SEMESTER I- **INTRODUCTION TO SOCIAL WORK PROFESSION** - PSW701S

Unit I

Social Work: Concept, Definition and Historical development of Social Work in U.K, USA and India; Related Concepts: Social Service, Social Welfare, Social Security, Social Defense, Social Justice and Social Development. Social Work Theories: Role Theory, Problem Solving and Gestalt Theory.

Unit II

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 III

Fields of Social Work & Settings of Practice: Family Welfare, Child Welfare, Women's Welfare. Youth Welfare, Welfare of the Aged, Role of Social Worker & Methods of Social Work Practice in these Settings: Communities, Industries, Hospitals, Schools, Correctional Institutions, Rehabilitation Institutions.

Unit IV

Sociological Concepts: Society, Community, Association, Institutions, Social Group – Types and Functions; Cultural Processes: Accommodation, Acculturation, Assimilation, Diffusion, Cultural Conflict, Cohesion, Integration, Cultural Lag, Cultural Change; Social Stratification – Caste and Class System. Social Change: Urbanization, Industrialization, Modernization, Sanskritisation. Social Control and Social Deviance: Norms, Folkways, Mores, Customs.

Unit V

Social Problems in India: Poverty, Over Population, Beggary, Illiteracy, Unemployment, Under employment, Corruption, Housing and Slums, Communicable Diseases, HIV/AIDS, STD. Infidelity, Nepotism, Terrorism, Communal and Caste Issues, Honour Killing, Child Trafficking, Dowry, Mal-Nutrition, Problems of Vulnerable Groups: Women, Children, and Aged; Physically Challenged, Alcoholism and Drug Abuse, Environment Issues: Climate Change.

TEXT BOOK

Bhushan, Vidya & Sachdeva D.R.: An Introduction to Sociology, Kitabmahal, Allahabad, 1995.

REFERENCES

1. Compton, Beulah R., Introduction to Social Welfare and Social Work, The Dorsey press, Illionis, 1980. Delhi, 1994.
2. Gore M.S: Social work Education, Asia Publishing house, 1965.
3. Hans Nappaul: The study of Indian Society, S.Chand & Co., 1972.
4. Madan G.R.: Indian Social Problems Vol. 2, Allied publishers.
5. Memoria C.B.: Social Problems and Social disorganization in India, Kitab Mahal, New Delhi.
6. Ram Ahuja: Social Problems in India, Rawat Publishers Ltd., Jaipur, Bombay.
7. Singh, R.R.: Field Work in Social Work Education (Ed), Concept Publ., New Delhi, 1985.
8. Stanley.S Social Problems in India, Allied Publishers, New Delhi 2005.
9. Stroup H.H, Social Work Education – An Introduction to the field, Eurasia Publishing, New Delhi, 1960.
10. Wadia A.R,: History and Philosophy of Social Work in India, Allied Publications.
11. Adams Robert et al, Social Work (ed), Mac Millan, Hound Mills, 1988.
12. Banks, Sara, Ethics and Values in Social Work, Mac Millan, Hound Mills, 1995.
13. Gilbert Pascaul: Fundamental of Sociology, Orient Longmans, Madras, 1956.
14. Jacob K.K.: Social Work Education in India, Himanshu Pub., New Delhi.

Shaw, Ian and Lishman, Joiyce, Evaluation and Social Work Practice, Sage, London, 1990.

SEMESTER I- SOCIAL CASE WORK- PSW702*S*

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, Transparence, 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; Electic Model for Practice. Case work Interviewing: Principles, Techniques and Skills. Casework Recording: Types of Records, Record Maintenance. Recent Techniques Social Work Practice: Yoga, Meditation, Hypnotism.

Unit V

Case Work Practice: Typical Problems of Clients and Case Work Practice with them in the following areas. Correctional Institutions, Schools, Industries, De-addiction and Detoxification Centers, Home for Differently Abled, the Aged, Terminally Ill People, Persons infected with HIV/AIDS and STD and their Families. Handling Stigma & Discrimination

TEXT BOOK

Banerjee G.R.: Paper on Social Case Work – TISS Bombay (1972)

REFERENCES

1. Hollis, Florence: Case work – A Psycho-social Therapy New York: Random House; 1964
2. Pathak S.H.: Social Case Work – A Problem Solving Process, University of Chicago Press, Chicago, 1957.
3. Robert, Robert & Nee(eds) Theories of Social Case Work, University of Chicago Press, Chicago, 1970.
4. Timms, Noel: Recording in Social Work London, Routledge & Kegan Paul; 1972.
5. Timms, Noel: Social Case Work: Principles and practices, London, Routledge & Kegan Paul; 1972 Mathew, Grace: Social Case Work Bombay; Tata Institute of Social Sciences, 1985.

SEMESTER I- <mark>SOCIAL GROUP WORK</mark> - PSW703S

Unit I

Social Group: Definition, Characteristics, Types of Groups and Functions of a group; Stages of Group development, Basic Human Needs met by groups at different stages of group development. Group Processes Bond, Acceptance, Isolation, Rejection, Sub-group formation, Withdrawal and control.

Unit II

Group Work: Meaning, Definition, Purpose and Models of Group Work; Historical Development of Group Work; Principles of Group Work; Group Work Process: Intake, Study, Diagnosis, Treatment, Evaluation and Termination / follow up work. Group Work and Therapeutic Approach: Behavior Modification Therapy, Rational Emotive Therapy, Family Therapy. Assertive behaviour. Etiquettes and Manners

Unit III

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, Dramatics, Street play, Puppetry, Mime, Group discussions, Parties, Excursion, Psychodrama, Socio-drama, role play, Brain Storming, Camping – Planning and Conducting Camps.

Unit IV

Skills of Group Worker - I: Use 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 Work Supervision: Meaning, purpose, tasks, types and functions.

Unit V

Skills of Group Worker – II: Group Work Recording: Meaning, purpose, principles, 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: Correctional institutions, schools, industries, De addiction and detoxification centers, Home for physically challenged, the aged terminally ill people, HIV/AIDS patients and families.

TEXT BOOK

Bluementhal H.L: Administration of Social Group Work, Association Press, 1948.

REFERENCES

1. Siddik, "Group Work Practice".
2. Bhattacharya, "Integrated Social Work"
3. Cartwright & Zander: Group Dynamics, Research and Theory, Harpers & Row, 1968.
4. Conye RobertK: Failures in Group, Stage, Thousands Oaks.
5. Galssman Ureania and Lenkates: Group Work, Stage, Thousands.
6. Gisea Konopka: Group work in the institutions, Association press, 1954
7. Gisea Konopka: Social Group work – A helping process, Prentice Hall, 1972.
8. Gisea Konopka: Therapeutic Groups with children, University of Minnestota Press, 1949.
9. Johnson and Johnson: Joining Together, Pearson, 2009.
10. Malcolm & Hilda Knowles: Introduction to social dynamics, Association Press, 1972.
11. Thelen A.H: Dynomics of group at work, Principles and practices, Whiteside, New York, 1956.
12. Trecker H.B: Social Group Work, Principles and practices, Whiteside, New York, 1956.
13. Fred Milson: Skills in Social group work, Taylor & Francis, 1973.
1. Water Lifton: Working with groups Oaks, 1990.

