GURU NANAK COLLEGE (AUTONOMOUS)

(Affiliated to university of Madras and Accredited at A++ Grade By NAAC)

Guru Nanak Salai, Velachery, Chennai - 600042

SCHOOL OF HUMANITIES
MASTER OF SOCIAL WORK

(For the PG Batch of 2024-26 and thereafter)

LEARNING OUTCOME BASED CURRICULUM FRAMEWORK

PREAMBLE

1. ABOUT THE PROGRAMME

The mission of Social work is a dynamic and demanding profession to enhance human well-being and help to meet the basic human needs of all people, with special attention to the needs of people who are vulnerable, oppressed, and living in poverty.

The major specializations Community Development, Medical and Psychiatric and Human Resource Management give the students a wide spread opportunity to serve the society of their choice. The curriculum of social workers would promote social justice and social change in the society. It gives a clear framework of skills and qualities for advocating and improving the lives of individuals, families, groups and society.

Field work is one of the important components in Social Work which enhances the students intellectually, emotionally and practically by executing theory in the field. It creates a great impact on the students himself with respect to attitude, personality, perception etc. which in turn spreads to all the people whom they are connected with.

The scope is also wide spread from children, youth, men, women, transgender, elderly, mentally ill and with policy making and research.

MSW PROGRAMME 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. VISION

To envision a 'Person-Centered Social Worker' approach in advocating with individuals, groups, families and communities for human dignity, human rights; and strengthening them for social justice and social inclusion in a changing global environment.

3. MISSION

- To achieve excellence in professional education, ethics, research and service.
- To equip the students with evidence-based practice for individuals and communities.
- Through Fieldwork, uplift the socio-economic status of the needy section of our Community and improve the contributions towards Social Justice and Social Inclusion.

4. PROGRAM EDUCATIONAL OUTCOMES (PEOS)

PEO1: Values of Life, Ethics & Social Concern

The graduates exhibit truth, loyalty, and love as integral moral principles, thereby contributing to a society characterized by enhanced well-being and fundamental goodness in behavior.

PEO2: Employability & Entrepreneurship

The graduates apply analytical, logical, and critical problem-solving skills in professional contexts, elevating employability and cultivating entrepreneurial capabilities through upskilling.

PEO3: Regional/National/Global Relevance & Competency

The graduates foster advanced analytical skills and a heightened appreciation for current Regional/National/Global perspectives, enabling informed and sustainable decision-making in a dynamic environment.

PEO4: Skill Enhancement, Self-Directed & Lifelong Learning

The graduates independently engage in skill-based learning, utilizing infrastructure and opportunities for continuous upskilling, enabling self-evaluation and lifelong excellence attainment.

PEO5: Research Skills & Innovation

The graduates proficiently apply scientific reasoning, fostering creativity, strategic thinking, and effective problem-solving skills. They demonstrate a core competency in generating innovative ideas for advancements and inventions.

5. PROGRAM OUTCOMES (POS)

PO1: Critical Thinking, Reflective thinking & Decision Making

Empower with critical and reflective thinking, develop the capacity to work in teams, build leadership and decision-making skills.

PO2: Analytical/ Scientific reasoning and Experiential Learning

Develop analytical and scientific reasoning, and enrich with research aptitude through experiential learning.

PO3: Multidisciplinary approach and Ethics

Excel in Multidisciplinary approach for Sustainable development and adhering to ethical values for a humane society.

PO4: Communication Skills & Digital Literacy

Expert in communication skills and digital knowledge for their career growth and development.

PO5: Knowledge Management and Professional Competency

Accomplish knowledge management for attaining professional competency.

6. PROGRAM SPECIFIC OUTCOMES (PSOS)

PSO 1: Acquire knowledge, skills, attitudes and values appropriate to the practices of Social Work Profession at all levels.

PSO 2: Attain multidisciplinary approach for better understanding of social problems and work for the enhancement of people in the society.

PSO 3: Develop critical understanding of various social issues prevailing in diverse contexts.

PSO 4: Gain practical application of Social Work methods in diverse fields.

PSO 5: Communicate effectively with micro, mezzo and macro level and upskill students on the current industrial trends.

7. PEO – PO MAPPING

	PEO 1	PEO2	PEO3	PEO4	PEO5
PO 1	3	3	3	3	3
PO 2	3	3	3	3	3
PO3	3	3	3	3	3
PO 4	3	3	3	3	3
PO 5	3	3	3	3	3

8. PO – PSO MAPPING

	PO 1	PO2	PO3	PO4	PO5
PSO 1	3	2	3	3	3
PSO 2	3	3	2	3	3
PSO 3	2	3	3	2	3
PSO 4	3	3	3	3	3
PSO 5	3	2	3	3	3

9. CHOICE BASED CREDIT SYSTEM (CBCS)

The College follows the CBCS with Grades under the Semester pattern. Each course 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 Elective, Multidisciplinary skill-based courses as 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.

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): Candidates admitted to the first year of the B.Com. (Hons.) 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 programme 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 Tamil Nadu / 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 in Mathematics), provided they have undergone the course under 10+2+3 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. Programme.

DURATION OF THE COURSE

The UG programme is of three years duration with six semesters and the PG programme 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 appear for the final End Semester Exam.

COURSE OF STUDY
The main course of study for the Bachelor's Degree shall consist of the following:

FOUNDATION COURSES
PART - I: Tamil/ Hindi /Sanskrit/French
PART - II: English

CORE COURSES
PART - III: Consisting of (a) Main subject (b) Allied Subjects (c) Elective subjects related to the main subject of study and project work.

PART – IV: Those who have not studied Tamil up to XII standard and have taken a non-Tamil language under Part – I, shall opt for Basic Tamil in the first two semesters.

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.

Others, who do not come under either of the clauses mentioned above, can choose a Non-Major Elective (NME) in the first two semesters.

Soft Skills (I, II, III & IV Semesters)
Self-Study (Compulsory) Course (III Semester)
Environmental Studies (IV Semester)
Value Education (V Semester)
Summer Internship (After IV Semester)

PART - V: Compulsory Extension Services

A Student shall be awarded one credit for compulsory extension service. A student must enroll in NSS / NCC /Sports & Games/ 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.

COURSE STRUCTURE

The UG programme consists of 15-19 Core courses with 3-4 credits for each paper, 3 Elective courses and 4 Allied courses with 4-5 credits for each paper in addition to 4 Soft Skill courses with two credits each. Internship as a compulsory component carries 2 credits. The B.Com. (Hons) course has 31 core courses of 4 credits each and project with 8 credits.

The MBA programme has 15 core courses including project work with 4 credits, 6 elective courses with 3 credits, 2 extra disciplinary courses with 3 credits, Four Soft Skill courses with two credits each.
The MCA programme has 15 core courses of 2-4 credits, 5 Elective courses of 3 credits, 2 Extra- disciplinary courses of 3 credits and a project work of 17 credits.

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

10. Consolidated Credit Structure for all the 2 years

Components	No. of Courses	Credit per Course	Total Credits
Core Paper	15	4	60
Project	1	4	4
Electives	5	3	15
Extra Disciplinary courses	2	3	6
Soft Skill	4	2	8
Internship	1	1	1
Internship	1	2	2
Common Paper	1	3	3
Total			99

11. Credit Distribution for Each Semester

Semester	Course Component	Name of the Course	Credits	Hour/ week	CIA	ESE	Total
I	Core I	Social Work Profession	4	5	50	50	100
	Core II	Social Case Work	4	5	50	50	100
	Core III	Social Group Work	4	5	50	50	100
	Core IV	Concurrent Field Work - I & Rural Camp	4	5	50	50	100
	Elective I	Sociology for Social Work Practice	3	4	50	50	100
	Elective 2	Psychology for Social Work Practice	3	4	50	50	100
	SS I	Communication and Presentation Skills	2	2	50	50	100
Total			24	30			

Semester	Course Component	Name of the Course	Credits	Hour/ week	CIA	ESE	Total
II	Core V	Community Organization and Social Action	4	5	50	50	100
	Core VI	Social Work Research and Statistics	4	5	50	50	100
	Core VII	Social Welfare Administration & Legislation	4	5	50	50	100
	Core VIII	Concurrent Field Work – II	4	5	50	50	100
	Elective III	III A - Environment and Green Social Work	3	4	50	50	100

		III B -. Disaster and Social work					
	EDE – I	Social Entrepreneurship & Livelihood Promotion	3	4	50	50	100
	SS II	Personality Enrichment	2	2	50	50	100
	Internship	Summer Internship	1				
Total			25	30			

Semester	Course Component	Name of the Course	Credits	Hour/ week	CIA	ESE	Total
III	Core IX	IX A - Rural Community Development (CD)			50	50	100
		IX B- Labor Legislation (HR)	4	5	50	50	100
		IX C - Mental Health and Psychiatric Disorders (MPSW)			50	50	100
	Core X	X A - Sustainable Development (CD)			50	50	100
		X B - Human Resource Management (HR)	4	5	50	50	100
		X C - Public Health in India (MPSW)			50	50	100
	Core XI	XI A - Management of Non-Government Organisation (CD)			50	50	100
		XI B - Industrial Relations and Employee Welfare (HR)	4	5	50	50	100
		XI C - Medical Social Work (MPSW)			50	50	100
	Core XII	Concurrent Field Work – III	4	6	50	50	100
	Elective IV	IV A- Human Rights, Social Justice and Social Work Practice	3	4	50	50	100
		IV B - Gender Development			50	50	100
	EDE – 2	Project Planning	3	3	50	50	100
	SS III	Employability Skills	2	2	50	50	100
Total			27	30			

Semester	Course Component	Name of the Course	Credits	Hour/ week	CIA	ESE	Total
IV	Core XIII	XIII A - Urban Community Development (CD)			50	50	100
		XIII B - Human Resource Analytics (HR)	4	5			
		XIII C - Psychiatric Social Work (MPSW)					
	Core XIV	XIV A - Dalit and Tribal Development (CD)			50	50	100
		XIV B - Organization Behaviour (HR)	4	5	50	50	100
		XIV C - Social Work Interventions in Health Care Practices (MPSW)			50	50	100
	Core XV	Research Project	4	5	50	50	100
	Core XVI	Concurrent Field Work – IV	4	5	50	50	100
	Elective V	V A - Corporate Social Responsibility	3	4	50	50	100
		V B -Strategic HRM			50	50	100
	Common Paper	Counselling Theory & Practice	3	4	50	50	100
	SS IV	Advanced computing paradigms	2	2	50	50	100
	Internship (Block)	Block Placement	2	-			
Total			23	30			

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 Internship	3 Weeks	-	1
III	Concurrent Field Work - III & Study Tour	24	7-8 Hrs	4
IV	Concurrent Field Work -IV	24	7-8 Hrs	4
V	Block Placement	I Month	-	2
Total Credits				**19**

EXAMINATION

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 mid-semester examination which will be conducted on completion of 45 working days in each semester. A Model exam for three hours duration will be conducted on completion of 80 working days in each semester. For the courses coming under Part IV, ESE will be conducted in MCQ pattern. Internship credits will be given in semester V after verification of documents by the respective Heads.

The schedule for these tests is as follows:

CIA	Schedule	Syllabus Coverage
Mid Semester Examination	After **45** working days of the Semester	60%
Model Examination	After **80** working days of the Semester	95%

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

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

The class activity relates to a programme of accepted innovative techniques such as Seminar, Quiz, Portfolio creation, PowerPoint presentation, Objective tests, Role play, Group discussion, Case Study 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 programme/wing. 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. The marks for attendance will be awarded as per the following:

% 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 programmes will be held for all courses 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).

12. Mode of Evaluation

METHODS OF EVALUATION		
Internal Evaluation	Mid Sem Exam (10)	50 Marks
	Model Exam (10)	
	Assignment (10)	
	Class activity (15)	
	Attendance (5)	
External Evaluation	End Semester Examination	50 Marks
Total		100 Marks

13. Method of assessment

Remembering (K1)	• The lowest level of questions requires students to recall information from the course content • Knowledge questions usually require students to identify information in the textbook. • Suggested Keywords: **Choose, Define, Find, How, Label, List, Match, Name, Omit, Recall, Relate, Select, Show, Spell, Tell, What, When, Where, Which, Who, Why**
Understanding (K2)	• Understanding off acts and ideas by comprehending organizing, comparing, translating, interpolating and interpreting in their own words. • The questions go beyond simple recall and require students to combined at altogether • Suggested Keywords: **Classify, Compare, Contrast, Demonstrate, Explain, Extend, Illustrate, Infer, Interpret, Outline, Relate, Rephrase, Show, Summarize, Translate**
Application (K3)	• Students have to solve problems by using / applying a concept learned in the classroom. • Students must use their knowledge to determine a exact response. • Suggested Keywords: **Apply, Build, Choose, Construct, Develop, Experiment with, Identify, Interview, Make use of, Model, Organize, Plan, Select, Solve, Utilize**
Analyze (K4)	• Analyzing the question is one that asks the students to breakdown something into its component parts. • Analyzing requires students to identify reasons causes or motives and reach conclusions or generalizations. • Suggested Keywords: **Analyze, Assume, Categorize, Classify, Compare, Conclusion, Contrast, Discover, Dissect, Distinguish, Divide, Examine, Function, Inference, Inspect, List, Motive, Relationships, Simplify, Survey, Take part in, Test for, Theme**
Evaluate (K5)	• Evaluation requires an individual to make judgment on something. • Questions to be asked to judge the value of an idea, a character, a work of art, or a solution to a problem. • Students are engaged in decision-making and problem–solving. • Evaluation questions do not have single right answers. • Suggested Keywords: **Agree, Appraise, Assess, Award, Choose, compare, Conclude, Criteria, Criticize, Decide, Deduct, Defend, Determine, Disprove, Estimate, Evaluate, Explain, Importance, Influence, Interpret, Judge, Justify, Mark, Measure, Opinion, Perceive, Prioritize, Prove, Rate, Recommend, Rule on, Select, Support, Value**

Create (K6)	• The questions of this category challenge students to get engaged in creative and original thinking. • Developing original ideas and problem solving skills • Suggested Keywords: **Adapt, Build, Change, Choose, Combine, Compile, Compose, Construct, Create, Delete, Design, Develop, Discuss, Elaborate, Estimate, Formulate, Happen, Imagine, Improve, Invent, Make up, Maximize, Minimize, Modify, Original, Originate, Plan, Predict, Propose, Solution, Solve, Suppose, Test, Theory**

SEMESTER I

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: CORE
COURSE NAME: SOCIAL WORK PROFESSION	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
Introduction to fundamental concepts of Professional Social Work

COURSE OUTCOMES:
1. To know the objectives, functions and development of professional social work in India.
2. To Acquire knowledge of social work in India and Western world.
3. To appreciate the principles, values, ethics, knowledge, attitudes, skills and Techniques required by a professional social worker.
4. To learn the concepts and theories related to social work.
5. To understand the methods and fields of practice of social work.

Unit I: Introduction to Social Work profession   (9 Hours)
Social Work: Definition, Objectives, Nature of Social Work - Philosophy, Scope, Functions and goals. Concepts related to Social Work: Social service, Social Welfare, Social Development, Social Transformation, Social Defense, Social Justice, Social Policy, Social Legislations, Sustainable Development and Human Development Index. Methods of Social Work.

Unit II: Evolution of Social Service and Social Work in India and West   (9 Hours)
Concept of Volunteer/ Charity/ Philanthropy in Social Work, Religio - Philosophical foundations of Social Work Practice, Origin and Growth of Social Work in India, Contributions of Christian Missionaries in India, Evolution of Social Work in the West with special reference to the UK and USA. Role and Contributions of Voluntary Organizations, NGOs and CSOs.

Unit III: Social Work Profession and Education   (9 Hours)
Nature and Characteristics of the Profession, Social Work Values, Ethics in Social Work Practice, Social Work Principles, Challenges, Roles and Responsibilities of a Professional Social Worker. Evolution of Social Work Education as a profession, Integrated/Generic & specialization based Social Work Education, IASSW guidelines for Social Work Education. Role and function of the IFSW and IASSW, Curriculum Recommendations of UGC for Social Work Education in India.

Unit IV: Theories and Models of Social Work   (9 Hours)
Major theories in Social Work: Bronfenbrenner's Ecological Systems Theory, Social Constructionist Perspective, Conflict Theory, Transpersonal Theory and Rational Choice Theory, Anti Discriminatory Theory.

Unit V: Emerging fields in Social work and Social Work Profession   (9 Hours)

Family and Child Welfare – Education - Medical and Psychiatric Social Work – Corporate – Urban, Rural and Tribal Community Development, Geriatric Care. Disaster / Crisis Management and Rehabilitation. Human Rights protection for the Vulnerable sections such as Migrants, Refugees, Differently Abled, Linkages in Sustainable Development Goals. Emergence of International Social Work. Forums for Social Work Profession: ICSW, ISPSW, NAPSWI, PSWA, IFSW. Global Agenda 2020-30, Role of International Agencies - UN Agencies, INGOs, Human Right Organizations, World Bank, UNICEF, Networking of Associations and Schools of Social work at the Regional, National and Global level.

PRESCRIBED BOOKS:
1. Bhattacharya, Sanjay. 2006. Social Work an Integrated Approach. New Delhi: Deep and Deep Publications.
2. Mishra, P. D. 1994. Social Work Philosophy and Methods. New Delhi

REFERENCES BOOKS:
1. Cox, David & Manohar Pawar. 2006. International Social Work – Issues, Strategies and Programs. New Delhi: Vistar Publications.
2. Encyclopedia of Social work in India, 1987 Vol.1,2,3. Director, publication division, ministry of information and broadcasting, New Delhi.
3. Fink, Arthur E., Wilson, Everett E. - Third Edition 1959 The Fields of Social Work, New York: Henry Holt and Company.
4. Friedlander, Walter A. 1977 Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.
5. Modern Social Work Theory Paperback – Import, 30 January 2024 by Malcolm Payne (Author)

E - LEARNING RESOURCES:
1. https://www.socialworkers.org/
2. https://www.naswfoundation.org/Our-Work/Social-Work-Policy-Institute
3. https://socialwelfare.library.vcu.edu/
4. https://naswnys.org/
5. The National Registry of Evidence-Based Programs and Practices

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	2	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	2	3
CO 5	3	3	3	3	3
Ave.	3	2.8	3	2.8	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	1
II	3	2	1
III	2	2	1
IV	2	1	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	To know the objectives, functions and development of professional social work in India.	1	K1, K2
CO2	To Acquire knowledge of social work in India and Western world.	2	K2, K3
CO3	To appreciate the principles, values, ethics, knowledge, attitudes, skills and Techniques required by a professional social worker.	3	K3, K4
CO4	To learn the concepts and theories related to social work.	2	K5, K6
CO5	To understand the methods and fields of practice of social work.	5	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: CORE
COURSE NAME: SOCIAL CASE WORK	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
Introduction to fundamental concepts of social case work and its application.

