, ILO, WHO and FAO, Civil Society: Amnesty International, Human Rights Watch, Anti-Slavery International, International Federation of Red Cross and Red Crescent Societies, Oxfam, Greenpeace, Peoples Movement for Human Rights Education, Asian Human Rights Forum, International Dalit Solidarity Network and International organization for migrants (IOM)

BOOKS FOR REFERENCES

1. Baxi, Upendera, 2008 (third edition): Future of Human Rights, Oxford University Press, London.
2. Chandra, Satish (1990): International Documents of Human Rights, Mittal publications, New Delhi.
3. Donnelly, Jack (1989): Universal Human Rights in Theory and practice, Cornell University Press, USA.
4. Ishay, Micheline R. (2008): The History of Human Rights: From Ancient Times to the Globalization Era, Orient Black Swan, New Delhi.
5. NCERT (1996): Human Rights - A Source Book, National Council of Educational Research and Training, New Delhi
6. Reichert, Elisabeth (2003): Social Work and Human Rights: A Foundation for policy and practice, Rawat Publication, New Delhi
7. Sachhar, Rajindar (2004): Human Rights: Perspectives and challenges, Gyan Publishing House, New Delhi.
8. Srivastava and Narayan (2002): United Nations on Human Rights, Indian Publishing Distributors, New Delhi.

JOURNALS

- <https://www.berkeleyjournalofinternationallaw.com/vol-28-2-present>
- https://lawdigitalcommons.bc.edu/bclr/all_issues.html
- <https://scholarlycommons.law.cwsl.edu/cwilj/>
- <https://harvardhrj.com/print-archive/>
- <https://nhrc.nic.in/publications/latest-released-publications>
- <http://niu.edu.in/sla/Journal%20of%20Human%20Rights%20Vol.%205-2018.pdf>
- <https://cbr.cba.org/index.php/cbr/issue/archive>

WEBSITES

- UNDP (2014): Basic Facts about United Nations, United Nations Department of Public Information, New York. <http://issuu.com/unpublications/docs/basicfacts>
- UNESCO (2008): Human Rights: Questions and Answers <http://unesdoc.unesco.org/images/0018/001850/185034e.pdf>

ELECTIVE- II B

PAPER TITLE: GENDER DEVELOPMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 3	NO.OF HOURS PER WEEK:5

Lecture Hours: 30

Credits: 3

Objectives:

1. To develop an understanding of the perspective of women and development in Indian society.
2. To develop a capacity to examine the social systems that affect women in meeting growth needs and special needs.
3. To develop an ability to identify areas of work with women
4. To understand strategies to change and situation in terms of personal liberation as well as in terms of making women apart of the developmental process.
5. To gain knowledge an International conventions and efforts for women development

Unit I: Status of Women

(10 hours)

Concept of development with reference to women; Sex, Gender, Sex Ratio, Gender Census; Gender and Development– meaning, strategic and practical needs; Gender Census, Women in Development (WID), Gender Institutions and Development Database (GID), Gender Mainstreaming, Gender budgeting; Self Help Groups: benefits, procedures, and best practices.

Patriarchy and patriarchal structures in India; Feminism and Women's movements- Madarsangam, Chipko Movement, Objectivism. Gender analysis frameworks: Moser Gender planning Framework (Carolyn Moser), Social Relations Approach (Naila Kabeer), Harvard Analytical Framework/Gender Roles Framework, Gender Analysis Matrix (Rani Parker), Women's Empowerment Framework (Sarah Longwe).

Unit II: Education and Employment

(5 hours)

Education: Differences between male and female children enrolment and educational achievement, problems in education of the girl child, participation in higher education; NGO and Government efforts to improve women's education.

Employment: work participation of women (capitalist patriarchy), trends, exploitation of women, marginalization and casualization of women's labour, feminization of poverty, and multiple roles of women - Role conflict.

Unit III: Women and Health

(3 hours)

Health issues of women in India: Health problems, maternal health, maternal mortality, family planning choices and impact on health, HIV/AIDS and impact on women in India. Access to health services - government policies and NGO efforts.

Unit IV: Women in difficult circumstances

(5 hours)

Women in difficult circumstances: prostitution, female headed households, women and displacement, women and disasters (riots and war), violence against women, transgender. Legal rights of women (salient features only): Marriage, divorce, maintenance, inheritance, adoption, employment, maternity benefits. Legal provisions: Dowry, sati, rape, violence, harassment, trafficking.

Unit V: International Conventions

(7 hours)

International conventions and efforts: programs for women - State and Centre, Role of National and State Women's Commissions, Development programs for women-Government policies and; Constitutional provisions; reservations for women, Convention for the Elimination of all forms of Discrimination Against Women (CEDAW), Beijing Declaration.

BOOKS FOR REFERENCE

1. Bhasin, Kamla (1984). *Women and media—analysis, alternatives and actions*, Kali for Women, New Delhi.
2. Blumberg & Dwaraki (1980). *India's Educated Women: Options and Constraints*, New Delhi: Hindustan Publishing corporation.
3. Desai and Thakkar (2001). *Women in Indian society*, National book trust. New Delhi
4. Devendar, Kiran. (1985). *Status and position of women in India*. New Delhi: Shakti Books.
5. Hamilton, Roberta (2014). *Liberation of Women: A Study of Patriarchy and Capitalism* Routledge (New York).
6. Kanhere, U.S. (1995). *Women and Socialization*. New Delhi: Mittal Publishers.
7. Kaushik, Susheela. (1993). *Women's Oppression: patterns and perspective*, Shakti Books, New Delhi.
8. LWF. (1990). *Women's Human Rights*. Lutheran World Foundation, Geneva.
9. M. KoteswaraRao (2005). *Empowerment of women in India*. Discovery publication house. New Delhi
10. Ministry of Women and development- Annual report 2017-18: <http://wcd.nic.in/annual-report>

JOURNALS

- Social Work
- Economical and Political Weekly
- Kurukshetra
- International Journal of Social Welfare

WEB RESOURCES

- <https://wcd.nic.in/womendevlopment/national-policy-women-empowerment>
- <https://wcd.nic.in/>
- <http://socialjustice.nic.in/>
- <https://icds-wcd.nic.in/>
- <http://www.niti.gov.in/verticals/women-and-child-development>

COMMON PAPER (ELECTIVE)

PAPER TITLE: COUNSELLING THEORY AND PRACTICE

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 3	NO.OF HOURS PER WEEK:5

Teaching Hours: 30 Credits: 3

Objectives:

1. To introduce the students to the concept, definition and need for Counseling.
2. To equip the students on the emerging areas of Counseling.
3. To equip the students on the skills and techniques of Counseling.
4. To learn the core elements that facilitates counseling
5. To learn the counselling approaches in different settings.

UNIT I- Introduction to Counselling (6 hours)

Counseling – Definition, Objectives, Goals, Qualities of a Counselor, Principles of counseling, Difference between Counselling, Case Work & Psycho-therapy, Ethics in counseling – Code of Ethics & Practice of Counselling.

UNIT II- Steps & Types (6 hours)

Skills & Techniques in Counseling, Steps of Counselling, Egan’s Skilled Helper Model, **Types of Counselling:** Directive, Non Directive & Eclectic Counselling, Individual & Group Counseling.

UNIT III- Approaches to Counselling (6 hours)

Psychoanalytic theory (Freud), Person Centered (Roger), Cognitive Behaviour Therapy (CBT) Rational Emotive Behavioural Therapy, Transactional Analysis, Tele Counselling

UNIT IV- Counseling in different settings (6 hours)

Industries and Counseling services in Corporate Sectors (Handling distress, emotional problems, addictions, absenteeism, work life balance etc.,) Employee Assistance Programme (EAP) focus in stress management and relationship management in work place.

Educational institutions (Life skills, study habits, career counseling, sex education)

Family & Martial: (Marital/couple family therapy, Pre-Marital Counselling, Parenting counseling, Child and adolescent counseling)

Palliative & Hospice Care: (Caregivers burnout, pain management)

UNIT V- Crisis & Trauma Counseling (6 hours)

Trauma Counselling – (War, Abuse, Violence, Accidents, disaster –natural/Man Made, Domestic violence, life threatening illness). **Crisis Intervention** - Counseling in the Pandemic (CORONA). **Grief Counselling** (Elizabeth Kubler-Ross’ Stage Theory).

