

# 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**

**2020-2022**

**NGM COLLEGE (AUTONOMOUS)**  
**PG & RESEARCH DEPARTMENT OF SOCIAL WORK (MSW)**  
**SCHEME OF EXAMINATION**  
**(With effect from 2020-2022)**  
**Semester – I**

Subject Code	Subjects	Ins.hours Per Week	Examinations				Credit
			Dur. HRS	CIA	ESE	Total	
20PSW101	Core-1: Introduction to Social Work	4	3	30	70	100	4
20PSW102	Core-2: Working with Individuals	4	3	30	70	100	4
20PSW103	Core-3: Personality development and Human Behavior	4	3	30	70	100	4
20PSW1F1	Core-P1: Concurrent Field Work Practicum – I(Including Group Project)	14	-	40	60	100	5
20PSW1E1/1E2	Indian Society and cyber crime/ Communication for Social Work Practice	4	3	30	70	100	4
	<b>Total</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>21</b>

**Semester – II**

Subject Code	Subjects	Ins.hours Per Week	Examinations				Credits
			Dur. HRS	CIA	ESE	Total	
20PSW204	Core-4: Working with Groups	4	3	30	70	100	4
20PSW205	Core-5: Working with Communities	4	3	30	70	100	4
20PSW206	Core-6: Social Work Research and Statistics	4	3	30	70	100	4
20PSW	Core -A1: Labour Welfare and Labour Legislation - I Core-B1: Medical Social Work Core-C1: Rural Community Development	4	3	30	70	100	4
20PSW2F2	Core-P2: Concurrent Field Work Practicum – II (Including Rural/Tribal Camp)	13	-	40	60	100	5
20PSW2N1/2 N2	Non Major Elective – Disaster Management/Guidance and Counseling	1	3		100	100	2
	<b>Total</b>	<b>30</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>600</b>	<b>23</b>

**Semester – III**

Subject Code	Subjects	Ins.hours Per Week	Examinations				Credits
			Dur. HRS	CIA	ESE	Total	
20PSW307	<b>Core -8:</b> Social Policy and Social Welfare Administration	4	3	30	70	100	4
20PSW3	<b>Core-A2 :</b> Human Resource Management <b>Core-B2 :</b> Hospital Management <b>Core -C2:</b> Social Development	4	3	30	70	100	4
20PSW3	<b>Core- A3:</b> Industrial Relations <b>Core- B3:</b> Community Health <b>Core-C3:</b> Welfare of Weaker Section	4	3	30	70	100	4
20PSW3F3	<b>Core-P3:</b> Concurrent Field Work Practicum – III	14	-	40	60	100	5
20PSW3E3/3E4	Disaster Management/ Computer Applications for Social Work	4	3	30	70	100	4
	Total	30	-	-	-	500	21

**Semester – IV**

Subject Code	Subjects	Ins.hours Per Week	Examinations				Credits
			Dur. HRS	CIA	ESE	Total	
20PSW4	<b>Core-A4:</b> Human Resource Development <b>Core-B4:</b> Social Work and Mental Health <b>Core-C4:</b> Urban Community Development	4	3	30	70	100	4
20PSW4	<b>Core-A5:</b> Organizational Behaviour <b>Core-B5:</b> Psychiatric Social Work <b>Core-C5:</b> Management of Non-Profit Organizations	4	3	30	70	100	4
20PSW4F4	<b>Core- P4:</b> Concurrent Field Work Practicum – IV	14	-	40	60	100	5
20PSW4P1	Core:R1: Research Project Work & Viva Voce	4	-	80	120	200	8
20PSW4E5/4E6	Counseling Theory & Practices / Project Planning and Management	4	3	30	70	100	4
	Total	30	-	-	-	600	25
20PSW4B1	Block Placement ( <b>One Month</b> )	-	-	-	-	-	-
	<b>Grand Total</b>					<b>2200</b>	<b>90</b>

### ELECTIVE PAPERS

Semester	Subject Code	Subjects
I	20PSW1E1/1E2	Communication for Social Work Practice/ Social Business and Social Entrepreneurship
III	20PSW3E3/3E4	Disaster Management/ Computer Applications for Social Work
IV	20PSW4E5/4E6	Counseling Theory & Practices / Project Planning and Management

### ADVANCE LEARNERS COURSE (OPTIONAL) Semester III

Subject Code	Subjects	Examinations	Credits
		Total	
20PSWAL1	Disability Management	100	2
20PSWAL2	Green Social Work	100	2

**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 2 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 2 credits and the same will not be included in the mark sheet.

### VALUE ADDED COURSE

Subject Code	Subjects	Examinations	Credits
		Total	
20PSWVA1	Enhancing Skills for Event Management	100	2
20PSWVA2	Guidance and Counseling	100	2
20PSWAL3	Contemporary Social Work (Net Based Course)	100	2

### FACULTY BASED RESEARCH COURSE

Subject Code	Subjects	Examinations	Credits
		Total	
20PSWRB1	Organizational Commitment and Citizenship Behaviour	100	2
20PSWRB2	Reproductive Health	100	2
20PSWRB3	Intellectual Property Rights	100	2

**Note: Faculty Based Research Course** is offered in the IV-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 2 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 2 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. MOOC (Massive Open Online Course)

The students have to opt any one online course relevant to social work offered by National Programme on Technology Enhanced Learning (NPTEL), Udemy, Coursera, etc in the IV semester and submit the certificate to the department before the semester examinations. The same will be included in the mark sheet. The end examination may be also conducted by the department for those students who are unable to attend the MOOC exams.

## 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
<b>K1</b>	A(Answer all)	10x01=10	MCQ/Define	70
<b>K2</b>	B (Either or pattern)	05x04=20	Short Answers	
<b>K3 &amp; K4</b>	C (Answer 4 out of 6)	4x10=40	Descriptive/ Detailed	

### 2. Components of Continuous Assessment

Components		Calculation	CIA Total
<b>Test 1</b>	70	70+70+40+40+40+40 10	30
<b>Test 2</b>	70		
<b>Assignment</b>	40		
<b>Seminar</b>	40		
<b>Knowledge Enhancement</b>	40		
<b>Information Acquisition</b>	40		

### 3. Practical: 100 Marks

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

#### 4. Project: 200

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

#### PROGRAMME OUTCOMES

Our programme will produce graduates

**PO1:** Who are highly competent professional with required skills to provide professional services through integrating interdisciplinary knowledge.

**PO2:** Who will attain Professional Knowledge and practice to work in different fields of Social Work, and also can become Social Entrepreneur establishing their own concerns.

**PO3:** who will be able to become social enterprises establishing their own concerns.

**PO4:** who will be able to become a active social activities and social engineer.

**PO5:** who will become a individual with good character, values, humanistic concerned and a good human being as a whole.

#### 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.

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW101	<b>Title</b>	<b>Batch :</b>	2020-2022
		Introduction to Social Work	<b>Semester</b>	I
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
- To understand the relevance of sociological concepts in social work practice
- To be able to analyze social problems and look for possible solutions in Indian context.

### 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 understand the relevance of sociological concepts in social work practice
K4	CO4	To be able to analyze social problems and look for possible solutions in Indian context.
K5	CO5	

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Social Work:</b> Concept, Definition and Historical development of Social Work in UK, USA and India; Related Concepts: Social Service, Social Welfare, Social Security, Social Defense, Social Justice and Social Development.	10
<b>Unit II</b>	<b>Social Work as a Profession:</b> Objectives, Philosophy, Principles, Methods, Values and Ethics. Professional Social Work and Voluntary Social Work. Interdisciplinary Nature of Social Work & its Relationship with other Professions. <b>Professional Social Work Associations Abroad:</b> IFSW, NASW and in India: INPSWA, NAPSWI and Problems faced by the Social Work Profession in India	11
<b>Unit III</b>	<b>Introduction to the Fields of Social Work:</b> Family Welfare, Child Welfare, Women Welfare, Youth Welfare, Welfare of the Aged; Role of Social Workers and <b>Methods of Social Work Practice in:</b> Communities, Industries, Hospitals, Schools, Correctional Institutions and Rehabilitation Institutions.	10
<b>Unit IV</b>	<b>Sociological Concepts:</b> Society, Community, Association, Institutions and Social Group - Types and Functions; Cultural Processes: Accommodation, Acculturation, Assimilation, Diffusion, Cultural Conflict, Cohesion, and Integration. Cultural Lag and Cultural Change; Social Stratification Caste and Class System. Factors of Social Change: Sanskritisation, Urbanization, Modernization, Liberalization, Privatization and Globalization. Social Control and Social Deviance: Norms, folkways, Mores and Customs.	10
<b>Unit V</b>	<b>Social Problems in India:</b> Poverty, Over-population, Illiteracy,	11



	Unemployment, Corruption, Housing and Slums, Crime, Dowry, Suicide, Drug Abuse; Problems of Vulnerable Groups: Women, Children and Aged; Personal with Disabilities, LGBT, Violation of Human Rights, Environment Issues: Climate Change. Disaster & Risk Reduction.	
	<b>TOTAL</b>	52

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

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

**Books for Study:**

- Adams Robert et al, *Social Work (ed)*, Mac Millan, Hound Mills, 1988.
- Banks, Sara, *Ethics and Values in Social Work*, Macmillan, Hound Mills, 1995.
- Gilbert Pascal, *Fundamental of Sociology*, Orient Longmans, Madras. 1956.
- Jacob K.K., *Social Work Education in India*, HimanshuPub., New Delhi., 1994.
- Shaw, Ian and Lishman, Joicye, *Evaluation and Social Work Practice*, Sage, London, 1990.

**Books for Reference:**

- Bhushan, Vidya&Sachdeva D.R., *An Introduction to Sociology*, Kitabmahal, Allahabad, 1995.
- Compton, Beulah R., *Introduction to Social Welfare and Social work*, The Dorsey press, Illionis, 1980. Delhi,1994.
- Francis Nicholas, *Handbook for Professional Practice & Career Development in Social Work*, Francis Publications, Madurai, 2015
- Hans Nappaul, *The Study of Indian society*, S. Chand & Co., 1972.
- Madan G.R., *Indian Social Problems vol. 2*, Allied publishers., 2013. Semester :I Credits 4 Course Code : P16SW101 Total Hrs. : 75 2
- Memoria C.B., *Social Problems and Social disorganization in India*, KitabMahal, New Delhi., 1987.
- Ram Ahuja, *Social Problems in India*, Rawat Publishers Ltd., Jaipur, Bombay., 1992.
- . Singh, R.R., *Field Work in Social Work Education (Ed)*, Concept Publ., New Delhi, 1985.
- Stanley. S, *Social Problems in India*, Allied Publishers, New Delhi 2005.
- Stroup H.H, *Social Work education – An Introduction to the Field*, Eurasia Publishing, New Delhi, 1960.