COURSE OUTCOMES:
1. Apply case Work Values and Principles while working with Individuals.
2. Identify the Client's Problems and provide appropriate solutions.
3. Plan the Case Work Process.
4. Formulate appropriate intervention techniques.
5. Identify various settings and practices based on the social contexts of the country.

Unit I: Case Work   (7 Hours)
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: Case Worker-Client Relationship: (8 Hours)
empathy, transference and countertransference, 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: Case Work Process and tools   (8 Hours)
Phase I - Intake Study: Phase II Assessment /Social Diagnosis: Phase III - Treatment / Intervention, Evaluation, Termination.
Techniques - Interviewing - types, purpose, skills and Principles. Home visits, Collateral contacts, Use of Genograms and Eco maps.

Unit IV: Approaches to Social Case Work Practice   (13 Hours)
Psychosocial, Problem Solving, Crisis Intervention; Cognitive Behavior Modification, Functional and development of an Eclectic model.
Recording in Case Work: meaning, types, Verbatim, process records- Analytic, Narrative and Summative records etc; principles of recording, Advantages of Recording.

Unit V: Application of Social Case Work   (9 Hours)
Application of Social Case Work in Community, Institution: Hospital, Education, Workplace, Community, Correctional settings, Socially and Economically disadvantaged groups- Women, Children, Aged, Differently Abled, Minorities, Migrants and … LGBTQIAS+.
PRESCRIBED BOOKS:

1. Pearlman, Helen, H. (1957). *Social Case Work- A Problem Solving process*. Chicago, University of Chicago Press.
2. Battacharya, Sanjay. (2008). *Social Work: Psycho-Social Health aspect.*

REFERENCE BOOKS:
1. Battacharya, Sanjay. (2008). *Social Work: Psycho-Social Health aspect.*
2. Florence, Hollis. (1964). *Case Work – A Psychosocial Therapy*. New York, NY: Random House.
3. Mathew, Grace. (1992). *An Introduction to Social Case Work Bombay*. Mumbai, Mumbai: Tata Institute of Social Science.
4. Pearlman, Helen, H. (1957). *Social Case Work- A Problem Solving process*. Chicago, University of Chicago Press.
5. Upadhyay. R.K (2010) *Social Case Work: A Therapeutic Approach*, Rawat Publication

E-LEARNING 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/advancedwor
4. .https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf
5. https://www.onlinemswprograms.com/social-work/theories/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Apply case Work Values and Principles while working with Individuals.	1	K2
CO2	Identify the Client's Problems and provide appropriate solutions.	3	K2,K3
CO3	Plan the Case Work Process.	2	K3,K4
CO4	Formulate appropriate intervention techniques.	3	K4,K5
CO5	Identify various settings and practices based on the social contexts of the country.	4	K5,K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: CORE
COURSE NAME: SOCIAL GROUP WORK	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
Introduction to Group Work, Group Dynamics, Group Process, Group Work Models and Settings for Group Work Practice.

COURSE OUTCOMES:
1. Apply Social Group work values and principles while working with groups.
2. Learn Group Dynamics in Group Work
3. Understand the steps of Group Work Process
4. Compile Group Work session reports effectively.
5. Utilize the individual resources/strengths of the group members and design the intervention process effectively for different settings.

Unit I: Social group and Social Group work interchange   (9 Hours)
Social Group: Definition, characteristics, types of groups and characteristics of effective groups.
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. Roles and skills of Social group work.

Unit II: Group process and Group Dynamics   (8 Hours)
Group Process by Tuckman & Jensen: Forming, Storming, Norming, Performing, Adjourning Group Dynamics - definition, functions and basic assumptions.
Group 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: Group Work Process   (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: Models and Practices   (8 Hours)
Models: Social goal, Remedial, Developmental and Reciprocal Models. Task group-Boards, Committees, Task force, Treatment Groups: Support, Educational, Growth, Therapy. Group Work Recording: Purpose, Types and Principles of Group Work Recording.

Unit V: Application of Social Group Work **(10 Hours)**
Application of Social Group Work in Community, Self Help groups, Institution: Hospital, Education, Workplace, Correctional settings, Socially and Economically disadvantaged groups- Women, Children, Aged, Differently Abled, Minorities, Migrants and … LGBTQIAS+.Group Work in Disaster.

PRESCRIBED BOOKS:
1. Siddiqi, H.Y. (2008). *Group Work: Theories and Practices*. Rawat Publications.
2. Konopka, Gisela. (1972). *Social Group Work –A helping process*. Engle Wood Cliffs, prentice Hall

REFERENCE BOOKS:
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. Ronald, Toseland, &Robert, Rivas. (2001). *Introduction to Group Work practice*, London, UK: Allyn and Bascon.

E-LEARNING RESOURCES:
1. Jennie Fleming. (2021, July 29). Tips for Facilitating for Empowerment in Group Work 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

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave.	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	2	1
II	3	2	0
III	2	1	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Apply group work values and principles in their group work sessions.	1	K1, K2
CO2	Learn Group Dynamics in Group Work	2	K2, K3
CO3	Understand the steps of Group Work Process	3	K3, K4
CO4	Compile group work session reports effectively.	4	K5, K6
CO5	Utilize the individual resources/strengths of the group members and design the intervention process effectively for different settings.	5	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: CORE
COURSE NAME: CONCURRENT FIELD WORK – I	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 4	TOTAL HOURS: 24 Days
PRACTICAL	

COURSE OBJECTIVE:
Orientation, Observation Visits and Rural Camp Experience

COURSE OUTCOMES:
1. Understand the Field of Social Work Profession through orientations.
2. Observe the activities of various setting in Social Work
3. Observe and learn the life and culture of Rural People
4. Experience Group Living in a rural setting.
5. Prepare oneself for field work activities

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: 10 - 15 visits

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 comm**Unit**ies. 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 visits 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 departments to conduct the rural camp in a particular place.

Objectives:
The objective of the rural camp is:
1. To make the Social Work trainees 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 attitudes suitable for 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 coordinates and members will be nominated to these committees. For overall coordination two student camp leaders will also be elected. Faculty members 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.

Note: Kindly refer to the Field Work Manual (in annexure).

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: SOCIOLOGY FOR SOCIAL WORK PRACTICE	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 3	TOTAL HOURS: 30 Hours
THEORY	

COURSE OBJECTIVE:
Introduction to the Concepts of Social Control, Culture, Social Changes and Social Problems

COURSE OUTCOMES:
1. Constantly analyze the institutions and their influence on individuals in the society.
2. Design strategies to address social issues in a scientific organized manner.
3. Critically analyze policies and schemes among the poor.
4. Compare and understand issues with reference to current global trends in terms of Liberalization, Globalization and Privatization.
5. Understand the Perspectives of Social Problems

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. Social Process - Co-operation, Accommodation, Assimilation, Acculturation, Competition, Conflicts. Relationship of sociology with social work. Development of Social Thought; Auguste Comte, Emile Durkheim, Karl Marx, Max Weber, Talcott Parson, R.K Merton and Indian Sociologists; G.S.Ghuryee, M.N.Srinivas, A.R. Desai, and K.M. Kapadia.

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 impact on Indian society. Multi culturalism.

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).Caste, Class and Power: Similarities and Dissimilarities

Unit IV: Social Change (7 Hours)
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

(Raja Ram Mohan Roy, Dayanand Saraswati), Impact of Social Movements on the Indian Society.

Unit V: Social Problems (6 Hours)

Meaning, causes and consequences, 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, Impact of liberalization, privatization and globalization, Legislative approach to social problems.

PRESCRIBED BOOKS:
1. Bhusan, Vidya& Deva Sach, D.R. (2005). *An Introduction to sociology.*Allahabad, UP: KitabMahal Publications.
2. Shankar Rao, C. N., *Introduction to Sociology* (2005) New Delhi: S. Chand & Publications

REFERENCE BOOKS:
1. Giddens, Antony, *Sociology* (2001) Cambridge: Polity Press
2. Madhan,G.R. (1973). *Indian social Problems*. Allied Pacific pvt Ltd.
3. Richard.T., & Schaefer, Lamm. P. & Robert. (1995). *Sociology.* New York. NY: Mc. Graw Hill Inc.
4. Scott, John, *Oxford Dictionary of Sociology* (2004) Oxford: Oxford University Press
5. Srinivas, M.N., *Social Changes in Modern India* (1963) Calcutta: University of Calcutta

E-LEARNING RESOURCES:
1. https://journals.sagepub.com/home/iss
2. https://journals.sagepub.com/home/csx
3. https://www.annualreviews.org/journal/soc
4. https://journals.sagepub.com/home/hsb
5. https://journals.sagepub.com/home/tso

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	1
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Constantly analyze the institutions and their influence on individuals in the society.	1	K1, K2
CO2	Design strategies to address social issues in a scientific organized manner.	2	K2,K3
CO3	Critically analyze policies and schemes among the poor.	1	K 2,K3
CO4	Compare and understand issues with reference to current global trends in terms of Liberalization, Globalization and Privatization.	3	K 4,K5
CO5	Understand the Perspectives of Social Problems	5	K 4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: PSYCHOLOGY FOR SOCIAL WORK PRACTICE	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 3	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
Introduction to Human behavior, growth, development and Mental health.

COURSE OUTCOMES:
1. Understand the basics Concepts of Psychology while practicing Social Work.
2. Effectively identify the Psychology functions in human behaviour.
3. Recognize the significance of human growth and development
4. Gain insight into factors contributing to development of personality.
5. Able to cope with life challenges

Unit I: Introduction to 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   (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), Determinants and Life span perspective of Human Development, Development Tasks and Hazards, Physical, Social, Psychological and moral developments during Pre-Natal Period, Infancy, Babyhood, Childhood, Puberty, Adolescence and Adulthood
.
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 (Kholberg), 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.

PRESCRIBED BOOKS:
1. Hurlock, Elizabeth, B. (1981). *Developmental Psychology: Life-Span Approach.* McGraw-Hill.
2. Mangal S.K (2017). General Psychology, Sterling Publishers Private Limited, New Delhi

REFERENCE BOOKS:
1. Coon, Dennis. (1980). *Introduction to Psychology*. Watts & Company.
2. Gross, Richard. (2nd ed), D. *Psychology – The Science of Mind and Behaviour,* Hodder and Strongton.
3. Hjelle, Larry, A., Ziegler, Daniell J,. (1981). *Personality theories*. McGraw-Hill.
4. Lally, French (2019) Lifespan Development: A Psychological Perspective 2nd (ed).
5. Morgan and King.(6thed), (1979). *Introduction to Psychology,* McGraw Hill.

E-LEARNING RESOURCES:
1. https://www.slideshare.net/JohnykuttyJoseph/**Unit**-4-frustartion-conflicts-and-stress
2. https://courses.lumenlearning.com/suny-hccc-ss-152-1/
3. http://dept.clcillinois.edu/psy/LifespanDevelopment.pdf
4. https://opentext.wsu.edu/abnormal-psych/
5. https://issuu.com/rengasamy/docs/psychology_for_social_workers_ppt

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Understand the basics Concepts of Psychology while practicing Social Work.	1,2,3	K1,K2,K3
CO2	Effectively identify the Psychology functions in human behaviour.	1,2,3	K1,K2,K3
CO3	Recognize the significance of human growth and development	1,2,5	K1,K2,K3
CO4	Gain insight into factors contributing to development of personality.	3,4,5	K1,K4,K5
CO5	Able to cope with life challenges	2,3,4,5	K1,K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024-26
PART: B	COURSE COMPONENT: SOFT SKILLS
COURSE NAME: COMMUNICATION AND PRESENTATION SKILLS	COURSE CODE:
SEMESTER: I	MARKS:100
CREDITS: 2	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
To build communication skills for personal and professional development.

COURSE OUTCOMES:
1. Students will demonstrate the ability to listen to others actively, understand diverse perspectives, and paraphrase key points accurately, enhancing their comprehension skills in various personal and professional contexts.
2. Students will be able to articulate thoughts, ideas, and information clearly and concisely, using appropriate language and structure to convey messages effectively in both written and verbal communication.
3. Students will develop confidence in expressing opinions, asserting boundaries, and advocating for themselves and others, enhancing self-assurance and effectiveness in interpersonal and group communication.
4. Students will learn to adapt their communication style and approach based on the audience, context, and purpose of communication, fostering flexibility and versatility in interacting with diverse individuals and groups.
5. Students will acquire techniques for resolving conflicts, managing disagreements, and negotiating mutually beneficial outcomes through effective communication strategies, promoting constructive problem-solving and collaboration in personal and professional settings.

Unit I: Essentials of Effective Communication (6 Hours)
Communication Skills-LSRW- Characteristic features of LSRW-Consequences of Ineffective Communication-Impact of technology on Communication

Unit II: Types of Communication (6 Hours)
Verbal Communication – Non-verbal Communication- Visual Communication - Written Communication-Group Communication-Digital Communication-Formal and Informal Communication-Vertical-Horizontal-Diagonal Grapevine

Unit III: Barriers in Communication (6 Hours)
Physical Barriers - Language Barriers - Social and Cultural Barriers - Psychological Barriers - Semantic Barriers - Interpersonal Barriers - Technological Barriers- Means to overcome the various barriers to Communication

Unit IV: Etiquettes and Ethical Practices in Communication (6 Hours) tive
Listening - Clarity and Conciseness - Professional Tone - Timeliness - Constructive Feedback-Transparency-Professionalism-Accountability-Confidentiality-Cultural Sensitivity-Emotional

Intelligence-Empathy-Social Intelligence-Social Etiquettes- Appreciation and Gratitude

Unit V: Presentation Skills   **(6 Hours)**
Types of Presentation- Preparing a presentation-Do's and Don'ts while giving a presentation-Managing tools for presentation-Using prompts-Making effective uses of Audio/Visual aids during presentation-Dealing with Questions, Interruptions and Pauses- Practical: Participating in Mock presentations

PRESCRIBED BOOKS:

1. Monippally, Matthukutty, M. Business Communication Strategies. New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2001.
2. Peter, Francis. (2012) Soft Skills and Professional Communication. New Delhi: Tata McGraw Hill.
3. Raman, Meenakshi & Prakash Singh (2012) Business Communication Oxford University Press

REFERENCE BOOKS:

1. Gallo, Maria. D (2018) Stop Lecturing Start Communicating: The Public Speaking Survival Guide for Business Kindle Edition
2. Hasson, Gill. (2012)Brilliant Communication Skills. Great Britain: Pearson Education.
3. Patil, Shailesh (2020) Handbook on Public Speaking, Presentation & Communication Skills: Principles & Practices to create high impact presentations & meaningful conversations, Chennai, Notion Press Media Pvt Ltd.

E-LEARNING RESOURCES:

1. https://uwaterloo.ca/centre-for-teaching-excellence/catalogs/tip-sheets/effective-communication-barriers-and-strategies
2. https://www.coursera.org/articles/presentation-skills
3. https://positivepsychology.com/how-to-improve-communication-skills/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	Answer any 5 out of 7 questions (answer in 50 words)	1-7	2	10
B	Answer any 4 out of 6 questions (answer in 300 words)	8-13	5	20
C	Answer any two(Internal (Choice)	14-15	10	20
	Internal & Viva Voce		50	50
	Total			**100**

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	**2**	----
II	2	**1**	1
III	1	**1**	1
IV	1	**1**	1
V	1	**1**	1
TOTAL			
SECTION A - 12		**SECTION B - 6**	**SECTION C - 4**

SEMESTER II

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: COMMUNITY ORGANIZATION AND SOCIAL ACTION	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
To understand the process of Community Organization and Social Action

COURSE OUTCOMES:
1. Apply knowledge of concepts needed to work with communities.
2. Demonstrate Community organization skills while addressing local and regional issues.
3. Apply various models of Community organization to bring social change.
4. Use various social action techniques and strategies while addressing social issues.
5. To understand social legislation through social action

Unit I: Introduction to Community Organization   (9 Hours)
Community: Meaning, Types, Community 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, Power Structure of Community.

Unit II: Phases and Models in Community Organization   (9 Hours)
Phases in Community Organization: Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification and Continuation. Models: Locality Development, Social Planning and Social Action, Skills of Community organization.

Unit III: Application of Community Organization   (9 Hours)
Application of Community Organization in different fields, Emerging trends and experiment in Community Organization, Role Models of Community Organization: Saul-Alinsky, Paulo-Freire and Gandhian model.

Unit IV: Introduction to Social Action   (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: Social Action and Social Legislation   (9 Hours)
Social Legislation through Social Action, Role of Social Worker in Social Action, Social Reformers and their contributions: Raja Ram Mohan Roy, Ambedkar Vinoba Bhave, Narayana Guru, Jyotiba Phule, Rabindranath Tagore, Malala Yousafzai.

PRESCRIBED BOOKS:
1. Christoper, 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.

REFERENCE BOOKS:
1. *Encyclopedia of Social Work*. Government of India, New Delhi.
2. Gore, M.S., (1994). *Family and the rights of the Individual*. New Delhi. New Delhi: NIPCCD.
3. Kuppusamy, *Social Change in India*. New Delhi, New Delhi: Vikas Publishing house.
4. Mizrani, Terry, & Davis, Larry, E. (ed), (20thed), *Encyclopedia of Social Work*, , vol:1- 4, New York, NY: NASW press, Oxford University Press.
5. Murray, Ross, G., (1985). *Community Organization: Theory and Principles*, New York, NY: Harper and Row.