SEMESTER I - COMMUNITY ORGANIZATION AND SOCIAL ACTION - PSW704S

Unit 1

Psychology: Definition, Psychological approach to understand human behavior. Introduction to human growth and development, Developmental stages, Developmental tasks. The Beginning of life: Human reproductive system: fertilization, delivery, pre and postnatal care. Developmental periods: infancy, babyhood. Childhood, puberty adolescence, adulthood, middle age and old age; physical intellectual emotional and social development.

Unit 2

Personality: - Definition, types of Personality, Factors influencing personality. Perception: Concept and principles, factors influencing perception, social perception. Measurement of intelligence.

Unit 3

Attitude: Definition, formation of attitude, measurement of attitude. Concept of adjustment and maladjustment, Stress, frustration and conflict sources of frustration and conflict, types of conflicts.

Unit 4

Abnormal Psychology: Concepts of normality and abnormality, Causation of mental illness, neuroses, psychoses, measures to promote mental health – Classification of psychological disorders. Defense mechanism

Unit 5

Developmental disorders- anxiety related disorders- Conduct disorders Epilepsy, Learning disabilities- Scholastic related problems. Personality disorders, Suicidal tendencies. Rehabilitation. The role of social worker as a team member of mental health professionals

Reference:

1. Coleman, Homes. 1980. Abnormal Psychology and modern life. New Delhi: Tata McGraw Hill Ltd.
2. Halle, Larry. A and Ziegler Daniel. 1981. Personality Theories. New Delhi: McGraw Hill Ltd.
3. Hill, Winfred. 1970. Psychology. Principles and Problems. New York: Lippincott Company,
4. Hurlock, Elizabeth. 1981. Development Psychology – A Life Span Approach. New Delhi: Tata McGraw Hill Ltd.
5. Lerner, Richman et.al.1986. Psychology. New York: Macmillan Publishing.
6. Lindsey Gardner. 1975. The Handbook of Social Psychology. Vols.I, II and III. New Delhi: Amerind Publishing Co. Pvt. Ltd.
7. Sheridan, Charles. 1978. Methods in Experimental Psychology. New Delhi: Holt Rinehart and Wisdom Ltd.
8. Snodgrass, Joan Gay. et.al. 1985. Human Experimental Psychology. New York: Oxford University Press.
9. Strange, Jack Roy. 1996. Abnormal Psychology. New Delhi: Tata McGraw Hill Ltd.
10. Ullman, Leonard 1975. A Psychological Approach to Abnormal Behaviour. New Jersey: Prentice Hall Ltd. **Verma, Ratna. 1991. Psychiatric Social Work in India. New Delhi: Sage Publications.**

SEMESTER I- PSYCHOLOGY EPSW705S
ELECTIVE - I

Unit 1

Psychology: Definition, Psychological Approach to understand Human Behavior. Introduction to Human Growth and Development, Developmental Stages, Developmental tasks. The Beginning of life: Human Reproductive System: Fertilization, Delivery, Pre and Postnatal Care. Developmental Periods: Infancy, Babyhood. Childhood, Puberty Adolescence, Adulthood, Middle Age and Old Age; Physical Intellectual Emotional and Social Development.

Unit 2

Personality: - Definition, Types of Personality, Factors influencing Personality. Perception: Concept and Principles, Factors influencing Perception, Social Perception. Measurement of Intelligence. Self Esteem and Self Efficacy. Self Awareness and empathy through SWOT Analysis, Johari Window. Positive Attitude towards oneself and others.

Unit 3

Attitude: Definition, Formation of Attitude, Measurement of Attitude. Concept of Adjustment and Maladjustment, Stress, Frustration and Conflict Sources of Frustration and Conflict, Types of Conflicts. Responsible Sexual Behavior.

Unit 4

Abnormal Psychology: Concepts of Normality and Abnormality, Causation of Mental Illness, Neuroses, Psychoses, Measures to promote Mental Health – Classification of Psychological Disorders. Defense Mechanism

Unit 5

Developmental Disorders- Anxiety related Disorders- Conduct Disorders Epilepsy, Learning Disabilities- Scholastic related Problems. Personality Disorders, Suicidal Tendencies. Rehabilitation. The role of Social Worker as a Team Member of Mental Health Professionals

Reference:

11. Coleman, Homes. 1980. Abnormal Psychology and modern life. New Delhi: Tata McGraw Hill Ltd.
12. Halle, Larry. A and Ziegler Daniel. 1981. Personality Theories. New Delhi: McGraw Hill Ltd.
13. Hill, Winfred. 1970. Psychology. Principles and Problems. New York: Lippincott Company,
14. Hurlock, Elizabeth. 1981. Development Psychology – A Life Span Approach. New Delhi: Tata McGraw Hill Ltd.
15. Lerner, Richman et.al.1986. Psychology. New York: Macmillan Publishing.
16. Lindsey Gardner. 1975. The Handbook of Social Psychology. Vols.I, II and III. New Delhi: Amerind Publishing Co. Pvt. Ltd.
17. Sheridan, Charles. 1978. Methods in Experimental Psychology. New Delhi: Holt Rinehart and Wisdom Ltd.
18. Snodgrass, Joan Gay. et.al. 1985. Human Experimental Psychology. New York: Oxford University Press.
19. Strange, Jack Roy. 1996. Abnormal Psychology. New Delhi: Tata McGraw Hill Ltd.
20. Ullman, Leonard 1975. A Psychological Approach to Abnormal Behaviour. New Jersey: Prentice Hall Ltd. .
    1. Verma, Ratna. 1991. Psychiatric Social Work in India. New Delhi: Sage Publications. Vaisyayan, 1975. Indian Society and Social institutions. Meerut: Kedarnath & Ramnath Publishers.

SEMESTER I- CONCURRENT FIELD WORK – I - PSWF1

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
3. Rural Camp for a week
4. Laboratory Experience in Social Work Practice with individuals, Groups and Community
5. Seminar on Current issues – organized in groups.

The students spend two days in a week and expected to spend a minimum of 15 hours per week in the field.

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.

SEMESTER II- <mark>SOCIAL WORK RESEARCH AND SOCIAL STATISTICS</mark> PSW806S

Unit I
Social Work Research: Meaning, Definition, Types – Qualitative, Qualitative and Mixed, Purpose of Research, Social Research and Social Work Research. Scientific Method: Nature, Characteristics, Purpose and Steps, in Research Process; Concepts: Operationalisation 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: Exploratory, Descriptive, Diagnostic and Experimental. Formulation of Research Problems. Sampling: Definition, Principles, Types and procedures; Population and Universe, Measurement: Meaning, Levels of Measurement: Nominal, Ordinal, Interval and Ratio; Validity and Reliability: Meaning and Types.

Unit III
Sources and Methods of Data Collection: Sources: Primary and Secondary; Research Tools: Observation, Survey Methods: Interview Guide, Interview Schedule, and Questionnaire: Construction of Questionnaire / Interview Schedule – Concept, Types of Questions, Question Format and Sequence of Questions. Advantages and Disadvantages, Pilot Study and Pre-test.

Unit IV
Preparation of Research Proposal, Financial, Time and Personnel Budgeting; Data Processing and Analysis: Editing, Coding, Code Book preparation, Frequency distribution, Tabulation; Diagrammatic Representation of Data: Types, Report writing and Referencing; Agencies involved in Social Research; Ethical Considerations of Social Work Research; Limitations of Social Work Research.

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 co-Efficient of Variation. Tests of significance: 't' Test, Chi-Square Test, ANOVA. Correlation: Meaning, Types and Uses. Karl Pearson's Coefficient of Correlation and Rank Correlation.