**Mapping**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme Code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW102	<b>Title</b>	<b>Batch :</b>	2020-2022
		Working with Individuals	<b>Semester</b>	I
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Social Case Work:</b> Definition, Objectives, Scope of Social Case Work, Basic principles of Social Case Work. <b>Relationship:</b> 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
<b>Unit II</b>	<b>Components of Social Casework:</b> 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
<b>Unit III</b>	<b>Case Work Tools: Verbal &amp; Non – Verbal communication:</b> Observation, Interview, Collateral Contact, Home Visit – Case work through different mode - <b>Interviewing process:</b> principles, process and <b>Types:</b> Social History, Assessment and Therapeutic Interview, Skills In Interview - Psycho Drama - <b>Recording:</b> Principles, Types, Structure, Content, use of Genogram, Eco maps and family tree in records.	11
<b>Unit IV</b>	<b>Social Casework Models &amp; Therapies:</b> Psycho – social, Functional, Problem solving model - Psycho therapy, Behavior modification therapy, Environmental modification, Family therapy, Existential therapy- Crisis intervention and Counseling- <i>single case evaluation.</i>	10
<b>Unit V</b>	<b>Social Casework in different Setting:</b> Family and Child Welfare – School setting – Medical and Psychiatric setting – Community, Correctional and Industrial setting – Differently abled - <i>Problems &amp; limitations of social case work practice in India.</i>	10
	<b>TOTAL</b>	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**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW103	<b>Title</b>	<b>Batch :</b>	2020-2022
		Personality Development and Human Behaviour	<b>Semester</b>	I
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Psychology:</b> Definition, Meaning <b>Basic Schools of Psychology:</b> Structuralism, Functionalism, Psychoanalysis, and Behavioural Gestalt. <b>Recent trends:</b> 1. Biological, 2. Cognitive, 3. New Behaviourism 4. Humanistic - <i>Application of Psychology in Social Work.</i>	10
<b>Unit II</b>	<b>Evolution of Human Life:</b> 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. <b>Human Growth and Development:</b> 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
<b>Unit III</b>	<b>Perception:</b> Definition, Characteristics, Principles of perception – Perceptual processes – Factors influencing perception, <b>Attitude:</b> Definition and Nature – Components of Attitude. <b>Learning:</b> Concept and types of learning: Cognitive, Sensory, Motion and Verbal learning – <b>Intelligence:</b> Definition - Types of intelligence.	11
<b>Unit IV</b>	<b>Personality:</b> Definition and Characteristic. Assessment of Personality - Influence of Heredity and Environment in one's personality development. <b>Emotions:</b> Meaning, Nature. <b>Motivation:</b> Definition, Types of motives, Measurement of motives, Interaction of motives.	11
<b>Unit V</b>	<b>Abnormal Psychology:</b> Outline regarding Abnormal Psychology- Stress and conflict - Meaning, Causes and Effects- Types of conflict, Stress Management, Mental Illness –Types- Mild and Severe. Defense mechanism, <i>Role of SW in Promoting Mental Health</i>	10
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Lecture, Power point Presentations, Seminar and Assignment.
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**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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW1F1	<b>Title</b>	<b>Batch :</b>	2020-2022
		Field Work Practicum – I	<b>Semester</b>	I
<b>Hrs/Week:</b>	-		<b>Credits:</b>	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

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	M	L	L	S	M
<b>CO2</b>	M	M	S	M	S
<b>CO3</b>	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW1E1	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>	4	Communication for Social Work Practice	<b>Semester</b>	I
			<b>Credits:</b>	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
<b>Unit I</b>	<b>Introduction to Communication:</b> 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
<b>Unit II</b>	<b>Communication Types and Strategies:</b> 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. <i>Communication network</i>	11
<b>Unit III</b>	<b>Feedback:</b> Characteristics of Feedback- Types of Feedback. Improvement in Feedback. Developing effective Feedback. Loops of Feedback.	10
<b>Unit IV</b>	<b>Development Communication:</b> Nature and Characteristics. Techniques – Information Dissemination and education, behavior change, social marketing, social mobilization, media advocacy, communication for social change and <i>community participation</i> .	10
<b>Unit V</b>	<b>Skill Development:</b> 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
	<b>TOTAL</b>	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**

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:



<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW1E2	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>	4	Social Business and Social Entrepreneurship	<b>Semester</b>	I
			<b>Credits:</b>	04

### Courses Objectives

- To provide students with a working knowledge of the concepts, opportunities and challenges of social entrepreneurship.
- To demonstrate the role of social entrepreneurship in creating innovative responses to critical social needs (e.g., hunger, poverty, global warming, etc).
- To engage in a collaborative learning process to develop a better understanding of the context and domain of social entrepreneurship.
- . To help prepare students personally and professionally for meaningful employment by reflecting on the issues of social entrepreneurship.

### Course Outcomes (CO)

K1	CO1	Social entrepreneurship involves the creativity, imagination and innovation often associated with entrepreneurship
K2	CO2	The outcomes of social entrepreneurship are focused on addressing persistent social problems particularly to those who are marginalized or poor
K3	CO3	Social entrepreneurs are leaders that attempt to solve great social challenges with disruptive strategies that are impactful, sustainable, and scalable
K4	CO4	Successful social entrepreneurs explore and develop new models and bring transformative approaches to pressing societal challenges.

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Social Innovation and Social Venture:</b> Concept of Social Innovation, Process of social innovation; Theories of social innovation; Impact of social innovation; Disruptive Innovations for Social Change, Measuring <b>Social Effectiveness Social venture:</b> meaning, concept and process; Small business economics, Assessing Social Ventures Opportunities, Social Venture Strategy and Plan; 78	10
<b>Unit II</b>	<b>Social Entrepreneurship</b> Meaning of Social Entrepreneurship, social enterprises, social ventures, social business; Theories of social entrepreneurship, Models of social entrepreneurship, Topology of Social Entrepreneurship, <b>Creating Social Value:</b> meaning, concept, process and assessing social value; Social value and social wealth; Venture Models: Micro-finance, micro-franchise, micro-consignment; Social Impact of Social Entrepreneurship;	11
<b>Unit III</b>	<b>Social Business</b> History, Meaning, Concept, Theory and Process of Social Business; Contribution of Muhammad Yunus to Social Business; Redefining economics for poor (Yunus); <b>Social business ventures:</b> Yunus Center in India and Bangladesh; Social Business ventures in other countries; Social Impact of Social Business Ventures: meaning, concept, process, tools for assessment;	10
<b>Unit IV</b>	<b>Social Business Plan:</b> Executive summary, Company overview,	10

	industry analysis – market overview, relevant market size; Customer analysis – target customer, customer needs; competitive analysis – direct competitors, indirect competitors, competitive advantage; marketing plan – products & services, pricing, promotion plan, distribution plan; Operation plan - Key operational processes, milestones; management team – management team members, management team groups; Financial plan – revenue model, financial highlights, funding requirements, exit strategy; Appendix – supporting documentation. Start-up Venture Plan; E-Commerce business plan;	
<b>Unit V</b>	<b>Corporate Social Responsibility:</b> CSR: History, Concept, Meaning, Process and opportunities; Types of funding for social ventures: Corporate funding, Crowd funding, Philanthropy, Grants, Successful models: Creating Social Value: Microsoft, Gamine Bank, Dabbawala, <b>Entrepreneurship and Philanthropy:</b> Religious and corporate institutions for social change. Law outside the Market: The Social Utility of the Private Foundations.	11
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Lecture, Power point Presentations, Seminar and Assignment.
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#### **Books for Study:**

- Bloom, G., Leonard, H., Moore, M., and Winship, C. (Spring 2005), Social Entrepreneurship Collaboratory (SE Lab): Syllabus, Harvard University, Hauser Center for Nonprofit Organizations, John F. Kennedy School of Government.

#### **Books for References:**

- Filip M. Santos, 2009, *A positive theory of social entrepreneurship*, Social Innovation Center, France.  
Website: <http://www.insead.edu/facultyresearch/research/doc.cfm?did=41727>
- James and Charles, 2007, *Innovative approaches to reducing global poverty*, the case of Edunm. Alvord, S., Brown, D., and Letts, C. (2004), 'Social Entrepreneurship and Societal Transformation: An Exploratory Study', Journal of Applied Behavioral Science, 40.3, 260-83.
- Austin, J. (2004), 'Institutional Collaboration', in Young, D. (ed.) *Effective Economic Decision Making by Nonprofit Organizations*, National Center on Nonprofit Enterprise and The Foundation Center, 149-166. 5. Bornstein, D. (2004),
- Bennis, W., and Thomas, R. (2002), *Geeks & Geezers*, Cambridge, MA: Harvard Business School Press. 7. Bernstein, E. (2005), 'Giving Back', The Wall Street Journal, May 13, p.W2
- Bloom, G., and Scher, L. (Spring 2003), Public Policy 192 - Social Entrepreneurship: Mobilizing Private Resources for the Common Good & Public Policy 193-Social Entrepreneurship.
- Bloom, G., and Nicolson, M. (2003), *Vision Contract*, Stanford University: Social Entrepreneurship Collaboratory (SE Lab).
- Brooks, Z. (2002), *An Introduction to Business Planning for Nonprofits*, The Bridgespan Group, available at: [www.bridgespangroup.org](http://www.bridgespangroup.org)
- Muhammad Yunus, *Social business*.
- Muhammad Yunus, *Redesigning economics for the poor of the rich countries*.

## Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	M	M	S	M
<b>CO2</b>	S	M	M	S	S
<b>CO3</b>	M	S	S	S	S
<b>CO4</b>	M	S	S	S	S

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

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

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW204	<b>Title</b>	<b>Batch :</b>	2020-2022
		Working With Groups	<b>Semester</b>	II
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Social Group Work:</b> Definition, Concepts, Objectives, Principles, History of Social Group Work, Basic assumptions and functions – <b>Theories of Group Work:</b> Psychoanalytic theory, Learning theory, Field theory, Social Exchange theory, System theory.	10
<b>Unit II</b>	<b>Social Group processes:</b> New comers, Bond, Acceptance, Role, Status, Power, Isolation, Rejection, Sub-groups and Cliques - <b>Group dynamics:</b> Group and group membership, group cohesiveness, group norm, group culture, group control, group morale, group attraction, communication and interaction pattern, Theories of group - <b>Assessment of Group interaction:</b> Sociometry, Socio-gram and <i>network analysis</i> .	10
<b>Unit III</b>	<b>Social Group Work Process: Pre-group planning:</b> Composition of the group, size of the group, nature of the group membership, duration of the group, frequency of group meeting, place of meeting - <b>The beginning stage:</b> Induction, purpose clarification, setting goals, setting routine, distributing roles and responsibilities - <b>Middle stage:</b> Monitoring, preparing a profile of the members and evaluation - <b>Termination stage - Group work Models:</b> Social goal, Remedial, Reciprocal and Developmental models.	11
<b>Unit IV</b>	<b>Programme Development Process:</b> Definition of programme, principles of programme planning and process of agency in programme planning - <b>Programme laboratory:</b> Games, picnic, singing, dancing, camping, drama and focused group discussion (FGD) - <b>Brief introduction to different therapeutic approaches:</b> Group therapy, Transactional analysis, T groups, Socio drama, Psycho-drama, Gestalt therapy, Role play, Buzz group and Brain storming.	11
<b>Unit V</b>	<b>Group work in various settings:</b> Children, Women, Medical, Geriatric and Differently abled, Correctional, School settings. - <b>Skills and role of the Social Group Worker – Problems and limitations of Social Group Work Practice - Recording in Group Work:</b> Meaning, Significance,	10

