MSW

(Master of Social Work)

CURRICULUM – 2018 (CBCS)

KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION
(Deemed to be University)
Re-acredited by NAAC with "A" grade
Anand Nagar, Krishnankoil-626126
Srivilliputtur (via); Virudhunagar (Dt.), Tamil Nadu, INDIA
(www.kalasalingam.ac.in)

VISION

To create a Just Society with Professional Excellence

MISSION

To train a diverse communityof professional social workers to advocate equality, justice and well being for all, by providing evidence based practice and sustainable collaburative partnership

PROGRAMME EDUCATIONAL OBJECTIVE (PEO)

PEO1: To train committed and competent professional social workers, equipped with generalist knowledge, values, and skills for entry level social work practice with diverse systems within a global context
PEO2: To develop attitudes and values necessary for working with people and organizations, both governmental and non-governmental for achieving goals of social work practice
PEO3: To demonstrate the ability to apply research and critical thinking in different fields to assess and evaluate practice frameworks, strategies and outcomes

PROGRAMME OUTCOME (PO)

PO1: Able to apply scientific knowledge and skills on social work practice with individuals, groups and communities

PO2: Able to utilize values and ethics of social work practice with diverse and vulnerable populations

PO3: Able to make use of self as tool for change

PO4: Able to demonstrate social work identity including professional use of supervision and consultation, self-awareness, and an appreciation for the profession's history and values.

PO5: Able to take active role in addressing social problems with strategies of advocacy and social change that advance social and economic justice

PO6: Able to analyze, formulate and influence social policies

PO7: Able to understand bio-psycho-social, spiritual, and cultural functioning and apply it to all client systems

PO8: Able to analyses the ideologies and provide opportunities for people to become participating and contributing citizens

PO9: Able to develop an advanced skill to translate varying social work theory into practice

PO10: Able to apply critical thinking to inform and communicate professional judgments

PO11: Able to conduct evidence based evaluation of social work practice

PO12: Able to evaluate research studies, apply research findings to practice, and evaluate their own practice interventions

Department of Social Work

Master of Social Work

SCHEME OF INSTRUCTION

Subject Code	Subjects	L	T	P	C
MSW18R 5001	Professional Social Work	4	0	0	3
MSW18R5002	Social Case Work	4	0	0	3
MSW18R5003	Understanding the Society	4	0	0	3
MSW18R5004	Dynamics of Human Behaviour	4	0	0	3
MSW18R5081	Field Practicum I	0	0	15	5
MSW18R5082	Skill Based : Life Skills for Social Work Practice	3	0	2	2
MSW18R5005	Social Group Work	4	0	0	3
MSW18R5006	Community Organisation	4	0	0	3
MSW18R5007	Social Welfare Administration and Legislation	4	0	0	3
MSW18R5008	Social Work Research Methods	4	0	0	3
MSW18R5083	Field Practicum II	0	0	15	5
MSW18R5084	Skill based: Communication for Social Workers	3	0	2	2
MSW18R 6100	Summer Internship (4 weeks)	0	0	20	5
MSW18R 6001	Basic Accountancy for Social Workers	5	0	0	4
MSW18RXXX	Specialization- I- 1/2/3	4	0	0	3
MSW18R XXX	Specialization – II-1/2/3	4	0	0	3
MSW18R XXX	Specialization – III-1/2/3	4	0	0	3
MSW18R 6081	Field Practicum – III	0	0	15	5
MSW18R 6082	Skill Based : Human Rights Interventions	3	0	1	1
MSW18R XXX	Specialization –IV-1/2/3	**4**	**0**	**0**	**3**
MSW 18RXXX	Specialization –V-1/2/3	4	0	0	3
MSW18R XXX	Specialization –VI-1/2/3	4	0	0	3
MSW18R 6083	Field Practicum–IV	0	0	15	5
MSW 18R 6084	Skill Based: Pre-Employment Skill	0	0	3	1
MSW 18R6099	Research Project Work	0	0	25	8
MSW 18R6200	Pre- Employment Training	0	0	20	5

SPECIALIZATION COURSES

1. HUMAN RESOURCE MANAGEMENT

Subject Code	Subjects	L	T	P	C
MSW18R6101	Human Resource Management	4	0	0	3
MSW18R6102	Labour Welfare	4	0	0	3
MSW18R6103	Organizational Behaviour	4	0	0	3
MSW18R 6111	Human Resource Development	4	0	0	3
MSW18R 6112	Labour Legislation	4	0	0	3
MSW18R 6113	Industrial Relations	4	0	0	3

2. COMMUNITY DEVELOPMENT (RURAL & URBAN)

Subject Code	Subjects	L	T	P	C
MSW18R6201	Rural Community Development	4	0	0	3
MSW18R6202	Urban Community Development	4	0	0	3
MSW18R6203	Livelihood Promotion	4	0	0	3
MSW18R6211	Issues in Contemporary Development	4	0	0	3
MSW18R 6212	Participatory Project Planning & Management	4	0	0	3
MSW18R 6213	Social Entrepreneurship	4	0	0	3

3. MEDICAL & PSYCHIATRIC WORK

Subject Code	Subjects	L	T	P	C
MSW18R6301	Health & Hygiene	**4**	**0**	**0**	**3**
MSW 18R6302	Mental Health	4	0	0	3
MSW18R 6303	Hospital Administration	4	0	0	3
MSW18R 6311	Disability Management	4	0	0	3
MSW18R 6312	Counselling& Psychotherapy	4	0	0	3
MSW18R6313	Social Work Practice in Medical& Psychiatric Settings	4	0	0	3

MSW18R**5001**	**PROFESSIONAL SOCIAL WORK**	L	T	P	C
		3	0	0	3
Pre- requisite : Nil	Course Category : Programme Core Course Type : Theory				

Course Objective(s)

1. To trace the history of social work approaches with respect to underlying ideologies and philosophies.
2. To appreciate social work as a profession and to recognize the need and importance of Social Work Education, Training and Practice.
3. To identify the importance of professional values and ethics in social work practice.
4. To know about different fields of social work intervention and the issues and concerns of social work practice in India

Course Outcome (Co)

After completing the course, the students will able to
CO1 : Ability to understand the different methods of social work can be applied to the solution of problems at the macro, meso or micro level in the society
CO2 : Ability to recognize the uniqueness and distinctiveness of the social work profession in terms of its ethics and values
CO3 : Ability to understand the necessity and importance of the social work profession
CO4 : Ability to recognize and identify situations and problems where social work can be practiced
CO5 : Ability to develop a knowledge base about the theory and practice of Social Work

Mapping with Course Outcome (s):

CO/PO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	L	M	M	L	L	S	L	L	M	L
CO2	S	S	L	L	L	M	L	L	L	L	L	M
CO3	S	S	L	L	M	S	L	M	S	L	S	L
CO4	L	S	M	L	M	L	L	S	L	S	L	S
CO5	M	S	L	M	L	S	M	L	S	S	L	L

9hours

UNIT I
Social Work: Definition, objectives and functions – Historical development of social work in India-Contexts of social work practice – Concepts related to social work – Social service, Social welfare, Social reform, Social policy, Social security, Social justice and Social development.

9hours

UNIT II
Theories of Social Work –Systems Theory, Psychodynamic Theory, Social Learning Theory, Anti-oppressive social work, Strengths perspective, Radical social work, Task centred approach and Gandhian Theory.

9hours

6

UNIT III
Social Work as a Profession – Philosophy, values, principles and NASW code of ethics of social work – Knowledge and Skills base of social work – Tenets of the social work profession.

9hours
UNIT IV
Introduction to methods of social work and levels of practice – Micro, mezzo and macro levels – Fields of Social Work: Community Development, Medical and Psychiatric
Social Work, Social Work in the Workplace, Social Work with Family and Children, School Social Work, Correctional Social Work, Youth Development, Corporate Social Responsibility, Conflict and Peace, Working with Marginalized Groups.

UNIT V   **9hours**
Social Work Education in India – Evolution, Nature and content of social work education – Fieldwork – Nature and objectives – Importance of field work supervision Professional Associations of social work – Problems of professionalization in India -Networks in Social Work.

TEXT BOOKS:

1. Paul.D.Chowdhry. *Introduction to social work*, New Delhi: Atma Ram & Sons. 1997.
2. Walter.A., Friedlander *Concepts and Methods of Social Work*, New Delhi : Practice Hall of India.2000.

REFERENCES

1. Bhattacharya, Sanjay..*Social work psycho-social and health aspects*. New Delhi: Deep and Deep Publications.2008.
2. Cox, David and ManoharPawar.*International social work*. New Delhi: Vistar Publications. . 2006.
3. Hepworth, Dean H.*Direct social work practice-Theory and skills (8th edition).* New York: Brooks/Cole.2010.
4. Rameshwari, Devi and Ravi Prakash. *Social work practice*. Jaipur :Mangal Deep Publications.2000.
5. Skidmore, R.A.,MiltonG.Thackrey and A.William Farley. *Introduction to social work*. New Jersey, Englewood Cliffs: Prentice Hall.1991.
6. Yagna J. Stephen and Johnson C. Louise.*Social work practice - A generalist Approach*. New Delhi: Pearson Education. 2007.
7. Zastraw, H.C.*The practice of social work*, Canada: Thomson Learning Academic Centre.2003.

MSW18R **5002**	**SOCIAL CASEWORK**	L	T	P	C
		3	0	0	3
Pre- requisite :MSW18R5001**Course Category** : Programme Core					
	Course Type : Theory				

Course Objective(s)

1. To be introduced to the method of working with individuals
2. To understand the various contexts and the dimensions of issues and problems that individuals face and critically analyze them
3. To be exposed to the approaches of social work practice with individuals
4. To acquire the skills and techniques of working with individuals
5. To comprehend the diversity of practice settings

Course Outcome (CO)

CO1: Apply the knowledge of case work methods for the solution of problems of Individuals
CO2: Develop the ability to critically analyze problems of individuals and factors affecting them
CO3: Communicate effectively and ethically with clients and people from all walks of life and develop abilities in collaborative team work.
CO4: Develop professional capacity for identification of issues and problems in groups and communities
CO5: Show commitment to ethical practice and recognize personal strengths and weaknesses and develop skills in the utilization of social work intervention practice.

Mapping with Course Outcome (s):

PO/ CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	M	S	-	-	-	-	-	S	-	S	S
CO2	S	M	M	-	-	-	-	-	M	-	M	S
CO3	S	M	S	-	-	-	-	-	L	-	L	S
CO4	S	S	M	-	-	-	-	-	M	-	S	S
CO5	S	S	S	-	-	-	-	-	L	-	S	H

UNIT I
 9hours
Social Casework– Concept & Definition, Objectives – Historical development of Social Casework – Basic assumptions of case work,– Values, Principles and Basic components of case work, similarities and Difference between Case Work, Counselling and Psychotherapy.

UNIT II
 9hours
Approaches and Models - Psycho Social approach, Psychoanalytical, Functional approach, Problem solving approach, task centered approach, person-in-environment, strengths approach and crisis

intervention, empowerment approach, eclectic approach –application of these approaches to understand clients and their contexts

UNIT III
9hours

Casework Process: Phase 1 – Exploration of person in environment – Phase 2multidimensional assessment and planning, multidimensional intervention – Phase 3 –helping: implementing and goal attainment – Phase 4 – termination and evaluation – follow-up – case work skills – case worker-client Relationship: meaning, purpose and elements /components – characteristics of professional relationship: empathy transference and counter transference, resistance, sustaining the relationship, non-possessive warmth, genuineness and self-disclosure – obstacles in client worker relationship – change process/Communication (IPR).

UNIT IV
9hours

Tools and techniques in casework: listening, observation, Interview – home visits, collateral contacts, referrals – techniques in practice – ventilation, emotional support, action oriented support, advocacy, environment modification, modeling, role-playing and confrontation – Case history taking, Record keeping – Face sheet, Narrative, Process and Summary recording.

UNIT V
9hours

Social work practice with families- defining family, family functions, family stressors, systems framework for assessing family functioning, systems concepts, family roles, content and process levels of family interactions, assessing problems using the systems framework; Dimensions of family assessment. Eco-mapping; Practice of Social Case Work in the following settings: - Educational Institutions- Medical and Psychiatric Setting, Correctional, Industrial, Community Development, Marriage Guidance and Counselling

TEXT BOOK

1. Mathew .G. An introduction to Social Case Work. Mumbai: TISS.1992.
2. Segal, E. A. Professional social work. New Delhi: Cengage Learning India.2010.

REFERENCES

1. Bhattacharya, S. *Social case work administration and development*. New Delhi: Rawat Publications.2009.
2. Jeffrey, K. A., & Shepard, D. S. *Counselling: theories and practice*. New Delhi: Cengage Learning India Pvt. Ltd. 2009.
3. Mujawar, W. R., &Sadar, N. K. *Field work training in social work*. New Delhi: Mangalam Publications. 2010.
4. Perlman, H. H. *Social casework: a problem-solving process*: University of Chicago Press. 1957.
5. Segal, E. A. *Professional social work*. New Delhi: Cengage Learning India Pvt. Ltd.2010.
6. Paul. Trevithick, P. *Social work skills: A practice handbook.* Open University Press 2000.
7. Upadhyay, R. K. *Social casework: A therapeutic approach.* New Delhi: Rawat Publications.2003.

		L	T	P	C
MSW18R**5003**	**UNDERSTANDING THE SOCIETY**	3	0	0	3

Pre- requisite :NILL **Course Category** : Programme Core

Course Type : Theory

Course Objectives
1. To understand the basic concepts and theories about society
2. To gain knowledge the contributions of different sociological thinkers
3. To acquire skills to identify and critically analyze existing and emerging social problems

Course Outcome (Co)

CO1: Ability to understand basic sociological concept.
CO2: Ability to understand the Socio-cultural situations in Indian Society.
CO3: Ability to know the significance of social institutions and process in social life.
CO4: Ability to sensitize the prevailing social issues in India social movements and understanding about the minority community.
CO5: Ability to understand the societal problems and challenges.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	M	-	S	-	S	-	M	M	M	S	-	-
CO2	M	-	M	-	S	-	M	M	S	M	-	-
CO3	L	-	L	-	S	-	M	S	M	S	-	-
CO4	L	-	L	-	S	-	L	L	L	M	-	-
CO5	L	-	M	-	S	-	S	S	M	M	-	-

UNIT-I   **9hours**
Sociology: Concept, Scope and Importance of Sociology. Sociology's Relevance to Social Work. Society: Evolution, Meaning and Types of Societies, Elements of Society: Individuals, Groups, Associations and Institutions. Social Process: Competition, Cooperation, Conflict, Accommodation and Assimilation. Culture: Functions of culture, Characteristic of Indian Culture, Folk Ways & Mores, Institutions and Laws.
                                                                                                    9hours

UNIT-II
Social Institutions: Structure and functions, marriage, family, kinship, caste, religion, education, economics, polities, patterns of interactions interdependence. Social Stratification: Caste, Class and Race. Social control: Concepts, Types, Functions of social control. Major Agents of Social control: Kinship, Religion, Law, Education, Traditions and Customs.
                                                                                                    9hours

UNIT-III
Social and Cultural Changes in India: Concept, Theories and factors for Social Change. Process of Social Change: Urbanization, Industrialization, Westernization, Sanskritisation, Secularization. Cultural lag, Ethnocentrism and resistance to social change.
                                                                                                    9hours

UNIT-IV
Social Movements in India: Meaning, Characteristics, Process of social movements - Peasant, Tribal, Dalits, Backward Class, Women, Working Class, Student, Middle Class, Human Right and Environmental movements.

