MASTER OF SOCIAL WORK (MSW)

SYLLABUS

"Under Choice Based Credit System (CBCS)"

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NGM COLLEGE

(Autonomous)

(Re-Accredited By NAAC with 'A' Grade)
Pollachi– 641 002
2019-2021

NGM COLLEGE

DEPARTMENT OF SOCIAL WORK

Vision

      Catering the Community and Social needs and serving the Community as a whole by training and developing the future Social Workers built with Professional knowledge, Value and Ethics.

Mission:

- To impart better Learning, Quality Education and Practical Training.
- To provide opportunities for development of Skills ,competencies and creativity
- To include Good Values, Professionals Ethics and Human Excellence
- To motivate the students towards participating and presenting papers in State/National level Seminars and Conferences
- To encourage the students towards Extension And Extracurricular activities for their overall personality development
- To produce 100% Results And Placements

NGM COLLEGE (AUTONOMOUS)
PG DEPARTMENT OF SOCIAL WORK (MSW)
SCHEME OF EXAMINATION
(With effect from 2019-2021)
Semester – I

Subject Code	Subjects	Ins.hours Per Week	Dur. HRS	CIA	ESE	Total	Credit
19PSW101	Core-1: Introduction to Social Work	4	3	25	75	100	4
19PSW102	Core-2: Working with Individuals	4	3	25	75	100	4
19PSW103	Core-3: Personality development and Human Behavior	4	3	25	75	100	4
19PSW1F1	Core-P1:Concurrent Field Work Practicum – I (Including Group Project)	14	-	40	60	100	5
19PSW1E1/1E2	Indian Society and cyber crime/ Communication for Social Work Practice	4	3	25	75	100	4
	Total	30	-	-	-	500	21

Semester – II

Subject Code	Subjects	Ins.hours Per Week	Dur.HRS	CIA	ESE	Total	Credits
19PSW204	Core-4: Working with Groups	4	3	25	75	100	4
19PSW205	Core-5: Working with Communities	4	3	25	75	100	4
19PSW206	Core-6: Social Work Research and Statistics	4	3	25	75	100	4
19PSW	Core -S1: Labour Welfare and Labour Legislation - I Core-S2: Medical Social Work Core-S3: Rural Community Development	4	3	25	75	100	4
19PSW2F2	Core-P2: Concurrent Field Work Practicum – II (Including Rural/Tribal Camp)	13	-	40	60	100	5
19PSW2N1/2 N2	Non Major Elective – Disaster Management/Guidance and Counseling	1	3		100	100	2
	Total	30	-	-	-	600	23

Semester – III

Subject Code	Subjects	Ins.hours Per Week	Dur. HRS	CIA	ESE	Total	Credits
19PSW307	Core -8: Social Policy and Social Welfare Administration	4	3	25	75	100	4
19PSW3	Core-S4 : : Labour Welfare and Labour Legislation - II Core-S5 : Hospital Administration Core –S6: Social Development	4	3	25	75	100	4
19PSW3	Core-S7: Industrial Relation Core-S8: Community Health in India Core-S9: Welfare of Weaker Section	4	3	25	75	100	4
19PSW3F3	Core-P3: Concurrent Field Work Practicum – III	14	-	40	60	100	5
19PSW3E3/3E4	Corporate Social Responsibility and Social Marketing / Livelihoods and Development	4	3	25	75	100	4
	Total	30	-	-	-	500	21

Semester – IV

Subject Code	Subjects	Ins.hours Per Week	Dur. HRS	CIA	ESE	Total	Credits
19PSW4	Core-S10: Human Resource Management Core-S11: Mental Health Core-S12: Urban Community Development	4	3	25	75	100	4
19PSW4	Core-S13: Organizational Behaviour Core-S14: Psychiatric Social Work Core-S15: Management of Non-Profit Organizations	4	3	25	75	100	4
19PSW4F4	Core- P4: Concurrent Field Work Practicum – IV	14	-	40	60	100	5
19PSW4P1	Core:R1: Research Project Work & Viva Voce	4	-	80	120	200	8
19PSW4E5/ 4E6	Counseling Theory & Practices / Rehabilitation and After Care services	4	3	25	75	100	4
	Total	30	-	-	-	600	25
19PSW4B1	Block Placement (**One Month**)	-	-	-	-	-	-
	Grand Total					**2200**	**90**

ELECTIVE PAPERS

Semester	Subject Code	Subjects
I	19PSW1E1/1E2	Indian Society and cyber crime/ Communication for Social Work Practice
III	19PSW3E3/3E4	Corporate Social Responsibility and Social Marketing / Livelihoods and Development
IV	19PSW4E5/4E6	Counseling Theory & Practices / Rehabilitation and After Care services

ADVANCE LEARNERS COURSE (OPTIONAL)
Semester III

Subject Code	Subjects	Examinations			Credits
		CIA	ESE	Total	
19PSWAL1	Disability Management	25	75	100	5

Note: Advance learner's course is offered in the III-semester and it is purely optional for the students. The students have to learn themselves and attend the exams. No classes will be handled by the faculty for this course at the same the students can get the support and guidance on the course from the faculty. The students who clear this course will get an additional 5 credit which will be included in the mark sheet of the respective semester. The students who do not clear this paper will not get the additional 5 credits and the same will not be included in the mark sheet.

Specializations Offered

Each specialization has five core papers.
1. Human Resource Management
2. Medical and Psychiatry
3. Community Development

Note: Students have to opt any one specialization before the commencement of second semester. The specializations opted by the students will be allotted based on the marks scored. Any Specialization should have a minimum of 10 students, in case it is less; the specialization may or may not be offered.

COURSE REQUIREMENT
The students who compile the following course requirements are only eligible to get the degree.
1. Block placement
The students have to undergo one month block placement training soon after the IV semester examinations in their respective field of specialization and submit a report of the same to their concerned faculty supervisor. Viva –voce will be conducted and based on the performance the students will be classified as **VERY GOOD/GOOD/AVERAGE/SATISFACTORY/POOR**. The same will be submitted to the controller of examination and included in the mark sheet.

2. Completion of NPTEL Course
The students have to opt any one online course relevant to social work offered by National Programme on Technology Enhanced Learning (NPTEL) in the IV semester and submit the certificate to the department before the semester examinations. The same will be included in the mark sheet.
3. **MOOC (Massive Open Online Course)**
The students have to opt any one online course relevant to social work offered by MOOC on Technology to promote autonomous learning in the IV semester and submit the certificate to the department before the semester examinations.
Bloom's Taxonomy Based Assessment Pattern
K1-Remember; **K2**- Understanding; **K3**- Apply; **K4**-Analyze; **K5**- Evaluate

1. Theory: 75 Marks
   (i)Test- I & II and ESE:

Knowledge Level	Section	Marks	Description	Total
K1	A(Answer all)	10x01=10	MCQ/Define	
K2	B (Either or pattern)	05x05=25	Short Answers	75
K3 & K4	C (Answer 4 out of 6)	4x10=40	Descriptive/ Detailed	

2. Components of Continuous Assessment

Components		Calculation	CIA Total
Test 1	75		
Test 2	75	$\frac{75+75+25}{7}$	25
Assignment/Seminar	25		

3. Practical: 100 Marks

Knowledge Level	Section	Marks	Total
K3	Record Work and Viva voce	60	
K4			100
K5		40	

4. Project: 200

Knowledge Level	Section	Marks	Total
K3	Dissertation and Viva voce	120	
K4			200
K5		80	

PROGRAMME OUTCOMES
Our programme will produce graduates
PO1: Who are highly competent professional with their required skills to provide professional services, integrating interdisciplinary knowledge and Social Work values with practices to address social needs
PO2: Who will attain Professional Knowledge and practice to work in different fields of Social Work in different fields and also can become Social Entrepreneur establishing their own concerns

PROGRAMME SPECIFIC OUTCOMES
PSO1: The students will be enriched with the basic conceptual orientation on various Social Work concepts required for their better practice.
PSO2: The students will be enriched with various techniques, skills, approaches and model of Social Work practice which expands the employment opportunities.
PSO3: The students will have the knowledge and capacity to establish their own business.
PSO4: The students will become a good human being in the society with Good Human Values, Ethics and Principles and have a concern over the society**PSO5:** The students will have a diverse Technical Knowledge on Acts and Legislation related to Social, Industrial and Psychiatric for better service, Advocacy & Employment.

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW101	Title	Batch :	2019-2021
		Introduction to Social Work	Semester	I
Hrs/Week:	4		Credits:	04

Objectives
- To learn the basics of Social work including History, Principles and Tools
- To understand the methods of Social Work
- To understand areas of Social Work Profession

Course Outcomes

On the successful completion of the course, students will be able to

K1	CO1	To realize the basic concepts of Social Work
K2	CO2	To understand the different Professional bodies of Social Work
K3	CO3	To analyze better knowledge in the methods of Social Work
K4	CO4	To obtain the various field of Social Work including the emerging field

Syllabus

Unit	Content	Hours
Unit I	**Social Work**: Definition, Objectives, History of Social Work in USA, UK and India, Principles, Philosophy and Scope. **Concepts and Related Terms:** Social Welfare, Social Service, Social Reform, Social Security, Social Justice.	10
Unit II	**Methods of Social Work**: Concepts, Objectives. **Basic methods:** Social Case Work, Social Group Work, Community Organization. **Ancillary methods:** Social Work Research, Social Welfare Administration and Social Action. **Approaches and Models of Social work**: Relief model, Welfare model, Clinical model, Systems model, Radical model, and Developmental model.	11
Unit III	**Social Work Profession**: Social Work as a Profession, Professional Values, Ethics, Skills of Social Worker, Tools and Techniques of Social Work, Applicability of the concept of Social Work in India - *Field Work and its importance.*	10
Unit IV	**Fields of Social Work**: Family, Child & Women Welfare, Correctional Social Work, Industrial Social Work, Medical And Psychiatric Social Work, Youth Welfare, Community Development (Rural And Urban), Geriatric, Disability and Social Work in School setting.	10
Unit V	**Emerging Areas of Social Work:** Environmental Protection, Disaster management, School Settings, Child rights, Marginalized Community, Gender equality, HIV/AIDS and CSR. Social Work and Human Rights. - Problems and Prospects of Professional Social Worker. **Association of Social Work:** International Federation of Social Work (IFSW), ASSWI, Association of Trained Social Workers, ISPSW (Indian Society for Professional Social Work), NAPSWI (National Association of Professional Social Workers in India) and PSWA (Professional Social Workers Association – Tamil Nadu)-Evidence Based Practice, International Social Work *Recent trends in Social Work.*	11

TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar and Assignment

Books for Study:
- William Farley. O (2011) *Introduction to Social Work Practice*, *SAGE Publications*12th Edition.
- Anand Sirohni, (2005), *Encyclopedia of Social Welfare*, Dominant Publishers and distributors, New Delhi.
- Paul Chowdhry(1964), *Introduction to social work*, Atma Ram, 1964

Books for Reference:
- Sanjay BhattacharyaB.K (2004) Social Work an Integrated Approach, Deep & Deep, New Delhi.
- Harishkumar, (2004) Social Work, vol. I, II & III, Isha Books, Delhi.
- Nitin Batra (2004) Dynamic of Social Work in India, Raj publishing House, Jaipur.
- Rameshwari Devi & Ravi Prakash,(2004) Social Work Methods, Practices & Perspectives Mangal Deep Vol. 1,2,3, Jaipur.
- Jha (Ed.), (2002) Practice of Social Work, Anmo, New Delhi.
- Martin Daview (Ed), (2002) Companion to Social Work, The Black Wall, USA.
- Hajirakumar, (1994) Social Work an Experience, Experiments in India, Gitanjali, New Delhi.
- Louise, C. Jonson (1994) Social Work a Generalist Approach, Allyan and Baco, London.
- Misra, P.D (1994) Social Work Philosophy and Methods, Inter India, New Delhi.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	S
CO2	S	S	M	M	S
CO3	M	S	S	M	S
CO4	S	M	S	M	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme Code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW102	Title	Batch :	2019-2021
		Working with Individuals	Semester	I
Hrs/Week:	4		Credits:	04

Course Objective
- To acquire the knowledge of Social Case Work
- To learn the importance of Case Work in terms of tools, models, components and therapies for diagnosing the individuals

Course Outcomes (CO)

K1	CO1	To know the basic concepts and knowledge on relationship building
K2	CO2	To understand process of Social Case Work
K3	CO3	To identify various Models and Therapies of Social Case Work
K4	CO4	To apply the Social Case Work in Various setting

Syllabus

Unit	Content	Hours
Unit I	**Social Case Work**: Definition, Objectives, Scope of Social Case Work, Basic principles of Social Case Work. **Relationship:** Skills in Building Relationship, Communications, Empathy, use of relationship in the helping process - Problems in professional relationship, transference, counter transference -relationship with other methods.	11
Unit II	**Components of Social Casework**: Person, Problem, Place, Process Professional Self – Case Work Process: Intake, Study, Diagnosis, Treatment - Developing Treatment Methods – Administration of Practical services - Indirect treatment and Direct treatment and Multidimensional treatment. Termination: Monitoring, Evaluation, Follow-up and Termination.	10
Unit III	**Case Work Tools: Verbal & Non – Verbal communication:** Observation, Interview, Collateral Contact, Home Visit – Case work through different mode - **Interviewing process:** principles, process and **Types:** Social History, Assessment and Therapeutic Interview, Skills In Interview - Psycho Drama - **Recording:** Principles, Types, Structure, Content, use of Genogram, Eco maps and family tree in records.	11
Unit IV	**Social Casework Models & Therapies**: Psycho – social, Functional, Problem solving model - Psycho therapy, Behavior modification therapy, Environmental modification ,Family therapy, Existential therapy- Crisis intervention and Counseling-*single case*	10

	evaluation.	
Unit V	**Social Casework in different Setting**: Family and Child Welfare – School setting – Medical and Psychiatric setting – Community, Correctional and Industrial setting – Differently abled - *Problems & limitations of social case work practice in India.*	10
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar , Assignment and Case study

Books for Study:
- Upadhyay R.K. (2010) *Social Case Work A Therapeutic Approach*, *SAGE Publications.*
- Sanjay Bhattacharya, (2003) *Social Work – An Integrated Approach,* Deep and Deep Delhi.

Books for References:
- Upadhyay.P.K,(2003) *Social Case Work*, New Delhi.
- Mishra.P.D, (1994*) Social Work – Philosophy and Methods,* Inter India, New Delhi.Mathew Grace, (1992) *An Introduction to Social Casework*, Tata Institution of Social Sciences,Bombay
- Sheafer,Bradford,W.Horejsi,Charles, R. and Horejsi, Gloria, A. (1988) *Techniques and guidelines for Social Work Practice*, Allen and Bacon. Boston,
- Aptekar, Herbet.H, (1982) *Dynamic of Casework and Counseling*, Boston, Houghton, Mifflin.
- Mehr. Joseph (1980) *Human Services: Concepts and Intervention Strategies* ,Allen and Bacon., Boston.
- Hamilton Gordon: (1954*) Theory And Practice Of Social Case Work* , Colombia University Press, New York.