	Principles and <i>types of recording.</i>	
	<b>TOTAL</b>	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 3<sup>rd</sup> 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**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW205	<b>Title</b>	<b>Batch :</b>	2020-2022
		Working With Communities	<b>Semester</b>	II
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Community Organization:</b> 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
<b>Unit II</b>	<b>Phases &amp; Methods of Community Organization: Phases:</b> a) Reconnaissance b) Social Study or diagnostic c) Planning or developmental d) Implementation - <b>Other phases:</b> Relationship, Assessment, Discussion, Organization, Reflection, Modification and Continuation - <b>Methods:</b> Planning, Education, Communication, Community participation, Collective decision making, Leadership development, Resource Mobilization, Community Action, Legislative and Non-legislative promotion and co-ordination, <i>Participatory Rural Appraisal / Participatory Learning Appraisal</i>	11
<b>Unit III</b>	<b>Skills in Community Organization: Skills:</b> Conference and Committee, communication, Training, Consultation, Negotiation, Conflict resolution, Public relations, Resource mobilization, Organizing, Writing reports, Networking – Roles of Community Organizer - <b>Community Welfare Organization:</b> Nature, Types – 1) Community Council 2) Community Chest - <b>Community organization practice:</b> Rural, Urban, Tribal, Minority groups - Problems faced by Community organizer.	11
<b>Unit IV</b>	<b>Social Action:</b> 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 worker, Social action in Indian context.	10

<b>Unit V</b>	<b>Social movements &amp; Social activist:</b> Chipko movement, Narmada Bachao Andolan Movement, LGBT movement, Anti-Globalization movement – <b>Social activist noted personalities:</b> Gandhiji, EVR, Anna Hazare, Mehta Patkar, Baba Amte, Bunker Roy, Narendhran Tablocker, Malala, Sathiyarhi, Kailash. Silent Valley movement, <i>Solidarity Youth Movement.</i>	10
	<b>TOTAL</b>	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
<b>CO1</b>	S	S	M	S	S
<b>CO2</b>	S	S	M	M	S
<b>CO3</b>	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW206	<b>Title</b>	<b>Batch :</b>	2020-2022
		Social Work Research And	<b>Semester</b>	II
<b>Hrs/Week:</b>	4	Statistics	<b>Credits:</b>	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
<b>Unit I</b>	<b>Research:</b> Definition, Characteristics, Purpose - <b>Basic Concepts:</b> Theories, Variables , Hypothesis – <b>Scientific method:</b> Basis of Scientific method, Epistemology, Induction and deduction - Requisites of a good scientific method – <b>Social Work Research:</b> Definition, <i>scope of social work research in India</i>	10
<b>Unit II</b>	<b>Research Design:</b> , Descriptive, Exploratory, Experimental and analytical. <b>Problem Identification:</b> Steps in research, Criteria for the selection of the research problem, problem formulation	11
<b>Unit III</b>	<b>Data:</b> meaning, types. Methods of Data collection: <b>Qualitative</b> - Interviews, focused group discussion, Participant Observation case study. <b>Quantitative:</b> survey, interview, questionnaire, interview schedule, checklist, scales: Concept, Types: Bogardus and Likert. Method of qualitative Analysis: Thematic Analysis • Content Analysis • Grounded Theory • Narrative Analysis • Discourse Analysis, Mixed Method.	10
<b>Unit IV</b>	<b>Sampling:</b> Population, Sample, Sample frame, Census - Principles of sampling – <b>Sampling procedure:</b> Probability and non - probability sampling - <b>Tabulation and presentation of data:</b> Editing, coding, classification, tabulation, frequency distribution, diagrammatic and graphic presentation - <b>Research reporting:</b> Interpretation of data, contents of research report, <i>difference between reference and bibliography.</i>	10
<b>Unit V</b>	<b>Statistics:</b> Definition, importance, functions and limitations - <b>Measures of Central Tendency:</b> Mean, Median, Mode - <b>Measures of Dispersion:</b> Range, Quartile and Standard deviations - <b>Correlations:</b> Meaning, <b>types:</b> Product Moment Correlation and Rank Correlation - <b>Chi-square:</b> uses and applications – <b>T test:</b> Student's T – test – <b>ANOVA:</b> Uses and applications.(Parametric and non parametric test),	11



	Software Package for Social Science Research (SPSS), MANOVA, ANACOVA, MANCOVA .Microsoft Word &Excel, SPSS Data Entry.(Practical's only).	
	<b>TOTAL</b>	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW2A1	<b>Title</b>	<b>Batch :</b>	2020-2022
		Labour Welfare and Labour Legislations	<b>Semester</b>	II
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Concept of labour</b> – Labour, Characteristics of Indian Labour- Labour in unorganized and organized sector. Labour Problems - Schemes and programmes of ILO - Recommendations of National Commission on Labour I & II on various issues. <i>Labour mobility and Labour market.</i>	10
<b>Unit II</b>	<b>Labour Welfare:</b> Concept, Principles, Theories, Types of Welfare. The Factories Act 1948, Apprentices Act 1961, Contract Labour Act (Regulation and Abolition Act) 1970. The concept of <b>Labour Welfare Fund:</b> The Tamilnadu Labour Welfare Fund, Act 1972.	11
<b>Unit III</b>	<b>Social Security:</b> 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, <i>Social insurance &amp; social assistance.</i>	10
<b>Unit IV</b>	<b>Wage:</b> 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, Code on Wages act 2019.	11
<b>Unit V</b>	<b>Others Labour legislations:</b> 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 Interstate Migrant Workers, Act 1979.	10
	<b>TOTAL</b>	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW2B1	<b>Title</b>	<b>Batch :</b>	2020-2022
		Medical Social Work	<b>Semester</b>	II
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Concept of health:</b> 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
<b>Unit II</b>	<b>Clinical social work practice in Hospital settings</b> -Hospitals, Inpatient and Outpatient department, Emergency care, Special clinics and <i>Community health</i> . Patient's rights in health care.	11
<b>Unit III</b>	<b>Major Communicable Diseases:</b> Symptoms, Etiology, Transmission, Prevention and Treatment of: Leprosy, Tuberculosis, STD, HIV, Polio, Malaria, Typhoid, Dengue, H1N1 and Hepatitis. <b>Major Non-Communicable Diseases/Lifestyle Diseases:</b> Cancer, Diabetes, Hypertension, Asthma, Cardiac Disorders and Obesity. <b>Occupational Health:</b> Health Hazards, Common Occupational Diseases, Palliative Care.	10
<b>Unit IV</b>	<b>Concept of public health</b> - 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. <i>Blood bank, Organ Donation.</i>	11
<b>Unit V</b>	<b>Role of clinical Social Worker</b> - 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
	<b>TOTAL</b>	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 Horizons in Medical Social Work*, Chicago :The University of Chicago Press
- Dora, Goldstain (1954) *Readings in Theory and Practice 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 India*, Delhi : School of Social Work

**Mapping**

CO \ PSO	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW2C1	<b>Title</b>	<b>Batch :</b>	2020-2022
		Rural Community Development (Special Paper I)	<b>Semester</b>	II
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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 policies in India.
K4	CO4	To acquire skills of social work intervention with rural communities

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Introduction:</b> - <b>Rural Community:</b> Definition, Characteristics and problems of Rural Community: Poverty, Illiteracy, Community Health, Unemployment, problems related to agriculture and infrastructure - <b>Rural Community Development:</b> Definition, Objectives, Scope, Theories and Approaches , Community Based Rehabilitation.	10
<b>Unit II</b>	<b>Origin and development: Early experiments:</b> Srinikethan, Marthandam, Gurgaon – <b>Pilot Projects:</b> Etawan project, Nilokheri experiment, Firka Development Scheme – <b>Extension:</b> Principles and Techniques - Extension department at block level.	10
<b>Unit III</b>	<b>Panchayat Raj:</b> Concept, Objectives - <b>Development of Panchayat Raj after Independence:</b> Balwant Roy Metha Committee, Ashok Metha Committee - Main Features of Panchayat Raj Legislation (73 <sup>rd</sup> Amendment) - <b>Structure of Panchayat Raj System:</b> Village Panchayat, Block Panchayat, District Panchayat - <b>Functions of Panchayat:</b> Civic amenities, Social welfare activities and Development work, Resource of Panchayat – State Control over Panchayat Raj Institution – <i>Problems of Panchayatraj system.</i>	11
<b>Unit IV</b>	<b>Community Development Administration &amp; Planning:</b> Organization setup and Administration from National, State and Local level - <b>Planning for rural development:</b> Planning process, Multi level planning, National, State, District and block level planning – Role of Panchayat Raj Institutions in Planning – <i>Grama Sabha</i> – Lacuna in Planning.	10
<b>Unit V</b>	<b>Community Development Programme: Training Institution:</b> NIRD, SIRD – Role of CAPART and NABARD in Rural Development – <b>Salient features of Rural Development Programmes :( Central and State Government Programme).</b> SGSY (Swarnajayanti Gram Swarzar	11

	Yojana), SGRY (Sampoorna Gram Rojan Yojana), IAY (Indra Awaas Yojana), PMSG (Prime Minister Gramiya Sutak Yojana), IWDP (Integrated Watershed Development Programme), Housing (Up gradation of Hucha Houses), GTT (Gram Thaniraivu Thittam), THADCO Schemes (Tamilnadu Housing and Adi Dravida Development Corporation), MGNREGS (Mahatma Gandhi National 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	
	<b>TOTAL</b>	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	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW2F2	<b>Title</b>	<b>Batch :</b>	2020-2022
		Field Work Practicum – II	<b>Semester</b>	II
<b>Hrs/Week:</b>	-		<b>Credits:</b>	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

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	M	L	L	S	M
<b>CO2</b>	M	M	S	M	S
<b>CO3</b>	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:



<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW2N1	<b>Title</b>	<b>Batch :</b>	2020-2022
		Enhancing skills for Event Management	<b>Semester</b>	II
<b>Hrs/Week:</b>	1		<b>Credits:</b>	02

### Course Objectives

- To study the concept and significance of event management
- To understand the various dimensions of event management and their impact
- To acquire knowledge on event marketing.