UNIT-V   **9hours**
Social Problems: Gender Issues - Female Infanticide, Violence against women, Child Labour, Child Abuse, HIV/AIDS, Communalism, Terrorism and Corruption.

TEXT BOOKS

1. Bhatnagar, Ved. Challenges to India's Integrity : Terrorism, Casteism, Communalism, New Delhi : Rawat Publication.1998.
2. Bhusan, Vidya&Sachdev. An introduction to sociology. Allahabad, Kitab Mahal.2006.

REFERENCES

1. Horton,P.S& Hunt, C. L. Sociology. New Delhi: Tata McGraw Hill.2005.
2. Papa, J.M. et al. A dialectic journey of theory and practice. New Delhi: Sage Publications.2006.
3. Ramasamy, P. General and medical sociology. Chennai: New Millennium.2008.
4. Cox, David &Pawar, M..International social work: Issues, strategies andprogrammes. New Delhi: Vistaar Publications.2006.
5. Gangarade, K. D,.Gandhian approach to development and social work. NewDelhi: Concept Publishers.2005.

MSW18R**5004**	**DYNAMICS OF HUMAN BEHAVIOUR**	L	T	P	C
		3	0	0	3
Pre- requisite :NILL	**Course Category** : Programme Core				
	Course Type : Theory				

Course Objective(s)
1. To understand the relevance of Psychology to social work practice
2. To develop theoretical understanding of human development across the life span
3. To understand the nature and development of human behaviour in socio-cultural context
4. To learn about human behavioural processes, personality and theoretical approaches
5. To apply the information on human growth and behaviour in social work practice

Course Outcome (CO)

CO1: Ability to understand the importance of developmental psychology in social work practice and be able to link with real life situations
CO2: Ability to familiarize with the developmental changes in various developmental stages across the life span
CO3: Ability to gain knowledge of the major influences in human development
CO4: Ability to demonstrate the knowledge on behavioral problems in child and major personality as well as psychological disorders
CO5: Ability to understand the need of social psychology as an applied science and an objective view about the social basis of behaviour

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	M	-	-	--	-	S	-	S	-	-	-
CO2	M	M	-	-	-	-	S	-	M	-	-	-
CO3	S	M	-	-	-	-	S	-	M	-	-	-
CO4	S	M	-	-	-	-	S	-	M	-	-	-
CO5	M	M	-	-	-	-	S	-	L	-	-	-

UNIT-I   **9hours**
Psychology: Definition, Basic Concepts, Principles; Behaviour – Definition, Observable Individual Behaviour; Relevance of Psychology to Social Work; Personality:- Definition, types of Personality, Factors influencing personality; Attitude: Definition, formation of attitude, measurement of attitude. Formation of attitudes and attitudinal change; Perception: Concept and principles, factors influencing perception, social perception

                                                                                                                                    9hours
UNIT-II
Personality Theories – Psychodynamic Theory – Sigmund Freud's Psychoanalytic Theory and Ego Defence Mechanisms, Erik Erikson's Stage Theory, Sheldon's Physiognomy Theory, Behavioural Theory – Pavlov, Skinner, Watson, Humanistic Theories – Maslow, Roger

9hours

UNIT-III

Principles of Human Development; Nature vs. Nurture; Physical, Emotional, Cognitive and Social Developmental stages – a) Conception b) Infancy c) Babyhood d) Early Childhood e) Late Childhood f) Adolescence g) Late Adulthood h) Middle Age i) Old Age.

Social Influences on Behaviour – Socialization, Aggression, Conformity, Deviance; Concept of adjustment and maladjustment, Stress, frustration and conflict sources of frustration and conflict, types of conflicts, leadership

9hours

UNIT-IV

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

9hours

UNIT-V

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

TEXT BOOK

1. Mangal, S. K..*General Psychology*, New Delhi : Sterling Publisher Pvt. Ltd.2007.
2. Hurlock, Elizabeth. *Developmental Psychology*, New Delhi: Tata McGraw Hill,1976.

REFERENCES

1. Archambeault, John. *Social Work and Mental Health*, UK: Learning MattersPvt Ltd.2009.
2. Berry, John W., Mishra R. C., Tripathi R. C. *Psychology in Human and Social Development*, London : Sage Publications.2003.
3. Crawford, Karen and Janet Walker. *Social Work and Human Development*,UK: Learning Matters Pvt Ltd. (3rd Edition).2010.
4. Ingleby Ewan. *Applied Psychology for Social Work*, UK: Learning MattersLtd.2006.
5. Paula Nicolson, Rowan Bayne and Jenny Owen. Applied Psychology forSocialWorkers,UK: Palgrave Macmillan Ltd. 3rd Edition.2006.

MSW XXXX	FIELD WORK PRACTICUM (in all)	L	T	P	C
		0	0	15	5

Practical training is a distinct feature and an integral part of social work education. The specific requirements of the fieldwork training will be made available to the trainee social workers. This practical training is given to the students during the two years of study through various programmes such as orientation programme, observation visits, concurrent field work, block placement training, study tour and mini research.

General Objectives of Social Work Practicum

1. To gain an understanding of social realities and problems as they play out in society and the civil society's response to it.
2. To understand, appreciate and develop ability to critically evaluate the programmes and policies in the developing context.
3. To acquire skills of systematic observation, critical analysis and develop a spirit of inquiry
4. To learn and implement social work interventions
5. To develop skills of recording
6. To imbue values and ethics of the Social Work profession through field practicum.
7. To develop an appreciation of social work intervention in these programmes by recording:
a) Relevant and factual information about the client system and the problem/concern
b) The selection of programmes/strategies for solving the problems, and their relevance to the client system and the problem concern or the issue.
c) The role of the social worker and the relevance of social work intervention for the client, needs and the problem.
d) The relationship between the micro problems observed and the macro situation, the appropriateness of the organization's resources and nature of intervention
e) To integrate theory and practice while recording
f) To develop 'self' as an agent effecting change and transformation in the society.

Field work practicum comprises of the following:

- Social Work skills workshop
- Observation visits

- Concept paper
- Concurrent field work
- Summer Placement
- Study Tour
- Block fieldwork

Students are involved in intervention during emergency situations like riots, cyclone and earthquake and specific time-bound, issue-based campaigns

MSW18R5081	FIELD WORK PRACTICUM –	L	T	P	C
		0	0	15	5

MANDATORY FIELD ORIENTATION

- The I MSW students will be oriented to the social work profession soon after their admission. Duration of the programme shall be three days. Attendance in the orientation programme is compulsory. This programme shall comprise of speakers drawn from practitioners, professional social workers from the field and from academia. A student who has missed this orientation programme is not eligible for admission/continuing this course.

- The MSW programme includes concurrent and block fieldwork, Community living camp, study tour, extension work as part of the curriculum which is compulsory for all the students. The students have to bear the expenses of the above mentioned field activities.

OBSERVATION VISITS:

Ten observation visits for the I M.SW students is mandatory. For the I M.S.W. (I) agency visits related to all the fields of social work will be conducted.

- Soon after the completion of orientation/observation visits, a student workshop on "Orientation to fields of social work" will be conducted to share the orientation visit experiences and learning.
- Students should submit observation visit report to the concerned faculty supervisor.

ORIENTATION TO SOCIAL WORK THEORY:

- Theoretical code, norms, ethics and expectations of this teaching-learning opportunity.
- This orientation may be through a large group meeting to share and discuss place of practice learning as an integral part of curriculum.
- Requirements of working like days, hours, agency timings and other such details of practice learning.
- Nature and tasks of initial phase and involvement of learner and instructor.
- Learner's responsibility towards setting agency and the institution of learning.
- Details regarding records and their submission should be maintained.
- Practice learning instruction: individual conferences—one hour per week, group conferences once a fortnight.

ORIENTATION TO SOCIAL WORK SETTING/AGENCY OF PLACEMENT ON:

- Nature of setting/agency—its objectives, services, programmes, structure, and general environment.
- Contact person in the setting/agency, management, staff and ongoing activities.
- General introduction setting/agency its programmes and beneficiaries. Information of other similar services.
- Policies supporting the service agency both local, national.
- Learners may make a local directory to include emergency numbers of hospitals/ primary health centres, police, ward of panchayat office, and network agencies, along with reference to other developmental and welfare services in the location.

COMMUNITY LIVING CAMP:

In the beginning of the students should attend 10/7 days rural camp. Expected learning during rural camp should be with the following aspects:

- camp for 7 to 10 days is compulsory for the I M.S.W. in a village or tribal area
- Micro-planning activity and Participatory Rural Appraisal (PRA) activity shall be the part of social work camp.
- Students should prepare a social work camp report and submit it to their respective faculty supervisor.

Objectives of the Camp:

a) Understand the social system with the dynamics within.
b) Analysis of the regional social system, the approaches, and the strategies of intervention used by the government and non-government organisations.
c) Understand the nature of government intervention in relation to various groups (caste, tribe etc.) in the region, and the related structures of decision-making and intervention.
d) Develop the capacity to critique the interventions of both the voluntary organisations and the government agencies in relation to the specific group.
e) Through experience in group-living the student should learn to appreciate its value in terms of self-development, interpersonal relationships, sense of organisation, management and taking on responsibility.
f) Acquire skills in planning, organising, implementing through the camp for example: conscious use of time, communication skills, team spirit, handling relationships, conflicts and differences of opinion, decision making, evaluation, appreciation, sharing of resources, tasks, coping skills in problem situations, cooperation and coordination.
g) Learners are fully involved in planning, implementing the plans and presenting their experience in a workshop on return from the camp.

h) The learners should be encouraged to take on concrete tasks towards meeting basic/civic needs of the people.

i) Learners should integrate classroom learning with their interventions in the rural camp.

		L	T	P	C
MSW18R**5082**	**LIFE SKILLS FOR SOCIAL WORK PRACTICE**	1	0	3	2

Pre- requisite :NILL

Course **Category** : Lab

Course type : Laboratory

Course Objective(S)
1. To gain an understanding on concepts of life skills
2. To expose students to psycho social skills.
3. To develop/ strengthen the psycho social competence of students

Course Outcome(CO)

CO1:	Ability to understand concept of life skills
CO2:	Able to expose skills on psycho social skills of students
CO3:	Able to develop psycho social competence of students

Mapping with Course Outcome (s):

CO1	-	-	M	-	M	-	-	-	-	S	-	-
CO2	-	-	M	-	M	-	-	-	-	S	-	-
CO3	-	-	L	-	M	-	-	-	-	S	-	-

UNIT-I   **6hours**
Life Skills : importance , category of skills Self awareness : Concept of self, Self awareness : Johari Window, concept of ideal and real self, inferiority complex. Empathy: Concept of empathy, importance , development of empathy.

UNIT-II   **6hours**
Relationship Management: importance, expectations, conflicts, nurturing relationship. Effective communication and inter personal skills

UNIT-III   **6hours**
Thinking Skills: Critical Thinking, Creative thinking, strategies to develop these skills.

UNIT IV   **6hours**
Coping Skills: understanding emotions and stress, strategies to develop these skills

UNIT-V   **6hours**
Problem solving skill: concept of problem, problem analysis, problem solving techniques
Decision making: problems in making decisions, decision making techniques.

REFERENCE:

1. Chris Stogdon and Robin Kitleley. Study skills for social workers. Sage Publications.2010
2. Corey, M., Corey, G., Corey, C., Groups: Process and Practice., Brooks/Cole New York.2008

3. Thompson Neil, People Skills, 3rd Ed., Palgrave Macmillan New York . 2009
4. Mark Hamer,The barefoot Helper: mindfulness and creativity in social work and the caring professions, Russell House Publishing Limited . 2006
5. Benson, Jarlath F. Working more creatively with groups, Routledge, New York.2001

MSW18R **5005**	**SOCIAL GROUP WORK**	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R5001	Course Category : Programme Core
Course Type : Theory	

Course Objectives
1. To understand of group work as a method of professional social work
2. To learn theoretical approaches that inform group work practice
3. To gain insight into dimensions of group processes and group work practice
4. To develop competencies for working with groups in diverse setting

Course Outcome (CO)

CO1 : Communicate effectively and ethically with clients and people from all walks of life and develop abilities in collaborative team work.

CO2: Develop professional capacity for identification of issues and problems in groups and communities

CO3: Show commitment to ethical practice and recognize personal strengths and weaknesses and develop skills in the utilization of social work intervention practice.

CO4: Develop the leadership skill to work with the people in community, psychiatric setting and in the campanies.

CO5: Apply various psycho therapies to solve the psychosocial problems among the people.

Mapping with Course Outcome (s):

PO/	PO											
CO	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	M	S	-	-	-	-	-	S	-	S	S
CO2	S	M	M	-	-	-	-	-	M	-	M	S
CO3	S	M	S	-	-	-	-	-	L	-	L	S

UNIT-I
Group and Social Group Work: Concept, types and characteristics of groups; Group as an instrument of change; Social Group Work: Concept, objectives, functions, principles and values. - Evolution of Social Group work

9hours

UNIT-II
Group Work Process, Practice and Recording: Process: Study, Formation, Analysis, Assessment, Treatment and evaluation. Practice: Models of Social Group Work: Development, Preventive, Remedial Recreational and Therapeutic; Roles of group worker; Recording: Importance, Types, and Principles of recording.

9hours

9hours

UNIT-III
Programs: Meaning and purpose; Program Process – Planning, Implementation and Evaluation (PIE); Criteria for effective programs; Principles of program planning; Resources for programs; Difficulties in implementing programs.

9hours

UNIT-IV

Leadership and Dealing with Conflicts Of Interest: Leadership: Concept, Approaches, Theories, Styles of leadership, Conflicts of Interest: Concept of conflict. Sources of conflict in groups, styles of managing conflict

9hours

UNIT-V

Therapeutic Approach: Behavior Modification Therapy, Rational Emotive Therapy, Family Therapy – Sociometry – Concept and Application in assessing individuals and groups. Practice of Group work in various settings : Medical & Psychiatry, Community Setting, Correctional Setting, School Setting , Family & Child Welfare and Industrial Setting

TEXT BOOKS

1. Gisela Konapka G .Social Group work – A helping process, Engle Wood, Cliffs. N.J., Prentice Hall.2001.
2. HarleighB.Trecker: Social Group work, Principles and Practices, Prentice Hall;NJ, 2002.

REFERENCES

1. Toseland, R. and Rivas, R. *An introduction to group work practice*, Massachusetts: Allyn and Bacon1995.
2. Turner.J.F Differential diagnosis & treatment in social work.1996.
3. Doel, M. &Sawda, C. *The essentials of group worker*. London : Jessica Kingsley Pub.2003.
4. Douglas, T. *Group process in social work: A theoretical synthesis*. New York : John Wiley & Sons.1998.
5. Trecker .H. Social Group Work: Principles and Practice.1992.
6. Dougles, T. *Basic group work*.London :Tavistock Publication.2002.
7. Barhard. *The use of groups in social work practice*. USA :Routlede & Kegan Paul Ltd. 2002.
8. Sidiqui H.Y.(2008). Social Group Work : Theory and Practice. Rawath Paublications.2008.

		L	T	P	C
MSW 18R**5006**	**COMMUNITY ORGANIZATION**	3	0	0	3

Pre- requisite :MSW18R5001	**Co**urse Category : Programme Core
Course Type : Theory	

Course Objectives
1. To gain knowledge about the primary method of social work practice with communities.
2. To understand the techniques and approaches of social work practice with communities
3. To acquire the skill of working with communities.