TEXT BOOK

Kothari C.R: Research Methodology

REFERENCES

1. Anderson J. Durston and H.S.Spoorum: Thesis and Assignment Writing, Wiley Eastern Ltd., New Delhi, 1992.
2. Manoharan P.K: Research Methodology
3. Debashis Chakraborthy: Research Methodology
4. Gupta S.P.: Elementary Statistical Methods, Sultan Chand & Sons, New Delhi, 9th Ed., 1992.
5. Nachmias & Nachmias: Research Methods in the Social Sciences, St.Martin's Press, New York, 2nd Ed., 1981.
6. Singh Y K, Bajpai R B: Research Methodology – Data Presentation.
7. Singh Y K, Bajpai R B: Research Methodology Techniques and Trends.
8. Shajahan S: Research Methods for Management.
9. Kothari, C.R. 2004. Research Methodology – methods and techniques. New Delhi: New Age International Private Limited.
10. Mark, R. 1994. Research Made Simple. California: Sage Publications.
11. Mattheen, Mark and Nick Foard. 2006. A Short Introduction to Social Research. New Delhi : Vistaar publications,.
12. Padgett, D.L. 1998. Qualitative Methods in Social Work Research. California: Sage Publications.
13. Riessman, C.K. 1994. Qualitative Studies in Social Work Research. California: Sage Publications.
14. Silverman, D. 1993. Interpreting Qualitative Data. London: Sage Publications Ltd.
15. Singh, Kultar. 2007. Quantitative Social Research Methods, New Delhi: Sage Publications India Pvt Ltd..
16. Wilkinson, T.S. 1984. Methodology and Techniques of Social Research. Bombay: Himalaya.
17. Young, V. Pauline. 1975. Scientific Social Survey and Research. New Delhi: Prentice Hall.

SEMESTER II - SOCIAL WELFARE ADMINISTRATION - PSW807S

UNIT 1

Human Service Organizations – Features - Non-Government, Non-Profit making and Self –Governing. Types of HSO –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 2

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

UNIT 3

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

UNIT 4

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 5

Procedures in Registering an Organization - Societies Registration Act,1860, Charitable Trust Act, 1912, Section 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.

References:

1. Banerjee, Shyamal. 1981. Principles and Practice of Management. New Delhi: Oxford & IBH Publishing Co. Pvt.Ltd.
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. Chowdhry, D.Paul. 1992. Social Welfare Administration.   New Delhi: Atmaram and Sons.
5. Encyclopaedia of Social Work. Vol I & III.
6. Kohli, A.S & S.R. Sharma. 1998. Encyclopedia of Social Welfare and Administration. New Delhi: Anmol Publication.
7. Lalitha N V. 1981.   Financial Assistance to voluntary Organisations for Development. New Delhi: NIPCCD,
8. Madan, G.R. 1973. Indian Social Problems. Bombay: Allied Publishers.
9. Patel, N, vinod & Rana, K, Girish. 1991. Personnel Management. Jaipur: Oxford Book Company.
10. Pigors, Paul & Myers, A, Charles. 1993. Personnel Administration. New Delhi: McGraw- Hill Kogakusha. Ltd.
11. Sarita Sharma, Basotia G.R.Popalia A.K. 1997. Management, Function, Financial Planning and Policy. New Delhi: Kanishka Publishers.
12. Shankaran R & Rodrigues: A handbook to the Management of Voluntary Organisations, Alpha Publishers Madras.
13. Skidmore and Miltons G.Thackeray. 1976.   Introduction to Social Work. London: Prentice-Hall International.

SEMESTER II SOCIAL POLICY AND SOCIAL PSW808 LEGISLATIONS

UNIT - I

Social policy: Meaning, Scope, Objectives and Types - Social Welfare policy – Indian Constitution: Fundamental rights and Directive principles of State Policy - Social Policy and Planned social change.

UNIT - II

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

UNIT -III

Social Legislation: Meaning and Scope, Major Social Legislations, Indian Penal Code, Family Courts, Lok Adalats, The Legal Aid, Public Interest Litigation and Right To Information Act (2005).

UNIT -IV

The Special Marriage Act 1955, Dowry Prohibition Act 1986, Adoption and Maintenance Act 1986, Juvenile Justice act 1986, Child Labour Abolition and Regulation Act 1986, Bonded Labour Abolition Act 1976.

UNIT - V

Protection of Civil Rights Act 1955. Prevention of Immoral Traffic Act 1986 Protection of Consumer Act. 1986. Transplant of human Organ Act 1994, Tamil Nadu Prohibition of Eve Teasing Act 1988, Tamil Nadu Prohibition of Ragging Act 1997.

Reference:

1. Chatvervedi, A.N. 1984. Rights of the accused under Indian Constitution. Deep and Deep.Delhi.
2. Constitution of India. 1991. New Delhi: Govt. of India.
3. Donnisson, D & Chapman, Valeris: Social Policy and Administration.London: George Allen and Unwin
4. Encyclopedia of Social Work. Vol. I & III
5. Gangrade K D. 1973. Social Legislation in India. Bombay: Popular Prakasam.
6. Nair, T.Krishanan (ed): Social work Education and Development of Weaker Sections. Madras: Association of Schools of Social Work in India.
7. Nation Law School. 1991. Select Materials on public Legal Education. National Law School of India University. Bangalore.
8. Velayutham, K.Shanmuga 1998. Social Legislation and Social Change. Chennai: Vazhga Valamudan Publishers.

for *viva voce* and 40 marks for IA)

SEMESTER II DISASTER MANAGEMENT   EPSW809

UNIT-I

Disaster: Meaning, Concept and related concepts, disaster, risk, Hazard. Models of disaster - crunch model and release model.

UNIT-II

Types and Effects of Disaster. Natural disaster: Meteorological: Storm, cyclone. Topological: Avalanche. Telluric: Earthquake. Man made disasters. Effects: Physical, social, economic, psychological, spatial.

UNIT-III

Participatory Assessment of Disaster Risk steps - preparation, hazard assessment, vulnerability assessment, capacity assessment, key informant interviews and action planning.

UNIT-IV

Disaster Management and Phases. Pre-disaster: Prevention, Preparation, education vulnerability and preparedness. Actual disaster: Contingency, short-term and long term plans, search, relief, rescue, recovery and restoration. Post disaster: Rehabilitation and commemorations.

UNIT-V

Role of social workers and voluntary agencies. Role of social work professionals at different levels: Resources mobilization, working with other professionals, working with government and voluntary organizational. Voluntary agencies working on disaster management.

References
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, www.itdgpublishing.org.uk
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. Order from roots@tearfund.org or download from www.tearfund.org/tilz
5. Carter I. 2003. Mobilising the community, PILLARS Guide, Tearfund UK. Order from roots@tearfund.org or download from www.tearfund.org/tilz
6. Deshpande, B.G. 1996. Earthquakes. Animals and Man. Gurgaon : JAC Trust.
7. Heijmans A and Victoria L 2001. Citizenry-Based and Development-Oriented Disaster Response. Philippines: Centre for Disaster Preparedness.
8. Mohan, Munasinghe and Clarke Caroline. 1992. Disaster Prevention for Sustainable Development, Economic and Policy Issues.   Geneva: World Bank
9. Tearfund UK. 2004. Development and Risk Reduction in the Indian State of Andhra Pradesh: A case study

SEMESTER II - <mark>COUNSELING: THEORY AND PRACTICE</mark> - EPSW810S

Unit I

Introduction to Counseling: Meaning, Definition, Needs, Importance of Counseling and Professional Counseling. Basic Principles of Counseling: Participation, Individualisation, Confidentiality, Communication, Acceptance, Self-Confidence, Self Awareness and other Principles Governing the Counseling Relationship.