### Course Outcomes (CO)

K1	CO1	To understand about events and duties of event manager.
K2	CO2	To understand the dynamics of event management.
K3	CO3	To acquire the knowledge on event proposal and budget.
K4	CO4	To apply the event management skills in different setting
K5	CO5	To Analyze the Impact of Marketing Skills on Event Management

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Principles of Event Management:</b> From concept to reality Understanding project management - resources - activities - risk management - delegation - project selection - role of the Event Manager.	10
<b>Unit II</b>	<b>Preparing a proposal:</b> Conducting market research - establishing viability - capacities - costs and facilities - plans - timescales - contracts. Clarity - SWOT analysis - estimating attendance - media coverage - advertising - budget - special considerations - evaluating success.	10
<b>Unit III</b>	<b>Crisis Management plan:</b> Crisis planning - prevention - preparation - provision - action phase - handling negative publicity - structuring the plan. <b>Evaluation:</b> Budget - cost of event - return on investment - media coverage - attendance - feedback. Lecture 10: Revision&	11
<b>Unit IV</b>	<b>Sponsors:</b> Different types of sponsorship - definition - objectives - target market - budget - strategic development - implementation - evaluation. <b>Organizing the event :</b> Purpose - venue - timing - guest list - invitations - food & drink - room dressing - equipment - guest of honor - speakers - media - photographers - podium - exhibition	10
<b>Unit V</b>	<b>Marketing tools :</b> Types of advertising - merchandising - give aways - competitions - promotions - website and text messaging. <b>Media tools :</b> Media invitations - photo-calls - press releases - TV opportunities - radio interviews. <b>Promotional tools:</b> Flyers - posters - invitations - website - newsletters - ezone - blogs - tweets.	11
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

### Books for Study:

- Lynn Van Der Wagen & Brenda R. Carlos, *Event Management for Tourism, Cultural, Business and Sporting Events*, Pearson Prentice Hall, 2005
- Anton Shone & Bryn Parry, ,, *Event Successful Management* , Cengage learning

**Books for Reference:**

- BUHALIS & e. Laws(EDS) (2001) tourism distribution channels: Practices, issues and transformation London: continuum.
- Lawson, F (2000). Congress, convention & exhibition facilities: Planning, Design & Management Oxford: Architectural press
- Lynn van Der Wagen, Human Resource Management for events: managing the event workforce (Events Management), Butterworth – Heinemann publication, 2006
- Vengata Ratnam CS & Srivatsava BK, Personnel Management and Human Resources“, (Tata Mc – Graw Hill, New Delhi,2003
- Dessler, „A Framework for HR Management“, Pearson Edn India,2001
- S.K.Chakravarthy, „Managerial Effectiveness and Quality and Work Life“, TMH, New Delhi,1987
- Robert. L. Mathis & John. H. Jocson,“ HRM“ South Western Pub,2005

**Mapping**

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	M	M	M	M
<b>CO2</b>	S	M	M	S	S
<b>CO3</b>	M	S	S	S	S
<b>CO4</b>	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW2N2	<b>Title</b>	<b>Batch :</b>	2020-2022
		Guidance and Counseling	<b>Semester</b>	II
<b>Hrs/Week:</b>	1		<b>Credits:</b>	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
<b>Unit I</b>	<b>Guidance: Meaning</b> , Definition, Nature, Functions and Importance, limitations-Types: Educational Guidance, Vocational Guidance, and Personal Guidance.	3
<b>Unit II</b>	<b>Counselling:</b> Meaning and Definition, Characteristics, Goals of counseling - present status of Counseling - prospect of Counseling practice – Difference between Counseling, Advice and Guidance.	2
<b>Unit III</b>	<b>The Portrait of a Counselor and Counselee:</b> 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
<b>Unit IV</b>	<b>Counseling Skills &amp; Process:</b> 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 - <i>Evaluation and termination of session</i>	2
<b>Unit V</b>	<b>Counseling in Different Settings:</b> 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, <i>crisis intervention.</i>	3
	<b>TOTAL</b>	13

*\*Italicized texts are for self study*

**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.
- Prahantem.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**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW307	<b>Title</b>	<b>Batch :</b>	2020-2022
		Social Policy and Social Welfare Administration	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Social Policy:</b> Definition, Need, Evolution and sources of social policy - <b>Policies regarding:</b> Backward classes, Scheduled castes, Scheduled tribes and De-notified communities - <b>Social welfare policy:</b> Definition, policies regarding Women, Family, Child, Youth, <i>Elderly and Differently Abled</i> .	10
<b>Unit II</b>	<b>Social Welfare Administration:</b> Concept, evolution, need, principles, techniques and functions - <b>Field of administration:</b> Family and Child welfare, School, Youth welfare, Disabled, Disaster relief, BC, SC and ST - <b>Models-</b> Familial model, Residual model, Mixed economy model, Model of State control - <b>Welfare organizations:</b> Central and State social welfare boards and their functions, Functions and problems of voluntary organizations in India.	11
<b>Unit III</b>	<b>Process of Social Welfare Administration:</b> 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, Rights of Children , <i>the role of the general body and the governing board</i> .	10
<b>Unit IV</b>	<b>Social legislation:</b> 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 - <b>Legislations pertaining to women – An over view of the Act:</b> 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
<b>Unit V</b>	<b>Overview of Major Social Legislations in India</b> <b>Legislations pertaining to marriage and divorce:</b> Hindu Marriage Act 1955, The Indian Christian Marriage Act, 1872, The Muslim Marriage Act, 1954, and Special Marriage Act, 1954 - <b>Legislations</b>	11

	<b>pertaining to children:</b> 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 - <b>Legislations pertaining to social problems:</b> 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 - <i>Legal Aid and Public Interest litigation (PIL).</i>	
	<b>TOTAL</b>	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
<b>CO1</b>	S	M	M	S	S
<b>CO2</b>	S	M	M	M	M
<b>CO3</b>	M	S	S	M	S
<b>CO4</b>	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3A2	<b>Title</b>	<b>Batch :</b>	2020-2022
		Human Resource Management	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Management:</b> Concept, Elements, Principles and Functions of Management- Operative and Managerial. Management Schools of Thoughts: Henry Fayol, F.W.Taylor, Peter Drucker.	10
<b>Unit II</b>	<b>Personnel Management and Human Resource Management:</b> Definition, Growth and Evolution of Personnel management, Difference between PM & HR. <b>Human Resource Management:</b> Definition, Importance and Objectives. Human Resource Manager- Roles, Responsibilities and Qualities. Challenges and Emerging Trends and HRM, Talent Management.	10
<b>Unit III</b>	<b>Human Resource Planning:</b> Definition, Need, Process – <b>Job analysis:</b> Job Description, Job specification, Job evaluation – <b>Recruitment:</b> Meaning, Sources of Recruitment (internal and external), Recent trends in Recruitment - <b>Selection:</b> Meaning and Steps – <i>Placement and Induction</i>	11
<b>Unit IV</b>	<b>Wage and Salary Administration:</b> Concept and Methods – Types of Wages, Theories – Incentives – Other Benefits. Concepts-profit sharing – <b>performance linked compensation</b> , payroll software - <b>career development</b> strategies-importance –objectives-principles compensation packages-registers and records - HR Documents - HR audit - HR research , Social compliance and Social audit.	10
<b>Unit V</b>	<b>Industrial Social Work</b> – Definition, Scope; <b>Employee Assistance Programme (EAP)</b> – Origin, Meaning, Definition, Underlying Assumptions, Core Components, Features, Models, Services, Consultancies, Designing EAP, Current trends and scope in India, Role of HR in implementation of EAP in the Indian workplace, EAP as an area of Social Work practice, EAP vs counselling, Role of Social	11

	Worker in the Workplace.	
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Lecture, Power point Presentations, Group discussions, Seminar and Assignment.
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**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**

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	L	L	M	L
<b>CO2</b>	S	S	M	M	S
<b>CO3</b>	M	S	M	M	S
<b>CO4</b>	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:



<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3B2	<b>Title</b>	<b>Batch :</b>	2020-2022
		Hospital Management- (Special Paper II)	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Meaning of Hospital</b> - Evolution of Hospitals from charity to modern hospital- classification of hospitals - Public, Private, Teaching –cum Research Hospital, General, Special, Multi specialty ,Super specialty, Trust, - Small or Large Size Hospitals	10
<b>Unit II</b>	<b>Planning a Hospital</b> – 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, <i>Outpatient services and In-patient services.</i>	11
<b>Unit III</b>	<b>Hospital Management</b> – 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. Disaster management in hospitals: Internal and External Management -Patient safety – Factors affecting, CHIS Competitive Hospital Informative System.	10
<b>Unit IV</b>	<b>Health Related Laws:</b> 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
<b>Unit V</b>	<b>Quality Management and Budget:</b> Accreditation of Hospitals - Total Quality Management – Quality Assurance NIBH – JCI. Hospital Budget - Departmental budget as a first step – Specific elements of a Departmental budget – Energy expenditures - Contingency funds. Uses of computers in Hospital - Purchase centralization- Shared Building system purchase agreements. Medical Tourism –Needs and Importance.	10

*\*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**

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	M	M	M	M
<b>CO2</b>	M	S	S	M	S
<b>CO3</b>	M	S	M	M	S
<b>CO4</b>	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3C2	<b>Title</b>	<b>Batch :</b>	2020-2022
		Social Development (Special Paper II)	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Development:</b> Concept, Dimensions and approaches to development – Growth and Progress – Differences between growth and Development – <b>Sustainable development:</b> Meaning, strategy – Social Change and Sustainable development - problems of developing countries – Marginalization of Human values.	10
<b>Unit II</b>	<b>Social Development:</b> Definition, Characteristics, Models, and Strategies – <b>Measurement of Social Development:</b> Social and Economic indicators – Social cost benefit analysis – Challenges of Social Development – Measures to promote Social Development — Social Work and Social Development- <i>Voluntary Action for Social Development.</i>	10
<b>Unit III</b>	<b>Economic Development:</b> Meaning, Factors, Determinants and barriers of Economic Development – <b>New Economic Policy:</b> Meaning and Objectives of New economic policy and its impacts on society, culture, education and labour - <b>Liberalization:</b> Meaning, Features, evaluation of Liberalization – <b>Privatization:</b> Definition, Objectives, Argument in favour and against privatization.	11
<b>Unit IV</b>	<b>Globalization:</b> Definition, Purpose, effects – Pros and Cons of Multinational Companies in social development, Impact of globalization in India – Sustainable Development Goals (SDGs), 17 goals ,Roles and functions of Niti Aayog.. <b>Empowerment:</b> Meaning, importance, empowerment of women, children, minorities, depressed class, challenged people - programme.	11
<b>Unit V</b>	<b>Life Skills:</b> 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, Capacity Building- Life skills approaches/ intervention for Children, Adolescences, Youth - <i>Gender Equality and life skill based education</i>	10
	<b>TOTAL</b>	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**