Course Outcome (CO)

CO1:	Ability to demonstrate an in-depth knowledge about the community organization process.
CO2:	Ability to understand the use and practice of community organization in various fields of social work.
CO3:	Ability to identify the role of social worker in social action and social reform for social development.
CO4:	Ability to analyse the emerging trends and experiments in community organization.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	S	M	S	S	-	-	-	-	S	-	S	-
CO2	S	M	S	S	-	-	-	-	S	-	S	-
CO3	S	S	M	M	-	-	-	-	M	-	M	-
CO4	M	M	L	M	-	-	-	-	M	-	M	-

UNIT I   **9hours**
Community organization – History, Concept, Principles, Assumptions and Objectives – Community Organization and Community Development – Process of community organization – Study and Survey, Analysis, Assessment, Discussion, Organization, Action, Reflection, Modification and Continuation

UNIT II   **9hours**
Models of community organization – locality development, social planning, social action – Skills in community organization – Communication, Training, Consultation, Public relations, resource mobilization, liaisoning; Approaches to community organization – General content, Specific content and Process objective.

UNIT III   **9hours**
Methods of community organization – Awareness creation, Planning and Organizing, Education, Networking, Participation, Leadership – Community organization with vulnerable communities – Migrants, Refugees, Slum dwellers and transgender

UNIT IV   **9hours**
Social Action in Community Organization - Concept, Purpose, Strategies and Tactics in Social Action – Social Action as a method of social work – Approaches to social action – Paulo Friere, Saul Alinsky, Mahatma Gandhi and Ambedkar

UNIT V   **9hours**
Concept of advocacy as a tool, Strategy for advocacy – Campaigning, Lobbying, Use of media and public opinion building in advocacy – Coalition and Network building, linking up protest movements with development work.

TEXT BOOKS

1. Gangrate.K.D.,Community Organization in India, Popular Prakashan Bombay. 2001
2. Ross.Murry.G., Community Organization: Theory and Practice, Harper & Bro., Bombay. 1998

REFERENCES

1. Chowdhry, D. P. Introduction to Social Work. New Delhi: Atma Ram.2001.
2. Christopher, A.J., and Thomas William, Community Organization and Social Action. New Delhi: Himalaya Publications. 2006.
3. Gilbert, Neil. et. alAn Introduction to Social Work Practice. New Jersey : Prentice Hall.2002.
4. Kramer, Ralph and Harry Specht. Readings in Community Organization. Practice. London: Prentice Hall International.1999
5. Mathew, Grace. An Introduction to Social Case Work. Bombay : Tata Institute of Social Sciences.1992.
6. Ross, M G. Community Organization. New York : Harper and Row.1998.
7. Siddiqui. H. Y. Ed. Social Work and Social Action. New Delhi: Harnam Publications.2008.

MSW 18R 5007	SOCIAL WELFARE ADMINISTRATION AND LEGISLATION	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R5001	**Course Category** : Programme Core
Course Type : Theory	

COURSE OBJECTIVES

1. To gain knowledge about social policy and the administration of Human service organizations
2. To understand the welfare policies of the government
3. To acquire the skill of establishing a human service organization

COURSE OUT COME

CO1:	Ability to develop an understanding of the evolution of administration as a science and as a method in Social Work Practice.
CO2:	Ability to demonstrate the utility of the administrative structures, processes and procedures in an organization.
CO3:	Ability to acquire knowledge and skills in the use of different management techniques in Human Service Orgnaisation
CO4:	Ability to acquire a basic understanding of the Indian Legal System and its functioning.
CO5:	Ability to understand the nature of social legislation and the various legislations for family, women, children and other marginalized

Mapping with Course Outcome (s):

PO /CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	-	-	-	S	S	-	S	-
CO2	S	M	S	-	-	-	-	M	M	-	S	-
CO3	S	M	S	-	-	-	-	M	M	-	S	-
CO4	S	S	S	--	-	-	-	M	M	-	S	-
CO5	S	S	S	-	-	-	-	M	L	-	S	-

UNIT I **9hours**

Social Welfare administration- concept and scope. The nature of social welfare administration in Government and Non-Government organizations. The social welfare boards and its functions. Concept of social policy – needs and choice, rights and obligations, justice and merit citizenship and status

UNIT II **9hours**

Procedures in registering an organization – Societies Registration Act, 1860, Indian Trust Act, 1882, The Companies Act, 1956. Administrative Structure – Memorandum of Association, Bye laws,

Constitution, Deed, Functions and responsibilities of governing board, committees and office bearers. Administrative Processes: Planning, Organizing, Staffing, Directing, Coordinating, Reporting and Budgeting (POSDCORB). Administrative structure of social welfare at the Central, State and Local level – Programmes of Central Social Welfare Board and State Social Welfare Boards

UNIT –III   9hours

Social policy: Concept and Scope, Distinction between Social and Economic Policies, Social Welfare policy, Welfare State – Indian Constitution: Fundamental rights and Directive principles of State Policy – Social Policy and Planned social change, Social Policies in India – Education, Health, Housing, Environment, Social Security, Food Security, Employment and Labour. Social Welfare Pogrammes in India – Family, Children, Orphaned and Adopted, Women, Elderly, Persons with Disabilities and Labour in the unorganized sector.

UNIT IV   9hours

Social Legislation: Meaning and Scope. Family Courts, Lok Adalats, The Legal Aid, Public Interest Litigation - Right To Information Act (2005). Right to Education (RTE) -The National Food Security Act, 2013 – The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

UNIT V   9hours

Social Legislation relating to Women and Children Adoption and Maintenance Act (1986), The Juvenile Justice (Care and Protection of Children) Act, (2006) Child Labour Prohibition and Regulation Act (1986), Prevention of Immoral Traffic Act (1986) The Protection of Children from Sexual Offences Act 2012- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 - The Pre-natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, 1994- Protection of Women from Domestic Violence Act, 2005.

TEXT BOOKS

1. Batattachariasanjay. Social work administration and development, New Delhi: Rawat.2006.
2. Choudry .D. Paul .Voluntary social welfare in India, New Delhi, sterling.1991

REFERENCE

1. Batra, Nitin. *Administration of social welfare in India*. Jaipur: Raj Publishing House.2004.
2. Bhattachary, Sanjay. *Social work administration and development*. New Delhi: Rawat Publications. 2009.
3. Choudry, Paul, *Hand book on social welfare*. Delhi: Atma Ram & Sons.1993.
4. Dennison. D &Chepman, Valeries: *Social Policy and Administration*, George AllanondUnwin, London. 2000
5. *Encyclopaedia of Social Work in India- Vol I &III*Ministry of Welfare. Government of India. 2001
6. Kohli, A.S & S.R. Sharma. *Encyclopaedia of Social Welfare and Administration*. New Delhi: Anmol Publication. 1998

7. Patel, N Vinod&Rana, K, Girish. *Personnel Management*. Jaipur: Oxford Book Company. 2007.
8. Sarita Sharma, Basotia G. R. Popalia A.K. *Management, Function, financial Planning and Policy.* New Delhi: Kanishka Publishers.1997.

MSW 18R**5008**	**SOCIAL WORK RESEARCH AND STATISTICS**	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R5001	**Co**urse Category : Programme Core
Course Type : Theory	

Course Objectives
1. To understand Social research as a method of social work and to develop the appropriate skills to effectively implement the research methods and techniques in the field.
2. To understand the importance of quantitative and qualitative research in Social work.
3. To demonstrate the relevance and the application of statistics in social work research.
4. To develop an overview of techniques of qualitative analysis in social work research

Course Outcome (CO)
CO1:   Ability to understand Social research as a method of social work and to develop the appropriate skills to effectively implement the research methods and techniques in the field.
CO2:   Ability to understand the importance of quantitative and qualitative research in Social work.
CO3**:**   Ability to demonstrate the relevance and the application of statistics in social work research.
CO4**:**   Ability to develop an overview of techniques of qualitative analysis in social work research
CO5:   Ability to apply various statistical techniques.

Mapping with Course Outcome (s):

PO/	**PO**											
CO	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	S	M	S	M	-	-	-	S	S	-	-	S
CO2	S	S	S	S	-	-	-	M	M	-	-	S
CO3	S	M	S	M	-	-	-	M	M	-	-	S
CO4	S	S	S	S	-	-	-	M	M	-	-	S

UNIT I   **9hours**
Meaning, definition and purpose of research, Social research and social work research**.** Scope and Nature of scientific enquiry. Scientific Method**;** Nature, Characteristics, purpose and steps in research process; concepts, operationalization of concepts, variable and its types, Hypothesis: Sources, Formulation, Attributes of hypotheses and types. Review of Literature, Identification and formulation of research problems. Need and importance of theoretical frame work in research

UNIT II   **9hours**
Research Designs: Need for research design, features of a good research Design, Concepts relating to research design; types of research Design:, Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Case Study and Participatory Research, action research, Population and sampling. Sampling definition, sampling theory, purpose and types-probability and non-probability sampling.

UNIT III   **9hours**
Sources: Primary and Secondary, Qualitative and Qualitative Data, Method of Data Collection: Observation, Participant observation, case study, and Interview – nature and importance, types of interviews; Tool of Data Collection: Mailed questionnaire and Interview schedule; Construction and qualities, Meaning, levels of measurement: Nominal, ordinal, interval and ratio; validity and reliability: meaning and types.

UNIT IV   **9hours**
Editing, Coding and Tabulation: Need and principles; Methods of Analysis of data: Quantitative analysis and Qualitative analysis, Content analysis and Case analysis and Statistical analysis; Report writing and referencing; Major components of a research report, Formats for presenting the report. Bibliography - APA format. Agencies involved in social research; Ethical considerations of social work research; limitations of research.

UNIT V   **9hours**
Statistics: Meaning, use and its limitations in social work research measures of central tendency: Arithmetic mean, median and mode. Dispersion: range, quartile deviation, standard deviation and co-efficient of variation. Tests of significance: T test and chi-square test., correlation: meaning, types and uses, Karl Pearson's coefficient of correlation and rank correlation. Computer Applications: Use and application of computer in Social Work Research with special to statistical package for social science (SPSS).

TEXT BOOKS

1. Pauline, V.Young (2009). Scientific Social Surveys and Research.2009.
2. C.R.Kothari (2006), Research Methodology, Wiley Eastern United, New Delhi. 2006.

REFERENCES

1. Alan Bryman, *Social Research Methods.* New York : Oxford University Press. 2004.
2. Cramer Duncan, *Fundamental Statistics for Social Research: Step-by-Step Calculations and Computer Techniques using SPSS for Windows*, New York :Routledge. 1999.
3. Darin Weinberg, .*Qualitative Research methods, UK* : Blackwell publishing.2002.
4. FredmanDavid , et.al. *Statistics.* New York : Norton & Co.1998.
5. Gupta.S.P. *Statistical Methods.* New Delhi :Sultanchand publishers.2005.
6. Janet M. Ruane,.*Essentials of Research Methods*. UK : Blackwell publishing.2005.
7. Kothari. C.R,.*Research Methodology.* New Delhi : NAI Publishers.2004.
8. LalDas .D.K. *Practice of Social Research.*Jaipur :Rawat Publications .2000.
9. Sarantakos. *Social research.* New York : Palgrave Macmillan.2005.

MSW XXXX	FIELD WORK PRACTICUM (in all)	L	T	P	C
		0	0	15	5

Practical training is a distinct feature and an integral part of social work education. The specific requirements of the fieldwork training will be made available to the trainee social workers. This practical training is given to the students during the two years of study through various programmes such as orientation programme, observation visits, concurrent field work, block placement training, study tour and mini research.

General Objectives of Social Work Practicum

8. To gain an understanding of social realities and problems as they play out in society and the civil society's response to it.

9. To understand, appreciate and develop ability to critically evaluate the programmes and policies in the developing context.

10. To acquire skills of systematic observation, critical analysis and develop a spirit of inquiry

11. To learn and implement social work interventions

12. To develop skills of recording

13. To imbue values and ethics of the Social Work profession through field practicum.

14. To develop an appreciation of social work intervention in these programmes by recording:

g) Relevant and factual information about the client system and the problem/concern

h) The selection of programmes/strategies for solving the problems, and their relevance to the client system and the problem concern or the issue.

i) The role of the social worker and the relevance of social work intervention for the client, needs and the problem.

j) The relationship between the micro problems observed and the macro situation, the appropriateness of the organization's resources and nature of intervention

k) To integrate theory and practice while recording

l) To develop 'self' as an agent effecting change and transformation in the society.

Field work practicum comprises of the following:

• Social Work skills workshop

• Observation visits

- Concept paper
- Concurrent field work
- Summer Placement
- Study Tour
- Block fieldwork

Students are involved in intervention during emergency situations like riots, cyclone and earthquake and specific time-bound, issue-based campaigns

MSW18R5083	FIELD WORK PRACTICUM – 2nd	L	T	P	C
		0	0	15	5

The Placement of students during II should be purely in community setting. The guidelines for fieldwork practice are as follows:

OBJECTIVES	TASKS
To understand the agency, its philosophy and goals. To analyze the agency's structure, functioning and its networking strategies at the international and national level.	To prepare a complete document on the agency, covering specific details on - The agency profile - Its objectives - Area of work - Administrative hierarchy - Staffing pattern - Funding pattern - National / International networking pattern - Activities implementation strategy - Monitoring / Evaluation pattern
To identify the agency's geographical areas of intervention. To draw up a community profile To analyse the problems of communities through "Need Based Assessment Strategies"	To develop a community profile with specific details on - Socio-Demographic characteristics - Power structure - Community Resources - Leadership pattern - Groups in existence (Women's Group, Children's Group etc.) - Health status - Problems of Communities etc.
To study the families and their problems.	- Family study report needs to be submitted. - Visiting ten families and identifying at least two families for detailed family analysis
To study the groups in existence and initiate steps to identify and form one or two groups.	To form at least one group (Youth Group, Women Group, Children Group, Men Group etc.)
To understand and apply different models of working with individuals in different settings and	To handle Social Work Practice with at least five clients.

develop an eclectic approach to working with individuals. To integrate theory into practice.	
To understand the significance of the group on individuals. To understand the integration of Group Work with other methods of Social Work	To work with two Treatment and Task groups using adequate Group Intervention strategies.
To develop necessary skills to apply Group Work as a method of intervention. To gain knowledge and understand of the scope of this method in various settings.	Nature of Groups: - Educational Group - Growth Group - Remedial Group - Socialisation Group - Committees Focus Group - Women, Youth, Adolescent Girls, Children, Men, Potential Leaders, Youth Leaders etc.
To expose students to problem situations and to enable them to identify solutions. To equip the students skills in problem identification. To enable them network with and mobilize community resources. To implement change processes with the community's participation.	Identifying a community problem / problems. Identifying resources and methods to solve the problems. Consciously implementing professional approaches and skills in community problem solving. Identifying major diseases and health needs in the community.