E-LEARNING RESOURCES:
1. Sung Sil Lee Sohng. (n.d.). *Participatory Research and Community Organization* Western Michigan University.
2. https://www.tnsocialwelfare.org/
3. http://socialjustice.nic.in/
4. http://christcollegemsw.blogspot.com/2008/03/Community-organisation-notes.html
5. http://www.bdu.ac.in/schools/social-sciences/social-work/docs/studymaterials/Working_with_Community_and_Social_Action.pdf

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
B	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Apply knowledge of concepts needed to work with communities.	1	K2,K3
CO2	Demonstrate Community organization skills while addressing local and regional issues.	2	K1,K2,K3
CO3	Apply various models of Community organization to bring social change.	1	K1,K2,K3
CO4	Use various social action techniques and strategies while addressing social issues.	3	K4,K5
CO5	To understand social legislation through social action.	4	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: CORE
COURSE NAME: SOCIAL WORK RESEARCH AND STATISTICS	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY AND PROBLEMS	

COURSE OBJECTIVE:
Introduction to Social Work Research and the process.

COURSE OUTCOMES:
1. Analyze social issues using scientific knowledge and methods both empirically and conceptually.
2. Use participatory research methodology effectively while initiating new development projects.
3. Will formulate and do many action researches to address social issues.
4. Apply research skills while working with civil societies, government and international organizations.
5. Create new research tools effectively.

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. Components of Qualitative research.

Unit II: Research Process: Problem Formulation, Hypothesis, Research Design:(9 Hours)
Problem Formulation: Selection of problem, defining the problem. Reviewing of Literature, Formulating the objectives. Variables: meaning, types of variables; formal and operational definitions. Hypothesis formulation and types. Research design: meaning and types- exploratory, descriptive, diagnostic, experimental, and single subject research designs. Mixed and Multi Method & Triangulation. Universe and Sampling: meaning, need, principles, types and techniques, and advantages and disadvantages. Pilot study, and Pre-test.

Unit III: Quantitative & Qualitative Data Collection   (9 Hours)
Sources of data: primary and secondary data. Quantitative- interview, questionnaire, participatory and rapid appraisal techniques.
Qualitative- in-depth interview, Focus Group Discussion, observation and types and document review.

Unit IV: Processing of Data & Report Writing   (9 Hours)
Levels of Measurements: Nominal, Ordinal, Interval and Ratio. Validity and reliability: meaning and types. Scaling Techniques: L.L. Thurstone and Likert Scale.
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. Hypothesis Testing; level of significance; Critical region; Type-I and Type-II errors. 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 computers in Social Work research.

PRESCRIBED BOOKS:
1. Kothari C.R 2004, Research Methodology: Methods and Techniques, New Age International Publishers (P) Ltd, New Delhi.
2. Rajinth Kumar (2011) *Research Methodology a step-by-step guide for beginners. Fifth Edition*. Ranjit Kumar. SAGE

REFERENCE BOOKS:
1. Creswell (2018)Research Design: Qualitative, Quantitative, and Mixed Methods Approaches. Sage Pub
2. Lal Das (2005) Designs of Social Research, Rawat Pub.
3. Gupta, S. P.(2003) *Statistical Methods*. New Delhi: Sultan Chand and Sons
4. Alston, M. Bocoles, W.(2003)*Research for Social Workers: An Introduction to Methods*. Jaipur:Rawat Publications
5. Rubbin, Allen and Babbie, Earl.(2004). *Research Methods for Social Work with infotrac*.California, US Thomposon and Wadsworth Publishing.

E-LEARNING RESOURCES:
1. Research in Social Work https://www.youtube.com/watch?v=Soq7vPDf1eQ
2. Sage Journals https://journals.sagepub.com/home/sco
3. https://egyankosh.ac.in/bitstream/123456789/85239/3/Unit-2.pdf
4. https://mis.alagappauniversity.ac.in/siteAdmin/dde-admin/uploads/2/PG_M.S.W._Social%20Work_349%2023_Social%20Work%20Research%20and%20Statistics.pdf
5. https://egyankosh.ac.in/bitstream/123456789/50496/1/Block-2.pdf

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	**12**	**8**	**4**
	SECTION A - 12	**SECTION B - 8**	**SECTION C - 4**

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Analyze social issues using scientific knowledge and methods both empirically and conceptually.	1. 2	K1,K2, K 3
CO2	Use participatory research methodology effectively while initiating new development projects.	2,3	K2,K3, K4
CO3	Will formulate and do many action researches to address social issues.	1,2,3	K3,K4
CO4	Apply research skills while working with civil societies, government and international organizations.	2,3,4,5	K4, K5
CO5	Create new research tools effectively.	4,5	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: CORE
COURSE NAME: SOCIAL WELFARE ADMINISTRATION & SOCIAL LEGISLATIONS	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
To understand how social welfare is administered through Voluntary organizations and
NGOs with support of legislation

COURSE OUTCOMES:
1. Acquire basic knowledge in social welfare organizations .
2. Understand the administrative process of Social Welfare Organizations.
3. Know the concepts of Indian constitution
4. Identify rights of Laws related Personal and Children
5. Understand Laws related to Underprivileged

Unit I: Introduction to social welfare organization   (9 Hours)
Social Welfare Organisation: Concept, Purpose, Types, Organizational structure –Functions of
Boards and committees, Qualities of an Executive, Procedures in Registering an organization
- Societies Registration Act,1860 (recent amendment), Indian Trust Act, 1882 (recent
amendment), Section 8 of Indian Companies Act, 2013 (recent amendment).

Unit II: Social Welfare Administration Process   (9 Hours)
Meaning, Administrative Principles POSDCORB, Office administration: Meaning,
maintenance of records. Accounting and Auditing, Fundraising practice, Exemption from
Income tax. Foreign Contribution and Regulation Act – 1976 (FCRA Latest amendment 2020)

Unit III: Introduction to Indian constitution   (9 Hours)
Fundamental rights, fundamental duties, Directive principles of state policy. Indian Judicial
System – Law enactment procedure - Law enforcement agencies – structure and functions.
Public Interest Litigation.
Social legislations: definition, scope and relevance to Social Work practice - Free Legal Aid in
India. Social Policy in India. Right to Information, 2005

Unit IV: Laws related Personal and Children   (9 Hours)
Personal Laws: Laws related to Women – The Protection of Women from Domestic Violence
Act, 2005, Immoral Traffic (Prevention) Act, 1956; Dowry Prohibition Act, 1961. Prevention
of Sexual Harassment at Work Place Act, 2013, Pre-Natal Diagnostic Techniques (Regulation
and Prevention of Misuse) Act, 1994. Reported Case Laws from Madras Law Journal

Laws related to Children: The Juvenile Justice (Care and Protection of Children), Act 2015; Right of Children to Free and Compulsory Education Act. 2009, Child Labour (Prohibition and Regulation) Act, 1986; Protection of Children from Sexual Offences Act, 2012

Unit V: Laws related to Underprivileged   **(9 Hours)**
The SC/ST (Prevention of Atrocities) Act, 1989 & Amendment Act 2015, Protection of Human Rights Act, 1993.
Rights of Persons with Disabilities Act 2016. The Mental Health CARE Act,2017.
Laws related to Labour: Rural Employment Guarantee Act, 2005, Bonded Labour System (Abolition) Act, 1976; The Unorganized Workers' Social Security Act, 2008, Food security act 2013.

PRESCRIBED BOOKS:
1. Chowdry, Paul. 1992 Social Welfare Administration, Atma Ram and Sons, New Delhi.
2. Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi: Rawat Publication.

REFERENCES BOOKS:
1. Allison, M. & Kaye, J. (2005). Strategic Planning for Nonprofit Organizations, 2nd ed. New York: John Wiley & Sons.
2. Edwards, R., Yankey, J., & Altpeter, M. (Eds.), (1998). Skills for Effective Management of Nonprofit Organizations. Washington, DC: NASW Press.
3. Shanmugavelayutham, K, 1998 Social Legislation and Social Change, Vazha Valamudan Publishers,Chennai.
4. Gangrade, K.D.(1978.)Social Legislation In India Vol. 1 & 2, Concept PublishingCo. New Delhi.
5. Galanter, Marc (1992) Law and Society in Modern India, Delhi : Oxford University Press.

E - LEARNING RESOURCES:
1. www.nic.in
2. www.supremecourtofindia.nic.in
3. www.judis.nic.in
4. www.indiancourts.nic.in
2. www.lawyerscollective.org

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	2	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	2
CO 5	3	3	3	3	3
Ave.	3	3	2.8	3	2.8

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	1
II	3	2	1
III	2	2	0
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Acquire basic knowledge in social welfare organizations.	1	K1,K2
CO2	Understand the administrative process of Social Welfare Organizations.	2	K2,K3
CO3	Know the concepts of Indian constitution	3	K4,K5
CO4	Identify rights of Laws related Personal and Children	4	K5,K6
CO5	Understand Laws related to Underprivileged	5	K5,K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	**BATCH: 2024 - 26**
PART: A	**COURSE COMPONENT: CORE**
COURSE NAME: CONCURRENT FIELD WORK – II	**COURSE CODE:**
SEMESTER: II	**MARKS:100**
CREDITS: 4	**TOTAL HOURS: 24 Days**
PRACTICAL	

COURSE OBJECTIVE:
The students will be able to become budding Social Workers through field work training.

COURSE OUTCOMES:
 1. Understand the Community Work
 2. Engaging with the Community
 3. Build Rapport with Community Members
 4. Understand the process of both Case Work and Group Work
 5. Learn the Community Organization process

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 classroom 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)

Note: Kindly refer to Field Work Manual (in annexure).

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: ENVIRONMENT AND GREEN SOCIAL WORK	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 3	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
Ecology, Environment and Green Social Work, Environmental Action

COURSE OUTCOMES:
1. To expose the environmental hazards, decay of bio habitats for animals and birds
2. Demonstrate the different ideologies, perspectives of social thinkers and activists
3. Analyze the climate crisis and its effects on flora and fauna
4. Understand the environment and its management and role of various stakeholders.
2. Apply Climate Justice and Green Social Work in day-to-day living.

Unit I: Ecology and Environment Concepts   (6 Hours)
Ecology, Environment and Society; Climate change, Global warming, climate justice, carbon trading, Green Economy, Green Politics, 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 Legislative Framework   (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, Environment Impact Assessment (EIA), 2006; Coastal Regulation Zone 2011, The National Green Tribunal Act, 2010 and Tamil Nadu Pollution Control Board. Environmental and biodiversity Act.

Unit IV: Environment Action and Management   (6 Hours)
Environment preservation; Rio+20, Paris Summit and its implications, Policies and programs, Grassroots Organizations, Gender and Environment, Environment Management: Traditional ecological knowledge and Indigenous people controlled and jointly managed systems.

Unit V: Green Social Work   (6 Hours)
Green Social Work in Industry: Eco farming - Natural farming efforts. Preservation of water bodies, Eco tourism, Social forestry, Promotion of Green technology and Green Skills, Green

Housing, Wealth out of Waste, Application of alternative and renewable energies, Solid waste management, rain water harvesting, Refuse, Reduce, Reuse, Recycle, Repair, Re - gift, Recover (7 R's).

PRESCRIBED BOOKS:
1. Lena Dominelli, 2018. Green Social Work. Rawat Publication
2. Asthana. D.K. 2001. Environmental Problems and solutions. S. Chand publishers. New Delhi.

REFERENCE BOOKS:
1. Aravind Kumar. 2008. Environmental Resource Management. Daya Publishers. New Delhi:
2. Aray and Abbasi 1995. Urbanisation and its Environmental Impacts. New Delhi: Discovery
3. Dash Sharma P. 1998. Environment Health and development. Anmol Publishers. New Delhi.
4. Mohan I. 2002. Environmental Problems in 21stCentury. Anmol Publishers. New Delhi.
5. Ravichand. M. 2007. Environmental Management. Concept Publishers. New Delhi.

E-LEARNING WEB RESOURCES:
1. https://www.india.gov.in/official-website-ministry-environment-and-forests-0
2. https://moef.gov.in/en/
3. http://www.indiaenvironmentportal.org.in/
4. http://www.envis.nic.in/
5. https://cpcb.nic.in/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8		SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	To expose the environmental hazards, decay of bio habitats for animals and birds.	1	K1, K2
CO2	Demonstrate the different ideologies, perspectives of social thinkers and activists.	2	K2, K3
CO3	Analyze the climate crisis and its effects on flora and fauna	3	K4, K5
CO4	Understand the environment and its management and role of various stakeholders.	4	K5, K6
CO5	Apply Climate Justice and Green Social Work in day-to-day living.	5	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: DISASTER AND SOCIAL WORK	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS:3	TOTAL HOURS:30
THEORY	

COURSE OBJECTIVE:
Introduction to Disaster, Disaster Preparation, Disaster Management and relevant Social Work Interventions.

COURSE OUTCOMES:
1. Compile the case studies of various disasters and design strategies to prevent disasters.
2. Equip skills related to disaster management
3. Discuss the types of disaster and problems related to it.
4. Analyse different policies for disaster at State, National and Global level
2. Social work interventions to the problems related to disasters.

Unit I: 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.Early warning system.

Unit II: 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: Panchayat raj institution, Urban local bodies, District and State.

Unit III: 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 IV: Stakeholder   (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 V: Case Studies   (7 Hours)
Rehabilitation and Reconstruction, Gujarat Earthquake – 2001, Mumbai Flood – 2005, Uttarakhand flood– 2013, Chennai Flood – 2015 & 2023. 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 –2002 , Pandemic disease, Covid – 19, Civil war, Kerala flood 2015, Uttarkhand tunnel rescue 2023.

PRESCRIBED BOOKS:
1. Nidhi Gauba Dhawan, Ambrina Sardar KhanDisaster Management and preparedness - 2022
2. Asian Disaster Reduction Center, 2003, Total Disaster Risk Management – Best Practices (Hand book).

REFERENCE BOOKS:
1. Gujarat State Disaster Management Authority & UNDP, Disaster Risk Management programme
2. Lolita Bildan, 2003, Disaster management – in southeast Asia (an overview), The Asian Disaster Preparedness Center, Bangkok, Thailand.
3. Marion Couldrey& Tim Morris, 2005, UN assesses tsunami response, Forced Migration Review Tsunami: learning from the humanitarian response (Spl. Issue - July 2005)
4. 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.
5. Yashwant P. Raj Paul, 2003, Volunteers' hand book for Disaster preparedness, UNDP, India.

E-LEARNING RESOURCES:
1. https://ndma.gov.in/
2. https://ndmindia.mha.gov.in/
3. https://nidm.gov.in/
4. http://www.ndrf.gov.in/
5. https://tnsdma.tn.gov.in/pages/view/useful-links

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
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C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Compile the case studies of various disasters and design strategies to prevent disasters.	1	K1, K2
CO2	Equip skills related to disaster management	2	K2, K3
CO3	Discuss the types of disaster and problems related to it.	3	K4, K5
CO4	Analyse different policies for disaster at State, National and Global level	4	K5, K6
CO5	Social work interventions to the problems related to disasters.	5	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: SOCIAL ENTREPRENEURSHIP AND LIVELIHOOD PROMOTION	COURSE CODE:
SEMESTER:II	MARKS:100
CREDITS:3	TOTAL HOURS:30
THEORY	

COURSE OBJECTIVE:
Introduction to Social Entrepreneurship, Growth Strategies, Small Business Enterprise, Entrepreneurial Support Systems.

COURSE OUTCOMES:
1. Mobilize the Community to utilize the projects and schemes of development banks such as NABARD, DICS, SSCS etc.
2. Training youth and women entrepreneurs in effective marketing skills.
3. Training women and young entrepreneurs in EDP skills.
4. Design projects for rural commUnities in incubating new social enterprises to address social issues in the commUnities.
5. Apply participatory research and needs assessment skills in setting up new social enterprise thereby reducing vulnerability among the Community.

Unit I: Social Entrepreneurship and social entrepreneur   (6 Hours)
Social entrepreneurship – Concepts, definition, scope, Historical development Social Entrepreneur: 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: Livelihood promotion through Women Social Entrepreneur (6 Hours)
Livelihood 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)

PRESCRIBED BOOKS:
1. Anil Kumar. S. (2003). *Entrepreneurship*. New Age International Publishers Ltd. New Delhi.
2. Singh, Jasmer Saini. (2005). *Entrepreneurship Development programs and practices.* New Delhi: Deep & deep Publication Pvt Ltd.

REFERENCE BOOKS:
1. Gupts, M.C. (1987). *Entrepreneurship in small scale industry*. Anmol Publications New Delhi.
2. Industrial policy resolutions - Govt of India Publication Small in Beautiful-E.F.
3. Kuratko, Ronald, F. (2001). *Entrepreneurship: A Contemporary approach*. London: Harcour College publishers.
4. Mohan, S., & R. Elangovan. (2006). *Current trends in Entrepreneurship*. New Delhi. Deep & deep Publication Pvt. Ltd.
5. s . Gupta CB (Dr), Srinivasan N.P(2020). *Entrepreneurial Development.*.Sultan Chand & Son

E-LEARNING RESOURCES:
1. https://www.india.gov.in/people-groups/**Community**/entrepreneur
2. https://msme.gov.in/all-schemes
3. https://msde.gov.in/en
4. https://www.startupindia.gov.in/
5. https://msme.gov.in/entrepreneurship-and-skill-development-programs

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GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

</div>

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Mobilize the Community to utilize the projects and schemes of development banks such as NABARD, DICS, SSCS etc.	2	K2
CO2	Training youth and women entrepreneurs in effective marketing skills.	3	K2,K3
CO3	Training women and young entrepreneurs in EDP skills.	2	K4
CO4	Design projects for rural communities in incubating new social enterprises to address social issues in the communities.	4	K4, K5
CO5	Apply participatory research and needs assessment skills in setting up new social enterprise thereby reducing vulnerability among the Community.	5	K5,K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024-26
PART: B	COURSE COMPONENT: SOFT SKILLS
COURSE NAME: PERSONALITY ENRICHMENT	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 2	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
To enable students to acquire and exhibit leadership qualities and work effectively by applying conflict resolution strategies and collaborative problem-solving

COURSE OUTCOMES:
1. Students will demonstrate an understanding of various personality theories and assessments, leading to increased self-awareness.
2. Students will acquire effective verbal and non-verbal communication skills, including active listening and providing constructive feedback.
3. Students will exhibit leadership qualities, understand diverse leadership styles, and effectively work within teams by applying conflict-resolution strategies and collaborative problem-solving
4. Students will develop resilience, coping mechanisms, and stress reduction techniques to successfully navigate personal and academic challenges.
5. Students will demonstrate cultural intelligence, cross-cultural communication skills, and an understanding of global issues, fostering a sense of global citizenship.