Teaching methodology:

Lectures, interactive discussion, Group assignment/ discussion, providing, reading, material for reflection and discussion, Article/news item reviews, Field based case studies/discussions and analysis. Field visits/guest lectures. Demonstration: Role Play and mock exercises.

BOOKS FOR REFERENCE

1. Dave, Mearns. (1997). *Person Centered Counseling Training*. New Delhi, New Delhi: Sage Publications.
2. Joyce & Charlotte, Sills; (2002). *Skills in Gestalt Counselling & Psychotherapy*. New Delhi, New Delhi: sage publications.
3. Michael, Carroll.(1996). *Workplace counseling: A systematic approach to employee care*. New Delhi, New Delhi: Sage publications..
4. Naryana, Rao. S. (1991). *Counseling & Guidance*. (2nded). New Delhi, New Delhi: Tata Mcgrawhill publishing company Ltd.
5. Ramanth, Sharma. & Rachana, Sharma. (2004). *Guidance and Counselling in India*. New Delhi: Atlantic publishers and Distributors.
6. Ray, Wolfe & Windy Dryden.(1996). *Handbook of Counseling Psychology*. New Delhi, New Delhi: Sage Publications.

JOURNALS

- Abnormal and Behavioural Psychology
- Bipolar Disorder
- Clinical Psychology Review
- Emotion Review
- International Journal of Mental Health Systems
- Thinking Skills and Creativity

WEB RESOURCES

- <https://www.scitechnol.com/international-journal-of-mental-health-and-psychiatry.php>
- <https://journals.sagepub.com/home/HPO>
- <https://journals.sagepub.com/home/JHV>
- <https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry>
- <https://www.apa.org/pubs/journals/abn/index>
- <https://www.scitechnol.com/traumatic-stress-disorders-treatment.php>
- <https://www.journals.elsevier.com/journal-of-experimental-social-psychology>
- <https://www.journals.elsevier.com/mental-health-and-physical-activity>
- <http://learnmem.cshlp.org/>
- <https://journals.sagepub.com/toc/SPP/7/1>

SOFT SKILLS-III

PAPER TITLE: SELF & TIME MANAGEMENT SKILLS

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 2	NO.OF HOURS PER WEEK:

Credits: 2

UNIT I- STRESS MANAGEMENT

- Definition of Stress
- Types of Stress
- Symptoms
- Stress coping ability
- Stress inoculation training
- Techniques to manage Stress

UNIT II - CRISIS & CONFLICT MANAGEMENT SKILLS

- Definition of Crisis
- Ways to overcome Crisis
- Critical Thinking & Innovation
- Problem Solving
- Types of conflict
- Conflict stimulation
- Conflict resolution – Approaches

UNIT III - INTERPERSONAL SKILLS

- Group decision making
- Types of leadership
- Emotional intelligence
- Effective leadership
- Negotiation skills

UNIT IV-TIME MANAGEMENT

- Concept
- Limitations
- Attendance, Self-Discipline & Punctuality
- Adherence to Time
- Maintaining Work/Life Balance

UNIT V-SELF-ACTUALIZATION

- SWOC Analysis
- Self-Regulation
- Self-Evaluation
- Self-Management
- Self-Monitoring
- Self-Criticism
- Self-Motivation
- Self Esteem
- Importance of Self Confidence

REFERENCE

1. Wentz, Fredrick H. *Soft skills Training – A workbook to develop skills for employment by, Create Space Independent Publishing Platform; Large edition. May 14, 2012.*
2. Mitra, Barun K. *Personality Development and Soft skills, Oxford University Press. 2011.*
3. Mackenzie, Alec R. *The Time Trap: The Classic book on Time Management New York: AMACOM Books.2009.*

SEMESTER - IV

SPECIALIZATION: COMMUNITY DEVELOPMENT

CORE PAPER – 13

SPECIALIZATION PAPER – IV

PAPER TITLE– URBAN COMMUNITY DEVELOPMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits: 4

Objectives:

1. To enable students, gain an understanding of concepts related to urban development.
2. To help students understand urban poverty and related issues.
3. To provide an overview of development strategies in the urban context.
4. To introduce the Urban community development measures in India.
5. To analyse the status of Marginalized groups in Urban areas.

Unit I: Concepts of Urbanization

(9 hours)

Industrialization, Urbanization, Urban Area, Suburb, Urbanism, Urban Sprawl, Exurb, Slums, Squatter Settlement, Ghetto, Metro, Megalopolis, Urban Agglomerations, Planned Cities
Urban Development – Introduction, Urban Community Development, Urbanization Theories – Centre-Periphery Theory, Concentric Zone Theory (Ernest Burgess), Sector Theory (1939, Homer Hoyt), Multiple Nuclei Theory (1945, Harris and Ullman)

Unit II: Urban Problems

(9 hours)

Urban Problems; Definition, Causes, Consequences. Migration (mass and forced), Housing Problems, Transportation Problems, Slums, Displacement. Gated Community, Slum Improvement, Government Programs.

Unit III: Urban Community Development in India

(9 hours)

Urban Local Government Bodies – Municipalities, Corporations, Structure & Functions, 74th Amendment Act, 1992, National Buildings Organization (NBO), Tamil Nadu Institute of Urban Studies (TNIUS) – Role & Functions. Role of Government in Urban Development – Housing & Urban Development Corporation (HUDCO), Corporation of Chennai, Chennai Metropolitan Development Authority (CMDA), Other Urban Development projects- Delhi & Hyderabad Projects, Jawaharlal Nehru Urban Renewal Mission, Tamil Nadu Urban Development Fund, Tamil Nadu Urban Development Project.

Unit IV: Marginalized Groups in Urban Areas

(9 hours)

Marginalized Groups - Urban Displaced, Street & Working Children, Homeless, Human Trafficking of Women and Children. Other Problems – Pollution, Solid Waste Management, Disaster Management.

Unit V: Social Work and Urban Community Development

(9 hours)

Role of Community Development Professional – Conscientization, Organizing, Developing Local Leadership, Conflict Resolution, Peoples' Participation & Advocacy, NGO Intervention, Slum Clearance Board

Teaching Methodology

Class discussion, Group assignments, Field visits, Case studies.

BOOKS FOR REFERENCE

1. Berlin (2006). *Planet of slums*, London and New York. Verso.
2. Bhattacharya, B. (1979). *Urban Development in India*. New Delhi: Shree publishing.
3. Bose, Ashish. (1971). *India's Urbanization*. New Delhi: McGraw Hill.
4. Clinard, Marshall. B. (1972), *Slums and Urban Community Development*. New York: The Free Press.
5. Desai & Pillai. (1972). *Slums and Urbanization*. Bombay: Popular.
6. Mohanty, Bidyut. (1993). *Urbanization in Developing countries, ISS and Concept*. New Delhi.
7. Neuwirth, Robert. (2005). *Shadow Cities: A Billion Squatters; A New Urban World*. Routledge. New York and London.

JOURNALS

- Economical and Political Weekly,
- Kurukshetra,
- Social Welfare
- Social Work
- International Journal of Social Welfare

WEB RESOURCES

- <https://www.tn.gov.in/department/15>
- <http://mohua.gov.in/cms/TamilNadu.php>
- <https://smartnet.niua.org/39-cc43cbdc-a7ce-4a83-98d0-69467437b1fc>

CORE PAPER – 14
SPECIALIZATION PAPER – V

PAPER TITLE: DALIT AND TRIBAL DEVELOPMENT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits:4

Objectives

1. To understand the current status of Dalit and Tribal communities.
2. To gain knowledge on the process of Dalit and Tribal disempowerment.
3. To learn strategies and processes of Dalit and Tribal empowerment.
4. To know about National and International agencies efforts towards Dalit and Tribal empowerment.
5. To impart necessary Social Work methods for Dalit and Tribal empowerment.

Unit I: Dalits and Development

(9 hours)

Understanding caste, oppression and oppressive practices in a caste society; Untouchability; Social Exclusion and Inclusion, Dalits in South Asian countries; Development and under development of Dalits-Social Sector Expenditure and Development of Dalits; Access to Health and Education and right to development- status and comparison with non-Dalits.

Unit II: Dalits and Constitution

(9 hours)

Constitutional protection; State and Civil Society in Dalit empowerment; Government Programmes; Protection of Civil Rights Act, Elimination of Racial Discrimination under the UN Commission Human Rights; INGOs and participation of Dalits; Labour Market Discrimination; Dalits and Development Deprivation, Dalit Movements and Leaders, Poona Act.