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, Behavioural, Rational Emotion, Reality, Gestalt, Transactional analysis and Electric Theories.

Unit III

Types of Counseling: Individual Counseling, Group Counseling, Marital Counseling, Student and Industrial Counseling. Techniques of group Counseling, strategies, Structure – Barriers to Effective Counseling Sessions; Counseling Evaluation.

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; Marital Therapy; Pre – Marital Counseling – Approaches to Marital therapy.

Unit V

Components of Effective Counseling: Personality of the Counselors, Skills, Role and functions of counselors in Schools, Colleges, Industries, Family, Hospital and Rehabilitation Institution. Application of Test: The following standardized test must be practiced in counseling settings. Personality, Intelligence, Interpersonal Relations, Stress, Anger, Self-Esteem, Anxiety, Assertiveness, Depression, Adjustment, Mental Health and Family Intensive.

REFERENCES

1. James H Hansen, Robert H Rossberg: Counseling Theory and Process, Allyn & Bacon, 1993.
2. Marshal T.F & Rose. G: Counseling and School Social Work, John Wiley & Sons, NY.
3. Currie, Fr.J, 1989 Barefoot Counselling – A Primer in building relationship, Asiam Trading Corp. Bangalore, India.
4. Egan, Gerard, 2006 The skilled helper: A problem management and opportunity, Develpoment Approach to helping, Wadsworth publishers, Boston, USA
5. Hough & Margaret, 2006 Counselling skills and theory, Hodder Arnold publishers, UK Lapworth, Phil, 2001 Integration in Counselling and Psychotherapy: Developing a personal approach, sage publications, New Delhi.
6. Mcleod & John, 2003 Introduction to Counselling, Open university press, UK
7. Mearns & Dave, 1999 Person- Centred Counselling in Action, Sage Publications, New Delhi, India
8. Palmer, 2004 Counselling, The BAC Counselling reader, British Association for Counseling,Vol. 1 & 2,Sage publications , New Delhi, India
9. Rao, Narayana, 2003 Counselling and Guidance, Tata McGraw Hill, New Delhi.India Sanders, 2002 First steps in Counselling, PCCS Books Ltd, UK.
10. Windy, Dryden, 2002 Handbook of Individual Therapy, Sage Publications, New Delhi.

SEMESTER II -CONCURRENT FIELD WORK II - PSWF2

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 15 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, one group following all the stages of group work practice with at least 10 sessions which include the formation, naming, fixing of objectives, organizing programmes based on the objectives, evaluation, sociometry and sociogram. and in the community conduct common programmes or solve an issue of the community following the principles of community organization and social action.

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. (60 marks

SEMESTER - III RURAL AND TRIBAL COMMUNITY DEVELOPMENT PSW911A

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, Sustainable Development and Millennium 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, SJGSY, Employment Assurance Scheme. C) Welfare Programmes: Minimum Needs Programme, ICDS, 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.

Reference:
1. Christopher, A J. and Thomas William. 2006. Community Organisation and Social Action. New Delhi: Himalaya Publishing House.
2. Desai, A.R. Ed. 1978. Rural Sociology in India. Bombay: Popular Prakasam.
3. Desai, Vasanth, 1988. Rural Development Vol. I & II. Bombay: Himalaya Publishers.
4. Harichandran, C. 1983. Panchayatiraj and Rural Development. New Delhi: Concept Publishing House.
5. Khanna, B.S. 1994. Panchayat Raj In India. New Delhi: Deep and Deep.
6. Kumar, Somesh. 2004. Participatory Method in Community Work. New Delhi: Himalya Publisher.
7. Mathur, B.S. 1982. Cooperation in India. Agra: Sahitya Bhawan.
8. Maheswari, S.R. 1994. Rural Development in India. Delhi: Sage publishers.
9. Misra, S.N. and Kushal Sharma. 1993. Problems and Prospects of Rural Development. New Delhi: Oxford & IBH Publishing Company.
10. Singh, Prabhakar. 1994. C.D. Programmes in India. Delhi: Deep and Deep.
11. William, A. Thomas and A. J. Christopher. 2011. Rural Development – concept and recent approaches. Jaipur: Rawat Publications.
12. Devendra Thakur (1994) Tribal life in India (Ten Vols), Deep & Deep Pub., New Delhi.
13. Rajeeva (1988)An Introduction to the Tribal Development in India, International, Dehradun.
14. Ramana Rao, D.V.V (1992) Tribal Development, Discovery Pub, New Delhi,.
15. Babuji, M. (1993) Tribal Development Administration, Kanishka Pub., New Delhi.
16. Patel M.C. (1983) Planning Strategy for Tribal Development, Inter India Pub, New Delhi.
17. Chaudhuri (1981) Tribal Development in India, Inter India Pub. Delhi.

SEMESTER – III HUMAN RESOURCE MANAGEMENT PSW911B

UNIT 1

Human Resource Management: Concept, role, Evolution, Nature and Scope and importance as part of general management – objectives and classification of functions – Challenging role of human resource manager. Factors Influencing HRM – Challenges of HRM in the 21st Century.

UNIT 2

Human Resource Planning: Concept and process of Human Resource planning – Factors Affecting human resource planning, Recruitment policy and selection – Sources of manpower supply, employee outsourcing – Application Blank , interviewing techniques, different interviewing tools, Offer Letters, References - Induction and Placement; Job design, job analysis, Job descriptions, Job classification, Job evaluations, Job enrichment and Job Rotation.

UNIT 3

Employee Retention and Separation: Attrition and Retention – Concept, - Employee benefit plans. Disciplinary procedures – Domestic enquiry – Grievance Procedure – Performance Management Systems; – Transfers and Promotions –Discharge, and Superannuation Dismissal – Retirement : Exit Interview, Retirement Benefits - VRS

UNIT 4

Wages and Salary Administration: Definition, objectives, process of Wage Determination, Methods of wage payment, Principals 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 5

Human Resource Development: Meaning, Definition, components and evolution of HRD Functions of HRD department. - HRD instruments and their implementations. Competency matrix. Need for Training - Training Need Analysis – Identifying training needs, Training Areas – Organizing Training programmes for employees at various levels :Workers, Staff, Officers, Middle Level Managers and Executives – Evaluation of Training Programs – Employee Counseling : Rationale, Training, Counseling, Mechanism – Concept of Management Development Program (MDP)

Reference:
1. Balan, K.R. 1995. What the management Defines… Public Relations Refines. New Delhi: Sterling Publishers Pvt. Ltd.
2. Bhousle, Y.B. 1977. Personnel Management: The Indian Scene. New Delhi:Sultan Chand & co.
3. Chatterjee, B. 1999. Human Resource Management: A Contemporary Text. New Delhi:Sterling Publishers Pvt. Ltd.
4. Dale, S. Beach. 1975. Personnel – The Management of People at Work. New York:Mc Millan Publishers.
5. Dwivedi, R.S. 1982. Management of Human Resources. New Delhi:Oxford & IBH Publishing Company.
6. Flippo. B. Edwin. 1971. Principles of Management. Tokyo:McGraw Hill.
7. Jethwaney, J.N.et. all. 1994. Public Relations Cencepts, Strategies and Tools. New Delhi: Sterling Publishers.
8. Koontz, Harold and Syril O' 1972. Tokyo:Maagement. Mc Graw Hill.
9. Luthans,F. 1998 Organizaional Behaviour. Boston: The McGraw-Hill Companies. Inc.
10. Mamoria, C.B. 1984. Personnel management. Bombay: Himalaya Publsihing House.
11. Putti, M. Joseph. 1980. Personnel – The Management of Securing and maintaing the Work Force. New Delhi:Sultan Chand & Co.
12. Strauss, George, R. Sayles Leonard. 1976. Personnel – Institute of management. New Delhi:Prentice Hall of India.

