

**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE
(AUTONOMOUS), CUDDALORE - 607001**



**PG DEPARTMENT OF SOCIAL WORK
BOARD OF STUDIES**

a) Master of Social Work (MSW)

SYLLABUS

2022 - 2023

ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)**CUDDALORE - 607001****Name of the Department: PG Department of Social Work****Details of the Expert members in the Board of Studies**

S. No	Category	Name and Official Address	Phone No. & E-Mail ID
1.	Chairman/ Chairperson (HOD)	Mr. Durai Raj J Head, Department of Social Work, St. Joseph's College of Arts and Science (Autonomous), Cuddalore – 607001.	9840540232 ajdurairaj@gmail.com
2.	University Nominee	Dr. A. Louis Arockiaraj Head, Department of Social Work, Loyola College (Autonomous), Chennai.	9443973074 louissj@loyolacollege.edu
3.	Subject Expert	Dr. V. Lakshmanapathi Assistant Professor Department of Social Work, Arignar Anna Government Arts and Science College, Karaikal.	9486537933 laksh2003_v@yahoo.com
4.	Industry Expert	Mr. Balaguru. A Head HR Loyal Super Fabrics, Sipcot Complex, Cuddalore	9994812268 Lsfpo@loyaltextiles.com
5.	Alumni	Mr. Pasupathi. P Project Scientist – B National Institute of Epidemiology, Chennai.	9677603943 scibcam.mcs.nie@gmail.com

a) Master of Social Work (MSW) - Internal Members

1.	Member (Internal)	Mrs. S. Vanathi Assistant Professor	9952188118 vanathi1987@gmail.com
2.	Member (Internal)	Mr. A. Mahimai Kuzhanthai Yesu Assistant Professor	9486682797 Christmsw25@gmail.com
3.	Member (Internal)	Mrs. Perkish Salomina Assistant Professor	9384123992 salominamsw91@gmail.com

Minutes of the Board of Studies

The meeting of the Board of Studies for PG Department of Social Work was held on 18th June, 2022 from 11.15 a.m. to 2.30 pm. The Meeting was started with the prayer by Mr. J. Durai Raj, Head, Department of Social Work and he has welcomed the members. After this, the Syllabus was presented to the board and the Board went through them and recommended the following for the updating of Syllabus.

1. It was suggested by the board to add one more choice in the Elective Courses with the existing two choices.

- The course ‘Sociology and Psychology Foundation for Social Work’ will be split into two courses as i) Sociology for Social Workers ii) Psychology for Social Workers. The course ‘Psychology for Social Workers’ was recommended to be included in the first semester electives.
- The course ‘Social Work with Children and Youth’ was suggested to be added as one more choice in the first semester electives.
- The course ‘Sociology for Social Workers’ was recommended to be included as one more choice in the second semester electives.
- The board also recommended to add the course ‘Management of Organizations’ as one more choice in the third semester electives.
- The syllabi of the elective courses were discussed in detail and recommended by the board.

2. The board also recommended to update the contents related to recent trends in the following courses:-

- The nomenclature of ‘Introduction to Social Work Profession’ was suggested to be renamed as ‘Social Work Profession’.
- In the Course ‘Rural and Tribal Community Development’, outdated programmes like DADP, IAAP, HYVP, SGSY, EAS and MNP were removed from Unit III and recent programmes like Deen Dayal Antyodaya Yojana, National Rurban Mission (NRuM), Sansad Adarsh Gram Yojana, Pradhan Mantri Awaas Yojana - Gramin (PMAY-G), Pradhan Mantri Suraksha Bima Yojana (PMSBY), Digital Infrastructure for Knowledge Sharing (DIKSHA) were added along with National Institute of Rural Development and Panchayati Raj (NIRDPR).

- In the course 'Human Resource Management', Attrition and Retention was added in Unit II; training need analysis was added and wage regulators was removed in Unit III.
- In Unit IV, types of performance potential appraisal, suspension and termination, Occupational Health and Safety Assessment Series (OHSAS) were added.
- In the Course 'Medical Social Work', Health Care Systems renamed as Health Care delivery Systems and tele-counseling was added in unit II. In Unit IV, diseases like SARS & Covid-19 were added.
- In the Course 'Urban Community Development', Environmental issues, Migration, Informal Sectors, Domestic Workers were added under urban social problems and pollution was removed from Unit I. In Unit II Slum Clearance Board was replaced by Tamil Nadu Urban Habitat Development Board and Resettlement and Rehabilitation (R&R) Programmes were added. TNSCB was removed from Unit V.
- In the Course 'Labour Legislations and Labour Welfare', Indian Labour force, Classification and composition was added in Unit I. In Unit III Inter-state Migrant Workman (Regulations of Employment and Condition of Service) Act -1979 was added. In Unit IV, The Employment Exchange (Compulsory Notification of Vacancies) Act 1959 was inserted. In Unit V, The Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act, 1981 was included.
- In the Course 'Mental Health and Social Work', Social Media Addiction and Psychological Identity was added in Unit IV.

PG DEPARTMENT OF SOCIAL WORK

CURRICULUM TEMPLATE (2022 -2024)

a) MASTER OF SOCIAL WORK (MSW)

SEMESTER – I

S.No	Part		Hours/ Week	Credit	Course Code	Course Title	Maximum Marks		
							CIA	ESE	TOTAL
1	III	Core Theory – 1	4	4	PSW11A	Social Work Profession	25	75	100
2	III	Core Theory – 2	4	4	19PSW12	Social Case Work	25	75	100
3	III	Core Theory – 3	4	4	21PSW13	Social Group Work	25	75	100
4	III	Core Theory – 4	4	4	19PSW14	Community Organization and Social Action	25	75	100
5	III	Elective -1	4	3	EPSW15A	Psychology for Social Workers	25	75	100
					EPSW15B	Family and Marital Counseling			
					EPSW15C	Social Work with Children and Youth			
6	III	Core Practical – 1	10*	4	20PSWF1	Concurrent Field Work Practicum – I	40	60	100
7	III	Extension – 1	1 Week	2	19PSWE1	Rural Social Work Perspectives (Rural Camp)	100	---	100
Semester Total			30	25			265	435	700

SEMESTER – II

S.No	Part		Hours/ Week	Credit	Course Code	Course Title	Maximum Marks		
							CIA	ESE	TOTAL
8	III	Core Theory – 5	4	4	19PSW21	Social Work Research and Social Statistics	25	75	100
9	III	Core Theory – 6	4	4	21PSW22	Social Welfare Administration	25	75	100
10	III	Core Theory – 7	4	4	21PSW23	Social Policy and Social Legislations	25	75	100
11	III	Core Theory – 8	4	4	21PSW24	Counseling: Theory and Practice	25	75	100
12	III	Elective -2	3	3	EPSW25A	Sociology For Social Workers	25	75	100
					EPSW25B	Disaster Management			
					EPSW25C	Environmental Social Work			
13	III	Core Practical – 2	10*	4	20PSWF2	Concurrent Field Work Practicum – II	40	60	100
14	III	Skill Paper	1	2	19PSWS1	Life Skills for Social Work	100	--	100
Semester Total			30	25			265	435	700

SEMESTER – III									
S.No	Part		Hours/ Week	Credit	Course Code	Course Title	Maximum Marks		
							CIA	ESE	TOTAL
15	III	Core Theory – 9 **	6	4	22PSW31A	Rural and Tribal Community Development	25	75	100
					22PSW31B	Human Resource Management			
					22PSW31C	Medical Social Work			
16	III	Core Theory – 10 **	6	4	22PSW32A	Urban Community Development	25	75	100
					22PSW32B	Labour Legislations and Labour Welfare			
					22PSW32C	Mental Health and Social Work			
17	III	Core Theory – 11	2	1	ECHR901S	Human Rights	25	75	100
18	III	Elective -3	6	4	19EPSW33A	Computer Application in Social Work	25	75	100
	III				19EPSW33B	Corporate Social Responsibility			
					22EPSW33C	Management of Organizations			
19	III	Core Practical-3	10*	4	19PSWF3	Concurrent Field Work Practicum III	40	60	100
20	III	Extension – 2	---	2	19PSWE2	National Social Work Perspectives – AnAcademic Visit	100	---	100
Semester Total			30	19			240	360	600
SEMESTER – IV									
S.No	Part		Hours/ Week	Credit	Course Code	Course Title	Maximum Marks		
							CIA	ESE	TOTAL
21	III	Core Theory – 12	6	4	19PSW41A	Project Management	25	75	100
					19PSW41B	Organizational Behaviour			
					20PSW41C	Psychiatric Social Work			
22	III	Core Theory – 13	6	4	19PSW42A	Community Development Management	25	75	100
					20PSW42B	Industrial Relations			
					20PSW42C	Community Health			
23	III	Core Practical -4	10*	4	19PSWF4	Concurrent Field WorkPracticum IV	40	60	100
24	III	Core Project	8	6	JPSW1016	Research Project	---	100	100
25	III	Extension – 3	1 Month	3	19PSWF5	Block Field Work Practicum (Internship)	40	60	100
Semester Total			30	21			130	370	500
Total Credits				90					

* Number of hours spent for two days in a week by a student in the field.

** Each student can opt any one of the papers based on his or her specialization. Under each specialization two papers are studied by the students in the third and fourth semesters respectively.

PG DEPARTMENT OF SOCIAL WORK									
CURRICULUM TEMPLATE (2021 – 23)									
a) MASTER OF SOCIAL WORK (MSW)									
SEMESTER – I									
S.No	Part		Hours/ Week	Credit	Course Code	Course Title	Maximum Marks		
							CIA	ESE	TOTAL
1	III	Core Theory – 1	4	4	21PSW11	Introduction to Social Work Profession	25	75	100
2	III	Core Theory – 2	4	4	19PSW12	Social Case Work	25	75	100
3	III	Core Theory – 3	4	4	21PSW13	Social Group Work	25	75	100
4	III	Core Theory – 4	4	4	19PSW14	Community Organization and Social Action	25	75	100
5	III	Elective -1	4	3	21EPS15A	Sociology and Psychology Foundation for Social Work	25	75	100
	III				19EPS15B	Family and Marital Counselling			
6	III	Core Practical – 1	10*	4	20PSWF1	Concurrent Field Work Practicum – I	40	60	100
7	III	Extension – 1	1 Week	2	19PSWE1	Rural Social Work Perspectives (Rural Camp)	100	---	100
Semester Total			30	25			265	435	700
SEMESTER – II									
S.No	Part		Hours/ Week	Credit	Course Code	Course Title	Maximum Marks		
							CIA	ESE	TOTAL
8	III	Core Theory – 5	4	4	19PSW21	Social Work Research and Social Statistics	25	75	100
9	III	Core Theory – 6	4	4	21PSW22	Social Welfare Administration	25	75	100
10	III	Core Theory – 7	4	4	21PSW23	Social Policy and Social Legislations	25	75	100
11	III	Core Theory – 8	4	4	21PSW24	Counselling: Theory and Practice	25	75	100
12	III	Elective -2	3	3	21EPS25A	Disaster Management	25	75	100
	III				19EPS25B	Environmental Social Work			
13	III	Core Practical – 2	10*	4	20PSWF2	Concurrent Field Work Practicum – II	40	60	100
14	III	Skill Paper	1	2	19PSWS1	Life Skills for Social Work	100	--	100
Semester Total			30	25			265	435	700

SEMESTER – III									
S.No	Part		Hours/ Week	Credit	Course Code	Course Title	Maximum Marks		
							CIA	ESE	TOTAL
15	III	Core Theory – 9 **	6	4	19PSW31A	Rural and Tribal Community Development	25	75	100
					20PSW31B	Human Resource Management			
					PSW31C	Medical Social Work			
16	III	Core Theory – 10 **	6	4	19PSW32A	Urban Community Development	25	75	100
					20PSW32B	Labour Legislations and Labour Welfare			
					20PSW32C	Mental Health and Social Work			
17	III	Core Theory – 11	2	1	ECHR901S	Human Rights	25	75	100
18	III	Elective -3	6	4	19EPS33A	Computer Application in Social Work	25	75	100
	III				19EPS33B	Corporate Social Responsibility			
19	III	Core Practical-3	10*	4	19PSWF3	Concurrent Field Work Practicum III	40	60	100
20	III	Extension – 2	---	2	19PSWE2	National Social Work Perspectives – An Academic Visit	100	---	100
Semester Total			30	19			240	360	600
SEMESTER – IV									
S.No	Part		Hours/ Week	Credit	Course Code	Course Title	Maximum Marks		
							CIA	ESE	TOTAL
21	III	Core Theory – 12	6	4	19PSW41A	Project Management	25	75	100
					19PSW41B	Organizational Behaviour			
					PSW41C	Psychiatric Social Work			
22	III	Core Theory – 13	6	4	19PSW42A	Community Development Management	25	75	100
					PSW42B	Industrial Relations			
					PSW42C	Community Health			
23	III	Core Practical -4	10*	4	19PSWF4	Concurrent Field Work Practicum IV	40	60	100
24	III	Core Project	8	6	JPSW1016	Research Project	---	100	100
25	III	Extension – 3	1 Month	3	19PSWF5	Block Field Work Practicum (Internship)	40	60	100
Semester Total			30	21			130	370	500
Total Credits				90					
<p>* Number of hours spent for two days in a week by a student in the field.</p> <p>** Each student can opt any one of the papers based on his or her specialization. Under each specialization two papers are studied by the students in the third and fourth semesters respectively.</p>									

EXTRA CREDIT COURSE					
S.No	Semester	Part	Credit	Course Code	Course Title
1	III	IV	2	19SPS34A	Child Welfare and Social Work
				19SPS34B	Caring the Persons with Disabilities
				19SPS34C	Hospital Administration
				19SPS34D	Working with Elderly People
				19SPS34E	Women and Development
				19SPS34F	Compensation Management
				19SPS34G	Summer Placement
2	IV	IV	Credits will be transferred	20SWSS3	SWAYAM/NPTEL/MOOC

Guidelines for Self-study and Online Courses under Extra Credit:

- In order to promote the concept of Self Study among the Advanced Learners, Self-Study papers have been designed in the third Semester. The interested students can opt any two of the above papers. They will be guided by the faculty for the preparation, seminar and assignment. After the Internal examination, students will be awarded with two credits.
- The students are also asked to register compulsorily for any one Online Course related to social work practice with 2 credits offered either by SWAYAM/NPTEL/MOOC in the first semester and finish the examination before the end of fourth semester.
- Credit transfer will be done for the students who pass the examination for the courses registered in SWAYAM/NPTEL/MOOC etc.,
- The IV semester mentor will submit the copy of the online course certificates to the office of the CoE through the HoD and the credits will be included in the IV semester mark sheet.

PROGRAMME OUTCOMES (PO)

PO1: The Students are groomed to acquire professional skills in their respective domains.

PO2: The Students are encouraged to climb the academic ladder by pursuing Research Programme.

PO3: The Inherent Skills of the Students are transformed into Employability and Entrepreneurial Opportunities.

PO4: Graduates are trained to keep in pace with the rapidly changing technological frontiers.

PO5: The Students evolve into intellectually, ethically and socially ideal citizens of the Nation.

PROGRAMME SPECIFIC OUTCOMES (PSO)

PSO1: The students acquire skill based Social Work Training leading to their Professional and Personal development through theory and field learning.

PSO2: Future Professionals are equipped with knowledge of Human behaviour and Social environment to effectively manage diverse social issues and concerns.

PSO3 Research Attitude is developed to make students' thinking critical, Reflective and analytical with social values and commitment.

PSO4: The students are enabled to have leadership qualities by the application of the primary and secondary methods of Social Work.

PSO5: Formation of students with comprehensive understanding in the national, cultural and ethical values and promotion of dignity of the Individuals, Groups and Communities.

Syllabus

I M.S.W	SOCIAL WORK PROFESSION	PSW11A
SEMESTER – I		HRS/WK – 4
CORE – I		CREDIT – 4

OBJECTIVE:

To understand the basic concepts of Social Work and Social Work Profession.

COURSE OUTCOMES(COs):

After completing this course, students will:

CO1: Be familiar with the Social Work and related concept along with social work theories.

CO2: Know the history, philosophy, and fields of Social Work.

CO3: Understand the social work profession and relationship with other professions and its problems.

CO4: Discover Social Work education in India.

CO5: Be relevant to the skills of Social Work in the major fields of Social Work.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER I	COURSE CODE: PSW11A					COURSE TITLE: SOCIAL WORK PROFESSION					HOURS:4	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	4	4	3	5	5	4	3	5	5	4.3	
CO2	5	3	5	4	5	5	5	3	5	5	4.5	
CO3	5	3	4	4	5	5	5	4	5	5	4.5	
CO4	5	4	5	4	5	5	5	4	4	5	4.6	
CO5	5	3	5	4	5	5	5	4	5	5	4.6	
Mean Overall Score											4.5	

Result: The Score of this Course is 4.5 (Vey High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **Very High** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Social Work: Concept, Definition and related Concepts: Social Service, Social Policy, Social Legislation, Social Transformation, Social Welfare, Social Security, Social Defense, Social Justice and Social Development. Social Work Theories: Role Theory, Problem Solving and Gestalt Theory.

UNIT II

Evolution of Social Work in UK and USA. Scope of Social Work. Social Work in India: Ancient period: Vedic, Vedantic and non-Vedic ideologies. Medieval period: Zoroastrianism and Islam in India - Mysticism of Bhakti and Sufi Movements - Sikhism. Modern period: Christianity in India - Hindu Reform Movements - Dalit Movements - Gandhian ideology and Sarvodaya movement.

UNIT III

Social Work as a Profession: Objectives, Philosophy, Principles, Methods, Values and Ethics. Professional Social Work and Voluntary Social Work. Interdisciplinary Nature of Social Work & its Relationship with Other Professions. Professional Associations, Problems faced by the Social Work Profession in India.

UNIT IV

Social Work Education in India - Focus, Nature and Content of Social Work Education. Field Work in Social Work Profession: Objectives, Need and Importance - Significance of Field Work Supervision. Problems and Prospects of Social work profession in India. Role of Voluntary Organizations and Government in promoting social work profession in India. National and International Professional Associations. Social Work Profession and Education in Global perspective.

UNIT V

Fields of Social Work Practice: Family and Child Welfare – Educational Settings - Medical and Psychiatric Social Work – Corporate Settings - Correctional Social Work - Urban, Rural and Tribal Community Development - Ecology and Environment - Disaster or Crisis Management and Rehabilitation - Human Rights - Social Work with Marginalized and Vulnerable sections - Geriatric Social Work. Recording in social work.

TEXT BOOKS:

1. Bradford W. Shea, Charles J. Horejsi, 2011, Techniques and Guidance for Social Work Practice, Eastern Economy Edition.
2. P. D Mishra, Social Work Philosophy and Methods, Inter India Publications.
3. Samuel H Taylor, 2013, Theory and Practice of Community Social Work, New Delhi.
4. Sanjay Bhattacharya, 2006. Social Work an Integrated Approach, New Delhi: Deep and Deep Publications.
5. Sharma Vivek.UGC NET Tutor Social Work, 2014, Arihant Publications, New Delhi.

REFERENCE BOOKS:

1. Bhattacharya, Sanjay. 2013. Social Work Interventions and Management. New Delhi: Deep and Deep Publications.
2. Chowdhry, D.P. 2001. Introduction to Social Work. New Delhi: Atma Ram.
3. Cox, David & Manohar Pawar. 2006. International Social Work – Issues, Strategies and Programs. New Delhi: Vistar Publications.
4. Desai, Murali 2002 Ideologies and Social Work: Historical and Contemporary Analysis, Jaipur: Rawat Publication.
5. Dominelli, Lena. 2004. Social Work: Theory and Practice for a Changing Profession. London: Polity Press
6. Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey: Prentice Hall.
7. Sheldon, B., & Macdonald, G., 2010 A Textbook of Social Work, London: Routledge.

I M.S.W	SOCIAL CASE WORK	19PSW12
SEMESTER – I		HRS/WK – 4
CORE– II		CREDIT – 4

OBJECTIVE:

To know the basic concepts of a Social Case Work and its Practice.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Acquire knowledge on the foundation of case work.

CO2: Understand the professional relationship between client and social worker.

CO3: Know the process of social case work.

CO4: Gain knowledge on the models and approaches of Social Case Work and its application

CO5: Apply the Knowledge of case work in different settings.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER I	COURSE CODE: 19PSW12					COURSE TITLE: SOCIAL CASE WORK					HOUR S:4	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	3	5	4	5	5	5	3	4	4	4.3	
CO2	5	3	5	4	4	5	5	4	5	5	4.5	
CO3	4	3	5	4	5	5	5	4	4	4	4.3	
CO4	5	4	5	5	5	4	5	5	4	4	4.6	
CO5	5	4	5	4	5	5	5	3	5	5	4.6	
Mean Overall Score											4.46	

Result: The Score of this Course is 4.46 (Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **Very High** association with Programme Outcome and Programme Specific Outcome

UNIT I

Case Work: Meaning, Definition, Historical Development; Scope and limitations, its importance and Relationship with other methods of Social Work. Values - Worth and Dignity of Clients; Basic components of Social Work – Person, Problem, Place and Process and Principles of Social Case Work.

UNIT II

Case worker-client Relationship: Meaning and its importance. Characteristics of Professional relationship: empathy, Sympathy, Transference, Counter Transference, Resistance, Sustaining the relationship, Genuineness, Unconditional Positive regard and Self Disclosure.

UNIT III

Case Work Process: Intake and Exploration: Analysis and assessment – Psychosocial Diagnosis, Formulation of goals, Prioritization of Needs, Development of Action Plan, Use of Contracts; Intervention: Counseling and use of Supportive and Reflective Techniques of Direct Influence; Importance of involvement Collateral Contacts in the entire Process.

UNIT IV

Approaches to practice: Psychosocial, Functional, Problem Solving, Crisis intervention; Eclectic Model for Practice. Case work Interviewing: Principles, Techniques and Skills. Casework Recording: Types of Records, Record Maintenance. Recent Techniques in Social Case Work Practice: Indigenous Social Case Work practices.

UNIT V

Practice of Social Casework: Role and functions of Social caseworker in various settings- Medical and Psychiatric Setting - Health Care Centers, Mental Health - De-Addiction & Community Based Rehabilitation, Family and Child Welfare, Educational Setting, Correctional Setting - Homes or Special Schools for delinquents, Observation Homes, Prisons, Corporate Setting, Community Welfare setting. Palliative & Geriatric Care.

TEXT BOOKS:

1. Brad ford W. sheafoe, 2012 Techniques and Guidelines for social work practice, New Delhi.
2. Louise C. Johnson, Stephen J. Yanca, 2011, Social Work Practice A General Approach, PHI Learning Private Limited, New Delhi.
3. P. D Mishra, 2001, Social Work Philosophy and Methods, Inter India Publications.
4. R. K. Upadhyay, 2003, Social Case Work a Therapeutic Approach, Rawat Publications New Delhi.
5. Sanjay Bhattacharya, 2003, Social Work An Integrated Approach, Deep & Deep Publications Pvt. Ltd.

REFERENCE BOOKS

1. Hamilton Gordon (2013). Theory and Practice of Social Case Work – 2nd Edition, Rawat Publications, India.
2. Keats, Daphne (2002) Interviewing – A Practical Guide for Students and Professionals, New Delhi: Viva Books Pvt.Ltd.
3. Payne Malcolm, (2005): Modern social work theory, 3rd edition, Palgrave macmillian, Newyork.
4. Perlman HH (2011), Social Case Work: A Problem Solving Process, Rawat Publications, India.
5. Robert W, Roberts Robert H. Nee, 2000 Theories of Social Casework, unity of Chicago Press, Chicago.
6. Upadhyay, R.K, 2003 Social Casework: A Therapeutic Approach, Rawat Publications, India.

I M.S.W	SOCIAL GROUP WORK	21PSW13
SEMESTER – I		HRS/WK – 4
CORE – III		CREDIT – 4

OBJECTIVE:

To understand the basic concepts of Social Group Work and responsibility of group worker.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Understand Social Group, Stages of Development and its Process.

CO2: Develop theoretical understanding on Group Work as a method of Social Work.

CO3: Demonstrate ethical standards in working with the group

CO4: Practice Social Group Work as a method of Social Work in the field

CO5: Utilize programme media in Social Work practice

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER I	COURSE CODE: 21PSW13					COURSE TITLE: SOCIAL GROUP WORK					HOURS: 4	CREDIT: 4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	4	3	5	4	4	5	3	5	5	4.3	
CO2	4	3	4	4	5	5	5	3	5	5	4.3	
CO3	5	4	5	4	5	5	5	3	5	5	4.6	
CO4	5	4	4	5	5	5	4	3	5	4	4.4	
CO5	4	4	5	5	5	5	5	4	5	5	4.7	
	Mean Overall Score										4.46	

Result: The Score of this Course is 4.46(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **Very High** association with Programme Outcome and Programme Specific Outcome

UNIT I

Social Group: Definition, Characteristics, Types of Groups and Functions of a group; Stages of Group development: Forming, Storming, Norming, Performing, Adjourning. Group Process: Bond, Acceptance, Isolation, Rejection, Sub-group formation, Withdrawal and control. Role of Individual in group.