Unit III: Tribal Communities

(9 hours)

Concepts of tribal, adivasi, indigenous, aborigines; tribal social systems and structures; belief systems, culture- indigenous vs mainstream; perspectives on Tribals in social sciences; International Indigenous/Tribal communities; Tribal Self-determination; Tribal Social Work-formulation, approaches, concepts and strategies.

Unit IV: Tribal Issues

(9 hours)

Globalization and Tribals; labour relations and exploitation; politics of Tribal welfare and development; issues of governance facing Tribals; education; health; food security; land rights; disaster; development displacement resettlement, rehabilitation; religion and its impact on Tribals; natural resource management and sustainable development; livelihood; agriculture and rural markets; peace and conflict; social movements and protest; reservation and positive discrimination; tribal sub-plan; Special component plan.

Unit V: Social Work with Dalits and Tribals

(9 hours)

Social Work Methods for Dalit and Tribal persons: Social analyses; advocacy; social activism; networking; micro/macro planning, leadership building and cadre-based organisations; social mobilization. Fair-trade - arts and craft manufacturing and marketing, sustainable livelihood management, organizing political movement, skills of individual and community conscientization processes.

Teaching Methodology

Class discussion, Group assignments, Field visits, Case studies.

Books for Reference

1. Alexander, K.C., &et.al. (1991). *Tribals; Rehabilitation and development*. Jaipur, Rawat publications.
2. Ambedkar, B.R. (2013) *Annihilation of Caste*, Samyak Prakashan, New Delhi
3. Ambedkar, B.R. (1948). *The Untouchables*. Delhi: Amrit.
4. Beteille, Andre. (1996). *Caste, Class and Power*. New Delhi: Oxford University Press.
5. Banarjee Shankar, Thara., & Budhadeb, Chaudari. (1990). (Ed.), *Tribal transformation in India*. Vol.II. Inter India Publications, New Delhi.
6. DandaAjith, K. (1991). *Tribal Economy in India*. Inter-India Publications, Delhi.
7. Deogaonkar, S.G, (1994). *Tribal Administration and Development*. New Delhi, Concept Publishing Company.
8. Freeman,J.M. (1979). *Untouchables-An Indian History*. London: George Allenand Unwin.
9. Ganguli, Debjani. (2005). *Caste and Dalit Life worlds: Postcolonial Perspectives*. New Delhi: Orient Longman.
10. Government of India. (2001). *Report of the Steering Committee on Empowering the Scheduled Tribes*, Planning Commission, Delhi.
11. Judgean, Paramjit. S. & Gurpreet Bal, D. (2009). *Mapping of Dalits*. Rawat Publications, Jaipur.
12. Kamble, N.D, (1981). *Atrocities on Scheduled Castes in Post Independent India*, Ashis Publishing House, New Delhi.
13. Kumar, B.B. (1998). *The Tribal Societies of India*. Osmon, Delhi
14. Mohanty, R.P. (2003). *Dalits Development and Change: An Empirical Study*. New Delhi: Discovery Publishing House.
15. Paswan, &Dr.Sanjoyand, Jaideva, Dr.Pramanshi. (2003). *Encyclopedia of Dalits in India*. Delhi: Kalpaz Publications.
16. Sinha, R.K. (1986). *Alienation among Scheduled Castes*. Manasa Publications, Delhi
17. Singh, K.S. (1997). *Scheduled Castes*. Oxford University Press. Delhi.
18. Sukhdeo, Thorat. (2009). *Dalits in India: Search for Common Identity*. Sage Publications, New Delhi.

Journals

- Economical and Political Weekly,
- Mainstream,
- Kurukshetra,
- Social Welfare
- Dalit Voice
- Communalism Combat

Web Resources

- <http://socialjustice.nic.in/UserView/index?mid=19536>
- <https://tribal.nic.in/>
- <http://ncsc.nic.in/>
- https://www.mha.gov.in/Division_of_MHA/Women_Safety_Division/scst-w
- <https://www.scsthub.in/>
- <https://www.tn.gov.in/department/1>

SPECIALIZATION : HUMAN RESOURCE MANAGEMENT

CORE PAPER – 13

SPECIALIZATION PAPER – IV

PAPER TITLE: LABOUR LEGISLATIONS-II

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits:4

Objectives:

1. To equip the students with the necessary knowledge on the statutory compliance concerning the labour force.
2. To introduce the students to labour legislations pertaining to Industrial Relations
3. To analyse the working conditions of labour in the organised sector.
4. To impart knowledge of labour legislations pertaining to wages social security and welfare in the organised sector.
5. To protect the rights and welfare of the women workers in the work place.

UNIT I - Legislations related to Industrial Relations (7 hours)

The Trade Union Act, 1926. The Industrial Dispute Act, 1947.

UNIT II - Legislations related to Working conditions (10 hours)

The Tamil Nadu Catering Establishment Act, 1958, The Motor Transport Workers Act, 1961, Apprentices Act, 1961, Industrial Relations Code, 2020

UNIT III - Legislations related to Social Security (8 hours)

The Employee Compensation Act, 1923, The Payment of Gratuity Act, 1972, The Code on Social Security, 2020.

UNIT IV - Legislations related to Wages (9 hours)

The Payment of Wages Act, 1936, The Minimum Wages Act, 1948, The Payment of Bonus Act, 1965, The Payment of Subsistence Allowance Act, 1981, The Equal Remuneration Act, 1976, The Code on Wages, 2019.

Unit V - Legislations related to Welfare of Labour and Women (11 hours)

Welfare provisions of The Plantation Act, 1951, The Mines Act, 1952, The Dock Workers (Safety, Health and Welfare) Act, 1986, The Contract Labour (Regulation and Abolition) Act, 1970. The Maternity Benefit Act, 1961. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (Additional relevant case law can be discussed for all the legislation).

Additional Reading:

(Does not form part of Assessment)

The Inter-state Migrant Workmen (Regulation of Employment and conditions of service) Act, 1979.

The Building and other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

The Labour laws (Exemption from furnishing Returns and Maintaining register by certain Establishments) Act, 1988.

Recent updates:

BOOKS FOR REFERENCE

1. Current Bills, new Case Laws and new Laws should form part of the syllabus automatically.
2. D.P.Jain., (1991) *Industrial Law*, Konar publication, New Delhi.
3. Garg, Ajay.(2012) *Labour Laws one should know*, A Nabhi Publications, New Delhi.
4. Gupta. C.B, (2012) *Industrial Relations & Labour Laws*, Sultanchand, New Delhi.
5. H. L/ Kumar, (2016), *Labour Laws Everybody Should Know*, Universal Law publishing company, New Delhi.
6. Kapoor,N.D.,(2002). *Elements of Industrial Law*. Sultan Chand & sons.
7. Kapoor. N.D, (2006) *Handbook of Industrial Laws*, Sultanchand, New Delhi.
8. Malhotra. O.P, (1998) *The Laws of Industrial Disputes*, Universal Law publishing company, New Delhi.
9. Misra, S. L, (2003) *Labour and Industrial Laws*, Pioneer publication, New Delhi.
10. Srivastava,S.C, (2000) *Industrial Relations and Labour Laws*, Vikas publishing House, New Delhi.
11. Subramaninan, (1998) *Factory Laws applicable in Tamil Nadu*, Madras Book agency, Chennai.
12. Tripathi. PC,(1998) *Industrial Relations & Labour Laws*, Sultanchand Publication, New Delhi

Journals:

1. Law Teller,
2. Legal News & Views,
3. Indian Factories & Labour Report,
4. Labour Law Report

WEB RESOURCES

1. www.mca.gov.in,
2. www.esic.nic.in,
3. www.epfindia.com
4. www.labour.nic.in,
5. www.lawmin.nic.in,
6. www.ilo.org

CORE PAPER – 14
SPECIALIZATION PAPER – V
PAPER TITLE: ORGANISATION BEHAVIOUR

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits:4

Objectives:

1. To help students to gain knowledge about the dynamics of human behavior in organization setup.
2. To enable them to gain understanding on the factors influencing human behavior in organization.
3. To impart necessary skills essential for the management of human behavior in organizations.
4. To enable students to understand the process of the OB
5. To understand the process of Individual and Group Behaviour in organizational settings.