SEMESTER – III MEDICAL SOCIAL WORK PSW911C

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. Historical development in medical social work in the west, in India. Trends in medical social work practice in Chennai. Scope and Limitations of practice in medical social work.

UNIT-II

Health care models - medical health prevention and promotion model, integrative model and development model; holistic approach to health: alternative system of health - yoga naturopathy.

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

The Psychosocial Problems. Major communicable disease - 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 facilitative settings. Outpatient unit, ICU, Maternity and Pediatric ward, STD and HIV clinic, Cardiology department, TB sanatorium and Cancer hospitals. Supportive services and networking for practice of medical social work teamwork in medical setting. Skills and techniques used in medical social work practice.

References

1. Anderson R. & Bury M. (eds.) 1988. Living with Chronic Illness - the Experience of Patients and their Families. London: Unwin Hymman,
2. Bajpai P.K. (Ed.) 1997. Social Work perspectives in health; Rawat Publications, Delhi.
3. Barlett H.M. 1961. Social Work Practice in the Health Field. New York: National Association of Social Workers.
4. Crowley M.F. 1967. A New Look at Nutrition. London: Pitman Medical Publishing Company Ltd.
5. Field M. 1963. Patients are People - A Medical - Social Approach to Prolonged Illness. New York: Columbia University Press.
6. Golstein D. 1955. Expanding Horizons in Medical Social Work. Chicago: The University Chicago Press.
7. Narasimhan, M. C. & Mukherjee A.K. 1987. Disability - A continuing Challenge. New Delhi: Wiley Eastern Ltd.
8. Pathak S. H. 1961. Medical Social Work in India. New Delhi: DSSW.
9. Pokarno K.L. 1996. Social Beliefs, Cultural Practices in Health and Diseases. New Delhi: Rawat Publications.
10. Sweiner C. Sengupta N and Kakula. S. 1978. Manual for Child Nutrition in India; New Delhi: VHAI,
11. Uphoam F. 1989. A dynamic Approach to Illness - A Social Work Guide. New York: Family Service Association of America.

SEMESTER – III URBAN COMMUNITY DEVELOPMENT PSW912A

Unit - I

Urbanization: Concept & Characteristics. Urbanism: Meaning & Characteristics. Theories of Urbanization. Urbanization and Social problems – Over Urbanization - Problems of over Urbanization – Theories of Urbanization Types of City. Urban Social problems: Pollution, Crime, Accidents, Prostitution, Drug Addiction, Housing, Human Trafficking, Juvenile Delinquency, Urban Traffic problems.

Unit - II

Slums: Definition, Causes, Characteristics. Slum clearance board and its functions. Programs for Slum Dwellers. Tamil Nadu Slum Area (Clearance and Improvement) Act 1971. Urban development Policy - Town planning – Rules of town planning. Urban Development Programmes: Five year plans and Urban Development. Urban Basic Services Programmes (UBSP), Problems in implementation of Urban Community Development Programmes. Role of Development worker

Unit - III

Urban Community Development – Meaning – Need- Urban Development and Urban Community Development – Origin of Urban Community Development. Welfare Extension Projects of Central Social Welfare Board, Urban Development Planning: Urban Land Ceiling Act, Town and country planning Act, Nagarpalika Act and Tamil Nadu Slum Clearance and Improvement Act. N.G.Os Working at Urban Communities.

Unit - IV

History of local self government – Municipal Government Composition – Structure- Functions – Personnel- Finance- Municipal Government and State Government- Problems in Municipal administration. 74th amendments in the constitution- Provisions of the amendments- Structure, Functions and Programmes of Metropolitan development Authority. Limitations of metropolitan development authority.

Unit - V

Geographic Information System- Meaning- Nature- Use of Geographic Information System- Application of Geographic Information System in Urban development and Administration- Limitations in using Geographic Information System.

References:
1. Bose Ashish 1978 India's Urbanization 1901 – 2000 New Delhi: Tata McGraw Hill Publishing company
2. Francis Cherunilam 1984 Urbanization in Developing Countries. Mysore Himalya Publishing House
3. Jal F. Bulsara 1984 Perspectives on Social welfare in India. New Delhi. S. Chand And company.
4. Leonard Broom 1977 Sociology New York Mcgraw Hill Publishing company
5. Mohanty bidyut, 1993, urbanization in developing contries, basic services and community participation, institute of social sciences. New delhi.
6. Muttagi P.K. 1989 Urban Development. Bombay: Tata institute of Social sciences.
7. Noble G. Allan 1997 India Urbanization New Delhi. Tata McGraw Hill Publishing Company
8. Ravindra Prasad D. 1989 Urban Renewal. New Delhi: Sterling Publishers.
9. Clinard, Marshell B (1970) Slums and Community Development, The Free press, New York.
10. Thudipara, Jacob Z.(1993) Urban Community Development, Rawat Pub., New Delhi. Gill,
11. Rajesh, Slums as Urban villages, Rawat Pub. Jeipur, 1994. Vibhooti, Shukla (1988): Urban
12. Development and Regional policies in India, Himalaya pub.,Bombay. Ramachandran (1989)
13. Urbanisation and Urban System in India, Oxford University Press, New Delhi. Mitra,
14. Arup (1994) Urbanisation, slums, informal sector employment and poverty, B.R. Pub.
15. Diddee, Jayamala (1993) Urbanisation - Trends, perspectives and challenges, Rawat Pub.Jeipur.

SEMESTER – III LABOUR LEGISLATIONS AND LABOUR WELFARE PSW912B

UNIT- I
Labour- Concept, Labour Legislation, Concept, Objectives, Importnce and Principales. Industrialization – Labourers at various occupations. Charecteristics of Indian Labour - Labour Problems in India - Labour Welfare: Concept, need, objectives, principles, theories, scope, limitations. Classfication Administration of labour, - Central and State level . Labour welfare officer : Need, roles and functions, status, qualifications, education, training.

UNIT-II
Lagislatons relating to working condition and safety- The Factories Act of 1948. The Mines Act 1952, The Motor Transport Workmen Act1961, Plantation Labour Act1951, Tamilnadu Shops and Establishment Act 1947.The Tamil nadu catering from establishment act-1952.

UNIT-III
Industrial Relations Legislation: Indian Trade Union Act 1926, Industrial Disputes Act 1947, Employment Legislations: Industrial Employment (Standing Orders) Act 1946, Contract Labour (Regulations and Abolition) Act 1970, The Apprenties Act-1961.

UNIT-IV
Wage Legislations: Workmen's Compensation Act 1923, Payment of wages Act, Minimum wages Act, Payment of Bonus Act, 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.