UNIT II

Group Work: Meaning, Definition, Purpose and Models of Group Work; Historical Development of Group Work; Principles of Group Work; Group Work Process: i) Intake and formation ii) Study and assessment iii) Intervention or treatment or programme iv) Evaluation v) Termination vi) Follow up. Difference between Group Process & Group Work Process. Group Work and Therapeutic Approach: Behavior Modification Therapy, Rational Emotive Therapy, Family Therapy. Assertive behavior. Etiquettes and Manners

UNIT III

Roles & Responsibilities of Group Worker & Significance of home visits and collateral contacts, Leadership: Concepts, Definition, Characteristics and functions, qualities of leader, Types and theories of leadership; Training for leadership; Sociometry and Sociogram. Group Morale and ethics. Group Work Supervision: Meaning, purpose, tasks, types and functions.

UNIT IV

Programme Planning: Meaning and Definition of Programme, Principles and Process of Programme Planning and the place agency in programme planning; Programme Laboratory – Values and techniques: Games, Singing, Dancing, Drama & Street play, Puppetry, Mime, Group discussions, Parties, Excursion, Psychodrama, Socio-drama, role play, Brain Storming, Camping – Planning and Conducting Camps.

UNIT V

Group Work Recording: Meaning, purpose, principles and Types of Recording, process and summary Records, Group Work Evaluation: Meaning and its place in Group Work, Steps in Group Work Evaluation and Criteria for good Group Work. Application of Group work method in different settings: Group Work Practice in Different settings: Institution for Children, Family Service agencies, Correctional Settings, Community Development Settings, Community Based Organizations, Educational Institutions, Corporate Organizations, Trade Unions, Clinical Settings, Mental Health Institutions, Home for Aged and others

TEXT BOOKS:

1. Bradford W. Sheafor Charles J. Horejsi, 2011, Techniques and Guidance for Social Work Practice, Eastern Economy Edition.
2. Trecker H.B (1972) Social Group Work: Principles and Practice. 2. Tosel and R.W & Riwas R. F (2009) Introduction to Group Work Practice.
3. Siddiqui H.Y (2008) Group Work; Theories and Practice, Rawat Publications.
4. David Capuzzi, 2017, Introduction to Group Work, Rawat Publications, New Delhi.
5. Douglas R. Gross, 2017, Foundation for Group Work, Rawat Publications, New Delhi.
6. P. D Mishra, Social Work Philosophy and Methods, Inter India Publications.
7. P. D. Misra, 2008, Social Group Work, Theory and Practice, New Royal Book Co, Lucknow.

REFERENCE BOOKS

1. Conyne K. Robert, 2013, Group Work Leadership an Introduction for Helpers (Counseling and Professional Identity), SAGE Publications, Inc. UK.
2. Donahue Bill and Bowman Grey, 2012, Coaching Life- Changing Small Group Leaders A Comprehensive Guide for Developing Leaders of Groups and Teams (Groups that Grow), Zondervan, US.
3. Gitterman Alex and Salmon Robert, 2009, Encyclopedia of Social Work with Groups, Routledge New York.
4. Kottler A. Jeffrey and Englar-Carlson Matt, 2009, Learning Group Leadership An Experiential Approach, SAGE Publications, Inc., California.
5. Lindsay Trevor and Orton Sue, 2008, Group Work Practice in Social Work, Learning Matters Ltd., New York.
6. Merchant M. Niloufer and Yozamp J. Carole, 2013, Groups in Community and Agency Settings (Group Work Practice Kit), SAGE Publications, Inc, California.
7. Shulman Lawrence, 2008, the Skills of Helping Individuals, Families, Groups, and Communities (with CD), Brooks Cole, USA.
8. Toseland W. Ronald, Rivas Robert F., 2014, An Introduction to Group Work Practice, Pearson Education Limited, England.
9. Webb Boyd Nancy, 2011, Social Work Practice with Children and Families, A Division of Guilford Publications Inc. New York.

I M.S.W	COMMUNITY ORGANIZATION AND SOCIAL ACTION	19PSW14
SEMESTER – I		HRS/WK : 4
CORE– IV		CREDIT : 4

OBJECTIVE:

To know about Community Organization and Social Action.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Develop theoretical understanding on Community Organization as a method Social Work.

CO2: Be aware of theories, models and approaches of Community Organization.

CO3: Practice Community Organization as a method of Social Work in the field of Social Work.

CO4: Extend theoretical understanding on Social Action as a method of Social Work.

CO5: Apply Social Action as a method of Social Work.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER I	COURSE CODE: 19PSW14					COURSE TITLE: COMMUNITY ORGANIZATION AND SOCIAL ACTION					HOURS: 4	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	5	5	4	4	5	5	5	4	4	4.6	
CO2	5	5	5	4	5	5	5	5	4	5	4.2	
CO3	5	4	5	4	5	5	5	5	4	5	4.7	
CO4	5	4	5	4	5	5	5	4	4	5	4.6	
CO5	5	5	5	4	4	5	5	4	4	4	4.5	
	Mean Overall Score										4.5	

Result: The Score of this Course is 4.5(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Community: Meaning, Types and Characteristics; Community Power Structure and Minority groups. Community Dynamics: Integrative and Disintegrative Processes in the Community. Leadership: Definitions, Types and Qualities; Leadership in different types of Communities, Theories of Leadership.

UNIT II

Community Organization: Concepts, Definition, Objectives, Models, Philosophy, Approaches and Principles; Community Organization as a method of Social work; Community Welfare Councils and Community Chests. Methods of Community Organization: Planning, Education, Communication, Community Participation, Collective Decision Making, Involvement of groups and Organizations, Resource Mobilization, Co-ordination. Skills in Community organization. Awareness Creation based on Social issues.

UNIT III

Phases of Community Organization: Assessment of community using PRA, Study, Assessment, Discussion, Organization, Action, Evaluation, Modification, Continuation; Community study; Community Organization in emergencies like Fire, Famine, Flood, Drought, Earthquake and War; Community Organization at Local, State and National level; Community organization in Rural, Urban, Slum and Tribal Areas.

UNIT IV

Social Action: Definition, Objectives, Principles, Approaches, Methods and Strategies; Social Action as Method of Social Work; Social work and Social action. Roles and Responsibilities of Social Activist. Process of Social Action; Scope for Social Action in India.

UNIT V

Social Reform and Social movements - Various contributions to the theory of Social Action: Mahatma Gandhi, Periyar, Ambedkar, Paulo Freire, Saul Alinsky, Martin Luther King, and Karl Marx. Role of Social Workers in Community Organization and Social Action.

TEXT BOOKS:

1. Asha Ramagonda Patil, 2013, Community Organization and Development an Indian Perspective, Eastern Economy Edition.
2. Christopher, A.J and William, Thomas, 2006, Community Organization and Social Action, Himalaya Publication House, New Delhi.
3. Gangrade, K.D, Community Organization in India, Popular Prakasan, Bombay.
4. Samuel H Taylor, 2013, Theory and Practice of Community Social Work, New Delhi.
5. W. Sheafor Charles J. Horejsi, 2011, Techniques and Guidance for Social Work Practice, Ninth Edition, Bradford Eastern Economy Edition.

REFERENCE BOOKS:

1. Beher A & Samuel J. 2006. Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
2. Chambers Robert 2005 Ideas for Development, Earth Scan, London
3. Christopher, A.J and William, Thomas, 2006, Community Organization and Social Action, Himalaya Publication House, New Delhi.
4. Delgado, M.& Humm-Delgado, D. (2013). Assets assessments and community social work practice. New York: Oxford University Press.
5. Homan, M.S. (2011). Theoretical frameworks for community change.
6. Macmillan, Wayne: Community organization for social welfare, University of Chicago press.

I – M.S.W	PSYCHOLOGY FOR SOCIAL WORKERS	EPSW15A
SEMESTER – I		HRS/WK : 4
ELECTIVE – I (A)		CREDIT : 3

COURSE OUTCOMES (CO):

After completing this course, students will:

CO1: Be exposed to the diverse psychological theories and its role in Social Work

CO2: Gain Knowledge Psychological Processes in Behaviour.

CO3: Know about the Reproductive System and Developmental Periods.

CO4: Realize the importance of self and sustainable motivation

CO5: Be aware of Abnormal Psychology and mental well being

SEMESTER I	COURSE CODE: EPSW15A					COURSE TITLE: PSYCHOLOGY FOR SOCIAL WORKERS					HOURS: 4	CREDIT: 3
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	3	5	3	5	5	4	3	5	5	4.3	
CO2	4	4	4	4	5	4	5	3	4	5	4.2	
CO3	4	4	4	4	5	5	5	3	4	4	4.2	
CO4	4	4	5	4	5	5	5	4	5	4	4.5	
CO5	5	3	5	4	5	5	5	3	5	4	4.4	
Mean Overall Score											4.32	

Result: The Score of this Course is 4.32(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Psychology: Meaning, Definition, Fields, Methods and Schools of Psychology. Psychological Approach to understand Human Behaviour. Introduction to Human Growth and Development, Developmental Stages, Developmental Tasks.

UNIT II

Psychological Processes in Behaviour: Needs and Motives. Cognition, Memory, Intelligence: Concept, theories and assessment - Motivation: Meaning, definition, types and characteristics of motives, theories of motivation- Personality: Meaning, Definition, types and factors influencing Personality and structure. Theories of Personality

UNIT III

The Beginning of life: Human Reproductive System: Fertilization, Delivery, Pre and Postnatal Care. Developmental Periods and Challenges: Infancy, Babyhood. Childhood, Puberty Adolescence, Adulthood, Middle Age and Old Age; Physical Intellectual Emotional and Social Development.

UNIT IV

Perception, Measurement of Intelligence, Self Esteem, Self-Efficacy, Self-Awareness through SWOT Analysis, Johari Window, Attitude, Positive Attitude, Adjustment and Maladjustment, Stress, Frustration, Conflict, Responsible Sexual Behavior, Motivation, learning, instincts and Mental Health.

UNIT V

Abnormal Psychology: Concepts of Normality and Abnormality. Causation of Mental Illness, Neuroses, Psychoses, Classification of Psychological Disorders. Defense Mechanism, Developmental Disorders, Anxiety related Disorders, Conduct Disorders, Epilepsy, Learning Disabilities, Scholastic related Problems. Personality Disorders, Suicidal Tendencies. Rehabilitation.

TEXT BOOKS:

1. Kalpana Deelip Bharambe, Psychology For Social Work, Current Publications.
2. Chandansingh Rotele, Harsh Samar singh Yadav, 2022: Hand Book on Psychology for Social Work, Current Publications.
3. Mangal, S K., General Psychology. New Delhi: Sterling, 2010
4. Vankhede, A N., Handbook of Psychology. New Delhi: Wisdom Press, 2012
5. Chaube S.P, Chaube .A, Essentials of General Psychology (An Analytical Study for the Fundamentals for UG and PG Classes). Hyderabad: Neelkamal, 2011
6. Compton, Beulah. Galaway, Cournoyer, Social Work Processes. Ed 7, USA: Brooks Cole Learning, 2005
7. Corner Ronald, J . Abnormal Psychology. New Delhi: Wisdom Press, 2012

REFERENCE BOOKS:

1. Carson (2012). Abnormal Psychology. (15th ed). Pearson Education
2. Hurlock, Elizabeth (2001): Developmental Psychology, Tata McGraw Hill, New York.
3. Mangal, S.K. (2006): An Introduction to Psychology, Sterling Publishers Pvt. Ltd.
4. Misra, Girishwar Misra (2011): Handbook on Psychology in India, Oxford University Press, New Delhi.
5. Park, K (2015): Park's Textbook of Preventive and Social Medicine, Banarsidas Bhanot Publishers, Jabalpur.
6. Priya, Ritu and Shweta A.S. (2010). Status and Role of AYUSH Services and Use of Local Health Traditions under the NRHM: A Health Systems Study across 18 States (co-author: Shweta Awasthi Saxena), National Health Systems Resource Centre.
7. Sarason & Sarason (2011). Abnormal Psychology - The Problem of Maladaptive Behaviour (12th ed). Pearson Education.

I – M.S.W	FAMILY AND MARITAL COUNSELLING	EPSW15B
SEMESTER – I		HOURS : 4
ELECTIVE –I (B)		CREDIT : 3

OBJECTIVE:

To know about the importance of family and marital counselling and its theoretical parts.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be enriched to work with dysfunctional family system and be aware of methods to resolve

CO2: Be provided with conceptual understanding of family as a system and changes involved and its reflection on family relationship

CO3: Be provided with theoretical perception on family welfare management.

CO4: Be facilitated to develop skills and insight of social worker in resolving issues.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER I	COURSE CODE: EPSW15B					COURSE TITLE: FAMILY AND MARITAL COUNSELLING					HOUR S:4	CREDIT S:3
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	4	3	4	3	4	4	4	3	4	4	3.7	
CO2	4	3	3	3	4	3	4	4	4	4	3.6	
CO3	5	4	3	4	5	5	5	4	4	4	4.3	
CO4	5	4	5	3	4	5	5	3	4	5	4.3	
	Mean Overall Score										3.975	

Result: The Score of this Course is 3.975(High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Family definition, Marriage, Types of families, Emerging families, Family ecology, Family functions, Family norms, Family patterns, Family structure, Family practices. Family as system, Family development tasks. Changing pattern of family in India. Communication in family: Importance, patterns of communications, factors affecting communications in families.

UNIT II

Theoretical foundations for counseling: Cognitive – Developmental cognitive behavioral, Humanistic Theories, Existential counseling, Adlerian Systems theory, Postmodern theories.

UNIT III

Understanding the Dysfunctional family: Factors contributing to dysfunctional family system, broken families, single parent families. The impact of broken families on children.

UNIT IV

Marriage and family; aims and types of marriage. Factors contributing to marital conflicts. Separation and divorce, Stress, Lack of adequate child care, inflexible work environment, infertility, Adoption, surrogate mothers Family Violence: Wife battering, Husband abuse, Child abuse, Elder abuse, Parent abuse. Family Intervention: Genogram, Methods of assessment, Rehabilitation, Crisis intervention, strengths and resilience

UNIT V

Counseling: Definition, Family counseling; Marital Therapy; Pre-marital Counseling; approaches to marital Therapy.

TEXT BOOKS:

1. Colin Feltam, Windy Dryden, 2010 Brief counseling A Practical Integrative Approach, Tata McGraw – Hill publishing company limited, New Delhi.
2. Randy J Larsen. Personality psychology, New Delhi, 2011
3. Robert L. Gibson, Marianne H. Mitchell, 2009, Introduction to Counseling and Guidance, PHI Learning Private Limited, New Delhi.
4. Samuel T. Gladding, 2009, Counseling A Comprehensive Profession, Pearson, New Delhi.
5. Sister Mary Vishala, 2006. Guidance and Counseling (for teachers, parents & students), S. Chand & Company Limited, New Delhi.
6. UGC NET/ SET Social Work Trueman's Specific series, 2016, Danika Publishing Company.

REFERENCE BOOKS:

1. Augustine Meier, and Micheline Boivin (2010), Counseling & Therapy Technique, Theory and Practice (Sage).
2. Desai and Raju(2000) Gerontological Social Work in India: Some issues and perspectives, BR Publishers, New Delhi.
3. Egan, G. (2013). The skilled helper - A Problem Management Approach to Helping. Brooks or Cole Publishers.
4. Fonsea Mabe: Counseling for marital happiness, Leensufala, Bombay. Indian Social Institute: The family in the change and challenge of the seventies sterling publications, New Delhi.
5. Nelson-Jones (2010). The theory and practice of counseling and Therapy (5th Edition). Sage Publication.
6. Nelson-Jones (2008). Basic Counseling Skills. Sage Publications.
7. Rosemary A Thompson (2016). Counseling Techniques-Improving relationships with others, ourselves, our families, and our environment, 3rd ed. Routledge.

YEAR – I	SOCIAL WORK WITH CHILDREN AND YOUTH	CODE: EPSW15C
SEMESTER – I		HRS/WEEK : 4
ELECTIVE –I (C)		CREDIT : 3

Course Outcome:

After completing this course, students will:

CO1: Be enriched with demographic details of children.

CO2: Be provided with conceptual understanding of health and nutrition factors of youth and children.

CO3: Be provided with theoretical perception on Children and Youth in Difficult Circumstances.

CO4: Be aware of Special problems of child and youth.

CO5: Be familiar with Constitutional Safeguards of child and youth.

SEMESTER I	COURSE CODE: EPSW15C					COURSE TITLE: SOCIAL WORK WITH CHILDREN AND YOUTH					HOURS: 4	CREDITS: 3
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO1	PSO2	PSO3	PSO4	PSO5		
CO1	4	3	4	3	4	4	4	3	4	4	3.7	
CO2	4	3	3	3	4	3	4	4	4	4	3.6	
CO3	5	4	3	4	5	5	5	4	4	4	4.3	
CO4	5	4	5	3	4	5	5	3	4	5	4.3	
Mean Overall Score											3.975	

Result: The Score of this Course is 3.975(High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Demographic profile of children and youth in India; rural urban differences; important statistics related to the status of children in India and Tamil Nadu; female child in India: gender differences in child rearing and socialization. Socialization of youth: influence of family, peer, neighbourhood, reference groups, religion. Impact of westernization. Modernization and urbanization.

UNIT II

Health and nutritional status and needs of children and youth, health services ICDS. MCH, School health and NGO Programmes; role of UNICEF and WHO; various types of health intervention for children. Educational Status and needs of children: problems in education; Universal primary education-Samagra Shiksha Abhiyan (SSA), Transit schools, School Social Work-objectives, activities.

UNIT III

Children and Youth in especially difficult circumstances destitute and abandoned children services for the destitute child Institutional and Non institutional Foster Care and Adoption, Delinquent child - Juvenile justice system: Child trafficking-dimensions and interventions; Child Abuse: dimensions, causes and interventions; Street and Working Children: causes, Interventions (Govt. and NGO). Children of sex workers. Displaced children. Natural Disasters and children, Children living with HIV/AIDS, Children of Prisoners.

UNIT IV

Children and youth in need of special care: Physically challenged children - extent, causes, policies and programmes, other interventions; Mentally challenged children - types, interventions' Emotionally challenged children: types, interventions; Child Guidance Clinic Specific problems of youth: behavioural problems such as drug abuse, alcoholism, suicide, and sexual issues. Functional disorders: eating disorders, obesity, Emotional problems: identity crisis, alienation, career conflict. Approaches of working with Youth. Skill training and employment.

UNIT V

Constitutional safeguards, POCSO, JJ Act, National Policy, National Policy for Children, Draft National Policy for Youth. Plan of Action, State and Central Government programmes for children. UN Charter for Child rights, laws relating to Children, Juvenile Justice, Child Welfare Committee, Child rights advocacy, Government and NGO programmes for Youth in India.

TEXT BOOKS

1. Saju Parackal and Rita Panicker, 2022: Children And Crime In India: Causes, Narratives and Interventions, Rawat Publications.
2. Sibnath Deb, Aleena Maria Sunny and Bishakha Majumdar, 2022: DISADVANTAGED CHILDREN IN INDIA: Empirical Evidence, Policies and Actions, Rawat Publications.
3. Bhatia, Vinita. Social Laws & Child Rights. New Delhi: Alfa, 2011.
4. Devi, Laxmi. Child and Family Welfare. New Dehi: Anmol, 1998.
5. Fernandez. B., Alex. Social Work for Women and Children. New Delhi: Pacific Books International, 2014.
6. Kennoson, Peter. Children as Victims. Learning Matters, 2008.
7. Landis H. Paul, Adolescence and Youth: The Process of Maturing. New Delhi: Sarup Book Publishers Pvt. Ltd., 2011

REFERENCE BOOKS:

1. NIPCCD (2002) The Child in India - A statistical Profile, NIPCCD, New Delhi
2. Devi, Laxmi (ed) 1998, Child and Family Welfare. Anmol Publications, New Delhi
3. UNICEF (1994) The Child and the Law, UNICEF, New Delhi
4. MSSRF (1994) Policy for the Young Child in Tamil Nadu, MSSRF, Chennai
5. Harsh Mander & Vidya Rao (1996) An agenda for Caring interventions for Marginalized groups, VHAI, New Deli.
6. Tripathy SN ed. (1996) Child Labour in India, Discovery Publishing house, New Delhi
7. Asha Rane (1994) Street Children: a challenge to the Social Work Profession, TISS, Bombay.

8. Channana, Geetaj & others, Children, Youth and Development. Routledge, 2017
9. Kehily, M.J. ed, Understanding youth: Perspectives, Identities and Practices. Youth: Perspectives and Practice. London: Sage Publications Ltd, 2007
10. Dugan, Laird. Approaches to Training and Development. Jaipur, Rawat , 2007.

I – M.S.W	CONCURRENT FIELD WORK PRACTICUM – I	20PSWF1
SEMESTER – I		HRS/WK : 10 *
CORE PRACTICAL – I		CREDIT : 4

OBJECTIVE:

To know about different field of Social Work Profession through observation visits and to learn about street theatre.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to different fields of Social Work

CO2: Understand the role of professional Social Worker in a structured agency

CO3: Understand and reflect on diverse needs and problems of the target groups

CO4: Appraise on the theoretical framework, approaches, models and practices

CO5: Develop positive framework about the profession

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER I	COURSE CODE: 20PSWF1					COURSE TITLE: CONCURRENT FIELD WORK PRACTICUM – I					HOUR S: 10	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	4	5	5	5	3	4	5	4.5	
CO2	5	4	4	3	5	5	4	3	4	4	4.1	
CO3	4	4	5	4	5	5	5	3	5	5	4.5	
CO4	5	4	5	4	5	5	4	3	5	5	4.5	
CO5	5	4	5	3	5	5	4	3	4	5	4.3	
	Mean Overall Score										4.38	

Result: The Score of this Course is 4.38(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

Field Work is very important element in the curriculum of Social Work. Extension activities are being promoted to develop the community towards different aspects of development. Observation visits and Group Project on current social issues are expected to be organized as the field work requirements in the first semester. To execute these extension activities towards the needy, the students of Social Work are prepared to develop their skills by observation visits to Community, Medical & Psychiatric and Industrial settings.

Field work practical components are scheduled every week equivalent to theory classes. To improve their physical fitness as well as mental capacity and to equip the students on the conceptual development of social issues, ten days street theatre training programme is being organized.

Field Work Components:

1. Observational Visits -The first year students during the first semester go for observational visits to various settings: Medical & Psychiatric, Rural Community Setting, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.
2. Street Theatre training for a week
3. Group Project on Current Issues.

Every week the students write a report of their activities and submit to the concerned field work supervisor on Mondays. The supervisor conducts individual and group conference every week regularly.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded.

The CA Mark – 40 and the SE Mark - 60.

Marks Allotments

S. No	Activity	Internal Marks	External Marks
1	Observation Visit, Street Theatre Training and Group Project	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

* Number of hours spent for two days in a week by a student in the field.

I – M.S.W	RURAL SOCIAL WORK PERSPECTIVES (RURAL CAMP)	19PSWE1
SEMESTER – I		HRS: ONE WEEK
EXTENSION – I		CREDIT : 2

OBJECTIVE:

To get Community experience and Organizing skills through Rural Camp.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Experience to the village setup.

CO2: Understand the social problems and attaining solution.

CO3: Set their leadership qualities.

CO4: Be experienced in organizing programme and create awareness to the people.

CO5: Identify their ability to cope up with the society.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER I	COURSE CODE: 19PSWE1					COURSE TITLE:RURAL SOCIAL WORK PERSPECTIVES (RURAL CAMP)					HOURS : 1 WEEK	CREDITS:2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PSO 5		
CO1	3	3	4	2	5	5	5	3	5	4	3.9	
CO2	4	3	4	3	4	5	5	3	4	5	4	
CO3	4	3	5	3	5	5	5	3	5	5	4.3	
CO4	4	3	5	3	5	5	5	3	5	5	4.3	
CO5	5	4	5	4	5	5	5	4	5	5	4.7	
	Mean Overall Score										4.24	

Result: The Score of this Course is 4.24(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

The main objective of the rural camp will be to enable the students experience rural life and group living. The students with the support and guidance from the faculty will involve themselves in all

the planning and executing activities of the camp. This includes identification of the village, pilot visits for identification of projects in the village and liaison with various NGOs and Government officials. The entire class will be divided into various committees to facilitate division of work and participation of each student. A camp leader elected from the student group, will co-ordinate along with the camp in-charge faculties for efficient execution of the camp. A periodic evaluation of the camp will be conducted in the department. The students are expected to document and submit a report on their experiences and learning in the Rural Camp during the Viva-voce which is conducted internally. After the Internal Viva-voce, the students are awarded with 2 credits.