Mapping

PSO ＼ CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	S	M
CO2	S	S	S	S	M
CO3	S	S	S	S	S
CO4	M	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW103	Title	Batch :	2019-2021
		Personality Development and Human Behaviour	Semester	I
Hrs/Week:	4		Credits:	04

Courses Objectives
- To understand Human growth and Personality
- To learn importance of Perception, Learning ,Attitude in Human growth

Course Outcomes (CO)

K1	CO1	To remember the conceptual knowledge about fundamentals of Psychology
K2	CO2	To Understand the Human Growth and Developmental stages
K3	CO3	To learn about human behavioral processes, personality and theoretical approaches
K4	CO4	To apply the information on human growth and behavior in social work practice

Syllabus

Unit	Content	Hours
Unit I	**Psychology**: Definition, Meaning **Basic Schools of Psychology:** Structuralism, Functionalism, Psychoanalysis, and Behavioural Gestalt. **Recent trends:** 1. Biological, 2. Cognitive, 3. New Behaviourism 4. Humanistic - *Application of Psychology in Social Work.*	10
Unit II	**Evolution of Human Life:** Conception – Stages of Prenatal development a) Period of Ovum, b) Period of embryo, c) Period of Foetus –Birth and its types - Pre and Post natal care. **Human Growth and Development**: Developmental tasks, physical, social, emotional and cognitive development of a) Infancy, b) Babyhood, c) Childhood, d) Puberty, e) Adolescence, f) Adult, g) Middle age, h) Old age.	10
Unit III	**Perception**: Definition, Characteristics, Principles of perception – Perceptual processes – Factors influencing perception, **Attitude:** Definition and Nature – Components of Attitude. **Learning**: Concept and types of learning: Cognitive, Sensory, Motion and Verbal learning –**Intelligence**: Definition - Types of intelligence**.**	11
Unit IV	**Personality**: Definition and Characteristic. Assessment of Personality - Influence of Heredity and Environment in one's personality development. **Emotions:** Meaning, Nature**. Motivation**: Definition, Types of motives, Measurement of motives, Interaction of motives.	11
Unit V	**Abnormal Psychology:** Outline regarding Abnormal Psychology- Stress and conflict - Meaning, Causes and Effects- Types of conflict, Stress Management, Mental Illness –Types- Mild and Severe. Defense mechanism, *Role of SW in Promoting Mental Health* .	10

	TOTAL	52

Italicized texts are for self study

Teaching Methodology: Lecture, Power point Presentations, Seminar and Assignment.

Books for Study:
- Mangal S.K.,(2007) *General Psychology*, Sterling New Delhi.

Books for References:
- Pathak Shalini, (2007*) Human Development,* Sonali, New Delhi.
- Feldman Robert. S, (2006*) Introduction to Psychology,* Tata Mc Graw Hill, New Delhi,
- Pankajam , G. (2005) *Know your Child*, New Delhi.
- Sharma. K.K., (2003) *Principles of Developmental Psychology*, Sublime, Jaipur.
- Hurlock Elizabeth .B (1995) *Developmental Psychology*, Mc Graw hill, New Delhi.
- Bhatia H R 1972 Abnormal Psychology - Bombay- Oxford IBH Publications.
- Colurn J C 1978 Abnormal Psychology And Modem Life, Bombay –
- Hurlock E B (1975) Developmental Psychology
- Munal (1969) Introduction to Psychology-Bombay Oxford- IBM

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	S	M
CO2	S	M	M	S	S
CO3	M	S	S	S	S
CO4	M	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW1F1	Title		Batch :	2019-2021
		Field Work Practicum – I		Semester	I
Hrs/Week:	-			Credits:	05

Courses Objectives
- To provide an exposure on various field of Social Work.
- To understand the functioning of various agencies of Social Work.

Course Outcomes (CO)

K1	CO1	To recollect the concepts and various fields of Social Work
K2	CO2	To understand the functions of various Social Work agencies
K3	CO3	To verify the roles of Social Work agencies in Social Development

Methodology: Visiting various Social Work agencies like NGOs, Government organizations, industries, etc., Report submission, Individual conference, Group conference and Power point presentation.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	L	L	S	M
CO2	M	M	S	M	S
CO3	M	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW1E1 /E2	Title	Batch :	2019-2021
		Indian Society and Cyber Crime	Semester	I
Hrs/Week:	4		Credits:	04

Course Objectives
- To comprehend the basic concept of Indian society
- To understand the Social Institution in our country
- To identify the Social Changes acquiring in India and also the social problems faced

Course Outcomes (CO)

K1	CO1	To recall the fundamental concepts of Society
K2	CO2	To understand the Social System and Social control
K3	CO3	To apply knowledge in Sociology to deal with Social Problems

Syllabus

Unit	Content	Hours
Unit I	**Basic Concepts:** Society, Community, Institution and Association– **Social Structure:** Meaning, Elements – **Social System:** Meaning, Characteristics, Elements - **Social Groups:** Definition, Characteristics, Classifications **Socialization:** Concept, Process. **Social Institutions**: **Marriage:** Meaning, functions, types – **Family:** Meaning, Characteristics, Functions, and Types.	10
Unit II	**Social Institutions**. **Religion:** Definition and functions– **Political System:** Meaning, Functions of Welfare State **Social process:** Integrative (Cooperation, Accommodation, Assimilation) and Disintegrative (Competition and Conflict) –**Communities:** Meaning, Characteristics, Rural, Urban and Tribal – **Social Stratification:** Meaning, Characteristics, Functions, Caste, Class –*Social mobility*	11
Unit III	**Social Control:** Definition, types and Agencies of Social Control – **Social norms and social movements:** Meaning, Characteristics, Functions –**Culture:** Meaning, Characteristics, Functions – Cultural Lag – Cultural diffusion **-Social Change:** Meaning, Theories, Causes - **Social Problems:** Meaning, Characteristics, **Traditional Social Problems**: Unemployment, Beggary, Poverty, Sexual violence, Child Abuse, Untouchability, Pollution **Types:** Divorce, Corruption, Alcoholism, Terrorism, *Women Harassment*.	10
Unit IV	**Overview of Cyber Security**: Confidentiality, integrity, and availability –**Threats**: malicious software (viruses, Trojans , root kits , worms, bonnets), memory exploits (buffer overflow, heap overflow, integer overflow, format string) **– Cryptography** – authentication ,password system – windows security.	10

Unit V	**Network Security** – network intrusion detection and prevention systems, **Firewalls Software Security** : Vulnerability auditing, penetration testing, sandboxing, control flow integrity – **Web Security**: User authentication – **Legal Ethical Issues**: cybercrime, intellectual property rights, copyrights, patent, trade secret, hacking and intrusion, privacy, identity Theft.	11
	TOTAL	52

* *Italicized* texts are for self study

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar, Assignment and Experience Discussion.

Books for Study
- Baviskar B S, Tulsi Patel (2011) *Understanding Indian Society,* Publisher Orient Black Swan.
- Vidyabhushan and Sachdeva D.R, (2005) *An Introduction to Sociology*, Kitab Mahal, New Delhi.
- Shankar Rao, (2006) *Sociology*, New Delhi, S.Chand

Books for Reference
- Madan G.R, (1993*) Indian Social Problems*, Allied, New Delhi.
- Ahuja Rao, (1992) *Social Problems in India,* Rawat, Jaipur.
- Dube S.W, (1990) *Indian Society,* National Book, New Delhi,
- Memoria.C.B (1986*) Social Problems and Social Disorganization in India,* Kitab Mahal, Alahabd,
- Chwan-Hwa (John) wu, J.David Irwin,*computer networks &cyber security* (2016) CRC Press.
- Jeff Kramer. Nicolas Burrus, Florain Editler , Matt Parker, "*Hacking the Kinect ",* (2016), Technology in cation Publishers.
- Matt Bishop, Computer *Security Art and Science*,   Second Ed., Pearson/PHI,.
- Intoduction to Network Security: Neal Krawetz, CENGAGE Learning
- Charles Pfleeger and   Shai Lawrence Pfleeger, "Security in Computing" 4th Edition, Prentice hall.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	M	M	M	M	M
CO3	S	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:

Signature: | Name:

Signature: | Name:

Signature: | Name:

Signature: |

Programme code:	MSW	**Programme Title :**		Master of Social Work	
Course Code:	19PSW1E1 /E2	**Title**		**Batch :**	2019-2021
		Communication for Social Work Practice		**Semester**	I
Hrs/Week:	4			**Credits:**	04

Courses Objectives
- To provide the required knowledge to understand the importance of communication for effective social work practice.
- To inculcate communication skills among social work trainees.
- To understand the importance and the role of media for effective communication.
- To understand the need and importance of developmental communication.

Course Outcomes (CO)

K1	CO1	The students will be acquired with the conceptual knowledge of the fundamentals of Communication
K2	CO2	To Understand the communication strategies of Growth and Development
K3	CO3	To apply the techniques of communication
K4	CO4	To investigate and evaluate the skill development

Syllabus

Unit	Content	Hours
Unit I	**Introduction to Communication**: Definitions and Scope of communication. Elements of communication. 7 C's of communication – Consciousness, Consideration Clarity, Concrete, Courtesy, Correctness and Completeness. Barriers of communication. Communication Skills: Effective speaking. Effective listening. Effective writing	10
Unit II	**Communication Types and Strategies:** Interpersonal communication: Intra-personal communication -Verbal & non-verbal communication. Electronic Media and Communication: Communication languages, Emails. Video conferencing systems -Electronic newspaper- Tele communication and its tools. *Communication network*	11
Unit III	**Feedback:** Characteristics of Feedback- Types of Feedback. Improvement in Feedback. Developing effective Feedback. Loops of Feedback.	10
Unit IV	**Development Communication:** Nature and Characteristics. Techniques – Information Dissemination and education, behavior change, social marketing, social mobilization, media advocacy, communication for social change and *community participation*.	10
Unit V	**Skill Development:** Visual Design: Introduction to elements of design, Layout, Typography, use of Colour and Shape, Designing, Effective Posters and Logos for Campaigns. Street Theatre: Elements of Street Theatre, Script Writing and Choreography for Development, use of Puppets, Songs and Folklore	11
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar and Assignment.

Books for Study:

- Sandlio, Problems of communication in developing countries, vision books. 11. Ray G.I. (1999),

Books for References:

- Alinsky, Saul. (1989), Rules of Radicals, Vintage Book Edition.
- Bailey, R. and Mike Brake (eds). (1957), Radical Social Work, London: Edward Arnold.
- Baviskar, A (2010), Social Movements in India, in N.G. Jayal and P.B. Mehta. Eds, Oxford Compa
- Craich Robert L, Training and development, hand book Mc Graw Hill publishers, New Delhi.
- Joseph D. (1993), The dynamics of mass communication.
- Joshi Uma. (2001), Understanding Development Communication, Dominant publishers, New Delhi.
- Modi B. , Designing messages for Development. Sage publishers, New Delhi.
- Nair KS,white,Shirley. (1993), Perspectives on development communication, age publication, New Delhi.
- Narula U. (1994), Development communication, Harananda publishers

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	S	M
CO2	S	M	M	S	S
CO3	M	S	S	S	S
CO4	M	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	**Programme Title :**		Master of Social Work	
Course Code:	19PSW204	**Title**		**Batch :**	2019-2021
		Working with Groups		**Semester**	II
Hrs/Week:	4			**Credits:**	04

Course Objectives
- Be acquainted with Social Group Work processes.
- Helps the students to understand the basic structure of group as well as to organize themselves

Course Outcomes (CO)

K1	CO1	To learn theoretical approaches that inform group work practice
K2	CO2	To understand of group work as a method of professional social work
K3	CO3	To gain insight into dimensions of group processes and group work practice
K4	CO4	To develop competencies for working with groups in diverse settings

Syllabus

Unit	Content	Hours
Unit I	**Social Group Work:** Definition, Concepts, Objectives, Principles, History of Social Group Work, Basic assumptions and functions – **Theories of Group Work:** Psychoanalytic theory, Learning theory, Field theory, Social Exchange theory, System theory.	10
Unit II	**Social Group processes:** New comers, Bond, Acceptance, Role, Status, Power, Isolation, Rejection, Sub-groups and Cliques - **Group dynamics:** Group and group membership, group cohesiveness, group norm, group culture, group control, group morale, group attraction, communication and interaction pattern, Theories of group - **Assessment of Group interaction:** Sociometry, Socio-gram and *network analysis*.	10
Unit III	**Social Group Work Process: Pre-group planning:** Composition of the group, size of the group, nature of the group membership, duration of the group, frequency of group meeting, place of meeting - **The beginning stage:** Induction, purpose clarification, setting goals, setting routine, distributing roles and responsibilities - **Middle stage:** Monitoring, preparing a profile of the members and evaluation - **Termination stage - Group work Models:** Social goal, Remedial, Reciprocal and Developmental models.	11
Unit IV	**Programme Development Process:** Definition of programme, principles of programme planning and process of agency in programme planning - **Programme laboratory:** Games, picnic, singing, dancing, camping, drama and focused group discussion (FGD) - **Brief introduction to different therapeutic approaches:** Group therapy, Transactional analysis, T groups, Socio drama, Psycho-drama, Gestalt therapy, Role play, Buzz group and Brain storming.	11
Unit V	**Group work in various settings:** Children, Women, Medical, Geriatric and Differently abled, Correctional, School settings. - **Skills and role of the Social Group Worker – Problems and limitations of Social Group Work Practice - Recording in Group Work:**	10

Meaning, Significance, Principles and *types of recording*.	
TOTAL	52

Italicized texts are for self study

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar and Assignment.