Reference:
1. Agarwal, R.D. 1973, Dymanics of Personnel Management in India. New Delhi: Tata MCGraw Hill Ltd.
2. 2. Babu Sharath and Rashmi Shetty. 2007. Social Justice and Labour Jurisprudence. New Delhi: SAGE Publication.
3. Dasgupta, S.K. 1983. Commercial & Industrial Law. New Delhi: Sterling Publishers.
4. Kapoor, N.D. 1993. Elements of Industrial Law. New Delhi: Sultan Chand & Sons.
5. Kapoor, N.D. 1995. Hand Book of Industrial Law. New Delhi: Sultan chand & Company.
6. Ramaswamy, E.A. & Uma Ramaswamy. 1981. Industry and Labour: An Introduction New Delhi: Oxford University Press.
7. Rideost, Roger. 1972 Principles of Labour Law. London: Sweet & maxwell.
8. Tripathi, P.C.1994. Personnel Management and Industrial Relations. New Delhi: Sultan Chand & Co.,.
9. Vaidyanathan, S. 1986. Factory Laws Applicable in Tamilnadu, Vols: 1,2,3, Madras:Madras Bood Agency.

SEMESTER – III MENTAL HEALTH AND SOCIAL WORK PSW912C

UNIT-I

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

UNIT-II

Life - stress and Coping: Stress and Mental Health Problems especially Among children Adolescents, Women, Workers, Elderly and related to Physical Illness, Coping with Stress and Crisis; Use of Internal and External Resources in Coping.

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 Neuroses, Psychoses Psycho Physiological Disorders, Personality Disorders –Mental health Act-1987.

UNIT-IV

Neurotic and Psychotic Disorder: Anxiety, Phobia, OCD, PSTD, and Psycho Somatic Disorder. Alcoholism, Drug abuse and Suicide. Mental Retardation and Alzamirs disease, sexual deviation, epilepsy, culture bound syndrome.

UNIT-V

Childhood Disorders: Autism & infantile schizophrenia, attention deficit and hyperactivity disorder, behaviour and habit disorder, disorders associated with eating, speech and sleep, scholastic backwardness, identity crisis.

References

1. Abelin, T. Brzenski and V.D. Carstairs. Measurement in Health Promotion and Protection. Copenhagen: WHO.
2. Alderson, M. An Introduction to Epidemiology. 2nd Ed. 1983. London: Macmillan.
3. Francis, C. M. 1991. Promotion of Mental Health with Community Participation. Kerela: 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. Kaplan, Saddock. 1994. Synopsis of Psychiatry 7th Ed. New Delhi: BI Waverly Pvt. Ltd.
6. Kappur. M. Sheppard. Child Mental Health-Proceedings of the Indo-US symposium.
7. Mane P. & Gandevia K. 1994. Mental Health in India Issues and Concerns; Tata Institute of Social Sciences, Mumbai.
8. Shepherd, Michael et al. 1971. Childhood Behavior and Mental Health. London: University Press.
9. World Health Organization. Geneva. 1992. The ICD 10 Classification of Mental and Behavioral disorders, Clinical Description and Diagnostic Guidelines; Oxford University.

SEMESTER – III CONCURRENT FIELD WORK PRACTICUM III PSWF3

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 15 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.

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 regularly.

At the end of the semester Viva- Voce is conducted by an external examiner, (60 marks for viva voce and 40 marks for IA)

Marks Allotments

Specialisation - Community Development

S.No	Assigned Work	No. of Activities	Internal Marks	External Marks
1	Organisation Profile		10	15
2	Group Work	1	10	15
3	Community Organisation Programme	2	20	30
	Total		**40**	**60**

Specialisation - Human Resource Management

S.No	Assigned Work	No. of Activities	Internal Marks	External Marks
1	Organisation Profile		10	15
2	Role of Human Resource Management Department		10	15
3	Community Organisation Programme	1	20	30
	Total		**40**	**60**

Specialisation - Medical and Psychiatric

S.No	Assigned Work	No. of Activities	Internal Marks	External Marks
1	Case Work	5	10	15
2	Group Work	2	10	15
3	Community Organisation Programme	1	20	30
	Total		**40**	**60**

SEMESTER – III HUMAN RIGHTS ECHR901S

UNIT-I

Definition of Human Rights - Nature, Content, Legitimacy and Priority - Theories on Human Rights - Historical Development of Human Rights.

UNIT-II

International Human Rights - Prescription and Enforcement Upto World War II - Human Rights and the U .N .O. - Universal Declaration of Human Rights - International Covenant on Civil and Political Rights - International Covenant on Economic, Social and Cultural Rights and Optional Protocol.

UNIT-III

Human Rights Declarations - U.N. Human Rights Declarations - U.N. Human Commissioner.

UNIT-IV

Amnesty International - Human Rights and Helsinki Process - Regional Developments - European Human Rights System - African Human Rights System - International Human Rights in Domestic courts.

UNIT-V

Contemporary Issues on Human Rights: Children's Rights - Women's Rights - Dalit's Rights - Bonded Labour and Wages - Refugees - Capital Punishment. Fundamental Rights in the Indian Constitution - Directive Principles of State Policy - Fundamental Duties - National Human Rights Commission.

References

1. Basu, Durgadas. 1994. Human rights in Constitutional Law. London: Princeton Hall.
2. Boxi, Upendra. 2007. Human Rights in a Post Human World. New Delhi: Cambridge University Press.
3. Chatyevedi A.N., 1984. Rights of Accused under Indian Constitution. New Delhi: Deep and Deep.
4. Chiranjivi J. 2002. Human Rights in India. New Delhi: Oxford University Press.
5. Das, Aish Kumar. 2004. Human Rights in India. New Delhi: Sarup and Sons.
6. Dossier. 1994. Human Rights Commission, Legal Resources for Social Action. Chennai.
7. Kohli A.S., 2004. Human Rights and Social Work Issues. Madurai: Society for Community Organisation.
8. Lobo, George V. 1994. Human Rights in Indian Studies. New Delhi: Commission for Justice.

9. Quinn, Fredrick. 2005. Human Rights in Retreat. Madurai: Society for Community Organisation.
10. Rajamuthirulandi. 1998. Human Rights and Constitution. Trichy: .Sooriya Publishers.
11. Sawant. P.B. 2004. Human Rights. Madurai: Society for Community Organisation.
12. Shantha Kumar. 2004. Human Rights, Madurai: People's Watch.
13. Susan C. 2008. Human Rights and Social Justice in a Global World. New Delhi: Oxford University Press.
14. Tapan, Biswal. 2006. Human Rights – Gender and Environment. New Delhi: Vira Publications.

SEMESTER – III COMPUTER APPLICATION IN SOCIAL WORK EPSW913

UNIT 1

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

UNIT 2

Word Processing: Meaning, Features, advantages. Structure of a word window. Creating, saving opening and printing documents. Creating table. Mail merge-main document, data source and merging.
Spread Sheet Package: Cell, rows and columns. Range, structure of excel window. Creating, saving opening and printing a spreadsheet, creating tables, charts, calculations.
Presentation package: Creating presentations in power point, tables, charts. Animation running slide show, saving the slides, printing presentations. Internet and browsing E-Mail, use of Internet in Research. Practicals – creating document, excel, power point and mail merge.

UNIT 3

Statistical Package for Social Science: 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 4

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. Practicals – creating data file, syntax file, Output file, Recoding of Data. Exporting output file to Ms-Word.