Tasks during Rural Camp:

1. Selection of a theme for the rural camp
2. Identification of a suitable village-Pilot study
3. Formation of committees and allocating work
4. Planning the programmes to be executed during the camp
5. Implementation of the programmes.

Skill Development:

Co-operating, planning, participation, adaptability, accommodating, co-ordination, organizing, networking, leadership skills, fund raising, accounting, self-evaluating skills and documenting skills.

Marks Allotments

- | | | |
|-------------------------------|---|----------|
| 1. Submission of Report | - | 20 Marks |
| 2. Presentation & Performance | - | 20 Marks |
| 3. Completion of Components | - | 20 Marks |
| 4. Skills Acquired | - | 20 Marks |
| 5. Learning Content | - | 20 Marks |

I – M.S.W	SOCIAL WORK RESEARCH AND SOCIAL STATISTICS	19PSW21
SEMESTER – II		HRS/WK : 4
CORE– V		CREDIT : 4

OBJECTIVE:

To understand the concept of Social Work Research and Social Statistics.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Develop the theoretical understanding of Social Work Research.

CO2: Employ suitable research design and formulate research hypothesis.

CO3: Adopt suitable sampling technique, tool and method of data collection.

CO4: Identify appropriate statistical tests for data analysis and gain insights for data interpretation.

CO5: Develop skills to write research proposal and prepare research report.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: 19PSW21					COURSE TITLE: SOCIAL WORK RESEARCH AND SOCIAL STATISTICS					HOUR S:4	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	4	5	4	5	4	4	4	5	4	4	4.3	
CO2	3	5	4	4	4	4	4	5	3	3	3.9	
CO3	2	4	3	4	2	3	3	4	3	3	3.1	
CO4	2	4	3	3	2	3	3	4	3	3	3	
CO5	4	5	4	4	4	4	3	4	3	3	3.8	
	Mean Overall Score										3.62	

Result: The Score of this Course is 3.62 (High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Social Work Research: Meaning, Definition, Types – Qualitative, Quantitative and Mixed, Purpose of Research, Social Research and Social Work Research. Scientific Method: Nature, Characteristics, Purpose and Steps in Research Process; Concepts: Operationalization of Concepts, Variables and its Types, Hypothesis: Sources, Formulation, Attributes of Hypothesis and Types. Review of the Literature.

UNIT II

Research Design and Sampling: Types of Research Design: Concept and Types. Identification and Formulation of Research Problems. Sampling: Definition, Principles, Types and procedures; Population and Universe; Measurement of Scales: Meaning, Concept; Levels of Measurement; Validity and Reliability.

UNIT III

Sources and Methods of Data Collection: Sources: Primary and Secondary; Quantitative Method Research Tools: Observation, Survey Methods: Interview Guide, Interview Schedule, and Questionnaire: Construction of Questionnaire or Interview Schedule – Concept, Types of Questions. Qualitative Method: Focused Group Discussion and Case Studies. Pilot Study and Pre- testing.

UNIT IV

Data Processing and Analysis: Editing, Coding, Code Book preparation, Frequency distribution, Tabulation; Diagrammatic and Graphical Representation of Data: Types, Report writing and Referencing; Agencies involved in Social Research; Ethical Considerations of Social Work Research. Research Proposal Writing.

UNIT V

Social Statistics: Statistics: Meaning, Use and its Limitations in Social Work Research, Descriptive and Inferential Statistics, Measures of Central Tendency: Arithmetic Mean, Median and Mode, Measures of Dispersion: Range, Standard Deviation and Mean Deviation. Tests of significance: 't' Test, Chi-Square Test, ANOVA. Correlation: Meaning, Types and Uses. Karl Pearson's Coefficient of Correlation and Rank Correlation, Spearman's Rank Correlation. Manual Calculation.

TEXT BOOKS:

1. Annie E. Fortune, William J. Beird, 2017. Research in Social Work, 3rd edition, Rawat Publications.
2. Dr. N. Arumugam, Research Methodology for Life Sciences, Saras Publications.
3. P. Ravi Lochanan, 2013, Research Methodology with Business Correspondence and Report Writing, Margham Publications.
4. PC. Vainketesh, 2012, Essentials of Research Methodology, Mark Publishers.
5. Professor D. K. Karyap, 2017 The Hand Book of Social Work Research and Methods, Shikar Publications.
6. Robert C. Bogdan Sari Knopp Biklen, Qualitative Research for Education an Introduction to Theories and Methods, Fifth Edition.

REFERENCE BOOKS:

1. Ahuja R, 2010, Research Methods, Rawat Publications, Jaipur.
2. Alston M, Bowles W, 2012, Research for Social Workers, An introduction to methods, 3rd Edition, Australian Publications, Australia.
3. Babbie E, 2013, The Practice of Social Research, 13th Edition Cengage Learning, USA.
4. Chakraborty D, 2009, Research Methodology, SAURABH Publishing, New Delhi.
5. Dawson C, 2010, Introduction to Research Methods, A practical guide for anyone undertaking a Research Project, Viva Books, New Delhi.
6. Gupta B L, 2010, Research studies in Staff Development, Mahamaya Publishing house, New Delhi.
7. Pawar B S, 2009, Theory building for Hypothesis Specification in Organizational Studies, Response Books, New Delhi.
8. Rajathi A, Chandran P, 2010, SPSS for you, MJP Publications, Chennai
9. Tripathi P C, 2010, Research Methodology in Social Sciences, Sultan Chand and Sons, New Delhi.

I – M.S.W	SOCIAL WELFARE ADMINISTRATION	21PSW22
SEMESTER – II		HOURS : 4
CORE– VI		CREDIT : 4

OBJECTIVE:

To know about social welfare schemes and administrative system and applications of legislation.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Gain insight on HSO, NGO.

CO2: Be able to register the human service organizations and can administer it effectively.

CO3: Understand the different administration process.

CO4: Develop an understanding on various social legislations and its implementation.

CO5: Practice social legislations for the betterment of the society.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: 21PSW22					COURSE TITLE: SOCIAL WELFARE ADMINISTRATION					HOUR S:4	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	3	4	4	5	5	4	3	4	4	4.1	
CO2	5	3	5	3	4	5	4	3	4	5	4.1	
CO3	5	3	5	4	4	5	4	3	4	5	4.2	
CO4	4	3	4	3	3	4	3	2	2	3	3.1	
CO5	4	3	4	3	4	4	3	3	4	4	3.6	
	Mean Overall Score										3.82	

Result: The Score of this Course is 3.82 (High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Human Service Organizations – Features – Purpose – Historical Development – Principles - Functions - Non-Government, Non-Profit making and Self –Governing. Types of Human Service Organizations –By Orientation, Levels of operation and Focus. National Policy on Voluntary Sector, 2007. Organizational structure and characteristics of Human Service Organizations. Approaches to Organizational Management – Bureaucratic model, Human Relations model and System Theory.

UNIT II

Basic Administration Processes: Planning, Organizing, Staffing and Directing, Controlling, Reporting and Budgeting (POSDCORB). Elements of Directing – Supervision, Motivation, Leadership, Communication, Monitoring and Evaluation. Elements of Democratic Administration: Delegation, Decentralization and Participation.

UNIT III

Personnel Administration: Manpower planning, Job design, Induction, Training, Staff welfare and Service conditions. Management by Objectives as applied to Human Service Organizations. Supervision. Organizational Climate. Public Relations and Networking.

UNIT IV

Financial Administration: Budgeting, Accounting and Auditing. Banking Procedures & Practices. Maintenance of books of Accounts and Financial Documents and Records. Mobilization of Financial Resources, Grants in Aid. Administrative skills – Writing reports, letters and minutes of meetings. Maintaining Records and Data Banks.

UNIT V

Procedures in Registering an Organization - Societies Registration Act, 1860, Indian Trust Act, 1882, Section 3 & 25 of Indian Companies Act, 1956. Foreign Contribution and Regulation Act, 1976. Exemption from Income Tax. Administrative Structure – Memorandum, Bye laws, Constitution, Functions and responsibilities of governing board, committees and office bearers. Administrative structure at the Central, State and Local level. Social Welfare Departments. Programme of Central Social Welfare Board and State Social Welfare Board.

TEXT BOOKS:

1. Bradford W. Shea, Charles J. Horejsi, 2011, Techniques and Guidance for Social Work Practice Ninth Edition, Eastern Economy Edition.
2. D. Paul Chowdhry Social Welfare Administration
3. P. D Mishra, Social Work Philosophy and Methods, Inter India Publications.
4. Roger A. Lohmann, Nancy Lohmann, 2015, Social Administration, Rawat Publications.
5. Sanjay Bhattacharya, 2017, Social Welfare Administration and Development, Rawat Publications.
6. Suresh Chandra Anne Karen Trollope, 2015, Non-Governmental Organization Origin and Development, Rawat Publications.

REFERENCE BOOKS:

1. Allison, M. & Kaye, J. 2005. Strategic Planning for Nonprofit Organizations, 2nded. New York: John Wiley & Sons.
2. Batra, Nitin. 2004. Administration of social Welfare in India. Jaipur: Raj Publishing House.
3. Bhattacharya, Sanjay. 2009. Social Work Administration and Development. New Delhi: Rawat Publication.
4. Harihar Bhattacharya, Parthasarkar and Angshuman Kar (eds) (2009) The Politics of Social Exclusion in India: Democracy at the Crossroads, Routledge.
5. P. Subba Rao, 2017. Management and Organization behavior (Text and Cases) Himalaya publishing House.
6. Samvel.C. Certo and S. Trevis Certo. Modern Management. Prentice Hall of India Pvt Ltd. 2007.
7. Sooryamoorthy R and Gangrade K.D. 2006. NGOs in India-A cross Sectional study New Delhi: Rawat Publication.

I – M.S.W	SOCIAL POLICY AND SOCIAL LEGISLATIONS	21PSW23
SEMESTER – II		HOURS : 4
CORE – VII		CREDIT : 4

OBJECTIVE:

To know about kinds of social policy and Social legislations and applications in community.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Learn about social policy and Indian Constitution.

CO2: Understand the policies and programmes in India.

CO3: Learn about social legislations legal system.

CO4: Know about legislations concerned with family, child, and so on.

CO5: Understand the significance of various Legislations.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: 21PSW23					COURSE TITLE: SOCIAL POLICY AND SOCIAL LEGISLATIONS					HOUR S: 4	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	3	5	3	4	5	5	4	4	4	4.2	
CO2	5	3	5	3	5	5	5	4	4	5	4.4	
CO3	5	3	5	3	5	5	5	4	4	5	4.4	
CO4	5	3	5	3	5	5	5	4	4	5	4.4	
CO5	5	3	5	3	4	5	5	4	4	4	4.2	
Mean Overall Score											4.32	

Result: The Score of this Course is 4.32(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Social Policy: Meaning, Scope, Objectives and Types. Indian Constitution: Sources, Historical Development, Fundamental Rights, Fundamental Duties and Directive principles of State Policy.

UNIT II

Policies and Programmes in India – Education, Health, Housing, Environment, Employment, Family, Child, Women, Elderly, Disabled and Backward Classes, Nithi Aayog.

UNIT III

Social Legislation: Meaning and Scope, Social Legislations in India, Indian Penal Code, Family Courts, LokAdalat, Free Legal Aid, Public Interest Litigation.

UNIT IV

The Special Marriage Act 1955, Dowry Prohibition Act 1961, Hindu Adoption and Maintenance Act 1956, Juvenile Justice (Care and Protection of Child) Act 2015, Child Labour Abolition (Prohibition and Regulation) Amendment Act 2016, Bonded Labour Abolition Act 1976, Protection of Civil Rights Act 1955, Protection of Consumer Act 1986, Right to Information Act 2005.

UNIT V

Prevention of Immoral Traffic Act 1986, 2014 Amendment of Transplantation of Human Organs Act 1994, Tamil Nadu Prohibition of Eve Teasing Act 1988, Tamil Nadu Prohibition of Ragging Act 1998, Domestic Violence Act 2005, Mahatma Gandhi National Rural Employment Guarantee Act 2005, Right to Education 2009, Protection of Children from Sexual Offences (POCSO) Act 2012, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Amendment Act, 2015

TEXT BOOKS:

1. J. Jayapalan, Constitutional History of India, MS Publications, Chennai
2. K. Shanmugavelayutham, 1998, Social legislation and social change, Chennai.
3. M. Lazmikanth, 2018, Indian Polity 4th Edition, MC Graw Hill Education Media Private Ltd, Chennai.
4. Paul Spicker, 2010, Social policy themes and approaches, 7th edition, New Delhi, Rawat Publications.
5. Vivek Sharma, UGC NET Tutor Social Work, 2014, Arihant Publications New Delhi.

REFERENCE BOOKS:

1. Gaikwad, P. E. (2004) Law Basic Concepts. Pune: YASHADA.
2. Gangrade, K.D. Social Legislation in India (Vol-1 & Vol.2), Delhi: Concept Publishing Co.
3. Gaur K. D. (2004) A Text Book on the Indian Penal Code, Delhi: Universal Law Publication Co. Ltd.
4. Mathew, P. D. (1993) Constitution of India Simplified, New Delhi: Indian Social Institute.
5. Purohit, B. R. & Joshi, Sandeep (Ed) (2003) Social Justice in India, Jaipur: Rawat Publication.
6. Shah, Ghanshyam (1998) Social Justice- A Dialogue. Jaipur: Rawat Publication.

I – M.S.W	COUNSELING: THEORY AND PRACTICE	CODE: 21PSW24
SEMESTER – II		HRS/WK : 4
CORE– VIII		CREDIT : 4

OBJECTIVE:

To understand the theories of Counselling and its application in different fields.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand counseling as a professional practice.

CO2: Acquire knowledge on the process and theories related to counseling.

CO3: Know about the practice of counseling in different setting.

CO4: Gain knowledge on family and marital counseling.

CO5: Learn the ethical principles and professional guidelines for counseling practice.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: 21PSW24					COURSE TITLE: COUNSELING: THEORY AND PRACTICE					HOUR S:4	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	4	5	4	4	4	4	3	4	4	4.1	
CO2	5	3	4	3	4	5	5	4	4	4	4.1	
CO3	4	3	5	3	4	5	5	4	4	5	4.2	
CO4	5	4	4	3	5	5	5	3	4	5	4.3	
CO5	5	4	5	4	4	5	5	4	4	5	4.5	
Mean Overall Score											4.24	

Result: The Score of this Course is 4.24(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Introduction to Counseling: Meaning, Definition, Types, Needs, Importance of Counseling and Professional Counseling. Basic Principles of Counseling: Participation, Individualization, Confidentiality, Communication, Acceptance, Self-Confidence, Self-Awareness and other Principles governing the Counseling Relationship. Qualities of Counselor.

UNIT II

Counseling Process: Interview and its Significance in Counseling – Use of Observation in Counseling and Understanding of Emotions in Counseling. Theories of Counseling: Psychoanalytic, Adlerian, Client Centered, Behavioral, Rational Emotion, Reality, Gestalt, Transactional analysis and Electric Theories.

UNIT III

Counselor as Professional; Ethical standards in Counseling; Relevance of counseling as a Social Work Practice; Role of Professional Social Worker in counseling field. Alternative Therapies: Art, Music, Recreation, Laughter, Play and Yoga – Counseling amidst COVID19 Pandemic Situation.

UNIT IV

Family and Marital Counseling: Family System – Factors affecting Communication in families – Marriage and family; Aims and types of Marriage; factors contributing to marital conflicts – Family Counseling; Infertility Counseling; Marital Therapy; Pre – Marital Counseling – Approaches to Marital therapy

UNIT V

Counseling in different settings: School Counseling, Career Counseling, Industrial Counseling, Alcoholic and De-Addiction Counseling, Crisis and Trauma Counseling, Supportive Counseling with Persons Living with HIV, TB Patients, Persons with Disabilities, Counseling against Suicidal thoughts and Community Counseling. Application of counseling theory in Social Work Practice - Techniques and Strategies in Counseling. Barriers to Effective Counseling Sessions; Counseling Evaluation.

TEXT BOOKS:

1. Colin Feltam, Windy Dryden, 2010. Brief Counseling a Practical Integrative Approach, Tata McGraw – Hill publishing company limited, New Delhi.
2. Baumgardener S, Crothers M 2015, Positive Psychology, Dorling Kindersley.
3. Robert L. Gibson, Marianne H. Mitchell, 2009, Introduction to Counseling and Guidance, PHI Learning Private Limited, New Delhi.
4. S. Narayana Rao, 2007, Counseling and Guidance, Tata McGraw – Hill publishing company limited, 2nd Edition, New Delhi.
5. Samuel T. Gladding, 2009, Counseling A Comprehensive Profession, Pearson, New Delhi.
6. Seligmam M 2013, Authentic Happiness, Atria Books
7. Snyder, Lopez, & Pedrotti, 2011, Positive Psychology: The Science and Practical explorations of human strength 2nd Edition, Sage Publications.
8. Sister Mary Vishala, 2006, Guidance and Counseling (for teachers, parents & students), S. Chand & Company Limited, New Delhi.

REFERENCE BOOKS:

1. Egan, Gerard, 2006 The skilled helper: A problem management and opportunity, Development Approach to helping, Wadsworth publishers, Boston, USA
2. Mcleod & John, 2003 Introduction to Counseling, Open university press, UK
3. Neukrug. E, 2012 Counseling theory and practice.
4. Palmer, 2004 Counseling, The BAC Counseling reader, British Association for Counseling, Vol. 1 & 2, Sage publications, New Delhi, India
5. Randy J Larsen. Personality psychology, New Delhi, 2011
6. Rao, Narayana, 2003 Counseling and Guidance, Tata McGraw Hill, New Delhi. India.
7. Sanders, 2002. First steps in Counseling, PCCS Books Ltd, UK.
8. Seligmam M, 2011, Flourish: A New Understanding of Happiness and Wellbeing: and How to Achieve Them. Nicholas Brealey Publishing, London, Boston.

I – M.S.W	SOCIOLOGY FOR SOCIAL WORKERS	EPSW25A
SEMESTER – II		HOURS : 3
ELECTIVE –II (A)		CREDIT : 3

OBJECTIVE:

To understand the concept of Sociology for social work profession.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to the diverse Sociological theories and its role in Social Work

CO2: Demonstrate professional traits in dealing with the context of social stratification in India

CO3: Gain knowledge on the stages of human development and its influences

CO4: Adopt the effective style of learning; realize the importance of sustainable motivation

CO5: Be aware of application of Social Work knowledge to enhance the mental well being

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: EPSW25A					COURSE TITLE: SOCIOLOGY FOR SOCIAL WORKERS					HOUR S:3	CREDIT S:3
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	3	5	3	5	5	4	3	5	5	4.3	
CO2	4	4	4	4	5	4	5	3	4	5	4.2	
CO3	4	4	4	4	5	5	5	3	4	4	4.2	
CO4	4	4	5	4	5	5	5	4	5	4	4.5	
CO5	5	3	5	4	5	5	5	3	5	4	4.4	
	Mean Overall Score										4.32	

Result: The Score of this Course is 4.32(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Sociology: Meaning, nature and Scope and its Relationship with Social Work. Approaches to the Study of Society: Functionalist Perspective, Conflict or Dialectical approach, Structuralism and Post modernism, Interactionist approach and positivism. Contributions by Auguste Comte, Herbert Spencer, Karl Marx, Emile Durkhiem, Max Weber and R.K.Mukerjee, G.R.Madan, Majumdar and M.N.Srinivas.

UNIT - II

Basic Social Concepts: community, society, association, organization, social structure, and culture. Socialization: process, mechanism and agencies; Social Group – Types and Functions; Social Process: Social Interaction, Cooperation, Competition, Conflict, Subjugation, Accommodation and Assimilation. Cultural Conflict, Cohesion, Integration, Cultural Lag, Cultural Change.

UNIT III

Social Stratification – Caste and Class System. Social institution: Family, Religion, Education, Politics, Economy. Social Change: Urbanization, Industrialization, Modernization, Sanskritisation. Social Control and Social Deviance: Norms, Folkways, Mores, Customs.

UNIT IV

Social Problems in India: Poverty, Unemployment, Mal-Nutrition, Communicable Diseases, Nepotism, Communal and Caste Issues, Honour Killing, Marital conflict, family violence, divorce, dowry death, suicide, aging, orphanhood, destitute, commercial sex work and human trafficking, person dependent to alcohol and Drug Abuse.

UNIT V

Problems of subaltern: Gender sensitivity, problems of subaltern groups: children-child abuse, juvenile delinquency, child labour, women, dalits, tribals, LGBTQ+. Environment Issues: Climate Change, protection of water bodies and endangered species. Remedies and Social work interventions.

TEXT BOOKS:

1. C.N. Shankar Rao, 2012, Sociology Principles of Sociology with an Introduction to Social Thought. S.Chand & Company Ltd, New Delhi.
2. Chris Yuill & Alastair Gibson, 2010: Sociology for Social Work: An Introduction SAGE Publications Ltd.
3. Vidya Bhushan & Sachdeva, 2006: Introduction to Sociology, Kitab Mahal, New Delhi.
4. Rao, C.N.S. 2002: Sociology: Primary Principles, Sultan Chand, Mumbai.
5. Anne Llewellyn, Lorraine Agu & David Mercer, 2014: Sociology for Social Workers, Polity.

REFERENCE BOOKS:

1. Antony Gidden. 2001. Sociology. Polity Press. Cambridge.
2. Richard T. Schaefer, 2011, Sociology A Brief Introduction, Tata Mcgraw – Hill Education Pvt ltd, New Delhi.
3. RoshniJain, An Introduction to Sociology, AITBS Publishers, India.
4. BhusanVidya & D.R.Sachdeva. 2005. An Introduction to Sociology. Kitab Mahal Publications. Allahabad.
5. Ram Ahuja, 2022: Social Problems in India, Rawat Publications.

I – M.S.W	DISASTER MANAGEMENT	EPSW25B
SEMESTER – II		HRS/WK : 3
ELECTIVE – II (B)		CREDIT : 3

OBJECTIVE:

To understand the concept of Disaster Management and Role of Social Worker in the field.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Beexposed to the disaster.

CO2: Learn the process of disaster management.

CO3: Understand the phases of disaster management.

CO4: Learnabout Disaster Management Authority and Acts.

CO5: Gain knowledge on Role of Social Workers and Voluntary Agencies in disaster management.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: EPSW25B					COURSE TITLE: DISASTER MANAGEMENT					HOURS: 3	CREDITS: 3
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	4	2	3	4	4	4	4	3	3	3	3.4	
CO2	4	2	3	4	4	4	4	3	3	3	3.4	
CO3	4	2	3	4	4	4	4	3	3	3	3.4	
CO4	4	2	3	4	4	4	4	3	3	3	3.4	
CO5	5	3	4	5	5	5	5	4	4	4	4.4	
Mean Overall Score											3.6	

Result: The Score of this Course is 3.6(High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Disaster: Meaning, Concept and related Concepts, Disaster, Risk, Hazard. Models of Disaster - Crunch Model and Release Model. Types and Effects of Disaster. Natural Disaster: Meteorological: Storm, Cyclone. Topological: Avalanche. Telluric: Earthquake. Manmade disasters. Effects: Physical, Social, Economic, Psychological, Spatial.

UNIT II

Participatory Assessment of Disaster Risk Steps - Preparation, Hazard Assessment, Vulnerability Assessment, Capacity Assessment, Key Informant Interviews and Action Planning.

UNIT III

Disaster Management and Phases: Pre-disaster: Prevention, Preparation, Education Vulnerability and Preparedness. Actual Disaster: Contingency, Short-Term and Long Term Plans. 4 Rs: Rescue, Relief, Recovery and Resettlement. Post disaster: Rehabilitation and Commemorations.

UNIT IV

Disaster Management Act 2005, National Disaster Management Authority and National Institute of Disaster Management. Functions of District, State and National Disaster Management Authority. Resources Mobilization, Working with Other Professionals, Working with Government and Voluntary Organizations.

UNIT V

Role of Social Workers and Voluntary Agencies in disaster both at the International and National level, Role of Media in disaster, Psycho Social Support and Mental Health Services, Case Studies on Bhopal Gas Tragedy 1984, Chernobyl Disaster 1986, Tsunami 2004, Thanae 2011, Vardha 2016, Ghaja 2018 Cyclones and Riots

TEXT BOOKS:

1. Damon Coppola. 2015. Introduction to International Disaster Management. 3rd Edition. Butterworth – Heinemann.
2. KsyamaSagarMeher, Disaster Management New Edition, Neeraj Publications.
3. Sulphay M.M. 2016. Disaster Management, Kindle Edition. New Delhi: PHI Learning Pvt. Ltd.
4. V. Jay Nichol, 2015, Environmental Studies and Disaster Management, Rawat Publication, New Delhi.
5. Varun Dutt Sharma, 2009, Environmental Education and Disaster Management, CBS Publication and distributors, New Delhi.