Books for Study

- H.Y.Siddigy, *Social Group Work*, Rawat Publications
- Rameshwari Devi Ravi (2008) *Social Group Work – Theory and Practice,* New Delhi.
- Garrin,(2006) *Handbook of Social Work with Groups,* Rawat Book Sellers, Jaipur.
- P.D.Misra, Peena Misra, Social Group Work Practice
- Social group work: a helping process, Gisela Konopka, Prentice-Hall, 1983

Books for reference

- Allan Brown, (2005), *Group Work 3rd Edition*, Rawat Book Sellers, Jaipur.
- Dirvedi, (2005) *Group Work with Children and adolescent,s,* Rawat Book Seller, Jaipur Tracker. Misra, Prayag Din, (1994*) Social Work Philosophy and Methods,* Inter India, New Delhi.
- Trucker.H.B, (1970) *Social Group Work - Principles and Practice,* Association Press, New Delhi.
- Doel, Mark & Sawda, Catherine (2003) The Essentials of Group Worker, London : Jessica Kingsley Pub.
- Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007) A Hand Book of Social Work with Groups, Rawat Publication
- Reid E. Kenneth (1996) Social Work Practice with Groups - A Clinical Perspective, , USA : Brook/Cole Publishing Company

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	S	M
CO2	S	S	M	M	S
CO3	M	S	S	M	S
CO4	M	S	S	S	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW205	Title	Batch :	2019-2021
		Working With Communities	Semester	II
Hrs/Week:	4		Credits:	04

Course Objectives
- To be acquainted with the Community organization its phases and methods
- To prepare the students to learn and develop the skills needed in Community organization
- To give them the knowledge of Social action and social activist contribution to the society

Course Outcomes (CO)

K1	CO1	To gain knowledge about the primary method of social work practice with communities
K2	CO2	To understand the techniques and approaches of social work practice with communities
K3	CO3	To acquire the skill of working with communities

Syllabus

Unit	Content	Hours
Unit I	**Community Organization**: Definition, Objectives, Principles, Approaches of Community Organization – Scope, Philosophy, and Goals and models of community organization. Historical Background of Community organization. Community Organization as a method of social work. Similarities and differences between Community Organization and Community development.	10
Unit II	**Phases & Methods of Community Organization: Phases:** a) Reconnaissance b) Social Study or diagnostic c) Planning or developmental d) Implementation - **Other phases:** Relationship, Assessment, Discussion, Organization, Reflection, Modification and Continuation - **Methods:** Planning, Education, Communication, Community participation, Collective decision making, Leadership development, Resource Mobilization, Community Action, Legislative and Non-legislative promotion and co-ordination, *Participatory Rural Appraisal*	11
Unit III	**Skills in Community Organization: Skills:** Conference and Committee, communication, Training, Consultation, Negotiation, Conflict resolution, Public relations, Resource mobilization, Organizing, Writing reports, Networking – Roles of Community Organizer - **Community Welfare Organization:** Nature, Types – 1) Community Council 2) Community Chest - **Community organization practice:** Rural, Urban, Tribal, Minority groups - Problems faced by Community organizer.	11
Unit IV	**Social Action**: Definition Objectives Principles, Methods and Strategies. Social action for Social Development. Scope of social action in India. Enforcement of Social Legislation through social action. Social action approach of Paulo Freire and Saul Alinsky, Role of social	10

	worker, Social action in Indian context.	
Unit V	**Social movements & Social activist:** Chipko movement, Narmada Bachao Andolan Movement, LGBT movement, Anti-Globalization movement – **Social activist noted personalities:** Gandhiji, EVR, Anna Hazarre, Mehta Patkar, Baba Amte, Bunker Roy, Narendhran Tablocker, Malala, Sathiyarthi, Kailash. Silent Valley movement, *Solidarity Youth Movement.*	10
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar , Assignment and Experience Discussion

Books for Study:
- Donna Hardina (2013) *Innovative Approaches for Teaching Community Organization Skills* published by Routledge, New York.
- Christopher A.J & Willium Thomas.A (2006*) Community Organization & Social Action,* Himalaya, Mumbai

Books for Reference:
- Delgado Melvin (2000) *Community Social Work Practice in an Urban Context,* Oxford, New York.
- Brisco Catherine & Thomas David.N (1977) *Community Work, Learning and Supervision,* George Allen & Unwin, Boston,
- Biklen, Bouglas.P, *Community Organizing - Theory & Practice*, New Jersey Prentice.
- Beher A and Samuel J (2006) Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
- Kettner, P and Moroney, Robert (2007) Designing and Managing Programs: An Effectiveness-Based Approach, University ofFlorida
- Ledwith Margaret (2005) Community Development: A Critical Approach, Policy Press
- Somesh Kumar (2002) Methods for Community Participation: A complete guide for practitioners, New Delhi : Sage Publication Vista

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	S	S
CO2	S	S	M	M	S
CO3	M	M	M	M	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW206	**Title**	**Batch :**	2019-2021
		Social Work Research And Statistics	**Semester**	II
Hrs/Week:	4		**Credits:**	04

Course Objectives
- To understand the basic concept of Social Work Research
- To acquire knowledge on types of Research Design, Sampling, Questionnaire ,Scaling Technique
- **Course Outcomes (CO)**

K1	CO1	To acquire basic concepts and scientific knowledge of Research
K2	CO2	To understand the various methods, types in Research
K3	CO3	To Develop an appreciation of the value and approach in social work research in addressing problems in the field of professional practice
K4	CO4	To cultivate research abilities through appropriate application

Syllabus

Unit	Content	Hours
Unit I	**Research:** Definition, Characteristics, Purpose - **Basic Concepts:** Theories, Variables , Hypothesis – **Scientific method:** Basis of Scientific method, Epistemology, Induction and deduction - Requisites of a good scientific method – **Social Work Research:** Definition, *scope of social work research in India*	10
Unit II	**Methods of Research:** Historical, Comparative, Case Study, Survey. **Design:** Definition, importance. **Types of Research Design:** Exploratory, Descriptive Experimental and Explanatory, Case Study. **Problem Identification:** Steps in research, Criteria for the selection of the research problem, problem formulation	11
Unit III	**Sources and Types of Data: Sources: Primary and Secondary data:** meaning, Merits and Demerits – **Types:** Qualitative and Quantitative - **Methods of Data Collection: Observation:** Meaning, Types, Merits and Demerits – **Tools of Data Collection:** Questionnaire, Interview guide and interview schedule - **Interview:** Nature, definition & types - **Scaling techniques:** Concept, **Types**: Bogardus and Likert.	10
Unit IV	**Sampling:** Population, Sample, Sample frame, Census - Principles of sampling – **Sampling procedure:** Probability and non - probability sampling - **Tabulation and presentation of data:** Editing, coding, classification, tabulation, frequency distribution, diagrammatic and graphic presentation - **Research reporting:** Interpretation of data, contents of research report, *difference between reference and bibliography*.	10
Unit V	**Statistics:** Definition, importance, functions and limitations - **Measures of Central Tendency:** Mean, Median, Mode - **Measures of Dispersion:** Range, Quartile and Standard deviations - Correlations**:** Meaning, **types:** Product Moment Correlation and Rank Correlation - **Chi-square:** uses and applications – **T test:** Student's T – test – **ANOVA:** Uses and applications.(Parametric and non parametric test), Software Package for Social Science Research (SPSS), MANOVA,MANCOVA .Microsoft Word &Excel **(Practical's only)**	11
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar, Quiz and Assignment.

Books for study:
- Wajliman, Nicholas (2001) *Your Research Project*, Sage and Baiche, Bonsmahu, New Delhi.
- Kothari, C.R,(1998) *Research Methodology,Techniques and Trends,* New Delhi.

Books for Reference:
- Sadhu F. Singh (1998) *Research Methodology in Social Science,* Himalaya, Babbie, New Delhi. Ear J.R.(1995) *The Practice of Social Research*, Woodworth, New York
- Sirkin.R.K (1995) *Statistics for the Social Sciences,* Sage, New Delhi.
- Krishnaswami.O.R, (1993) *Methodology of Research in Social Sciences,* Himalaya, Bombay.
- Ramachandran.P, (1993) *Survey Research for Social Work*, A Primer, Bombay.
- Kothari.C.R(1992) *Research Methodology Methods and Techniques,* Wiley Esfern, Madras.
- Sioberg.F, Nett, (1992) *A Methodology for Social Research,* Rawat, New Delhi.
- Baipai .S.R.(1992) *Methods of Social Survey and Research,* Kitab Ghar Kanpur.
- Ghosh.B.N (1992) *Scientific Methods and Social Research,* Sterling, New Delhi

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	S
CO2	S	S	M	M	M
CO3	M	S	S	M	M
CO4	S	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:

Signature: | Name:

Signature: | Name:

Signature: | Name:

Signature: |

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW2S1	Title	Batch :	2019-2021
		Labour Welfare and Labour Legislation – I	Semester	II
Hrs/Week:	4		Credits:	04

Course Objectives
- To Understand the Indian Labour and the problems they meet in organization
- To acquire the knowledge Labour Welfare in India.
- Make the students to comprehend Social Security Legislation in order to protect the employee's rights

Course Outcomes (CO)

K1	CO1	To gain knowledge about basic concepts of Labour and Labour welfare
K2	CO2	To understand various Labour welfare measures and its impact on various acts and its application
K3	CO3	To acquire the application of Acts and legislation in the field
K4	CO4	To analyze the existing Labour issues and problems in the modern industries

Syllabus

Unit	Content	Hours
Unit I	**Concept of labour** – Labour, Characteristics of Indian Labour- Labour in unorganized, and organized sector – Recommendations of National Commission on Labour I & II on various issues, Production and Productivity. Factors influencing productivity – Motivation, Morale, Guidance, Counseling, Discipline. History of Labour Welfare, - *Labour mobility and Labour market.*	10
Unit II	**Concept of labour welfare**: Meaning, Objectives, Importance & Scope – Classifications of Labour Welfare–Role of Labour Welfare Officer – Impact of Automation, Mechanization, Globalization & Liberalization on Labour Welfare.	11
Unit III	**Industrial Accidents**: Causes, Effects and Prevention – Industrial safety: Need & Importance - Health & Hygiene: Occupational Hazards, Prevention, Treatment and Management– Usage of personal productive Equipment,. *Pollution control and Environmental protection.*	10
Unit IV	**Labour Welfare Facilities**: Industrial Housing Policy and Housing Programmes, Recommendation on Maliviya committee on housing- Family benefit schemes – Children Education – Cooperative society – Canteen – Transport facilities and Recreation facilities.	11
Unit V	**Need and importance of labour legislation** - Working conditions in Industries – The Factories, Act 1948 – The Apprentices, Act 1961 – The Contract Labour (Regulation and Abolition) Act 1970 and Rules 1971 – The Tamil Nadu Shops and Establishment, Act 1947.	10
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar , Assignment and Experience Discussion

Books for Study:
- Reddy.J. (2004) Labour Legislations, APH Publications, New Delhi.
- Tripathi.P.C & Gupta.C.B, (2002) *Industrial Relations and Labour Laws*, Sultan Chand & sons, New Delhi.

Books for Reference :
- Subramanian.V, (2002) *Factory Laws Applicable in Tamilnadu,* Madras book agency,
- Chennai Volume I II III IV and V.
- National Commission on Labour (2003) Academic Foundation, Reports of National Commission on Labour, New Delhi.
- Kapoor ND (2000) *Elements of Industrial Law*, Sultan Chand & Sons, New Delhi.
- Kannan &Sowri Rajan (1996) *Industrial and Labour Laws*, Taxman Allied Services, New Delhi.
- Kannan & Sowri Rajan (1996) *Industrial and Labour Laws*, Taxman Allied Services, NewDelhi.
- Bhatnagar Deepak (1986) *Labour and Industrial Laws,* Pioneer Books, New Delhi.
- Misra SN (1986) *Labour and Industrial Laws*, Alahabad Law Agency, New Delhi.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	S	S	S	L	S
CO3	M	S	S	L	S
CO4	L	S	S	L	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW2S2	**Title**	**Batch :**	2019-2021

		Medical Social Work	**Semester**	II
Hrs/Week:	4		**Credits:**	04

Course Objectives
- To gain the basic knowledge of Medical Social work
- Understand the Organization and Administration work by the Medical Social Worker

Course Outcomes (CO)

K1	CO1	To develop the knowledge of Medical social work
K2	CO2	To acquire knowledge about various illnesses and understand its psychosocial impact
K3	CO3	To apply the knowledge about application of Medical Social work in various settings.

Syllabus

Unit	Content	Hours
Unit I	**Concept of health**: factors influencing mental health problem -Positive health - Determinants of health - Health and development - Indicators of health. Medical Social Work: Meaning, Definition and Scope - Team work and Multidisciplinary approach in health care.	10
Unit II	**Medical social work practice in Hospital settings**-Hospitals, Inpatient and Outpatient department, Emergency care, Special clinics and *Community health.* Patient's rights in health care.	11
Unit III	**Etiology,Symptoms,Prevention and Role of Medical Social Worker Communicable and Non-communicable Diseases:** TB, STD, HIV/AIDS, POLIO, Malaria, Leprosy, Cancer, Hyper tension, heart diseases, Diabetes, Dengue, H1N1/HVB ,Pain management, Industrial accident, Suicide attempts ,Road accidents.	10
Unit IV	**Concept of public health** - Preventive medicine, levels of prevention; primary, secondary and tertiary prevention. Food and nutrition: importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures, Malnutrition, Food adulteration –causes, prevention and measures. Pollution, Causes, Types and Impact of pollution on health. *Blood bank, Organ Donation.*	11
Unit V	**Role of Medical Social Worker** - Rehabilitating the physically challenged patient, Counseling, team work - involvement of the family members, Referral & linkage, sex education and School health programmes. Problems encountered by Medical social worker.	10
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar, Assignment and Experience Discussion

Books for study:
- Webb John Webb (2012), *Medical Social Work,* Publisher Trafford Publishing

Books for reference:
- Dora, Gold Stien (1954) Expanding Horisons in Medical Social Work, Chicago :The University of Chicago Press
- Dora, Goldstain (1954) Readings in Theory and Pr actice in Medical Social Work, Chicago:The University of Chicago Press
- Park, J. E & Park, K.(1997) Preventive and Social Medicine, Jabalpur : Banaridas Bhanot
- Colin Pritchard (2006), Mental Health Social Work, USA : Routledge
- Javeri D. R. (1996)Social Work in Hospital Set up, KEM Hospital, Mumbai
- Pathak, S. H. (1961) Medical social Work in Indi a, Delhi : School of Social Work

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	S	M	M	M	M
CO3	M	S	S	S	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	Programme Title :	Master of Social Work

Course Code:	19PSW2S3	Title		Batch :	2019-2021
		Rural Community		Semester	II
Hrs/Week:	4	Development (Special Paper I)		Credits:	04

Objectives
- To acquire knowledge on Community Organization and Community Development
- To get the student more acquainted on Community Development Administration and Planning

Course Outcomes

K1	CO1	To gain knowledge about rural realities and problems in rural communities
K2	CO2	To understand the local self administration of rural development and various development agencies working for rural development
K3	CO3	To apply the community development programmes and polices in India.
K4	CO4	To acquire skills of social work intervention with rural communities

Syllabus

Unit	Content	Hours
Unit I	**Introduction**: - **Rural Community:** Definition, Characteristics and problems of Rural Community: Poverty, Illiteracy, Community Health, Unemployment, problems related to agriculture and infrastructure - **Rural Community Development:** Definition, Objectives, Scope, Theories and Approaches.	10
Unit II	**Origin and development**: **Early experiments:** Srinikethan, Marthandam, Gurgaon – **Pilot Projects:** Etawan project, Nilokheri experiment, Firka Development Scheme – **Extension:** Principles and Techniques - Extension department at block level.	10
Unit III	**Panchayat Raj**: Concept, Objectives - **Development of Panchayat Raj after Independence:** Balwant Roy Metha Committee, Ashok Metha Committee - Main Features of Panchayat Raj Legislation (73rd Amendment) - **Structure of Panchayat Raj System:** Village Panchayat, Block Panchayat, District Panchayat - **Functions of Panchayat:** Civic amenities, Social welfare activities and Development work, Resource of Panchayat – State Control over Panchayat Raj Institution – *Problems of Panchayatraj system.*	11
Unit IV	**Community Development Administration & Planning**: Organization setup and Administration from National, State and Local level - **Planning for rural development:** Planning process, Multi level planning, National, State, District and block level planning – Role of Panchayat Raj Institutions in Planning – *Grama Sabha* – Lacuna in Planning.	10
Unit V	**Community Development Programme**: **Training Institution:** NIRD, SIRD – Role of CAPART and NABARD in Rural Development – **Salient features of Rural Development Programmes :(Central and State Government Programme).** SGSY (Swarnajayanti Gram Swarzar Yojana), SGRY (Sampoorana Gram Rojan Yojana), IAY (Indra Awaas Yojana), PMSG (Prime Minister Gramiya Sutak Yojana), IWDP (Integrated Watershed Development Programme), Housing (Up gradation of Hutcha Houses), GTT (Gram Thaniraivu Thittam), THADCO Schemes (Tamilnadu Housing and Adi Dravida Development Corporation), MGNREGS (Mahatma Gandhi National	11

	Rural Employment Guarantee Scheme), SFDA (Small Farmer's Development Agency), MFDA (Marginal Farmer's Development Agency), ICDS (Integrated Child Development Scheme) and Tamilnadu Government Social Welfare Programme	
	TOTAL	52

***Italicized* texts are for self study**

Books for Study:
- Jerry W. Robinson, Jr., Gary Paul Green (2010) *Introduction to Community Development***,** edited by Sage Publications.
- Vasnt Desai (2005) *Rural Development in India – Past, Present and Future a Challenge in the Crisis*, Himalaya Publishing House, Mumbai.