CO \ PSO	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3A3	<b>Title</b>	<b>Batch :</b>	2020-2022
		Industrial Relations	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Industrial Relation-</b> 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
<b>Unit II</b>	<b>Industrial Conflict:</b> Industrial Conflict: Types, Causes, Consequences, Standing Orders, Industrial Disputes, Settlement Machineries, Industrial Peace and Harmony, Grievance, Discipline-Hot Stove Rule, Domestic Enquiry – Recent Trends. <b>Ethical codes:</b> of Industrial Relations code of discipline in industry.	10
<b>Unit III</b>	<b>Legislation</b> -The Industrial Disputes Act- 1947. The Industrial Employment (Standing Order Act) 1946, The Tamilnadu Subsistence Allowance, Act 1981. The Industrial Relations Code, 2019.	10
<b>Unit IV</b>	<b>Trade Union</b> -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
<b>Unit V</b>	<b>The Concept of Collective Bargaining</b> - Objectives- Principles, Process - subject matter for Collective Bargaining -administration of collective agreements - Concept, objective, importance - forms of participation - workers participation in management in India - <u>limitations to workers participation.</u> <b>Case studies:</b> [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

	<b>TOTAL</b>	52
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*\*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, Bratrain.
- 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**

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	S	L	M	L
<b>CO2</b>	M	S	M	M	S
<b>CO3</b>	L	S	M	L	S
<b>CO4</b>	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3B3	<b>Title</b>	<b>Batch :</b>	2020-2022
		Community Health (Special Paper III)	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Concept:</b> 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
<b>Unit II</b>	<b>Epidemiology</b> – 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. <i>Role of social worker on environmental health</i>	11
<b>Unit III</b>	<b>Health administration</b> at the National and State and District levels- Primary Health Centers- Structure and functions – Corporation and Municipal health services, ICDS (Integrated Child Development 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
<b>Unit IV</b>	<b>Health planning in India :</b> 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
<b>Unit V</b>	<b>Partners in health care-</b> 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, TANSACS , FHI, Help age India, USAID,WHO, UNICEF, ASHA Worker, Asian Development Bank, <i>Role and function of Community Social Worker.</i>	11
	<b>TOTAL</b>	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**

CO \ PSO	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 Name and Signature	Verified by HOD Name and Signature	Checked by CDC	Approved by COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:



<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3C3	<b>Title</b>	<b>Batch :</b>	2020-2022
		Welfare Of Weaker Section (Special Paper III)	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Weaker section:</b> 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
<b>Unit II</b>	<b>Untouchability:</b> 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
<b>Unit III</b>	<b>Scheduled caste:</b> 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. <b>Scheduled tribes:</b> Definition, characteristics, problems of Scheduled tribes, Particularly vulnerable tribal group (PVTG) – Types of tribal movements – Causes of tribal unrest – Approaches to solve tribal problems – <i>Welfare programmes of the government and outcomes.</i>	10
<b>Unit IV</b>	<b>Bonded labour:</b> 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
<b>Unit V</b>	<b>Status of women and empowerment:</b> Status of women in ancient age – Medieval age – Modern age – Problems of Women in modern India – Development and welfare of women – Empowerment of women – Gender	11

	Justice - Constitutional provisions to safeguard the interest of women — Impact of globalization on Women development- Significance of Women day and origin, <i>Role of NGO's in the empowerment of women.</i>	
	<b>TOTAL</b>	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
<b>CO1</b>	S	S	S	S	M
<b>CO2</b>	S	S	S	M	S
<b>CO3</b>	M	S	S	S	S
<b>CO4</b>	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3F3	<b>Title</b>	<b>Batch :</b>	2020-2022
		Field Work Practicum – III	<b>Semester</b>	III
<b>Hrs/Week:</b>	-		<b>Credits:</b>	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

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	M	L	L	S	M
<b>CO2</b>	M	M	S	M	S
<b>CO3</b>	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3E3	<b>Title</b>	<b>Batch :</b>	2020-2022
		Disaster Management	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	04

### 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
<b>Unit I</b>	<b>Disaster</b> -Meaning, Concept-Natural Disaster- Floods, Earthquake, Drought, Volcanoes, Forest Fires, Coastal Hazards, And Landslides. <i>Characteristics of various natural disasters.</i>	3
<b>Unit II</b>	<b>Manmade Disaster</b> -Chemical and Industrial Accidents, Accidental explosions,Road Traffic accidents, Bomb blast, Nuclear Disasters, Pollutions. Difference between natural and manmade disasters,	2
<b>Unit III</b>	<b>Factors influencing Natural and Manmade disaster</b> -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
<b>Unit IV</b>	<b>Disaster Management</b> -Control plan, emergency preparedness. Disaster management cycle-Post disaster review, results of exercises, prevention, and mitigation. <i>Intervention of State in Disaster.</i>	2
<b>Unit V</b>	<b>Social Work Intervention with Disaster Affected Women and Children &amp; Old age:</b> 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-Case Studies.	3
	<b>TOTAL</b>	13

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Power point Presentations, Seminar ,Quiz, Assignment, Case study
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**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**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW3E4	<b>Title</b>	<b>Batch :</b>	2020-2022
		Computer Applications for Social Work	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	04

### Course Objectives

- To introduce computer applications in Social Work
- To enable an understanding of the theory and usage of Computers for Social Work
- To facilitate a hands on training to on Management Information Systems in the field of Social Work

### Course Outcomes (CO)

K1	CO1	To gain the knowledge of Components of Computer
K2	CO2	To understand the concept, approaches of Office Applications
K3	CO3	to apply the various application of research
K4	CO4	to analyze the Management Information Systems and negotiation skills

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	Introduction to Computers: Components of Computer, Hardware and Software specifications. Uses of Computer: word processing, data management, analysis, front end and back end operations.	3
<b>Unit II</b>	Office Applications: MS Office (MS word, MS Excel or Spreadsheets, PowerPoint, MS ACCESS, Word Publishing) Linux and FOSS. Introduction to Tally.	2
<b>Unit III</b>	Quantitative Research Applications: SPSS- Data Coding, Data Entry, Data Mining, Analysis, Table Generation, Graphs and Figures, Interpreting results.	3
<b>Unit IV</b>	Qualitative Research Applications: Introduction to Qualitative Research Packages- Atlas Ti, Nudist, Anthropac. Qualitative Data Analysis- Coding, Theme Generation, Data Assortment, Triangulation, Mixed Methods and Interpretation.	2
<b>Unit V</b>	Management Information Systems: Managing Database, Portfolios, Communication, ERP Concepts. Internet Applications and Networking for Social Work.	3
	<b>TOTAL</b>	13

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Power point Presentations, Seminar ,Quiz, Assignment, Case study
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### Books for study:

### Books for reference:

- Alston, M & Bowles, W, 2003 Research for Social Workers, Rawat Publications, New Delhi

- Burgess, Robert, 2000 Qualitative Research, Sage publication, New Delhi
- Jawadekar, W.S, 2001. Management Information Systems Tata Mcgraw-Hill Pub. Company Ltd; New Delhi
- Mandell, S. C., 1989 Introduction to Computers, CBS Publisher, New Delhi.
- Mishra, S.K & Binawal, J.C, 1991 Computer in Social Science Research, Har-Anand Publication, New Delhi
- Silverman, Daivd, (Ed) 2000 Qualitative Research: Theory, method and practice Sage Publication, New Delhi.
- Weinberg, D (Ed) 2002 Qualitative Research Methods Blackwell Publication, Australia.

### Mapping

CO \ PSO	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 Name and Signature	Verified by HOD Name and Signature	Checked by CDC	Approved by COE
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4A4	<b>Title</b>	<b>Batch :</b>	2020-2022
		Human Resource	<b>Semester</b>	IV
<b>Hrs/Week:</b>	4	Development	<b>Credits:</b>	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
<b>Unit I</b>	<b>Human resource development</b> – Nature and concept, Definitions, scope, objectives, Importance, principles, approaches, Recent scenario of HRD in India; <b>HRD strategies</b> – Designing HRD strategy, HRD Model; HRM vs HRD; Code of ethics for HRD professionals.	10
<b>Unit II</b>	<b>Training and Development:</b> Meaning, Importance, Purpose, Principles and Methods – Training Need Analysis and training Evaluation. Policy Deployment Matrix , <b>Competency Mapping</b> and Talent development.	10
<b>Unit III</b>	<b>Performance Appraisal:</b> definition, Objectives, Uses and Methods: Traditional and Modern methods (360 Degree KRI, KPI), Balanced Score Card system, Barriers of Performance Appraisal.	11
<b>Unit IV</b>	<b>Career planning</b> – Nature and concept, Definition, objectives and importance; Career Development – Nature, objectives, principles, characteristics, process; Role of HRD in career planning and development of employees; <b>Succession planning</b> – process and benefits.	10
<b>Unit V</b>	<b>Strategy of quality management:</b> Six Sigma, Kaizen, TQM, TPM, QMS, 5S - ISO Systems, ISO Certification Schemes, <b>ISO types:</b> ISO 9001, 14001, ISO/TS 16949 – Preparing an Organization for ISO Certification - <b>Quality assurance:</b> Mckinesey's 7s frame work, HR out sourcing – <i>PCMM</i> .	11
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Lecture, Power point Presentations, Group discussions, Seminar and Assignment.
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**Books for Study:**

- Rao, T. V. 1991 *Reading in Human Resource Development*, New Delhi: Oxford and IBH Publishing Co. Pvt. Ltd
- Bhattacharyya, Dipak Kumar. 1999 *Managing People*, New Delhi, Excel Books. 2.
- Jayagopal, R. 1990 *Human Resource Development: Conceptual Analysis and Strategies*, New Delhi: Sterling Publishers Pvt. Ltd

**Books for Reference:**

- Craich Robert, L., *Training and Development – Hand book*, McgrawHill, Publ, New Delhi, 1987.
- Famularo Joseph, *Hand Book of Human Resource Administration*, McGraw Hill. Pub., Singapore, 1987.
- Puranik M.V., *Human Resource Development in Research and Development Organization*, RawatPub., Jaipur, 1988.
- Chhabra TV, *Human Resource Management Concepts & Issues*, Dhanpat Raj, Publishes, New Delhi, 2000
- Rudrabasavaraj, M. N. 1984 *Human Factors in Administration*, Bombay: Himalaya Publishing House.
- Bhasant Mehta, Kothari Kiram, *Human Resource Development Role*. Discovery Publishes New Delhi, 1999.
- Bhatia B.S. Batra G.S. *Human Resource Development*, Deep & Deep Publication, New Delhi, 2000.
- Bhawdeep Singh, Prem Kumar, *Current Trends in Human Resource Development* Deep & Deep Publishes, New Delhi, 1997.
- Biswajeet Pattanayak, *Human Resource Management*, Prentice Hall New Delhi, 2002.
- Chandra Ashok *Human Resource strategy* is KabraSilpa, Response Publishes, New Delhi, 2000.
- Chandra S., *Human Resource Policy; A Blue Print in Alternative Approaches and Strategies of HRD*, T.V. RAO et.al., Rawat Pub., Jaipur, 1988.