REFERENCE BOOKS:

1. Abarquez I and Murshed Z .2004. Community-Based Disaster Risk Management: Field Practitioners' Handbook. New Delhi: Asian Disaster Preparedness Center
2. Anderson M and Woodrow P. 1998. Rising from the Ashes: Development Strategies in Times of Disaster. London: ITDG Publishing,
3. Blaikie P, Cannon T, Davis I and Wisner B. 2004. At risk: Natural hazards, people's Vulnerability and Disaster. London: Routledge.
4. Carter I. 2002. Preparing for disaster, PILLARS Guide, Tearfund UK.
5. Carter I. 2003. Mobilizing the community, PILLARS Guide, Tearfund UK.
6. Heijmans A and Victoria L 2001. Citizenry-Based and Development-Oriented Disaster Response. Philippines: Centre for Disaster Preparedness.
7. Tearfund UK. 2004. Development and Risk Reduction in the Indian State of Andhra Pradesh: A case study

I – M.S.W	ENVIRONMENTAL SOCIAL WORK	EPSW25C
SEMESTER – II		HRS/WK : 3
ELECTIVE - II (C)		CREDIT : 3

OBJECTIVE:

To understand the concept of Environmental Social Work.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to the disaster management.

CO2: Understand the natural resources.

CO3: Be equipped with knowledge about biodiversity.

CO4: Understand the environmental social issues.

CO5: Be exposed to the field based visit and cause and effects of environment.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: EPSW25C					COURSE TITLE : ENVIRONMENTAL SOCIAL WORK					HOURS: 3	CREDIT S:3
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	5	4	4	5	5	5	4	4	4	4.5	
CO2	4	3	4	3	4	5	5	4	4	4	4	
CO3	3	3	3	4	4	4	3	3	4	4	3.5	
CO4	5	4	4	4	4	5	5	4	4	4	4.3	
CO5	5	4	4	4	5	5	4	5	4	4	4.4	
	Mean Overall Score										4.14	

Result: The Score of this Course is 4.14(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERYHIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Introduction to Environment and Environmental Studies: Definition and Components of Environment, Relationship between the different components of Environment, Man and Environment relationship, Impact of technology on Environment, Environmental Degradation, Multidisciplinary nature of the Environment studies, its scope and importance in the present-day Education System.

UNIT II

Natural Resources: Renewable and non-renewable resources, Natural resources and associated problems, Forest resources, Water resources, Mineral resources, Food resources, Energy resources, Land resources, Role of an individual in conservation of natural resources, Equitable use of resources for sustainable lifestyles.

UNIT III

Biodiversity and its conservation Definition: genetic, species and ecosystem diversity, Bio-geographical classification of India, Value of biodiversity, Biodiversity at global, national and local levels, Threats to biodiversity, Conservation of biodiversity.

UNIT IV

Social Issues and the Environment from unsustainable to sustainable development, Urban problems and related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people; its problems and concerns. Case studies, Climate change, global warming, Environmental Protection Act 1986, Public awareness Population growth, Role of Information Technology in Environment and Human Health. Role of Social Workers in Environmental Protection

UNIT V

Field Work: Visit to a local area to document Environmental assets – River or Forest or Hill or Mountain. Visit to a local polluted site – Urban or Rural or Industrial or Agricultural. Study of simple ecosystems – Pond, River, hills slopes.

TEXT BOOKS:

1. Ksyama Sagar Meher, Disaster Management New Edition, Neeraj Publications.
2. M.M. Sulphrey, Disaster management.
3. Mel gray , John coates and Tiani Hetherington, 2013 , Environmental social work, New York.
4. V. Jay Nichol, 2015, Environmental Studies and Disaster Management, Rawat Publication, New Delhi.
5. Varun Dutt Sharma, 2009, Environmental Education and Disaster Management, CBS Publication and distributors, New Delhi.

REFERENCE BOOKS:

1. Aravind Kumar. 2008. Environmental Resource Management. Daya Publishers. New Delhi:
2. Asthana. D.K. 2001. Environmental Problems and solutions. S. Chand publishers. New Delhi.
3. Benny Joseph. 2005. Environmental studies. Tata McGraw Hill Publishers. New Delhi:
4. Mohan I. 2002. Environmental Problems in 21st Century. Anmol Publishers. New Delhi.
5. Prabhakar V.K.2001. Environment and Agricultural Pollution. Encyclopedia of Environmental Pollution and Awareness in 21st Century Series. Anmol Publishers. New Delhi.
6. Purushotham Reddy. 2003. Environmental education. Neel Kamal Publishers, New Delhi.
7. Ravichand. M. 2007. Environmental Management. Concept Publishers. New Delhi.

I – M.S.W	CONCURRENT FIELD WORK PRACTICUM - II	20PSWF2
SEMESTER – II		HOURS : 10*
CORE PRACTICAL – II		CREDIT : 4

OBJECTIVE:

To practice the theoretical knowledge in the field of NGO/Hospital/Company settings.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed as a social worker in different settings.

CO2: Be exposed to different NGO, agency and company.

CO3: Be known to handle the client as a case worker.

CO4: Understand the group work process.

CO5: Organize Community organization programme.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: 20PSWF2					COURSE TITLE: CONCURRENT FIELD WORK PRACTICUM - II					HOURS : 10	CREDITS: 4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	5	5	5	5	4	5	5	4.8	
CO2	5	4	5	5	5	5	4	4	5	5	4.7	
CO3	5	4	5	4	5	5	5	4	5	5	4.7	
CO4	4	3	5	4	5	5	5	3	5	5	4.4	
CO5	5	3	4	5	4	5	5	3	5	5	4.4	
Mean Overall Score											4.6	

Result: The Score of this Course is 4.6(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

The first year students during the second semester go for practice based social work for two days in a week and expected to spend a minimum of 10 hours per week in the field. The first year students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization for a semester.

During the placement they have to practice all the primary methods of social work. One has to complete 5 cases in casework, two group following all the stages of group work practice with atleast 10 sessions which include the formation, naming, fixing of objectives, organizing programmes based on the objectives, evaluation, sociometry and sociogram. In the community students are expected to conduct one programme or solve an issue of the community following the principles of community organization and social action. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. 20 marks are being awarded by the internal faculty supervisor, 20 Marks are awarded by the Agency Supervisor and 60 marks are being awarded by the external examiner.

Marks Allotments

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Case Work, Group Work, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

* Number of hours spent for two days in a week by a student in the field.

I – M.S.W	LIFE SKILLS FOR SOCIAL WORK	19PSWS1
SEMESTER – II		HOURS: 1
SKILL		CREDIT: 2

OBJECTIVE:

To develop the skills which are needed for social work profession.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to their personal skills and development.

CO2: Be determined with the communication and writing skill.

CO3: Be capable of understanding human behavior.

CO4: Be equipped with the professional skills for their future development.

CO5: Learn the ethics and role of social worker.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: 19PSWS1					COURSE TITLE: LIFE SKILLS FOR SOCIAL WORK					HOURS:1	CREDITS:2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	4	3	4	4	4	5	4	4	4	4	4	
CO2	4	3	4	4	4	4	3	4	4	4	3.8	
CO3	4	4	3	4	4	4	5	4	4	4	4	
CO4	5	4	5	4	4	4	5	4	4	4	4.3	
CO5	4	3	4	3	4	4	3	3	4	3	3.5	
Mean Overall Score											3.92	

Result: The Score of this Course is 3.92(High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome

COMPONENTS:

1. Lectures on Life Skills which covers understanding self through a SWOT, Communication, Presentation skill, Interpersonal Skills such as Group Decision Making and Negotiation Skills.
2. Practical Exercises on Communication.
3. Conducting and Staging Two Street Plays in the Society or service and educational institutions by the students in group on relevant current issues of the society.
4. Awareness Creation Programme by the students in the Society or Service and educational institutions.

At the end of the semester Viva- Voce is conducted internally by two examiners by the faculty of the department. The students will be awarded with one credit.

Marks Allotments

Submission of Report	-	20 Marks
Presentation & Performance	-	20 Marks
Completion of Components	-	20 Marks
Skills Acquired	-	20 Marks
Learning Content	-	20 Marks

SPECIALISATION PAPER – I**COMMUNITY DEVELOPMENT SPECIALIZATION**

II – M.S.W	RURAL AND TRIBAL COMMUNITY DEVELOPMENT	19PSW31A
SEMESTER – III		HOURS : 6
CORE – IX		CREDIT : 4

OBJECTIVE:

To understand the concept of Rural and Tribal Community and its Development.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to the rural community.

CO2: Be determined to the development of the community.

CO3: Be capable of understanding human behavior.

CO4: Be committed to work with the tribal community.

CO5: Be equipped with skills to work with the community.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19PSW31A					COURSE TITLE:RURAL AND TRIBAL COMMUNITY DEVELOPMENT					HOURS: 6	CREDITS: 4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	3	4	5	5	4	4	4	4.3	
CO2	5	4	5	3	5	5	5	4	5	5	4.6	
CO3	5	4	5	3	5	5	5	5	4	5	4.6	
CO4	5	3	5	3	5	5	5	4	5	5	4.5	
CO5	5	4	5	3	4	5	5	5	5	4	4.5	
Mean Overall Score											4.5	

Result: The Score of this Course is 4.5(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Rural Community: Meaning, Characteristics. Assessment of Needs and Problems in the Community. Participatory Rural Appraisal – Meaning, Characteristics, Principles, Tools, Steps and Limitations. Rural Organization and Rural Development. Rural Problems: Poverty, Illiteracy, Unemployment, Problems related to agriculture, Community Health.

UNIT II

Community Development: Meaning, Objectives, Principles, and Models; methods; Earlier experiments in rural developments - Sriniketan Experiment and Marthandam Experiment. Rural Extension, Millennium Development and Sustainable Development Goals. Rural Development Administration and Panchayat Raj Institutions (PRI), 73rd Amendment and its Salient Features, Features of Tamil Nadu Panchayat Act 1994. Rural development Agencies: DRDA & BDO.

UNIT III

Rural Development Programmes: A) Area Based - Drought Prone Area Programme (DADP), Intensive Agriculture Area Programme (IAAP) and High Yield Variety Programme, MP's & MLA's Area development programme. B) Target Based programmes: IRDP, TRYSEM, SGSY, and Employment Assurance Scheme, MGNREGA. C) Welfare Programmes: Minimum Needs Programme, ICDS, and Five year Plans and Strategies for Rural Development. Community Participation.

UNIT IV

Tribes: Definition, Concept, Characteristics of the Tribal Community; Nomadic and De- Notified Tribes; Regional Distribution of Tribes and Nehru's Panchasheel Principles of Tribes. Social System of Tribes: Socio economic conditions; Cultural and religious aspects; status of women: Status of Children; Tribal leadership and Political Participation -Local, State, and National levels.

UNIT V

Problems of Tribes: Child Marriage, Poverty, Ill-Health, Illiteracy, Exploitation and atrocities on tribes. Tribal Resettlement and Rehabilitation and its related problems. Tribal Movements and Tribal Revolt, Naxalpari Movement. Tribal Development Programmes: Tribal Development Policies, Tribal Area Development Programme; Tribal Sub-Plans, Need and Importance of Social Work practice in Tribal areas. Problems in implementation of tribal development programmes.

TEXT BOOKS:

1. Alison Gilchrist, Marilyn Taylor, Short Guide to Community Development.
2. Asha Ramagonda Patil, 2013, Community Organization and Development An Indian Perspective, PHI Learning Private Limited, Delhi.
3. Dr. P. V. Ramana Rao, Rural Development and Poverty Alleviation Programmes – NGNREGS, Aryan Publication, New Delhi.
4. Margaret Ledwith, 2006, Community Development – A Critical Approach, Rawat Publication Jaipur.
5. Samuel H. Taylor and Robert W. Roberts, 2013, Theory and Practice of Community Social Work, Rawat Publications, Jaipur.

REFERENCE BOOKS:

1. Christopher, A J. and Thomas William. 2006. Community Organization and Social Action. New Delhi: Himalaya Publishing House.
2. Dutt&Sundaram. 2013, Indian Economy, Sultan& Chand, New Delhi.
3. Kumar, Somesh. 2004. Participatory Method in Community Work. New Delhi: Himalaya Publisher.
4. Sachinanda and Purnendu, 2001 Fifty Years of Rural Development in India, Firma KLM Pvt Ltd., Kolkata.
5. Suresh Chandra, Anne Karen Trollope, 2015, Non-Governmental Organizations, Rawat Publications,
6. William, A. Thomas and A. J. Christopher. 2011. Rural Development – concept and recent approaches. Jaipur: Rawat Publications.

SPECIALISATION PAPER – I**HUMAN RESOURCE MANAGEMENT SPECIALIZATION**

II – M.S.W	HUMAN RESOURCE MANAGEMENT	20PSW31B
SEMESTER – III		HOURS : 6
CORE–IX		CREDIT : 4

OBJECTIVE:

To understand the concept of Human Resource Management and related concepts.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to the concept of human resource management.

CO2: Be determined to the process of human resource planning.

CO3: Be equipped with the knowledge on training and development.

CO4: Be capable of handling with administrative structure.

CO5: Learn the human resource development.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 20PSW31B					COURSE TITLE: HUMAN RESOURCE MANAGEMENT					HOURS : 6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	3	5	3	5	5	4	4	5	5	4.4	
CO2	5	3	5	3	5	5	4	4	5	5	4.4	
CO3	5	3	5	3	5	5	4	4	5	5	4.4	
CO4	5	3	5	3	5	5	4	4	5	5	4.4	
CO5	5	3	5	3	5	5	4	4	5	5	4.4	
Mean Overall Score											4.4	

Result: The Score of this Course is 4.4(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Human Resource Management: Concept, Scope, Objectives, Principles of HRM, Evolution, Approaches, Structure, Policies and Functions of Human Resource Management. Principles, Emerging trends of Competencies and Roles of HR Professionals.

UNIT II

Human Resource Planning: Concept, Objectives, Need, Process. Job Analysis: Uses, Content. Job Description, Job Specification. Recruitment: Meaning, Sources and Methods of Recruitment. Selection: Meaning, Steps, Application Blank, Psychological test, Interviews and Physical Examination. Talent Acquisition: Goals, Policies, Sources and Methods. Placement and Induction. Compensation Management: Compensation structure, Factors influencing Compensation Plans and Policies. Incentive Schemes, Rewards and Recognition

UNIT III

Training and Development: Meaning, Importance, Purpose, Types and Methods. Wages and Salary Administration: Definition, Objectives, Process of Wage Determination, Methods of Wage payment, Principles of Wages, Factors influencing Wage and Salary administration, Fringe Benefits. Concept of Wage and Salary – Wage Theories – Types of wages – wage differentials – wage regulators – Incentive Schemes.

UNIT IV

Performance Appraisal Systems; – Transfers and Promotions – Discharge, and Superannuation Dismissal, Key Result Areas (KRA), Key Performance Indicators (KPI). Employee Retention and Separation: Attrition and Retention – Concept, - Employee benefit plans. Disciplinary procedures – Domestic enquiry – Grievance Procedure — Retirement: Exit Interview, Retirement Benefits – Voluntary Retirement Scheme.

UNIT V

Contemporary trends in HRM: Corporate Social Responsibility, Benchmarking, Core Competency, Business Process Outsourcing (BPO), Business Process Reengineering (BPR), Competency Mapping, Balanced Score Card, Skill Matrix, People Capability Maturity Model (PCMM), Quality Circle, Total Quality Management (TQM) and Total Productivity Maintenance (TPM), Six Sigma and Lean Sigma, 5S Model, and Kaizen. International Organization for Standardization (ISO)

TEXT BOOKS:

1. BPP Learning Media, 2009, Human Resource Management, Viva Books, New Delhi.
2. Dr. S.S.Khanka, 2003 Human Resource Management text and cases S. Chand and Company Pvt. Ltd., New Delhi.
3. K. Aswathappa, 2008, Human Resource Management text and cases, Tata McGraw – Hill publishing company limited, New Delhi.
4. P. Subba Rao, 2016, Personnel and Human Resource Management Himalaya Publishing House, New Delhi.
5. VSP Rao, 2010, Human Resource Management text and cases, New Delhi: Excel Books.

REFERENCE BOOKS:

1. Andrew J. Dubrin, 2012 Essentials of Management, New York: Thomson Southwestern.
2. Bernadin John H, 2012, Human Resource Management, New York: McGraw Hill.
3. Ivancevich, 2012, Human Resource Management, New York: McGraw Hill.
4. Luis R.Gomez-Mejia, David B.Balkin, Robert L Cardy. 2012, Managing Human Resource. New Delhi: PHI Learning.
5. MonirTayeb. 2007, International Human Resource Management. New York: Oxford University Press.
6. Robert L. Mathis and John H. Jackson, 2007, Human Resource Management, New Delhi: Cengage Learning.
7. Uday Kumar Halder, Juthika Sarkar.2012, Human Resource management. New Delhi: Oxford University Press.
8. Wayne Cascio, 2007, Managing Human Resource, New York: McGraw Hill.

SPECIALISATION PAPER – I**MEDICAL AND PSYCHIATRY SPECIALIZATION**

II – M.S.W	MEDICAL SOCIAL WORK	PSW31C
SEMESTER – III		HOURS : 6
CORE – IX		CREDIT : 4

OBJECTIVE:

To understand the concept of Medical social Work and role of Medical Social Worker.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to the importance of medical social work.

CO2: Understand health care model and alternative system of health.

CO3: Be equipped with hospital administration.

CO4: Understand communicable and non-communicable disease.

CO5: Be applicable to work in hospital setting.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: PSW31C					COURSE TITLE: MEDICAL SOCIAL WORK					HOURS: 6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	4	5	5	5	4	4	4	4.5	
CO2	4	4	4	3	4	4	4	4	5	4	4	
CO3	4	4	4	4	4	5	5	4	4	5	4.3	
CO4	5	4	5	5	4	5	5	4	4	5	4.6	
CO5	4	3	4	4	4	5	4	4	5	5	4.3	
Mean Overall Score											4.34	

Result: The Score of this Course is 4.34(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Medical Social Work: concept, Definition, Need of medical social work –Role and functions of medical social worker. The meaning of health, hygiene, illness and handicap: medicine through the ages; changing concept of health: concept of patient as a person. Health Indicators and Health Statistics. Historical development in Medical Social Work in the West and in India. Trends, Scope and Limitations of Medical Social Work practice in India. Health Indicator and Health Statistics

UNIT II

Health care models - medical health prevention and promotion model, integrative model and development model; holistic approach to health: alternative system of health – Ayurvedic, Yoga, Naturopathy, Unani, Sidha and Homeopathy (AYUSH) – Health Care Systems, Overview of Human Anatomy.

UNIT III

Organization and Administration of Medical Social Work department in Hospital. Present practice and equipment of medical social work in various setting. a) Government Hospital, Corporate and Private, Specific Disease Hospitals, Specialized Clinics, Community Health Centers, Blood Banks, Eye Banks, Health Camps b) Schools for the Physically and Mentally challenged, Sheltered Workshops, Residential institutions for Physically and Mentally Challenged.

UNIT IV

Communicable and Non Communicable diseases - TB, STD, AIDS, Polio. Diarrhoeal diseases. Malaria, typhoid, leprosy, leptospirosis. Major non communicable diseases - cancer, diabetes, hypertension, cardio disorders, neurological disorders, and asthma; physically challenged, Nutritional disorders, Occupational health problems, Women's health problems, Pediatric health problems and Geriatric health problems.

UNIT V

Medical social work practices in different in Settings. Outpatient unit, ICU, Maternity and Pediatric ward, STD and HIV clinic, Cardiology department, TB sanatorium and Cancer hospitals. Role of Medical Social Worker in Organ Transplantation and Palliative Care unit. Supportive services and networking for practice of medical social work, teamwork in medical setting. Skills and techniques used in medical social work practice. Fund Mobilizing in Medical Social Work.

TEXT BOOKS:

1. Danna R. Bodenheimer. 2015, Real World Clinical Social Work: Find Your Voice and Find Your Way, New Social Worker Press.
2. Park K (2009) Preventive and Social Medicine.
3. Goel S.L (2007) Health Education: Theory and Practice.
4. Tabish S.A (2001) Hospital and Health services administration.
5. Goel S.L (2004) Health Care Management and Administration
6. John Webb, 2002, Medical Social Work: the Reference Book Paperback, Trafford Publishing.
7. Judith L. M. McCoyd, Toba Schwaber Kerson. Social Work in Health Settings: Practice in Context.
8. K. Park. 2013, Park Text Book of Preventive and Social Medicine, M/S Banarsidas Bhanot Publishers.
9. Sarah Gehlert, Teri Browne, Handbook of Health Social Work.
10. Sharma Vivek. 2014. UGC NET Tutor Social Work, Arihant Publications New Delhi.

REFERENCE BOOKS:

1. Bradshaw & Bradshaw, 2004 Health Policy for Health Care Professional, Sage Publications, New Delhi.
2. Goel S.L (2004) Health Care Management and Administration.
3. Goel S.L (2007) Health Education: Theory and Practice.
4. Pondicherry Aids Control Society, 2007 Pregnancy, Byword books Private Limited.
5. Sarah Ghelert, 2006 Hand book of Health Social Work, John Wiley & Co., London
6. Sirohi, Anand, 2005 Modern Perspectives in Social Work, Dominant Publishers, New Delhi.
7. Tabish S.A (2001) Hospital and Health services administration.

SPECIALISATION PAPER - II**COMMUNITY DEVELOPMENT SPECIALIZATION**

II – M.S.W	URBAN COMMUNITY DEVELOPMENT	19PSW32A
SEMESTER – III		HOURS : 6
CORE - X		CREDIT : 4

OBJECTIVE:

To understand the concept of Urban Community Development and development scheme.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to the urban communities.

CO2: Be aware of slum legislation.

CO3: Understand urban community development.

CO4: Be capable of handling urban administrative structure.

CO5: Learn the role of stake holders in urban community development.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19PSW32A					COURSE TITLE: URBAN COMMUNITY DEVELOPMENT					HOUR S: 6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	3	4	5	5	4	4	4	4.3	
CO2	5	4	5	3	5	5	5	4	5	5	4.6	
CO3	5	4	5	3	5	5	5	5	4	5	4.6	
CO4	5	3	5	3	5	5	5	4	5	5	4.5	
CO5	5	4	5	3	4	5	5	5	5	4	4.5	
Mean Overall Score											4.5	

Result: The Score of this Course is 4.5(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Urbanization: Concept, Characteristics and Theories. Related Concepts: Corporation, Municipality, Town, City, Metropolis, Megapolis, Suburbs, Satellite Town, Smart Cities, Hinterland, Agglomeration, and Urbanism. Urbanization and Social Problems Urban Problems: Pollution, Crime, Accidents, Commercial Sex Work, Drug Addiction, Housing, Human Trafficking, Juvenile Delinquency, Urban Traffic Problems and Suicide.

UNIT II

Slums: Definition, Causes, Characteristics, Socio-Psychological Issues of Slum Dwellers, Effect of Industrialization and Globalization on Slum. Displacement and Rehabilitation. Slum Clearance Board and its functions. Tamil Nadu Slum Area (Clearance and Improvement) Act 1971. National Slum Development Programme. Urban Development Policy, Town planning and Rules of town planning. Urban Services and Urban Deficiencies, Housing and Urban Development Corporation (HUDCO).

UNIT III

Urban Community Development: Meaning, Scope. Early Development Interventions: SPARK Mumbai, People Project of Action Aid, Oxfam, Unorganized Workers' Federation, National Domestic Workers Movement, National Slum Dwellers Federation. Welfare Extension Projects of Central Social Welfare Board. Problems in implementation of Urban Community Development Programmes.

UNIT IV

Urban Municipal Administration- Structure, Composition, Functions and Current issues. Democratic functioning of Urban local bodies, 74th Constitutional Amendment, Governance and Citizen's Participation. E-Governance in Urban Development, National Urban Information System (NUIS).

UNIT V

Urban Community Development Programme: Five Year Plans and Urban Development. Major National Missions: JNNURM (AMRUT), Housing for all 2022. Institutions and Government departments for Urban Development: CMDA, TNHB, TNSCB, CMWSSB. Urban Training Institutions: TNIUS, NIUA. Role and skills of Community Development Worker in Urban Community Development. Mechanisms to address Urban Social Concerns: 108 Service, Women Helpline, Child helpline.