Books for Reference:
- Goel, S.L. and Shalini Rajneesh (2003) *Panchayati Raj in India – Theory and Practice,* Deep and Deep Publications, New Delhi.
- Dubey, M.K, (2000)*Rural and Urban Development*,Common Wealth, New Delhi.
- Mathur,B.L,(2000)*Rural Development and Cooperation*,RBSA Publishers,Jaipur.
- Ram K. Verma, (1996) *Development Infrastructure for Rural Economy*, , Print well , Jaipur.
- Aruna Sharma and Rajagopal (1995) *Planning for Rural Development Administration*, Rawat, New Delhi.
- Mahajan, J.M, (1993) *Employment Through Rural Development towards Sustainability*, Deep and Deep, New Delhi.
- Singh.Dr, (1990) *Panchayat Raj and Rural Organisations*, Ministry of Information and Broadcasting, New Delhi.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	S	M	M	S	S
CO3	M	S	S	S	S
CO4	M	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	**Programme Title :**	Master of Social Work	
Course Code:	19PSW2F2	**Title**	**Batch :**	2019-2021

Hrs/Week:	-	Field Work Practicum – II	**Semester**	II
			Credits:	05

Courses Objectives
- To develop the Skills and Knowledge of understanding clients. .
- To practice the theory in the field.

Course Outcomes (CO)

K1	CO1	To recollect the nature and behavior of clients
K2	CO2	To understand the development and relationship with client
K3	CO3	To Practice the Social Work methods in different settings

Methodology: Placement of students in agencies like Schools, NGOs, Government organizations, etc., Report submission, Individual conference, Group conference and Power point presentation.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	L	L	S	M
CO2	M	M	S	M	S
CO3	M	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	**Programme Title :**	Master of Social Work	
Course Code:	19PSW2N1	**Title**	**Batch :**	2019-2021

		Disaster Management	**Semester**	II
Hrs/Week:	1		**Credits:**	02

Course Objectives
- To acquire the knowledge of Disaster and their types
- To learn the Disaster Management Techniques
- The importance of Disaster Management in special population

Course Outcomes (CO)

K1	CO1	To develop an understanding of Disasters and Disaster Management
K2	CO2	To gain knowledge of various disaster management strategies
K3	CO3	To apply the various Social Work intervention in dealing with disaster victims
K4	CO4	To evaluate the international and national policies, institutional mechanisms in disaster services

Syllabus

Unit	Content	Hours
Unit I	**Disaster**-Meaning, Concept-Natural Disaster- Floods, Earthquake, Drought, Volcanoes, Forest Fires, Coastal Hazards, And Landslides. *Characteristics of various natural disasters.*	3
Unit II	**Manmade Disaster**-Chemical and Industrial Accidents, Accidental explosions,Road Traffic accidents, Bomb blast, Nuclear Disasters, Pollutions. Difference between natural and manmade disasters,	2
Unit III	**Factors influencing Natural and Manmade disaster**-political, economic, social, cultural, Ideological, Ecological, institutional, scientific and technological. Disasters and Development-causes and consequences. Role of Government and Non government organization in Disaster management. The Disaster Management Act, 2005.	3
Unit IV	**Disaster Management**-Control plan, emergency preparedness. Disaster management cycle-Post disaster review, results of exercises, prevention, and mitigation. *Intervention of State in Disaster.*	2
Unit V	**Social Work Intervention with Disaster Affected Women and Children & Oldage:** Impact of disaster in children –Strategies for relief and rehabilitation – General guideline for working with women – role of professional Social Workers in the area of disasters – Rehabilitation and psycho social care- role of international organization in disaster relief and management	3
	TOTAL	13

*Italicized texts are for self study

Teaching Methodology: Power point Presentations, Seminar ,Quiz, Assignment, Case study

Books for study:
- Caroline Brassard, David W. Giles, Arnold M. Howitt (2014) Natural *Disaster Management in the Asia-Pacific: Policy and Governance* Springer Publications.
- Shanmugavelayutham, K.(2007) *Disaster Management,* Chennai ,For you Child

Books for reference:
- Goel.S.L, (2006) *Encyclopedia of Disaster Management, Vol.No.1, 2, 3,* Deep and Deep, NewDelhi.
- Taori (Kamal) (2005) *Disaster Management Through Panchayat Raj*, Concept Publishers,   NewDelhi.
- Goel, S.L. & Ramkumar (2001) *Disaster Management*, Deep and Deep, New Delhi.
- Abarquez I and Murshed Z (2004) *Community Based Disaster Risk Management: Field*
- *Practitioners' Handbook.* Asian Disaster Preparedness Center, New Delhi:
- Anderson M and Woodrow P(1998) *Rising from the Ashes: Development Strategies in*
- *Times of Disaster.* ITDG Publishing, London
- Blaikie P, Cannon T, Davis I and Wisner B. (2004) *At risk: Natural hazards, people's*
- *Vulnerability and Disaster.* Routledge, London.
- Carter I. (2002) *Preparing for disaster PILLARS Guide,* Tearfund UK.
- Carter I. (2003) *Mobilising the community,* PILLARS Guide, Tearfund UK.
- Deshpande, B.G. (1996) *Earthquakes. Animals and Man.* Gurgaon : JAC Trust.
- Heijmans A and Victoria L (2001) *Citizenry Based and Development Oriented Disaster*
- *Response.* Centre for Disaster Preparedness Philippines.
- Mohan, Mun asinghe and Clarke Caroline (1992) *Disaster Prevention for Sustainable Development*, Economic and Policy Issues. Geneva.
- Tearfund UK. (2004) *Development and Risk Reduction* in the Indian State of Andhra Pradesh.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	S	M
CO2	S	M	M	M	S
CO3	S	S	S	S	S
CO4	M	S	S	S	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW2N2	**Title**	**Batch :**	2019-2021
		Guidance and Counseling	**Semester**	II

Hrs/Week:	1		Credits:	02

Course Objectives

- To have basic understanding on Counseling and characteristics of counselor & counselee
- To acquire knowledge of theories which would help the students to implement in Counseling
- To study the different settings of Counseling

Course Outcomes (CO)

K1	CO1	To acquire the fundamentals of Counseling
K2	CO2	To understand the Counseling process and types
K3	CO3	To analyze the knowledge of various theories and approaches in Counseling
K4	CO4	To apply the Counseling skills in different setting

Syllabus

Unit	Content	Hours
Unit I	**Guidance: Meaning,** Definition, Nature, Functions and Importance, limitations-Types: Educational Guidance, Vocational Guidance, and Personal Guidance.	3
Unit II	**Counselling:** Meaning and Definition, Characteristics, Goals of counseling - present status of Counseling - prospect of Counseling practice – Difference between Counseling, Advice and Guidance.	2
Unit III	**The Portrait of a Counselor and Counselee:** Personal and professional characteristics / qualities of a counselor; Values and Ethics in Counseling, checklist for counselor. Characteristics of a counselee (client); Skills of a Client – Self-Exploration, Non-Defensive Listening and Dynamic Self-Understanding	3
Unit IV	**Counseling Skills & Process:** Counseling Skills -Attending & listening, Communication, Confrontation, Concreteness, Paraphrasing, Focusing, Summarizing, Reflection of the feelings, Self-Disclosure, Identification of attitudes and feelings Counseling process- Problem exploration & identification - Analysis and diagnosis -Intervention strategies - *Evaluation and termination of session*	2
Unit V	**Counseling in Different Settings:** Counseling in Educational Institutions, Industry, Career Counseling, HIV/AIDS Counseling, De-Addiction Counseling, Death And Bereavement Counseling , Suicide Counseling, Marital counseling (Premarital and post marital) Family counseling, *crisis intervention.*	3
	TOTAL	13

*Italicized **texts are for self study**

Teaching Methodology: Lecture, Group discussions, Seminar and Assignment

Books for Study:

- Gururani, (2005) *Guidance & Counselling: Educational, Vocational & Career Planning*,

- Akansha Publishing House, New Delhi.
- Sharma, Ram Nath, (2001) *Counselling and Guidance*, Surjeeth Publications, New Delhi.
  Gelso, Charles J, *Counselling Psychology*, Prism Book Pvt. Ltd, Bangalore.

Books for Reference:
- Sharma, Ram Nath, (2001) *Counselling and Guidance,* Surjeeth Publications, New Delhi.
- Woofe, R & Dryden.W, (1996) *Handbook of Counselling Psychology*, Sage, New Delhi.
- Dave, Indu, (1991) *The Basic Essentials of Counselling*, Sterling Publishers, N.D.
- Prahanthem.B.J, (1988) *Therapeutic Counselling*, Christian Counselling Centre, Vellore.
- Patterson, Lewis.E,(1981) *The Counselling Process*, Tata McGraw Hill Publishing CompanyLtd. New York.
- Kottler, J.A. and *Introduction to Therapeutic Counselling*,

Mapping

PSO\CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	S	M
CO2	S	M	S	M	M
CO3	S	S	S	M	S
CO4	S	S	S	S	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW307	Title		Batch :	2019-2021
		Social Policy and Social Welfare Administration		Semester	III
Hrs/Week:	4			Credits:	04

Course Objectives

- To be acquainted with the Social Welfare Policies in India
- To understand the Social Welfare Administration and its process

Course Outcomes (CO)

K1	CO1	To gain knowledge about social policy and the administration of Human service organizations
K2	CO2	To understand the welfare policies of the government
K3	CO3	To analyze the existing major Social issues and problems in India
K4	CO4	To establish the skill of establishing a human service organization

Syllabus

Unit	Content	Hours
Unit I	**Social Policy:** Definition, Need, Evolution and sources of social policy - **Policies regarding:** Backward classes, Scheduled castes, Scheduled tribes and De-notified communities - **Social welfare policy:** Definition, policies regarding Women, Family, Child, Youth, *Elderly and Differently Abled.*	10
Unit II	**Social Welfare Administration:** Concept, evolution, need, principles, techniques and functions - **Field of administration:** Family and Child welfare, School, Youth welfare, Disabled, Disaster relief, BC, SC and ST - **Models-** Familial model, Residual model, Mixed economy model, Model of State control - **Welfare organizations:** Central and State social welfare boards and their functions, Functions and problems of voluntary organizations in India.	11
Unit III	**Process of Social Welfare Administration:** Planning, Policy formulation Programmes, Implementation Strategy, Action, Decision making, Personnel Administration, Supervision, Staff Development, Financial administration, office management, office automation, fund raising, public relation and publicity communication, co-ordination, evaluation, reporting - The duties and responsibilities of office bearer and the executives, *the role of the general body and the governing board.*	10
Unit IV	**Social legislation:** Concept need and scope. Social legislation as an instrument for social control, social change, social justice, social defense and social reform. History of social legislation in India - **Legislations pertaining to women – An over view of the Act:** Dowry Prohibition Act, 1961, Immoral Traffic Prevention Act, 1986, Tamil Nadu Prohibition of Harassment of Women Act, 2000, Workplace Sexual Harassment Act 2013, Medical Termination of Pregnancy Act, 1971, The Domestic Violence Act, 2005	10
Unit V	**Overview of Major Social Legislations in India** **Legislations pertaining to marriage and divorce:** Hindu Marriage Act 1955, The Indian Christian Marriage Act, 1872, The Muslim Marriage Act, 1954, and Special Marriage Act, 1954 - **Legislations pertaining to children:** Hindu Adoption and Maintenance Act, 1956, The Guardian and Wards Act, 1890, Child Labour (abolition & regulation) Act 1986. Juvenile Justice (Care and Protection) Act 2000, Child Marriage Restraint Act, 1929, Right to Education Act, 2010 -	11

	Legislations pertaining to social problems: Protection of Civil Rights Act, 1976, The Mental Health Act, 1987, The Bonded Labour Abolition Act 1976, Transplant of Human Organs Act 1994, Persons with Disabilities Act, 1995, Right to Information Act 2005, The Disability Act 2005 - *Legal Aid and Public Interest litigation (PIL).*	
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar and Assignment

Books for Study:

- S.Rengasamy (2009), *Social Welfare Administration* Madurai institute of social science
- Baldock John & Manning Nick (1999) *Social Policy*, Oxford University, Delhi.
- Goel, S.L and Jain, R.K (1998) *Social welfare Administration Vol .I-III,* Deep and Deep, New Delhi.
- Sachdeva, D.R, (1993) *Social Welfare Administration in India*, Kitab Mahal, Allahabd. Delhi.

Books for Reference:

- Rameswari Devi & Ravi Prakash (1998) *Social Work and Social Welfare Administration: Methods and Practice (Vol. I – III)*, Mangal Deep, Jaipur.
- Kulkarni.P.D, (1996) *The Central Social Welfare Board*, Asia, New Delhi.
- Devi Laxmi, (1993) *Encyclopaedia of Women's Development and Family Welfare (Vol. I-V)*, Anmol, Lucknow.
- Rupa.C, (1992) *Reservation Policy – Mandal Commission and After*, Sterling, New Delhi.
- Prashad.R.K, (1990) *Population Planning Policy and Programme*, Deep & Deep, New Delhi.
- Batattacharia sanjay (2006) *Social work administration and development*, Rawat NewDdelhi.
- Choudry D.Paul; (2000) Social *Welfare Administration*, Atmaram and sons, Lucknow.
- Choudry .D. Paul (1991) *Voluntary social welfare in India*, Sterling, New Delhi.
- Friedlander.W.A (1958) *Introduction to social welfare* Prentice Hall New Delhi.

Mapping

PSO / CO	**PSO1**	**PSO2**	**PSO3**	**PSO4**	**PSO5**
CO1	S	M	M	S	S
CO2	S	M	M	M	M
CO3	M	S	S	M	S
CO4	M	S	M	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW3S4	Title		Batch :	2019-2021
		Labour Welfare and Labour Legislation -II		Semester	III
Hrs/Week:	4			Credits:	04

Course Objectives
- To attain knowledge on Labour related legislations for better practice.

Course Outcomes (CO)

K1	CO1	To gain knowledge about labour welfare and labour legislations
K2	CO2	To understand the different labour legislations
K3	CO3	To acquire competency to apply knowledge of labour welfare and labour legislations in social work practice
K4	CO4	To analyze the Labour problems and take appropriate steps to deal it.