UNIT I - Introduction to organization Behaviour (9 Hours)

Organization Behavior: concept, approaches and Scope - models and contributory behavioural science disciplines. Contributions of Hawthorne studies - Historical background of Organization Behavior, Emerging perspectives on Organization Behavior – Dimensions of Organization Behavior

UNIT II - : Foundations of Individual Behaviour (9 Hours)

Physical and intellectual ability, Emotional Intelligence, Attitude, Job Satisfaction, Job Involvement and organizational commitment, Personality, Perception, Assertiveness, Learning : Process and Theories, Transactional Analysis, Johari window. Motivation: Concept, theories and Techniques. Morale: Meaning and importance, Factors, Measures and techniques of promoting positive morale.

UNIT III - Foundation of Group Behaviour in work Environment (9 Hours)

Concept, types of groups, Group structure, Group dynamics: Decision making, Team work, Communication, Leadership - Meaning, roles, skills, styles, theories, types of Leadership, Power and Politics - Quality of work life – Work Life Balance – Employee Empowerment and Employee Engagement.

UNIT IV –The Process of Organisation (9 Hours)

Organizational Conflict: Concepts, causes and types – Conflict resolution strategies. Organizational change: Concept, forces of change and resistance to change, Managing organizational change and diversity. Organizational Culture and Climate. Organization Development: Concept, emerging approaches, foundations and techniques - Organizational Diagnosis and Organizational Development Interventions – Organizational Transformation.

UNIT V –The Dynamics in Organization (9 Hours)

Stress and Burn Out: Concepts, causes, consequences - Coping mechanism and strategies. Gender sensitivity. Dysfunctional Behaviours: Absenteeism, Alcoholism, Fatigue, Monotony, Accidents and Boredom; role of Behavioural Scientist in Industry. Employee Coaching and Mentoring. Employee Counselling: Concept, objectives, need, functions, techniques and advantages.

Teaching methods

Lecture, Case studies, assignments, seminars, group discussion, management games and guest lectures.

BOOKS FOR REFERENCE

1. Aswathappa K. (2012) *Organizational behaviour*, Himalaya Publication house. Mumbai.
2. Bhonsle, Y.B. (1999) *Personnel management: Indian scene*, Deborah Prayer House. Mumbai.
3. Donald, Hislop, (2007) *Knowledge Management in Organisation - A Critical Introduction*, Oxford University Press, New Delhi
4. France, Wendell and Cecil, (1995) *Organisation development*, Prentice-Hall of India Ltd, New Delhi.
5. Hellriegel Don and Slocum John W., Jr, (2004) *Organisational Behaviour*, Thomson South-Western. New Delhi
6. Khanka, S, (2008) *Organisational Behaviour*, S.Chand and Co., Ltd. New Delhi.
7. Kumar Arun and Meenakshi N, (2009) *Organisational Behaviour - A Modern Approach*, NIILM Center for Management Studies, New Delhi.
8. Luthans Fred, (2005) *Organisational Behaviour*, McGraw Hill International Edition, New York.
9. Moorhead Gregory and Griffin Ricky W, (2005) *Organisational Behaviour- Managing People and Organisations*, Biztantra Publications, New Delhi.
10. Nalini. R, (2011) *Social work and the workplace*, Concept Publications, New Delhi.
11. Nelson, Debra L and James Compbell, (2007) *Organisaional Behaviour - Foundations, Realities and Challenges*, Thomson South-Western, New Delhi.
12. Pippa riley, (2011) *Organizational behavior*, Viva books publications, New Delhi.
13. Robbins Stephen. P. et al. (2012) *Organizational behaviour*, Pearson publications. New Delhi.
14. Ryan, Rosemary K C, (2008) *Leadership Development- A Guide for HR and Training Professionals*, Elsevier Publications, New Delhi.
15. Subba Rao, P, (2004) *Organisational Behaviour*, Himalaya Publications House. Mumbai.
16. Tupper. F. Cawsay, Gene Deszca, Cynthia Ingols., (2012) *Organizational change*, Sage Publications, New Delhi

Journals & Magazines

Harvard Business Review, HRM, Review, HRD times, Human Capital, Indian Journal of Industrial Relations, Indian Journal of Social Work, Indian journal of Training and development, Indian Management, Personnel Today, Corporate Governance and Organizational Behaviour.

WEB RESOURCES

1. <https://www.iima.ac.in>, 2. <https://www.pearsoned.co.in>, 3. <https://www.istm.gov.in>, 4. <https://epgp.inflibnet.ac.in>

SPECIALIZATION: MEDICAL AND PSYCHIATRIC SOCIAL WORK

CORE PAPER – 13

SPECIALIZATION PAPER - IV

PAPER TITLE: PSYCHIATRIC SOCIAL WORK

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits:4

Objectives:

1. To develop the knowledge of Psychosocial Treatment Methods for persons with Mental and Emotional Disorders.
2. To acquire knowledge of Institutional and Extra-mural approaches to provision of Mental Health Services.
3. To acquire knowledge and skill in the practice of Community Psychiatry and Rehabilitation
4. To understand the Role of Psychiatric Social Worker in Rehabilitation.

UNIT I

(7 Hours)

PSW Definition, Scope, Psychiatric Social Work as a field of Social Work in India. Current trends in Psychiatric Social Work, Changing trends in PSW, Historical Development of Psychiatric Social Work in U.K., U.S.A. and India.

UNIT II

(8 Hours)

The concept of psychiatric patient, Family and Mental Illness. Diagnosis in Psychiatric Social Work. Multi-Dimensional Approach, Psychosocial Education in PSW, Models in Psychiatric Social Work. Social Case Work, Social Group Work and Family Therapy in Psychiatric setting.

UNIT III

(6 Hours)

The Mental Hospital as a social system: Partial hospitalization. Concept of Milieu Therapy & Therapeutic Community, Admission Pattern, Vocational training Program (Industrial Therapy). Role of Psychiatric Social Worker in multidisciplinary team in inpatient & outpatient setting, (General Hospital Psychiatry)

UNIT IV

(12 Hours)

Psychiatric SW practice in special settings: Day Hospitals, Child Guidance Clinic, Epilepsy Clinic, Adolescent Clinic, Mental Health Clinics, Geriatric Clinics. Deaddiction clinic, Crisis Intervention clinics, School Mental Health, Family Counselling Centre, Industrial setting.

UNIT V

(12 Hours)

Rehabilitation in Psychiatry; Concept, Principles, Process & Programmes, Role of Psychiatric Social Worker in Rehabilitation, Concept of Community Psychiatry and Community based Rehabilitation, Rehabilitation of Chronic Mentally ill Patients. Community Psychiatry: Role of the Psychiatric Social Worker in Community Mental Health Programmes, National Mental Health Program (NMHP) 1982, Revised Version 2002, District Mental Health Programs (DMHP) and their implementation. Health Mission. National Alliance, Supportive, Advocacy Challenges and limitations in Psychiatric Social Work Practice, Innovations and trends in Psychiatric Social Work

BOOKS FOR REFERENCES:

1. Sekar A. Et al, 2007, Handbook of Psychiatric Social Work, NIMHANS Publication, Bangalore.
2. Online Manual NIMHANS
3. Training Manuel for Psychologists, 2016, National Mental Health Programme and National Institute of Health and Family Welfare, New Delhi.
4. Revised School Health Manuel, 2010, Central Board of Secondary Education.
5. Daver, Bhargavi, (1999). *Mental Health of Indian Women*, Sage Publications, New Delhi
6. Daver, Bhargavi, (2001). *Mental Health from a Gender Perspective*. Sage Publications, New Delhi
7. Dhanda, Amita, (1999). *Legal Order and Mental Disorder*. Sage Publications, New Delhi
8. Kapur, Malavika, (1997). *Mental Health in Indian Schools*. Sage Publications, New Delhi
9. Verma, Ratna, (1991). *Psychiatric Social Work in India*. Sage Publications, New Delhi
10. WHO, 1991 Innovative Approaches in Mental Health Care, Psychosocial Interventions and Co-management, Geneva.
11. World Health Organization, 1986 Prevention of Mental, Neurological and Psychosocial problems

JOURNALS

- Clinical Psychology Review
- Emotion Review
- International Journal of Mental Health Systems
- Thinking Skills and Creativity

WEB RESOURCES

- www.who.org
- <https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry>
- <https://www.apa.org/pubs/journals/abn/index>
- <https://www.scitechnol.com/traumatic-stress-disorders-treatment.php>
- <https://www.journals.elsevier.com/journal-of-experimental-social-psychology>
- <https://www.journals.elsevier.com/mental-health-and-physical-activity>
- <http://learnmem.cshlp.org/>
- <https://journals.sagepub.com/toc/SPP/7/1>
- <https://www.sciencedirect.com/journal/personality-and-individual-differences>
- <https://onlinelibrary.wiley.com/journal/19383703>
- <https://www.india.gov.in/topics/health-family-welfare>

CORE PAPER – 14

SPECIALIZATION PAPER – V

PAPER TITLE: THERAPEUTIC INTERVENTIONS IN SOCIAL WORK PRACTICE

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 4	NO. OF HOURS PER WEEK:6

Lecture hours: 45

Credits:4

Objectives:

1. To enable the student to understand the basic Principles underlying various forms of Psycho Social Intervention techniques in Clinical Settings.
2. To learn Therapeutic techniques
3. To gain knowledge in theories and Models
4. To facilitate the development of skills in Practicing various psychosocial interventions while working with patients, their families and communities.
5. To initiate the student into integrating indigenous and holistic therapeutic practices

UNIT I- Introduction to Therapeutics intervention (9 Hours)

Therapeutic intervention: Meaning, Concept. Clinical Social Work Practice: Definition. Psychotherapy: Definition, Counselling Relationship.