TEXT BOOKS:

1. Asha Ramagonda Patil, 2013, Community Organization and Development in Social Work an Indian Perspective, PH Learning Private Ltd Delhi.
2. Dr. P. V. Ramana Rao, 2018 Rural Development and Poverty Alleviation Programmes, Aryan Publications New Delhi.
3. Jacob Z. Thudipara, 2017, Urban community development second edition, Rawat Publications, New Delhi.
4. Margaret Ledwith, 2006, Community Development a Critical Approach, Rawat Publications, Jaipur.
5. Samuel H Taylor, 2017, Theory and Practice of Community in Social Work, Rawat Publications, Jaipur.
6. Sharma Vivek. 2014. UGC NET Tutor Social Work, Arihant Publications New Delhi.

REFERENCE BOOKS:

1. Ashish Bose, 2001 India's Urbanization, Institute of Economic Growth, McGraw Hill, New Delhi.
2. Bala, 2000. Trends in Urbanization in India, Patel enterprises, New Delhi
3. Bhattacharya B, 2000 Urban Development in India, Shree Publishing House, New Delhi.
4. Census of India Government of India Publication, 2011.
5. H.U.Bijlani, 2013, Urban Problem, Centre for Urban Studies, Lipa, New Delhi
6. Harper Collins, 2014, Transforming our Cities.
7. Mitra. Urbanization and Urban System in India, Oxford University Press, New Delhi.

SPECIALISATION PAPER – II**HUMAN RESOURCE MANAGEMENT SPECIALIZATION**

II – M.S.W	LABOUR LEGISLATIONS AND LABOUR WELFARE	20PSW32B
SEMESTER – III		HRS/WK : 6
CORE – X		CREDIT : 4

OBJECTIVE:

To get knowledge on Labour Legislations and Labour Welfare Related Acts.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Understand labour system.

CO2: Be aware of working environment and legislations.

CO3: Learn about the labour classification.

CO4: Understand the wage legislation.

CO5: Learn about the social legislation.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 20PSW32B					COURSE TITLE: LABOUR LEGISLATIONS AND LABOUR WELFARE					HOURS :6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	3	5	4	5	5	4	4	4	5	4.4	
CO2	5	4	4	3	5	5	4	3	4	4	4.1	
CO3	5	3	5	4	5	5	4	4	4	5	4.4	
CO4	5	4	4	3	5	5	4	3	4	4	4.1	
CO5	4	4	4	3	4	4	2	4	4	4	3.7	
	Mean Overall Score										4.14	

Result: The Score of this Course is 4.14(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Labour- Concept, Labour Legislation, Concept, Objectives, Importance and Principles. Industrialization – Labourers at various occupations. Characteristics of Indian Labour - Labour Problems in India - Labour Welfare: Concept, need, objectives, principles, theories, scope, limitations. Classification Administration of labour, - Central and State level . Labour Welfare Officer :Qualifications, Roles and Responsibilities.

UNIT II

Legislations relating to working condition and safety: The Factories Act 1948, The Mines Act 1952, The Motor Transport Workmen Act 1961, Plantation Labour Act 1951, TamilNadu Shops and Establishment Act 1947.c.

UNIT III

Contract Labour (Regulations and Abolition) Act 1970, The Apprentice Act 1961, Tamilnadu Industrial Establishment (National and Festival Holidays) Act 1958 and the Amendment of this Act, 2017, Labour Code on Industrial Relations Bill 2019.

UNIT IV

Wage Legislations: Workmen's Compensation Act 1923, Payment of wages Amendment Act 2017, Minimum wages Act 1948, Payment of Bonus Act 1965, Equal Remuneration Act 1976.

UNIT V

Social Security Legislations : Employees State Insurance Act 1948, Employees Provident Fund Act 1952, Payment of Gratuity Act 1972, Maternity benefit Act 1961.

TEXT BOOKS:

1. Punekar Deodhar Sankaran, 1992, Labour Welfare Trade Unionism and Industrial Relations, Himalaya Publishing House.
2. RC Saxena, K Nath, 1996, Labour Problems and Social Welfare, Co Meeru Publications.
3. RC Saxena. 1998. Labour Relations in India. Prakashan Kendra.
4. SC Srivastava, 1995, Industrial Relations and Labour Laws, Vikas Publishing House, Pvt Ltd.
5. ShamaVivek. 2014. UGC NET Tutor Social Work, Arihant Publications New Delhi.

REFERENCE BOOKS:

1. Babu Sharath and Rashmi Shetty. 2007. Social Justice and Labour Jurisprudence. New Delhi: SAGE Publication.
2. Kapoor, N.D. 1993. Elements of Industrial Law. New Delhi: Sultan Chand & Sons.
3. Kapoor, N.D. 1995. Hand Book of Industrial Law. New Delhi: Sultan chand & Company.
4. Ramaswamy, E.A. & Uma Ramaswamy. 1981. Industry and Labour: An Introduction New Delhi: Oxford University Press.
5. Vaidyanathan, S. 1986. Factory Laws Applicable in Tamilnadu, Vols: 1,2,3, Madras:Madras Bood Agency.

SPECIALISATION PAPER II**MEDICAL AND PSYCHIATRY SPECIALIZATION**

II – M.S.W	MENTAL HEALTH AND SOCIAL WORK	20PSW32C
SEMESTER – III		HOURS : 6
CORE – X		CREDIT : 4

OBJECTIVE:

To understand the concept of mental health and kinds of disorders.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to the mental health.

CO2: Learn about stress and coping mechanism.

CO3: Gain knowledge about psychiatric assessment.

CO4: Understand the neurotic and psychotic disorder.

CO5: Learn about the childhood disorder.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: 20PSW32C					COURSE TITLE: MENTAL HEALTH AND SOCIAL WORK					HOUR S:6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	4	4	5	4	5	4	4	5	4	5	4.4	
CO2	4	4	4	5	4	4	5	4	4	4	4.2	
CO3	5	4	5	4	4	5	5	4	4	4	4.4	
CO4	4	4	4	3	4	5	5	4	4	4	4.1	
CO5	5	4	5	4	5	5	5	4	4	5	4.6	
	Mean Overall Score										4.34	

Result: The Score of this Course is 4.34(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Mental Health: Meaning, Definition. History and Scope of Psychiatric Social Work; Changing Perspective of Psychiatric Social Work; Mental Health and Wellbeing in India. India view of Mental Health and Well Being. Attitudes and Beliefs Pertaining to Mental Illness in Ancient, Medieval and Modern Times.

UNIT II

Stress and Coping: Stress and Mental Health Factors influencing Stress among Children, Adolescents, Women, Workers, Elderly and related to Physical Illness, Coping with Stress, Emotions and Crisis.

UNIT III

Psychiatric Assessment and Intervention: History Taking and Mental Status Examination, Psycho Social and Multidimensional Assessment of Mental Disorders in Psychiatric Social work. Common Mental Disorders - Symptoms, Causes and Treatment of Neurosis, Psychosis, Psycho Physiological Disorders, Personality Disorders. 2017 Amendment of Mental Health Act 1987.

UNIT IV

Neurotic and Psychotic Disorder: Anxiety, Phobia, Obsessive Compulsive Disorder, Posttraumatic Stress Disorder and Psycho Somatic Disorder. Alcoholism, Drug abuse and Suicide. Mental Retardation and Alzheimer's disease, sexual deviation, epilepsy, culture bound syndrome.

UNIT V

Childhood Disorders: Autism and Infantile Schizophrenia, Attention Deficit and Hyperactivity Disorder, Behaviour and Habit Disorder, Disorders associated with Eating, Speech and Sleep, Scholastic backwardness, Identity Crisis. National Mental Health Programmes.

TEXT BOOKS:

1. Colin Pritchard, Mental Health Social Work.
2. Jacqueline Corcoran, Mental Health in Social Work: A Casebook on Diagnosis and Strengths Based Assessment (DSM 5 Update) with Pearson e Text -- Access Card Package,
3. K. Park, 2013, Park Text Book of Preventive and Social Medicine, M/S Banarsidas Bhanot Publishers.
4. Niraj Ahuja, 2011, A Text Book of Psychiatry, Jaypee Brothers Medical Publishers (pvt) Ltd.
5. Randy J. Larsen, David M. Buss, 2011, Personality Psychology, Tata McGraw – Hill Edition.

REFERENCE BOOKS:

1. Abelin, T. Brzenski and V.D. Car stairs. Measurement in Health Promotion and Protection. Copenhagen: WHO.
2. Bhugra, Gopinath, Vikram Patel, 2005 Handbook of Psychiatry- A South Asian Perspective. Byword Viva Publishers Pvt.Ltd., Mumbai
3. Francis, C. M. 1991. Promotion of Mental Health with Community Participation. Kerala: The Center for Health Care Research and Education.
4. Jay, Pee. 1994. Diagnostic and Statistical Manual of Mental Disorders (DSM IV). New Delhi: Oxford Press.
5. Kappur. M. Sheppard. Child Mental Health-Proceedings of the Indo-US symposium.

6. Mane P. & Gandevia K. 1994. Mental Health in India Issues and Concerns; Tata Institute of Social Sciences, Mumbai.
7. WHO, 2004 The ICD-10 Classification of Mental and Behavioral Disorders, Diagnostic Criteria for Research, AITBS Publishers and Distributors, Delhi
8. World Health Organization. Geneva. 1992. The ICD 10 Classification of Mental and Behavioral disorders, Clinical Description and Diagnostic Guidelines; Oxford University. Press

II – M.S.W	HUMAN RIGHTS	ECHR901S
SEMESTER – III		HRS / WEEK : 2
INTERDISCIPLINARY		CREDIT : 1

OBJECTIVE:

To get knowledge on human rights.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Gain Knowledge about Emergence of Human Rights.

CO2: Knowledge relating to various Declaration on Human Rights.

CO3: To know the various Covenants for protecting Human Rights.

CO4: To know the various Covenants for protecting Human Rights.

CO5: To Evaluate Certain issues on Human Rights.

UNIT I

Historical Development - Origin - Meaning – Nature – Scope and Classification of Human Rights – Theories of Human Rights.

UNIT II

Universal Declaration of Human Rights -1948- Geneva Convention of 1949 - International Human Rights in Domestic Court.

UNIT III

International Covenant on Civil and Political Rights 1966 – International Covenant on Economic, Social and Cultural Rights – International Covenant Supervision and Punishment of the Crime of Apartheid.

UNIT IV

Women's Rights - Women Conference - CEDAW - Protection of Women from Domestic Violence Act - 2005 – Present Position of Women in India – Child Labour - Legislation to Protect Child Labour in India – Child Abuse – Problem of Refugees – Capital Punishment.

UNIT V

The Protection of Human Rights Act. 1993 – National Human Rights Commission – State Human Rights Commission – Minorities Rights Commission – National Commission for Women.

TEXT BOOKS:

1. Sharma, N.R., Human Rights in the World, Jaipur, 1999.

REFERENCE BOOKS:

1. Adil-ul Yasin and Archana Upadhyay, Human Rights, New Delhi, Akansha Publishers, 2004.
2. AnuSaksena, Human Rights and Child Labour in Indian Industries, Delhi, Shipra Co-op Book Society, 1998.
3. RajindarSachar, Human Rights: Perspectives and Challenges, New Delhi, Gyan Publishing House, 2005.
4. Kaarthikeyan D.R., Human Rights: Problems and Solutions, New Delhi, Gyan Publishing, House, 2004.
5. Mishra, R.C., Governance of Human Rights: Challenges in the Age of Globalization, Delhi, Publications, 1999.

QUESTION PAPER PATTERN

Max Marks – 75 Time - 3 Hours

Section – A Choose the Correct Answer (10 x 1 = 10 Marks)

Section – B Answer any Five of the following (5 X 5 = 25 Marks)

Section – C Write an Essay on any Two of the following (2 x 20 = 40 Marks)

II – M.S.W	COMPUTER APPLICATION IN SOCIAL WORK	19EPS33A
SEMESTER – III		HOURS : 6
ELECTIVE – III (A)		CREDIT : 4

OBJECTIVE:

To understand the basics of computer, its applications and SPSS in the field of Social Work research.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Be exposed to the fundamentals of computer.

CO2: Gain Knowledge on office applications.

CO3: Understand the usage of SPSS in the field of Social Work research.

CO4: Be capable of creating data file and to develop practical knowledge.

CO5: Be aware of applications of Statistical Calculation.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19EPS33A					COURSE TITLE: COMPUTER APPLICATION IN SOCIAL WORK					HOUR S:6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	3	5	5	3	5	2	4	3	4	3.9	
CO2	5	3	5	5	3	5	2	5	3	4	4	
CO3	5	3	5	5	3	5	2	5	3	4	4	
CO4	5	3	5	5	3	5	2	4	3	4	3.9	
CO5	5	3	5	5	3	5	2	4	3	4	3.9	
	Mean Overall Score										3.94	

Result: The Score of this Course is 3.94(High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Fundamentals of a Computer: Meaning, Characteristics, basic operations – input, storage, processing, output, ALU and control. Devices of a computer hardware, software, types of software – application, system, utility. Meaning of programme. Computer language – machine, assembly high level. Assembler, interpreter and compiler, operating system.

UNIT II

Office Applications: MS Office (MS Word, MS Excel or Spreadsheets, PowerPoint). Internet and browsing E-Mail, Use of Internet in Research. Practical – creating document, excel, power point and mail merge.

UNIT III

Statistical Package for Social Sciences: Basics of Statistical analysis – population, sample, case, case number, variable, variable level, types of variable – numeric, string, alphanumeric, system missing value, user defined missing value, code book and code sheet, types of statistics, statistical tests, types of analysis. Structure of SPSS windows.

UNIT IV

Creating data file, syntax file and output file: Defining data, Variable name, Variable label Values, value labels. Editing data file, adding cases, adding variables, saving files, retrieving data files, printing data file. Recoding of data. Practical – creating data file, syntax file, Output file, Recoding of Data. Exporting output file to Ms-Word.

UNIT V

Analysis of data: Univariate and Bivariate Analysis, charts and diagrams. Editing of table and charts, exporting tables and charts in Word document. Interpretation of data, Application of Statistical Calculation and Test, Measurement of Central Tendency, Dispersion, 't' test, Chi-square Test. Application of Correlation, Regression. ANOVA. Practical – Creating frequency table, Cross tables, Charts, Statistical tests – Chi square test, t test.

TEXT BOOKS:

1. Alexis Leon, 2013, Computer Applications in Business, Vijay Nicole imprints Pvt Ltd.
2. Computer Literacy Programme (CLP), 2011. Vijay Nicole Imprints Private Ltd.
3. Saxena, Sanjay. 1999. A First Course in Computers. Vikas Publishing House Pvt. Ltd. New Delhi.
4. Sharma Vivek. 2014. UGC NET Tutor Social Work, Arihant Publications New Delhi.
5. V. Rajaraman, 2001, Fundamentals of Computers, Eastern Economy Edition.

REFERENCE BOOKS:

1. Foster, J.J. 1998. Data Analysis Using SPSS for Windows. Sage Publications Ltd. London.
2. Kelle, V. 1998. Computer Aided Qualitative Data Analysis. Theory, Methods and Practice. Sage Publications Ltd. London.
3. Mansfield, Ron. 1997. The Compact Guide to Microsoft Office Professional. Sybex Computer Books Inc. USA.
4. Saxena, Sanjay. 1999. A First Course in Computers. Vikas Publishing House Pvt. Ltd. New Delhi.
5. Sundarajan, K. 1998. Internet. Kandadasan Pathippagam. Chennai.
6. Taxali, R.K. 1998. PC Software for Windows Made Simple. Tata MC Graw-Hill Publishing Company Ltd. New Delhi.

II – M.S.W	CORPORATE SOCIAL RESPONSIBILITY	19EPS33B
SEMESTER –III		HRS/WK : 6
ELECTIVE – III (B)		CREDITS: 4

OBJECTIVE:

To understand the concept of corporate social responsibility.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand the concept of CSR.

CO2: Be exposed to the CSR implementation.

CO3: Understand CSR in different settings.

CO4: Learn the models in CSR.

CO5: Gain the CSR guidelines.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19EPS33B					COURSE TITLE: CORPORATE SOCIAL RESPONSIBILITY					HOURS: 6	CREDITS: 4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	4	4	4	4	3	4	4	4	4	
CO2	5	4	5	4	4	5	4	4	5	4	4.4	
CO3	5	4	5	4	5	5	4	4	4	4	4.4	
CO4	5	4	4	4	4	5	4	5	4	4	4.3	
CO5	5	4	5	5	4	5	3	4	4	4	4.3	
Mean Overall Score											4.28	

Result: The Score of this Course is 4.28(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

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

UNIT II

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

UNIT III

Carroll's model, Prakash Seithi's model, Keith Devis model, and Carroll model, The 3 C-SR model, The 3 C model

UNIT IV

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

UNIT V

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.

TEXT BOOKS:

1. C. A Kamal Garg, 2014, Corporate Social Responsibility, Bharat Law House Private Ltd.
2. David Vogel, The Market for Virtue: The Potential and Limits of Corporate Social Responsibility.
3. K.N. Ajith. Corporate & Social responsibility.
4. Madhumita Chatterji, Corporate Social Responsibility.
5. Matthew Hirschland, 2007, Corporate Social Responsibility and shaping of global public policy (Political Evolution and Institutional Change), Palgrave Macmillan.

REFERENCE BOOKS:

1. An Analytical Review of 'CSR' Spending in India" Socio Research and Reform Foundation (SRRF), Delhi, 2013.
2. Avinash K. Dixit and Barry. J. Nalebuff (2010) Thinking Strategically, The competitive Edge
3. Baxi C.V. & Rupamanjari S. R. (2012). Corporate Social Responsibility, A Study of CSR practices in Indian Industry. Vikas Publishing House Pvt. Ltd, New Delhi.
4. Benn & Bolton, 2011. Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.
5. Burchell Jon (Ed) 2008. The Corporate Social Responsibility Reader, Routledge, New York
6. Reddy, Sumati and Stefan Seuring. (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.
7. Werther, W. B. & Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage

YEAR – II	MANAGEMENT OF ORGANIZATIONS	CODE: 22EPSW33C
SEMESTER –III		HRS/WEEK : 6
ELECTIVE – III (C)		CREDITS: 4

OBJECTIVE:

To understand the concept related to Management of Organizations at the different levels.

Course Outcomes:

After completing this course, students will:

CO1: Understand the concept of Fundamentals of Management.

CO2: Be exposed to the Evolution of Management Thought.

CO3: Understand Basics of Organization.

CO4: Learn the basic skills of management.

CO5: Gain the knowledge on empowering and personal skills.

SEMESTER III	COURSE CODE: 22EPSW33C					COURSE TITLE: MANAGEMENT OF ORGANIZATIONS					HOURS:6	CREDITS:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO5	PSO1	PSO2	PSO3	PSO4	PSO5		
CO1	5	4	4	4	4	4	3	4	4	4	4	
CO2	5	4	5	4	4	5	4	4	5	4	4.4	
CO3	5	4	5	4	5	5	4	4	4	4	4.4	
CO4	5	4	4	4	4	5	4	5	4	4	4.3	
CO5	5	4	5	5	4	5	3	4	4	4	4.3	
Mean Overall Score											4.28	

Result: The Score of this Course is 4.28(Very High)

Association Scale	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT -I

Management: Definition, Nature, Functions (Planning, Organizing, Staffing, Directing, Leading, Controlling and Coordination). Levels of Management - Top, Middle and low level. 7Ms of management (Materials, Manpower, Machinery, Marketing, Mix, Motivations and Money). Managerial skills: Conceptual Technical and Human Re

UNIT-II

Concepts and Key Contributions - Classical Theory: Administrative Management (Henri Fayol). Bureaucratic Theory (Max Weber). Neo Classical Theory: Human Relations Approach (Elton Mayo), Behavioural Approach (Chris Argyris, Douglas McGregor, M P Follet, Abraham Maslow) New Management theory: System Approach (open/closed/synergy/entropy), Management Science Approach, Contingency Approach. HR Analytical. Knowledge Management.

UNIT III

Organization: Concept, Elements of Organization. Organizational Objectives, Vision and Mission Organization Structure: Concept and Advantages and Disadvantages of Organization Structure by function, by product, by geographical market; network organizations and virtual organizations Business Organizations: Concept and Operational Areas (Production Management, Human resource Management, Marketing Management and Advertising Management, Materials Management. Management Information System (MIS). Employees engagement and Green HR.

UNIT IV

Introduction to skills & personal skills Importance of competent managers, developing self-awareness on the issues of emotional intelligence, self-learning styles, values, attitude towards change, Training and Development. Team building & team work. Skill development and skill application.

UNIT V

Empowerment: Meaning of empowerment, dimensions of empowerment. Problem solving, creativity, innovation, conceptual blocks. Personal interview management. Building relationship Skills for developing positive interpersonal communication, supportive communication. Coaching and employees counseling, defensiveness and disconfirmation.

TEXT BOOKS

1. Samvel.C. Certo And S. Trevis Certo Modern Management Prentice Hall of India Pvt. Ltd 2007
2. P. Subba Rao, Management and organization behavior (text and case) Himalaya publishing 2017
3. Principles of Management, S. P. Rajagopal Sin John R. Schermerhorn Jr. Wiley India Pvt Ltd, New Delhi 2005.
4. Harold Koontz, Heinz Wexler and Ramachandra Aryasie, "Principles of Management", Tata McGraw Hill Publishing Co Ltd, New Delhi-2004
5. Prasad L.M., Organisational Behaviour, 4th edition, New Delhi, Sultan Chand and Sons Publisher, 2004

REFERENCE BOOKS

1. John R. Schermerhorn Jr. Wiley India Pvt Ltd, New Delhi 2005. 5. Sherlekar S.A., Heredia R.A. et al, "Industrial Organization and Management", Himalaya Publishing House, Bombay, 1979,
2. Gupta C.B., "Organisation and Management" Sultan Chand & Sons, New Delhi, 1998. 7. Joseph L. Massie, "Essentials of Management", Prentice Hall of India Ltd, New Delhi, 1973.
3. Harold Koontz, Heinz Wierlrich and Ramachandra Aryasir, "Principles of Management", Tata McGraw Hill Publishing Co Ltd, New Delhi-2004
4. Robin Lall 2004 The Dynamics of NGO's New Delhi, Dominant Publishers.
5. Sooryamoorthy R and Gangrade K.D 2006 NGOs in India-A cross Sectional study New Delhi: Rawat.

I – M.S.W	CONCURRENT FIELD WORK PRACTICUM – III	19PSWF3
SEMESTER – III		HRS/WK: 10 *
CORE PRACTICAL – III		CREDIT: 4

OBJECTIVE:

To get exposure in the field of professional settings based on the specialization.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Gain social workers professional knowledge on different settings.

CO2: Learn about human resource management.

CO3: Be exposed on role of medical social worker in hospital settings.

CO4: Understand the community problem.

CO5: Organize group work and community organization programme.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19PSWF3					COURSE TITLE: CONCURRENT FIELD WORK PRACTICUM – III					HOURS :10	CREDITS:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	3	5	5	4	3	5	5	4.4	
CO2	5	4	5	4	5	5	5	4	5	5	4.7	
CO3	5	4	5	4	5	5	5	4	5	5	4.7	
CO4	5	4	5	4	5	5	5	4	5	5	4.7	
CO5	5	3	5	4	5	5	5	4	5	5	4.6	
Mean Overall Score											4.62	

Result: The Score of this Course is 4.62(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

The second year students during the third semester go for practice based social work for two days in a week and expected to spend a minimum of 10 hours per week in the field. The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or

welfare organizations or service organization or industries according to their field of specialization for a semester.

During the placement they have to practice all the primary and secondary methods of social work in their respective fields of specialization. During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, programmes, activities, achievements and also involve with the activities of the organization to whatever extent possible.

The students also undertake any assignments given to them by the agency, they may also undertake any research for the organization. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. 20 marks are being awarded by the internal faculty supervisor, 20 Marks are awarded by the Agency Supervisor and 60 marks are being awarded by the external examiner.

* Number of hours spent for two days in a week by a student in the field.

Marks Allotments

Specialization - Community Development

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Group Work, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total		100

Specialization – Human Resource Management

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Role of Human Resource Management Department, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total		100

Specialization - Medical and Psychiatric

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Case Work, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total		100

II – M.S.W	NATIONAL SOCIAL WORK PERSPECTIVES – AN ACADEMIC VISIT	19PSWE2
SEMESTER – III		HRS: NIL
EXTENSION – II		CREDIT: 2

National Social Work Perspectives – An Academic Visit is a part and parcel of the field work to training in social work education. It is compulsory for final year students as a part of social work training. Students will be visiting various reputed organization at the national level related to their field of Specialization and understand the functioning of such successful organizations. The students need to prepare the report of the Academic Visit and present it during the Viva. Vice-voce examination is conducted internally for 100 marks. After the Internal Viva-voce, the students are awarded with 2 credits.