Unit I: Self Actualization   (6 Hours)
SWOC Analysis- Self Regulation-Self Evaluation, Self-Monitoring, Self- Criticism, Self-Motivation, Self-awareness and Reflection: Reflective practices- Journaling and self-assessment exercises.

Unit II: Interpersonal Skills   (6 Hours)
Effective Communication: Verbal and non-verbal communication - Active listening skills-Feedback and constructive criticism- Building Empathy and Emotional Intelligence: Negotiation Skills

Unit III: Leadership and Teamwork   (6 Hours)
Leadership Skills: Leadership styles- Goal-setting and decision-making- Motivation and influence- Team Dynamics: Team building activities- Conflict resolution- Collaborative problem-solving
Unit IV: Stress and Time Management   (6 Hours)
Definition of Stress, Types of Stress, Symptoms of Stress, Stress coping ability, Stress Inoculation Training, Time Management and Work-Life Balance: Self-discipline Goal-setting

Unit V: Cultural Competence and Global Awareness   (6 Hours)
Cultural Intelligence: Understanding diversity- Cross-cultural communication- Global citizenship and social responsibility- Ethics and Integrity: Personal and professional ethics-

Decision-making in ethical dilemmas

PRESCRIBED BOOKS
1. Goleman, Daniel (2006) *Emotional Intelligence*, Bantam Books
2. Linden, Wolfgang (2004) *Stress Management From Basic Science to Better Practice*-University of British Columbia, Vancouver, Canada.
3. Richard L. Hughes; Katherine Colarelli Beatty; David L. Dinwoodie (2022) *Becoming a Strategic Leader,* Wiley
4. (2012) *Leading with Cultural Intelligence* Saylor Foundation

REFERENCEBOOKS
1. Meyer, Erin (2014) The Culture Map: Breaking Through the Invisible Boundaries of Global Business, Public Affairs.
2. Pittino, Daniel (2022) *The Concise Leadership Textbook: Essential Knowledge and Skills for Developing Yourself as a Leader*
3. Radtke, Laura (2022) Principles of Leadership & Management, Fanshawe College, Ontario
4. Wentz, Fredrick H. (2012) *Soft skills Training –A workbook to develop skills for employment,* Create Space Independent Publishing Platform.

E-LEARNING RESOURCES
1. https://www.helpguide.org/articles/stress/stress-management.htm
2. https://www.skillsyouneed.com/
3. https://greatergood.berkeley.edu/quizzes/take_quiz/stress_and_anxiety
4. https://www.switchboard.app/learn/article/teamwork-leadership-skills
5. https://kpu.pressbooks.pub/interculturalizingcurriculum/chapter/chapter-1/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	Answer any 5 out of 7 questions (answer in 50 words)	1-7	2	10
B	Answer any 4 out of 6 questions (answer in 300 words)	8-13	5	20
C	Answer any two(Internal (Choice)	14-15	10	20
	Internal & Viva Voce		50	50
	Total			**100**

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	**2**	----
II	2	**1**	1
III	1	**1**	1
IV	1	**1**	1
V	1	**1**	1
TOTAL			
SECTION A - 12		**SECTION B - 6**	**SECTION C - 4**

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: B	COURSE COMPONENT: INTERNSHIP
COURSE NAME: SUMMER INTERNSHIP	COURSE CODE:
SEMESTER: II	MARKS:100
CREDITS: 1	TOTAL HOURS: 24 Days
PRACTICAL	

COURSE OBJECTIVE:
Field Training, Research, Specialized Learning, Networking

COURSE OUTCOMES:
1. Understand the field according to specialization.
2. Engaging with the Community.
3. Build Rapport with Community Members
4. Understand the process of both Case Work and Group Work
5. Learn the Community Organization process

At the end of 1st year during summer vacation, the students should do an internship (non-supervised) for a period of 3 weeks 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.

Objective:
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 3-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, Fundraising and to do Project
4. The learner is to record the learning and submit a 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). Also, each student is expected to make a presentation on the placement experience before the class and faculty (in the format provided by the department).
5. 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)
Note: Kindly refer to the Field Work Manual (in annexure).

SEMESTER III

POGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: RURAL COMMUNITY DEVELOPMENT	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
The students will be able to understand Rural Community activities and its function.

COURSE OUTCOMES:
1. Understand the Origin and development of Rural Community Development
2. Apply ideological perspective while working with communities.
3. Design and work on poverty eradication programs with international accepted scales.
4. Critically analyze political structure in the rural areas.
5. Use participatory tools (PRA) to do social research among rural communities.

Unit I: Introduction to Community Development   (5 Hours)
Introduction to Community Development- definition, concepts, objectives, Values, Principles, Types. Foundation of Community Development   - Needs, Rights and Empowerment, Models, Approaches and Processes.History of Community development.

Unit II: Rural Community development and schemes   (12 Hours)
Rural development- Rural Community development, concepts, definition. Early period of Rural reconstruction programmes schemes, Post independent rural development programmes & schemes: Five year Plans, Pradhan Mantri Gram Sadak Yojana, Sampoorna Grameen Rozgar Yojana, Antyodaya Anna Yojana, Minimum Needs Programme, Rural Water Supply Programme, Rural Sanitation Programme, Indra Awas Yojana, Pradhan Mantri Krishi Sinchayee Yojana ,Accelerated Rural Electrification Programme(DDUGJY), Integrated Rural Energy Programme, Pradhan Mantri Gramodava Yojana, PURA, MGNREGA.
Rural resources for development, Land, water, forest, livestock, bio-energy, human resources. Land reforms, Land tenure, Ceiling act, Agriculture and rural development

Unit III: Analysis of rural problems and Rural Poverty   (10 Hours)
Analysis of rural problems: Poverty, Illiteracy, Housing, Unemployment and Underemployment, Casteism, Rural bondedness, Agricultural laborers, Marginal and Small farmers, Conservation.
Rural poverty – Definition, Meaning, measuring poverty. Tools - Participatory rural approach (PRA), Participatory Learning and Action (PLA), Social Audit, Participatory monitoring and Evaluation. Poverty groups and poverty alleviation programmes- SC, ST's, BC's.
Primary health care in rural areas: Definition, Constitutional provisions and national policies, right to health, National Health Policies, National Health Mission, Community health care, health care service levels (primary, secondary, tertiary)

Unit IV: Political structure & Politics   (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,NIRD and SIRD

Unit V: Sustainable rural livelihood   (8 Hours)

Sustainable rural livelihood: Meaning, Approaches, Framework, NRLM.
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.

PRESCRIBED BOOKS:
1. Keshav Chandra Bhatt, 2014, Rural development and Social Work, Centrum Press, New Delhi
2. P. C.Sikligar,2020, Panchayati Raj & Rural Development: Policy, Practice & Implication.

REFERENCE BOOKS:
1. Jain. C.M. & Cangan. T. *Rural development in India*
2. Madan.G.R. *Changing pattern of Indian villages.*
3. Mukarji. B. *Community development in India.*
4. Arya. R.P., 2007, Training for Social Work and Rural Development, Mangalam Publishers & Distributors, New Delhi
5. Livelihoods: Promoting Livelihood Enhancement, Mumbai: Sir Dorabji Tata Trust. State of India's Livelihoods Report, (2011).

E-LEARNING WEB RESOURCES:
1. https://rural.nic.in/scheme-websites
2. http://www.niti.gov.in/verticals/rural-development
3. https://tnrd.gov.in/
4. DFID, (2001). Livelihood Framework - Sustainable Livelihood Guidance Sheets, http://www.eldis.org/vfile/upload/1/document/0901/section2.pdf
5. https://msrls.nic.in/sites/default/files/nrlm-framework.pdf

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	2
CO 3	3	3	2	3	3
CO 4	2	3	3	3	2
CO 5	3	2	3	3	3
Ave.	2.8	2.8	2.8	3	2.6

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	1
II	3	2	1
III	2	2	1
IV	2	1	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Understand the Origin and development of Rural Community Development	1	K1, K2
CO2	Apply ideological perspective while working with communities.	2	K2, K3
CO3	Design and work on poverty eradication programs with international accepted scales.	4	K4, K5
CO4	Critically analyze political structure in the rural areas.	3	K5, K6
CO5	Use participatory tools (PRA) to do social research among rural communities.	5	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: LABOUR LEGISLATIONS	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
The students will be able to understand Labour Legislations and provisions related to employees and their families.

COURSE OUTCOMES:
1. Assimilate the historical development of labour legislations and various labour laws.
2. Interpret labour laws and ensure compliance of provisions in different sectors.
3. Understand the necessity to include labour welfare in organization.
4. Interpret the new labour code related to Code on Wages, 2019; Occupational Safety & Health & Working Conditions, 2020; The Code on Social Security, 2020; and the Code on Industrial Relations (2020)
5. Better interpretation and implementation of case laws across settings

Unit I: History of labour legislations in India (9 Hours)
Labour in the Indian Constitution - International Labour Code - (ILC) - Judicial set-up and administration of industrial and labour judiciary; administrative set-up and functions of the Directorate of Industrial Safety and Health (D.I.S.H.)
Labour Law Reforms in India: *Four Labour Codes* proposed for implementation: The Code on Wages (2019), The Code on Occupational Safety, Health and Working Conditions (2020), The Code on Social Security (2020), The Industrial Relations Code (2020)

Unit II: Working Conditions (9 Hours)
Factories Act, 1948, Plantations Labour Act, 1951, Indian Mines Act, 1952, Employment Exchange (Compulsory Notification of Vacancies) Act, 1959, Apprentices Act, 1961, Motor Transport Workers Act, 1961, Contract Labour (Regulations and Abolition) Act, 1970), Interstate Migrant Workmen (Regulation of Employment & Conditions of Services) Act, 1979, The Dock Workers (Safety, Health & Welfare) Act, 1986, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act).

Unit III: Wage and Social Security (9 Hours)
Wage: Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965 and Equal Remuneration Act, 1976.
Social Security Legislations: Employees' State Insurance Act, 1948 - Employees' Provident Fund and Miscellaneous Provisions Act, 1952 - Maternity Benefit Act, 1961 - Payment of Gratuity Act, 1972 - Employees' Compensation Act, 2010 (Workmen's Compensation Act, 1923)

Unit IV: Trade Unions and rights of the workers & Settlement of Industrial Disputes (9 Hours)

Trade Unions Act, 1926 - Industrial Employment (Standing Orders) Act, 1946 - Industrial Disputes Act, 1947

Unit V: Shops and Establishments & Other Settings   **(9 Hours)**
Tamil Nadu Shops and Establishments Act, 1947 - Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1951 - Tamil Nadu Catering Establishments Act, 1958. - Tamil Nadu Labour Welfare Fund Act, 1972 - The Tamil Nadu Industrial Establishment (Conferment of Permanent Status to Workmen) Act, 1981.-The Tamil Nadu Payment of Subsistence Allowance Act, 1981 - Companies Act, 2013 – Provisions relating to Corporate Social Responsibility (C.S.R.)

PRESCRIBED BOOKS:
 1. Bhatia, 2008 Strategic Industrial Relations and Labour Laws, Deep and Deep Publications, New Delhi.
 2. M.R. Sreenivasan, 2006, Industrial Relations and Labour Legislations, Margham Publications, ChennaI.

REFERENCE BOOKS:
 1. Singh B. D. 2010, Industrial Relations and Labour Laws, Excel Books, New Delhi.
 2. Jain J.N. and Ajay Bhola, 2009, Modern Industrial Relations and Labour Laws, Regal Publications, New Delhi.
 3. Kapoor, N.D. 1993. Elements of Industrial Law.Sultan Chand & Sons. New Delhi.
 4. Srivastava S. C., 2014, Industrial Relations and Labour Laws, Vikas Publishing House Pvt. Ltd, New Delhi.
 5. Tripathi, P.C.1994. Personnel Management and Industrial Relations. Sultan Chand & Co. New Delhi.

E - LEARNING 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

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	2	3	3	3
CO 4	3	3	3	2	3
CO 5	3	3	3	3	3
Ave.	**3**	**2.8**	**3**	**2.8**	**3**

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	1
II	3	2	1
III	2	2	1
IV	2	1	1
V	3	2	0
TOTAL	**12**	**8**	**4**
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Assimilate the historical development of labour legislations and various labour laws.	1	K1,K2
CO2	Interpret labour laws and ensure compliance of provisions in different sectors.	2	K2,K3
CO3	Understand the necessity to include labour welfare in organization.	5	K4,K5
CO4	Interpret the new labour code related to Code on Wages, 2019; Occupational Safety & Health & Working Conditions, 2020; The Code on Social Security, 2020; and the Code on Industrial Relations (2020)	3	K5,K6
CO5	Better interpretation and implementation of case laws across settings	4	K5,K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: MENTAL HEALTH AND PSYCHIATRIC DISORDERS	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS:4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
Introduction to the Concept of Mental Health, Common Mental Disorders, Assessments, Legislations

COURSE OUTCOMES:
1. Understand the concept of Mental Health
2. Evaluate the client using various mental health assessment tools and taking Case History
3. Apply the phenomenology, symptomatology and treatment of common mental disorders.
4. Use legislation appropriate to Mental Health related issues.
5. Effectively identify the signs and symptoms of Mental Disorders

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. Digital Mental Health- meaning and scope.

Unit II: Psychiatric Assessment (9 Hours)
Psychiatric Interviewing - Case History Taking and Mental State Examination, Psycho-Social and Multidimensional Assessment, Biopsychosocial Assessment, Use of Mental Health Scales in assessment. Disability Assessment (IDEAS).

Unit III: Common Mental Disorders (9 Hours)
Overview on classification of mental Disorders – ICD 10, DSM V Clinical Signs, Symptoms, Causes and Treatment of the following Common Mental Disorders: Organic Mental Disorders, Substance-related and Addictive Disorders. 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

PRESCRIBED BOOKS:

1. Ahuja Niraj (2011), A short textbook of psychiatry, 7th Edition, Jaypee Brothers Medical Publishers (P) Ltd, New Delhi.
2. Kaplan, Harold, I., & Sadock, B.J., (1989). *Comprehensive Text Book of Psychiatry*. London: Williams & Wilkins, Baltimore.

REFERENCE BOOKS:

1. American Psychiatric Association (1994). *Diagnostic Criterion from DSM-IV*. Washington DC: American Psychiatric Association
2. American Psychiatric Association, 2013, Diagnostic and Statistical Manual of Mental Disorders DSM-5
3. Coleman, & James, (1996). *Abnormal Psychology Modern Life*. Mumbai: TaraporeVala and Sons.
4. Francis, Abraham P. (Ed.) (2014) *Social Work in Mental Health – Areas of Practice, Challenges & Way Forward.* Sage.
5. The ICD-10 Classification of Mental and Behavioural disorders (2004), A.I.T.B.S. Publishers & Distributors, New Delhi.

E-LEARNING RESOURCES:

1. https://www.verywellmind.com/best-mental-health-books-4799301
2. https://courses.lumenlearning.com/abnormalpsychology/
3. http://nhm.gov.in/images/pdf/programmes/NMHP/Training_Manuals/Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf
4. Mental Health Care Act 2017 https://main.mohfw.gov.in/sites/default/files/Mental%20Healthcare%20Act%2C%202017_0.pdf
5. RPWD 2016 https://www.indiacode.nic.in/bitstream/123456789/15939/1/the_rights_of_persons_with_disabilities_act%2C_2016.pdf

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	2	3
CO 5	3	3	3	3	3
Ave	3	3	3	2.8	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	2	0
II	3	1	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Understand the concept of Mental Health	1	K1,K2
CO2	Evaluate the client using various mental health assessment tools and taking Case History	2,3,5	K1,K2,K3
CO3	Apply the phenomenology, symptomatology and treatment of common mental disorders.	1,3	K1,K2,K3
CO4	Use legislation appropriate to Mental Health related issues.	1,4,5	K3,K4
CO5	Effectively identify the signs and symptoms of Mental Disorders	1,2,3,4,5	K3,K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: SUSTAINABLE DEVELOPMENT	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
To enhance the students with Sustainable Development Goals and to know the various interventions to achieve the goals

COURSE OUTCOMES:
1. Understanding sustainable development (philosophy & theory)
2. Study the underlying framework for sustainable development practice
3. Understand all the goals of sustainable development
4. Analyze and understand social and economic measures.
5. Study the Interventions by the Government and non-government bodies

Unit I: Understanding sustainable development   (9 Hours)
Historical evolution of Sustainable development mode growth models, Millennium Development Goals. Human Development Index, Poverty Index, Gender Development Index, theories of sustainability, Concept of Sustainable development, principles of Sustainable development, Sustainable development & social work practice – need and implications.

Unit II: Human Sustainability   (9 Hours)
Goals on Poverty Eradication (Goal 1). Zero Hunger (Goal:2), Healthy Life (Goal: 3), Quality Education (Goal: 4). Steps taken by the institutions, current scenario and programs related to the goals.

Unit III: Social Sustainability   (9 Hours)
Issues related Gender equality and empowerment of women and girls (Goal 5), Reduce Inequalities within and Among Countries (Goal:10), Actions to Combat Climate Change and its impacts (Goal 11), Peaceful and Inclusive Societies (Goal 16). Steps taken by the institutions, current scenario and programs related to the goals. Role of social worker.

Unit IV: Economic Sustainability   (9 Hours)
Sustainable Economic Growth (Productive Employment and decent work) (Goal 8), Resilient Infrastructure, sustainable Industrialization and Innovation (Goal 9), Sustainable consumption and Production patterns (Goal 12), Implementation and revitalize the Global partnership (Goal 17). Steps taken by the institutions, current scenario and programs related to the goals. Role of social worker.

Unit V: Environment Sustainability **(9 Hours)**

Availability and Sustainable management of Water and Sanitation (Goal: 6), Access to affordable, reliable, sustainable and modern energy (Goal:7), Action to combat Climate change and its impacts (Goal:13), Conservation of Ocean seas and marine resources (Goal 14), Ecosystem and Promotion of Biodiversity (Goal 15) Promo Steps taken by the institutions, current scenario and programs related to the goals.Role of social worker.