Syllabus

Unit	Content	Hours
Unit I	**Labour welfare:** Principles of Labour Welfare – Theories of labour welfare - Administration of labour welfare at Central and State level.	10
Unit II	**Social security**: Concept of social security– The E.S.I Act 1948 – The Employees Provident Fund and Miscellaneous Provisions, Act 1952 – The Employees Pension Scheme, Act 1995 – The Payment of Gratuity, Act 1972 – The Employee Compensation, Act 2010 - The Maternity Benefit, Act 1961, *Social insurance & social assistance.*	11
Unit III	**Wage:** The concept, meaning of wage, factors of wage fixation, Theories of wages, Functions of wage boards –The Payment of Wages, Act 1936 – The Minimum Wages, Act 1948 – The Equal Remuneration, Act 1976 – Concept of bonus: The Payment of Bonus, Act 1965.	10
Unit IV	**Labour welfare under variouslegislations**: The Plantation Labour, Act 1951, The Mines Act 1952 – The Motor Transport Workers, Act 1961 – The Tamilnadu Manual Workers Act 1999-– The Tamilnadu Industrial Establishment (National & Festival Holidays) Act 1951. The concept of Labour Welfare Fund: The Tamilnadu Labour Welfare Fund, Act 1972- The Interstate Migrant Workers, Act 1979.	11
Unit V	**ILO**: Objectives, Need and Importance and Functions of ILO, Recommendations & impact in India – The scheme of workers education: Meaning, objectives, importance, need & administration - *Importance of Fund Culture in Industries.*	10
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar and Assignment

Books for Study:
- Tripathi.P.C (2005) *Personnel Management and Industrial Relations,* Sultan Chand and Sons New Delhi.
- Kapoor, N.D., 2002. Industrial Law, Sultan Chand Publications, New Delhi.

Books for Reference:

Kumar, Anil., 2003. Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws, Deep and Deep Publications, New Delhi.

Narindar.K. J (2006) India: Manpower, Employment Policy and Labour Welfare, Eastern Book Corporation, New Delhi.

- Memoria.C.B,(1999) *Dynamics Of Industrial Relationship in India,* Himalaya, Bombay.
- Subba Rao P, (1999) *Essentials of Human resource and Industrial Relations*, Himalaya, New Delhi.
- Srivathsava.V (1998) *Industrial relations and Labour Laws,* Vikas, New Delhi.
- Sharma.A.M, (1984) *Industrial Relations Conceptional And Legal Frame Work*, Himalaya, Bombay.
- Subramainan,K.N, (1967) *Labour Management Relations In Tamil Nadu*, Madras: Book Agency, I, II, III.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	L	M	M
CO2	S	S	M	M	M
CO3	M	S	M	M	S
CO4	S	M	M	M	S

S-Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW3S5	Title	Batch :	2019-2021
		Hospital Administration- (Special Paper II)	Semester	III
Hrs/Week:	4		Credits:	04

Course Objectives
- To understand types of Hospitals in India and their work.
- To acquaint the knowledge on Health Law and modern trends in Hospital Administration.

Course Outcomes (CO)

K1	CO1	To know about Hospitals administration
K2	CO2	To understand the types of Hospital and its planning
K3	CO3	To acquire the knowledge on Health Law and modern trends in Hospital Administration
K4	CO4	To analyze major Health issues.

Syllabus

Unit	Content	Hours
Unit I	**Meaning of Hospital -** Evolution of Hospitals from charity to modem hospital- classification of hospitals - Public, Private, Teaching –cum Research Hospital, General, Special, Multi specialty ,Super specialty, Trust, - Small or Large Size Hospitals	10
Unit II	**Planning a Hospital –** SWOT analysis and approvals from various departments. The Planning Process - Choosing a Site, Location and Access, Building - Space Utilization, Physical Facilities - residential facilities requirements of various types of Wards;, Emergency services in Hospital - Different departments required in the hospital, _Outpatient services and In-patient services._	11
Unit III	**Hospital Administration–** Nursing Care and Ward Management – Meaning –Importance —Documentation and records. Emergency Services: Ambulance service –Meaning -Importance. Housekeeping – General rules of safety in the laboratory - Blood bank management. Linen and Laundry: Meaning –Importance -Type of service. Dietary Services and Hospital Diets: Important and functions –Food distribution.	10
Unit IV	**Health Related Laws:** Medico Legal cases, Medical ethics-Code of Medical council of India, Medical Negligence-Birth and death registration act 1969-Drugs and cosmetics Act 1940 - Prenatal Diagnostic techniques (Regulation and Prevention of misuse) Act 1994. The Indian Medical council Act 1956-Consumer Protection Act 1986- The Environment Protection Act 1986 & Bio medical waste (Management and Handling Rules) 1998.	11
Unit V	Modern Trends in Hospital Administration -**Medical Tourism- Hospital Accreditation:** National Accreditation Board for Hospitals **,** _Joint_ Commission on Accreditation of Healthcare Organizations – ISO certification-Telemedicine -**Disaster management in hospitals**: Internal and External Management -Patient safety – Factors affecting patients safety- _Measures in ensuring patient Safety._	10
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology; Lecture, Power point Presentations, Group discussions, Seminar and Assignment

Books for Study:
- Sharma Yashpal (2013) Hospital Administration: Principles and Practices PHI Learning Pvt.Ltd Publications
- Rabick & Jonathan (1983) *Hospital Organization and Management*, London.

Books for Reference:
- Goal.S.L, (1981) *Health care Administration*, Sterling, New Delhi.
- WHO Expert Committee (1968) *Hospitals Administration*, WHO Technical Report.
- Davies.R Lewelyn etal, (1966) *Hospital Planning & Administration,* WHO, Geneva.
- WHO Expert Committee (1957) *Role of Hospital in Programme of Community Health Protection*, WHO Technical Report Services.
- Benjamin Robert,etal(1983) *Hospital Administration Desk Book* Prentice hall, Newjerky
- Davies R Lewelynetal(1966) *Hospital planning &administration* Geneva.
- Goal S L(1981) *Health care Administration*, Sterling, New Delhi.
- Rabick & Jonathanetal(1983) *Hospital organizationand Management,*Spectrum, Lomdon
- WHO Expert Committee (1957) *Role of Hospital in Programme of Community health protection.* WHO technical Report services.
- WHO Expert Committee(1968) *Hospitals Administration* WHO Technical Report Services.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	M	S	S	M	S
CO3	M	S	M	M	S
CO4	S	S	S	S	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:

Signature: | Name:

Signature: | Name:

Signature: | Name:

Signature: |

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW3S6	Title		Batch :	2019-2021
		Social Development (Special Paper II)		Semester	III
Hrs/Week:	4			Credits:	04

Course Objectives
- To acquire the basic concept of Social development

Course Outcomes (CO)

K1	CO1	To obtaining the knowledge of Social Development
K2	CO2	To understand the development factors in Social Development
K3	CO3	To apply the various theories in Social development
K4	COE	To Evaluate life skill techniques

Syllabus

Unit	Content	Hours
Unit I	**Development**: Concept, Dimensions and approaches to development – Growth and Progress – Differences between growth and Development – **Sustainable development:** Meaning, strategy – Social Change and Sustainable development - problems of developing countries – Marginalization of Human values.	10
Unit II	**Social Development**: Definition, Characteristics, Models, and Strategies – **Measurement of Social Development:** Social and Economic indicators – Social cost benefit analysis – Challenges of Social Development – Measures to promote Social Development — Social Work and Social Development-*Voluntary Action for Social Development.*	10
Unit III	**Economic Development**: Meaning, Factors, Determinants and barriers of Economic Development – **New Economic Policy:** Meaning and Objectives of New economic policy and its impacts on society, culture, education and labour - Liberalization**:** Meaning, Features, evaluation of Liberalization – **Privatization:** Definition, Objectives, Argument in favour and against privatization.	11
Unit IV	**Globalization:** Definition, Purpose, effects – Pros and Cons of Multinational Companies in social development, Impact of globalization in India – Millennium Development Goals (MDGs) – Brief outline of current five year plan. **Empowerment:** Meaning, importance, empowerment of women, children, minorities, depressed class, challenged people - programme.	11
Unit V	**Life Skills**: Meaning, Concept and Definition - Ten Core life skills recommended by WHO- advantages of life skills – Difference between Life Skills and other Skills - Interaction between Life – Skills - Implications of Theories for Developing Life Skills- Life Skills and Counseling - Life skills approaches/ intervention for Children, Adolescences, Youth - *Gender Equality and life skill based education*	10
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentation, Seminar , Assignment, Experience Discussion and Brain storming.

Books for Study:
- James Midgley 2013 *Social Development: Theory and Practice* SAGE Publications Ltd
- Tripathi.P.C, (2005) *Human Resource Development*, Sultan Chand & Sons, New Delhi.

Books for reference
- Goel.S.L, & Kumar.R, (2004) *Administration and Management of NGO's,* Deep and Deep
- Harishkumar, (2004) *Social Work Vol. II & III*, ISHA, New Delhi.
- Kumar(Harish) (2004) Social Work: Issues of Civic Society Vol.I, Isha Books, New Delhi.
- Sanjay Bhattacharya (2003) *Social Work: An Integrated Approach*, Deep and Deep, New Delhi.
- Sapru.R.K, (2002) *Development Administration*, Sterling Publishers Pvt. Ltd, New Delhi.
- Kulkarni.D (1979) *Social Policy and Social Development in India,* Association of Schools of Social Work ,Madras.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	M	S	M
CO2	S	M	S	S	S
CO3	M	M	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	**Programme Title :**		Master of Social Work	
Course Code:	19PSW3S7	**Title**		**Batch :**	2019-2021
		Industrial Relations		**Semester**	III
Hrs/Week:	4			**Credits:**	04

Course Objectives

- To gain the knowledge on Industrial Relations and the factors influencing it.
- To understand The Industrial Disputes and Machineries available for settlement of disputes.
- To gain knowledge on Legislations related to Industrial Relations.

Course Outcomes (CO)

K1	CO1	To gain the knowledge of Industrial Relations.
K2	CO2	To understand the concept, approaches and acts of industrial relations
K3	CO3	To apply the Industrial Disputes Act for employee
K4	CO4	To analyze the interpersonal relationship and negotiation skills

Syllabus

Unit	Content	Hours
Unit I	**Industrial Relation-** Definition - Concept - Need, Importance, Scope, Objectives of industrial Relations – Factors influencing Industrial Relations, Bipartite and Tripartite bodies in Industrial Relations – Joint management committee - Works committee- Indian labour conference - Standing labour committee- Settlement wage.	11
Unit II	**Ethical codes**: of Industrial Relations code of discipline in industry, causes and effects of industrial conflicts –Problem of short term employment contract and out sourcing – Concepts of Strike, Lock out, Lay off, Retrenchment and Closure. Employee discipline - Enquiry procedure and punishment. Need for industrial peace. Voluntary Retirement Services Compulsory Retirement Service	10
Unit III	**Legislation -**The Industrial Disputes Act- 1947. The Industrial Employment (Standing Order Act) 1946, The Tamilnadu Subsistence Allowance, Act 1981.	10
Unit IV	**Trade Union -**Definition, Concept, Structure and objectives of trade unions- Growth of Trade unionism in India -positive role of trade unions - major trade unions in India - problems and weaknesses of trade unions- measures to strengthen the functioning of trade unions, Indian Trade Unions Act- 1926.	10
Unit V	**The Concept of Collective Bargaining -** Objectives- Principles, Process -subject matter for Collective Bargaining -administration of collective agreements - Concept, objective, importance - forms of participation - workers participation in management in India - *limitations to workers participation.* **Case studies:** [i] Arrangement could be made for role-play / case study and discussion. (ii) Questions paper setter may be requested to give at least a case study analytical Critical answer.	11

	TOTAL	52

*Italicized texts are for self study

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar ,Assignment and Case study

Books for Study:
- Paul Edwar (2012) *Industrial Relations: Theory and Practice* John Wiley & Sons publication, Bratain.
- Memoria.C.B,(1999)*Dynamics Of Industrial Relationship in India,* Himalaya, Bombay.
- Sinha P.R.N. (2012) *Industrial Relations Trade Unions*, kindle edition. Publisher PHI Learning Private Limited.Tripathi.P.C, (2005) *Personnel Management and Industrial Relations,* Sulatan Chand and Sons New Delhi.

Books for Reference:
- Kumar, Anil. (2003) Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws, Deep and Deep Publications, New Delhi.
- Narindar, K. J. (2006) India: Manpower, Employment Policy and Labour Welfare, Eastern Book Corporation, New Delhi.
- Subba Rao P, (1999) *Essentials of Human resource and Industrial Relations*, Himalaya, New Delhi.
- Srivathsava.V, (1998) *Industrial relations and Labour Laws,* Vikas, New Delhi.
- Sharma.A.M, (1984) *Industrial Relations Conceptional And Legal Frame Work*, Himalaya, Bombay.
- Sharma A M, (1984) *Industrial Relations Conceptional and Legal Frame Work*, Himalaya Bombay.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	L	M	L
CO2	M	S	M	M	S
CO3	L	S	M	L	S
CO4	L	M	M	L	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:

Signature: | Name:

Signature: | Name:

Signature: | Name:

Signature: |

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW3S8	Title		Batch :	2019-2021
		Community Health In India (Special Paper III)		Semester	III
Hrs/Week:	4			Credits:	04

Course Objectives:
- To attain knowledge between Community Health and Public Health.
- To learn the Health Administration services of State and Central Government.

Course Outcomes (CO)

K1	CO1	To attain the concepts of Community Health
K2	CO2	To understand the Health Administration at State and National level
K3	CO3	To apply the various Health Policies in Community Health

Syllabus

Unit	Content	Hours
Unit I	**Concept:** Concept of Community health and Public health- Principle of Community health and Origin- Concept of Diseases, causation- Methods of intervention- community diagnosis and treatment.	10
Unit II	**Epidemiology –** Meaning and Concept- mortality rates and ratios, Health indicators by WHO,BMI- Epidemiological methods – observational and experimental studies- Environmental and Health- Water Pollution, Air Pollution, Noise, Humidity, global warming and disposals of wastes. *Role of social worker on environmental health*	11
Unit III	**Health administration** at the National and State and District levels- Primary Health Centers- Structure and functions – Corporation and Municipal health services. Health Policies and health planning – Shortcoming of Health policies, Review of current reports on health – Govt. of India and Govt. of Tamil Nadu	10
Unit IV	**Health planning in India :** Various health committee reports, Eleventh Five year plan and health, Rural health mission & Urban Health mission, Tamil Nadu Chief minister health scheme - Health policy - National health policy, National and State health programmes, Millennium Development Goals, National AIDS control policy , and other policies pertaining to health.	10
Unit V	**Partners in health care-** Role of NGOs, Health networks, Corporate sector, Educational institutions and religious institutions – Preventive, Promotive and Rehabilitative aspects of health. – Specific skills required for Medical Social Worker. National and International organizations working in the areas of health- MH&FW, NACO, TANSAC , FHI, Helpage India, USAID,WHO, UNICF, Asian Development Bank, *Role and function of Community Social Worker.*	11
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar ,Quiz and Assignment

Books for Study:
- Ajit, (2005) *Social Dimensions of Health*, Rawat Publications, New Delhi.