UNIT 5

Analysis of data: Single frequency, 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. Practicals – creating frequency table, cross tables, charts, statistical tests – chi square test, t test.

References:

1. Barrett, Neil. 1997. 30 Minutes to master Internet. Kongan Page India pvt. Ltd. New Delhi.
2. Foster, J.J. 1998. Data Analysis Using SPSS for Windows. Sage Publications Ltd. London.
3. Kelle, V. 1998. Computer Aided Qualitative Data Analysis. Theory, Methods and Practice. Sage Publications Ltd. London.
4. Lincoln, Y. S. and N. K. Denzin. 1994. Handbook of Qualitative Research. Sage Publications. California.
5. Mansfield, Ron. 1997. The Compact Guide to Microsoft Office Professional. Sybex Computer Books Inc. USA.
6. Miles, M.B. and E.A. Weitzman. 1995 Computer Literacy in Human Services. The Haworth Process. New York.
7. Saxena, Sanjay. 1999. A First Course in Computers. Vikas Publishing House Pvt. Ltd. New Delhi.
8. Sheldon, Tom. 1997. Windows 3.1 Made Easy. McGraw-Hill Companies Inc. New York.
9. Singh and Singh. 1998. Windows 95 Illustrated. Asian Publishers. New Delhi.
10. Spencer, D.D. 1998. The Illustrated Computer Dictionary. Bell and Howell Company. USA.
11. Sundarajan, K. 1998. Internet. Kandadasan Pathippagam. Chennai.
12. Taxali, R.K.. 1998 PC Software Made Simple. Tata MCGraw-Hill Puhlishing Company Ltd. New Delhi.
13. Taxali, R.K. 1998. PC Software for Windows Made Simple. Tata MCGraw-Hill Publishing Company Ltd. New Delhi.
14. Vaughan, T. 1994. Multimedia: Making It Work. Osborne McGraw-Hill. California.

SEMESTER – III MINI RESEARCH

During the second years, the second year students are encouraged to go for one month filed placement training preferably in their respective field of specialization. This is only optional. 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 for a month according to their field of specialization.

During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, programs, activities, achievements and also involve with the activities of the organization to whatever extent possible.

Students should submit daily activity sheet, attendance certificate from the organization where placed for the training and a report to the department. After successful completion of the placement the students are given only a certificate from the department. There are no credits for this placement.

The students are supposed to do the Mini Research Project work during their summer placement and submit the report and Viva- Voce is conducted in the Department for 100 Marks.

SEMESTER – IV PROJECT CYCLE MANAGEMENT

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. Programme Evaluation and Review Technique (PERT) and Critical Path Method (CPM). 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, Roles, Advocacy and Development Work. Advocacy approach to Development, Practice of Advocacy – Participation, Accountability, Legitimacy, Advocacy Cycle.

Reference:
1. Blackman, Rachel. 2003. Project Cycle Management. UK: Tearfund.
2. Chakravarty, Sukhamoy. 1987. Development Planning. The Indian Experience. Oxford: Oxford Claredon Press.
3. Chandra, Prasanna. 1988. Project: Preparation, Appraisal, Budgeting and Implementation. New Delhi: Tata MCGraw Hill.
4. Crooks, Bill. 2003. Capacity Self Assessment. UK: Tearfund.
5. Desai, Vasanth. 1988. Rural Development. Vol. I to VI. Bombay: Himalaya Publishing House.
6. Gordon, Graham. 2002. Practical Action in Advocacy. UK: Tear fund
7. Gordon, Graham. 2002. Understanding Advocacy. UK: Tear fund
8. Kadekodi, G.K. and K. Chopra. 1999. Operationalising Sustainable Development New Delhi: Sage Publications. India Pvt. Ltd.
9. Pareek, Udai. 1982. Education and Rural Development in Asia. Oxford and IBH Publications. New Delhi.
10. Reddy, Y. Venugopal. 1979. Multi level planning in India. New Delhi: Vikas Publication.

SEMESTER - IV ORGANIZATIONAL BEHAVIOUR

UNIT-I

Organizational behaviour: Brief History, Definition, Characteristics of OB-Importance of OB- Models of OB. Contributions of the Behavioral Sciences. -Human Behaviour at Work: Theories of Motivation – Motivating Humans – Systems Theory, Emotional quotient at Work. Stress and anxiety management. Job Satisfaction, Job Rotation, Job Clarification, Employee Morale, Job Monotony and Role Conflict.

UNIT-II

Team-work and Team building, Change Management Leadership : Theories , Styles Qualities of Leadership and power structure, Decision-Making. Employee Participation and Organizational Commitment.

UNIT-III

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

UNIT-IV

Current Trends in OB Practices: Just-in-time (JIT). 5S model. HR Connect, Six Sigma and Lean Six Sigma, Total Productivity Management, Total Quality Management. Strategies of Group Analysis, Kaizen. International Standard Organization, Social Economy Initiative, Innovative Entrepreneurship Development. Suggestion Scheme and Quality of Work Life. The Group behaviour: Foundation of group behaviour.

UNIT-V

Relevance of OB in Social Work. Challenges involved in application and practice of OB. Behavioral changes in individuals and teams.

Reference:

1. Bhonsle, Y.B. 1999. Personnel Management Indian Scene. Mumbai: Deborah Prayer House,
2. Frence, Wendell and Cecil, 1995. Organisation Development. New Delhi: Prentice-Hall of India Ltd..
3. Luthans, Fred, 2000. Organisational Behaviour. Singapore: McGraw Hill Ltd.
4. Maier, Norman, 1976. Psychology in Industry. Mumbai: Oxford Publishing House,
5. Ouchi, William. 1981. Theory Z. New York: Avon Books.
6. Pareek, Udai 1999. Motivating Organisational Roles. Jaipur : Rawat publications,
7. Pareek, Udai, 1999. Organizational Behaviour Process. Jaipur: .Rawat Publications.
8. Robbinns, Stephen. 1995 Essentials of Organisations Behaviour. Delhi: Prentice-hall of India Ltd.,.
9. Szilagyi, Andrew and Marc Wallace. 1997. Organisational Behaviour and performance. London: Scott Foresman and Company.

SEMESTER – IV PSYCHIATRIC SOCIAL WORK

UNIT-I

Psychiatric social work Concept, Definition, Limitations and difficulties faced in psychiatric social work practice. cope, magnitude of mental health problems; analysis of mental health problems among vulnerable groups such as women, aged, socio-economically disadvantages urban and rural population and disaster victims-scope of social work in mental health.

UNIT-II

Present practice and equipment of psychiatric social work in various clinical setting. Mental health institutions, psychiatric dept in G.H ,private psychiatric clinics, half way homes, day care centres, sheltered workshops, child guidance clinics, dept of teaching hospitals including dept of preventive and social medicine in medical colleges.

UNIT-III

Social Work treatment - Theory and Models, Psychoanalytical, Psycho-social, Transactional analysis, life model, family centred treatment, tasks centred, Therapeutic Intervention in psychiatric illness: Chemotherapy, Psycho surgery, Mega Vitamine therapy Occupational therapy, Behaviour modification, cognitive therapy, Play therapy, Music therapy, Yoga and Meditation.

UNIT-IV

Psychiatric social work in special settings 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. Social work practice in de-addiction and crisis intervention centers and with special groups such as rape victims and HIV/AIDS patients.