MSW18R **5084**	**COMMUNIATION FOR SOCIAL WORKERS**	L	T	P	C
		2	0	1	2

Pre- requisite : Basic ability of leadership and communication   C**o**urse Category : Programme Core
Course Type : Theory

COURSE OBJECTIVES
1. To enable them to understand the importance of communication
2. To help students to develop the skills in communication
3. To expose the use of ICT for social work practice

COURSE OUTCOME
CO1: Ability to improve listening and observational skills
CO2:   Become more knowledgeable about writing and career skills for professional social work
CO3:   Ability to Develop message generating and delivery skills for social work practice
CO4: Ability to use mass media for social work.
CO5: Ability to use ICT and MS Word.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	M	-	-	-	-	-	-	H	-	H	L	M
CO2	M	-	-	-	-	-	-	H	-	H	L	L
CO3	M	-	-	-	--	-	-	H	-	H	L	M

UNIT I   **9hours**
Communication – definition, need , principles, people, approaches , problems , communication channels

UNIT II   **9hours**
Functions, principles and goals of communication in professional social work. Social importance of communication- communication in problem solving situation- individual , group, community, communication for social action – social work as communicator

UNIT III   **9hours**
Intra Personal and interpersonal communication- person to person to group and person to masers – Building effective relationship – Transactional analysis- communication to a person- conversation- Interview – Body Language – communication to group- speech, video taps, role paly, mines, songs dramas and street theatre.

UNIT IV   **9hours**
Communication to Masses – Mass media: films –types – documentary, art, commercial education religion- its impact electric media – television –its effect to India society

UNIT V   **9hours**
Use of ICT in Social Work, MS Office, Various forms of ICT resources, ICT in teaching and learning, Learning resources, ICT and mass communication, designing blogs, websites, Managing electronic records of clients, Cyber laws, Cyber crimes, Cyber ethics

REFERNCE

1. Kuppusamy,K. Communication and social development in India. Banking Media Promotors.1999
2. Bannerjee,SFamily planning ommunication. A critique of India Programmes.1996.
3. Rayudy C.S. Media ommunication Management. Himalaya.2004.
4. Kirishna ,M.&Meera.B. Developing Communication Skills . Social Education.2008.

MSW18R **6001**	**BASIC ACCOUNTANCY FOR SOCIAL WORK**	L	T	P	C
		2	0	1	2

Pre- requisite : NIL	**Course Category** : Programme Core
	Course Type : Theory

Course Objectives
1. Develop perspective about basic accountancy and accounting rule
2. Develop an understanding of journal, ledger and trial balance
3. Develop knowledge on final accounting , reporting and tally

Course Outcome (CO)
CO1: Ability to explain basic accounting principles and concepts
CO2: Ability to prepare financial statements for government and non –government organization
CO3: Ability to demonstrate the knowledge on report writing and account preparation
CO4: Ability to prepare report and cash book preparation.
CO5: Ability to enter accounts in Tally and Opening balances of certain ledger accounts.

Mapping with Course Outcome (s):

CO/ PO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	-	-	M	-	-	-	-	-	-	-	S	-
CO2	-	-	S	-	-	-	-	-	-	-	S	-
CO3	-	-	M	-	-	-	-	-	-	-	S	-

UNIT I   **9hours**
Introduction to accounting. Meaning – objectives – basic accounting terms – accounting principles – bases of accounting – methods of keeping book of accounts – source documents and vouchers – accounting equations – accounting rules – recording of transactions – types of transactions.

UNIT II   **9hours**
Journal, ledger and trail balance. Double entry system – journal and recording of entries in journal with narration – posting from journal to respective ledger accounts and balancing – need and objectives of trial balance – application of trail balance - different types of errors ignored in trail balance preparation – rectification of errors.

UNIT III   **9hours**
Final accounting, Preparation of trading and profit and loss account – preparation of balance sheet – adjustment entries.

UNIT IV   **9hours**
Report preparation, Purchase book. Sales book, purchase return book, sales return book, cash book and petty cash books preparation of bank reconciliation statement. Accounting errors -types of errors, rectification of errors. Effects of errors on final accounts

UNIT V **9hours**

Accounting entries in tally, Voucher entries which will be evaluated on the basis of day book, trial balance, profit and loss account and balance sheet. Opening balances of certain ledger accounts.

TEXT BOOKS

1. S.N. Maheshwari, Introduction to Accountancy, Vikas Publishing House, New Delhi, 2008.
2. Pillai.R.S.N and Bagavathi, Management Accounting, 1st edition, S.Chand and Co. Ltd., New Delhi, 2004

REFERENCES

1. Srinivasan .N.P and M.SakthivelMurugan, Accounting for Management, 1st edition, S.Chand, 2004.
2. Shukla, M.C., T.S. Grewal and S.C.Gupta: Advanced Accounts S.Chand & Co.,New Delhi.
3. Bhattacharya S.K., John Dearden, Accounting for Management: text and cases, 3rd edition, Vikas publishing house, New Delhi, 1997.
4. Radhaswamy and R.L. Gupta: Advanced Accounting, Sultan Chand &Sons,New Delhi

MSW 18R**6082**	**HUMAN RIGHTS INTERVENTIONS AND ADVOCACY**	L	T	P	C
		2	0	1	2

Pre- requisite : Nil	**Co**urse **Category** :Laboratory
	Course Type : Laboratory

Course Objectives
1. To provide information on basic concept of human rights
2. To educate the students about the constitutional provisions and Acts on human rights
3. To analyze the contemporary issues in human rights

Course Outcome (CO)

CO1: Able to demonstrate knowledge on basic concepts of human rights
CO2: Able understand constitutional provisions and Acts on human rights
CO3: Able to analyse contemporary issues in human rights
CO4: Ability to work with children and refugees.
CO5: Ability to handle Advocacy, Networking, Campaigning

Mapping with Course Outcome (s):

CO/PO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	L	-	S	-	-	-	-	-	-	S	-	M
CO2	L	-	M	-	-	-	-	-	-	S	-	L
CO3	M	-	M	-	-	-	-	-	-	M	-	L

6hours

UNIT I
Human Rights: Concept, meaning, Scope – Classification of Human rights – Civil and Political rights , Socioeconomic and cultural rights

6hours

UNIT II
International HR instruments: Universal Declaration of Human Rights – conventions of Child Rights, invention against elimination of all forms of discrimination against women

6hours

UNIT III
The Protection of Human Rights Act (1993– National Human Rights Commissions – National Commission for women-National Commission for Minorities- National Commission for SC&ST-National Commission for the protection of the rights of the child – Social Work profession and Human Rights

6hours

UNIT IV
Contemporary Issues: Rights of Children, Women, *Dalits*, Refugees, and People living with HIV/AIDS – Prisoners, Refugees, and People with alternate sexuality – Persons with Disability-Minorities – Capital Punishment – Senior citizens and work situations

UNIT V   6hours

Role of civil Societies (NGOs, consumer, Women and other special interest groups), Tools: Law, Welfare Schemes, Advocacy, Networking, Campaigning and Social Action – NGOs and Human Rights. Role of media in human rights

REFERENCE

1. Diwan PHuman Rights and the Law. New Delhi: Deep &Deep : 1998.
2. Gogia.S.P.Law Relating to Human Rights. Hydrabad: Asia Law House.1999.
3. Patil.S.V Humility, Humanity and Human Rights. SOCO: Maduarai. 2005.
4. IHRE. Human rights Study Materials. Maudrai: IHRE. 2003.

		L	T	P	C
MSW17R6081	**FIELD WORK PRACTICUM – 3rd**	0	0	15	5

The second year MSW field work is related to the chosen fields of specialization of the students. The field work will fulfill the following objectives:

1. To be exposed to social realities related to the fields of specialization
2. To develop a critical understanding of the needs of people and their concerns in their field work setting
3. To understand and critique structural and systemic factors that influence service users
4. To undertake social work interventions in the field of specialization
5. To imbue ethics and values of the Social Work profession in their fields of specialization.

The guidelines for fieldwork practice, specialization wise, are as follows:

FIELD WORK GUIDELINES ACCORDING TO SPECIALIZATIONS

SPECIALIZATIONI – HUMAN RESOURCE MANAGEMENT

1. History and administrative set up of the organization

2. Plant visit

3. Time office activities

4. Statutory and non statutory welfare benefits

5. Procedures relating to PF, ESI and labour welfare fund

6. Procedures relating to gratuity, compensation, insurances etc.,

7. Employee problems (absenteeism, indebtedness, labour turnover etc.,)

8. Maintenance of different registers and records in the HR/Personnel Department

9. Provisions relating to safety, accident prevention, leave holidays, hours of work

10. Trade union activities

11. Standing orders of the organization

12. Industrial disputes (strikes, lock out, layoff, retrenchment, closure, termination etc)

13. Dispute solving machinery (mediation, arbitration, conciliation and adjudication)

14. Grievance handling procedure

15. Disciplinary Procedure of the organization

16. Various settlements (wage, work load, bonus)

17. Activities of different committees (canteen, works etc)

18. Human resource planning, recruitment and selection process, induction and orientation

19. Training and development programmes of the organization

20. Promotion and transfer, VRS option, separations

21. Performance management, career planning and development

22. Compensation management (wage and salary administration)

23. Organizational intervention programmes

24. TQM and ISO certification

25. HR policies and corporate social responsibility

26. Role of HR managers

27. Employee counseling

28. Presence and development of special groups in the organization – women, disabled etc

29. Documenting good practices of the agency

30. HR audit – types and process

31. Role of social worker in the workplace

SPECIALIZATIONII – COMMUNITY DEVELOPMENT

1. History and administrative set up of the organization

2. Project area visit

3. Project activities

4. Discuss interests, goals, and potential fieldwork placements

5. Practicing the community organization method

6. Project formulation

7. Project Execution, monitoring and evaluation

8. Rapport with the target group

9. HR practices in human service organization

10. Resource mobilization

11. Social auditing

12. PRA

13. Networking and advocacy

14. Designing and implementing community interventions

15. Social action, lobbying and awareness generation

16. Designing and implementing income generation or livelihood programs

17. Revitalizing and conserving local traditions

18. Manpower planning, Recruitment and Selection Process, Induction &Orientation.

19. In service Training and Development programmes of the organization

20. Role of Community Social Workers

SPECIALIZATIONIII– MEDICAL AND PSYCHATRIC SOCIAL WORK

1. Understand the agency- its functions, activities, services rendered.
2. Gain knowledge in subjects pertaining to physical and mental illnesses.

3. Applying social work theories, knowledge and skills/techniques in the field placement.

4. Get acquainted with the intervention strategies available to cater the needs of the clients.

5. Gain an understanding of the allied services offered to the clients and their families.

6. Understand and work in multi-disciplinary teams

7. Work in community health settings

8. Get oriented to the legislations pertaining to the field of Practice of Case Work (minimum of five cases) - actively involved in history taking, home visits, assessment, intervention, referrals and follow up activities.

9. Practice of Group Work

10. Practice of community organization.

11. Practice of Social Welfare Administration.-gain knowledge about the administrative responsibilities of social work professionals in your organization.

12. Practice of Social Work Research- undertake a mini project pertaining to your area of work

13. Practice of Social Action whenever required.

14. Collaborate with the agency personnel in building public relations.

STUDY TOUR

Study tour need to be arranged during the third/ fourth . The purpose of study tour is to expose the students to a wide range of organizations across specializations in different parts of the country. This enables them to acquire information about new strategies and trends practiced in various organizations in relation to different issues. Study tour also aims at providing information about employment opportunities and conditions in various places. A theme will be identified by students and faculty and relevant organizations and location will be chosen by the faculty and students. It is arranged and planned by the students with support from the faculty members. The tour can be completed within/outside the state. Students should prepare educational tour report and submit to the faculty supervisor within a week of return from the tour. The presentation and study tour viva-voce are conducted for the assessment of students. The following are important aspects of the study tour:

- Duration is 8 to 10 days and is compulsory for the II M.S.W. (III/IV)
- The study tour shall be planned in urban areas
- Visits to organizations appropriate to specializations offered by the Department in the academic year

MSW17R6100	SUMMER PLACEMENT (4 weeks)	L	T	P	C

				0	0	20	5

To reinforce the knowledge acquired through studies, actual practice in the field situation under the guidance of a Supervisor from the agency itself, students will be sent to different agencies for Summer Placement for 30 days duration. Each student needs to spend the entire period of placement—

(i) to study the organisational aspects as well as

(ii) to practice the Case Work, Group Work, Community Organisation theories that they have learnt in the classroom situation.

The University will evaluate the performance of the students on the basis of the weekly reports submitted. The students will have to pass independently in Fieldwork in order to qualify for the degree. Along with the report students will have to produce a Certificate of satisfactory completion of the Fieldwork from the concerned Institution.

Course Outcome

1. Ability to understand organizational aspects
2. Ability to practice direct social work methods
3. Ability to enhance the knowledge of the socio-economic and cultural realities and their impact on the client system with specific focus on marginalized groups.
4. Ability to make conscious use of professional self with values and ethics.

IV

MSW 18R**6084**	**Skill Based: Pre Employment Skills**	L	T	P	C
		0	0	3	1
Pre- requisite :MSW18R5082,MSW18R5084	**Course Category :**Laboratory **Course Type** : Laboratory				

Course Objectives
1. To familiarize the students with goal settings
2. To demonstrate an awareness of their role in the global environment.
3. To demonstrate a sense of responsibility and a capacity for service.
4. To demonstrate a basic understanding of career options available to them and will establish career objectives.

Course Outcome (CO)
CO1: Ability to demonstrate critical-thinking and problem-solving skills.
CO2: Ability to demonstrate an awareness of their role in the global environment.
CO3: Ability to demonstrate a sense of responsibility and a capacity for service.
CO4: Ability to demonstrate a basic understanding of career options available to them and will establish career objectives.
CO5: Ability to handle Group discussion and interview skills

Mapping with Course Outcome (s):

PO/CO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	H	-	H	-	-	-	-	-	-	M	L	-
CO2	M	-	H	-	-	-	-	-	-	M	L	-
CO3	M	-	H	-	-	-	-	-	-	M	M	-
CO4	M	-	H	-	-	-	-	-	-	M	M	-

UNIT I   6hours
Goal-setting**:** Concept of goal-setting - Importance of goals - Dream Vs Goal - Why goal-setting fails? – SMART (Specific, Measurable, Achievable, Realistic, Time-bound) goals - Art of prioritization - Do's and Don'ts about goals.

                                                                                                            6hours
UNIT II
Attitude - Concept - Significance - Factors affecting attitudes - Positive attitude - Advantages - Negative attitude - Disadvantages - Ways to develop positive attitude - Difference between personalities having positive and negative attitude. Concept of motivation - Significance - Internal and external motives - Importance of self-motivation, Factors leading to demotivation.

                                                                                                            6hours
UNIT III
Body language - Assertiveness - Problem-solving - Conflict and Stress Management – Decision making skills - Positive and creative thinking - Leadership and qualities of a successful leader - Character-building - Team-work - Lateral thinking - Time management - Work ethics – Management of change - Good manners and etiquettes

6hours

UNIT IV

Network building**:** Identifying the sources of placement – Network building to collect information – doing project for gaining placement – interaction with officials.

6hours

UNIT V

Group discussion and interview skills, Preparation for Group discussion - parameters for assessment – Dos and Don'ts in GD. – Interview types – preparation before attending interview – preparations for attending interview – Dos and Don'ts in interviews – Questions asked by the interviewer – questions asked by the applicant.

REFERENCES:

1. UNESCO, Life skills in Non-formal Education, UNESCO & INC New Delhi.
2. Shaffer, D. Social and Personality Development, Belmont, CA, Wadsworth/Thomas learning.
3. Negotiation, Harvard Business School Press, Published 2003.
4. Helena Hargaden, Charlotte Sills, Transactional Analysis: A Relational Perspective,
5. Psychology Press (UK), Published 2002.