PRESCRIBED BOOKS:
1. Peter P. Rogers, Kazi F. Jalal, John A. Boyd · 2012 An Introduction to Sustainable Development
2. Prof. Amalesh Bhowal Dr. Sanjay Kanti Das, Prof. Debabrata Das . Sustainable Development in India: Social, Political and legal dimensions.

REFERENCE BOOKS:
1. Bose B C: Integrated Approach to Sustainable Development. New Delhi. Rajat Publications, 2001.
2. 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,
3. Gole Prakash: Nature Conservation and Sustainable Development in India. Jaipur. Rawat Publications, 2001.
4. Kothari Smitu: The Value of Nature Ecological Politics in India. Noida. Rainbow Publishers, 2003.
5. Mehta Rani: Sociology and environment sustainability. Jaipur. Rawat Publications, 2014.

E-LEARNING RESOURCES:
1. http://www.niti.gov.in/index.php/verticals/sustainable-dev-goals
2. https://sustainabledevelopment.un.org/memberstates/india
3. https://www.in.undp.org/content/india/en/home/sustainable-development-goals.html
4. http://mospi.nic.in/sustainable-development-goalssdgs
5. https://tnsdg.tn.gov.in/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	2
CO 3	3	3	2	3	3
CO 4	2	3	3	3	2
CO 5	3	2	3	3	3
Ave.	2.8	2.8	2.8	3	2.6

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	1
II	3	2	1
III	2	2	1
IV	2	1	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Understanding sustainable development (philosophy & theory)	1	K1, K2
CO2	Study the underlying framework for sustainable development practice.	2	K2, K3
CO3	Understand all the goals of sustainable development.	4	K4, K5
CO4	Analyze and understand social and economic measures.	3	K5, K6
CO5	Study the Interventions by the Government and non-government bodies.	5	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: HUMAN RESOURCE MANAGEMENT	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
The students will be able to understand the various functions of Human Resource Management

COURSE OUTCOMES:
1. Raise awareness on the process of Human Resource Management.
2. Comprehend the suitable interventions on Human Resource Management practice.
3. Give the knowledge to budding HR Professionals to meet the challenges in the Industries.
4. Make an analysis of the appropriate methods for human capital development.
5. Analyse the recent trends in Human Resource Management.

Unit I: Introduction Management and Human Resource Management   (9 Hours)
Management: Concepts, Principles and Functions; Human Resource Management (HRM) Concept, Definitions, Objective, scope, Organization Structure and Function, Policies Procedures, Theories, Models, Contribution of Management Thinkers: Taylor, Fayol, Elton Mayo and C.K. Prahalad, Roles and Responsibilities of an HR Manager.

Unit II: Human Resource Planning and Talent Acquisition   (9 Hours)
Human Resource Planning: Concept and objectives and Process. Job Analysis, Job Description, Job Specification, Job Design and Job Enrichment. Career planning and Career paths; Job rotation. Talent Acquisition, Talent Development and Talent Engagement.

Unit III: Human Capital Management   (9 Hours)
Recruitment - Concept, Meaning, Objectives, Sources and Process. Recruitment Policy. Selection - Concept, Meaning and Objectives. Selection Process, Induction, Placement, probation and confirmation. Compensation Management: Factors influencing compensation plans and policies. Job Evaluation – Fixation of salary, Components of Salary. Pay for performance – Incentive Schemes, Principles and Types, Employees Stock Option Plan.

Unit IV: Development Human Resources   (9 Hours)
Training and Development: Concept, objectives, 4 steps training Process - Types of Training Methods: On-the Job and off-the Job, Analysis – Performance Appraisal: Concept, Objectives and Importance – Methods of Performance Appraisal: Traditional and Modern Methods. Talent Retention and Separation: Attrition: Concept and Factors influencing Attrition. Transfer: Concept and Types. Talent Retention: Concept, importance and strategies. Separation: concept and methods of Separation – Exit Interviews: Need and Importance. Voluntary Retirement Scheme.

Unit V: New Trend, E - HRM and International HRM   (9 Hours)
Recent Trends in Human Resource Management: Artificial Intelligence (AI) and Machine Learning, Employee Wellness Programmes, Learning Management System (LMS), Fluid Task Management with Gig Economy, Work from Home (WFH). Advances in Human Resource Management: Corporate Social Responsibility, Benchmarking, Balanced Scorecard, Six Sigma, Kaizen, 5 S Method, Human Resource Accounting and Auditing, Human Resource Information System, Business Process Reengineering, Total Productivity Maintenance (TPM), Total Quality Management (TQM), International Organization for Standardization (ISO), Human Resource Management in Global Perspective, Future of Human Resource Management.

PRESCRIBED BOOKS:
1. Aswathappa. (2010). *Human Resource Management.* Tata McGraw-Hill Education Publications.
2. Bernadin John H., (2012), *Human Resource Management,* New York: McGraw Hill Publications.

REFERENCE BOOKS:
1. Rao, T.V. (2016). *Performance Management: Towards organizational Excellence.* India: Sage Publications
2. Tripathi.P.C., (1999)., *Principles of Management*, Tata McGraw Hill, Mumbai.
3. Uday Kumar Haldar, Juthika Sarkar., (2012)., *Human Resource management.* New Delhi: Oxford University Press.
4. Bhattacharya, Dipak Kumar, (2002). *Human Resources Management.* New Delhi, Excel Books.
5. Jyothi, P. and Venkatesh, D.N. (2006). *Human Resource Management.* New Delhi, Oxford University Press.

E - LEARNING RESOURCES:
1.   https://www.hr.com
2.   https://hrhero.blr.com
3.   https://hr.blr.com,
4.   https://www.hrbartender.com
5.   https://www.hrzone.com

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	2	3	3	3
CO 4	3	3	3	2	3
CO 5	3	3	3	3	3
Ave.	3	2.8	3	2.8	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	1
II	3	2	1
III	2	2	1
IV	2	1	1
V	3	2	0
TOTAL	**12**	**8**	**4**
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Raise awareness on the process of Human Resource Management.	1	K1, K2
CO2	Comprehend the suitable interventions on Human Resource Management practice.	2	K2, K3
CO3	Give the knowledge to budding HR Professionals to meet the challenges in the Industries.	5	K4, K5
CO4	Make an analysis of the appropriate methods for the human capital development.	3	K5, K6
CO5	Analyse the recent trends in Human Resource Management.	4	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: PUBLIC HEALTH IN INDIA	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
To understand the Concepts of Health, Diseases and Programmes

COURSE OUTCOMES:
1. Apply a multidimensional approach to Health.
2. Plan appropriate Preventive, Primitive and Rehabilitative health care programs.
3. Compare the administration of various health care systems in the country.
4. Utilize the National Health Programmed and Health Policies while working among communities.
5. Formulate health care programs with Human Rights perspective

Unit I: Concepts related to Health (7 Hours)
Definition of Health, Hygiene, Concept of Well-being, Health Spectrum, Health indicators, Social Determinants of health; Sanitation and Health; Meaning of disease and Sick role; Definition of Public Health, changing concepts in Public Health, Concept of Epidemiology,

Unit II: 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 III: 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; Tobacco, Alcoholism and Drug addiction – definition, characteristics and stages. Effects of addiction – the individual, family, health, social, economic, employment and moral

Unit IV: 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 Insurance, Health care systems in India - Levels of Health Care-Primary, Secondary and Tertiary levels, NRHM, AYUSH

Unit V: Maternal and Child Health (8 Hours)
Maternal and Child Health – Issues and Problems, 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.

PRESCRIBED BOOKS:
1. Park & Park. (2003). *Textbook of preventive and social medicine*.
2. Ajit. (2005). *Social Dimensions of Health*. New Delhi: Rawat Publications.

REFERENCE BOOKS:
1. F. Dauglas Scutchfield (2015) Public Health Practice**.**
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. Pokrana. (1994). *Social Beliefs, Cultural Practices in Health and Disease*. New Delhi: Rawat Publications.

E-LEARNING 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.

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	**PSO 2**	**PSO 3**	**PSO 4**	**PSO5**
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Apply a multidimensional approach to Health.	1	K2,K3
CO2	Plan appropriate Preventive, Primitive and Rehabilitative health care programs.	2	K1,K2,K3
CO3	Compare the administration of various health care systems in the country.	1	K1,K2,K3
CO4	Utilize the National Health Programmed and Health Policies while working among communities.	3	K4,K5
CO5	Formulate health care programs with Human Rights perspective	4	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: MANAGEMENT OF NON GOVERNMENT ORGANISATION	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
To enhance the students about the registration process and all statutory procedures related to NGO Management.

COURSE OUTCOMES:
 1. Demonstrate the skill required to start and manage an organization
 2. Create appropriate strategies for project planning
 3. Analyze and execute best management process for effective and efficient functioning of NGO
 4. Evaluate the current issues' in development of organization
 5. Using Indigenous methods in developing an organization

Unit I: Compliance (10 Hours)
Historical Development of NGOs, Definition, Meaning, Characteristics, Types, Voluntary Organisation, Community Based Organisation, Trusts, Civil Society Agencies, 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, Stakeholders, Target Groups and Partners in Development. Conduct of Meetings, Preparation of Agenda, Minutes of Meetings, Resolutions and Quorum.

Unit II: Governance (7 Hours)
Society Registration Act 1860, Trust Act of 1912, Cooperative Societies Act 1912, foreign contribution (regulation) amendment rules, 2022 Income Tax Act. Companies Act 1956, National Policy on Voluntary Sector 2007

Unit III: Accounts And Finance (10 Hours)
Bookkeeping and Accounting, Definition, Meaning, Types of Accounts, Golden Rules of Accounting, Single Entry System and Double Entry System of Bookkeeping 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: Human Resources and Strategies   **(10 Hours)**
Baseline Survey, Participatory Project Planning Techniques, PRA, RRA, Need Assessment, Logical FrameWork 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: Marketing, FundRaising and Donor Management   **(8 Hours)**
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.

PRESCRIBED BOOKS:
1. Nabhi's Handbook for NGO, 2020, Nabhi's publication
2. Chandra, Snehalata, 2003 Guidelines for NGOs Management in India, Kanishka Publishers, New Delhi

REFERENCE BOOKS:
1. Chambers, R, 1994 The Origins and Practice of Participatory Rural Appraisal, World Bank · Keith Davis, 1964 Readings in Human Relations, McGrew Hill Book
2. Lewis & Wallace, 2000 New roles and Relevance; Development of NGOs and Challenge of change, Kumarian press, Chennai.
3. Padaki & Manjulika, 2005 Management Development in Non-Profit Organisation, Sage Publications, New Delhi
4. Roy Sam, M, 2002 Project planning and Management focusing on Proposal writing, CHAI, Secunderabad.
5. Sen, Amartya, 2005 Human Rights and Human Development, UNDP Human Development Report

E-LEARNING RESOURCES:
1. https://ngosindia.com/
2. http://socialjustice.nic.in/UserView/index?mid=76593
3. https://niti.gov.in/planningcommission.gov.in/docs/data/ngo/index.php?data=b_ngobody.htm
4. https://managementstudyguide.com/personnel-management.htm
5. https://corporatefinanceinstitute.com/resources/accounting/bookkeeping-definition/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	**PSO 2**	**PSO 3**	**PSO 4**	**PSO5**
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Demonstrate the skill required to start and manage an organisation	1	K2,K3
CO2	Create appropriate strategies for project planning	2	K1,K2,K3
CO3	Analyse and execute best management process for effective and efficient functioning of NGO	1	K1,K2,K3
CO4	Evaluate the current issues' in development of organisation.	3	K4,K5
CO5	Using Indigenous methods in developing an organisation.	4	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
The students will be able to understand Industrial Relations and welfare of the employees.

COURSE OUTCOMES:
1. Integrate the concept of Industrial relations in the Indian economy.
2. Explain the role of trade unions and their functions in the industrial settings.
3. Outline the important causes & impact of industrial disputes.
4. Utilize essential skills, techniques, and the process of Industrial Relations in work practice.
5. Learn the structure and functions of the International Labour Organization (I.L.O.) and impact of its policies on the national and global labour market.

Unit I: Industrial Relations   (6 Hours)
Meaning, Definition, Concepts, Models, Origin, Approaches to the study of IR, Globalization and Industry. 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 Organizations, 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, Procedure and Machinery for Collective Bargaining, Collective Bargaining Agreements; Problems pertaining to Collective Bargaining in India. Social Dialogue (I.L.O.); Industrial Employment (Standing Orders) Act, 1946:

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 and Conciliation. Tripartite Approach - Arbitration, Adjudication - Labour Courts and Legal forums, The Industrial Relations Code (2020) (After notification of the Central Rules) (trade union, notice of change, strikes & lockout, layoff, retrenchment & closure, unfair labour practice) Workers Participation in Management – Concept, Levels of Participation, Benefits of Participation.

Unit IV: Labour Welfare (12 Hours)

Definition, Scope, Classification, Approaches, Principles, theories, 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:

Social Security code 2020 - Industrial Hygiene and Health: Occupational Diseases, Industrial Accidents: Causes and Prevention; Code on Occupational Safety and Health & Working Conditions. Housing of Industrial Labour: Significance of Housing, Central and State Government Housing Schemes; Organization and administration of crèche, canteen, credit and consumer cooperatives in Industry, Unorganised Labour: Settings and Role of Professional Social Workers in improving their plight including Migrant Workers and Displaced Labour; Gig, Platform and Home - Based Workers: Programmes and Policies governing them;

Unit V: National Board of Workers' Education and Development (11 Hours)

Dattopant Thengadi National Board of Workers' Education and Development: Objectives, Structure, Duties and critical assessment over its functions. International Labour Organization (I.L.O.): Structure, Functions and its contribution to influencing Labour Policies at Global Level

PRESCRIBED BOOKS:
1. Sinha (P.R.N.), 2017, Industrial Relations, Trade Unions and Labour Welfare, New Delhi, Pearson Education
2. Srivastava (S.C.), 2018, Industrial Relations And Labour Welfare, New Delhi, Vikas Publishing House Private Limited

REFERENCE BOOKS:
1. Bhatia, SK, 1988, Personnel Management & Industrial Relations, New Delhi, Deep & Deep Publications
2. Gupta, C. B., 2000, Industrial Relations & Labour Laws, New Delhi, Sultan Chand
3. Monappa, Arun, 2005, Industrial Relations, New Delhi, Tata McGraw Hill Book
4. Sreenivasan, M.R (2006). Industrial relations and labour legislations. Chennai, Margham Publications
5. Tripathi P.C., 2013, Personnel Management and Industrial Relations, New Delhi, Sultan Chand and Sons Publications

E-LEARNING RESOURCES:
1. https://labour.gov.in
2. https://www.cii.in
3. https://vvgnli.gov.in
4. https://www.ilo.org
5. https://lawmin.gov.in.

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	2
CO 3	3	2	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave.	3	2.8	3	3	2.8

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	1
II	3	1	1
III	3	2	1
IV	2	2	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Integrate the concept of Industrial relations in the Indian economy.	1	K1, K2
CO2	Explain the role of trade unions and their functions in the industrial settings.	2	K2, K3
CO3	Outline the important causes & impact of industrial disputes.	3	K4, K5
CO4	Utilize essential skills, techniques, and the process of Industrial Relations in work practice.	4	K5, K6
CO5	Learn the structure and functions of the International Labour Organization (I.L.O.) and impact of its policies on the national and global labour market.	5	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT:*CORE*
COURSE NAME: MEDICAL SOCIAL WORK	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
Introduction to fundamental concepts of Medical Social Work

COURSE OUTCOMES:
1. Demonstrate ethical Medical Social Work practice.
2. Create appropriate systems for the effective administration of Medical Social Work practice.
3. Apply all the methods of social work in a hospital setting.
4. Constantly evaluate the need of the health programs among urban and rural poor.
5. Formulate Community-based rehabilitation strategies while working with disability.

Unit I: Introduction to Medical Social Work   (10 Hours)
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, NASW Standards for Social Work Practice in Health Care Settings

Unit II: Organization and Administration of Medical Social Work in a Hospital Setting
**   (8 Hours)**
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: Practice of Medical Social Work   (10 Hours)
- 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, Nephritises, 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: Disability   (9 Hours)
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: Field work in the Medical Social Work Practices **(8 Hours)**
Role of the trainee- Recording and Supervision in Medical Social Work -Evaluating the current trends in the Field Work practices- Measures to strengthen Field Work practice-

PRESCRIBED BOOKS:
1. Park & Park. (2003). *Textbook of preventive and social medicine*.
2. Bartlett, Harriett Moulton. (1961).Social work practice in the health field. NatlAssn of Social Workers Pr,.

REFERENCE BOOKS:
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.

E-Learning 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
4. Gehlert, S., & Browne, T. A. (Eds.). (2006). Social work roles in healthcare setting. In Handbook of health social work (2nd ed., pp. 23-42). New York, NY: Wiley. http://196.189.45.87/bitstream/123456789/89444/1/Handbook%20of%20Health%20Social%20work%20%281%29.pdf
5. Kitchen, A., & Brook, J. (2005). Social work at the heart of the medical team. Journal of Social Work in Health Care, 40, 1-18. https://www.researchgate.net/publication/7829223_Social_Work_at_the_Heart_of_the_Medical_Team

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	2	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	2	0
II	3	1	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Demonstrate ethical Medical Social Work practice.	1	K1,K2
CO2	Create appropriate systems for the effective administration of Medical Social Work practice.	2,3,5	K1,K2,K3
CO3	Apply all the methods of social work in a hospital setting.	1,3	K1,K2,K3
CO4	Constantly evaluate the need of the health programs among urban and rural poor.	1	K3,K4
CO5	Formulate Community-based rehabilitation strategies while working with disability.	4,5	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: CONCURRENT FIELD WORK-III	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 4	TOTAL HOURS: 24 Days
PRACTICAL	

COURSE OBJECTIVE
Specialization Field Work, Intervention, Identify Functional Areas

COURSE OUTCOMES:
1. Understanding the organization according to specialization.
2. Analyze issues and the environment.
3. Develop Professional Self.
4. Gain Research Skills.
5. Understand the areas of development in need.

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 and analyze the person in the environment.
4. To develop skills in documentation.