Books for Reference:
- Park and Park (2003) *Text Book of preventive and social medicine*
- Mishara, (2000) *Indian Health Report* ,Oxford University Press, Delhi
- Bajpai, (1998) *Social Work Perspectives on Health,* Rawat Publications, New Delhi.
- Narayana, (1997) *Health and development* , Rawat Publications, New Delhi.
- Pokrana, (1994) *Social Beliefs, Cultural practices in Health and Disease,* Rawat Publications, New Delhi.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	S	M
CO2	S	M	S	S	S
CO3	S	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	**Programme Title :**		Master of Social Work	
Course Code:	19PSW3S9	**Title**		**Batch :**	2019-2021
		Welfare Of Weaker Section		**Semester**	III
Hrs/Week:	4	(Special Paper III)		**Credits:**	04

Course Objectives

- To know the Weaker section and their development in India
  To study the Empowerment of women

Course Outcomes (CO)

K1	CO1	To gain the knowledge on concepts of Weaker section and developments
K2	CO2	To understand the issues of Bonded Labour and rehabilitative measures
K3	CO3	To apply the Social Work skills in women Empowering
K4	CO4	To analyze the existing major problems of Weaker section

Syllabus

Unit	Content	Hours
Unit I	**Weaker section:** Definition, concept, criteria for classification of weaker sections; Meaning of Scheduled castes, Schedule tribes, De-notified communities, Nomadic and nomadic communities and Most backward classes – Administrative setup at the Central, State and District levels for the development of weaker sections.	10
Unit II	**Untouchability:** Historical, Sociological and Psychological Perspectives of Untouchability – Origin of Untouchability: Traditional Theory, Racial Theory, Theory of Ceremonial /Occupational Purity and Occupational Theory – Causes of Untouchability - Harmful effects of the practice of Untouchability – Role of Social reformers and voluntary agencies in the removal of Untouchability – Constitutional and legislative measures for the eradication of Untouchability – Failure of constitutional measures in abolishing Untouchability.	11
Unit III	**Scheduled caste:** Definition – Ecological distribution – Demographic, social and economic characteristics of Scheduled Castes – Problems of the Scheduled Castes - Ideologies relating to the development of weaker section – Programmes and policies of government and Nongovernmental organizations for the welfare measures of Scheduled Castes and its effects and impact. **Scheduled tribes:** Definition, characteristics, problems of Scheduled tribes – Types of tribal movements – Causes of tribal unrest – Approaches to solve tribal problems – *Welfare programmes of the government and outcomes.*	10
Unit IV	**Bonded labour:** Definition, meaning, features, causes, measures taken by the government to abolish it - rehabilitative measures taken by the government and NGO's – Role of Social Workers.	10
Unit V	**Status of women and empowerment:** Status of women in ancient age – Medieval age – Modern age – Problems of Women in modern India – Development and welfare of women – Empowerment of women – Constitutional provisions to safeguard the interest of women —— Impact of globalization on Women development- Significance of Women day	11

	and origin, *Role of NGO's in the empowerment of women.*	
	TOTAL	52

**Italicized* texts are for self study*

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar ,Quiz and Assignment

Books for Study:
- Shankar Rao.CN (2006) *Sociology of Indian Society*, S.Chand, Delhi

Books for Reference:
- Shiri Ram Bakshi, Kiran Bala, (1999**)** *Development of Women, Children and Weaker Sections:Social status and role of women*
- Government of India, (1999) *Economical and Educational Development of scheduled castes*,
- Govt of India, New Delhi.
- Puroshothaman, (1998) *The Empowerment of women in Sangeetha India*, Sage, New Delhi.
- Dabra.C.D, (1984) *Development of Weaker Sections*, New Delhi.
- Borede P.T, (1968) *Segregation and Desegregation in India –Socio Legal Study*, Mankolas,Bombay.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	S	S	S	M
CO2	S	S	S	M	S
CO3	M	S	S	S	S
CO4	M	M	M	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	**Programme Title :**	Master of Social Work	
Course Code:	19PSW3F3	**Title**	**Batch :**	2019-2021
		Field Work Practicum – III	**Semester**	III
Hrs/Week:	-		**Credits:**	05

Courses Objectives
- To practice and apply the theoretical knowledge in the field.

Course Outcomes (CO)

K1	CO1	To recollect the nature and Behavior of clients
K2	CO2	To understand the development and relationship with client
K3	CO3	To Practice the Social Work methods in different settings

Methodology: Placement of students in agencies like Schools, NGOs, Government organizations, industries , etc., Report submission, Individual conference, Group conference and Power point presentation.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	L	L	S	M
CO2	M	M	S	M	S
CO3	M	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW3E3	Title		Batch :	2019-2021
		Corporate Social Responsibility and Social Marketing		Semester	III
Hrs/Week:	4			Credits:	04

Course Objectives
- To gain knowledge about Corporate Socio Responsibility in India & International
- To understand the concept of Marketing and their tools

Course Outcomes (CO)

K1	CO1	To gain knowledge on the impact of CSR implementation on corporate culture
K2	CO2	To understand the scope and complexity of corporate social responsibility (CSR).
K3	CO3	To apply the skills to frame CSR policies and practices appropriate to the Indian☐ workplace

Syllabus

Unit	Content	Hours
Unit I	**Corporate Social Responsibility in Indian context and International:** CSR – Definition, concepts, overview of corporate social responsibility in India and International, Concentration areas- Health, Education and Environment need to be social responsible - Legislation.	10
Unit II	**Corporate community participation-** Corporate, NGO, Government, Citizen, need for partnership, need assessment, corporate perspective on building successful partnership, tools and techniques. Roles and skills – Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public speaking, Teaching, Supervising, writing. **CSR policies** and activities: ISO –Standard on CSR, International standards and norms – *Government Policies on CSR and proper guidance*.	10
Unit III	**Market**: Concepts, Functions, Classification of market – **Social Marketing:** Definition, Nature and Scope - Social marketing challenges – Conceptual Frame Work of Social Marketing -Need for social marketing - problems of Social Marketing **Social marketing strategies and applications:** Social market segmentation - product strategies - marketing mix -pricing strategies - promotion strategies - *Role of Government and NGOs in social marketing.*	11
Unit IV	**Marketing tools:** Types of advertising, merchandising, give a ways, competitions, promotions, website and text messaging - **Media tools:** Media invitations, photo-calls, press releases, TV opportunities, radio interviews - **Promotional tools:** Flyers, Posters, Invitations, Website, Newsletters, Magazines, Blogs, Tweets, **Specialist areas:** Celebrity endorsement, Ministerial/Presidential visits, security-personal.	11
Unit V	**Case Study:** L&T,ACC,INFOSYS, Bharat petroleum CORPORATION LTD, Maruti Suzuki India Ltd. Hindustan Unilever Ltd, Reliance Industries Ltd, GAIL (India) Ltd.	10

	TOTAL	52

Italicized texts are for self study

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar , Assignment and Case study

Books for Study:
- CV. Baxi (2005) *Corporate Social Responsibility – concepts and cases.*
- Dr.M.Mahmoudi, (2005) *Global Strategic Management*, Deep & Deep Publications Pvt.Ltd, Delhi.

Books for Reference:
- SK.Bhatia, (2005) *International Human Resource Management – Global Perspective*, Deep & Deep Publications Pvt. Ltd, Delhi.
- Harsh Shrivastava, (2000) *The business of social responsibility – books for change*, Bangalore.
- Kotler, *Marketing – An Introduction*, Pearson Education
- Gupta, Dr. S.L & Varshney .R.L Dr, *Marketing Management*, Sultan Chand & Co, New Delhi.
- Natarajan.L. Dr, *Service Marketing*, Margham Publications, Chennai.
- Balu. V. Dr*, Marketing Management*, Sri Venkateshwara Publications, Chennai.
- Gupta C.B Dr and Rajan Nair, N. Dr, *Marketing Management*, Sultan Chand & Co, New Delhi Social Marketing by Philip Kotlaw.

Mapping

PSO \ CO	**PSO1**	**PSO2**	**PSO3**	**PSO4**	**PSO5**
CO1	S	M	S	M	M
CO2	S	M	M	M	S
CO3	M	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW3E4	**Title**		Batch :	2019-2021
		Livelihoods and Development		Semester	I
Hrs/Week:	4			Credits:	04

Courses Objectives
- To provide the required knowledge to understand the importance of livelihoods
- To inculcate livelihood development among social work trainees.
- To understand the importance of social work intervention.
- To understand the need and importance of strategies of livelihood.

Course Outcomes (CO)

K1	CO1	The acquired the conceptual knowledge of the fundamentals of livelihoods.
K2	CO2	To Understand the Development and impact of livelihoods.
K3	CO3	To analyze the techniques of livelihoods.
K4	CO4	To investigate and evaluate the skill of social work intervention

Syllabus

Unit	Content	Hours
Unit I	**Concept and meaning of livelihood**; Structural inequality and poverty-land ownership/entitlements and alienation, indebtedness; Issues of livelihood and food security; hunger and starvation.	10
Unit II	**Developments:** Common property resources and implications for the poor and marginalized. Impact of globalization and climate change on sustainable livelihood. Micro Finance and Micro Enterprises as listing solution to livelihoods of the poor.	10
Unit III	**Livelihood analysis**: portfolio, magnitude and sustainability, sub-sector analysis and livelihood promotion; Micro – planning – tools, approaches and types; stakeholder analysis; capacity building of stakeholders.	11
Unit IV	**National and regional strategies** for sustainable livelihood of diverse populations like the slum dwellers, urban and rural poor, tribal communities and project affected persons. Regulatory/ promotional/market institutions and mechanisms; integration of diverse stakeholders for win-win partnerships.	11
Unit V	**Social Work intervention:** replication for best practices, social audit and social costs of macro and micro level development planning, right-based approaches and advocacy for sustainable livelihoods; Self- help, community organizing and social action as strategies for meeting	10

	livelihoods & entitlements.	
	TOTAL	52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar and Assignment.

Books for Study:
- Morse, Stephen, McNamara, Nora. Sustainable Livelihood Approach: A Critique of Theory and Practice. Springer. 2013.

Books for References:
- Edward Royce. Poverty and Power: The Problem of Structural Inequality Paperback. Rowman and Littlefield Publication, USA.2008.
- Fikret Berkes (Editor). Common Property Resources: Ecology of Community-Based Sustainable Development. John Wiley & Sons. 1989
- Naresh Singh. Governance for Poverty Eradication And Sustainable Development: Issues In Development Co-operation.
- Morse, Stephen, McNamara, Nora. Sustainable Livelihood Approach: A Critique of Theory and Practice. Springer. 2013.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	S	M
CO2	S	M	M	S	S
CO3	M	S	S	S	S
CO4	M	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW4S10	Title	Batch :	2019-2021
		Human Resource Management	Semester	IV
Hrs/Week:	4		Credits:	04

Course Objectives
- To obtain basic knowledge about Human Resource Management.
- To develop the knowledge and skills in handling Human Resource in an organization.

Course Outcomes (CO)

K1	CO1	To gain the knowledge on concept of Human Resource Management.
K2	CO2	To understand the various Methods, Techniques and Process in handling Human Resource in an organization.
K3	CO3	To develop the ability on social work orientation as it relates to social issues in the workplace.
K4	CO4	To analyze the challenges and problems prevailing in the organization.

Syllabus

Unit	Content	Hours
Unit I	**Personnel Management and Human Resource Management**: Definition, Growth and Evolution of Personnel management, Difference between PM & HR. **Human Resource Management:** Definition, Importance and Objectives – **Overview of Human Resource Management functions:** Operative and Managerial - Role of Human Resource Manager	10
Unit II	**Human Resource Planning:** Definition, Need, Process – **Job analysis:** Job Description, Job specification, Job evaluation – **Recruitment:** Meaning, Sources of Recruitment (internal and external), Recent trends in Recruitment - **Selection:** Meaning and Steps – *Placement and Induction*	10
Unit III	**Training and Development:** Meaning, Importance, Purpose and Methods – Training Need Analysis and training Evaluation – **Human Resource Development:** Concept, Need, Interventions – **Performance Appraisal:** Objectives, Uses and Methods: Traditional and Modern methods (360&720 Degree KRI, KPI), Balanced Score Card system Barriers of Performance Appraisal - Career Planning, Succession planning and Competency Mapping and development.	11
Unit IV	**Wage and Salary Administration:** Concept and Methods – Types of Wages, Theories – Incentives – Other Benefits. Concepts-profit sharing –performance linked compensation, payroll software - career development strategies-importance –objectives-principles compensation	10

	packages-registers and records - HR Documents - HR audit - HR research - HR, Social compliance and Social audit.	
Unit V	**Strategy of quality management:- Job change: Promotion:** Meaning, Purpose, Types – Demotion, Transfer, Separation and exit policy– **Strategy of quality management:** Six Sigma, Kaizen, TQM, TPM, QMS, 5S - ISO Systems, ISO Certification Schemes, **ISO types:** ISO 9001, 14001, ISO/TS 16949 – Preparing an Organization for ISO Certification - **Quality assurance:** Mckinesey's 7s frame work, HR out sourcing – *PCMM.*	11
	TOTAL	52

*Italicized texts are for self study

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar and Assignment.

Books for Study:
- Maike Andresen, Christian Nowak *Human Resource Management Practices: Assessing Added Value* Springer international publishing Switzerland
- Chanra Harish (2006) *Human resource Development*, Rawat, New Delhi.
- Sharma Vijay (2006) *Dyanamics of Human resource Development*, ABD, Jaipur

Books for Reference:
- Tripathi.P.C, (2005) *Personnel Management and Industrial Relations*, New Delhi.
- Manoj Kumar Sekar (2000) *Personnel Management*, Crest, New Delhi.
- Mathur.B.L (1989) *Human Resource Development Strategies Approaches And Experiences*, Jaipur
- Katju.M, (1982) *Domestic Enquiry – Bombay*, Tripathi (P) Ltd, New Delhi.
- Memoria.C.B,(1980) *Personnel Management*, Himalays, Bombay
- Davar.R.S, (1977) *Personnel Management And Industrial Relations*, Rawat, New Delhi.
- Dale. H . Besterfield *Total quality management* III Edition.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	L	L	M	L
CO2	S	S	M	M	S
CO3	M	S	M	M	S
CO4	M	M	L	L	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	**Programme Title :**		Master of Social Work	
Course Code:	19PSW4S11	**Title**		**Batch :**	2019-2021
		Mental Health		**Semester**	IV
Hrs/Week:	4			**Credits:**	04

Course Objectives
- To Know the facts of Mental disorders
- To study different types of Mental Disorder in brief manner.

Course Outcomes (CO)

K1	CO1	To learn about the concepts related to mental health and mental illness and theoretical underpinnings related to it
K2	CO2	To understand concepts related to psychopathology, diagnosis and treatment
K3	CO3	To plan psycho-social interventions in preventive, promotive and curative services that work towards enhancing the dignity of persons living with mental illness.