MSW18R6099	RESEARCH PROJECT WORK	L	T	P	C
		0	0	25	8

OBJETIVES

1. To provide an opportunity for the students to apply the various concepts
2. To help students develop their competency in doing research

Every candidate shall be required to complete a research product related to his/her topic. Candidates shall select the topic of their research in consultation with the head of the department of the Social Work and the faculties. Three typed and bound copies of the research work shall be submitted. Each student is placed under the guidance of a faculty member for dissertation work. The synopsis should be submitted to the co-ordinator /Head of the department before the examination of II . Subsequently, the student is guided to prepare Questionnaire/interview schedule/ any other tool for systematic collection of data from a group of subjects. The vacation period after II examination may be utilized for data collection in the field. After data collection analysis is done, the reports are be submitted to the Project Coordinator for the Valuation. The core content of the report covers in general the following chapters.

I. Introduction

II. Review of literature

III. Analysis & interpretation.

IV. Findings

V. Conclusion and suggestions

VI. Bibliography & appendices

		L	T	P	C
MSW17R6083	**FIELD WORK PRACTICUM – 4th**	0	0	15	5

The second year MSW field work is related to the chosen fields of specialization of the students. The field work will fulfill the following objectives:

6. To be exposed to social realities related to the fields of specialization
7. To develop a critical understanding of the needs of people and their concerns in their field work setting
8. To understand and critique structural and systemic factors that influence service users
9. To undertake social work interventions in the field of specialization
10. To imbue ethics and values of the Social Work profession in their fields of specialization.

The guidelines for fieldwork practice, specialization wise, are as follows:

FIELD WORK GUIDELINES ACCORDING TO SPECIALIZATIONS

SPECIALIZATIONI – HUMAN RESOURCE MANAGEMENT

32. History and administrative set up of the organization

33. Plant visit

34. Time office activities

35. Statutory and non statutory welfare benefits

36. Procedures relating to PF, ESI and labour welfare fund

37. Procedures relating to gratuity, compensation, insurances etc.,

38. Employee problems (absenteeism, indebtedness, labour turnover etc.,)

39. Maintenance of different registers and records in the HR/Personnel Department

40. Provisions relating to safety, accident prevention, leave holidays, hours of work

41. Trade union activities

42. Standing orders of the organization

43. Industrial disputes (strikes, lock out, layoff, retrenchment, closure, termination etc)

44. Dispute solving machinery (mediation, arbitration, conciliation and adjudication)

45. Grievance handling procedure

46. Disciplinary Procedure of the organization

47. Various settlements (wage, work load, bonus)

48. Activities of different committees (canteen, works etc)

49. Human resource planning, recruitment and selection process, induction and orientation

50. Training and development programmes of the organization

51. Promotion and transfer, VRS option, separations

52. Performance management, career planning and development

53. Compensation management (wage and salary administration)

54. Organizational intervention programmes

55. TQM and ISO certification

56. HR policies and corporate social responsibility

57. Role of HR managers

58. Employee counseling

59. Presence and development of special groups in the organization – women, disabled etc

60. Documenting good practices of the agency

61. HR audit – types and process

62. Role of social worker in the workplace

SPECIALIZATIONII – COMMUNITY DEVELOPMENT

21. History and administrative set up of the organization

22. Project area visit

23. Project activities

24. Discuss interests, goals, and potential fieldwork placements

25. Practicing the community organization method

26. Project formulation

27. Project Execution, monitoring and evaluation

28. Rapport with the target group

29. HR practices in human service organization

30. Resource mobilization

31. Social auditing

32. PRA

33. Networking and advocacy

34. Designing and implementing community interventions

35. Social action, lobbying and awareness generation

36. Designing and implementing income generation or livelihood programs

37. Revitalizing and conserving local traditions

38. Manpower planning, Recruitment and Selection Process, Induction &Orientation.

39. In service Training and Development programmes of the organization

40. Role of Community Social Workers

SPECIALIZATIONIII– MEDICAL AND PSYCHATRIC SOCIAL WORK

15. Understand the agency- its functions, activities, services rendered.
16. Gain knowledge in subjects pertaining to physical and mental illnesses.

17. Applying social work theories, knowledge and skills/techniques in the field placement.

18. Get acquainted with the intervention strategies available to cater the needs of the clients.

19. Gain an understanding of the allied services offered to the clients and their families.

20. Understand and work in multi-disciplinary teams

21. Work in community health settings

22. Get oriented to the legislations pertaining to the field of Practice of Case Work (minimum of five cases) - actively involved in history taking, home visits, assessment, intervention, referrals and follow up activities.

23. Practice of Group Work

24. Practice of community organization.

25. Practice of Social Welfare Administration.-gain knowledge about the administrative responsibilities of social work professionals in your organization.

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28. Collaborate with the agency personnel in building public relations.

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- Duration is 8 to 10 days and is compulsory for the II M.S.W. (III/IV)
- The study tour shall be planned in urban areas
- Visits to organizations appropriate to specializations offered by the Department in the academic year

MSW17R6200	PRE -EMPLOYEMNT TRAINING	L	T	P	C

			0	0	20	5

BPT is arranged at the end of third . This is of Thirty five days duration including travelling. The block placement gives an opportunity for the students to develop professional preparedness for job situations. It is also an opportunity for them to build their career. Professional behavior and skills are developed during the block placement. Industries, hospitals, agencies and movement settings have to be given priority in block placement. The purpose of the block placement is to give the students professional internship cum pre-employment experience.

Objectives:

- To understand the role of the agency in addressing current social realities.
- To gain an experience of working as a trained social worker in an agency for a continuous period of time.
- To acquire and consolidate skills relevant to the profession
- To consolidate the learnings over the s through the process of continuous engagement in the field of specialization.
- To foster an appropriate attitude and professional development at work.

Rules and Regulations:

On joining the placement agency, the students are expected to work out details of assignments in consultation with the agency supervisor and should forward the same to the Department within seven days of reporting to the agency.

During the block placement, the students are required to submit fortnightly reports date-wise and also in detail of the work done. The first fortnightly report should be sent to the faculty supervisor and second fortnightly report should be brought by the students at the time of joining date, and submit it on the same date to the college. The reports should be signed by the student and countersigned by the agency supervisor.

A student has to join the block placement agency on the specified date and time decided by the Department.

All the expenses in connection with block placement shall be entirely borne by the student.

On the conclusion of the block placement, the agency supervisor will send an evaluation report about the learning and performance of the student to the Department in the prescribed form which is sent to the agency by the Department.

ROLE OF FIELDWORK SUPERVISORS (FACULTY MEMBERS):

❖ Hold individual conferences of at least 30 minutes' duration per student, per week.

❖ Check students' recordings on a weekly basis, make written comments on them and discuss the same in the individual conferences.

❖ Hold at least one group conference in a month wherein each student is given the opportunity to make at least one presentation in a year.

❖ Make regular visits to the fieldwork settings for discussion of the students' plans and progress.

❖ Faculty fieldwork supervisors are actively involved in the fieldwork setting.

❖ Field supervisors are reimbursed commuting expenses to fieldwork agencies

❖ Written/audio/video recordings of students' fieldwork are used for classroom teaching.

EVALUATION:

External examiners (both from the academia as well as practitioners from the field) should be the members of the viva-voce board along with the internal examiners.

Agency supervisor's suggestions need to be used for fieldwork evaluation process.

Self evaluation is compulsory before final fieldwork evaluation. Students are expected to make their own assessment and their expected percentage of marks. In the second step of evaluation supervisor shall make detail assessment and award marks/grades. Final assessment should be held jointly between student and fieldwork supervisor, where in the marks would be finalized and submitted to the Department.

Internal field work viva-voce should be conducted at the end of in presence of external expert academician / practitioner of the respective specialization.

FIELDWORK RULES AND REGULATIONS

Concurrent Fieldwork is the core curricular activity of the M.S.W. course. Hence, 100% attendance of the student is mandatory. In case of absenteeism on any count, additional fieldwork needs to be planned and scheduled. Work hours should be completed.

Working days: A student has to work on two days a week for concurrent fieldwork. The students shall be in their respective agencies for 7.5 hours per fieldwork day. Every week 15 hours of

concurrent fieldwork (7.5 hours + 7.5 hours) on the said two days is mandatory. **Compensation of fieldwork is admissible only on the grounds of prolonged illness /disability/reasonable cause, as decided by the members of the faculty in a department meeting.**

Work Hours: Total work hours of concurrent fieldwork 15x15=225 hours in a . These work hours should be completed in about 20 to 25 visits. Work hours of 225 are mandatory for the assessment. In calculating the fieldwork hours the time spent by students in writing the fieldwork reports may also be taken into consideration. However time spent on travelling will not be included in the total time spent in the field.

During I M.S.W. (II) 100% work hours should be completed in the community setting (rural & urban). In case agency work is in community setting 100% work hours may be completed in the agency itself. Ultimately institutional/agency and community setting experiences are mandatory for students.

Fieldwork records: Students should document their fieldwork recording in fieldwork diary and fieldwork journal separately. Time, tasks and work hours should be maintained in the diary. Detailed work record should be given in journal. Separate special reports based on fieldwork experiences and activities of students may be generated.

Fieldwork conference: Fieldwork conference should be the part of time-table. Faculty needs to conduct fieldwork conference every week for all the students (Individual conferences – half an hour per week, group conferences once a month).Faculty needs to maintain fieldwork conference report and concurrent fieldwork attendance report of each trainee student separately.

Code of Conduct:

A student should be regular and punctual in fieldwork, attendance in fieldwork is compulsory.

No student should use alcohol, drugs, tobacco etc. in the fieldwork agency.

Students should behave in the agency in a way that will bring honour, dignity and credit to the Department.

The students should wear formal dresses in the agency.

No courtesy visits to other agencies are permitted.

Students should be punctual in submitting their fieldwork journal to their respective fieldwork supervisor.

Students shall be punctual and regular for individual and group fieldwork conferences.

Rules, Regulations and syllabi of Fieldwork curriculum for all specializations:

Three orientation visits to be arranged according to the specializations offered to the students.

Group of students should not exceed two, maximum three per agency.

Care should be taken that students are placed in an agency throughout the and the placement considers interest of the students.

Students shall make a thorough study on issue which they are dealing in the field. All the documents related to issue should be compiled and documented.

Students are expected to learn primary social work intervention method, during the placement, irrespective of their specialization.

SPECIALIZATION -I
HUMAN RESOURCE MANAGEMENT

-III

Subject Code	Subjects	L	T	P	C
MSW 18R6101	Human Resource Management	3	0	0	3
MSW18R 6102	Labour Legislation - I	3	0	0	3
MSW 18R6103	Organizational Behavior	3	0	0	3

- IV

Subject Code	Subjects	L	T	P	C
MSW18R 6111	Human Resource Development	3	0	0	3
MSW 18R6112	Labour Legislation	3	0	0	3
MSW18R6113	Industrial Relations	3	0	0	3

MSW 18R**6101**	**HUMAN RESOURCE MANAGEMENT**	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R5007	Course Category : Major Elective
Course Type : Theory	

Course OBJECTIVES
1. To understand the concept of human resource management and occupational social work
2. To gain knowledge on social work orientation on corporate culture, particularly as it relates to social issues in the workplace.
3. To acquire the skills of comprehending a multi-stakeholder perspective in viewing workplace issues.

Course Outcome (CO)

CO1:	Ability to understand the concept of human resource management and human resource development
CO2:	Ability to demonstrate the on various principles and methods of management.
CO3:	Ability to develop skills on planning, Organizing, leadership and, communication
CO4:	Ability to demonstrate knowledge on social work orientation on corporate culture, particularly as it relates to social issues in the workplace.
CO5:	Ability to acquire the skills of comprehending a multi stakeholder perspective in viewing workplace issues

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	-	S	-	-	S	-	S	M
CO2	S	S	S	-	-	M	-	-	S	-	S	L
CO3	S	S	S	-	-	S	-	-	S	-	S	M
CO4	M	S	S	-	-	S	-	-	M	-	S	S
CO5	M	S	S	-	-	M	-	-	S	-	S	M

UNIT I   **9hours**
Value of work – Meaning, Definition, Nature, Principles of management – Henry Fayol, Principles of Scientific Management, F. W. Tyalor, Management vs. Administration, Human Resource approach, System approach – various sectors in the workplace.

UNIT II   **9hours**
Concept of Personnel Management, Human Resource Management (HRM) – Strategic Human Resource Management (SHRM): meaning, definition and scope – difference between HRM and SHRM – Business strategy and organizational capability – aligning HR with Corporate strategy – Strategic HR planning and Development – Corporate Ethics, Values and SHRM – Competencies of HR professional in a SHRM scenario – international human resource management (IHRM)

UNIT III   **9hours**
Human resource planning – Tale1nt acquisition – compensation management – Human resource information system (HRIS)

UNIT IV   **9hours**
Recent trends in HR – changing nature of the Indian workplace – needs and problems of special groups in the workplace – workplace violence: meaning and forms - gender sensitivity, disability management, diversity management, spirituality in the workplace

UNIT V   **9hours**
Human Capital Management: meaning and scope – Occupational social work: Meaning, scope and nature – Employee Assistance Programmes: evolution, nature, scope, philosophy, models, services, current trends and scope in India – role of social workers in the workplace

TEXT BOOK

1. Rao, Subba, Personnel and Human Resources Management, Mumbai, Himalaya.2007
2. Aswathappa, K, International Human Resource Management, New Delhi.2008.

REFERENCES

1. Akabas, S.H. Occupational social work. In R. Edwards (Ed.), *Encyclopedia of Social Work*, 19th edition, Silver Spring, MD: NASW.1995.
2. Akabas, S.H., &Kurzman, P.A. (Eds.), *Work and well being: The occupational social work advantage*. Washington DC: NASW. 1993.
3. Coulshed, V., &Mullender, A. *Management and social work*. New York, USA: Palgrave Publishers.2001.
4. Desai, M. *Ideologies and social work: Historical and contemporary analyses*. New Delhi: Rawat Publications.2002.
5. Martin, John. *Key concepts in human resource management*. London: Sage Publications 2010.
6. Mor Barak, E. M., &Bargal, D. (Eds.), (2000c). *Social services in the work Place: Repositioning occupational social work in the new millennium*. New York: The Haworth Press, Inc. 2000.
7. Nalini. R. *Social work and the workplace*. New Delhi: Concept Publications.2011

MSW 18R6102	LABOUR WELFARE	L	T	P	C
		3	0	0	3

Pre- requisite :C**o**urse Category : Major Elective
Course Type : Theory

COURSE OBJETIVES

1. To make the students to understand welfare related to labours
2. To provide knowledge to students on laws related to welfare of labours

COURSE OUTCOME

CO1:	Ability to understand about the concept of Labour
CO2:	Ability to demonstrate knowledge about labour welfare.
CO3:	Ability to understand about wages and social security for labourers.
CO4:	Demonstrate an knowledge about the welfare works within the factories
CO5:	Ability to understand the significance of health and hygiene with regards to occupation.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	M	L	S	M	M	S	L	S	M
CO2	S	S	S	M	S	M	L	M	S	M	S	L
CO3	S	S	S	L	L	S	L	S	S	M	S	M
CO4	M	L	L	M	M	S	M	M	L	S	M	S
CO5	L	M	S	S	M	M	L	L	M	L	M	M

UNIT I **9hours**
Labour: Meaning and Characteristics - Organized and Unorganized labour: meaning, characteristics and problems - Industrial Growth in India - Impact of Industrialization and urbanization on life of workers -Productivity concept & importance – International Labour Organisation

UNIT II **9hours**
Concept, scope of labour welfare – Philosophy, principles and theories of Labour welfare - The welfare officer: role, duties and status - Present trends and practices EAP (Employee Assistant Programme) - Agencies of labour welfare

UNIT III **9hours**
Wages: Wage theories - Concept of minimum wages, fair wage and living wage - Models of wage payment - Major components of wages and incentives - Social security: Concept and its scope in India - Constitutional provisions for the protection/welfare of labour.