OBJECTIVE:

To get national level exposure by visiting different atmosphere.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Experience group dynamics.

CO2: Be exposed to the various socio-cultural patterns.

CO3: Understand the functioning of successful organizations.

CO4: Gain awareness on implementation and execution of tasks.

CO5: Be exposed to different atmosphere.

SEMESTER III	COURSE CODE: 19PSWE2					COURSE TITLE: NATIONAL SOCIAL WORK PERSPECTIVES – AN ACADEMIC VISIT					HOURS : Nil	CREDITS: 2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	3	4	3	5	5	5	4	5	5	4.4	
CO2	4	3	4	3	4	4	4	3	3	4	3.6	
CO3	5	3	4	3	4	4	4	3	4	4	3.8	
CO4	5	5	5	5	5	5	4	4	5	5	4.8	
CO5	5	3	4	3	5	5	5	4	5	5	4.4	
Mean Overall Score											4.2	

Result: The Score of this Course is 4.2(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

Academic Visit Process

The students are involved in the entire planning of the Academic Visit- beginning from the selection of the places for visit, getting prior permission, drafting the schedule for the entire visits & arranging for travel and accommodation. Two faculties would be in charge for the Visit. They would be guiding the students in the whole process of planning and execution and also accompanying them for the visits.

Tasks to be carried out

1. Actively take part in the process of planning for the Academic Visit.
2. Formation of committees, allocation and execution of concerned responsibilities.
3. Respecting individuality and accommodating oneself for the cause of the group.
4. Implementing the suggestions and guidance of the Faculty.

Skills to be acquired

Skills in Planning, Organizing, Execution, Group Living, collateral contacting, Rapport Building, Budgeting, Accounting, Time Management, Leadership etc.

Marks Allotments

Submission of Report	-	20 Marks
Presentation & Performance	-	20 Marks
Completion of Components	-	20 Marks
Skills Acquired	-	20 Marks
Learning Content	-	20 Marks

II – M.S.W	CHILD WELFARE AND SOCIAL WORK	19SPS34A
SEMESTER –III		HOURS: NIL
SELF STUDY– I (A)		CREDITS: 2

OBJECTIVE:

To recognize child welfare concepts and welfare services.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand basic theoretical knowledge on child welfare concepts and Institution working for child Welfare

CO2: Equip them with the knowledge on welfare services of children

CO3: Be enabled to work in the different field based legislations related to children

CO 4: Create knowledge on various issues related to children

CO5: Address the problems of women and children

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19SPS34A					COURSE TITLE: CHILD WELFARE AND SOCIAL WORK					HOUR S: Nil	CREDIT S:2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	5	4	5	5	4	4	5	4.6	
CO2	5	4	5	4	4	5	5	4	4	5	4.5	
CO3	5	4	5	4	4	5	5	4	4	5	4.5	
CO4	5	4	5	4	4	5	4	4	4	5	4.4	
CO5	4	4	4	5	4	5	4	4	4	5	4.3	
Mean Overall Score											4.46	

Result: The Score of this Course is 4.46(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Child: meaning, demographic profile of children in India – rural & urban, its place in family and society; status of girl child; concept of socialization; factors influencing socialization; role of family in socialization; parental socialization during childhood and adolescence; role of peers in socialization, role of school in socialization; impact of television on children.

UNIT II

Problems of Children: childhood diseases and immunization; behaviour disorders of children; causes, consequences and prevention of child malnutrition, nutritional disorders, neglected children and abused children, child workers, child trafficking, child prostitution, HIV/AIDS affected and infected children

UNIT III

Child Education and Problems: Children with disabilities, School dropouts; Rural – Urban and gender differences – Problems in school settings. School Social Work: Concept, Need, Objectives, and Functions. – Child friendly schools initiative. Child Participation.

UNIT IV

Internationals and National instruments to promote and protect rights of children United Nations Charter of Children's Rights and Constitutional directives, Child welfare policies and programmes for children. Legislations relevant for protecting the rights of children-The Children (Pledging of Labour) Act 1935 - Employment of Children Act, 1938 – Minimum Wages Act 1948 - Child Labour (Prohibition and Regulation) Act 1986 – Juvenile Justice Act 2001.

UNIT V

Role and Functions of Professional Social worker in Family setting, Institutional settings, Child Guidance Clinic, Children's hospital, Foster care and adoption, Rehabilitation settings. Child help line services, School Social work – Current research studies in India on Child Rights, Child related services and issues – Specific skills required for Social Work intervention with the children.

TEXT BOOKS:

1. Chowdhry, Paul D (2000): Child Welfare Manual, Atma Ram & Sons Publishers, New Delhi.
2. Lawrence Shulman, 2015, Social Work Practice in Child Welfare, NASW Press.
3. Philip Popple, 2005, Child Welfare Social Work, Pearson Publications.
4. Proactive Child Protection Social Work Second Edition. 2014, Sage Publications India Private Ltd.
5. Sharma Vivek. 2014. UGC NET Tutor Social Work, Arihant Publications, New Delhi.
6. UGC NET/ SET Social Work Trueman's Specific series, 2016, Danika Publishing Company.

REFERENCE BOOKS:

1. Bhat, Bilal (2011): Rehabilitation of Child Labour: Problems and Prospects. Shipra Publications, Delhi.
2. Chowdhry, Paul D (2000): Child Welfare Manual, Atma Ram & Sons Publishers, New Delhi.
3. Deb, Sibnath and Aparna Mukherjee (2009): Impact of Sexual Abuse on Mental Health of Children. Concept Publishing Company, New Delhi.
4. Goonesekere, Savitri (2000): Children, Law and Justice: A South Asian Perspective. Sage Publication, New Delhi.
5. Lieten, G. K., (2004). Working children around the world: Child rights and child reality. Institute for Human Development, New Delhi and IREWOC Foundation, Amsterdam.

II – M.S.W	CARING THE PERSONS WITH DISABILITIES	19SPS34B
SEMESTER –III		HOURS: NIL
SELF STUDY– I (B)		CREDITS: 2

OBJECTIVE:

To identify the forms of disability and the welfare schemes.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Identify forms of disabilities.

CO2: Learn to diagnose and assess the functional abilities.

CO3: Be exposed to rehabilitative measure.

CO4: Understand the approaches in rehabilitation.

CO5: Be determined to the role of the social worker in this setting.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19SPS34B					COURSE TITLE: CARING THE PERSONS WITH DISABILITIES					HOUR S: Nil	CREDIT S:2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	4	5	5	5	4	4	5	4.6	
CO2	5	4	5	4	4	5	4	5	4	4	4.4	
CO3	4	4	4	3	5	4	5	4	4	4	4.1	
CO4	5	4	4	4	3	5	5	4	3	4	4.1	
CO5	5	4	4	5	4	4	4	3	3	4	4	
Mean Overall Score											4.24	

Result: The Score of this Course is 4.24(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

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

UNIT II

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

UNIT III

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

UNIT IV

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

UNIT V

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

TEXT BOOKS:

1. Albrecht G.L, et al (2001) Hand Book of disability Studies, Sage, London.
2. Dr. Rumi Ahmed, Rights of Persons with Disability, White Falcon Publishing Solutions LIP.
3. Dr. S. Alice Mathew, 2016, Learning Disability and Remediation, Neelkamal Publications.
4. UGC NET/ SET Social Work Trueman's Specific series, 2016, Danika Publishing Company.
5. Upali Chakravarti, Disability and Care Work, Sage Publications India Private Ltd.

REFERENCE BOOKS::

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

II – M.S.W	HOSPITAL ADMINISTRATION	19SPS34C
SEMESTER –III		HOURS: Nil
SELF STUDY – I (C)		CREDITS: 2

OBJECTIVE:

To understand the Hospital Administration.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Be clear about the hospital and its classification.

CO2: Be exposed to planning and process.

CO3: Understand the hospital administration.

CO4: Understand the staffing and recruitment process.

CO5: Gain knowledge on hospital budgeting.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19SPS34C					COURSE TITLE: HOSPITAL ADMINISTRATION					HOURS : Nil	CREDITS : 2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	4	2	5	3	5	5	4	3	4	5	4	
CO2	5	3	5	4	5	5	5	4	4	4	4.4	
CO3	5	3	5	4	5	5	5	3	5	5	4.5	
CO4	5	3	5	4	5	5	5	3	5	5	4.5	
CO5	4	3	4	4	4	5	4	3	4	5	4	
Mean Overall Score											4.28	

Result: The Score of this Course is 4.26(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Meaning of hospital, Evaluation of Hospital from charity to modern hospital classification of hospitals, General, special, public, Trust, Teaching-cum Research Hospital, Small or Large Size Hospital.

UNIT II

Planning a Hospital, The planning Process, Choosing a Site, Location and Access, Building Space Utilization, Physical Facilities- residential facilities requirements of various types of wards, out patient's services and in-patients services emergency services in Hospital - Medico legal case - Different departments required in the hospital.

UNIT III

Hospital Administration -Meaning, Nature and Scope Management of Hospitals- principles of Management need for Scientific management . Human resource management in Hospital personnel policies - Condition of Employment Promotional and Transfers - Performance appraisal. Working hours levels rules and benefits - safety conditions - salary and wages policies, Training and development.

UNIT IV

Staffing the hospital - selection and requirement of medical professional and technical staff -social workers -physiotherapist and occupational therapist Pharmacist - Radiographers - Lab technicians - dieticians - records officers - mechanics - electricians. Roles of Medical Records in Hospital Administration Content and their needs in the patient care system.

UNIT V

Hospital Budget - Department budget as a first step - specific elements of a department at budget including staff salary - supply cost- projected replacement of equipment - energy expenditures - contingency funds. Uses of computers in Hospital purchase centralization Shared Building system purchase agreements.

TEXT BOOKS:

1. B. M. Sakharkar, 2004, Principles of Hospital Administration and Planning, Jaypee Publications.
2. Benjamin Robert, et al 1983, Hospital Administration Desk Book Newjerky Prentice hall
3. DC Joshi, 2008, Hospital Administration, Jaypee Publications.
4. Joydeep Das Gupta, 2009, Hospital Administration and Management, a Comprehensive guide, Jaypee Publications.
5. Goal S L 1981, Health care Administration A Text Book New Delhi Sterling Publishers Pvt.

REFERENCE BOOKS:

1. Davies Rlawelynetal. 1966, Hospital planning & administration Geneva WHO
2. Rabick& Jonathan etal. 1983, Hospital Organization and Management London Spectrum Publishers. 5. Who Expert Committee 1975, Role of Hospital in programme of Community health protection WHO technical Report service.
3. WHO Expert Committee.1968. Hospital Administration WHO technical Report Services No.395.

II – M.S.W	WORKING WITH ELDERLY PEOPLE	19SPS34D
SEMESTER –III		HOURS: NIL
SELF STUDY – I (D)		CREDITS: 2

OBJECTIVE:

To understand the functions and theories of ageing and kinds of service rendered to the aged people.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand the functions and theories of ageing.

CO2: Learn about the policies and Programme for the elder people.

CO3: Be exposed to family context and relationship.

CO4: Understand the kinds of service rendered to the aged people.

CO5: Be determined to the family intervention techniques.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19SPS34D					COURSE TITLE: WORKING WITH ELDERLY PEOPLE					HOURS: Nil	CREDITS: 2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	4	4	5	4	5	5	5	4	4	5	4.5	
CO2	5	4	5	4	4	5	5	4	3	4	4.3	
CO3	4	4	4	3	4	4	5	4	4	4	4	
CO4	4	3	4	3	4	5	4	4	5	4	4	
CO5	5	4	4	3	4	5	4	4	3	4	4	
Mean Overall Score											4.16	

Result: The Score of this Course is 4.16(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Ageing: Definition, Concept– Dimensions of Ageing: Physiological, Psychological, Social and Functional – Theories of Ageing: Biological, Psychological & Social. Problems of Ageing: Social, Economic and Psychological–Demographic Aspects of Population, Ageing-National and International Trends – Status of the Aged in India – Ageing and Development.

UNIT II

Policies and Programmes: UN- Principles, International Plan of Action and Programme on Ageing. Government Policies and Programmes and welfare Schemes for the Elderly in India.

UNIT III

Family Context– Intimate Ties or Partnership in Later Life, Transitions in Marital Status: Widowhood, Divorce and Remarriage, Inter-Generational Relations: Common Medical and Psychiatric Problems of Old age, Institutionalization and Related Problems.

UNIT IV

Services for the Aged: Geriatric Clinics, Old Age Homes, Facilities & Services for the Terminally Ill, Recreational Centres, Day Care Centre, Information and Referral Services, Preventive and Supportive Services.

UNIT V

Application of CW, GW, Research & CO with Elderly: Gerontology and geriatrics, Case Work, Group Work, Research and Counseling. Family Intervention Techniques, Health Promotion, Disability Management, Role of Social Workers

TEXT BOOKS:

1. A. Murphy, 1994, Working with Elderly People, Souvenir Press Ltd.
2. Anne Murphy, 1994, Working with Elderly people a Care workers Hand Book, Thomas Cook Touring Handbook.
3. Desai Murli & Raju Siva, 2000, Gerontological Social Work in India: Some Issues & Perspectives.
4. Sharma Vivek. 2014. UGC NET Tutor Social Work, Arihant Publications, New Delhi.
5. UGC NET/ SET Social Work Trueman's Specific series, 2016, Danika Publishing Company.

REFERENCE BOOKS:

1. Bob G Knight, Psychotherapy with Older Adults, Sage, New Delhi, 2004.
2. Desai Murli & Raju Siva. 2000. Gerontological Social Work in India: Some Issues & Perspectives.
3. Irudhaya Rajan, S., Mishra. India's Elderly Burden or Challenge, Sankara Sarma, P. Sage, New Delhi, 1999.
4. Kumudini Dandekar, The Elderly in India, Sage, New Delhi, 1996.
5. Ward, The Ageing Experience: An introduction to Social Gerontology, Harpen & Rere New York, 1984.

II – M.S.W	WOMEN AND DEVELOPMENT	19SPS34E
SEMESTER –III		HOURS: NIL
SELF STUDY – I (E)		CREDITS: 2

OBJECTIVE:

To understand the functions of women development.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand the functions of women development.

CO2: Learn the importance of women education.

CO3: Be exposed to gender analysis and relationship.

CO4: Understand the women problems and circumstances.

CO5: Be aware of the role of state and national level commission in women's development.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19SPS34E					COURSE TITLE: WOMEN AND DEVELOPMENT					HOURS: Nil	CREDITS: 2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	4	4	4	3	4	4	5	3	4	4	3.9	
CO2	4	4	5	4	3	4	4	3	4	4	3.9	
CO3	4	3	4	4	3	5	4	3	4	4	3.8	
CO4	4	3	5	4	3	4	4	4	4	4	3.9	
CO5	4	4	5	4	4	5	4	3	4	4	4.1	
Mean Overall Score											3.98	

Result: The Score of this Course is 3.98(High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Concept of development with reference to women: Women in development, women and development, Gender in development – meaning, strategic and practical needs, Patriarchy and patriarchal structures in India. Feminism and its types. Women's movements.

UNIT II

Education: Differences between male and female children in 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, trends, exploitation of women, multiple roles of women. Health issues of women in India: Health problems, maternal health, maternal mortality, family planning choices and access to health services. HIV/AIDS and impact on women in India.

UNIT III

Gender analysis and its framework: Moser Framework, Social Relations Framework (SRF) (Kabeer), Harvard Framework, Gender Analysis Matrix (Parker), Women's Empowerment Framework (Longwe). Gender Census, Sex Ratio, WID, WAD, GAD. Gender Mainstreaming, Gender budgeting. Self Help Groups: benefits, procedures and best practices.

UNIT IV

Women in difficult circumstances: sex work, female headed households, women and displacement, women and disasters or riots and war, violence against women, transgender. Legal rights of women (salient features only): Marriage, divorce, maintenance, inheritance, adoption, employment, maternity benefits.

UNIT V

International conventions and efforts: CEDAW, Beijing Conference, International organizations and policies. Development programmes for women - Government policies and programmes for women-State and Center; Constitutional provisions; reservations for women. Best practices, Conventions, Committees, Policies and programmes. Role of National and State Women's Commissions

TEXT BOOKS:

1. Anjali Gandhi, 2012, Women's Work Health and Empowerment, Aakar Books Publishers.
2. Dr. Grishma, 2017, Women Empowerment Challenges and Strategies, Books clinic Publishing
3. Jaynalud Din Ahmed, Women Entrepreneurship in India, New Century Publication.
4. Kanhere U S (1995) Women and Socialization, Mittal Publishers, New Delhi.
5. Sharma Vivek. 2014. UGC NET Tutor Social Work, Arihant Publications, New Delhi.

REFERENCE BOOKS:

1. Bhasin, K (1984), Women and media – analysis, alternatives and actions, Kali for Women, New Delhi
2. Blumberg and Dwaraki (1980), India's educated women : options and constraints, Hindustan Publishing corporation, New Delhi
3. Devendar, Kiran (1985), Status and position of women in India, Shakthi Books, New Delhi
4. Hamilton R (1992) The liberation of women: a study of patriarchy, George Allen and Unwin, London
5. ICSSR (1985) Status of women in India- report of the National Commission, Allied publishers, New Delhi
6. Kanhere U S (1995) Women and Socialization, Mittal Publishers, New Delhi
7. Kaushik, Susheela (1993) Women's Oppression : patterns and perspective, Shakti Books, New Delhi
8. LWF (1990) Women's Human Rights, Lutheran World Foundation, Geneva.
9. Neera Desai (1987) Women and society in India, Ajanta Publications, New Delhi
10. Usha Rao (1983), Women in Development Society, Ashish Publishing house, New Delhi.

II – M.S.W	COMPENSATION MANAGEMENT	19SPS34F
SEMESTER –III		HOURS: NIL
SELF STUDY – I (F)		CREDITS: 2

OBJECTIVE:

To know about the concept of compensation management and employee benefits.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand the meaning of compensation.

CO2: Learn the managing compensation and its structure.

CO3: Be exposed to employer compensation and bonus.

CO4: Understand to manage the employee benefits.

CO5: Be aware of the employee benefits.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19SPS34F					COURSE TITLE: COMPENSATION MANAGEMENT					HOUR S: Nil	CREDIT S:2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	4	3	4	4	3	4	3	4	4	3	3.6	
CO2	4	3	4	3	4	4	4	3	4	3	3.6	
CO3	4	3	4	4	3	4	3	4	4	4	3.7	
CO4	4	3	4	4	4	3	4	4	3	4	3.7	
CO5	4	4	4	3	4	4	4	3	4	4	3.8	
Mean Overall Score											3.68	

Result: The Score of this Course is 3.68(High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Introduction: Compensation meaning, objectives, nature of compensation, types of compensations, compensation responsibilities, Compensation system design issues: Compensations Philosophies, compensation approaches, decision about compensation, compensation- base to pay, individual Vs team rewards, Perceptions of pay Fairness, legal constraints on pay systems.

UNIT II

Managing Compensation: Strategic Compensation planning, determining compensation-the wage mix, Development of a Base Pay System: Job evaluation systems, the compensation structure- Wage and salary surveys, the wage curve, pay grades and rate ranges, preparing salary matrix, government regulation on compensation, fixing pay, significant compensation issues, Compensation as a retention strategy

UNIT III

Variable Pay and Executive Compensation: Strategic reasons for Incentive plans, administering incentive plans, Individual incentive plans-Piecework, Standard hour plan, Bonuses, Merit Pay, Group incentive plans- Team compensation, Gain sharing incentive Plans, Enterprise incentive plans- Profit Sharing plans, Stock Options, ESOPs, executive compensation elements of executive compensation and its management, International compensation Management.

UNIT IV

Managing Employee Benefits: Benefits- meaning, strategic perspectives on benefits-goals for benefits, benefits need analysis, funding benefits, benchmarking benefit schemes, nature and types of benefits, Employee benefits programs- security benefits, retirement security benefits, health care benefits, time-off benefits, benefits administration

UNIT V

Employee benefits required by law, discretionary major employee benefits, creating a work life setting, employee services- designing a benefits package.

TEXT BOOKS:

1. B. D. Singh (2017). Compensation and Reward Management. Excel Books.
2. Bishwant Gosh. Compensation and Reward Management, 2012, Sterling Publishers.
3. D. K. Bhattacharya, 2009, Compensation Management, Oxford University Press.
4. Richard I Henderson, 1997, Performance Appraisal and Compensation Management, Oxford University Press.
5. Sharma Vivek. 2014. UGC NET Tutor Social Work, Arihant Publications. New Delhi.

REFERENCE BOOKS:

1. Dr. Kanchan Bhatia(2014), "Compensation Management" published by Himalaya Publishing House, ISBN-13: 978-9352022151
2. Henderson (2007), "Compensation Management in a Knowledge - based World" published by Pearson Education India, ISBN-13: 978-8131711101
3. J. Martocchio Joseph (2018), "Strategic Compensation: A Human Resource Management Approach" published by Pearson Education, ISBN-13: 978-9332584839

II – M.S.W	SUMMER PLACEMENT	19SPS34G
SEMESTER – III		HOURS: NIL
SELF STUDY – I (G)		CREDITS: 2

At the end of first year, the students can go for non-supervised summer placement for a period of 30 days during summer vacation in an agency or industry related to his or her specialization so as to utilize the Summer Vacation fruitfully to develop the professional self in oneself. Two credits are allotted for this in the third semester after submitting report and certificate of Summer Placement. This is to motivate students to engage in self-learning.

OBJECTIVE:

To experience with management operation and work settings.

COURSE OUTCOMES (COs):

After completing this course, students will:

CO1: Be exposed to the industry and social welfare organization.

CO2: Be experienced with management operation and work settings.

CO3: Be applying theoretical knowledge into practical.

CO4: Carry out research project.

CO5: Learn the ethics and role of social worker.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER III	COURSE CODE: 19SPS34G					COURSE TITLE: SUMMER PLACEMENT					HOURS: Nil	CREDITS: 2
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	3	5	4	5	5	4	3	5	5	4.4	
CO2	5	4	5	4	5	5	4	3	5	5	4.5	
CO3	5	4	5	4	5	5	4	3	5	5	4.5	
CO4	4	5	4	5	5	4	4	4	4	4	4.3	
CO5	5	3	5	4	5	5	5	3	5	5	4.5	
Mean Overall Score											4.44	

Result: The Score of this Course is 4.44(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

Process:

1. The learner must volunteer to locate a setting (own choice) about two months in advance and explore the possibilities of 10days practice learning and practice placement.
2. The practice learning setting should preferably have a professionally trained social worker on the team of a staff.
3. The department will provide official letter for undertaking training in any organization.
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 third semester both to the department (compulsory) and to the setting (on requirement).
5. Each student is expected to produce certificate of his or her Summer Placement training in the third semester and two credits are allotted to them.

SPECIALISATION PAPER III**COMMUNITY DEVELOPMENT SPECIALISATION**

II – M.S.W	PROJECT MANAGEMENT	19PSW41A
SEMESTER – IV		HOURS : 6
CORE – XI		CREDIT : 4

OBJECTIVE:

To understand the concept of project and project identification and implementation.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Learn the concept of project cycle management.

CO2: Understand the project identification and implementation.

CO3: Be aware of project design.

CO4: Understand the CSR.

CO5: Determine the role of central and state governments in advocacy.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER IV	COURSE CODE: 19PSW41A					COURSE TITLE: PROJECT MANAGEMENT					HOUR S: 6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	3	5	3	4	5	4	5	4	4	4.2	
CO2	5	3	5	3	5	5	4	5	4	5	4.4	
CO3	5	3	5	3	5	5	4	5	4	5	4.4	
CO4	5	4	5	3	5	5	4	4	4	5	4.4	
CO5	5	3	5	3	4	5	4	4	4	4	4.1	
	Mean Overall Score										4.3	

Result: The Score of this Course is 4.3(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Planning: Meaning, Process, Reasons, Usefulness, Types, Barriers, Importance. Development Cycle in Planning – Existing Development Cycle and Desired Development cycle. Project Cycle – Meaning, Phases – Identification, Design, Implementation, Evaluation. Project Cycle Management – Meaning and the Importance. Concept Note – Meaning, Outline.

UNIT II

Project Identification – Need Assessment, Tools for Need Assessment – Listening, Interviewing, Focus Groups, Community Mapping, Priority Fixing. Capacity Assessment – Meaning, Types of Assets in Capacity Assessment. Assets and Capacity. Appreciative Inquiry – Discover, Dream, Design and Deliver.