For HR Specialization:
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 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

STUDY TOUR

In the study tour component, the learners are provided learning opporunities 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, we 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.

Note: Kindly refer to Field Work Manual (in annexure).

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: HUMAN RIGHTS, SOCIAL JUSTICE AND SOCIAL WORK PRACTICE	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 3	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
To get familiarized about Human Rights from a Social Work perspective.

COURSE OUTCOMES:
1. Get familiarized about the origin and development of Human Rights.
2. Develop knowledge about the constitutional provisions relating to Human Rights and Social Justice.
3. Acquire advocacy skills to deal with several matters relating to Human Rights.
4. Able to develop an integrated approach to Social Work practice to uphold Human Rights and Social justice
5. Understand the role of social worker in Human Rights violation

Unit I: Origin of Human Rights   (9 Hours)
Human Rights – Evolution of human rights - three generations of human rights**,** Universal Declaration Human Rights, UN Charter on Human Rights. International Conventions and treaties, Human Rights in Indian context.

Unit II: Human Rights and Social Justice   (9 Hours)
Human Rights and Social Justice Concerns in Indian society –inequality, injustice and oppression; social, economic, political structures of Indian Society. Human Rights of the Weaker Sections, Resource Poor, Marginalized, Excluded and Disadvantaged.

Unit III: Indian Constitution and Human Rights   (9 Hours)
Indian Constitution – Preamble, Law as an instrument of achieving Social justice in India. Legal aid as an instrument of Human Rights.

Unit IV: Role of Social Work   (9 Hours)
Role of Social Work in prevention of Human Rights Violation. Human Rights and Social Justice, Public Interest Litigation, Right to Information act. Role of Media, Advocacy and Social Action. Case Studies on Human Rights Violation/prevention.

Unit V: National and International Initiatives   (9 Hours)
Efforts to prevent Human rights violation, national and international initiatives. State Human Rights Commission, National Human Rights Commission, Amnesty International, Civil Liberties.
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)

PRESCRIBED BOOKS:
1. Elizabeth Reichart.2003, Social Work and Human Right. Rawat Publications Delhi.
2. Gyanender Singh. 2010, Hand Book of Rights to Informatics Omega Publications- New Delhi.

REFERENCES BOOKS:
1. Puran Chandra: Fundamentals of Human Rights Education and Training,
2. AdaikkalamSubbian: Human Rights, The Associate Publishers, Ambal, cantt.
3. S.C.Kataria: Role of NGOs in Protecting Human Rights, Astha Publishers, New Delhi.
4. Raj Bala Mathur. 2012, NGOs and Human Rights Movements, Aadi Publications, Jaipur, India.
5. P.B.Rathod: Focus on Human Rights, ABD Publishers, Jaipur India.

E - LEARNING RESOURCES:
1. https://nhrc.nic.in/
2. https://www.hrw.org/
3. https://www.un.org/en/about-us/universal-declaration-of-human-rights
4. https://www.un.org/en/global-issues/human-rights
5. https://www.india.gov.in/website-national-human-rights-commission

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	2	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	2
CO 5	3	3	3	3	3
Ave.	3	3	2.8	3	2.8

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	3	1	1
II	3	2	1
III	2	2	1
IV	2	1	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Get familiarized about the origin and development of Human Rights.	1	K1,K2
CO2	Develop knowledge about the constitutional provisions relating to Human Rights and Social Justice.	2	K2,K3
CO3	Acquire advocacy skills to deal with several matters relating to Human Rights.	4	K4,K5
CO4	Able to develop an integrated approach to Social Work practice to uphold Human Rights and Social justice	3	K5,K6
CO5	Understand the role of social worker in Human Rights violation	5	K5,K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyze, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: GENDER DEVELOPMENT	COURSE CODE:
SEMESTER:III	MARKS:100
CREDITS: 3	TOTAL HOURS:30
THEORY	

COURSE OBJECTIVE:
Introduction about gender and problems related to women in the society.

COURSE OUTCOMES:
1. Understand the concept of gender development in the Indian context.
2. Understand the status of women in education and employment.
3. Know the health issues of women and government programmes for them.
4. Aware of Legislations pertaining to women.
5. Knowledge on National and International bodies with special focus on 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-Madhar Sangam,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 Different 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.

PRESCRIBED BOOKS:
1.   M. KoteswaraRao (2005). Empowerment of women in India. Discovery publication house. New Delhi
2. U. Kalpagam. Gender and Development in India: Current issues.

REFERENCE BOOKS:
 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: Shakthi Books.
 5. Hamilton, Roberta (2014). *Liberation of Women: A Study of Patriarchy and Capitalism* Routledge (New York).

E-LEARNING RESOURCES:
 1.   https://wcd.nic.in/womendevelopment/national-policy-women-empowerment
 2.   https://wcd.nic.in/
 3.   http://socialjustice.nic.in/
 4.   https://icds-wcd.nic.in/
 5.   http://www.niti.gov.in/verticals/women-and-child-development

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Understand the concept of gender development in the Indian context.	1	K 2,K3
CO2	Understand the status of women in education and employment.	2	K1,K2,K3
CO3	Know the health issues of women and government programmes for them.	1	K1,K2,K3
CO4	Aware of Legislations pertaining to women.	3	K4,K5
CO5	Knowledge on National and International bodies with special focus on women development.	4	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: PROJECT PLANNING	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 3	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
To introduce project planning and essential concepts from both a theoretical and applied perspective.

COURSE OUTCOMES:
1. Describe a project life cycle, and can skillfully map each stage in the cycle.
2. Identify the resources needed for each stage, including involved stakeholders, tools and supplementary materials
3. Completion of a project, considering factors such as task dependencies and task lengths
4. Information regarding project costs by considering factors such as estimated cost, variances and profits
5. Developing a project scope while considering factors such as customer requirements and internal/external goals

Unit 1: Introduction to Project Planning and Management   (6 Hours)
Definition, Objectives of Project Management, Importance of Project Management in Social Work
Life Cycle of Project – Initiation, planning, Execution, Monitoring and Controlling, Closing.

Unit II: Project Planning and Implementation   (6 Hours)
Goal setting and Planning, Feasibility, Social Impact Assessment, Logical Framework Analysis, Budgeting, Resource Allocation, Stakeholder engagement, Project proposal writing,

Unit III: Project Monitoring and Evaluation   (6 Hours)
Setting a baseline- Project management Information System – Indices to monitor progress. Risk Assessment. Net working: Critical Path Method (CPM), Project evaluation and review technique (PERT)

Unit IV: Project Auditing   (6 Hours)
Project evaluation: - Project Auditing – Phases of project Audit- Project closure reports Guidelines for closeout reports,Social Audit, Green Audit, Access Audit.

Unit V: Project Management Practice   (6 Hours)
Field based mini project for students to practice.
PRESCRIBED BOOKS:
1. Gary Spolander, Linda Martin · 2012 Successful Project Management in Social Work and Social Care: Managing Resources, Assessing Risks and Measuring Outcomes.

2. John De Coninck, 2008. Planning, Monitoring and Evaluation in Development Organisations: Sharing Training and Facilitation Experiences.

REFERENCE BOOKS:
1. Prasanna Chandra,2019. Projects: Planning, analysis, selection,Financing, implementation and review.
2. Judith Dwyer, Pauline Stanton, Valerie Thiessen · 2013. Project Management in Health and Community Services.
3. Akampurira Abraham · 2014. Project Planning and Management: An Aspect of Development
4. Jason Westland · 2007. The Project Management Life Cycle:A Complete Step-By-Step Methodology for Initiating, Planning, Executing & Closing a Project Successful
5. Rakesh Malhotra · 2021. Handbook on Proposal Drafting and Project Management in the Development Sector.

E-LEARNING RESOURCES:
1. https://www2.fundsforngos.org/featured/a-simple-step-by-step-guide-for-ngos-on-how-to-write-proposals/.
2. https://www.pm4dev.com/resources/manuals-and-guidelines/117-guide-for-ngo-s-project-preparation-and-management-euroaid/file.html.
3. https://www.gdrc.org/ngo/logical-fa.pdf
4. https://www.wrike.com/project-management-guide/faq/what-is-pert-in-project-management
5. https://www.projectmanager.com/guides/critical-path-method

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Describe a project life cycle, and can skillfully map each stage in the cycle.	1	K2,K3
CO2	Identify the resources needed for each stage, including involved stakeholders, tools and supplementary materials	2	K1,K2
CO3	Completion of a project, considering factors such as task dependencies and task lengths	1	K2,K3
CO4	Information regarding project costs by considering factors such as estimated cost, variances and profits.	3	K4,K5
CO5	Developing a project scope while considering factors such as customer requirements and internal/external goals.	4	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024-26
PART:B	COURSE COMPONENT: SOFT SKILLS
COURSE NAME: EMPLOYABILITY SKILLS	COURSE CODE:
SEMESTER: III	MARKS:100
CREDITS: 2	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
To cultivate a comprehensive set of Employability Skills, encompassing both Technical Expertise and Soft Skills essential for Professional Success.

COURSE OUTCOMES:
1. Students will understand the overall advancement and development in the Global Job Market by envisaging its impact on prospective employees
2. Students will acquire the much-needed skill sets to prepare themselves to be competent and confident
3. Students will obtain global perspectives on diverse work cultures to handle different environments by not losing their individuality.
4. Students will focus on being mentally and physically fit in accomplishing their goals in their preferred workplaces.
5. Students will understand the proper drafting format of a Resume/CV and the different online portals available for job seekers.

Unit I: Introduction to Global Perspectives in Employment   (6 Hours)
Globalization- Market Expansion- Diversity and Inclusion- Competitive Advantage- Cultural Sensitivity- Adaptability- Innovation and Creativity- Risk Management- Career Advancement

Unit II: Key Employability Skills in a Global Context   (6 Hours)
Cross-cultural Communication- Language Proficiency- Flexibility- Global Awareness- Interpersonal Skills, Problem-solving and Critical Thinking- Teamwork- Global Business Acumen- Digital Literacy- Resilience and Persistence

Unit III: Understanding Diverse Work Environments   (6 Hours)
Diversity- Inclusive Practices- Communication Styles- Team Dynamics- Conflict Resolution- Cultural Sensitivity- Work Practices- Job Hopping- Moon Lighting- Training and Development- Leadership Commitment- Continuous Learning

Unit IV: Employers' Expectations from Employees   (6 Hours)
Job Competence- Required Skill Sets- Reliability and Accountability- Initiative and Proactivity- Adaptability and Flexibility- Teamwork and Collaboration- Professionalism and Ethical Conduct, Customer Focus, Progressive Learning and Development- Adherence to Policies and Procedures, Contribution to Organizational Culture

Unit V: Navigating International Job Markets   (6 Hours)
Network Globally- Advertisements- Overseas Appointments- knowledge of International Labour Laws- Do's and Don't s of Migrant Workers- Skilled Labour- Utilize Online Job Portals- Customize your Resume/CV- Preparedness for Remote Interviews and Assignments-

Awareness: Health, Insurance, Foreign Exchange

PRESCRIBED BOOKS:
1. Covey, Stephen (2004) *Seven Habits of Highly Effective People: Powerful Lessons in Personal Change*, Free press.
2. Wiesinger, Susan & Ralph Beliveau (2023) *Digital Literacy: A Primer on Media, Identity, and the Evolution of Technology*

REFERENCE BOOKS:
1. Hasson, Gill(2012) *Brilliant Communication Skills*. Great Britain: Pearson Education.
2. Trought, Frances. Dr. Brilliant(2017) *Employability Skills*, 2nd Edition Pearsons Business.
3. Soft Skills Training: A workbook to develop skills for employment, 2012
4. https://bharatskills.gov.in/pdf/EmployabilitNew.pdf

E-LEARNING RESOURCES:
1. https://www.sydney.edu.au/careers/students/career-advice-and-development/employability-skills.html
2. https://www.careers.ox.ac.uk/develop-your-employability-skills
3. https://www.careers.ox.ac.uk/boosting-your-employability
4. https://builtin.com/diversity-inclusion/types-of-diversity-in-the-workplace
5. https://www.coursera.org/articles/employability-skills
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GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	Answer any 5 out of 7 questions (answer in 50 words)	1-7	2	10
B	Answer any 4 out of 6 questions (answer in 300 words)	8-13	5	20
C	Answer any two(Internal (Choice)	14-15	10	20
	Internal & Viva Voce		50	50
	Total			**100**

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	**2**	----
II	2	**1**	1
III	1	**1**	1
IV	1	**1**	1
V	1	**1**	1
TOTAL			
SECTION A - 12		**SECTION B - 6**	**SECTION C - 4**

SEMESTER IV

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: URBAN COMMUNITY DEVELOPMENT	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
Introduction to fundamental concepts of urban Community development.

COURSE OUTCOMES:
1. Enable students, gain an understanding of concepts related to urban development.
2. Help students understand urban poverty and related issues.
3. Provide an overview of development strategies in the urban context.
4. Understand the urban administration.
5. Gain knowledge on the Urban Development programs and the role of Social Worker.

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.

Unit II: Urban Problems   (9 Hours)
Causes, Consequences. Migration (mass and forced), Housing Problems, Transportation Problems, Slums, Displacement. Gated Community, Slum Improvement,. Marginalized Groups - Urban Displaced, Street & Working Children, Homeless, Human Trafficking of Women and Children. Other Problems – Pollution, Solid Waste Management, e waste Management, Disaster Management. Juvenile Delinquency, Prostitution, Drug Addiction.

Unit III: Urban Community Development in India   (9 Hours)
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), Approaches: Basic Service Approach, Integrated Development Approach, Participatory Approach, Sustainable Development Approach

Unit IV: Urban Development Administration   (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), Central Social Welfare Board. TNUHDB

Unit V: Urban Development Programs and Role Social Worker   (9 Hours)
Urban Development projects- Delhi & Hyderabad Projects, Atma Nirbhar Bharat, Smart Cities, Atal Mission for Rejuvenation and Urban Transformation - AMRUT, AMRUT, Swachh Bharat Mission, HRIDAY , Jawaharlal Nehru Urban Renewal Mission, Tamil Nadu Urban Development Fund, Tamil Nadu Urban Development Project.
Role of Community Development Professional – Conscientization, Organizing, Developing Local Leadership, Conflict Resolution, Peoples'
Participation & Advocacy, NGO Intervention

PRESCRIBED BOOKS:
 1. Jacob Z Thudipara, 2007, Urban Community Development: Second Edition. Rawat Publication.
 2. Urban Development and Governance: Issues, Concerns and Challenges, 2003,Jasmeet Sandhu and Gurpreet Bal (Eds), Rawat Publication.

REFERENCE BOOKS:
 1. Davis, Milk. (2006). *Planet of slums*, London and New York. Verso.
 2. Bhattacharya, B. (1979). *Urban Development in India*. New Delhi: Shree publishing.
 3. Mohanty, Bidyut. (1993). *Urbanization in Developing countries, ISS and Concept.* New Delhi.
 4. Clinard, Marshall. B. (1972), *Slums and Urban Community Development*. New York: The Free Press.
 5. Neuwirth, Robert. (2005). *Shadow Cities: A Billion Squatters; A New Urban World.* Routledge. New York and London.

E-LEARNING RESOURCES:
 1. https://mohua.gov.in/cms/schemes-or-programmes.php
 2. https://es.ircwash.org/sites/default/files/822-IN93-13407.pdf
 3. https://ud.hp.gov.in/schemes-projects
 4. https://www.makaan.com/iq/news-views/urban-development-schemes-in-india-you-should-know-about
 5. https://www.yourarticlelibrary.com/sociology/20-important-characteristics-of-urban-Community-sociology/487

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Enable students, gain an understanding of concepts related to urban development.	1	K2,K3
CO2	Help students understand urban poverty and related issues.	2	K1,K2
CO3	Provide an overview of development strategies in the urban context.	5	K2,K3
CO4	Understand the urban administration.	3	K4,K5
CO5	Gain knowledge on the Urban Development programs and the role of Social Worker.	4	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: HUMAN RESOURCE ANALYTICS	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
To gain in depth knowledge of the different analytical approaches used by HR Professionals.

COURSE OUTCOMES:
1. Gain the basic concept of Human Resource Analytics.
2. Apply the HR Analytics terminologies, Tools and Models.
3. Understand the application of HR Analytics in various HR subsystems.
4. Examine Benchmarking and best practices of HR Analytics.
5. Formulate and apply Strategies of HR Analytics in the Industries.

Unit I: Basics of Human Resource Analytics: Hours   (9 Hours)
Human Resource Analytics: Concept, Definitions, objectives and Process. People Analytics & Workforce Analytics. Understanding HR indicators, metrics and data. Types of Data HR Analytics and HR Business Partner. Analytical capabilities, Analytic value chain, Analytical Model, Typical application of HR analytics.

Unit II: HR Analytics Frameworks and Models   (9 Hours)
Logic, Analytics, Measures, and Process (LAMP) Framework, Human Capital Management 21 (HCM) Framework and Talentship Framework. HR Analytics Models: Understanding terminologies Analysis VS Analytics Big data Evidence-based HR Sentiment and trend analysis, Cost modeling HR data warehousing, Data integration, Maturity Model, Capability Model, Decision tree, Running analytics.

Unit III: HR Scorecard   (9 Hours)
Assessing HR Program, engagement and Turnover, finding money in Analytics, Linking HR Data to operational performance, HR Data and stock performance. Creating HR Scorecard, develop an HR measurement system, guidelines for implementing a HR Scorecard.

Unit IV: Benchmarking and Best practices   (9 Hours)
Staffing, supply and demand forecasting, Total compensation analyses, Performance Analytics, Attrition Analytics, Learning and Development Analytics, Diversity Analytics Employee engagement analytics, Employee satisfaction analytics. Talent Acquisition Analytics: Understanding Approach - Recruitment and Talent Acquisition.

Unit V: Workload Analytics   **(9 Hours)**

Introduction Organization Planning & Strategy Aligning HR with Organizational Planning HRP & Resource Planning, Manpower Planning Optimization of workforce, Lead Time Analysis Process Optimization, Full Time Equivalent Reducing Manpower Turnover Staggered Shift Approach Utilization time, Realization Time.