Syllabus

Unit	Content	Hours
Unit I	**Mental Health**: Concept, Characteristics of Mentally Healthy Individual. Psychiatry: Definition, Historical Development and Growth of Psychiatry, Principles and promotion of mental health. Disorders of Perception, Thought, Speech, Memory, Emotion, And Motor Disorders	11
Unit II	**Classification in Psychiatry:** (ICD/ DSM) – Classification Psychoactive substance, Schizophrenia, Mood disorders, Anxiety, Behavioral syndromes, personality disorder, Intellectual disabilities, *Behavioral and emotional disorders*	10
Unit III	**Prevalence and Treatment Modalities**: Psychosis Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis, Organic Psychosis, Functional Psychosis.	10
Unit IV	**Personality disorders**- Three clusters of Personality disorders, their symptoms and management of Personality disorders. Organic Disorders- etiology, clinical manifestations and differential diagnosis of Dementia, Delirium, *organic amenity Syndrome*.	10
Unit V	**Alcoholic and substance abuse-** Components of alcoholism, Causes of alcoholism and Treatment of Alcoholism. Drug dependence– different types of drugs arbitrates, sedatives, cocaine, Heroine, Steroids, and Hypnotics. Trans cultural psychiatry- Cultural bound syndromes – their symptoms.	11
	TOTAL	52

*Italicized **texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar , Assignment and Case study

Books for Study:

- Bhatia.M.S, (2001) *Essentials of Psychiatry*, CBS, New Delhi.
- Niraj Ahuja, (1998) *Introduction to Psychiatry*, New Delhi.
- Maxcy Rosenau John M. Last (2014) *Public Health and Preventive Medicine*, McGraw-Hill Publications.
- Samson.G.Irwin, (2003) *Abnormal Psychology*, Prentice Hall, New Delhi.

Books for Reference:

- Robert.J.Walter (1998) *Psychiatry for Medical Students*, Medical Publishers, Chennai
- Abraham Varghese (1982) *Introduction to Psychiatry*, BI, New Delhi.
- James H.Seully (1979) *Psychiatry*, D.K, New Delhi.
- Omkarnath.G (1977) *Psychiatry- P.G. Test review*, CBS, New Delhi.
- Francis, C. M. (1991) *Promotion of Mental Health with Community Participation*.
- Kerela: The Center for Health Care Research and Education.
- Mane P. & Gandevia K. (1994) *Mental Health in India Issues and Concerns* Tata Institute of Social Sciences, Mumbai.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	S
CO2	M	S	S	M	M
CO3	S	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	**Programme Title :**		Master of Social Work	
Course Code:	19PSW4S12	**Title**		**Batch :**	2019-2021
		Urban Community Development		**Semester**	IV
Hrs/Week:	4			**Credits:**	04

Course Objectives
- To acquire knowledge on Urban community
- To evaluate the difference between Urbanization and Urbanism
- To learn the government schemes and projects based on Urban

Course Outcomes (CO)

K1	CO1	To gain knowledge on the issues and their implications in urban communities
K2	CO2	To understand urban social systems and their problems and the change processes in these communities
K3	CO3	To identify the government scheme and projects based on Urban Community Development

Syllabus

Unit	Content	Hours
Unit I	**Urban Community:** Meaning, characteristics, rural – urban linkages-continuum and contrast. City – meaning, classification, urban agglomeration, suburbs, satellite towns, hinterlands, new towns, metropolis, megalopolis. **Urban Problems** – Housing, drug addiction, juvenile delinquency, prostitution/commercial sex, pollution; **Slum** – Definition, Causes, Characteristics, Functions, Classification, approaches, Theories and culture of slum. **Migration** – Concepts, causes, types and theories, Sub alten, Elite Migration.	11
Unit II	**Urbanization and Urbanism:** Meaning and Characteristics, Trends in urbanization process, theories of urbanization, Unorganized/Informal sectors: concept, characteristics; Unorganized Labour: child labour, *women labour and construction workers - the role of the urban poor in urban development*.	10
Unit III	**Urban Community Development:** Definition, concept, objectives and historical background; Urban Community Development: approaches, principles, process and methods; Welfare extension projects of Central Social Welfare Board; Urban development planning: Town and Country Planning Act 1971, Importance of community planning and community participation in urban development; Role of community development worker; Application of social work method in urban development.	10
Unit IV	**Urban Development Administration**: National, state and local levels; Urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration – Corporations, Municipalities.	10
Unit V	**Urban Development Programme: Town planning:** Meaning, Town	11

	planning Act - Urban Basic Services Programmes (UBSP) - Tamil Nadu Urban Development Project (TNUP) - National Slum Development Programme (NSDP) - Integrated Housing & Slum Development Programme (IHSDP) - Jawaharlal Nehru National Urban Renewal Mission Scheme (JUNURUM) - Prime Minister's Intergrated Urban Poverty Eradication Programme (PMIUPES) - Swarna Jayanti Shahari Rozhar Yojana (SJSRY) - Nehru Rozgar Yojana (NRY) – Rajiv Awas Yojana (RAY) - Tamil Nadu Slum Clearance programme - Urban Health and Sanitation programme – Swacch Bharad Abiyan- *Problems in implementation of urban community development programme*	
	TOTAL	52

*Italicized texts are for self study

Books for Study:

- Bhatttacharya B 2006 Urban Development in India New Delhi: Concept

Books for Reference:

- Delgado (Melvin), (2000) *Community Social Work Practice in an urban*, Oxford University Press New York.
- Thudipara Jacob.J, (1993) *Urban Community Development*, Rawat, New Delhi.
- David Antony Pinto, (1987) *The Mayer, The Commissioner and Metropolitan Administration*, New Delhi.
- Phadke .V.S, (2007) *Urbanisation,Development and Environment,* Rawat New Delhi.
- Sabir Ali (Ed) (2006) *Dimensions of Urban Poverty*, Rawat, New Delhi.
- Singh.R.B.(ed)(2006) *Sustainable Urban Development* New Delhi.
- Sinha Rekha and Sinha U.P (2007) *Ecology and quality of life in Urban Slums, New Delhi*
- Sudha Mohan (2005) *Urban Development and NewLocalism* Rawat, New Delhi.
- Stanly, Selwyn(2005) *Social problems and issues: Perspectives for Intervention.* Allied Publication, New Delhi.
- Thudipara, Jacob Z. (2009 *Urban Community Development*, Rawat, New Delhi.
- UN Habitat (2003). *The Challenges of Slums.* Earthscan Publications Ltd, London.
- UN Habitat (2003). *The Slums of the World: The Faces of Urban Poverty in the new Millenium.* United Nation's Centre for Human Settlement, Nairobi.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	S	M	M	S	S
CO3	M	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW4S13	Title		Batch :	2019-2021
		Organizational Behaviour		Semester	IV
Hrs/Week:	4			Credits:	04

Course Objectives
- To acquire the knowledge on the behavior of the employees in an organization.
- To learn the skills in understanding and managing the behavior of the employees.

Course Outcomes (CO)

K1	CO1	To gain knowledge about organizational behavior.
K2	CO2	To understand the functions and activities of organizational behavior
K3	CO3	To apply the skills of working with organized sector
K4	CO4	To analyze the employee behavior in an organization.

Syllabus

Unit	Content	Hours
Unit I	**Organization**: Definition and meaning, Theories of organization. Organizational Behavior: Definition, Objectives, Methods of Organizational Behavior – Contributions of Hawthorne studies – Models of Organization Behavior	10
Unit II	**Individual and groups in organization**: Individual difference – Models of man – personality and behavior – Causes and Effects of stress, Coping with stress. Group Dynamics: theories of group formation, formal and informal behavior, *group behavior*.	11
Unit III	**Concept of organization structure**: Bases of Departmentation, Span of management, Delegation of authority, Centralization and Decentralization, Line and Staff organization. Bureaucratic form of organization - Remedies and evils of bureaucratic structure	10
Unit IV	Motivation**: Theories, Process: Job Re-design, Job Enlargement, Job enrichment, Quality of Work Life, goal setting – Leadership: Types and Theories of leadership –Leadership skills - Concept of Communication, *Communication Process, Effective communication.*	11
Unit V	**Organizational culture** – Meaning, Types of Culture. Organizational change – Organization Development: Meaning, Characteristics, Approaches and Intervention – Organizational effectiveness-	10
	TOTAL	52

*Italicized texts are for self study

Teaching Methodology: Lecture, Power point Presentations, Seminar , Assignment and Experience Discussion

Books for Study:
- Jhon.W, Newstrom, (2007) *Organizational Behaviour*, Tata Mc Grow –Hill Publishing Company ltd.
- Stephen.P, Robins, (2005) *Organizational Behaviour,* Prentice – Hall of India Pvt Ltd, New Delhi.
- Khanka.S.S, (2000)*Organizational Behaviour*, S.Chand and company, New Delhi.

Books for Reference:
- Misha, (2001) *Organizational Behaviour*, Vikas, Mumbai.
- P.Subba Rao, (1999) *Essentials of Human Resource Management and Industrial Relations* Himalaya publishing House.
- Kesho Prasad, (1996), *Organizational Development for Excellence*, S.Chand and company.
- Jhon .W. Newstrom (2007) *Organisational Behaviour* Tata Mc Grow –Hill Publishing company ltd.
- Kesho Prasad (1996) *Organisational development for excellence* S.Chand and company.
- Khanka .S.S (2000) *Organisationa behaviour* S.Chand and company, New Delhi.
- Misha (2001) *Organisation Behaviour*,Mumbai,
- Vikas.Stephen P. Robins (2005) *Organisational behaviour* Prentice – Hall of India Pvt Ltd, New Delhi.
- P.Subba Rao (1999) *Essentials of Human resource management and Industrial relations.* Himalaya publishing House.

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	L	M	M
CO2	M	S	M	S	S
CO3	M	S	L	S	M
CO4	M	S	L	S	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	**Programme Title :**	Master of Social Work	
Course Code:	19PSW4S14	**Title**	**Batch :**	2019-2021
		Psychiatric Social Work Practice	**Semester**	IV
Hrs/Week:	4		**Credits:**	04

Course Objective
- To understand the basic concepts of Psychiatric Social Work
- To learn the Psychological Methods and Treatment used in Psychiatric Social Work
- To gain Knowledge on laws and policies related to Mental health

Course Outcomes (CO)

K1	CO1	To attain the basic concept of Psychiatric Social Work
K2	CO2	To precise the knowledge on Psychological treatment and therapies
K3	CO3	To acquire the knowledge of various Policies and Legislation on Mental Health
K4	CO4	To apply the various techniques in psychiatric settings

Syllabus

Unit	Content	Hours
Unit I	**Psychiatric social work:** Concept, Definition, History and Scope in India and in the West; Psychiatric assessment - Psychiatric interview Psychosocial and multidimensional assessment of Mental Disorders	11
Unit II	**Psychological methods / treatment:** Psychotherapy and types –-Group therapy – Yoga – Meditation – Occupational and Recreational therapies. Chemotherapy. Anti psychotic drugs, Anti depressant – ECT – Psychosurgery.	10
Unit III	**Therapy:** Contemporary Theories and Therapy – Client Centered Therapy – Reality therapy – Gestalt therapy – Rational Emotive Behavior Therapy – Cognitive Behavioural Therapy (CBT)- Transactional analysis.	10
Unit IV	**Role of psychiatric social worker-** Half way homes – Day care centers – Child guidance clinics, De-addiction Centre, Psychiatry Hospitals – Admission procedures in admitting Mentally Ill, Governing ,Treatment, Follow up. *Role of social worker in Community mental health program.*	11
Unit V	**Policies and legislations related to Mental Health in India:** National Mental Health Programme, 1982; Mental Health Act, 1987; Mental Health in State level, National level, *and District level and administration service*.	10
	TOTAL	52

*Italicized texts are for self study

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar and Assignment

Books for Study:
- Bhatia M.S 2001 Essentials of psychiatry,New Delhi: CBS.
- D.K Niraj Ahuja (1998) *Introduction to psychiatry,* Rawat, New Delhi

Books for Reference:
- Robert Holman Coombs(Ed) (2000) *Addiction Counseling Review*, London,Lawrence Eribaun Associates
- Robert.J.W, (1998)*Psychiatry for medical students*, Chennai Medical publishers.
- Pregest, (1971), *Psychiatry self Assessment Review*, Methrayl, New Delhi
- Abraham Varghese(1982) *Introduction to psychiatry,* New Delhi: BI
- Bhatia M.S (2001) *Essentials of psychiatry,* CBS New Delhi.
- James H.Seully (1979) *Psychiatry*,New Delhi
- Omkarnath G. (1977) *Psychiatry- P.G.Test review,* CBS, New Delhi.
- Robert J Walter (1998) *Psychiatry for medical students,* Medical publishers, Chennai.
- Samson G Irwin (2003) *Abnormal Psychology,* Prentice Hall, New Delhi.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	M
CO2	S	S	S	S	M
CO3	M	S	M	S	S
CO4	M	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	**Programme Title :**		Master of Social Work	
Course Code:	19PSW4S15	**Title**		**Batch :**	2019-2021
		Management of Non – Profit Organizations		**Semester**	IV
Hrs/Week:	4			**Credits:**	04

Course Objectives
- To know the basic concepts of Non-profit organization and their types
- To understand the importance of budgeting and develop their skill to use in future

Course Outcomes (CO)

K1	CO1	To acquire the basic concepts of non-profit organization
K2	CO2	To understand the importance of budgeting and project management
K3	CO3	To evaluate the personal empowerment

Syllabus

Unit	Content	Hours
Unit I	**Non – profit organization:** Definition, Meaning, Objectives, and Principles – Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, and Social Welfare Organizations – Non-Governmental Organizations: Formation of Societies, Trusts, And Non-Profit Companies	10
Unit II	**Project identification:** Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – *Project implementation*.	10
Unit III	**Budgeting:** Meaning, Steps, important items in Budget – Resource Mobilization – Central and State Government Assistance and Other Assistance – Fund Raising: Meaning, techniques – Income Generation Programmes (IGP) – Financial Management – **Financial Collaboration** between Funding Organization and Non-Profit Organizations. Bilateral and multilateral agreement.	11
Unit IV	**Project Cycle Management:** Aims, Objectives, Purposes – Evolving Management information system – Project appraisal: Meaning and techniques – Logical Frame Analysis (LFA) Participatory Rural Appraisal (PRA): Principles, methods of PRA – Network analysis.SIA –Social Impact Assessment. Monitoring and Evaluation of the Project	10
Unit V	**Project personnel empowerment:** Training: Meaning, need, importance, purpose and significance – **Training needs:** Areas of health – Rural development, Child Health and welfare, Women welfare, Youth welfare and aged welfare – Awareness on behavioral, environmental and social issues – **Institution building** of Non-Profit Organisations in administering the Social Welfare Programmes- *Responsibility and Accountability of Non-profit Organisations and social audit*	11
	TOTAL	52

*Italicized **texts are for self study**

Teaching Methodology: Lecture, Group discussions, Seminar and Assignment

Books for Study:
- Eade Deborah and Literingen Ernst (Ed) (2006) *Debating development-NGOs and the Future*, Rawat, New Delhi.

Books for Reference:
- Kumar.A, (2003) *Social Change through NGO's,* Anmol Publishers, New Delhi.
- Ginbery, Leon.H (2001) *Social Work Evaluation - Principles and Methods,* Allyn and Bacon Singapore.
- Kandasamy.M, (1998) *Governance and Financial Management in Non – Profit Organization*, Caritas India, New Delhi,
- Jain, R.B (Ed.), (1995) *NGO's in Development Perspective*, Vivek Prakasan**,** New Delhi**.**
- Mukherjee, Amitarva(Ed) (1995) Participatory *Rural Appraisal: Methods and Application In Rural Planning*, Vikas, New Delhi.
- Clark, John, (1991) *Voluntary Organizations: Their Contribution to Development Earth Scan,* London,

Mapping

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	M	S
CO2	S	S	S	S	S
CO3	M	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	**Programme Title :**	Master of Social Work	
Course Code:	19PSW4F4	**Title**	**Batch :**	2019-2021
		Field Work Practicum – IV	**Semester**	IV
Hrs/Week:	-		**Credits:**	05

Courses Objectives
- To practice and apply the theoretical knowledge in the field.