UNIT III

Project design – Meaning. Process of Project Designing – Stakeholder Analysis, Research including Problem Analysis, Log Frame, Risk Analysis, Action Planning, Budgeting. Implementation – Meaning, Phases, Factors Affecting the Implementation. Monitoring Reviewing and Evaluation – Meaning, Purposes, Differences, Indicators, Reporting

UNIT IV

Corporate Social Responsibility – Meaning, Importance, Theory and Models of CSR. Social Auditing – Meaning, Uses, Principles, Stages – Social Book Keeping, Social Accounting and Social Auditing. Methodology and Process of Social Auditing.

UNIT V

Advocacy: Meaning, Approach, Role and Practice; National & International Funding Agencies; State and Central Government Projects; Project Proposal Writing.

TEXT BOOKS:

1. Blackman, Rachel. 2003. Project Cycle Management. UK: Tearfund.
2. Clifford. Gray Erik W. and Larson Gautam. V. Dasai. 2013. Project Management IV Edition. McGraw Hill Education India Pvt. Ltd. New Delhi.
3. Gopala Krishnan. P, V.E Ramamoorthy, 2014, Text Book of Project Cycle Management, Trinity Publications.
4. Harwey Maylor, 2012, Project Cycle Management 3rd Edition, Dorling Kindersley Private Limited Noida.
5. Thomas Ericson, 2015, Project Management 2nd Edition, Global Academic Publishers and Distributors, New Delhi.

REFERENCE BOOKS:

1. Crooks, Bill. 2003. Capacity Self Assessment. UK: Tearfund.
2. Desai, Vasanth. 1988. Rural Development. Vol. I to VI. Bombay: Himalaya Publishing House.
3. Gordon, Graham. 2002. Practical Action in Advocacy. UK: Tear fund
4. Kadekodi, G.K. and K. Chopra. 1999. Operationalizing Sustainable Development New Delhi: Sage Publications. India Pvt. Ltd.
5. Pareek, Udai. 1982. Education and Rural Development in Asia. Oxford and IBH Publications. New Delhi.
6. Vasanth Desai, Project Management, Himalaya Publishing House, Private Limited, Mumbai.

SPECIALISATION PAPER – III**HUMAN RESOURCE MANAGEMENT SPECIALISATION**

II – M.S.W	ORGANIZATIONAL BEHAVIOUR	19PSW41B
SEMESTER – IV		HOURS : 6
CORE– XI		CREDIT : 4

OBJECTIVE:

To be exposed to organization and personal behaviour.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand the concept of organizational behaviour.

CO2: Learn the process of organizational development.

CO3: Be exposed to organization and personal behaviour.

CO4: Understand the group behavior at work place.

CO5: Be aware of role of behavioral scientist in industry.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER IV	COURSE CODE: 19PSW41B					COURSE TITLE: ORGANIZATIONAL BEHAVIOUR					HOURS :6	CREDITS:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	4	5	5	5	4	5	5	4.7	
CO2	5	4	5	4	3	5	5	3	5	5	4.4	
CO3	5	4	5	3	5	5	5	4	5	5	4.6	
CO4	5	4	5	4	5	5	5	4	5	5	4.7	
CO5	5	4	5	4	5	5	5	4	5	5	4.7	
Mean Overall Score											4.62	

Result: The Score of this Course is 4.62(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Organizational Behaviour: Brief History, Definition, Characteristics, and Models. Contributions of the Behavioral Sciences. Human Behaviour at Work: Theories of Motivation – Motivating Human – Systems Theory, Emotional quotient at Work. Emerging perspectives on Organizational Behavior – Dimensions of Organizational Behavior.

UNIT II

Inter-Personal and Intra-Personal behavior: 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 at Workplace: Concept, Types of Groups, Group Structure, Group Dynamics: Decision Making, Team work, Communication, Leadership - Meaning, Roles, Skills, Styles, Theories, Types of Leadership, Power and Politics - Quality of work life – Work Life Balance – Employee Empowerment and Employee Engagement.

UNIT IV

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. Organizational Development: Concept, Definition, theories and practice: Organizational Development and Organizational Behaviour, OD Intervention techniques: Sensitivity Training. Quality Circles. Survey Feedback, Management of change. Individual behaviour, Foundations of individual behaviour.

UNIT V

Organizational Dynamics: Stress and Burn Out: Concepts, Causes, Consequences - Coping mechanism and strategies. Gender Sensitivity. Dysfunctional Behaviours: Absenteeism, Alcoholism, Fatigue, Monotony, Accidents and Boredom; Role of Behavioural Scientist in Industry. Employee Coaching and Mentoring. Employee Counseling: Concept, objectives, need, functions, techniques and advantages.

TEXT BOOKS:

1. Aswathappa K. 2012. Organizational behaviour. Himalaya Publication house. Mumbai.
2. Dr. S. S. Khanka. Organizational Behaviour, S. Chand Company Pvt, Ltd 2008.
3. Fred Luthans. Organizational Behaviour, Mc Graw Hill International Edition 2011.
4. John W. Newstorm. 2007. Organizational Behaviour Human Behaviour at Work, Tata Mc Graw Hill.
5. P. Subha Rao. Personnel and Human Resource Management, Himalaya Publishing House, 2016.

REFERENCE BOOKS:

1. Fred Luthans. Organizational Behaviour, Mc Graw Hill International Edition, 2002.
2. Hellriegel Don and Slocum John W., Jr, 2004 Organizational Behaviour, New Delhi, Thomson South-Western.
3. Khanka, S S., 2008 Organizational Behaviour, New Delhi, S.Chand and Co., Ltd.

4. Kumar Arun and Meenakshi N, 2009 Organizational Behaviour- A Modern Approach, NIILM Center for Management Studies, New Delhi.
5. Nalini. R. 2011. Social work and the workplace. New Delhi: Concept Publications
6. Nelson, Debra L and James Compbell, 2007 Organizational Behaviour- Foundations, Realities and Challenges, New Delhi, Thomson South-Western.
7. Paul Hersey Kenneth H. Blanchard, Dewey E. Johnson. Management of Organizational Behaviour Utilizing Human Resource, Prentice Hall of India Pvt Ltd, 2001.
8. Robbins Stephen. P. et al. 2012. Organizational behaviour. New Delhi. Pearson publications.

SPECIALISATION PAPER – III**MEDICAL AND PSYCHIATRY SPECIALIZATION**

II – M.S.W	PSYCHIATRIC SOCIAL WORK	PSW41C
SEMESTER – IV		HRS/WK: 6
CORE– XI		CREDIT: 4

OBJECTIVE:

To be exposed equipped with clinical setting and methods of psychological treatments.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Learn the psychiatric social work.

CO2: Be equipped with clinical setting.

CO3: Be exposed to methods of psychological treatments.

CO4: Understand the children mentality.

CO5: Be aware of the role of social worker in rehabilitation Centre.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER IV	COURSE CODE: 20PSW41C					COURSE TITLE: PSYCHIATRIC SOCIAL WORK					HOURS: S:6	CREDITS S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO1	PSO2	PSO3	PSO4	PSO5		
CO1	5	4	5	4	5	5	5	4	4	4	4.5	
CO2	5	4	5	4	5	5	4	4	4	4	4.4	
CO3	5	4	5	5	5	5	4	5	4	4	4.6	
CO4	4	5	4	5	4	5	4	5	4	4	4.3	
CO5	5	4	4	5	4	5	4	5	4	4	4.4	
Mean Overall Score											4.44	

Result: The Score of this Course is 4.44(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Psychiatric Social Work: Concept, Definition, Limitations and difficulties faced in psychiatric social work practice, Magnitude of Mental Health Problems; Analysis of mental health problems among vulnerable groups such as women, aged, socio-economically disadvantaged, urban and rural population and disaster victims in India. Scope of Social Work in Mental Health.

UNIT II

Present Practice and equipment of Psychiatric Social Work in various Clinical Setting. Mental health institutions, Government and Private Hospital and Psychiatric Clinic, Half way homes, Day care Centers, Sheltered Workshops, Department of Preventive and Social Medicine.

UNIT III

Psychiatric Social Work Practices: Psychoanalytical, Psycho-Social, Transactional analysis, Life span approach, Family Centered Treatment, Tasks Centered, Therapeutic Intervention in Psychiatric illness: Psycho Surgery, Occupational therapy, Cognitive Behavior Modification therapy, Play therapy, Music therapy.

UNIT IV

Child Mental Health and Social Work practice; development and psychological perspectives in child mental health; social work practice in child guidance clinic; Prevention and treatment intervention in family, school, neighborhood and community settings. Psychiatric Social Work Practice in Crisis intervention centers and with special groups such as rape victims and HIV or AIDS patients.

UNIT V

Psychological Rehabilitation: Concept, Principles, Process and Programmes; Role of Social Workers. Mental health policies and legislation in India; national mental health programmes. Research – Single Case Evaluation; Qualitative and Action research on mental health issues; monitoring and evaluation of programmes; Mental Health Care Models: TTK, SCARF, NIMHANS and BANYAN. Role and Functions of Psychiatric Social Worker

TEXT BOOKS:

1. Dr. R.N. Sharma, 2010, Abnormal Psychology, Subject Publication.
2. Niraj Ahuja, 2011, A Text Book of Psychiatry, Jaypee Brothers Medical Publishers (pvt) Ltd.
3. Randy J. Larsen, David M. Buss, 2011, Personality Psychology, Tata McGraw – Hill Edition.
4. Robert L. Solso, 2001, Cognitive Psychology, Delhi: Pearson Education.
5. Verma, Ratna, 1991 Psychiatric Social Work in India, Sage Publications, New Delhi
6. Patricia Casey, Brenden Kelly Fish's Clinical Psychopathology, third edition
7. Niraj Ahuja A Short Textbook of Psychiatry. Seventh edition.

REFERENCE BOOKS:

1. Daver, Bhargavi, 2001 Mental Health from a Gender Perspective, Sage Publications, New Delhi
2. Dhanda, Amita, 1999 Legal Order and Mental Disorder, Sage Publications, New Delhi
3. Ian Mathews(2000) Social Work and Spirituality, Learning Matters Ltd. Exeter, UK
4. Kapur, Malavika, 1997 Mental Health in Indian Schools, Sage Publications, New Delhi
5. Patricia Casey, Brendan Kelly Fish's Clinical Psychopathology, third Edition Niraj Ahuja A Short Textbook of Psychiatry. Seventh Edition.
6. WHO, 1991 Innovative Approaches in Mental Health Care, Psychosocial Interventions and Co-management, Geneva.

SPECIALISATION PAPER – IV**COMMUNITY DEVELOPMENT SPECIALIZATION**

II – M.S.W	COMMUNITY DEVELOPMENT MANAGEMENT	19PSW42A
SEMESTER – IV		HRS/WK: 6
CORE– XII		CREDIT: 4

OBJECTIVE:

To learn the strategies to develop the community.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand the concept of NGO.

CO2: Learn the strategies to develop the community.

CO3: Be exposed to self-help groups and panchayat system.

CO4: Understand about the structure of NGOs and their management aspects.

CO5: Be aware of entrepreneurship Training and Development of Entrepreneurs.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER IV	COURSE CODE: 19PSW42A					COURSE TITLE: COMMUNITY DEVELOPMENT MANAGEMENT					HOUR S:6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	3	5	3	4	5	5	5	4	4	4.3	
CO2	5	3	5	3	5	5	5	5	4	5	4.5	
CO3	5	4	5	3	5	5	5	5	4	5	4.6	
CO4	5	3	5	3	5	5	5	4	4	5	4.4	
CO5	5	3	5	3	4	5	5	4	4	4	4.2	
Mean Overall Score											4.4	

Result: The Score of this Course is 4.4(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Introduction to NGO: Concept and Characteristics, Types of NGOs – Classification; Role of NGOs in National Development; History of NGO Sector in India and World. Registration of NGO under Tamil Nadu Societies Registration Act 1975. Tax Regulations concerning NGOs: Specific Tax Exemptions (Section 12A, Section 35AC, Section 80G & 80GG of Income Tax Act. Foreign Contributions: Legal Regulations (Foreign Contribution Regulations Act)

UNIT II

Government Schemes for the NGO Sector: Grant – in Aid schemes and other concessions of the Government of India and Tamil Nadu State Government; Schemes for the Welfare of the Children, Youth, Women, Aged and Differently Abled. International Agencies and NGOs: UN and its Agencies, World Bank, Asian Development Bank and other International Donor Agencies, Networking and Partnership with Government and other agencies.

UNIT III

Self Help Groups & Federation of SHGs at the Panchayats, Cluster, Block and District. Role of state, banks in SHGs. Maintenance of records in SHGs. Grading and Evaluation of SHGs. Role of SHGs in local Issue Tackling. Leadership in SHGs. Problems faced by SHGs. SHGs and Economic development. Role of NGOs in SHGs. Role of social workers in SHGs. Micro Finance- Meaning and Characteristics- Working of Micro Finance- Philosophy of Micro Finance- Role of Social Worker in Micro Finance.

UNIT IV

Water shed Management – Meaning, Objectives, and Implementation. Economic Benefits, Social Benefits. Role of NGOs in Water Shed Management. Role of Social Workers in Water Shed Management. Waste Land Development – Meaning and Characteristics. Identification of Waste Land, Role of NGOs in Waste Land Development. Community Based Organizations for Sustainable Development – Meaning, Characteristics- Community Participation

UNIT V

Entrepreneurship – Meaning, Characteristics. Problems of Entrepreneurship. Women Entrepreneurs, Rural Entrepreneur. Personality and Dynamics of Entrepreneurs. Training and Development of Entrepreneurs. Role of TN Small Industries Development Corporation (SIDCO), National Bank for Agriculture and Rural Development (NABARD) and Khadi and Village Industries Commission (KVIC) in Entrepreneur development. Role of Social Workers in Entrepreneur development.

TEXT BOOKS:

1. Asha Ramagonda Patil, 2013, Community Organization and Development an Indian Perspective, Eastern Economy Edition,
2. Jayashree. 2005. Entrepreneurial Development. Chennai: Marghan.
3. Suresh Chandra Annie Karen. 2015. Non - Governmental Organizations Origin and Development, Rawat Publications. Jaipur.
4. Samuel H Taylor, 2013, Theory and Practice of Community Social Work, New Delhi.
5. W. Sheafor Charles J. Horejsi, 2011, Techniques and Guidance for Social Work Practice, Ninth Edition, Bradford Eastern Economy Edition.

REFERENCE BOOKS:

1. Daniel A.V. 2011. Strategies for Agricultural Development Bombay: Vora.
2. Daniel, Lazer. 2008. Micro Training Poverty and Eradication. New Delhi: New Century Book House.
3. Desai Vasant. 2004: Dynamics of Entrepreneurial Development. New Delhi: Sultan anand& sons.
4. Giriappa. S. 2011. Water the Efficiency in Agriculture. Calcutta: Oxford Press.
5. Gupta C.B. 2004: Entrepreneurial Development. New Delhi: Sultan Anand& Sons.
6. Sharma, R. K. 2011. Entrepreneurship Development. Bombay: Himalaya Publishing House
7. Upendra, Nath Roy. 2005. People Participation in Watershed Management. New Delhi: Kanishka Publisher.
8. Usharani, K. 2008. Marketing Strategies, Finance Viability of Self Help Group. New Delhi: Sarop& Sons.

SPECIALISATION PAPER – IV**HUMAN RESOURCE MANAGEMENT SPECIALIZATION**

II – M.S.W	INDUSTRIAL RELATONS	PSW42B
SEMESTER – IV		HRS/WK: 6
CORE– XII		CREDIT: 4

OBJECTIVE:

To understand the relationship between the industries and employer & employee.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand the concept of industrial relation.

CO2: Understand the relationship between the industries.

CO3: Be exposed trade union and bargaining system.

CO4: Understand the industrial disputes.

CO5: Gain knowledge on industrial legislations.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER IV	COURSE CODE: PSW42B					COURSE TITLE: INDUSTRIAL RELATONS					HOURS :6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	4	5	5	4	3	5	5	4.5	
CO2	5	4	5	4	5	5	5	3	4	5	4.5	
CO3	5	4	5	4	5	5	4	3	5	5	4.5	
CO4	5	4	5	4	5	5	5	3	4	5	4.5	
CO5	4	5	4	3	5	5	4	4	4	4	4.2	
Mean Overall Score											4.44	

Result: The Score of this Course is 4.44(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Industrial Relations: Meaning, Definition, Scope, Need and Factors Influencing IR Evolution of IR- Characteristics and Participants of IR. Approaches to IR- Maxian, Giri, Webbs, Dunlop. Influence of Socio-Economic, Political and Technical Forces on Industrial Relations; IR at Shop Floor and Plant. International Labour Organization: History - Aims and Objectives - Structure - Functions. Influence of ILO on Indian Industrial Relations - Labour welfare practices in India.

UNIT II

Trade Unions: Meaning, General features- Principles of Union- Major trade unions in India- Problems and Weakness of trade union- Measures to Strengthening the Functioning of trade union. Trade Union: Origin and Growth of trade union movement in India - Theories - Functions - Administration of Unions - Leadership - Membership and Finance - management relations: Impact of Liberalization, Privatization and Globalization.

UNIT III

Collective Bargaining: Main Features –Importance- Contents and Coverage of Collective Bargaining: Concept, Goals, Principles, Prerequisites. Bargaining Strategies - The factors influencing Collective bargaining - Skills of an effective bargaining agent. Workers Participation in Management: Concept - Aims and objectives - Scope - Levels of Participation, Forms of Participation in India- Conditions essential for working of the Scheme of workers' participation in Management.

UNIT IV

Industrial Dispute: Meaning, Concept, Instruments of Coercion – Strike, Picketing, Bandh, Strikes and Lock – Out; Dispute Settlement Mechanisms: Bipartite Approach – Negotiation, Mediation, Works Committee, Significance of Employers' Federations; Tripartite Approach - Conciliation, Arbitration, Adjudication - Court of Enquiry, Labour Courts, Industrial Tribunal, National Tribunal, Awards; industrial democracy – Workers Participation.

UNIT V

Industrial Relations Legislation: Indian Trade Union Act 1926, Industrial Disputes Act 1947, Industrial Employment (Standing Orders) Act 1946, The Industrial Relation Code – 2019. Emerging Trends in Union - Employee Discipline, Domestic enquiry proceedings, Grievance Redressal Machinery, Case Studies on Industrial Dispute.

TEXT BOOKS:

1. B. Nandhakumar, Vijay Nicole, 2015, Industrial Relations Labour Welfare and Labour Laws, Imprints Private Limited, Chennai.
2. M. Sivakumar, 2011, Industrial Relations and Labour Welfare, Lakshmi Publications, Chennai.
3. P. R. N. Sinha, InduBala Sinha, Seema Priyafarshini Shekhar, 2020, Industrial Relations, Trade Unions and Labour Registration, Pearson.
4. S C Srinivastava, 2007, Industrial Relations and Labour Laws, Vikas Publishing House Private Limited, New Delhi.
5. Yoder, Dale. 1976. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.

REFERENCE BOOKS:

1. Johnson, T. L. 1981. Introduction to Industrial Relations. Britain: MacDonald & Enerd. Great
2. Mamkootam. Kuriakose. 1982. Trade Unions. Myth and reality. New Delhi: Oxford University press.
3. Mamoria, C. B. and Mamoria Satish. 1984. Industrial Labour. Social Security and Industrial peace in India. Allahabad: Kitab Mahal.
4. Puneekar, S. D. et. al. 1981. Labour welfare. Trade Unions and Industrial Relations. Bombay: Himalaya Publishing House.
5. Ramassamy. E. A. and Uma Ramasamy. 1981. Industry and Labour An introduction. New Delhi: Oxford University Press.
6. White, K. Head. 1977. Industrial Relations. London: Hodder & Sought.
7. Yoder, Dale and Paul, D. Stanbhas, 1985. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.

SPECIALISATION PAPER – IV**MEDICAL AND PSYCHIATRY SPECIALIZATION**

II – M.S.W	COMMUNITY HEALTH	PSW42C
SEMESTER – IV		HRS/WK: 6
CORE– XII		CREDIT: 4

OBJECTIVE:

To understand the concept of community health and occupational health diseases.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Gain knowledge on health and hygiene.

CO2: Enlighten with occupational health disease.

CO3: Be exposed to health care delivery system.

CO4: Be aware on health education.

CO5: Understand the community health and its work process.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER II	COURSE CODE: PSW42C					COURSE TITLE: COMMUNITY HEALTH					HOUR S:6	CREDIT S:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PS O1	PS O2	PS O3	PS O4	PS O5		
CO1	5	4	4	4	5	5	5	4	4	4	4.4	
CO2	4	4	5	4	4	5	5	4	5	4	4.4	
CO3	4	4	5	4	5	5	4	4	4	4	4.3	
CO4	4	4	4	4	4	5	4	4	4	4	4.1	
CO5	5	4	5	4	5	5	4	5	4	5	4.6	
Mean Overall Score											4.36	

Result: The Score of this Course is 4.36(Very High)

Association Scale	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Concept of Health: Meaning, Definition, Historical Development, Factors Influencing Health-Social and Preventive medicine. Organization and Administration of Health Care at the Center, State, District, Municipality and Village Level; Health Planning in India; Health Committees; Five Year Plan in Relation to Health Care. Emerging need for Palliative & Geriatric Care.

UNIT II

Community Health Care - Changing Concepts; Primary Health Care for All; Health Status and Health Problems; Health Care Systems - Primary Health Centre; Private Health Systems Indigenous Systems; Voluntary Health Systems; Role of Social Worker in Community Health.

UNIT III

Health Legislation; ESI Act 1948 and its amendment 1975, Medical Termination of Pregnancy Act 1971. Doctors Patients and the Consumer Protection act 1986, PWD & Equal opportunities Act 1995, Reproductive health Act, Narcotic Drugs and Psychotropic substances Act 1985, Environmental Protection Act 1986.

UNIT IV

Community Health care needs Assessment: Assessing Community Health needs - Moralizing core groups and Community Participation- Training of multipurpose health workers in community health Programs. Health Policies, Health Care Programmes in India: State and Central Insurance Scheme, Rashtriya Arogya Nidhi, National Health Policy 1983, Population Problems and control.

UNIT V

Health Programmes at the National level: National control of blind program, welfare program for physically challenged, national health Programmes: family welfare, maternal and child health, ICDS, School health programme, UIP, NMEP, NLEP, Diarrhea Disease control program. The Prenatal Diagnosis Technique (Regulation and Prevention of Misuse) Act, 1994.

TEXT BOOKS:

1. Govt. of India (2002): National Health Policy, New Delhi, Ministry of Health and Family Welfare, New Delhi.
2. James F. McKenzie, Robert R. Pinger, Denise M. Seabert An Introduction to Community and Public Health.
3. James F. McKenzie, Robert R. Pinger, Jerome E. Kotecki, An Introduction to Community Health.
4. K. Park, 2013, Park Text Book of Preventive and Social Medicine, M/S Banarsidas Bhanot Publishers.
5. Pondicherry Aids Control Society, 2007. Pregnancy, Byword books Private Limited.

REFERENCE BOOKS:

1. Jim Yong Kim et al (2000): Dying for Growth: Global Inequality and the Health of the Poor, Cambridge, Common Courage Press. Chapters 2&3.
2. Levant, Ronald F. 1984. Family Therapy. New Delhi: Prentice Hall of India Pvt. Ltd.
3. Mackintosh, M and M.Koivusalo (Ed.) (2005): Commercialization of Health Care: Global and Local Dynamics and Policy Responses, New York, UNRISD and Palgrave-Macmillan.
4. Mane P. and Gandevia K. 1992. Mental Health in India, Issues and Concerns. Bombay: Tata Institute of Social Sciences.
5. World Health Organization 1990. Schizophrenia Information for Families – A Manual prepared by the World Schizophrenia Fellowship for Publication in Cooperation with the WHO.
6. World Health Organization 1992. Innovative Approaches in Mental Health Care. Psycho Social Interventions and Case Management. Geneva: WHO.

II – M.S.W	CONCURRENT FIELD WORK PRACTICUM – IV	19PSWF4
SEMESTER – IV		HOURS/ WEEK : 10 *
CORE PRACTICAL – IV		CREDIT : 4

OBJECTIVE:

To gain practical knowledge in different settings.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Be applicable of practical knowledge in different settings.

CO2: Learn the role of HR manager in industries.

CO3: Learn the role of social worker in NGO settings.

CO4: Understand the role of medical social worker.

CO5: Be aware of organizing programme.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER IV	COURSE CODE:19PSWF4					COURSE TITLE: CONCURRENT FIELD WORK PRACTICUM – IV					HOURS :10	CREDITS:4
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	3	5	5	4	3	5	5	4.4	
CO2	5	4	5	4	5	5	5	4	5	5	4.7	
CO3	5	4	5	4	5	5	5	4	5	5	4.7	
CO4	5	4	5	4	5	5	5	4	5	5	4.7	
CO5	5	3	5	4	5	5	5	4	5	5	4.6	
Mean Overall Score											4.62	

Result: The Score of this Course is 4.62(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

In the final semester the students go for practice based social work for two days in a week and expected to spend a minimum of 10 hours per week in the field.