PRESCRIBED BOOKS:
1. Jac Fitz-enz John R. Mattox, II, 2014, Predictive Analytics for Human Resources, New Jersey, John Wiley & Sons, Inc.
2. Michael Walsh, 2021, HR Analytics Essentials You Always Wanted to Know, New Delhi, Vibrant Publishers.

REFERENCE BOOKS:
1. Dipak Kuman Bhattacharya, 2017, HR Analytics Understanding the Applications, New Delhi, Sage Publications.
2. Laurie Bassi et.al., 2012, HR Analytics Handbook, New York, McBassi and Company.
3. Manish Gupta Pratyush Banerjee and Jatin Pandey, 2019, Practical Applications of HR Analytics: A Step-by-Step Guide, New Delhi, Sage Publications.
4. Martin R Edwards and Kirsten Edwards, 2019, Predictive HR Analytics: Mastering the HR Metric, New Delhi, Kogan Page Publisher.
5. Talya Bauer et al., 2020, Human Resource Management: People, Data and Analytics, New Delhi,Sage Publications.

E - LEARNING RESOURCES:
1. www.hrforecast.com/people-analytics
2. www.questionpro.com/blog/hr-analytics
3. https://research.citehr.com/search/q-hr-analytics
4. https://www.aihr.com/blog/what-is-hr-analytics/
2. www.hibob.com/hr-glossary/hr-analytics/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	2	3	3	3
CO 4	3	3	3	2	3
CO 5	3	3	3	3	3
Ave.	3	2.8	3	2.8	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	1
II	3	2	1
III	3	2	1
IV	2	2	1
V	2	1	0
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Gain the basic concept of Human Resource Analytics.	1	K1,K2
CO2	Apply the HR Analytics terminologies, Tools and Models.	2	K2,K3
CO3	Understand the application of HR Analytics in various HR subsystems.	3	K4,K5
CO4	Examine Benchmarking and best practices of HR Analytics.	2	K5,K6
CO5	Formulate and apply Strategies of HR Analytics in the Industries.	5	K5,K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: CORE
COURSE NAME: PSYCHIATRIC SOCIAL WORK	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
To understand about Psychiatric Social Work, Diagnosis in Psychiatric Social Work, the Role of Psychiatric Social Worker and Rehabilitation in Psychiatric Social Work

COURSE OUTCOMES:
1. Compare international Psychiatric Social Work standards and adopt suitable standards.
2. Apply methods of social work among psychiatric patients, family and people with mental illness.
3. Create the Mental Hospital as a social system.
4. Demonstrate high knowledge and skill as a Psychiatric Social Worker.
5. Formulate and design Community mental health programs to address issues of mental health among communities.

Unit I: Introduction to Psychiatric Social Work   (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: Diagnosis in Psychiatric Social Work   (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: Role of a Psychiatric Social Worker   (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: Psychiatric Social Work Practice in Different Settings   (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: Rehabilitation in Psychiatric Social Work   (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

PRESCRIBED BOOKS:
1. Sekar A. Et al, 2007, Handbook of Psychiatric Social Work, NIMHANS Publication, Banglore.
2. World Health Organization, 1986 Prevention of Mental, Neurological and Psychosocial problems

REFERENCE BOOKS:
1. Online Manual NIMHANS
2. Dhanda, Amita, (1999). *Legal Order and Mental Disorder.* Sage Publications, New Delhi
3. Kapur, Malavika, (1997). *Mental Health in Indian Schools*. Sage Publications, New Delhi
4. Verma, Ratna, (1991). *Psychiatric Social Work in India.* Sage Publications, New Delhi
5. WHO, 1991 Innovative Approaches in Mental Health Care, Psychosocial Interventions and Co-management, Geneva.

E-LEARNING RESOURCES:
1. www.who.org
2. https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry
3. https://www.scitechnol.com/traumatic-stress-disorders-treatment.php
4. https://www.journals.elsevier.com/mental-health-and-physical-activity
5. https://www.sciencedirect.com/journal/personality-and-individual-differences

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		**SECTION B - 8**	**SECTION C - 4**

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Compare international Psychiatric Social Work standards and adopt suitable standards.	1	K2,K3
CO2	Apply methods of social work among psychiatric patients, family and people with mental illness.	2	K1,K2,K3
CO3	Create the Mental Hospital as a social system.	1	K1,K2,K3
CO4	Demonstrate high knowledge and skill as a Psychiatric Social Worker.	3	K4,K5
CO5	Formulate and design Community mental health programs to address issues of mental health among communities.	4	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: DALIT AND TRIBAL DEVELOPMENT	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 4	TOTAL HOURS:45
THEORY	

COURSE OBJECTIVE:
The students will be able to know various methods, State and Central Government Welfare Schemes of Dalit and Tribal Development

COURSE OUTCOMES:
1. Identify needs and issues of Dalits and Tribal communities in the South Asian region.
2. Capacitate the commnities to utilize the schemes and facilities provided by the government and civil suocieties for the development of the Dalits and Tribal communities
3. Apply strategies for resilience of the Dalit and Tribal Community from economic and social vulnerabilities using constitutional backup.
4. Effectively plan micro and macro projects for the development of the Dalit and Tribal communities.
5. Formulate strategies to promote Trade for the art and craft work produced by the tribal communities enhancing their livelihood sustainability.

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 Pact.

Unit III: Tribal Communities   **(9 Hours)**
Concepts of tribal, adivasi, indigenous, aborigines; Origin of indigenous and tribes - Thinai, races. 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, Nehru's Tribal Panchsheel.

Unit IV: Tribal Issues and Legislations   (9 Hours)

Globalization and Tribals; Labour relations and exploitation; politics of Tribal welfare and development; issues of governance faced by Tribals; education; health; food security; land rights; disaster; development displacement resettlement, rehabilitation; religion and its impact on Tribals; social movements and protest; reservation and positive discrimination; tribal sub-plan;

Laws related to tribal welfare: Forest dwellers Act 2006. SC ST prevention of Atrocities Act 1989. Ministry of tribal welfare, Commission for SC/ST.

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 Organizations; social mobilization. Fair-trade - arts and craft manufacturing and marketing, sustainable livelihood management, skills of individual and Community conscientization processes.

PRESCRIBED BOOKS:
1. Ambedkar, B.R. (1948). *The Untouchables*. Delhi: Amrit.
2. Alexander, K.C., & et.al. (1991). *Tribals; Rehabilitation and development*. Jaipur, Rawat publications.

REFERENCE BOOKS:
1. Ambedkar, B.R. (2013) *Annihilation of Caste*, Samyak Prakashan, New Delhi
2. Ganguli, Debjani. (2005). *Caste and Dalit Life worlds: Postcolonial Perspectives*. New Delhi: Orient Longman.
3. Government of India. (2001). *Report of the Steering Committee on Empowering the Scheduled Tribes*, Planning Commission, Delhi.
4. Paswan, & Dr. Sanjoy and Jaideva, Dr.Pramanshi. (2003). *Encyclopedia of Dalits in India.* Delhi: Kalpaz Publications.
5. Sukhdeo, Thorat. (2009). *Dalits in India: Search for Common Identity. Sage* Publications, New Delhi.

E-LEARNING RESOURCES:
1. http://socialjustice.nic.in/UserView/index?mid=19536
2. https://tribal.nic.in/
3. https://www.mha.gov.in/Division_of_MHA/Women_Safety_Division/scst-w
4. https://www.scsthub.in/
5. https://www.tn.gov.in/department/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	2	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	2
CO 5	3	3	3	3	3
Ave.	3	3	2.8	3	2.8

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	1
II	2	1	1
III	3	2	1
IV	3	2	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Identify needs and issues of Dalits and Tribal communities in the South Asian region.	1	K1,K2
CO2	Capacitate the communities to utilize the schemes and facilities provided by the government and civil societies for the development of the Dalits and Tribal communities	2	K2,K3
CO3	Apply strategies for resilience of the Dalit and Tribal Community from economic and social vulnerabilities using constitutional backup.	3	K4,K5
CO4	Effectively plan micro and macro projects for the development of the Dalit and Tribal communities.	5	K5,K6
CO5	Formulate strategies to promote Trade for the art and craft work produced by the tribal communities enhancing their livelihood sustainability.	4	K5,K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: ORGANISATIONAL BEHAVIOUR	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
To understand organizational behaviour and evaluate and implement the same for the growth of the organization

COURSE OUTCOMES:
1. To understand the evolution of organizational behavior.
2. Examine the models and emerging trends of organizational behavior.
3. Critically examine the inter and intra personal Behavior in the organization.
4. Assess the foundation of Group behavior at the workplace.
5. Predict and prepare to meet the dynamics in the organizations.

Unit I: Introduction to organization Behaviour   (9 Hours)
Organization Behavior: concept, approaches and Scope - models and contributory behavioural science disciplines. Emerging perspectives on Organization Behavior – Dimensions of Organization Behavior - Individual, Group & Organization.

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 Decision making, Team work. 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, Organizational Diagnosis. Organizational Development Interventions: Sensitivity Training, Survey Feedback, Grid Organization Development, Process Consultation, Team Building, Management by Objectives. Organizational Transformation.

Unit V: The Dynamics in Organization   **(9 Hours)**

Stress and Burnout: Concepts, causes, consequences - Coping mechanism and strategies. Dysfunctional Behaviours: Absenteeism, Alcoholism, Fatigue, Monotony, Organizational corruption, Organizational Scams and Scandals, Social Undermining and Boredom; role of Behavioural Scientist in Industry. Employee Coaching and Mentoring. Employee Counselling: Concept, objectives, need, functions, techniques and advantages.

PRESCRIBED BOOKS:
1. Aswathappa K. (2012) *Organizational behaviour,* Himalaya Publication house. Mumbai.
2. Subba Rao, P, (2004) *Organisational Behaviour,* Himalaya Publications House. Mumbai.

REFERENCE BOOKS:
1. Hellriegul Don and Slocum John W., Jr, (2004) *Organisational Behaviour,* Thomson South-Western. New Delhi
2. Khanka, S, (2008) Organisational Behaviour, S.Chand and Co., Ltd.New Delhi.
3. Moorhead Gregory and Griffin Ricky W, (2005) Organisational Behaviour- Managing People and Organisations, Biztantra Publications, New Delhi.
4. Robbins Stephen. P. et al. (2012) *Organizational behaviour,* Pearson publications. New Delhi.
5. Luthans Fred, (2005) *Organisational Behviour*, McGraw Hill International Edition, New York.

E - LEARNING 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
5. https://www.labour.nic.in

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	2	3	3	3
CO 4	3	3	3	2	3
CO 5	3	3	3	3	3
Ave.	3	2.8	3	2.8	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	1
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-Question Paper Mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	To understand the evolution of organizational behavior.	2	K1,K2
CO2	Examine the models and emerging trends of organizational behavior.	1	K2,K3
CO3	Critically examine the inter and intra personal Behavior in the organization.	3	K4,K5
CO4	Assess the foundation of Group behavior at the workplace.	4	K5,K6
CO5	Predict and prepare to meet the dynamics in the organizations.	5	K5,K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: CORE
COURSE NAME: SOCIAL WORK INTERVENTIONS IN HEALTH CARE PRACTICES	COURSE CODE:
SEMESTER: IV Semester	MARKS:100
CREDITS: 4	TOTAL HOURS: 45
THEORY	

COURSE OBJECTIVE:
Introduction to Intervention, Approaches, Models, Techniques in health care practices.

COURSE OUTCOMES:
1. Understand the concept and importance of Therapeutic Intervention in Social Work.
2. Identify the role of social workers in Health care practice and help accordingly.
3. Plan appropriate Treatment Plan for the various problems
4. Apply indigenous therapeutic techniques.
5. Plan Social Work Interventions in Rehabilitation

Unit I: Introduction to Therapeutics intervention   (9 Hours)
Therapeutic intervention: Meaning, Concept, importance. Clinical Social Work Practice: Definition, Psychotherapy: Definition, Therapeutic Alliance.

Unit II: Clinical Social Work Practice in different setting   (9 Hours)
Mental Health, Brain Injury, HIV/AIDS, De-addiction, Diabetics, Coronary Heart disease, Nephrology, Oncology, Tuberculosis, Organ transplantation, 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, Transactional Analysis, Strength Based approach, Solution-Focused Brief Therapy (SFBT), Task Centered Model, Group Therapy, Tele-counseling.

Unit IV: Therapeutic Techniques   (9 Hours)
Indigenous therapeutic Techniques- Yoga, Meditation, Spiritual Healing and Relaxation Therapy. Integration of spirituality and religion in the care of patients, Psychoeducation, Supportive Psychotherapy, Motivational Enhancement Therapy, Pain Management techniques, Art Therapy

Unit V: Rehabilitation and Social Work Interventions   (9 Hours)
Rehabilitation Planning, Vocational Training, Social Skills Training, Psychosocial Rehabilitation.

PRESCRIBED BOOKS:

1. Joseph Waalsh (2010), Direct Social Work Practice Theoretical Perspectives, Cengage Learning India Private Limited, New Delhi. ISBN-13:978-81-315-1375-0
2. Sekar, Parthasarathy, Muralidhar (2011), Handbook of Psychiatric Social Work, NIMHANS Publication

REFERENCE BOOKS:

1. Antony D (2018), Counsellor's Approach to Mental Disorders, Guru Publications
2. Allen K M, Spitzer W J (2015) Social Work Practice in Healthcare Advanced Approaches and Emerging Trends, Sage Pub
3. Coleman, James C (1956), Abnormal Psychology and Modern Life
4. Egan Gerard. (2006). *The skilled helper: A problem management and opportunity, Development Approach to helping*, Wadsworth publishers, Boston, USA.
5. Lapworth, Phil, (2001). *Integration in Counselling and Psychotherapy: Developing a personal approach*. sage publications, New Delhi.

E-LEARNING RESOURCES:

1. https://www.goodtherapy.org/learn-about-therapy/types/acceptance-commitment-therapy
2. https://www.goodtherapy.org/learn-about-therapy/types/dialectical-behavioral-therap
3. https://www.verywellmind.com/dialectical-behavior-therapy-1067402
4. https://www.who.int/health-topics
5. https://www.learncbse.in/therapeutic-approaches-counselling-cbse-notes-class-12-psychology/

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Understand the concept and importance of Therapeutic Intervention in Social Work.	1	K1,K2
CO2	Identify the role of social workers in Health care practice and help accordingly.	2,3,5	K1,K2,K3
CO3	Plan appropriate Treatment Plan for the various problems	1,4,5	K3,K4,K5
CO4	Apply indigenous therapeutic techniques.	1,2,3,4	K3,K4,K5
CO5	Plan Social Work Interventions in Rehabilitation	1,2,3,5	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: RESEARCH PROJECT	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 4	TOTAL HOURS:
THEORY	

COURSE OBJECTIVE:
The students will be able to work as social science researcher

COURSE OUTCOMES:
1. Understand field research.
2. Formulate Research Problems and area identification.
3. Trained in Research methodology.
4. Analyze the data they have collected.
5. Develop scientific writing skills.

Process:
In III Semester: Completion of tasks relating to
1. Research area identification (In the area of specialization chosen)
2. Research problem formulation.
3. Completion of Introductory chapter (Chapter I)
4. Completion of Review of Literature (Chapter II)
5. Identification of research field / agency & obtaining necessary approval / permission to conduct research.
6. Working out appropriate Research methodology (Chapter III).
7. Construction of tool of data collection
8. 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-
1. Validation of tool of data collection.
2. Finalizing the research universe and sampling procedures.
3. Class Presentation on the above.
4. Completion of data collection.
5. Preparations of analysis design.
6. Analysis of data
7. Preparation of final report & Submission.
8. 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).

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *CORE*
COURSE NAME: CONCURRENT FIELD WORK – IV	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 4	TOTAL HOURS: 24 Days
PRACTICAL	

COURSE OBJECTIVE:
Specialization Field Work, Intervention, Identify Functional Areas

COURSE OUTCOMES:
1. Understanding the organization according to specialization.
2. Analyze issues and the environment.
3. Develop Professional Self.
4. Gain Research Skills.
5. Understand the areas of development in need.

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.

Objective:
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

For HR Specialization:
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 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

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

Note: Kindly refer to the Field Work Manual (in annexure).

PROGRAMME: MASTER OF SOCIAL WORK	**BATCH: 2024 - 26**
PART: A	**COURSE COMPONENT:** *ELECTIVE*
COURSE NAME: CORPORATE SOCIAL RESPONSIBILITIES	**COURSE CODE:**
SEMESTER: IV	**MARKS:100**
CREDITS: 3	**TOTAL HOURS: 30**
THEORY	

COURSE OBJECTIVE:
Introduction to CSR, Models of CSR, Guidelines in CSR Policy and Activities of CSR in Companies.

COURSE OUTCOMES:
1. Constantly evaluate the company based on the Triple Bottom Line Approach.
2. Demonstrate and advocate for ethical business and Corporate Social Responsibility.
3. Compare International standards in business establishments and evolve policies and systems at the workplace.
4. Design sensitive systems in the Business Environment.
5. Create CSR programs for the development of the communities around the factories and industries.

Unit I: Introduction of CSR`   (6 Hours)
Corporate Social Responsibility – Meaning, Definition and Concepts, Historical evolution of CSR in Global and Indian contexts. Arguments for and against CSR. Scope of Social work. CSR in India. CSR - A compliance, reporting, form 10 B, PPP, Social return of investment (SROI)

Unit II: 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. CSR board, CSR committee, CSR policy Environment Social Governance (ESG), Public private partnership.

Unit III: 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. People Planet Profit (PPP) model

Unit IV: 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. Schedule VII in companies act. Sustainability business report.

Unit V: Success Stories in Indian Context   **(6 Hours)**

Ashok Leyland, Hyundai Foundation, Foundation in action: PSU, private companies and institutions. Srinivasan Service Trust, Titan Foundation, Tata Sustainability Group, A.M.M. Foundation, CPCL, Wipro Foundation, Infosys Foundation, NIIT. HCL foundation. educational institution/universities.

PRESCRIBED BOOKS:

1. *Corporate Social Responsibility in India* – (2008). Sanjay K Agarwal
2. *The Business of Social Responsibility.* Bangalore (2000). Harsh Shrivastava Books for change.