UNIT II- Role of Clinical Social Work Practice in different setting: (9 Hours)

Mental Health, Neurology, HIV/AIDS, De-addiction, Diabetics, Coronary Heart disease, Nephrology, Oncology, Tuberculosis, Organ transplantation, Medical Genetics, Palliative & Hospice.

UNIT III - Therapeutic Approaches& Models (9 Hours)

Types of Psychosocial Treatment: Cognitive Behaviour Therapy, Rational emotive behavior therapy (REBT), Behaviour Modification. Interpersonal Therapy, Psychoanalysis, Gestalt Therapy, Strength Based approach, Solution-Focused Brief Therapy (SFBT), Task Centered Model, Acceptance and Commitment Therapy (ACT), Dialectical Behavior Therapy (DBT). Group Therapy, Tele-counseling, Mindfulness

UNIT IV- Therapeutic Techniques (9 Hours)

Indigenous therapeutic Techniques- Yoga, Meditation, Spiritual Healing and Relaxation Therapy. Psychoeducation, Family therapy; Integration of spirituality and religion in the care of patients, Supportive Psychotherapy, Motivational Enhancement Therapy, Group therapy, Social Skills Training,

UNIT V- Current trends in Healing (9 Hours)

Neurolinguistic Programming, Positive Imaging, Pain Management techniques, **Alternative therapies:** Dance & Movement, Art Therapy, Eye Movement Desensitization and Reprocessing (EMDR) therapy.

BOOKS FOR REFERENCES:

1. Coleman, *Comprehensive Textbook of Abnormal Psychology*.
2. Egan, Gerard. (2006). *The skilled helper: A problem management and opportunity, Development Approach to helping*, Wadsworth publishers, Boston, USA.
3. Hamilton, Gordon. (1955). *Theory and Practice of Social Case Work*. Columbia University Press, New York, USA.
4. Helen, (1995). *Social Case Work: A Problem-Solving Process*. The University of Chicago Press, Chicago, USA.
5. Joseph Waalsh (2010), *Direct Social Work Practice Theoretical Perspectives*, Cengage Learning India Private Limited, New Delhi. ISBN-13:978-81-315-1375-0
6. Konopka, (1983). *Social Group Work: A helping Process*. Prentice Hall, New Jersey, USA.
7. Lapworth, Phil, (2001). *Integration in Counselling and Psychotherapy: Developing a personal approach*. sage publications, New Delhi.
8. Mangal, S.K. (2006). *An Introduction to Psychology*. Sterling Publishers Pvt. Ltd.
9. Sekar, Parthasarathy, Muralidhar (2011), *Handbook of Psychiatric Social Work*, NIMHANS Publication.
10. Windy, Dryden. (2002). *Handbook of Individual Therapy*. Sage Publications, New Delhi

JOURNALS

- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4106696/>
- <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3198542/>
- <https://www.sciencedirect.com/topics/computer-science/therapeutic-process>

WEB RESOURCES

- <https://www.apa.org/practice/guidelines>
- <https://www.goodtherapy.org/learn-about-therapy/types/acceptance-commitment-therapy>
- <https://www.goodtherapy.org/learn-about-therapy/types/dialectical-behavioral-therapy>
- https://www.who.int/transplantation/Guiding_PrinciplesTransplantation_WHA63.22en.pdf
- <https://www.learncbse.in/therapeutic-approaches-counselling-cbse-notes-class-12-psychology/>
- <https://www.spsrohini.com/sites/default/files/12%20Psychology%20-Therapeutic%20Approaches%20-%20Notes%20&%20Video%20Link.pdf>

CORE PAPER – 15

RESEARCH PROJECT

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 6	NO. OF HOURS PER WEEK: -

Credits:6

Overall Objectives:

- To orient the students to field research.
- To develop their skills in research problem formulation and research field / area identification.
- To train them in Research methodology
- To develop their ability to analyse the data they have collected.
- To develop their scientific writing.

Process:

In III Semester: Completion of tasks relating to

- a) Research area identification (In the area of specialization chosen)
- b) Research problem formulation.
- c) Completion of Introductory chapter (Chapter I)
- d) Completion of Review of Literature (Chapter II)
- e) Identification of research field / agency & obtaining necessary approval / permission to conduct research.
- f) Working out appropriate Research methodology (Chapter III).
- g) Construction of tool of data collection
- h) Submission of typed copy of report on the above components & obtaining approval from the research supervisor.

Evaluation: At the End of III Semester.

Internals: 50 Marks (Research Guide: 30 Marks & Presentation: 20 Marks)

In IV Semester: Completion of tasks relating to-

- a) Validation of tool of data collection.
- b) Finalizing the research universe and sampling procedures.
- c) Class Presentation on the above.
- d) Completion of data collection.
- e) Preparations of analysis design.
- f) Analysis of data
- g) Preparation of final report & Submission.
- h) Viva-voce examination.

Evaluation: At the End of IV Semester

Internals: 50 Marks (Average of Research Guide: 50 Marks & III Sem Internals 50 Marks)

External Examiner: 50 Marks (for Quality of Report 20 Marks & Viva Voce 30 Marks)

Total 100 Marks: (50 Internal + 50 External)

CORE PAPER – 16

CONCURRENT FIELD WORK – IV

SUBJECT CODE:	FIELD PRACTICUM	100 MARKS
SEMESTER: IV	CREDITS: 4	No. of days: 24

Credits:4

The broad aim is to continue the opportunities provided for students to apply the knowledge learnt in the class room situations and to plan, implement and evaluate these experiences while working with organizations, individuals, groups and communities. This will be in keeping with the agency's philosophy, policy and goals and use of guided supervision.

Objectives

Common:

1. To study and understand of the working of an agency.
2. To study and understand the agency's goals, policies and philosophy
3. To understand and analyze the person in the environment
4. To develop skills in documentation

HR Specialization specific:

1. To gain knowledge on the business environment
2. To get an exposure on the HR department and its functional areas
3. To get hands-on training in the HR functional areas
4. To carry out mini- projects of interest for the organization and the individual student
5. To practice the methods of Social Work agency
6. To develop the personal and professional self.

Process

- 24 Days of Field Work
- Weekly Two days Agency visits.
- Weekly Report Submission
- Compulsory weekly Faculty – Student individual conference / supervisory conferences on improvement and Field Work progress
- Minimum of Three Case Works
- Minimum of Two Group Works
- Minimum 1 Community Organization/ Programme

ELECTIVE–V A

PAPER TITLE: CORPORATE SOCIAL RESPONSIBILITIES

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 3	NO. OF HOURS PER WEEK:5

Lecture hours: 30

Credits:3

Objectives:

1. To provide the knowledge of corporate social responsibility in the business world.
2. To make the students to understand the business ethics and corporate social responsibility in global scenario.
3. To familiarize the emerging management in CSR and the policies.
4. To make them to become a CSR – Social Workers.
5. To learn more case studies of CSR Activities.

UNIT 1: Introduction of CSR

(6 hours)

Corporate Social Responsibility – Meaning, Definition and Concepts, Historical evolution of CSR at Global and Indian contexts. Arguments for and against CSR. Scope for CSR in India

UNIT 2: Corporate Governance and Business Ethics

(6 hours)

Business ethics and corporate social responsibility in global scenario: CSR- business ethics, corporate governance, ethical decision – making in different culture, consumer protection, environment protection, gender issues in multi- culturalism, ethics and corruption.