UNIT IV   **9hours**

Welfare work within the factory and community housekeeping in industry - Organisation and administration of crèches, canteens, credit and consumer cooperatives, industries housing, educational, recreational and transport services.

UNIT V   **9hours**

Health in Industry, Industrial hygiene, occupational diseases, their treatment and prevention, safety administration - Industrial accidents, cause and prevention

TEXT BOOK

1. Bhatnagar Deepak Labour and Industrial Laws New Delhi: Pioneer Books. 1996.

2. Kapoor ND .Elements of Industrial Law New Delhi: Sultan Chand & sons**.** 2000.

REFRENCE

1. Kapoor,.N.D. Hand book on Induatrial Law. New delhi: Sultan Chand.2005.
2. Kumar J.N. Business Law. New Delhi: Nabhi Publications. .2001.
3. Kumar .H.L.Labour Problems and Remedies. New Delhi: Universal Books.1994.
4. Mishra,.S.N. Labour an Induastrial Laws. Allahabad: Central Law. 2007.
5. Pillai.M.K. Labour and Induastrial Laws. Allahabad: Allabadh Law agency. 2000.

MSW18R6103	ORGNAISATIONAL BEHAVIOUR	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R5007,MSW6101	Course Category : Major Elective
Course Type : Theory	

Course Objectives
1. To gain knowledge about organizational behavior
2. To understand the functions and activities of organizational behavior
3. To acquire skills of working with organized sectors

Course Outcome (CO)

CO1: Ability to build a knowledge base appropriate to understand the human behaviour in an organization.
CO2: Ability to perceive the attitudes required for the successful applications of organizational behaviour.
CO3:   Ability to present a new perspective for management and dynamics of organizational behavior
CO4: Ability to facilitate new dimensions for change and development
CO5: Ability to facilitate the work life balance and employee engagement.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	L	S	-	-	M	-	-	-	M	S	S
CO2	M	M	S	-	-	M	-	-	-	M	S	M
CO3	M	M	S	-	-	S	-	-	-	S	S	M
CO4	L	S	M	-	-	S	-	-	-	S	S	L
CO5	M	M	S	-	-	S	-	-	-	S	S	M

UNIT I **9hours**
Organizational Behaviour – Meaning, importance, challenges, opportunities, models and contributory behavioural science disciplines. Contributions of Hawthorne studies

UNIT II
9hours
Foundations of Individual behaviour – Physical and intellectual ability, emotional intelligence – Attitudes-job satisfaction, job involvement and organizational commitment – Personality, Perception and decision making. Motivation – Definition and theories Transactional analysis – Johari window

UNIT III

9hours

Foundation of group behaviour – Group structure, group decision making, team work – Communication - Concept, process, types and effectiveness. Leadership-concept, styles, finding and creating effective leaders – Conflict in organizations-nature, level, sources, effects and resolution strategies

UNIT IV

9hours

Functions of organization structure – Organization structure- concept, work specialization, departmentalization, Span of control, Centralization and decentralization. Organizational culture-Definition, types, creating a ethical Organizational culture – Organizational values, Organizational Climate

UNITV

9hours

Organizational Dynamics **–** Work stress – Definition, potential forces, consequences and managing stress – Quality of work life – Work Life Balance – Employee Engagement

TEXT BOOK

1. Stephen P. Robins. Organisational behaviour Prentice – Hall of India Pvt Ltd, New Delhi.2005.
2. Khanka .S.S. Organisational behaviour S.Chand and company, New Delhi.2000.

REFERENCES

1. Aswathappa K. 2012). *Organizational behaviour*. Himalaya Publication house. Mumbai. 2012.
2. Bhonsle, Y.B. *Personnel management: Indian scene*. Deborah Prayer House. Mumbai. 1999
3. Luthans Fred. *Organisational behaviour*. McGraw Hill Ltd. Singapore.2000.
4. Pareek, Udai. *Organizational behaviour process*. Rawat Publications. Jaipur 1999.
5. Pippa riley. *Organizational behavior*. Viva books publications. New Delhi. 2011.
6. Robbins Stephen. P. et al. *Organizational behaviour*. Pearson publications. Delhi.2012.
7. Tupper. F. Cawsay, Gene Deszca, Cynthia Ingols. *Organizational change*. Sage Publications: New Delhi.2012.

MSW 18R**6111**	HUMAN RESOURCE DEVELOPMENT	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R5007,MSW18R6101	Course Category : Major Elective
Course Type : Theory	

Course Objectives
1. To understand the concept, processes and outcomes of human resource development
2. To acquire skills in human resource development
3. To develop the knowledge and acquire skills in organisational development interventions

Course Outcome (Co)

CO1:	Ability to demonstrate knowledge on current trends in the Business Scenario.
CO2:	Ability to acquire knowledge about the current Human Resource Practices.
CO3:	Ability understand the requisites for training and development
CO4:	Ability to understand the employee engagement activities and organizational culture
CO5:	Ability to manage the organizational change and apply HRD programmes.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	-	S	-	-	S	-	S	M
CO2	S	S	S	-	-	M	-	-	S	-	S	L
CO3	S	S	S	-	-	S	-	-	S	-	S	M
CO4	M	S	S	-	-	S	-	-	M	-	S	S

UNIT I   **9hours**
Human Resource Development – Definition, Scope and Importance – Difference between traditional personnel management and HRD – HRD processes and outcomes – Role analysis and HRD – Key Performance Areas, Critical Attributes and Role Effectiveness.

UNIT II   **9hours**
Performance appraisal and performance management – Objectives of performance appraisal – Traditional and modern methods of appraisal – Basic considerations in performance appraisal – Development oriented appraisal system and performance counselling.

UNIT III   **9hours**
Potential Appraisal – determining the merit for promotion – steps for setting up a good potential appraisal system - career planning - advantages and steps - career development and succession planning.

UNIT IV   **9hours**
Training – conceptual framework for training – learning principles - Identification of training needs – Determination of Training objective – Training programme design – Training methods and their

selection criteria – training effectiveness - HRD Audit – Concept and types.

UNIT V   **9hours**
Organizational Effectiveness, Organizational Change – concept, forces of change – Organization Development – definition, objectives and interventions – Managing change through OD – Pre-requisites for successful HRD programmes – HRD experiences in India – Emerging trends and perspectives.

TEXT BOOKS

1. Tripathi P.C..*Personnel Management and Industrial relations*, New Delhi: Sultan's chand and sons. 2005.
2. ChanraHarish.*Human Resource Development*, New Delhi: Rawat.2006.

REFERENCES

1. Deb Tapomoy. *Human resource development*. New Delhi: Anne Books.2010.
2. Dessler Garry, BijuVarkkey. *Human resource management*. New Delhi: Dorling Kindersley Publishing Company.2011.
3. Fred   Luthans. *Organizational   Behaviour*. New   Delhi: Mc.Graw-Hill. *ILO: An Introductory course in teaching and training methods for management development*. Sterling Publishers.2001.
4. Kandula, Srinivas, R. *Strategic human resource development*. New Delhi: Prentice hall of India.2009.
5. Pareek, Udai.Training instruments in HRD and OD. New Delhi: Tata McGraw-Hill. 2008.
6. ParthSarathi.*Planning, auditing and developing human resources*. New Delhi: Manak Publications.2002.
7. PareekUdai, and Rao, T.V..*Designing and managing human resource systems.* New Delhi: Oxford & IBH publications.2003.
8. PippaRiley.*Human resource management*. New Delhi: Viva Books Pvt., Ltd.2012.
9. Premavathy, N. *Human resource management and development*. Chennai: Sri Vishnu Publications.2011

MSW 18R**6112**	**LABOUR LEGISLATION**	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R6102	Course Category : Major Elective
Course Type : Theory	

COURSE OBJETIVES

3. To make the students to understand legislations related to industrial dispute, trade union , catering establishments holidays and permanent status of workman
4. To provide knowledge to students on laws related to employment standing order, payment of allowances , wages and bonus

COURSE OUTCOME

CO1: Ability to facilitate about various legislations related to labourers' Social Welfare and Security.
CO2: Ability to demonstrate knowledge about Laws relating to labourers' working conditions and safety
CO3: Ability to understand the Laws relating to Labour Welfare.
CO4: Demonstrate an appreciation of the industrial, economic and social context in which labour will be regulated.
CO5: Ability to understand the significance and content of the contract of employment and its relationship to industrial awards and work place agreements.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	-	S	-	-	S	-	S	M
CO2	S	S	S	-	-	M	-	-	S	-	S	L
CO3	S	S	S	-	-	S	-	-	S	-	S	M
CO4	M	L	L	-	M	S	-	-	L	-	M	S
CO5	L	M	S	-	M	M	-	-	M	-	M	M

UNIT I   **9hours**
Introduction to labour legislation - Need and scope of Labour legislation - Labour administration at central and state levels – Importance of Labour Legislation in Social work.

UNIT II   **9hours**
Wage Laws - Payment of Wages Act, 1936 - Minimum Wages Act, 1948 - Payment of Bonus Act, 1965

UNIT III   **9hours**
Social Security Legislations - E.S.I. Act, 1948 - Workmen's Compensation Act, 1923 - Maternity Benefit Act, 1961 - Employees Provident and Misc. Act, 1971 - Payment of Gratuity Act, 1972- The Payment of Bonus Act, 1965

UNIT IV   **9hours**
Legislations Regarding Working conditions - The Factories Act, 1948 - The Mines Act, 1952 - The Plantation Labour Act 1951 - Shops and Establishment Acts - The Child Labour (Regulation And Abolition) Act 1986

UNIT V   **9hours**
Legislation Regarding Industrial Relations - Industrial Employment (Standing Orders) Act 1964 - Indian Trade Union Act1926 - Industrial Disputes Act, 1947 - Industrial Relation Act, 1961 - The Tamilnadu Industrial Establishment (National and festival) Holidays Act 1958.

TEXT BOOK

1. Bhatnagar Deepak Labour and Industrial Laws New Delhi: Pioneer Books. 1996.

2. Kapoor ND .Elements of Industrial Law New Delhi: Sultan Chand & sons**.**2000.

REFRENCE

6. Kapoor,.N.D. Hand book on Induatrial Law. New delhi: Sultan Chand.2005.
7. Kumar J.N. Business Law. New Delhi: Nabhi Publications. .2001.
8. Kumar .H.L.Labour Problems and Remedies. New Delhi: Universal Books.1994.
9. Mishra,.S.N. Labour an Induastrial Laws. Allahabad: Central Law. 2007.
10. Pillai.M.K. Labour and Induastrial Laws. Allahabad: Allabadh Law agency. 2000.

MSW18R **6113**	INDUSTRIAL RELATIONS	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R6103	Course Category : Major Elective
Course Type : Theory	

Course Objectives
1. To understand the concept, approaches and actors of industrial relations
2. To develop the knowledge on various statutory / legal aspects
3. To acquire interpersonal relationship and negotiation skills

Course Outcome (CO)

CO1:	Ability to understand basic concept on industrial relations and trade unions
CO2:	Ability examine the traditional concept of labour welfare in the industry
CO3:	Ability to understand the labour policy aspects in the country
CO4:	Ability to understand the conditions of labour and their welfare and social security needs in the country

Mapping with Course Outcome (s):

CO/PO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	-	-	-	S	M	-	S	M
CO2	S	S	S	-	-	-	-	S	M	-	S	L
CO3	S	S	S	-	-	-	-	M	L	-	S	M
CO4	M	S	S	-	-	-	-	M	S	-	S	S

UNIT I   **9hours**
Industrial Relations – Meaning, Scope and Need. Factors influencing IR - Actors of IR-Employees and their organization, employers and the government - Approaches to IRMarxian, Giri, Webbs and Dunlop   -   Bipartite   and   Tripartite   Machineries   for   IR.

UNIT II   **9hours**
Discipline – Definition-causes for indiscipline and misconducts - Hot Stove Rule and Principles of Natural Justice - Code of Discipline in Industry - Procedure for Disciplinary Action – domestic enquiry-   The   Industrial   Employment   Standing   orders   Act,   1946.

UNIT III   **9hours**
Industrial Dispute – Meaning, Causes, and forms of disputes: Industrial Disputes Act, 1947 - Grievances: Meaning, Causes and Redressal Procedure – Case studies on Industrial violence.

UNIT IV   **9hours**
Trade Unions – Definition, objectives, functions and structure - Growth of Trade Union Movement in India - Major Trade Unions in India-Social responsibilities of TUs - Need for one union for one industry - The Trade Unions Act, 1926.

UNIT V   **9hours**

Collective bargaining – Meaning, Scope, process and difficulties encountered in India- Industrial Democracy and Industrial Peace - Workers' Participation in Management in India.

TEXT BOOK

1. Rao, Subba *Essentials of Human Resources Management and Industrial Relations*, Mumbai, Himalaya. 1996.
2. Memoria C B,.*Dynamics of Industrial Relations*, Mumbai, Himalaya.2005

REFERENCES

1. Ajay Bhola, J.N. Jain. *Modern industrial relations and labour laws*. Regol Publications.2006.
2. BD Singh. *Industrial relations and labour laws*. Excel Books Publications.2010.
3. Bhatia S.K. *Industrial relations and labour laws*. New Delhi: Deep and Deep.2008).
4. Jain J.N*Modern industrial relations and labour laws*. New Delhi: Regal Publications. 2009.
5. Mamkootam Kuriakose *Tradeunions myth and reality*. New Delhi: Oxford University press. 2006.
6. Mamoria, C. B. and MamoriaSatish. *Industrial labour. Social security and industrial peace in India.* Allahabad: Kitabmahal2004.
7. Mamoria, C.B. &Mamaoria, S. *Dynamics of industrial relations* Mumbai: Himalaya .2007.
8. Singh, B.D. Industrial relations and labour laws. New Delhi: Excel books.2010.

SPECIALIATION –II

COMMUNITY DEVELOPMENT (RURAL & URBAN)

- III

Subject Code	Subjects	L	T	P	C
MSW 18R6201	Rural Community Development	3	0	0	3
MSW 18R6202	Urban Community Development	3	0	0	3
MSW18R 6203	Livelihood Promotion	3	0	0	3

- IV

Subject Code	Subjects	L	T	P	C
MSW 18R6211	Issues in Contemporary Development	3	0	0	3
MSW18R 6212	Participatory Project Planning & Management	3	0	0	3
MSW18R6213	Social Entrepreneurship	3	0	0	3

MSW 18R**6201**	**RURAL COMMUNITY DEVELOPMENT**	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R5001,MSW18R5006	**Course Category** : Major Elective
Course Type : Theory	

Course Objectives
1. To gain knowledge about rural realities and problems in rural communities
2. To understand the local self-administration of rural development and various development agencies working for rural development
3. To learn about community development programmes in India and police
4. **To acquire skills of social work intervention with rural communities**

Course Outcome (CO)

CO1: Ability to develop an understanding of rural communities and challenges faced by these communities
CO2: Ability to understand the concept, philosophy and principles of Rural Community Development
CO3: Ability to learn the programs and services in the governmental and voluntary sector.
CO4: Ability to develop knowledge about PRIs and their role in community development
CO5: Ability to understand about the contemporary world and vulnerable communities.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	-	-	-	S	M	-	S	
CO2	S	M	S	-	-	-	-	S	M	-	S	
CO3	S	M	M	-	-	-	-	M	L	-	S	
CO4	M	S	M	-	-	-	-	M	S	-	S	
CO5	M	S	M	-	-	-	-	M	S	-	S	

UNIT I   9hours
Rural Community Meaning, Characteristics: Types of Villages: Scope of studying the rural community and its relation to social work: Rural community Problems: Poverty, Illiteracy, financial exclusions, Unemployment, Problems related to agriculture, health and problems related to energy and water.