UNIT-V

Psychological rehabilitation: concept, principles, process and progammes; role of social workers. Mental health policies and legislation in India; national mental health programes. Designing and implementing programmes that health in communities, Research – single case evaluation; qualitative and action research on mental health issues; monitoring and evaluation of programmes; case study of models of mental health care in Chennai TTK Hospitals and SCARF. Role and Functions of Psychiatric social worker

References
1. Berriors G.E. and Dawson J.H. 1983. Treatment and Management in Adult Psychiatry. London: Bailliere Tindall.
2. Ellis, Albert. 1967. Reason and Emotion in Psychotherapy. New York: Lyle Stuart.
3. Gerald Caplin. 1961. An Approach to Community Mental Health: New York: Grun & Stratton.
4. Goldstein E. 1984. Ego Psychology and Social Work Practice: New York: Free Press.
5. Goldstein H. 1979. Social Work Practice a Unitary Approach: Caroline: University of South Caroline Press.
6. Hartman and Lairdj. 1983. Family Centered Social Work Practice. New York: The Free Press.
7. Jehu, Derek et al. 1972. Behavior Modification in Social Work. London: Wiley Inter Science.
8. Kaplan, Sadock. 1994. Synopsis of Psychiatry. 7th Ed. New Delhi: BI Waverly Pvt. Ltd.
9. Scully, James H. 1995. Psychiatry. New Delhi: BI Waverly Pvt. Ltd.
10. Jay, Pee. 1994. Diagnostic and Statistical Manuel of Mental Disorder. New Delhi: Jay Pee Brothers.

SEMESTER – IV STRATEGIES FOR COMMUNITY DEVELOPMENT

UNIT-I

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-II

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-III

Entrepreneurship – Meaning, Characteristics. Problems of Entrepreneurship. Women Entrepreneurs, Rural Entrepreneur. Personality and Dynamics of Entrepreneurs. Training and Development of Entrepreneurs. Role of SIDCO, TADCO, NABARD and KVIC in Entrepreneur development. Role of Social Workers in Entrepreneur development.

Unit IV

Introduction to NGO Sector in India: 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 V

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.

Reference:
1. Daniel A.V. 2011. Strategies for Agricultural Development Bombay: Vora..
2. Danial, 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. Jayashree. 2005. Entrepreneurial Development. Chennai: Marghan.
7. Selvapathi, K. 1995. An Economic Analysis of the Watershed Development. Tirupattur: Sacred Heart college..
8. Khan M A. 2002. Water Shed Management for Sustainable Agriculture. Judhpur: Agrobias.
9. Lalitha, N. 2003. Self Help Groups in Rural Development. New Delhi: Dominant.
10. Malahm Harper. 2003. Practical Micro Finance. A Training guide. New Delhi: Vistaar.
11. Poomani, C. 2000. Functioning of Mahalir Thittam.. Tirupattur. Sacred Heart college.
12. Sharma, R. K. 2011. Entrepreneurship Development. Bombay: Himiliya Publishing House
13. Upendra, Nath Roy. 2005. People Participation in Watershed Management. New Delhi: Kanishka Publisher.
14. Usharani, K. 2008. Marketing Strategies, Finance Viability of Self Help Group. New Delhi: Sarop & Sons,.
15. Vijaya, 2005. Agarwal, Micro finance An Introduction. Hydrabad: ICFAI University

SEMESTER – IV INDUSTRIAL RELATONS

UNIT-I

Industrial Relations: Meaning, Definition, Scope and aspects of industrial relations - Evolution of IR- Characteristics and Participants of IR-Influence of International Labour Organisation on Industrial Relations- Code of discipline.

UNIT-II

Trade Unions: Meaning, General features- Principals 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 - Close shop, Open Shop and Check off system - Employers' organization.

UNIT-III

Collective Bargaining: Main Features –Importance- Contents and Coverage of Collective Bargaining- Recent trends in collective Bargaining. Concept - Theories - Goals - Principles - Prerequisites - Stages of Collective Bargaining - Bargaining Strategies - The factors influencing Collective bargaining - Skills of an effective bargaining agent.

UNIT-IV

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-V

International Labour Organization: History - Aims and Objectives - Structure - Functions. Emerging Trends in Union - management relations: Impact of Globalization and Liberalization.

Reference

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. **Punekar, S. D. et. al. 1981. Lobour 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. 1976. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.**
8. **Yoder, Dale and Paul, D. Stanbhas, 1985. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.**

SEMESTER – IV COMMUNITY HEALTH

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.

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, Amendment 1975. MTP Act. 1971. Doctors. Patients and the Consumer Protection act. 1986. PWD & Equal opportunities Act. 1995, Reproductive health Act, Narcotics and Substance Act.

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, National Health Policy. 1983, Population Problems and control. Environment Protection Act.

UNIT-V

Health Programmes at the National level: National control of blind program, minimum need program, welfare program for physically challenged, national health Progrmmes: family welfare, maternal and child health, ICDS, schools health program UIP, NEMP, NLEP, Diarrhoea Disease control program

References

1. Levant, Ronald F. 1984. Family Therapy. New Delhi: Prentice Hall of India Pvt. Ltd.
2. Mane P. and Gandevia K. 1992. Mental Health in India, Issues and Concerns. Bombay: Tata Institute of Social Sciences.
3. Mayor C.H. 1983. Clinical Social Work in the Eco-Systems Perspective. Columbia: University Press.
4. Satir, V. 1967. Conjoint Family Therapy. America: Science and Behaviour Books Inc.
5. Schopler J.H. and Galinsky M.J. 1989. Groups in Health Care Setting. London: The Haworth Press.
6. World Health Organization. 1986. Prevention of Mental Neurological Psychosocial Disorders. Geneva: WHO.
7. World Health Organization. 1988. Psychiatric Disability Assessment Schedule. Geneva: WHO
8. World Health Organization 1990. Schizophrenia Information for Families – A Manual prepared by the World Schizophrenia Fellowship for Publication in Cooperation with the WHO.
9. World Health Organization 1992. Innovative Approaches in Mental Health Care. Psycho Social Interventions and Case Management. Geneva: WHO.

SEMESTER – IV CONCURRENT FIELD WORK PRACTICUM IV

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 15 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.

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 regularly. The objectives of the field work is to gain knowledge, skill and values related to the field of specialization.

At the end of the semester Viva- Voce is conducted by an external examiner. (60 marks for viva voce and 40 marks for IA)

Specialisation - Community Development

S.No	Assigned Work	No. of Activities	Internal Marks	External Marks
1	Organisation Profile		10	15
2	Group Work	1	10	15
3	Community Organisation Programme	2	20	30
	Total		**40**	**60**

Specialisation - Human Resource Management

S.No	Assigned Work	No. of Activities	Internal Marks	External Marks
1	Organisation Profile		10	15
2	Role of Human Resource Management Department		10	15
3	Community Organisation Programme	1	20	30
	Total		**40**	**60**

Specialisation - Medical and Psychiatric

S.No	Assigned Work	No. of Activities	Internal Marks	External Marks
1	Case Work	5	10	15
2	Group Work	2	10	15
3	Community Organisation Programme	1	20	30
	Total		**40**	**60**

SEMESTER – IV RESEARCH PROJECT

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.

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 an external examiner (75 marks for Final Research Project Report and Viva Voce). The internal assessment is for 25 marks)

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 analysed 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

SEMESTER – IV BLOCK FIELD WORK PRACTICUM