UNIT 3: Models of CSR

(5 hours)

Carrol’s model, Prakash Seithi’s model, Keith Devis model, Schwartz and Carroll model, The 3 C-SR model, The 3 C model

UNIT4: Designing A CSR Policy and Measurement

(7 hours)

ISO 14000, SA 8000, AA 1000, OHSAS 18000, ISO 26000, UN Global Compact – UNDP, Global Reporting Initiative. The Tata Code for Community Initiatives, The CSR Guidelines for Central Public Sector Undertakings by the Ministry of Corporate Affairs, The Company’s Act 2013.

UNIT 5: Success Stories in Indian Context

(6 hours)

Ashok Leyland, Hyundai Foundation, Srinivasan Service Trust, Titan Foundation, Tata Sustainability Group, A.M.M.Foundation, CPCL, Wipro Foundation, Infosys Foundation, NIIT.

Methodology of teaching:

Lectures, Reading materials, Discussions, assignments, field visits, news clippings.

BOOKS FOR REFERENCE

1. .Mahmoudi. M.Dr. (2005). *Global strategic management*. Deep & Deep Publications Pvt. Ltd. Delhi.
2. Bhatia. S.K. (2005). *International Human resource management – Global perspective*, Delhi: Deep & Deep Publications Pvt. ltd.
3. *Corporate social responsibility – concepts and cases*. (2005). CV. Baxi.
4. *The business of social responsibility*. Bangalore (2000). Harsh Shrivastava Books for change.

Journals

1. Harvard business review- corporate social responsibility getting the logic right, vol. 84, issue 12, 2006.
2. Indian journal of Social Work – CSR in the globalized business environment, vol. 66, issue 2 ,2005.
3. Indian journal of Industrial relations – CSR: present practice and future possibilities, vol. 40, issue 4, 2005.
4. <https://thecsrjournal.in/>

Magazine

1. Business India, August 12-25, 2019.
2. <https://csrtimes.org/>
3. <http://www.corporatesocialfocus.com/index.asp>
4. <https://www.competitionreview.in/>

WEB RESOURCES

1. <https://www.csr.gov.in>,
2. <https://indiacsr.in>,
3. <http://www.indiaenvironmentportal.org.in>
4. <https://csrbox.org>,
5. <http://www.csrindia.com>,
6. <https://www.csrvision.in>,
7. <https://vikaspedia.in>,
8. <http://csrplanet.in>,
9. <https://www.mca.gov.in>,
10. <https://www.csrindia.org>,
11. <https://ngosindia.com>

ELECTIVE –V B

PAPER TITLE: SOCIAL ENTREPRENEURSHIP

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 3	NO.OF HOURS PER WEEK:5

Lecture hours: 30

Credits:3

Objectives:

1. To provide an understanding nature and process of social entrepreneurship development.
2. To motivate students to go for entrepreneurship development.
3. To analyse the status of women social entrepreneurs
4. To enable students to understand role of NGO in promoting entrepreneurship
3. To gain knowledge about various institutions supportive to Entrepreneurship

Unit I: Social Entrepreneurship and social entrepreneur (6 hours)

Social entrepreneurship – Concepts, definition, nature and characteristics and scope, Historical development Social Entrepreneur: concepts, Definitions, types, characteristics, competence Determinants of entrepreneurial successes, Stages to become an efficient entrepreneur, Development models, importance of an entrepreneur, entrepreneurs in economic development.

UNIT II: Growth Strategies of social entrepreneur & Entrepreneur Development Programmes (EDP) (6 Hours)

Factors Influencing entrepreneurial group factors affecting entrepreneurial growth, Developing the entrepreneurship plan - Environmental assessment, Role of NGO in Promoting entrepreneurship, NGO's network, intervention, support system etc.

Unit III: Women Social entrepreneurship (6 Hours)

Definition, Environmental analysis, Challenges, strategies, Empowerment, factors related to success and failure, self-help group, legal issues, initiatives or promotion of women social entrepreneurship, family support dual role, role conflict, resource, available problems; Rural entrepreneurship, small scale industry (SSI); Growth of SSI sector- exports.

Unit IV: Setting up of small business enterprise (6 Hours)

Identifying the business opportunities, formalities for setting up of small business Enterprise, Environment pollution related clearance, strategies adopted importance of Financial management, working capital management, accounting and bookkeeping Financial statement importance of marketing, customer relationship management, Marketing services, human relations management, etc., Micro enterprise development.

Unit V : Entrepreneurial support system. (6 Hours)

Small industries development bank of India (SIDBI), National Small Industries Corporation (NSIC), National Research Development Corporation (NRDC), Entrepreneurship development institute of India, National Institute for Entrepreneurship Of small business development, State financial corporation (SFCS), Commercial Banks, District Industries Centres (DICS), National Institute of Small Industries Extension Training (NISIET), State trading corporation of India(STC), Chamber of Commerce and industry and industrial associations, confederation of Indian industry (CII).

Practical Exposure:

- Visit to the small-scale industry successful enterprise
- To meet the successful entrepreneurs, supporting NGO's.
- Project- Case studies.

Teaching methodology: Lecture, Discussion, seminars, assignments, documentary, films, field visits, presentation of case studies of successful Entrepreneurship, interviews with Entrepreneurs.

BOOKS FOR REFERENCE

1. Anil Kumar. S. (2003). *Entrepreneurship*. New Age International Publishers Ltd. New Delhi.
2. Charantimath, Poornima. (2006). *Entrepreneurship Development small business Enterprises*. Dorling Kindersley India Pvt ltd.
3. Gupts, M.C. (1987). *Entrepreneurship in small scale industry*. Anmol Publications New Delhi.
4. Industrial policy resolutions - Govt of India Publication Small in Beautiful-E.F.
5. Kuratko, Ronald, F. (2001). *Entrepreneurship: A Contemporary approach*. London: Harcour College publishers.
6. Mohan, S., & R. Elangovan. (2006). *Current trends in Entrepreneurship*. New Delhi. Deep & deep Publication Pvt. Ltd.
Schumacher, Harper & Row, New York, 1972.
7. Singh, Jasmer Saini. (2005). *Entrepreneurship Development programs and practices*. New Delhi: Deep & deep Publication Pvt Ltd.

JOURNALS

- <http://ugc-journals.com/Journal-Detail/61/ISSN--/AIMS-Journal-of-Management>
- <http://ugc-journals.com/Journal-Detail/947/ISSN-24561541/Amity-Journal-of-Entrepreneurship>
- <http://ugc-journals.com/Journal-Detail/8779/ISSN--/Delhi-Business-Review>
- <http://ugc-journals.com/Journal-Detail/6823/ISSN--/Business-Dimensions>

WEB RESOURCES

- <https://www.india.gov.in/people-groups/community/entrepreneur>
- <https://msme.gov.in/all-schemes>
- <https://msde.gov.in/en>
- <https://www.startupindia.gov.in/>

SOFT SKILLS – IV

PAPER TITLE: SPOKEN AND PRESENTATION SKILLS

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: IV	CREDITS: 2	NO. OF HOURS PER WEEK:

Credits:2

Unit – I

- Body Language
- Kinesics, Proxemics, Para linguistic, Chronemics,
- Nuances of Speech Delivery.
- Personality Development: Building self-esteem.

Unit – II

- Team work and participating in group discussions
- Team building and Team work
- Team briefing
- Role of Team leader
- Conflict resolution
- Methodology of Group discussions
- Role Functions in Group Discussion
- Types of Non – functional Behavior
- Improving group performance.
- Participating in Mock group discussions.

Unit – III

- Interviews
- Types of Interviews
- Preparing for interviews
- Facing interviews
- Reviewing performance
- Participating in mock interviews.

Unit – IV

- Etiquettes for Public Speaking (extempore and lectures)
- Telephone Conversations and Business Meetings

Unit – V

- Business Presentations
- Preparing successful presentations
- Thinking about audience
- Making effective use of visual aid
- Delivering presentation-using prompts, dealing with questions and interruptions
- Mock presentations.

REFERENCE

1. Bailey, Edward P. *Writing and Speaking at Work: A Practical Guide for Business*
2. De Bono, Edward. 1993. *Serious Creativity*. Reprint. Harper Business. 1993. *Communication*. Pennsylvania: Prentice Hall. 2007.
3. Peter, Francis. *Soft Skills and Professional Communication*, New Delhi: Tata McGraw Hill. 2012.
4. Pease, Allan and Peas, Barbara. *The Definitive Book of Body Language*. New York: Random House. 2006.
5. Singh, Prakash and Raman, Meenakshi. *Business Communication*, New Delhi: Oxford UP. 2006.