UNIT II   9hours
Community Development Concepts, Definition, Objectives, Principles, Theories of Community Development: System theory, Micro-Macro community development theory - Methods and approaches of community development- Role of community development worker: Application of social work methods in rural development - Early experiments of rural development-sriniketan,

Marthandam, Gurgaon, rural reconstruction, Firka development, Nilokheri and Etawoh pilot project and Ghandhian approaches to rural development

UNIT III   **9hours**
Community development programmes across various sector in India: ICDS, MGNREGS, Accelerated Rural Water Supply Programme (ARWSP) National Livelihood Mission, IRDP, Pradhan Mantri Gramodaya Yojana, PMGSY, NSAP, DIKSHA, NRHM, Indra Awas Yojana (IAY) and PURA - Role of Voluntary agencies in Rural Development and others

UNIT IV   **9hours**
Rural local bodies and power structure - Administrative pattern of community development and Panchayat raj system at local, block and district level, Functions of Panchayat Raj: Civic amenities, social welfare activities and Development work. National and state level agencies supporting Rural Development: Council for Advancement of Peoples Action and Rural Technology (CAPART), National Institute for Rural Development (NIRD), National Bank for Agriculture and Rural Development (NABARD) Regional Rural Bank (RRB), Rural Co-operatives

UNIT V   **9hours**
Contemporary Approaches/Strategies in Community development: Livelihood Approach: Indigenous community development approach – Bottom-up approach and grassroots approach - Community participation and Stakeholder analysis – Gender and Vulnerable groups – power analysis - participation Matrix**.**

TEXT BOOK

1. M.N.Srinivas, Indian Villages, Asia Publications, Madras
2. Bhatia B.S., Prem Kumar &Chawia. A.S., Management of Rural Development, Deep& Deep Publications, New Delhi.

REFERENCES

1. Debroy,&kaushik. *Emerging Rural Development Through Panchayats*: Academics Foundation.2005.
2. Mukerji, B. *Community Development in India*: Orient Longmans. 1961.
3. Palanithurai, G. *Dynamics of New Panchayati Raj System in India: Panchayati raj and multi-level planning*: Concept Publishing Company.2002.
4. Rajora, R. *Integrated Watershed Management: A Field Manual for Equitable, Productive and Sustainable Development*: Rawat Publications.1998.
5. Rao, P. K. *Sustainable Development: Economics and Policy*: Wiley.2000.
6. Sharma, R..*Grass-Root Governance: Changes And Challenges In Rural India*: Rawat Publications, Jaipur.2005.
7. Singh, K. *Rural Development: Principles, Policies and Management*: SAGE Publications.2009.
8. Singh, T. *Disaster Management: Approaches & Strategies*: Akansha Publishing House. 2006.
9. Sisodia, Y. S., & Madhya Pradesh Institute of Social Science Research, U. *Functioning of panchayat raj system*: Rawat Publications. 2001.

MSW18R **6202**	**URBAN COMMUNITY DEVELOPMENT**	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R5006	**Course Category** : Major Elective
Course Type : Theory	

Course Objectives
1. To understand urban social systems and their problems and the change processes in these communities
2. To gain knowledge on the issues and their implications in urban communities
3. To acquire skills of interventions by the community workers

Course Outcome (CO)

CO1: Ability to understand about the urban communities in general and vulnerable population

CO2: Ability to learn about the theoretical perspectives of urbanization and its impacts.

CO3: Ability to understand the structures for urban slums and its policy.

CO4: Ability to understand about the Urban Community Development policies and programs.

CO5: Ability to understand the scope of social work interventions in urban communities.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	S	S	S	-	-	-	-	S	M	-	S	-
CO2	S	M	S	-	-	-	-	S	M	-	S	-
CO3	S	M	M	-	-	-	-	M	L	-	S	-
CO4	M	S	M	-	-	-	-	M	S	-	S	-

UNIT I **9hours**
Urban Community: Meaning, Characteristics, classification of City, Sub-Urbans, Satellite Towns, hinterlands and Rural Urban contrast. Urban Problems: Drug addiction, Sex workers, Juvenile Delinquency, Urban Poverty, Urban Employment, Urban Settlement & Housing, Urban pollution, street living, pavement dwelling and street vendors, problems with unorganized sector, waste management and transport.

UNIT II **9hours**
Basic Concepts: History and Theories of Urbanization, Process of Urbanization, Patterns of Urbanization, Urbanization Policy, Voluntary Sector & People s Participation. Compulsory land accusation Act, SEZ and urban habitat and policy

UNIT III **9hours**
Urban Slums: Issues and Services: Socio-Psychological Issues of Slum Dwellers, Effect of Industrialization and Globalization on Slum, Origin and development of slum clearance board: Functions & Administration structure, Policy, Programme & Laws Relating to Slum

UNIT IV   **9hours**
Urban Community Development: Urban Community Development - Definition, Objectives and Historical Development, Principles, Process and methods - Urban Development indicators. Administration: National, state and local levels; Structure and functions of urban local bodies and its administration – Agencies; Metropolitans, Corporations, Municipality, Town Panchayats; Townships and Cantonments board

UNIT V   **9hours**
Urban Community Development policies and Programmes: Ministry of urban affairs, five year Plans, Origin, structures, Acts, policies and programmes of Housing Board Housing and Urban Development Corporation (HUDCO) and JNNURM. Problems in Implementation of Urban Community Development Programmes – Role of Community Development Worker: Application of Social Work method in Urban Development

TEXT BOOK

1. Clinard, Marshell B (1970).Slums and community development. New York : The free
2. Mitra, Arup.(1994). Urbanisation: Slums informational sector and employment and poverty, B.R.Publications.

REFERENCES

1. Ratnakar G. Poverty in India, Deep & Deep Publication, New Delhi, 1995
2. Singh, Shamsher, Urban Planning Development, New Delhi, 1991.
3. Kundn, Allrban Development and Urban Research in India, Khanal Publication, New Delhi, 1994.
4. Mathur, O. P. , Urban Governance, New Delhi, 1991.
5. Sihng K. &Steinberz F (eds.) Urban India in Crisis, New Age Publishers, New Delhi 1996
6. Asthana M. and Ali, Sabir, Urban Poverty in India, Mittal Publication, New Delhi, 2003.

MSW18R 6203	LIVELI HOOD PROMOTION	L	T	P	C
		3	0	0	3

Pre- requisite : Nil	Course Category : Major Elective
Course Type : Theory	

Course Objectives
1. To understand the concept of livelihood and livelihood promotion
2. To develop understanding about the livelihood frameworks.
3. To acquire skills in developing livelihood interventions.

Course Outcome (CO)

CO1:	Able to understand the concept of livelihood and livelihood promotion
CO2:	Able to develop understanding about the livelihood frameworks.
CO3:	Ability to acquire skills in developing livelihood interventions.
CO4:	Able to facilitate to understanding viability and Range of goods
CO5:	Ability to gather knowledge in water shed and Animal husbandry

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	H	H	H	-	-	-	-	H	M	-	H	-
CO2	H	M	H	-	-	-	-	H	M	-	H	-
CO3	H	M	M	-	-	-	-	M	L	-	H	-
CO4	H	H	H	-	-	-	-	H	M	-	H	
CO5	H	M	H	-	-	-	-	H	M	-	H	-

UNIT I   **9hours**
Concept, Meaning, Principles, Need, History and Importance of Livelihood Promotion .Understanding Livelihood Frame Work – Assets/Capitals – Natural, Physical, Financial, Human and Social. Vulnerability context, Policies and Process, Livelihood Strategies, Livelihood Outcomes

UNIT II   **9hours**
Livelihood Frame Work Analysis – Different models – IFAD, DIFD, CARE, BASIX, IMM. Objectives of livelihood promotion – Enhancing Income, Increasing Food Security, Reducing Risk, Reducing variances in income, Reducing migration, Organizing Producers, Enhancing money circulation

UNIT III   **9hours**
Steps and Tools in designing livelihood intervention. Internal and External context – Creating livelihood profile, Mapping of Community Assets, Profiling the local markets – Understanding Viability, Range of goods, Clustering, Internal & External Economies, Backward & Forward Linkages

UNIT IV   **9hours**
Markets and Livelihoods- Importance of Sector, Sub sector, Value chain analysis in selecting an intervention – understanding Rural & Urban Livelihood Linkages – Methods of Interventions – Technology, Training, Marketing, Policy Advocacy, Asserting Rights, Developing Local Economy, Credit, Infrastructure and Institution Building – ownership and Management

UNIT V   **9hours**
Case studies in Livelihood Promotion – Watershed, Animal Husbandry, Micro enterprises, Micro Finance, Business and Services. Government, Non Profit & Corporate Initiatives in livelihood promotion

TEXT BOOK

1. Perpetua Katepa, Sustainable Livelihood Approaches in Operation: A Gender Perspective, International Associates for Development.2005.
2. Phansalkar. Livelihoods: Promoting Livelihood Enhancement, Mumbai: Sir Dorabji Tata Trust.2003.

REFERENCES

1.   DFID, (2001). Livelihood Framework - *Sustainable Livelihood Guidance Sheets*, http://www.eldis.org/vfile/upload/1/document/0901/section2.pdf http://www.forestry.umn.edu/prod/groups/cfans/@pub/@cfans/@forestry/documents/ asset/cfans_asset_202603.pdf.
2.   ICRA Learning Resources, (1999). *Livelihood - Key Concepts*, http://www.icraedu.org/objects/anglolearn/ACFtTAGCm.pdf
3.   State of India's Livelihoods Report*The State of India's Livelihoods: A Time of Volatility*', edited by Orlanda Ruthven and Vipin Sharma, New Delhi: Sage Publications .2011
4.   Vijay Mahajan, SankarDatta and Gitali Thakur, *A Resource Book for Livelihood Promotion*. Hyderabad: BASIX.2001.

MSW 18R**6211**	**ISSUES IN CONTEMPORARY DEVELOPMENT**	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R6203	**Co**urse **Category** : Major Elective
Course Type : Theory	

Course Objectives
1. To understand the concept of globalization and appropriate technology for development
2. To analyze the changing industrial scenario in India
3. To demonstrate the role of women in development
4. To understand the problems and issues related to consumer protection

Course Outcome (CO)

CO1:	Ability to understand the concept of globalization and appropriate technology for development
CO2:	Ability to analyze the changing industrial scenario in India
CO3:	Ability to demonstrate the role of women in development
CO4:	Ability to understand the problems and issues related to consumer protection

Mapping with Course Outcome (s):

PO/CO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	S	S	S	-	-	-	-	S	M	-	S	-
CO2	S	M	S	-	-	-	-	S	M	-	S	-
CO3	S	M	M	-	-	-	-	M	L	-	S	-
CO4	M	S	M	-	-	-	-	M	S	-	S	-

UNIT I   **9hours**
Concept of globalization and it's impact on livelihoods of the people. Agriculture and Allied sector. Employment Generation. Energy and Development

UNIT II   **9hours**
Changing industrial scenario in India.. Ecology and Development: Status of Environment, Strategies to maintain balances. Environment & Water Policy.

UNIT III   **9hours**
Women and development**:** Problems / status of Indian Women. Women as partners in development. Programmes / Polices organizations for women's development. Child Welfare - policies, programmes, problem. Health and development: Status of health in India. Issues and problems in Indian health delivery system. Health for all.

UNIT IV   **9hours**
Appropriate technology and development **:** Its relevance - Technology and Technological Missions with reference to Drinking Water, Adult education, Immunization, Oil Seeds, Communication, Dairy, Rural Housing and Waste Land.

UNITV   **9hours**

Consumer protection**:** Consumerism, Problems of consumer. Genesis and Development of consumer protection policies and organization. Training and Development: Concept, Meaning and Methods of Training in Community Development Practice.

TEXT BOOK

1. Giriappa, S. (1996). Rural Energy Crisis, New Delhi, Himalaya Pub. House.1996.
2. Lester, R. B .State of World, New Delhi, Prentice Hall.2005

REFERENCE

1. Andea Cornwall &Garett Pratt. Pathwyas to Participation- Reflections on PRA, London Intermediate Technology Publications..2003
2. Robert Chambers .Whose Reality Courts- Putting the first Last, London: Intermeiate Technology Publications.1997.
3. Robert Chambers.Participatory Rural Appraisal (PRA) Challenges, Potential and Paradigms, Sussex: Istitute of Development Studies.1997.
4. I anScoones& John Thompson. Beyond Farmers First, London: ITDG.2004.
5. Andrea ornwall&Garett Pratt. Pathwyas to Participation- Reflection on PRA, London: ITDG.2003

MSW18R6212	PARTICIPATORY PROJECT PLANNING &MANAGEMENT	L	T	P	C
		3	0	0	3

Pre- requisite :Nil Course Type : Theory	Course Category : Major Elective

Course Objectives
1. Understand the basic concepts in project planning and management
2. Develop skills in proposal writing and project management through practical experience
3. Learn the concept and importance of participatory train in.
4. Develop skills in participatory training and facilitation.

Course Outcome (CO)

CO1:	Able to Understand the basic concepts in project planning and management
CO2:	Ability to develop skills in proposal writing and project management through practical experience
CO3:	Ability to demonstrate knowledge on concept and importance of participatory train in.
CO4:	Able to Develop skills in participatory training and facilitation.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	-	-	-	S	M	-	S	-
CO2	S	M	S	-	-	-	-	S	M	-	S	-
CO3	S	M	M	-	-	-	-	M	L	-	S	-
CO4	M	S	M	-	-	-	-	M	S	-	S	-

9hours

UNIT I
Project: Definition Importance and Elements. Participatory Project Planning - Importance and levels of participation. Steps in Participatory project planning: Needs Assessment, Determining priorities, assessing feasibility- Cost Benefit Analysis, Environment Impact Assessment. Specifying goals and objectives, identifying preferred solutions, preparing action plan.

UNIT II
Project Proposal Writing: Components: Executive Summary, Objectives, Background and history of the agency, Project description, project phasing, cost estimates and financing. Organization and management, expectations and justifications, out standing issues, follow up details, annexure details, important aspects for effective project formulation, basic data, agency details, legal aspects, organizational aspects, and technical aspects.