**Mapping**

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

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4B4	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>		Mental Health	<b>Semester</b>	IV
			<b>Credits:</b>	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
<b>Unit I</b>	<b>Mental Health:</b> 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
<b>Unit II</b>	<b>Classification in Psychiatry:</b> (ICD-11/DSM) – Classification Psychoactive substance, Schizophrenia, Mood disorders, Anxiety, Behavioral syndromes, personality disorder, Intellectual disabilities, <i>Behavioral and emotional disorders</i>	10
<b>Unit III</b>	<b>Prevalence and Treatment Modalities:</b> Psychosis Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis, Organic Psychosis, Functional Psychosis.	10
<b>Unit IV</b>	<b>Personality disorders-</b> Three clusters of Personality disorders, their symptoms and management of Personality disorders. Organic Disorders- etiology, clinical manifestations and differential diagnosis of Dementia, Delirium, <i>organic amenity Syndrome</i> .	10
<b>Unit V</b>	<b>Alcoholic and substance abuse-</b> 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
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

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

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4C4	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>	4	Urban Community Development	<b>Semester</b>	IV
			<b>Credits:</b>	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
<b>Unit I</b>	<b>Urban Community:</b> Meaning, characteristics, rural – urban linkages-continuum and contrast. City – meaning, classification, urban agglomeration, suburbs, satellite towns, hinterlands, new towns, metropolis, megalopolis. <b>Urban Problems</b> – Housing, drug addiction, juvenile delinquency, prostitution/commercial sex, pollution; <b>Slum</b> – Definition, Causes, Characteristics, Functions, Classification, approaches, Theories and culture of slum. <b>Migration</b> – Concepts, causes, types and theories, Sub alten, Elite Migration.	11
<b>Unit II</b>	<b>Urbanization and Urbanism:</b> Meaning and Characteristics, Trends in urbanization process, theories of urbanization, Unorganized/Informal sectors: concept, characteristics; Unorganized Labour: child labour, <i>women labour and construction workers - the role of the urban poor in urban development.</i>	10
<b>Unit III</b>	<b>Urban Community Development:</b> 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
<b>Unit IV</b>	<b>Urban Development Administration:</b> 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
<b>Unit V</b>	Urban Development Programme: The Smart Cities Mission, Atal Mission for Rejuvenation and Urban Transformation (AMRUT), Pradhan Mantri Awas Yojana (Urban) or Housing for All by 2022 Mission, Heritage City Development and Augmentation Yojana (HRIDAY), Jawaharlal Nehru National Urban Renewal Mission, Urban transportation, Swachh Bharat Mission (SBM), North Eastern Region	11

	Urban Development Program(NERUDP), Deendayal Antyodaya Yojana National Urban Livelihoods Mission NULM, <b>Rajiv Awas Yojana (RAY)</b> , JJawaharlal Nehru National Urban Renewal Mission, Lumpsum Provision scheme for the benefit of NER including SikkimNational Urban Renewal Mission Problems in implementation of urban community development programme.	
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

### Books for Study:

- Bhattacharya 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

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4A5	<b>Title</b>	<b>Batch :</b>	2020-2022
		Organizational Behaviour	<b>Semester</b>	I
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Organization:</b> Definition and meaning, Theories of organization. <b>Organizational Behavior:</b> Definition, Objectives, Methods of Organizational Behavior – Contributions of Hawthorne studies – Models of Organization Behavior	10
<b>Unit II</b>	<b>Individual and groups in organization:</b> Individual difference – Models of man – personality (Enna Gram ) – Johari Window – Causes and Effects of stress, Coping with stress. <b>Group Dynamics:</b> theories of group formation, formal and informal behavior, <i>group behavior</i> .	11
<b>Unit III</b>	<b>Concept of organization structure:</b> 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
<b>Unit IV</b>	<b>Motivation:</b> Theories, Process: Job Re-design, Job Enlargement, Job enrichment, Quality of Work Life, goal setting – <b>Leadership:</b> Types and Theories of leadership –Leadership skills - Concept of Communication, <i>Communication Process, Effective communication</i> .	11
<b>Unit V</b>	<b>Organization Development:</b> Meaning, Characteristics, methods, Process, team building, management by Objectives, Approaches and Intervention. <b>Organizational change — Organizational effectiveness-</b>	10
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Lecture, Power point Presentations, Seminar , Assignment and Experience Discussion
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**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) *Organisational 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**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4B5	<b>Title</b>	<b>Batch :</b>	2020-2022
		Psychiatric Social Work	<b>Semester</b>	IV
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Psychiatric social work:</b> Concept, Definition, History and Scope in India and in the West; Psychiatric assessment - Psychiatric interview Psychosocial and multidimensional assessment of Mental Disorders	11
<b>Unit II</b>	<b>Psychological methods / treatment:</b> Psychotherapy and types –Group therapy – Yoga – Meditation – Occupational and Recreational therapies. Chemotherapy. Anti psychotic drugs, Anti depressant – ECT – Psychosurgery.	10
<b>Unit III</b>	<b>Therapy:</b> Contemporary Theories and Therapy – Client Centered Therapy – Reality therapy – Gestalt therapy – Rational Emotive Behavior Therapy – Cognitive Behavioural Therapy (CBT)- Transactional analysis.	10
<b>Unit IV</b>	<b>Role of psychiatric social worker-</b> Half way homes – Day care centers – Child guidance clinics, De-addiction Centre, Psychiatry Hospitals – Admission procedures in admitting Mentally Ill, Governing ,Treatment, Follow up. <i>Role of social worker in Community mental health program.</i>	11
<b>Unit V</b>	<b>Policies and legislations related to Mental Health in India:</b> National Mental Health Programme, 1982; Mental Health Care Act 2017; Mental Health in State level, National level, <i>and District level and administration service.</i>	10
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Lecture, Power point Presentations, Group discussions, Seminar and Assignment
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**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 Erlbaum Associates
- Robert J.W, (1998) *Psychiatry for medical students*, Chennai Medical publishers.
- Pregel, (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**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4C5	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>	4	Management of Non – Profit Organizations	<b>Semester</b>	IV
			<b>Credits:</b>	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
<b>Unit I</b>	<b>Non – profit organization:</b> 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
<b>Unit II</b>	<b>Project identification:</b> Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – <i>Project implementation.</i>	10
<b>Unit III</b>	<b>Budgeting:</b> 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 – <b>Financial Collaboration</b> between Funding Organization and Non-Profit Organizations. Bilateral and multilateral agreement.	11
<b>Unit IV</b>	<b>Project personnel empowerment:</b> Training: Meaning, need, importance, purpose and significance – <b>Training needs:</b> Areas of health – Rural development, Child Health and welfare, Women welfare, Youth welfare and aged welfare – Awareness on behavioral, environmental and social issues – <b>Institution building</b> of Non-Profit Organisations in administering the Social Welfare Programmes- <i>Responsibility and Accountability of Non-profit Organisations and social audit</i>	10
<b>Unit V</b>	<b>Corporate Social Responsibility</b> – Concept, and significance – Philanthropy Conventional and Strategic - Evolution of CSR – The Triple Bottom Line Approach - CSR as a balance between 116 organizational means and end - <b>CSR Issues:</b> Environmental, Social, Labor related, Ethical and Governance - CSR Approaches of TATA, ITC, TVS and Microsoft.	11
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Lecture, Group discussions, Seminar and Assignment
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**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**

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	M	M	M	S
<b>CO2</b>	S	S	S	S	S
<b>CO3</b>	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4F4	<b>Title</b>	<b>Batch :</b>	2020-2022
		Field Work Practicum – IV	<b>Semester</b>	IV
<b>Hrs/Week:</b>	-		<b>Credits:</b>	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

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	M	L	L	S	M
<b>CO2</b>	M	M	S	M	S
<b>CO3</b>	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4P1	<b>Title</b>	<b>Batch :</b>	2020-2022
		Research Project Work	<b>Semester</b>	IV
<b>Hrs/Week:</b>	-		<b>Credits:</b>	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

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	M	M	L	M
<b>CO2</b>	M	S	S	L	S
<b>CO3</b>	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4E5	<b>Title</b>	<b>Batch :</b>	2020-2022
		Counselling Theory and Practice	<b>Semester</b>	IV
<b>Hrs/Week:</b>	4		<b>Credits:</b>	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
<b>Unit I</b>	<b>Counselling:</b> 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
<b>Unit II</b>	<b>The Portrait of a Counsellor and Counselee:</b> 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
<b>Unit III</b>	<b>Counseling Skills &amp; Process:</b> 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 - <i>Evaluation and termination of session</i>	11
<b>Unit IV</b>	<b>Theories/ Approaches to Counseling:</b> Psychoanalytical approach, Client - centered approach, REBT, Transactional Analysis, Cognitive approach, Eclectic approach.	10
<b>Unit V</b>	<b>Counseling in Different Settings:</b> 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, <i>crisis intervention.</i>	10
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

**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.
- Prahantem.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**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSW4E6	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>	4	Project Planning And Management	<b>Semester</b>	IV
			<b>Credits:</b>	04

### Courses Objectives

- To understand different perspectives of development and approaches for community development.
- To understand process and components of project management.
- To orient on fund raising and corporate social responsibility.
- To develop application skills for effective organizational management.

### Course Outcomes (CO)

K1	CO1	To be able to understand the Project Management Components
K2	CO2	To understand the Community Development Approaches
K3	CO3	To understand the skills of Management of Organization

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Introduction:</b> Planning and its importance – Process and Blueprint Planning – Centralized Planning Vs. Decentralized Planning - Concept of Management in Social Development – Process of Management – POSDCORB - Project Cycle - Baseline Survey - <b>Implementation of Development Projects</b> – Factors affecting Implementation – Project Identification – Tools of Project Identification - Project Formulation – Detailed Project Report.	11
<b>Unit II</b>	<b>Problem Analysis</b> - Project Appraisal – Technical Feasibility – Economic Feasibility – Financial Feasibility – Project Monitoring – <b>Project Evaluation</b> – Principles of Evaluation – Types of Evaluation – Formative and Summative Planning – Criteria for Evaluation – Indicators of Evaluation – Terms of Reference for Evaluation.	10
<b>Unit III</b>	<b>Programme/Project Evaluation Review Technique (PERT);</b> Critical Path Method (CPM) - Logical Framework: terms, purpose, structure; Objectives, assumptions and their assessment; indicators and means of verification; activities and activity schedule. - Stake holder analysis – Appreciative Inquiry - Concept – Four D Model – Social Capital Assessment Tool.	11
<b>Unit IV</b>	<b>Project Cycle Management:</b> 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
<b>Unit V</b>	<b>Funding Agencies and Fund Raising:</b> Fund Raising strategy & techniques. Classification of donors, Creating donor profile. Developing appropriate marketing tools, Potential presentation to donors, Developing & maintaining donor relationship. Drafting funding proposal, Networking of NGOs. Maintaining records, data banks and	10



	documentation.	
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

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

**Books for Study:**

- Fernandes, Walter Tondon, Rajesh (Ed) (1981) *Participatory Research and Evaluation*, New Delhi : Indian Social Institute.
- Nail, B. M. (1985) *Project Management – Scheduling and Monitoring By PERT/CPM*, New Delhi: VANI Educational Books.