REFERENCE BOOKS:
1. Indian Business: Notions and Practices of Responsibility by Jammulamadaka, Nimruji Contemporary Themes in Business and Management, 2018, 1
2. Corporate Governance, Responsibility and Sustainability: Initiatives in Emerging Economies by Banik, Arindam; Das Gupta, Ananda; Bhaumik, Pradip K 2015, 1
3. Social Entrepreneurship and Corporate Social Responsibility by Marques, Joan; Dhiman, Satinder
4. India CSR Report 2019: Trends and Prospects of CSR by Srinivasan, Girija; Srinivasan, N
5. Introduction to Corporate Communication: Case Studies from India by Singh, Charu Lata; Gupta, Mona

E - LEARNING RESOURCES:
1. https://www.csr.gov.in,
2. https://csrtimes.org/
3. https://www.competitionreview.in/
4. https://indiacsr.in,
5. https://csrbox.org,

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	2	3
CO 5	3	3	3	3	3
Ave	3	3	3	2.8	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	2	0
II	3	1	1
III	3	2	1
IV	2	2	1
V	2	1	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Constantly evaluate the company based on the Triple Bottom Line Approach.	1	K1,K2
CO2	Demonstrate and advocate for ethical business and Corporate Social Responsibility.	2,3,5	K1,K2,3K
CO3	Compare International standards in business establishments and evolve policies and systems at the workplace.	1,3	K1,K2,K3
CO4	Design sensitive systems in the Business Environment.	1	K3,K4
CO5	Create CSR programs for the development of the communities around the factories and industries.	4,5	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

129

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: STRATEGIC HUMAN RESOURCE MANAGEMENT	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 3	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
To understand the dimensions related to strategic HRM activities and enhance the skills of strategic application of HRM

COURSE OUTCOMES:
1. Understand the basic concepts of strategic management
2. Apply the Models of International Human Resource Management
3. Analyse the strategies required for the Human Resource Management
4. Evaluate various strategic management tools in industries to gain a competitive advantage
5. Implement strategic practices in Human Resource Management

Unit I: Basic Concepts of Strategic Management   (9 Hours)
Strategic Management: Concept, Objectives, Characteristics, Need and Significance. Historical development of Strategic Management. Approaches and Advantages of Strategic Management - Strategic Planning Process: Benefits and Drawbacks. Vision, Mission, and Corporate Governance. Strategy and Business Ethics

Unit II: Strategy Intent and Formulation   (9 Hours)
Stakeholders in business and their roles in strategic management – Strategic Planning Process: Benefits and Drawbacks. Strategy Formulation and Choice – Functional level Strategy. Process of Strategic Choice, Subjective factors in Strategic Choice.

Unit III: Environment and Strategic Analysis   (9 Hours)
Internal and External Environment: Concept objectives, Characteristics, changes and types. - Organizational Appraisal: Approaches, Methods and Techniques and Process of Organizational Appraisal. Strategic Analysis: Corporate Portfolio Analysis, SWOT Analysis, Gap Analysis, Mc Kinsey's 7s Framework, GE 9 Cell Model, Distinctive competitiveness. – Strategic Profile: Environmental Threat and Opportunity Profile (ETOP), Organizational Capability Profile, Strategic Advantage Profile.

Unit IV: Strategy Implementation and Evaluation   (9 Hours)
Strategy implementation: Concept, objectives, designing, resource allocation, procedures and activation. – Types of Strategy implementation: Behavioural Implementation – Functional and Operational Implementation. - Strategic Control: Systems and matching structure, Operational Control techniques and Strategic control process - Implementing Strategic change. Strategy

Evaluation: Strategic evaluation and Control - Techniques of strategic evaluation and control, role of Organizational systems in evaluation.

Unit V: Concept and Functions of Strategic Human Resource Management (9 Hours)
Strategic Human Resource Management: concept, need and importance and Functions. Recent Trends and Advantages of Strategic Human Resource Practices. Competencies of a Strategic Human Resource Management Executive. Changing Strategic Business Environment: Concept and Significance, Global Strategic Human Resource Management Practices, Technological Changes, Market Changes - Future of Strategic Human Resource Management. Case Studies: Some cases of the real business world to supplement learning from the course.

PRESCRIBED BOOKS:
1. Aswathappa, K. (2010) Human Resource Management – Text and Cases. New Delhi: Tata McGraw Hill
2. Gyanchandani, Rajni (2014). Strategic Human Resource Management. Nirali Prakashan

REFERENCE BOOKS:
1. Armstrong, Micheal (2011). Armstrong's Handbook of Strategic Human Resource Management (5th ed.). London, Kogan Page Ltd.
2. Jack Lawrence R & Glueck, William F (2008). Strategic Human Resource Management. Tata Mc Graw Hill Publishing Company Ltd.
3. Rathan Reddy B. (2015). Effective Human Resource Training and Development Strategy (3rd ed.). Mumbai: Himalaya Publishing House
4. Subba Rao P. (2015). International Human Resource Management. Himalaya Publishing House
5. Vance (2013). Managing Global Workforce Challenges and Opport**Unit**ies in International Human Resource Management. Prentice Hall India Learning Private Limited.

E - LEARNING RESOURCES:
1. http://www.ignou.ac.in
2. https://www.aihr.com
3. https://www.hrmexam.com
4. https://www.shrm.org
5. https://www.whatishumanresource.com

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions (each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions (each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions (each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	2	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	2
CO 5	3	3	3	3	3
Ave.	3	3	2.8	3	2.8

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	1
II	2	1	1
III	3	2	1
IV	3	2	1
V	2	2	0
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Understand the basic concepts of strategic management	1	K1, K2
CO2	Apply the Models of International Human Resource Management	2	K2, K3
CO3	Analyse the strategies required for the Human Resource Management	3	K4, K5
CO4	Evaluate various strategic management tools in industries to gain a competitive advantage	5	K5, K6
CO5	Implement strategic practices in Human Resource Management	4	K5, K6

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: A	COURSE COMPONENT: *ELECTIVE*
COURSE NAME: COUNSELLING THEORY AND PRACTICE	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 3	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVE:
Introduction to Counselling, Techniques, Process of Counselling, Counselling in Different Settings.

COURSE OUTCOMES:
1. Apply Counseling skills at different settings.
2. Use various Counseling skills required and Counseling process.
3. Design Counseling techniques based on the social background of the client.
4. Using Counseling as a tool for managing changes and situations.
5. Demonstrate ethics in counseling.

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: Counselling in Educational Settings and Family Settings   (6 Hours)
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 IV: Workplace Counseling   (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 the workplace. Tele Counselling

Unit V: Crisis & Trauma Counseling   **(6 Hours)**

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

PRESCRIBED BOOKS:
1. Edward Neukrug and Danica G. Hays (2023) Counseling Theory and Practice.
2. Sally Riggall (2012) Using Counselling Skills in Social Work.

REFERENCE BOOKS:
1. Key concepts in mental health by Pilgrim, David, SAGE key concepts, 2023, 6th ed.
2. Careers in mental health: opportunities in psychology, counseling, and social work, by Metz, Kim
3. Communication and Interviewing Skills for Practice in Social Work, Counselling and the Health Professions, by Higham, Patricia
4. Counselling skills and theory, by Hough, Margaret, 2014, 4th ed.
5. An Introduction to Helping Skills: Counselling, Coaching and Mentoring by Westergaard, Jane

E - LEARNING RESOURCES:
1. https://www.scitechnol.com/international-journal-of-mental-health-and-psychiatry.php
2. https://journals.sagepub.com/home/JHV
3. https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry
4. https://www.scitechnol.com/traumatic-stress-disorders-treatment.php
5. https://www.journals.elsevier.com/mental-health-and-physical-activity

GUIDELINES TO THE QUESTION PAPER SETTERS
QUESTION PAPER PATTERN

SECTION	QUESTION COMPONENT	NUMBERS	MARKS	TOTAL
A	*Answer any 10 out of 12 questions(each in 50 words)*	*1-12*	*2*	*20*
B	*Answer any 5 out of 8 questions(each in 500 words)*	*13-20*	*8*	*40*
C	*Answer any 2 out of 4 questions(each in 1500 words)*	*21-24*	*20*	*40*
TOTAL MARKS				**100**

PSO – CO mapping

	PSO 1	PSO 2	PSO 3	PSO 4	PSO5
CO 1	3	3	3	3	3
CO 2	3	3	3	3	3
CO 3	3	3	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3
Ave	3	3	3	3	3

BREAK UP OF QUESTIONS FOR THEORY

UNITS	SECTION A	SECTION B	SECTION C
I	2	1	0
II	3	2	1
III	3	2	1
IV	2	1	1
V	2	2	1
TOTAL	12	8	4
SECTION A - 12		SECTION B - 8	SECTION C - 4

PSO-CO-question paper mapping

CO No:	COURSE OUTCOME	PSOs ADDRESSED	COGNITIVE LEVEL (K1 to K6)
CO1	Apply Counseling skills at different settings.	1	K2,K3
CO2	Use various Counseling skills required and Counseling process.	2	K1,K2,K3
CO3	Design Counseling techniques based on the social background of the client.	1	K1,K2,K3
CO4	Using Counseling as a tool for managing changes and situations.	3	K4,K5
CO5	Demonstrate ethics in counseling.	4	K4,K5

K1= Remember, K2= Understand, K3= Apply, K4=Analyse, K5= Evaluate, K6= Create

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024-26
PART:B	COURSE COMPONENT: SOFT SKILLS
COURSE NAME: ADVANCED COMPUTING PARADIGMS	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 2	TOTAL HOURS: 30
THEORY	

COURSE OBJECTIVES:
To provide a deep understanding and practical experience in emerging methodologies in IT.

COURSE OUTCOMES:
1. Ability to do advance data processing using Excel.
2. Competency to represent data efficiently using Excel and Chat GPT
3. Adeptness to integrate AI Tools with Microsoft word and Microsoft Power point and to Translate documents using AI.
4. Skill to use the open source design tool Canva
5. Ability to efficiently visualize data using Tableau.

Unit – I   **6 Hrs**
Excel: Cell Reference -Types of Cell Reference -Ranges, Named Ranges, Functions- Sum, Average, Max, Min, Count, Count A, Count Blank- Logical Functions- If and Nested If Functions, If with AND, OR, NOT, Count, If.

Unit – II   **6 Hrs**
Conditional Formatting: PivotTables-Basic PivotTable Data, Insert a Pivot Table, Lookup Functions–Excel with Chat GPT.

Unit – III   **6 Hrs**
AI Tools: Integrating Chat GPT in Microsoft Word, AI tool for PowerPoint Presentation - ANUVADINI: Voice & Document AI Translation Tools.

Unit – IV   **6 Hrs**
Introduction to Open Source Design Tools - Canva: What is Canva? - Logging into Canva - Choosing a Carleton templates - Canva Editor - Open and edit your design - Using the Canva sidebar - Save and download your design piece - Share your design.

Unit – V   **6 Hrs**
Tableau – Introduction- Adding Data Sources in Tableau – Data Types - Working with Measures and Dimensions – Working with Marks - - Creating Charts – Bar Chart – Line Chart-Maps.

REFERENCES:
1. https://www.w3schools.com/excel/
2. https://anuvadini.aicte-india.org/
3. https://d31kydh6n6r5j5.cloudfront.net/uploads/sites/158/2020/06/Canva-Userguide.pdf
4. Tableau – Visual Analytics with Tableau – Alexander Loth.

PROGRAMME: MASTER OF SOCIAL WORK	BATCH: 2024 - 26
PART: B	COURSE COMPONENT: *INTERNSHIP*
COURSE NAME: BLOCK PLACEMENT	COURSE CODE:
SEMESTER: IV	MARKS:100
CREDITS: 2	TOTAL HOURS: 30 Days
THEORY	

COURSE OBJECTIVE:
Specialized Training, Research, Integrated Learning

COURSE OUTCOMES:
1. Understanding the organization according to specialization.
2. Analyse issues and the environment.
3. Develop Professional Self.
4. Gain Research Skills.
5. Understand the areas of development in need.

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 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

Note: Kindly refer to Field Work Manual (in annexure).

ANNEXURE – 1
FIELD WORK MANUAL

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Concurrent Field Work
1. Students can contact/visit different agencies and confirm an agency one month in advance. For any assistance/email communication student(s) can contact their Faculty Members.
2. Request Letters to be given to the agency 15 days prior to the start of the field work.
3. Acceptance letter to be submitted to the department within one week from the start of the field work.
4. Students are not allowed to change their agencies once confirmed.
5. Students are expected to follow the Agency Rules and Regulations.
6. Maintaining discipline is a must in the Agency. It represents oneself, department and the image of the college.
7. Only Formal Dress with College ID Card is permitted.
8. Punctuality should be maintained. Students need to maintain the timings informed by their respective supervisors throughout the day.
9. Minimum of 24 days of Attendance is mandatory with 7 to 8 hours per day. Field work needs to be completed within the stipulated dates.
10. Absence for field work needs to be informed to both Agency Supervisor and the Field Work Faculty Supervisor on the same day.
11. Compensation needs to be informed to both the Agency Supervisor and the Faculty Supervisor. Compensations are allowed only with prior permissions.
12. Field Work Reports with Attendance Sheets signed by the Agency Supervisor have to be submitted on the next working day before 8AM.
13. Attendance for the Field Work days will be given based on the timely submission of reports and attendance sheet.
14. Geo Tag pictures must be shared to the allotted Field Work Faculty Supervisor while signing in and signing out from the agency.
15. Individual Conference has to be attended by the students regularly with record of the discussion and suggestions in the Field Work Conference Sheet; duly signed by the Field Work Faculty Supervisor.
16. During the last week of Con-current Field Work, once the email for evaluation is sent from the department, students need to remind and request their Agency Supervisors to fill-in the Evaluation Form.

Rural Camp
1. Rural Camp Leaders are elected by the Class.
2. Committees are formed for Program, Food, Transport, Accommodation, Documentation, Manual, Medical, Time Management, Cultural etc.
3. Members of each Committees need to carry out their responsibilities effectively for the success of the Camp.
4. Pilot Visit is a key element for Rural Camp to basically understand about the Village and facilities available for food and accommodation.
5. The students need to pay the Rural Camp amount, once the Rural Camp Leaders are elected and Committees are formed.
6. Understanding the programme schedule or the changes in schedule, students need to adhere with the Time Management Committee.

7. Dress Code needs to be followed in Rural Camp.
8. Code of Conduct needs to be maintained while visiting Agencies and Community Settings
9. Consent Form needs to be submitted one week before the start of the Rural Camp with "Parents Signature" and "Contact Number".
10. Students are not allowed to use mobile phones in the Rural Camp. Parents can contact students through Faculty Coordinators contact numbers mentioned in the Consent Form.
11. Students who have not completed the Rural Camp will have to complete it in the next academic year.

Study Tour
1. The Study Tour Leaders are elected by the Class
2. Committees are formed for Program Schedule (At least two members from each specialization), Food, Transport, Accommodation, Documentation, Manual, Medical, Time Management, Cultural (optional) etc.
3. Members of each Committees need to carry out their responsibilities effectively for the success of the Study Tour.
4. The students need to pay the Study Tour Amount Three months in advance.
5. Understanding the programme schedule or the changes in schedule, time keeping is mandatory.
6. Dress Code needs to be followed in the Study Tour.
7. Code of Conduct needs to be maintained while visiting Agencies.
8. Consent Form needs to be submitted one week before the start of the Study Tour with Parents signature and Contact Number.
9. Mobile phones can be used only on purpose or by permission. Parents can contact students through Faculty Coordinators Contact Numbers mentioned in the Consent Form.
10. Students who have not completed the Study Tour will have to complete it in the next academic year.

Internships
Summer Internship
1. Agencies can be chosen outside Chennai.
2. Students confirm the agency two months in advance after the discussion with the specialization staff.
3. Request letters to be given/sent to the agency immediately after the confirmation or at least one month before the start of the Internship.
4. Acceptance letter to be scanned and uploaded in the Google Classroom within one week from the start of the Internship.
5. Students are not allowed to change their agencies once confirmed.
6. Students are expected to follow the Agency Rules and Regulations.
7. Students should maintain discipline, wear formal Dress with a College ID Card.
8. Punctuality should be maintained
9. Number of days expected for Summer Internship is 24 days.
10. Attendance is mandatory with 7 to 8 hours per day.
11. Internship Reports and Attendance Sheets (both duly signed by the Agency Supervisor) have to be scanned and sent every weekend to respective faculty supervisors allotted for Summer Internship.

12. Attendance for the Summer Internship days will be given based on the timely submission of scanned reports and attendance sheets.
13. Geo Tag pictures must be shared to the faculty supervisor while signing in and signing out from the agency.
14. Students need to inform their Agency Supervisors to fill-in the Evaluation Form on the last Week of Summer Internship.
15. The Hard Copies of the reports and a copy of the Completion Certificate needs to be submitted in the department.
16. Following the reopening of college, students have to do a presentation of the Activities carried out and learnings during the Summer Internship.

Block Placement
1. Agencies can be chosen outside the State.
2. Students to confirm the agency Two month in advance (or in prior months)
3. Request letters to be given/sent to the agency One Month prior to the start of the field work.
4. Acceptance letter to be scanned and uploaded in the Google Classroom within one week from the start of the Block Placement.
5. Students are not allowed to change their agencies once confirmed.
6. Students are expected to follow the Agency Rules and Norms.
7. Students should maintain discipline, wear formal Dress with a College ID Card.
8. Punctuality should be maintained in all 30/31 days of the Block Placement.
9. Attendance is mandatory with 7 to 8 hours per day.
10. Block Placement Reports and Attendance Sheets (duly signed by the Agency Supervisor) have to be scanned and sent every weekend to respective Faculty Supervisors allotted for Block Placement.
11. Attendance for the Block Placement days will be given based on the timely submission of scanned reports and attendance sheets.
12. Geo Tag pictures must be shared to the Faculty Supervisor while signing in and signing out from the agency.
13. Students need to inform their Agency Supervisors to fill-in the Evaluation Form on the last Week of Block Placement.
14. The Hard Copies of the reports and a copy of the Completion Certificate needs to be submitted in the department.
15. On a said date students have to do a presentation of the Activities carried out and learnings during the Block Placement, which marks the completion of the Block Placement Training.
16. It is mandatory to submit the report, certificates and attendance on time for the course completion of the Social Work degree.