COURSE COMPONENT

BLOCK PLACEMENT

SUBJECT CODE:	THEORY	No MARKS
SEMESTER: IV	CREDITS: 3	1 Month

Duration: 1 Month

Credit:2

After IV Semester theory examinations

This opportunity is provided at the end of the two years of the programme. It is designed for the learner to integrate theory and practice to enhance competencies in the area of specially selected by the student and in Social Work Practice and experience self in that role.

Objectives:

1. To Learn from Theory, Practice, Training, Research, Social Work administration
2. Develop enhanced practice skill and integrate learning.
3. Develop greater understanding of reality situations through involvement in day to day work.
4. Develop appreciation of other's efforts and develop sensitivity to gaps in the programme.
5. Enhance awareness of self in the role of HR professional / professional Social Worker.

Process:

1. It is an unsupervised but a compulsory component for course completion.
2. The student will be placed in a setting (local / outstation) continuously for a period of one month.
3. The agency for the placement has to be finalized appropriately before the end of the IV semester.
4. The agency may be the one where the student has already been selected for a job placement through campus recruitment or where the student finds chances for absorption after completion of the block placement.
5. The settings are also to be communicated well in advance and written permission obtained.
6. After the completion of the block placement the student has to submit a consolidated report of the activities undertaken and the experiences gained during the training period.
7. Students will be allotted faculty members for their contact and submission of the reports.
8. The members of faculty to glance through the reports submitted and issue block field work completion certificates.

Assessment:

Weekly reports & Consolidated reports

Submission Day wise Report, Attendance Sheet, Evaluation Form and Certificate is Mandatory

**Offered to another PG Department
Semester II**

EXTRA DISCIPLINARY ELECTIVE 1A

PAPER TITLE: HUMAN RIGHTS IN INDIA

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 3	NO. OF HOURS PER WEEK:3

Lecture hours: 30

Credits:3

Objectives

1. To understand the evolution of Human Rights in India
2. To gain knowledge on the constitution and legal provisions in order to protect the rights
3. To introduce the human rights enforcement mechanisms in India
4. To understand the Indian Justice System
5. To protect the rights of the marginalized persons

UNIT I - Historical Legacies

(7 Hours)

Origin and development of Human Rights in Modern India, Freedom Movement with special reference to civil liberties movement, Movements and personalities in promoting Human Rights – Pandit Ayothidass, Social Reform Movement (Jyothirao Phule and Savithri Bhai Phule), Ambedkar, Self-Respect Movement (Periyar) and Gandhi.

UNIT II - Constitution and Human Rights

(5 Hours)

Nature of Constitution, Introduction to Constituent Assembly Debates, Special constitutional provisions for the marginalized groups

UNIT III - Indian Justice System

(5 Hours)

Criminal Justice System: Principles of Natural Justice, Judiciary and Human Rights, Prevention of crime, Indian Penal Code, Criminal Procedure Code and Preventive Detention Laws.

UNIT IV - Sector Specific Laws

(6 Hours)

Legislations for the protection of Rights of Excluded Sections – Women, Children, Dalits, Indigenous Groups, Refugees, Displaced Persons, Persons Under Custodial Care, Minorities, Persons with Disability, Forced Migrants, manual scavengers, Sexual Minorities and elderly.

UNIT V - Human Rights Enforcement

(7 Hours)

Constitutional Machinery, Human Rights Commissions - National Human Rights Commission and State Human Rights Commission, SC / ST Commission, Women Commission, Child Rights Commission, Minorities Commission, Commission on Various Vulnerable Groups. Landmark Judgments on Human Rights - Health, Education, Custodial Justice, Children and women

BOOKS FOR REFERENCES

1. Antony, M.J. 2001, Landmark Judgements on Bonded Labour, Dowry Related Deaths, Children's Rights, Illegal Custody & Police Torture. Indian Social Institute, New Delhi.
2. Chakraborty, Somen, 2005. Human Rights Trainer's Manual, Indian Social Institute, New Delhi.
4. Benjamin (Joseph), 2008. Human Rights in Indian Situation, Indian Social Institute, New Delhi.
5. Chakraborty, Somen, 2002. State and Civil Rights, Indian Social Institute New Delhi.
6. Mathew P.D & P.M. Mathew, 2005 Indian Legal System: An Overview, Indian Social Institute New Delhi
7. Thilagaraj. R, 2002. Human Rights and Criminal Justice Administration, A.P.H. Publishing Corp, New Delhi.
8. Gupta. D.N; Chandrachur Singh, 2003. Human Rights (Acts, Statutes and Constitutional Provisions. Vol-1), Kalpaz Publications, New Delhi
9. Menon, N.R.Madhava, 1997. A Training Manual for Police on Human Rights, Human Rights Centre, National Law school of India University, Bangalore.
10. National Law School of India University, 2000 Handbook on Human Rights for Judicial officers, National Institute of Human Rights, National Law School of India University, Bangalore.
11. Pandey, P.N, 2000. Constitutional Law of India, Central Law Agency, Allahabad
12. Shanmugavelayutham, K., 1998. Social Legislation and Social Change, VazhgaValamudan Publishers, Chennai
13. United Nations, 1994. Human Rights and Social Work, A Manual for Schools of Social Work and the Social Work Profession, Centre for Human Rights, United Nations Geneva.

JOURNALS

- https://lawdigitalcommons.bc.edu/bclr/all_issues.html
- <https://scholarlycommons.law.cwsl.edu/cwilj/>
- <https://harvardhrj.com/print-archive/>
- <https://nhrc.nic.in/publications/latest-released-publications>
- <http://niu.edu.in/sla/Journal%20of%20Human%20Rights%20Vol.%205-2018.pdf>
- <https://cbr.cba.org/index.php/cbr/issue/archive>

WEBSITES

- <https://www.nluo.ac.in/research/journals-and-publications/human-rights-law-journal/>
- <https://www.springer.com/journal/41134>
- <https://ili.ac.in/ilr.html>
- <https://www.nls.ac.in/research/journals/>
- <https://www.berkeleyjournalofinternationallaw.com/vol-28-2-present>

EXTRA DISCIPLINARY ELECTIVE 1B

PAPER TITLE: INTRODUCTION TO SOCIAL PROBLEMS

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: II	CREDITS: 3	NO. OF HOURS PER WEEK:3

Lecture hours: 30

Credits:3

Objectives:

1. To explain the social problems
2. To correlate the aspects of social problems with current social issues
3. To make students familiar about Social Worker's role.
4. To illustrate the social modalities in solving the social problems
5. To understand the effects of Alcohol and Other Drugs

Unit – 1

(5 hours)

Definition, Characteristics of social problem, Social Problem in Indian Context, Types of Social Problems, Social Problems due to social factors, Social Problems due to cultural factors, Social problems due to economic factors, Social Problems due to political and legal factors, Social Problems due to ecological factors, Systemic factors leading to social problems.

Unit – 2

(6 hours)

Approaches to the study of social problems, Functional approach, Marxist approach and Gandhian approach, societal response to social problems, Poverty and Wealth – economic inequality in India.

Unit – 3

(7 hours)

Education. Problems of Education: A Global Perspective, Problems with Indian Education, Theories of Educational Problems, Politics and the Education: Constructing Social Problems & Defining Solutions, Gender and Social Institutions, Gender Stratification, Theories of Gender Inequality, Feminism. Politics and Gender: Constructing Social Problems & Defining Solutions.

Unit – 4

(7 hours)

Understanding Crime, Other Dimensions of the Crime Problem, Violence, The Criminal Justice System, Explaining Crime: Biological and Psychological Theories, Explaining Crime: Sociological Theories, Politics and Crime: Constructing Social Problems & Defining Solutions. Problems of Social Institutions (Classify the Crime- Child abuse, Juvenile delinquency, NCRB, Child Labour).

Unit – V

(5 hours)

Alcohol and Other Drugs What is a Drug? The Extent of Drug Use, Types of Drugs. Drugs and Other Social Problems, Social Policy: Responding to the Drug Problem, Theories of Drug-Related Problems, Politics and Drugs: Constructing Social Problems & Defining Solutions.