The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries according to the fields of specialization for a semester where MSW supervisor is available.

During the placement the students are expected involve with the activities of the organization to whatever extent possible.

The students make effort to get exposure and experience to relate the theoretical knowledge what they have gained in the class room and try to practice them. The students also undertake any assignments given to them by the agency; they may also undertake any research for the organization. The community organization programme is being organized by each student to promote extension activities towards different villages, institutions and organizations.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners. 20 marks are being awarded by the internal faculty supervisor, 20 Marks are awarded by the Agency Supervisor and 60 marks are being awarded by the external examiner.

* Number of hours spent for two days in a week by a student in the field.

Marks Allotments**Specialization - Community Development**

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Group Work, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

Specialization – Human Resource Management

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Role of Human Resource Management Department, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

Specialization - Medical and Psychiatric

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Case Work, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

II – M.S.W	RESEARCH PROJECT	JPSW1016
SEMESTER – IV		HRS/WK : 8
CORE PROJECT		CREDIT : 6

OBJECTIVE:

To understand the importance of research, factors in collecting reviews for the research projects.

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Understand the importance of research.

CO2: Determine the factors in collecting reviews for the research projects.

CO3: Be aware of writing research proposal

CO4: Determine the findings for chosen topic.

CO5: Finds suggestion and conclusion for the research projects.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER IV	COURSE CODE: JPSW1016					COURSE TITLE: RESEARCH PROJECT					HOURS :8	CREDIT S:6
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	4	5	4	4	4	4	4	5	4	4	4.2	
CO2	2	5	4	3	4	4	4	5	4	4	3.9	
CO3	4	5	4	4	4	4	4	4	4	4	4.1	
CO4	3	5	2	4	4	4	3	5	5	5	4	
CO5	4	5	3	4	4	4	4	5	5	5	4.3	
	Mean Overall Score										4.1	

Result: The Score of this Course is 4.1(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

The students are placed under a supervisor for the research project work. The students are encouraged to start the project work in the third semester itself. Review meeting of three stages will be held in 20 days interval to monitor and guide the Students' Research Project.

Schedule for Review Meetings

- Review Meet I – Finalization of Topic, Tool and Proposal
 Review Meet II – Introduction and Review of the Literature
 Review Meet III – Data Analysis, Interpretation, Findings and Suggestions

In the fourth semester the students complete the research study and submit the final copy for valuation. At the end of the semester Viva- Voce is conducted by the external examiners.

Research Report Format (The Research Project Report should be typed in Times New Roman Font, 12 font size with 1.5 line space)

1. Outer Cover
2. Title Page
3. Certificate
4. Preface
5. Acknowledgement
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Plates (if any)

{(The above nine items are the preliminaries of the research report, which should be numbered in Roman small numbers at the bottom of the page e. g. i, ii, iii) Arabic numbers are used for the following items.}

- Chapter I : Introduction
1. A brief General Introduction
 2. Statement of the Research Problem
 3. Need / Significance / Importance of the Study
- Chapter II : It consists of Review of Literature (with an appropriate title)
 This chapter ends with General and Specific Objectives
- Chapter III : Methodology
 This chapter describes the various steps used in carrying out the research task. It is described in the past tense.
1. Chapter Introduction
 2. Field of Study.
 3. Pilot Study
 4. Research Design
 5. Selection of Sample
 6. Tools of Data Collection
 7. Sources of Data
 8. Pre testing
 9. Actual Data Collection
 10. Definition of Terms
 11. Analysis
 12. Limitations
 13. Organisation of the Report
- Chapter IV : Analysis and Interpretation
 This chapter presents the analyzed data either by a table or a chart and not both for the same variable. The variable name is given as a sub title, introduction of the variable, presentation of data (table No. and table title) analysis then interpretation of data. Interpretation is not mere description of the numbers into words but giving meaning for the data distribution.

Chapter V : Main Findings (Percentage in brackets) and Suggestions

Chapter VI : Summary and Conclusion

Bibliography : It is arranged in the alphabetical order by the author's name.
Author's surname, year, title, place, publisher Appendix

PROJECT EVALUATION COMPONENT

Quality of the work (Record) - 50 Marks

Viva Presentation (Oral) - 50 Marks

II – M.S.W	BLOCK FIELD WORK PRACTICUM (INTERNSHIP)	19PSWF5
SEMESTER – IV		HRS: 1 Month
EXTENSION – III		CREDIT : 3

OBJECTIVE:

To have practical knowledge in different settings (NGO, Hospital and Industries).

COURSE OUTCOMES (COs)

After completing this course, students will:

CO1: Be applicable of practical knowledge in different settings.

CO2: Learn the role of HR manager in industries.

CO3: Learn the role of social worker in NGO settings.

CO4: Understand the role of medical social worker.

CO5: Be exposed to various skills in different settings.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

SEMESTER IV	COURSE CODE: 19PSWF5					COURSE TITLE:BLOCK FIELD WORK PRACTICUM					HOURS :1 Month	CREDITS:3
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	4	5	4	5	5	4	3	5	5	4.5	
CO2	5	3	5	4	5	5	5	3	5	5	4.5	
CO3	5	3	5	4	5	5	5	3	5	5	4.5	
CO4	5	3	5	4	5	5	5	3	5	5	4.5	
CO5	5	4	5	4	5	5	5	4	5	5	4.7	
	Mean Overall Score										4.54	

Result: The Score of this Course is 4.54(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

The last month of the fourth semester the students go for block field placement training according to their fields of specialization (24 working days).

The student has to be part of the organization and take part in all the activities of the organization and undertake the assignments given to him.

After completion of one month placement the student submits an activity sheet, attendance certificate, daily reports to the department.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly. At the end of the semester Viva- Voce is conducted by two examiners. 20 marks are being awarded by the internal faculty supervisor, 20 Marks are awarded by the Agency Supervisor and 60 marks are being awarded by the external examiner.

Block Field Work Practicum Marks Assessment

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Selecting the Agency, Report Submission, Agency Profile	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

THEORY EXAMINATION EVALUATION COMPONENT**Continuous Internal Assessment (CIA) (25)**

Assignment	-	5 Marks
Seminar	-	5 Marks
Two written Examination	-	15 Marks
Total	-	25 Marks

CIA Question Pattern (Written Examination)

Part – A (10X2=20)
(Answer all the Question)

Part – B (6X5=30)
(Answer all the Questions)

Semester Examination (75 Marks)**Question Pattern**

Time: 3 Hours

Max. Marks: 75

Section – A (10X2=20)
(Answer all the Question)
Two Questions from each unit

Section – B (5X5=25)
(Answer either a or b from each Question)
Five Questions from each unit

Section – C (3X10=30)
(Answer any three from five Questions)
Five Questions from each unit

MODEL QUESTION PAPER FOR CIA
ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE,
(AUTONOMOUS) CUDDALORE-1.

I CIA EXAMINATION

CLASS: I-MSW (shift-1)

SUBJECT: SOCIAL POLICY AND SOCIAL LEGISLATIONS

TIME : 2 Hrs

MARKS: 50

PART - A

Answer **ALL** Questions

(10X2=20)

1. What is Social Policy?
2. List any two Objectives of Social Policy.
3. Who is the father of Indian Constitution? In which year the constitution was passed by the Constituent Assembly?
4. List any two Characteristics of Indian Constitution.
5. List any two policies and Programmes for the welfare of Women in India.
6. List few features of National Health Policy, 2002.
7. Write a note on National Policy for Children, 2013.
8. What is Social Legislation?
9. Write a note on Indian Penal Code.
10. What is Public Interest Litigation?

PART – B

Answer **ALL** Questions

(5X6=30)

11. Bring out the Evolution of Indian Constitution in detail.
12. Critically examine the Fundamental Rights guaranteed in the Indian Constitution.
13. Enumerate various policies and programmes for the Education in India.
14. Explain in detail about Family Court and various cases heard in the Family court today.
15. Write in short about few famous legislations in India.

MODEL QUESTION PAPER FOR SEMESTER EXAMINATION**ST. JOSEPH'S COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)****19PSW42C – COMMUNITY HEALTH****Time: 3 Hours****Max Marks: 75****SECTION – A (10X2=20)**Answer **ALL** Questions

1. Define Health.
2. What is meant by health system?
3. Give the meaning of community.
4. What is Indigenous system of health?
5. Mention any two impact of ESI Act.
6. Define vital statistics.
7. List out any four programmes under National Health Policy.
8. List the advantages of Health Polices.
9. Mention any two preventive measures for blindness.
10. List the salient feature of NLEP.

SECTION - B (5X5=25)Answer **ALL** Questions

11. a. Elaborate the Emerging need for palliative & Geriatric care.
(or)
b. Explore the importance of vital health statistics.
12. a. Narrate the concept of Public health development in India.
(or)
b. Give details of pediatric health problems in India.
13. a. Highlight the salient features of consumer protection Act with respect to patients.
(or)
b. Elaborate the Medical negligence liability under the consumer protection act.
14. a. What should be done to elicit community to solve health problems?
(or)
b. Describe the objectives of health policies.
15. a. Enumerate the welfare programmes for the physically challenged.
(or)
b. Explain in detail about School Health Programme.

SECTION – C (3X10=30)

Answer any **THREE** Questions

16. Illustrate the health problems in a rural community and suggest measures in eradicating the problems.
17. Share your views from the field work Experience in community medicine.
18. Discuss the functions of Environment Protection Act.
19. Highlight the salient features of MTP Act 1971.
20. Briefly explain about Diarrhea Disease Control Programme.

MODEL QUESTION PAPER FOR SELF STUDY PAPERS**SECTION – A (10X2=20)****Answer ALL Questions**

1. What is the meaning of Compensation?
2. List out the objectives of compensation.
3. What is base to pay?
4. Define Job evaluation.
5. Mention any government regulation on compensation.
6. What is compensation structure?
7. What is bonus?
8. What is Individual incentive?
9. What is Merit Pay?
10. Mention any two Employee Benefits plan.

SECTION – B (5X6=30)**Answer ANY FIVE Questions**

11. Explain about the Compensation system design issues.
12. Elaborate the compensation approaches.
13. Brief about the compensation approaches.
14. Explain benefit schemes, nature and types of benefits.
15. What are the International compensations Management?
16. Brief about benefits administration.

**EXAMINATION EVALUATION COMPONENT
FOR SELF STUDY PAPERS**

Assignment (2)	-	25 Marks
Seminar (2)	-	25 Marks
Two written Examination	-	50 Marks
Total	-	100 Marks

FIELD WORK PRACTICUM EVALUATION COMPONENT

S. No	Activity	Internal Marks	External Marks
1	Observation Visit, Street Theatre Training Programme & Group Project	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

CONCURRENT FIELD WORK PRACTICUM EVALUATION COMPONENT**Concurrent Field Work Practicum - I**

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Case Work, Group Work, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

Concurrent Field Work Practicum - II**Specialization - Community Development**

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Group Work, Community Organization Programme,	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

Specialization – Human Resource Management

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Role of Human Resource Management Department, Community Organization Programme,	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

Specialization - Medical and Psychiatric

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Case Work, Community Organization Programme,	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

Concurrent Field Work Practicum - III**Specialization - Community Development**

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Group Work, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

Specialization – Human Resource Management

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Role of Human Resource Management Department, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

Specialization - Medical and Psychiatric

S. No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Organization Profile, Case Work, Community Organization Programme	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

BLOCK FIELD WORK PRACTICUM EVALUATION COMPONENT

S.No	Assigned Work	Internal	External
		Faculty	External Examiner
1	Selecting the Agency, Report Submission, Agency Profile	40	
2	Presentation, Quality in Components, Communication		60
	Total	100	

VALUE ADDED PROGRAMME**1. Eligibility for Admission to the Course**

A candidate who is pursuing the Bachelor Degree or Master Degree is accepted eligible to study this programme.

2. Duration of the Course

This course of Study shall be for a month with 2 credits. There will be 30 hours consisting of 1 teaching hour per working day.

3. The Course of Study

Theory Papers - The Course of the Master of Social Work shall be under the Semester System according to the Syllabus to be prescribed from time to time. This Course consists of Core Subjects and Elective Subjects.

4. Objectives:

The programme is designed with the following objectives:

- To acquire specific knowledge on NGO Management, folk arts and street play.
- To understand the Project Management Dimensions, Planning and the implementation of Projects.
- To enhance skills and techniques on Project Proposal Writing, street play and folk arts.

5. Scope

- a. By studying this programme the student will get knowledge on the following
 - NGO Management, Street play and folk arts
 - Project Management Dimensions, Planning and its implementation
 - Skills and Techniques of Project Evaluation or Resource Mobilization and street play as well as folk arts.
- b. The students will also get motivation to start a Nongovernmental Organization or be the trainer in folk arts and street play in the future.

DURATION – ONE MONTH	NGO MANAGEMENT	CODE: VAPSW712
		HRS: 30

OBJECTIVE:

To understand the concept of NGO and its Management.

COURSE OUTCOMES (COs)

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

CO1: NGO Management

CO2: Project Management Dimensions, Planning and its implementation

CO3: Skills and Techniques of Project management Evaluation or Resource Mobilization.

CO4: Starting a Nongovernmental Organization of their own.

CO5: Knowledge on function of NGO through Field based visit to NGOs.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

DURATION – ONE MONTH	COURSE CODE: VAPSW712					COURSE TITLE: NGO MANAGEMENT					HOURS :30	CREDITS:
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	2	5	3	5	5	4	3	5	5	4.2	
CO2	5	3	5	4	5	5	4	3	5	5	4.4	
CO3	5	3	5	4	5	5	5	4	4	5	4.5	
CO4	4	3	5	3	5	5	3	4	4	4	4	
CO5	4	2	4	3	4	5	4	3	4	4	3.7	
Mean Overall Score											4.16	

Result: The Score of this Course is 4.16(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Management: Meaning, Definition, Concepts, Objectives and Functions. NGO's: Meaning, Definition, Concepts, Vision, Mission, Goals, Types, Functions and Approaches. Role of NGO's in Community Development.

UNIT II

Legal - rational structure of Non-profits: Trusts and Societies with Special reference to Trust and Society Registration Acts- Foreign contributions and Regulation Act (FCRA) - Statutory Obligations- Income Tax Exemption (80-G, 12-A, & 35AC): Rules and Regulation - Resource Mobilization: Methods and Techniques of Fund Raising - International, National and Local Levels.

UNIT III

Leadership in the NGO's Context – Practice of Human resources Management in NGO's - Human Resources Management and role of creating change agents – Staffing, recruiting, induction and training- CSR Activities: Definition, concepts and need - Concentration areas of CSR - Role of social workers in CSR- National and International CSR activities: TVS, Infosys and Tata.

UNIT IV

Concept, Meaning, Definition and Types of projects – Projects Implementation and Management: Project Planning Matrix - Project Cycle Management - Identification and Formulation of Details Projects Report (DPP) with reference to Action AID and Save the Children- Rural Appraisal (PRA): Tools and Techniques, SWOC (Strengths, Weaknesses, Opportunities, and Challenges) Analysis.

UNIT V

3 Field based visits to NGOs in Cuddalore, Villupuram and Pondicherry regions.

TEXT BOOKS:

1. Allison, M. & Kaye, J. (2005). Strategic Planning for Nonprofit Organizations, 2nd ed. New York: John Wiley & Sons.
2. Batra, Nitin. 2004. Administration of social Welfare in India. Jaipur: Raj Publishing House.
3. Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi: Rawat Publication
4. Sooryamoorthy R and Gangrade K.D 2006 NGOs in India-A cross Sectional study New Delhi: Rawat Publications.
5. Suresh Chandra Anne Karen Trollope, 2015, Non Governmental Organization Origin and Development, Rawat Publications.

REFERENCE BOOKS::

1. Bradford W. Sheafor Charles J. Horejsi, 2011, Techniques and Guidance for Social Work Practice Ninth Edition, Eastern Economy Edition.
2. Robin Lall 2004 The Dynamics of NGO's New Delhi, Dominant Publishers.
3. Harihar Bhattacharya, Parthasarkar and AngshumanKar (eds) (2009) The Politics of Social Exclusion in India: Democracy at the Crossroads, Routledge.
4. P. Subba Rao, 2017. Management and Organization behavior (Text and Cases) Himalaya publishing House.
5. Samvel.C. Certo And S. TrevisCerto. Modern Management. Prentice Hall of India Pvt Ltd. 2007.
6. Sooryamoorthy R and Gangrade K.D. 2006. NGOs in India-A cross Sectional study New Delhi: Rawat Publication.

DURATION – ONE MONTH	FOLK ARTS	CODE: VAPSW713
		HRS: 30

OBJECTIVE:

To learn Folk Arts and tradition of India and Tamilnadu.

COURSE OUTCOMES (COs)

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

CO1: Verbal and non-verbal communication

CO2: Culture and tradition of India and Tamilnadu.

CO3: Folk arts and its historical evolution.

CO4: Skills of Kargattam and Kummi

CO5: Skills of Kollattam and oyillattam.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

DURATION – ONE MONTH	COURSE CODE: VAPSW713					COURSE TITLE: FOLK ARTS					HOURS :30	CREDITS:
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	2	5	3	5	5	4	3	5	5	4.2	
CO2	5	3	5	4	5	5	4	3	5	5	4.4	
CO3	5	3	5	4	5	5	5	4	4	5	4.5	
CO4	4	3	5	3	5	5	3	4	4	4	4	
CO5	4	2	4	3	4	5	4	3	4	4	3.7	
Mean Overall Score											4.16	

Result: The Score of this Course is 4.16(Very High)

Association Scale	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome

UNIT I

Communication: history, definition, functions and types. Nature Components and purposes. Verbal and Nonverbal communication. Public communication and Impact of Communication for social change.

UNIT II

Culture and Tradition: Definition, Nature and Importance. Media Forms and Techniques. Understanding various Media Forms: Theatre, Dance, Sculpture, Print, and Audio-Visual.

UNIT III

Folk Arts: concept definitions, types. Folk arts in India. Folk arts in Tamilnadu: Classification, History and recent trends.

UNIT IV

Major Folk Arts in Tamilnadu - 1: Kummi – meaning, History and recent trend. Karakattam - meaning, History and recent trend. Practical training on kummi and karakattam.

UNIT V

Major Folk Arts in Tamilnadu – 2 : Oyillattam - meaning, History and recent trend. Kollattam - meaning, History and recent trend. Practical training on kollattam and oyillattam.

TEXT BOOKS

1. Alan Pipes. 2003. Foundations of Art and Design, Laurence King Publishing, London.
2. Dhamija, J. 1970. Indian Folk Arts and Crafts. New Delhi: National Book Trust India.
3. Henry Glassie. 1995. The Spirit of Folk Art. New York.
4. Hernandez, Jo Farb. 2005. Forms of Tradition in Contemporary Spain. Jackson: University Press of Mississippi and San Jose State University.
5. Parmar, S. 1975. Traditional Folk Media in India. New Delhi: Geka Books.
6. U S Krishna Rao & U K Chandrabagha Devi. A Panorama of Indian Dances.

REFERENCE BOOKS:

1. ChithraMadhavan, History and Culture of Tamil Nadu, D.K. Print World Ltd.
2. Ezhilavan, Folk performing art of Tamil Nadu, Bio Green Books.
3. Krishnna, Nanditha, 1998, Folk arts of Tamilnadu: The performing arts, C.P. Ramaswami Aiyar Foundation.
4. S. M. I. Lakshmanan Chettiar, Folklore of Tamil Nadu.
5. S. Simon Jhon, Folk Narratives: Rituals and Performances reflect.
6. U S Krishna Rao & U K Chandrabagha Devi. A Panorama of Indian Dances.

DURATION – ONE MONTH	STREET PLAY	CODE: VAPSW714
		HRS: 30

OBJECTIVES:

To understand concept of street play and its relevance.

COURSE OUTCOMES (COs)

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

CO1: Importance of communication.

CO2: Analysis of the self and the society.

CO3: Concept and story development.

CO4: Acting skills.

CO5: Concept of street and its relevance.

Relationship Matrix Course Outcomes, Programme Outcomes and Programme Specific Outcomes

DURATION – ONE MONTH	COURSE CODE: VAPSW714					COURSE TITLE: STREET PLAY					HOURS :30	CREDITS:
COURSE OUTCOMES (CO)	PROGRAMME OUTCOMES (PO)					PROGRAMME SPECIFIC OUTCOMES (PSO)					MEAN SCORE OF CO'S	
	PO 1	PO 2	PO 3	PO 4	PO 5	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5		
CO1	5	2	5	3	5	5	4	3	5	5	4.2	
CO2	5	3	5	4	5	5	4	3	5	5	4.4	
CO3	5	3	5	4	5	5	5	4	4	5	4.5	
CO4	4	3	5	3	5	5	3	4	4	4	4	
CO5	4	2	4	3	4	5	4	3	4	4	3.7	
	Mean Overall Score											4.16

Result: The Score of this Course is 4.16(Very High)

Association	1%-20%	21%-40%	41%-60%	61%-80%	81%-100%
Scale	1	2	3	4	5
Interval	0<=rating<=1	1.1<=rating<=2	2.1<=rating<=3	3.1<=rating<=4	4.1<=rating<=5
Rating	Very Poor	Poor	Moderate	High	Very High

This Course is having **VERY HIGH** association with Programme Outcome and Programme Specific Outcome.

UNIT I

Communication: history, definition, functions and types. Nature Components and purposes. Verbal and Nonverbal communication. Public communication and Impact of Communication for social change.

UNIT II

Understanding Self. Strength and weakness; opportunity and threat, SWOT Analysis, goal setting. Analysis of Society: Individual, people and communities issues and challenges.

UNIT III

Understanding the Concept and Story Development: Concept Development - Concept Development and Realization-Concept Generation & Analysis. Creative thinking of concepts and Creative Thinking Techniques. The art of writing: Understanding the audience, context for writing, categories and characteristics of writing.

UNIT IV

Acting Skills: How to observe, act and emote. Understand and develop acting skills. Characterization, guiding principles for evolving effective and credible characters. Audience Analysis, Segmentation, Targeting and Positioning; Audience Research Demographics, Psychographics.

UNIT V

Street Play: Concept, evolution and principles. Street play for Social and political Issues. Strategy, methodology and Recent trends in Street Play. Tools for street play.

TEXT BOOKS:

1. DeVito Joseph A. 2000. Human Communication: The Basic Course, Harper & Row, London.
2. Dwight V. Swain. Creating Characters
3. Robert Hilliard. 1982. Writing for Television and Radio, Hasting House, New York.
4. Stephen W. Littlejohn & Karen A. Foss. 2010. Theories of Human Communication, Waveland Press, Inc., U.S.
5. Thomas S. Kane. The New Oxford Guide to Writing
6. Timothy Gerard. 1997. Writing for Multimedia: Entertainment Education, Training, Advertising and World Wide Web, Focal Press, Oxford.

REFERENCE BOOKS:

1. Charles Bukowski, 2016, On Writing Paperback, Ecco; Reprint edition
2. Christopher Vogler, 2007, The Writers Journey: Mythic Structure for Writers, Michael Wiese Productions.
3. Natalie Goldberg, Writing down the bones: freeing the writer within.
4. Roy Peter Clark, Writing Tools: 55 Essential stages for every writer.
5. Stanley Fish, 2012, How to Write a Sentence: And How to Read One Harper Paperbacks; Reprint edition.
6. Timothy Gerard. 1997. Writing for Multimedia: Entertainment Education, Training, Advertising and World Wide Web, Focal Press, Oxford.

MODEL QUESTION PAPER FOR VALUE ADDED COURSES**SECTION - A****(10X2=20)****Answer ALL Questions**

1. Name any two HSO with human relations approach.
2. List the characteristics of human service organizations.
3. What do you mean by staffing?
4. Define decentralization.
5. What do you mean by induction?
6. Write any two advantages of networking.
7. What do you mean by Data Bank?
8. Define Budget.
9. Expand the following a) SSWB b) FCRA
10. Enlist any two acts for registration of non-government organizations.

SECTION - B**(5X6=30)****Answer ALL Questions**

11. a) Explain in brief the systems theory for social welfare administration.
(or)
b) Write briefly about the types of Human Service Organizations.
12. a) Write short notes on the administrative processes planning and organizing.
(or)
b) Explain the elements of democratic administration.
13. a) What are the advantages of management by objectives?
(or)
b) Write short notes on the following
i) Public relations ii) Organizational climate
14. a) Briefly explain budgeting as an essential skill for administration.
(or)
b) Write short notes on Grants in Aid.
13. a) Compare and contrast the HSO's registered as Trusts and Societies.
(or)
b) Explain in brief the functions of Governing Boards and Committees.