Course Outcomes (CO)

K1	CO1	To recollect the nature and behavior of clients
K2	CO2	To understand the development and relationship with client
K3	CO3	To Practice the theoretical knowledge in the fields.

Methodology: Placement of students in agencies like Schools, NGOs, Government organizations, industries , etc., Report submission, Individual conference, Group conference and Power point presentation.

Mapping

PSO \ CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	M	L	L	S	M
CO2	M	M	S	M	S
CO3	M	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	**Programme Title :**	Master of Social Work	
Course Code:	19PSW4P1	**Title**	**Batch :**	2019-2021
		Research Project Work	**Semester**	IV
Hrs/Week:	-		**Credits:**	08

Courses Objectives
- To apply and practice the theoretical research knowledge in the doing a research work.

Course Outcomes (CO)

K1	CO1	To recollect the Research process.
K2	CO2	To understand the technical aspects of the Research in the field.
K3	CO3	To apply the statistical tools in testing the hypothesis and Research conclusion.

Methodology: Lecture, Individual conference, Power point presentation and Field work.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	L	M
CO2	M	S	S	L	S
CO3	M	S	S	L	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	Programme Title :	Master of Social Work	
Course Code:	19PSW4E5	Title	Batch :	2019-2021
		Counselling Theory and Practice	Semester	IV
Hrs/Week:	4		Credits:	04

Course Objectives
- To have basic understanding on Counseling and characteristics of counselor & counselee
- To acquire knowledge of theories which would help the students to implement in Counseling
- To study the different settings of Counseling

Course Outcomes (CO)

K1	CO1	To acquire the fundamentals of Counseling
K2	CO2	To understand the Counseling process and types
K3	CO3	To analyze the knowledge of various theories and approaches in Counseling
K4	CO4	To apply the Counseling skills in different setting

Syllabus

Unit	Content	Hours
Unit I	**Counselling:** Meaning and definition, characteristics, goals of counseling and elements of counseling- Evolution/ Development of counseling as a profession - present status of counseling - prospect of counseling practice – Difference between Counseling, Advice and Guidance.	11
Unit II	**The Portrait of a Counsellor and Counselee:** Personal and professional characteristics / qualities of a counselor; Values and ethics in counseling, checklist for counselor. Characteristics of a counselee (client); skills of a client – self-exploration, non-defensive listening and dynamic self-understanding	10
Unit III	**Counseling Skills & Process:** Counseling Skills -Attending & listening, communication, confrontation, concreteness, paraphrasing, focusing, summarizing, reflection of the feelings, self-disclosure, identification of attitudes and feelings Counseling process- Problem exploration & identification - Analysis and diagnosis -Intervention strategies - *Evaluation and termination of session*	11
Unit IV	**Theories/ Approaches to Counseling:** Psychoanalytical approach, Client - centered approach, REBT, Transactional Analysis, Cognitive approach, Eclectic approach.	10
Unit V	**Counseling in Different Settings:** Counseling in Educational institutions, industry, career counseling, HIV/AIDS counseling, de-addiction counseling, death and bereavement counseling , Suicide counseling, Marital counseling (Premarital and post marital) Family counseling, *crisis intervention.*	10
	TOTAL	52

*Italicized texts are for self study

Teaching Methodology: Lecture, Group discussions, Seminar and Assignment

Books for Study:
- Gururani, (2005) *Guidance & Counselling: Educational, Vocational & Career Planning*,
- Akansha Publishing House, New Delhi.
- Sharma, Ram Nath, (2001) *Counselling and Guidance*, Surjeeth Publications, New Delhi.
  Gelso, Charles J, *Counselling Psychology*, Prism Book Pvt. Ltd, Bangalore.

Books for Reference:
- Sharma, Ram Nath, (2001) *Counselling and Guidance,* Surjeeth Publications, New Delhi.
- Woofe, R & Dryden.W, (1996) *Handbook of Counselling Psychology*, Sage, New Delhi.
- Dave, Indu, (1991) *The Basic Essentials of Counselling*, Sterling Publishers, N.D.
- Prahanthem.B.J, (1988) *Therapeutic Counselling*, Christian Counselling Centre, Vellore.
- Patterson, Lewis.E,(1981) *The Counselling Process*, Tata McGraw Hill Publishing CompanyLtd. New York.
- Kottler, J.A. and *Introduction to Therapeutic Counselling*,

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	S	M
CO2	S	M	S	M	M
CO3	S	S	S	M	S
CO4	S	S	S	S	M

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name: Signature:	Name: Signature:	Name: Signature:	Name: Signature:

Programme code:	MSW	Programme Title :		Master of Social Work	
Course Code:	19PSW4E6	Title		Batch :	2019-2021
		Rehabilitation and After Care services		Semester	I
Hrs/Week:	4			Credits:	04

Courses Objectives

- To understand the concept of handicap, rehabilitation and the scope for practice.
- To identify the specific client categories requiring the rehabilitation services, problem specificity and rehabilitation service interventions and to acquaint oneself with different rehabilitation settings, different therapeutic approaches to rehabilitation process

Course Outcomes (CO)

K1	CO1	To acquire the conceptual knowledge of rehabilitation.
K2	CO2	To Understand on rehabilitation and services.
K3	CO3	To analyze care and services in Various setting.

Syllabus

Unit	Content	Hours
Unit I	**Rehabilitation**- definition and scope for social work interventions; definition of Impairment, Disability, Handicap; causes of Handicap - heredity, acquired, major illnesses - physical, neurological and psychiatric, Stress, vulnerability, coping and competence to deal with handicaps; Need for comprehensive rehabilitation – psychosocial rehabilitation..	11
Unit II	**Philosophy and principles of psycho-social rehabilitation**; specific problem areas – physical handicap - vision, hearing, orthopedic, speech and language difficulties, mental retardation and others; neurological, psychiatric, disasters, alcohol and drug usage, terminal illnesses and any other. Intervention in rehabilitation - assessment, planning, intervention, evaluation, tools for assessment, follows up services.	10
Unit III	**Rehabilitation settings** - Hospital based, day care, night care, quarter way home, half way home, group home, hostels, long stay homes, vocational guidance centre, sheltered workshop, occupational therapy centre, community based rehabilitation centre, home care, inclusive education and others Approaches – therapeutic community, behavioral, transactional analysis and eclectic approach	11
Unit IV	**Role of social work** intervention methods in rehabilitation settings - case work, group work, community organization, research,	10

		administration and social action	
Unit V	**Legal provisions for differently abled people** – The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, Rehabilitation Council of India: Formation, scope and functions, governmental policies and programmes, initiative from the non- governmental sectors. International trends and national initiatives in the rehabilitation scenario.		10
	TOTAL		52

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar and Assignment.

Books for Study:
- . Anthony, William. A. 1980. The Principles of Psychiatric Rehabilitation. Baltimore University Part Press

Books for References:
- Chowdhary, Paul. D. 1995. Introduction to Social Work: history, concept, methods and fields. Delhi, Atma Ram & Sons.
- Corey, Gerald. (6th ed.)2004. Theory and Practice of Group Counseling. Thomas Brooks/ Cole Belmont
- Dorothy Stock Whitaker. 1985. Using Groups to help people. London & New York, Tavistock/ Routledge,.
- Danda, Amita. 2000. Legal order and Mental Disorder, Sage Publications.
- Delhi Law House. 1998. The Mental Health Act-1987, Law Publishers.
- Enabling the disabled.1999 Thakur Hari Prasad Institute of Research and Rehabilitation of the Mentally Handicapped Publication, Hyderabad.
- Feldman, Robert. S (1997) Understanding Psychology. New Delhi, Tata McGraw Hill.
- Hume, Clephane and Pullen Ian. 1986 Rehabilitation in Psychiatry. Edinburgh Churchill Livingstone
- International Labour Office. 1985 Vocational Rehabilitation of Disabled persons, ILO.
- International Labour Office. 1982. Vocational rehabilitation of the Mentally Retarded (second impression) ILO.
- Kalyanasundaram S. and Verghese,Mathew,(Eds).2000 Innovations in Psychiatric Rehabilitation Richmond Fellowship Society, Bangalore, India.
- Kapur, Malavika and Others. (Ed). 1979. Psychotherapeutic process. Bangalore NIMHANS Publication.

Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	M	S	M
CO2	S	M	M	S	S
CO3	M	S	S	S	S
CO4	M	S	S	S	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:	Name:	Name:	Name:

Signature:	Signature:	Signature:	Signature:

Programme code:	MSW	**Programme Title :**		Master of Social Work	
Course Code:	19PSWAL1	**Title**		**Batch :**	2019-2021
		Social Work With Persons With Disability		**Semester**	IV
Hrs/Week:				**Credits:**	05

Course Objectives
- To know the basic concepts of Social Work With Persons With Disability
- To understand the importance of Governmental Schemes and programmes for Persons with Disabilities
- To study Multidisciplinary rehabilitation team and their roles in Disability

Course Outcomes (CO)

K1	CO1	To acquire basic concept of Disability
K2	CO2	To understand the Rights of Persons with Disability
K3	CO3	To analyze the government scheme and projects based on Persons with Disabilities

Syllabus

Unit	Content
Unit I	**Disability:** Definition, Causes, Types and Prevalence of various disabilities; Historical perspective (Psychological and Sociological) in India and Abroad (UK, USA); Prevention and Management of disability at Primary, Secondary and Tertiary levels; Societal attitudes towards Persons with Disability.
Unit II	**Rights of Persons with Disabilities Act-2016**; Rehabilitation Council of India Act-1992; National Trust Act-1999; Mental Health Act-1987; National Policy on Persons with Disabilities; Universal Examination Guidelines.
Unit III	**Models of Disability:** Social, Medical, Institutional and Charity; Millennium development goals; Sustainable development goals; CBR guidelines and Matrix in Community based rehabilitation; Right Based Twin Track Approach; UN Conventions and declarations of Persons with Disabilities
Unit IV	**Governmental Schemes and programmes for Persons with Disabilities**; Concessions; School children, University students, Scholarship for students, transport and other areas; Information on referral services, Diagnostic services, Production services; nationalized institutions for the PWD and Functions (NIVH, NIPH, NIOH and NIMH).
Unit V	**Multidisciplinary rehabilitation team and their roles;** Process of rehabilitation, Early identification, Treatment, Fitment of aids and appliances, Education, Vocational rehabilitation; Role of NGOs and INGOs; Role of

	social worker for persons with disabilities; Interventions methods and strategies at individual, family and community level.
	TOTAL

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Group discussions, Seminar and Assignment

Books for Study:
- M.N.G Mani & M.B. Jaiganesh, 2010. UDIS Forum, Coimbatore.
- Albrecht G.L., Katherine D Seelman. & Michael Bury, (2001) Hand Book of disability Studies, Sage, London.

Books for Reference:
- Karanth, Pratibha& Joe Rozario, (2003) Learning disability in India, Sage, London.
- Hegarty Seamus &MithuAlur, (2002) Education and Children with special needs, Sage, London.
- Grant, (2005) Learning disability: A lifecycle approach to valuing people, Open University Press, London.
- Moore, (2005) Researching disability issues, Open University Press, London.

Mapping

PSO / CO	PSO1	PSO2	PSO3	PSO4	PSO5
CO1	S	M	S	S	M
CO2	S	M	S	M	M
CO3	S	S	S	M	S

S- Strong; H-High; M-Medium; L-Low

Course Designed by	Verified by HOD	Checked by	Approved by
Name and Signature	Name and Signature	CDC	COE
Name:

Signature: | Name:

Signature: | Name:

Signature: | Name:

Signature: |

ANNEXURE - I
FIELD WORK

Mere theoretical knowledge does not make one a professional. Therefore, a distinctive feature of the instructional programs in Social Work is the emphasis laid on Field Work as an integral part of the total curriculum. The knowledge gathered in the class room is applied in the field under the effective supervision of teachers as well as agency to gain skills and technique. The Field Work program is planned in such a manner to provide an orderly sequence of learning.

Field work in the First Semester includes observation visit and concurrent field work leading to an awareness of the general functioning and nature of various welfare agencies. The students are then placed in agencies. In the Second Semester the students are reshuffled in order to familiarize to different settings. During the Third Semester and Fourth Semester students will placed based on their specialization. Those who opt Human Resources Management will undergo specialized training in Industrial Settings. Those who opt for Medical and Psychiatry will be placed in Hospital settings. Those who opt for Community Development will work with NGO's.

Field Work Evaluation

S.NO	NORMS	MARKS
1.	Attendance (including regularity and punctuality)	10
2.	Regularity in report Submission and Individual Conference	10
3.	Application of theory and Social Work methods in Field	10
4.	Work	10
5.	Content of the record	60
	Viva voce	
	Total	100

WEIGHTAGE FOR FIELD WORK NORMS
1. Attendance
     Less than 75%   -   0
     75%   to   79%   -   1
     80%   to   84%   -   2
     85%   to   89%   -   3
     90%   to   94%   -   4
     95%   to   100%   -   5
2. Regularity in submission of Report and Individual Conference
     More than 3 days   -   0

Late by 2 days   -   1
More than 2 days   -   2
Late by 2 days   -   3
Late by 1 day   -   4
Exact date   -   5

3. Application of theory and social work methods in field work

Very good   11 – 15
Good   06 – 10
Satisfactory   0 – 05

4. Content of the record

Very good   4 – 5
Good   2 – 3
Satisfactory   0 – 1

Viva - Voce

The Viva voce examination in the field work will be conducted by a board consisting of one External and one internal examiner at the each ester. Norms for viva voce examination will be prepared in consultation with the external examiner.

For instance

Report Content   -   10
Presentation   -   15
Communication Skills   -   15
Knowledge   -   20

Total   -   60

ANNEXURE - II
RESEARCH PROJECT REPORT

Each student has to submit a Project report on a selected topic at the end of the fourth semester.

Norms for evaluation of Project Report

Punctuality and regularity	-	05
Report submission	-	05
Content of the report	-	10
Knowledge in research	-	10
Overall research work	-	10
Viva voce	-	120

Total	-	200

Viva Voce Norms

The Project report will be evaluated and Viva Voce Examination will be conducted jointly by External Examination and Research Supervision concerned for 100 marks. The average marks of Internal and External Examiners will consultation with examiners.

For Instance

Content of the report	-	25
Presentation	-	25
Communication	-	20
Knowledge	-	30
Overall research work	-	20

Total	-	120

BLOCK PLACEMENT TRAINING

Each student has to submit a report on the block placement training before the commencement of end semester examinations.

Attendance	-	15
Report Submission	-	15
Viva Voce	-	70

Total	-	100

Viva Voce Norms
 The report will be evaluated and Viva Voce Examination will be conducted by internal; examiners only for 100 marks.

Content of the report	-	15
Presentation	-	15
Communication	-	10
Knowledge	-	30

Total	-	70

Block Placement Result Classification

Marks	Classification
70 and Above	VERY GOOD
60-69	GOOD
50-59	AVERAGE
40-49	SATISFACTORY
39 and Below	POOR