**Books for References:**

- Choudhury, S. (1990) *Project Management* , New Delhi, Tata McGraw – Hill Publishing Company Ltd.
- Goel, B. B. and Faculty of Arts, Punjab University (1987) *Project Management- A Development Perspective*, New Delhi: Deep and Deep Publication.
- Marsden, David, Oaklay, Peer (Ed) (1990) *Evaluating Social Development Project*; Oxford, UK: Oxfam.
- Mukharjee, Amitava (2004) *Participatory Rural Appraisal- Methods and Applications in Rural Planning*, New Delhi : Concept Publishing Company.
- Mukharjee, Neela (2002) *Participatory Learning and Action with100 Field Methods*, New Delhi: Concepts Publishing Company.
- Mukherjee, Neela (1996) *Participatory Rural Appraisal and Questionnaire Survey*, New Delhi : Concept Publishing Company.
- PRIA (1995) *A manual for participatory Training Methodology in Development*, New Delhi : PRIA.
- Somesh Kumar (2002) *Methods for Community Participation*, New Delhi :Vistar Publication. 117
- Virmani, B. R. (1998) *Management Training and Development – An Education Approach*, New Delhi : Indian Society for Training and Development.

**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:

**ADVANCE LEARNERS COURSE (OPTIONAL)**  
**Semester III**

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSWAL1	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>		Disability Management	<b>Semester</b>	III
			<b>Credits:</b>	02

**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**

<b>Unit</b>	<b>Content</b>
<b>Unit I</b>	<b>Disability:</b> 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.
<b>Unit II</b>	<b>Rights of Persons with Disabilities Act-2016;</b> Rehabilitation Council of India Act-1992; National Trust Act-1999; Mental Health Care Act-2017; National Policy on Persons with Disabilities; Universal Examination Guidelines.
<b>Unit III</b>	<b>Models of Disability:</b> 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
<b>Unit IV</b>	<b>Governmental Schemes and programmes for Persons with Disabilities;</b> 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).
<b>Unit V</b>	<b>Multidisciplinary rehabilitation team and their roles;</b> 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.
	<b>TOTAL</b>

*\*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**

CO \ PSO	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:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSWAL	<b>Title</b>	<b>Batch :</b>	2020-2022
	2	Green Social Work	<b>Semester</b>	III
<b>Hrs/Week:</b>	4		<b>Credits:</b>	05

### Courses Objectives

- To understand the causes and consequences of environmental degradation
- To understand the various theoretical and ideological perspectives to environmental issues
- To understand the Importance of environmental Social Work as an emerging field of Social Work
- 

### Course Outcomes (CO)

K1	CO1	To acquire basic concept of environment
K2	CO2	Able to understand various environmental issues
K3	CO3	Able to understand strategies of managing environmental degradation
K4	CO4	Able to apply knowledge of Social Work to protect environment

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Introduction to Environment</b> and Environmental Studies: Definition and Components of Environment, Relationship between the different components of Environment, Man and Environment relationship, Impact of technology on Environment, Environmental Degradation, Multidisciplinary nature of the Environment studies, its scope and importance in the present day Education System.	10
<b>Unit II</b>	<b>Natural Resources:</b> Renewable and non-renewable resources, Natural resources and associated problems, Forest resources, Water resources, Mineral resources, Food resources, Energy resources, Land resources, Role of an individual in conservation of natural resources, Equitable use of resources for sustainable lifestyles.	11
<b>Unit III</b>	<b>Biodiversity and its conservation Definition:</b> genetic, species and ecosystem diversity, Biogeographical classification of India, Value of biodiversity, Biodiversity at global, national and local levels, Threats to biodiversity, <i>Conservation of biodiversity</i> .	10
<b>Unit IV</b>	<b>Social Issues</b> and the Environment from unsustainable to sustainable development, Urban problems and related to energy, Water conservation, rain water harvesting, watershed management, Resettlement and rehabilitation of people; its problems and concerns. Case studies, Climate change, global warming, Environmental Protection Act, Public awareness Population growth, Role of Information Technology in Environment and Human Health. Role of <i>Social workers in environmental Protection;</i>	10
<b>Unit V</b>	<b>Field Work:</b> Visit to a local area to document Environmental assets –	11

	River /Forest / Hill / Mountain. Visit to a local polluted site – Urban/Rural/Industrial/Agricultural. Study of simple ecosystems – Pond, River, hills slopes.	
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

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

**Books for Study:**

- Cunningham, W. P. Cooper, T. H. Gorhani, E & Hepworth, M.T.2001. Environmental Encyclopedia, Jaico Publ. House. Mumbai.
- Gleick, 11.P. 1993. Water in crisis, Pacific Institute for Studies in Dev., Environment & Security. Stockholm Env. Institute. Oxford Univ. Press.

**Books for References:**

- Agarwal, K.C.2001 Environmental Biology, Nidi Publ. Ltd. Bikaner.
- Bharucha Erach, The Biodiversity of India, Mapin Publishing Pvt. Ltd. , Ahmedabad. . Brunner R.C., 1989, Hazardous Waste Incineration, McGraw Hill Inc. . Clark R.S., Marine Pollution, Clanderson Press Oxford (TB)
- Dc A.K., Environmental Chemistry, Wiley Eastern Ltd.
- Down to Earth, Centre for Science and Environment( R )
- Hawkins R.E, Encyclopedia of Indian Natural History, Bombay Natural History Society , Bombay (R)
- Heywood, VII & Watson, R.I. 1995. Global Biodiversity Assessment. Cambridge Univ. Press 1140p. 11. Jadhay. & Bhosale, V.M. 1995. Environmental Protection and Laws. Himalaya Pub. House, Delhi.
- Mckinnv, M.L. & Schoch. R.M. 1996. Environmental Science systems & Solutions. Web enhanced edition.
- Mhaskar A.K. Matter Hazardous, Techno-Science Publications (TB)
- Miller T.O. Jr., Environmental Science, Wadsworth Publishing Co. (TB)
- (Num, E.P. 1971. Fundamentals of Ecology. W.B.Saunders Co. USA.
- Rao M N. & Dana, A.K. 1987. Waste Water treatment. Oxford &I 11311 Publ. Co. Pvt. Ltd.

**Mapping**

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	M	M	S	M
<b>CO2</b>	S	M	M	S	S
<b>CO3</b>	M	S	S	S	S
<b>CO4</b>	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:

## VALUE ADDED COURSE

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSWVA1	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>	2	Enhancing Skills for Event Management	<b>Credits:</b>	02

### Course Objectives

- To study the concept and significance of event management
- To understand the various dimensions of event management and their impact
- To acquire knowledge on event marketing.

### Course Outcomes (CO)

K1	CO1	To understand about events and duties of event manager.
K2	CO2	To understand the dynamics of event management.
K3	CO3	To acquire the knowledge on event proposal and budget.
K4	CO4	To apply the event management skills in different setting
K5	CO5	To Analyze the Impact of Marketing Skills on Event Management

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Introduction to Event:</b> Scope – Nature and Importance – Types of Events – Unique features and similarities – Practices in Event Management – Duties and Responsibilities of Event Manager – Key steps to a successful event.	10
<b>Unit II</b>	<b>The Dynamics of Event Management:</b> Event Planning and Organizing – Leadership traits and Characteristics – Event Proposal – SWOC (Strength, Weakness, Opportunity and Challenges) Analysis – Event Budget – Implementation – Evaluation – Site and Infrastructure Management.	10
<b>Unit III</b>	<b>Event Marketing:</b> Customer Care Equipment and Tools – Promotion, Media Relation and Publicity – Event Coordination – Visual and Electronic Communication – Event Sponsorship – Event Presentation – Event Evaluation.	10
<b>TOTAL</b>		<b>30</b>

### REFERENCES

- Balu V. Dr. (2011): Marketing Management. Chennai: Sri Venkateshwara Publications.
- Barry Avrich. (1994): Event and Entertainment Marketing. New Delhi: Vikas Publishers.
- Bhatia. A.K. (2001): Event Management. New Delhi: Sterling Publishers.
- David. C. Watt. (1998): Event Management in Leisure and Tourism. UK: Pearson.
- Joe Gold Blatt. (1997) : Special Events – Best Practices in Modern Events Management. New York: John Wiley and Sons.

### Links:

- <https://www.youtube.com/watch?v=KDto5C2zGlo>
- [https://www.youtube.com/watch?v=g4SInUBu\\_W4](https://www.youtube.com/watch?v=g4SInUBu_W4)
- <https://www.youtube.com/watch?v=PZ0Iq-hePhQ>

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSWVA2	<b>Title</b>	<b>Batch :</b>	2020-2022
<b>Hrs/Week:</b>	2	Guidance and Counselling	<b>Credits:</b>	02

### Course Objectives

- To have basic understanding on Counseling and characteristics of counselor & counselee
- To acquire knowledge on counselling process and skills.
- To study the different settings of Counseling

### Course Outcomes (CO)

K1	CO1	To acquire the fundamentals of Counseling
K2	CO2	To understand the characteristics and qualities of counselor.
K3	CO3	To understand the Counseling process and types
K4	CO4	To apply the Counseling skills in different setting
K5	CO5	To analyze the impact of counseling on client

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Guidance: Meaning</b> , Definition, Nature, Functions -Types: Educational Guidance, Vocational Guidance, and Personal Guidance. <b>Counselling:</b> Meaning and Definition, Characteristics, Difference between Counseling, Advice and Guidance.	10
<b>Unit II</b>	<b>The Portrait of a Counselor and Counselee:</b> Personal and professional characteristics / qualities of a counselor; Characteristics of a counselee (client); Skills of a Client – Self-Exploration, Non-Defensive Listening and Dynamic Self-Understanding, Counseling Skills & Process.	10
<b>Unit III</b>	<b>Counseling in Different Settings:</b> 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
	<b>TOTAL</b>	<b>30</b>

### 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.

### Links:

- <https://www.youtube.com/watch?v=T6gTX08fpIM>
- <https://www.youtube.com/watch?v=kiW59ioQtLw>
- <https://www.youtube.com/watch?v=oSUic6xPsm4>

## FACULTY BASED RESEARCH COURSE

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSWRB	<b>Title</b>	<b>Batch :</b>	2020-2022
	1	Organizational Commitment and Citizenship Behaviour	<b>Semester</b>	IV
<b>Hrs/Week:</b>	2		<b>Credits:</b>	02

### Courses Objectives

- 1.
- 2.
- 3.