BOOKS FOR REFERENCE

1. Ahuja, Ram (1992), Social Problems in India, Rawat Publications, Jaipur.
2. Chandra Bipanet. al., India after Independence, Viking Penguin India Publication, New Delhi, 1999.
3. Damle, Y.B., Caste, Religion and Politics in India, Oxford University Press publishing Co, New Delhi, 1982.
4. Desouza, P.R. (ed), Contemporary India, Sage Publication, New Delhi, 2000.
5. Dhenagare D.N., Themes and Perspectives in Indian Sociology, Rawat Publication, Jaipur, 1993.
6. Oommen T.K., and P.N. Mukherjee., (etd) Indian Sociolgy: Reflections and Introspections, popular prakashan, Bombay, 1986.
7. Singh Y., Indian Sociology: Social Conditioning and Emerging concerns, Vistaar, Delhi, 1986.
8. U Baxi - Dissent, Development and Violence' in R Meagher [ed.] Law and Social Change: Indo American Reflection 92 [1988]
9. Vani Prabhakar, Third World Sociology, Dominant Publisher and distributor, New Delhi, 2003.

JOURNALS

- Economical and Political Weekly,
- Kurukshetra,
- Social Welfare
- Social Work

WEB RESOURCES

- <https://www.journals.elsevier.com>
- <https://www.springer.com>
- <https://journals.sagepub.com>
- <https://www.ugc-journal-list.website/journal/438/advances-in-social-work>
- <https://www.ugc-journal-list.website/journal/379/journal-of-social-sciences>

SEMESTER III

EXTRA DISCIPLINARY ELECTIVE 2A

PAPER TITLE: GENDER SENSITIZATION

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 3	NO. OF HOURS PER WEEK:3

Lecture hours: 30

Credits:3

Objectives:

1. To sensitize the participants regarding the issues of gender and the gender inequalities prevalent in society.
2. To raise and develop social consciousness among the students.
3. To initiate the gender perspective in all domains of understanding Gender Studies with the issues of their daily life.
4. To introduce gender sensitization and related issues.
5. To encourage capacity building among the students to enable them to engage in policy decisions to remove gender biases in all fields of life in the process of gender equality for nation building.

Unit I: Status of Women

(6 Hours)

Sex and Gender, socialization, Definition, Nature, Scope, and various dimensions Patriarchal Structure in India, Role Conflict – Multiple roles of women Feminism & Women's Movement (1st, 2nd, 3rd wave feminism)

Unit II: Education & Employment

(6 Hours)

Education – Problems in Education of the girl child, participation in higher education Differences between Male & Female enrolment and academic achievement, Employment – Work participation of women, employment trends Workplace exploitation, marginalization & casualization of women's labour, Feminization of poverty.

Unit III: Health Concerns

(6 Hours)

Health Issues – Health Problems, Maternal Health, Maternal Mortality, Family Planning choices & impact on health, HIV/AIDS & impact on women in India. Conversation platform for men's health - pain management, asking for help, Access to health services

Unit IV: Difficult Circumstances

(6 Hours)

Single parent households, Violence against spouse/partner/family member, impact during displacement & disasters (riots & war), transgender people, prostitution, Legal Rights of Women – Marriage, divorce, maintenance, inheritance, adoption, employment, maternity benefits. Legal Provisions against the following – Dowry, sati, harassment, violence, rape, trafficking

Unit V: Gender Sensitization

(6 Hours)

Gender stereotypes – impact on child rearing, perception of health concerns on men & women, Glass-Ceiling Effect in organizational hierarchy, Gender and Caste, Gender awareness & Sensitization– impact on child rearing, at the workplace, in the medical field

BOOKS FOR REFERENCE:

1. Aggarwal Supriya, (2009) *Gender, History & Culture*, Jaipur: Rawat Publication.
2. Chakravarti, Uma, (2003) *Gendering Caste Through a Feminist Lens*, Kolkata: Stree.
3. Chatterjee, Mohini, (2005) *Feminism and Gender Equality*, Jaipur: Aavishkar Publications.
4. Gill, Rajesh, (2009) *Contemporary Indian Urban Society- Ethnicity, Gender and Governance*, New Delhi: Book well Publishers.
5. Gupta, Parachi, (2007) *Religion and Feminism*, Jaipur: ABD Publications
6. Jain, Devaki and Rajput, Pam, (eds), (2003) *Narratives from the Women's Studies Family*, New Delhi: Sage.
7. Mies, Maria, (2004) *Indian Women and Patriarchy*, New Delhi: Concept Publishing Company.
8. Rege, Sharmila (ed), (2003) *Sociology of Gender: The Challenge of Feminist Sociological Knowledge*, New Delhi: Sage.
9. Spade, Joan, (2008) *The Kaleidoscope of Gender*, Los Angeles: Sage.
10. Tazi, Nadia (ed) (2004) *Keywords: Gender*, New Delhi: Vistaar Publication.

JOURNALS

- Social Work
- Economical and Political Weekly
- Kurukshetra
- International Journal of Social Welfare

WEB RESOURCES

- <https://wcd.nic.in/womendevelopment/national-policy-women-empowerment>
- <http://ncw.nic.in/notice/booklet-laws-relating-women-gender-sensitization-and-legal-awareness-programme-collaboration>
- <https://main.sci.gov.in/gsicc>

EXTRA DISCIPLINARY ELECTIVE 2B

BASICS OF COUNSELLING

SUBJECT CODE:	THEORY	100 MARKS
SEMESTER: III	CREDITS: 3	NO. OF HOURS PER WEEK:3

Lecture hours: 30

Credits:3

Objectives

1. To ensure that students acquire knowledge of the theoretical approaches to counselling.
2. To help students to understand the process of counselling.
3. To ensure that students gain knowledge of practice of counseling in different settings
4. To understand Stress and Mental health
5. To enhance counselling skills in **special situations**

Unit I- Introduction to Counselling (7 Hours)

Definitions, goals, Principles, Concepts, similarities and differences: Guidance, counseling and psychotherapy. Ethics in counseling.

Unit II- Process & Skills in Counselling (3 Hours)

Steps for Counselling, Types of Counselling: Directive, Non Directive & Eclectic. Qualities of an effective counselor, Counselling skills & techniques.

Unit III Theoretical foundations of Counselling (8 Hours)

Psychoanalytical approach (Freud), Cognitive Behavioural Therapy, Gestalt Therapy, Humanistic approach (Carl Rogers & Maslow).

Unit IV-Stress and Mental Health (5 Hours)

Stress, **Stressors**, Stress management techniques, Anger Management, Relaxation techniques. Concept of **Mental Health**, ~~Overview Common~~ **Mental Disorders, Mental Retardation**.

Unit V - Counselling in special situations (8 Hours)

Family & Marital Counselling, Industrial Counselling, School Counselling, Career Counselling, ~~De-addiction Counselling~~, Crisis Intervention, ~~Palliative care~~

Books for Reference:

1. Currie,Fr.J,1989 Barefoot Counselling A Primer in building relationship, Asian Trading Corp. Bangalore, India.
2. Egan, Gerard, 2006.The skilled helper: A problem management opportunity, Development Approach to helping, Wads worth publishers, Boston
3. Hough & Margaret,2006 Counselling skills and theory, Hodder Arnold publishers, UK
4. Lapworth, Phil, 2001 Integration in Counselling and Psychotherapy: Developing a personal approach, sage publications, New Delhi.
5. Mcleod&John,2003 Introduction to Counselling, Open university press, UK
6. Mearns & Dave, 1999 Person - Centred Counselling in Action, Sage Publications, New Delhi, India
7. Palmer, 2004 Counselling, The BAC Counselling reader, British Association for Counseling, Vol.1&2,Sage publications, New Delhi, India

8. Rao, Narayana, 2003 Counselling and Guidance, Tata McGraw Hill, New Delhi. India
9. Sanders, 2002 First steps in Counselling, PCCS Books Ltd, UK.

Journals

- Abnormal and Behavioural Psychology
- Bipolar Disorder
- Clinical Psychology Review
- Emotion Review

Web resources

- <https://www.scitechnol.com/international-journal-of-mental-health-and-psychiatry.php>
- <https://journals.sagepub.com/home/HPO>
- <https://journals.sagepub.com/home/JHV>
- <https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry>
- <https://www.apa.org/pubs/journals/abn/index>
- <https://www.scitechnol.com/traumatic-stress-disorders-treatment.php>
- <https://www.journals.elsevier.com/journal-of-experimental-social-psychology>