### Course Outcomes (CO)

K1	CO1	To understand about Organizational Commitment
K2	CO2	To understand the Organizational Citizenship Behavior Factors of Organization Citizenship Behavior
K3	CO3	To acquire the knowledge on Factors affecting OC and Factors of Organization Citizenship Behavior

### Syllabus

Unit	Content	Hours
<b>Unit I</b>	<b>Organizational Commitment:</b> Concept, Definition, need and importance, advantages, Antecedents, theories, models, determinants, measurement of OC.	10
<b>Unit II</b>	<b>Factors affecting OC:</b> job burnout, job satisfaction, organization justice, organizational citizenship behavior, employee training, Workplace values, Job characteristics, Demographics, Career Progression, Personal Growth, Well-being, Ethical Standards, Independence, Relationship, leadership and management style, etc.	11
<b>Unit III</b>	<b>Organizational Citizenship Behavior:</b> origin of construct, concept, similar constructs, antecedents, advantages, theories, consequences and measures.	10
<b>Unit IV</b>	<b>Factors of Organization Citizenship Behavior:</b> Organizational Loyalty, Altruism, Civic Virtue, Sportsmanship, Courtesy, Conscientiousness, Organizational Compliance, Problem Concern, Individual Initiatives, Self development.	10
<b>Unit V</b>	<b>Organizational Citizenship Behavior and Organizational Commitment:</b> Relationship between OCB and OC, mediating and moderating variables.	11
	<b>TOTAL</b>	52

*\*Italicized texts are for self study*

<b>Teaching Methodology:</b> Lecture, Power point Presentations, Seminar and Assignment.
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## References:

- Meyer, J. P.; Allen, N. J. (1991). "A three-component conceptualization of organizational commitment". *Human Resource Management Review*. 1: 61–89. doi:10.1016/1053-4822(91)90011-Z.
- AL-Jabari, Basel & Ghazzawi, Issam. (2019). Organizational Commitment: A Review of the Conceptual and Empirical Literature and a Research Agenda. *International Leadership Journal*. 11. 78-119.
- Meyer, J. P., Morin, A. J. S., Stanley, L. J., & Maltin, E. R. (2019). Teachers' dual commitment to the organization and occupation: A person-centered investigation. *Teaching and Teacher Education*, 77, 100-111.
- Oludayo O. A., Akanbi, C. O., Falola, H. O., & Aluko, O. A. (2018). Data on perceived excessive workload on faculty members commitment. *Data Brief*, 20, 986-990. <https://doi.org/10.1016/j.dib.2018.08.132>
- Osafo, E. and Yawson, R. M. (2019). The role of HRD in university – community partnership. *European Journal of Training and Development*. <https://doi.org/10.1108/EJTD-12-2018-0119>
- Prasojo L. D., Fatmasari, R., Nurhayati, E., Darmadji, A., Kusumaningrum, F. A., & Andriansyah, Y. (2019). Indonesian state educational universities' bibliometric dataset. *Data Brief*, 22, 30-40. <https://doi.org/10.1016/j.dib.2018.11.128>
- Raharjo K., Nurjannah, Solimun, & Fernandes, A. R. A. (2018). The influence of organizational culture and job design on job commitment and human resource performance. *Journal of Organizational Change Management*, 31(7), 1346-1367. <https://doi.org/10.1108/JOCM-07-2017-0286>
- Ranjit.L (2014). A Study on Consumer Behaviour towards Branded Skin Care Products. A Chapter in the Book "Glimpses of Consumer Behaviour Towards 2020" Bonfring Publications, Coimbatore, pg: 35-40.
- Salin, A. S. A. P., Ismail, Z., Smith, M., Nawawi, A., & Futter, A. (2019). The influence of a board's ethical commitment on corporate governance in enhancing a company's corporate performance. *Journal of Financial Crime*, 00-00. <https://doi.org/10.1108/JFC-04-2018-0035>
- Natarajan,P and Ranjit.L (September, 2014). Study on Organizational Commitment of Employees. *International Journal of Management Focus*, Vol:4, Issue :3, Page 55-58.
- Wuryanti Kuncoro & Gunadi Wibowo, 2019. "The Increase of Organizational Citizenship Behaviour (OCB) Through Islamic Work Ethics, Affective Commitment, and Organizational Identity," *International Business Research*, Canadian Center of Science and Education, vol. 12(2), pages 181-190, February.
- Hazzi O.A. (2018) Organizational Citizenship Behavior: A Holistic Review. In: Farazmand A. (eds) *Global Encyclopedia of Public Administration, Public Policy, and Governance*. Springer, Cham 23.
- Smith, S. S., Rohr, S. L., & Panton, R. N. (2018). Human resource management and ethical challenges: building a culture for organization success. *International Journal of Public Leadership*, 14(2), 66-79. <https://doi.org/10.1108/IJPL-10-2016-0044>
- Al Musadieq, M., Raharjo, K., Solimun, S., & Achmad Rinaldo Fernandes, A. (2018). The mediating effect of work motivation on the influence of job design and organizational culture against HR performance. *Journal of Management Development*, 37(6), 452-469. <https://doi.org/10.1108/JMD-07-2017-0239>

## Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	M	M	S	M
<b>CO2</b>	S	M	M	S	S
<b>CO3</b>	M	S	S	S	S
<b>CO4</b>	M	S	S	S	S

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

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

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSWRB	<b>Title</b>	<b>Batch :</b>	2020-2022
	2	Reproductive Health	<b>Semester</b>	IV
<b>Hrs/Week:</b>	2		<b>Credits:</b>	02

### Courses Objectives

- To know the basic concepts of public health and reproductive health
- To understand the importance of wellness

### Course Outcomes (CO)

K1	CO1	To learn about the concepts related to public health and disease
K2	CO2	To understand concepts of Fundamentals of reproductive health
K3	CO3	To plan psycho-social interventions in preventive, promotive and curative services that work towards enhancing the dignity of persons living with disease

### Syllabus

Unit	Content
<b>Unit I</b>	<b>Public Health:</b> Genesis and Development of the concept, Healthcare versus Medical Care, Approaches to Public Health, Primary Health care, Millennium developmental Goals
<b>Unit II</b>	<b>Health and Disease:</b> Basic Concepts and Definition, Disease Control and Levels of Prevention, Determinants and Indicators of Health, Health situation and Trends in India.
<b>Unit III</b>	<b>Fundamentals of reproductive health:</b> Definition, Concepts, important, components, reproductive health education.
<b>Unit IV</b>	<b>Health administration</b> at the National and State and District levels- Primary Health Centers, Health Policies and health planning.
<b>Unit V</b>	<b>Factors</b> Influencing RH, Determinants of RH, Current Research On RH.

### References

1. "WHO: Reproductive health". Retrieved 2008-08-19.
2. Reproductive Health Strategy". World Health Organization. Retrieved 2008-07-24.
3. Darroch JE, Frost JJ, Singh S et al. Teenage sexual and reproductive behavior in developed countries. Guttmacher Occasional Rep. 2001;3:1-120
4. Winslow, Charles-Edward Amory (1920). "The Untilled Field of Public Health". Modern Medicine. 2 (1306):
5. "What is Public Health". Centers for Disease Control Foundation. Atlanta, GA: Centers for Disease Control. Retrieved 27 January 2017.
6. Richard G. Wilkinson; Michael G. Marmot, eds. (2003). The Solid Facts: Social Determinants of Health.

7. <https://dhsprogram.com/pubs/pdf/fr307/fr307.pdf>
8. "Maternal, newborn, child and adolescent health". World Health Organization.
9. United Nations Population Division. "Adolescent fertility rate (births per 1,000 women ages 15-19)". Retrieved 16 March 2019.
10. "Global Strategy for Women's, Children's and Adolescents' Health (2016-2030) Key Statistics" (PDF).
11. Raj An, Jackson E, Dunham S (2018). "Girl Child Marriage: A Persistent Global Women's Health and Human Rights Violation". Global Perspectives on Women's Sexual and Reproductive Health Across the Lifecourse. Springer, Cham. pp. 3–19. doi:10.1007/978-3-319-60417-6\_1. ISBN 9783319604169.
12. "Preventing early pregnancy and poor reproductive outcomes among adolescents in developing countries". World Health Organization. Retrieved September 23, 2017.
13. Country Comparison: Maternal Mortality Rate in The CIA World Factbook. Date of Information: 2010
14. Jump up to:<sup>a b c</sup> "Maternal mortality". World Health Organization. Retrieved 2018-04-26.
15. Jump up to:<sup>a b c</sup> Alkema L, Chou D, Hogan D, Zhang S, Moller AB, Gemmill A, Fat DM, Boerma T, Temmerman M, Mathers C, Say L (January 2016). "Global, regional, and national levels and trends in maternal mortality between 1990 and 2015, with scenario-based projections to 2030: a systematic analysis by the UN Maternal Mortality Estimation Inter-Agency Group". Lancet. 387(10017): 462–74. doi:10.1016/S0140-6736(15)00838-7. PMC 5515236. PMID 26584737.

## Mapping

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO5
<b>CO1</b>	S	M	M	S	M
<b>CO2</b>	S	M	M	S	S
<b>CO3</b>	M	S	S	S	S
<b>CO4</b>	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:

<b>Programme code:</b>	MSW	<b>Programme Title :</b>	Master of Social Work	
<b>Course Code:</b>	20PSWRB 3	<b>Title</b>	<b>Batch :</b>	2020-2022
		Intellectual Property Rights	<b>Semester</b>	IV
<b>Hrs/Week:</b>	2			<b>Credits:</b>

### Courses Objectives

### Course Outcomes (CO)

K1	CO1	
K2	CO2	
K3	CO3	

### Syllabus

Unit	Content
<b>Unit I</b>	<b>Philosophy and Ethics:</b> Introduction, Definition, Nature and Scope, Concept, Branches. <b>Ethics:</b> Definition, Moral Philosophy, Nature of Moral Judgments and Reactions. <b>Scientific Conduct:</b> Ethics with Respect to Science and Research, Intellectual Honesty and Research Integrity, Scientific Misconducts: Falsification, Fabrication And Plagiarism,
<b>Unit II</b>	<b>Redundant Publications:</b> Duplicate and Overlapping Publications, Salami Slicing , Selective Reporting and Misrepresentation of Data. <b>Publication Ethics:</b> Definition, Introduction and Importance. Best Practices/ Standards Setting Initiatives and Guidelines :COPE,WAME, Conflicts of Interest,
<b>Unit III</b>	<b>Publication Misconduct :</b> Definition, Concept, Problems that lead to Unethical Behavior and Vice Versa,Types.Violation of Publication Ethics, Authorship and Contributorship.Identification of Publication Misconduct, Complaints and Appeals, Predatory Publishers and Journals.
<b>Unit IV</b>	<b>Open Access Publishing:</b> Initiatives SHERPA/ROMEO Online Resource to check Publisher Copyright & Self-Archiving Policies, Software Tool to Identify Predatory Publications Developed by SPPU, Journal Finder/Journal Suggestion Tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggester.
<b>Unit V</b>	<b>Software Tools:</b> Use of Plagiarism Software like Turnitin, Urkund and other open source Software Tools. Databases: Indexing Databases, <b>Citation Databases :</b> Web of Science, Scopus. Research metrics Factor of Journal : Journal Citation Report, SNIP, SJR, JPP, Cite Score, Metrics : h-index, g index, i10 index, Almetrics.

## 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 be 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 Viva voce	60
	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
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Total	-	120
-----		



## ANNEXURE - III

### 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