9hours

UNIT III **9 hours**

Project administration a) Financial Management – Preparation of cost plan, resource mobilization-Techniques and legal requirements, Budgeting, accounting, auditing, financial records. b) Monitoring and Evaluation of the project-purpose, types. Criteria for evaluation: achievement of physical targets, utilization of benefits, people's participation, educative value, technical aspects, deviation from the original plan, procedural accuracy, accounting procedures, costs, supervision efficiency, public relations. Workshop on Project Preparation-Proposal for fundraising, Income generation projects etc

UNIT IV **9hours**

Facilitation and Participatory training: Meaning of the concepts- facilitation and participatory training, adult learning. Conventional training. Difference between conventional training and participatory training. Principles of adult learning. Principles of participatory training Social work and participatory training - significance. Steps: Pre-training phase- designing(conducting training needs assessment, formulation of objectives, identifying and sequencing content, choosing methods), Post –training phase: Monitoring and evaluation – types, methods, Follow up of training and report writing

9hours

UNITV

Methods in facilitation and training : Lectures, Brainstorming, group/panel discussions, focus group discussion, simulation, case studies, learning games, instruments, role plays, demonstration, quiz, stories and songs and field visits. Skill Training: Effective Public Speaking, Organizing Meetings, Conference, Seminars, Workshops for Street Theatre, Designing of Posters and other low cost participatory media. Roles of the participatory trainer.

TEXT BOOKS

1. Vasant Desai. Project Management: Preparations, Appraisal, Finance and Policy, Himalaya Pub. House, Delhi, 1997.
2. Reidar, Dale. Evaluating Development Programmes and Projects. Second Edition.,Sage Publications.2004.

REFERENCES:

3. Dalal- Clayton, Barry, Dent, David and Dubois, Olivier: Rural Planning in Developing Countries- Supporting Natural Resource Management and Sustainable Livelihoods, Earthscan India, New Delhi,2003
4. Mathew .T.K.: Project Planning, Formulation and Evaluation CBCI Centre, New Delhi. 2007
5. AgochiyaDevendra.Every Trainer's Handbook. Sage Publication New Delhi. 2002
6. Chatterjee, Bhasker. ICT for Basic Education and Literacy: Country Study for India. Delhi: UNESCO.2004
7. Freire, P.. Pedagogy of the Oppressed. London: Penguin 1972
8. Chambers, Robert. Participatory Workshops: A Sourcebook of 21 Sets of Ideas and Activities Earthscan UK .2002

MSW18R 6213	SOCIAL ENTREPRENEURSHIP	L	T	P	C
		3	0	0	3

Pre- requisite : Nil   **Course Category** : Major Elective
Course Type : Theory

Course Objectives
1. Understand the concept of social entrepreneurship.
2. Analysis of the various aspects of social entrepreneurship.
3. Analyze various models of contemporary social entrepreneurship. Understand the Strategies and skills for social entrepreneurship.
4. Role of social entrepreneurs in developing social capital for the development of the poor

Course Outcome (CO)

CO1:	Understand the concept of social entrepreneurship.
CO2:	Analysis of the various aspects of social entrepreneurship.
CO3:	Analyze various models of contemporary social entrepreneurship. Understand the Strategies and skills for social entrepreneurship.
CO4:	Role of social entrepreneurs in developing social capital for the development of the poor

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	M	-	-	S	-	-	S	-
CO2	S	M	S	-	S	-	-	S	-	-	S	-
CO3	S	M	M	-	S	-	-	M	-	-	S	-
CO4	M	S	M	-	S	-	-	M	-	-	S	-

9hours

UNIT I
Concept of entrepreneur, characteristics of an entrepreneur. Concept, functions and type of entrepreneurship. Entrepreneurship for social change and development. Social Entrepreneurship**.** Definition and Seven principles: *Servant leadership, Perseverance to face* challenges, urges to Experiment. Change makers, social Mission, Empowerment and Collaboration (SPEC MEC)

UNIT II
9hours
Social entrepreneurship in Indian and Global Perspectives. Innovation, risks and reward systems in social enterprises. Role of social entrepreneurship towards sustainable development. Public-private partnership in social entrepreneurship. community engagement and youth participation in social entrepreneurship.

9hours
UNIT III
Micro finance for poor villages by Muhammad Yunus (Bangladesh) Childline and Aflaton of Jeroo Billimoria (India),Village based development by Joe Madiath (Orissia, India), Organizing self employment women by Ela Bhatt (Ahmedabad, India) Ashoka network of Bill Drayton, Skoll foundation of Jeff Skoll (USA) low cost Rural Electrification by Fabio Rosa(Brazil). Emerging

models of social entrepreneurship in micro enterprises, green technologies, farmer producer organizations in the developing world.

UNIT IV   **9hours**

Non Profit and public management tools, Social enterprise business plan. Entrepreneurial fund raising and marketing. Use of ICT and social media for social entrepreneurship development. Practical skills in ICT (training in software packages, Internet and web-channels.

                                                                                     9hours

UNIT V

Social entrepreneurship and Social capital. Social entrepreneurs' role in community development. Social entrepreneurs developing individual/group entrepreneurship with the poor. Promotion of poor people's producer organizations and net-work for community's socio-economic development.

TEXT BOOKS

1. Brooks, A.C. Social Entrepreneurship: A modern approach to social value Creation, New Delhi : Pearson Prentice Hal.2008.
2. Bornstein, David. How to change the world: Social entrepreneurs and the power of new ideas, New Delhi : Penguin. 2004.

REFERENCES

3. Nicholls, Alex *Social entrepreneurship: New models of sustainable social change* New York : Oxford University Press. 2008.
4. Kumar, K.B.S. *Social entrepreneurs*: *The change makers*IUP :Agartala.2007.
5. Khanka, S.S. *Entrepreneurial Development*. New Delhi:S.Chand. 1999.
6. Venkatapathy, R. Malar, M.K. Uma, D.N. *Social entrepreneurship: Strategies for nation building*, New Delhi : Excel. 2010.
7. Verma, Anitha. *Social entrepreneurship management*, Global India, New Delhi.2009.
8. Philips. & Pittman. *Introduction to community Development*, London: Routledge.2009.

SPECIALIZATION III

MEDICAL & PSYCHIATRIC WORK

III

Subject Code	Subjects	L	T	P	C
MSW18R6301	Health &Hygiene	**3**	**0**	**0**	**3**
MSW18R 6302	Mental Health	3	0	0	3
MSW18R6303	Hospital Administration	3	0	0	3

IV

Subject Code	Subjects	L	T	P	C
MSW18R 6311	Disability Management	3	0	0	3
MSW18R 6312	Counselling and Psyhotherapy	3	0	0	3
MSW 18R6313	Social Work Practice in Medical & Psychiatric Settings	3	0	0	3

MSW 18R**6301**	**HEALTH & HYGIENE**	L	T	P	C
		3	0	0	3
Pre- requisite :MSW18R5004	**Co**u**rse Category** : Major Elective				
Course Type : Theory					

COURSE OBJECTIVES

1. To demonstrate the knowledge on concept health and its relationships to welfare
2. To understand the scope of health care social work
3. To understand the role and functions of social worker in acute and chronic health conditions
4. To understand various social work interventions in health care

COURSE OUTCOME (CO)

CO1: Ability to demonstrate the knowledge on concept health and its relationships to welfare
CO2: Ability to understand the scope of health care social work
CO3: Ability to understand the role and functions of social worker in acute and chronic health conditions
CO4: Ability to understand various social work interventions in health care
CO5: Ability to create Health education to mass of people by using different methods of communication.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	S	S	S	-	M	-	-	S	-	-	S	-
CO2	S	M	S	-	S	-	-	S	-	-	S	-
CO3	S	S	M	-	S	-	-	M	-	-	S	-
CO4	M	S	M	-	S	-	-	M	-	-	S	-

UNIT I   **9hours**

Concept of health and its relationship to welfare: Factors influencing the health status of individual: Multiple causation of disease transmission; Factors involved in the process of disease transmission; Specific and comprehensive health indicators; Vital
health statistics.

9hours

UNIT II

Nutrition and health :Nutrient groups; functions, sources and requirements; caloric requirements for different age groups; balanced diet, malnutrition deficiency diseases.

9hours

UNIT III

Hygiene : Personal, food and environmental hygiene; relationship between health and hygiene; environmental pollution; living conditions; housing; sanitation, waste disposal and their influence of health.

9hours

UNIT IV

Major communicable diseases: Symptoms, etiology, transmission, prevention and treatment of

9hours

leprosy, tuberculosis, STD, HIV, polio, malaria, cholera and typhoid. Immunization schedule for children. Major non – communicable disease: cancer, diabetes, hypertension, asthma, cardiac disorders. Occupational health: occupational health hazards common occupational diseases

UNIT V
Health education : Meaning and importance, Principles of health education, Techniques and strategies for various Community groups, Use of Audio - Visual Aids and Mass Media; First aid; concepts and methods of dealing with victims of accidents. Family planning: Importance and Techniques.

TEXT BOOK

Park J.R. & Park K(2008). Textbook of preventive and social medicines Jabalpur, m/s Banashidass, 1983.

REFERENCE:

1. Kumar R. : Social and preventive health administration, Ashing Pub., New Delhi, 1992.
2. Pati R.L. : health Environment and Development, Ashish Pub., New Delhi, 1992.
3. Jones shainbergByer : Communicable and non communicable diseases.
4. Egbert, Seneca: Manual of hygiene and sanitation, Lea &Febiger, New York 1926.
5. Pritam Lily, Ram Telu : Environmental health and Hygiene, Vikhas pub., New Delhi 1993.

MSW 18R**6302**	**MENTAL HEALTH**	L	T	P	C
		3	0	0	3

Pre- requisite : MSW18R5004	Course Category : Major Elective
Course Type : Theory	

COURSE OBJECTIVES:

1. To be inspired and use inner wisdom to work in the field of mental health
2. To learn about the concepts related to mental health and mental illness and theoretical underpinnings related to it
3. To understand concepts related to psychopathology, diagnosis and treatment
4. To plan psycho-social interventions in preventive, promotive and curative services that work towards enhancing the dignity of persons living with mental illness and for social justice

COURSE OUTCOME:

CO1:   Able inspire and use inner wisdom to work in the field of mental health
CO2:   Able to learn about the concepts related to mental health and mental illness and theoretical underpinnings related to it
CO3:   Able to understand concepts related to psychopathology, diagnosis and treatment
CO4:   Able to understand the models of Community Mental Health and apply in the field
CO5:   Able to apply the Social work interventions depends on the nature of the situation.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	M	M	-	-	-	-	S	-
CO2	S	M	S	-	S	S	-	-	-	-	S	-
CO3	S	S	M	-	S	M	-	-	-	-	S	-

UNIT I   **9hours**

Concepts related to mental health, well-being and mental illness, notions of mental health, models of mental health – bio-psycho-social model, structural model and social determinants model, strengths perspective, recovery models. Activating inner wisdom to understand and intervene in the area of mental health

                                                                                                      9hours
UNIT II
Introduction to psychopathology (signs and symptoms), classification and diagnostic systems in mental health, differential diagnosis, history taking

                                                                                                      9hours

UNIT III

Information on mental disorders of adults (severe - Schizophrenia, Bipolar Affective Disorder, Acute Psychosis, Obsessive Compulsive Disorder; Common mental illnesses – Anxiety disorders, depression, somatoform disorders), aetiology, prevalence, psychosocial factors, prognosis and management of mental illness, pharmacology and psychosocial interventions; suicide, substance abuse, dementia and sexual disorders; Emotional, behavioural and developmental problems of children and adolescents as mentioned in the DSM and ICD

UNIT IV   **9hours**

Community Mental Health: Concept, Models of community mental health and development, formation of groups of persons living with mental illness, mental health advocacy, working with stakeholders in the field of community mental health through the process of consultation.

UNIT V
                                                                                                            9hours

Social work interventions, role of the multi-disciplinary team with emphasis on the psychiatric social worker in providing psychosocial care to prevent mental ill health and promote mental health and well-being

TEXT BOOK

1. Malhotra, S. (1993). Child Mental Health in India. New Delhi: Deep & Deep Publications
2. Poole Rob, Hugo Robert (2006). Psychiatric Interviewing and Assessment. Cambridge: Cambridge University Press

REFERENCES

1 Anthony, S. Evolutionary Psychiatry a new beginning. London: Routledge.2000.
2 Bhugra, D. and Bhui, K. Epidemiological findings on prevalence of mental disorders in India. Indian Journal of Psychiatry, 42 (1), 14-20. 2000.
3 Davar, B.V. Draft National Health Policy 2001-III, Mental Health: Serious misconceptions. 2002.
4 DGelder, M. Gath D. Mayon, R. Cowen POxford Textbook of Psychiatry (3rd Ed), New Delhi: Oxford University Press. 2000.
5 Saddock B.J. and Sadock V.A. Synopsis of Psychiatry (9th Ed), Philadelphia: LippinCott Williams and Silkins.2003.
6 Sadock, B, J, &Sadock, V.A. Comprehensive Textbook of Psychiatry. Philadelphia: Lippincott Williams and Wilkins. 2005.

MSW18R **6303**	**HOSPITAL ADMINISTRATION**	L	T	P	C
		3	0	0	3
Pre- requisite : MSW18R6301 **Course Type** : Theory	**Course Category** : Major Elective				

Course Objectives

1. To develop an understanding about Health Care Delivery System in the country at Centre, State, District and Village Level

2. To understand policy implications and the impact of policies on Health Care Delivery

3. To prepare students for their role as advocates promotion of health as a fundamental right especially with reference to marginalized groups

Course Outcome (CO)

CO1:	Ability to develop an understanding about Health Care Delivery System in the country at Centre, State, District and Village Level
CO2:	Ability to understand policy implications and the impact of policies on Health Care Delivery
CO3:	Ability to prepare students for their role as advocates promotion of health as a fundamental right especially with reference to marginalized groups

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	M	M	-	-	-	-	S	-
CO2	S	M	S	-	S	S	-	-	-	-	S	-
CO3	S	S	M	-	S	M	-	-	-	-	S	-
CO4	M	S	M	-	S	M	-	-	-	-	S	-

9hours

UNIT I
Meaning of hospital: Evolution of hospitals from charity to modem hospital classification of hospitals - general, special, public, private, Trust, Teaching –cum Research Hospital - Small or Large Size Hospitals.

9hours

UNIT II
Planning a hospital: The planning process - choosing a site, location and access, building - space utilization, physical facilities - residential facilities requirements of various types of Wards; outpatient services and in-patient services, emergency services in Hospital - Medico Legal cases - Different departments required in the hospital.

9hours

UNIT III
Hospital administration: Meaning, Nature and Scope Management of Hospitals - principles of Management - need for scientific management. Human resource management in - Hospitals personnel policies - Conditions of Employment Promotions and Transfers- Performance appraisal.

9hours

Working hours - leave rules and benefits –safety conditions - salary and wage policies, Training and development.

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

UNIT V   **9hours**
Hospital budget : Departmental budget as a first step - specific elements of a department al budget including staff salary - supply costs - projected replacement of equipment - energy expenditures - contingency funds. Uses of computers in Hospital – purchase centralization- Shared Building system purchase agreements.

TEXT BOOKS:

1. Benjamin Robert,etal 1983 Hospital Administration Desk Book Newjerky Prentice hall.1986
2. Davies R Lewelynetal. Hospital planning &. administration Geneva:WHO.2006

REFERENCE BOOKS:

1. Goal S L - Health care Administration New Delhi: Sterling.2001
2. Rabick& Jonathan etal. Hospital organization and Management, London:Spectrum. 1999

MSW 18R**6311**	DISABILITY MANAGEMENT	L	T	P	C
		3	0	0	3

Pre- requisite : Nil	**Course Category** : Major Elective
Course Type : Theory	

COURSE OBJECTIVES
1. To gain knowledge about the concept of and different types of disabilities
2. To understand the theoretical underpinnings of models and approaches to understanding disability
3. To develop an attitude of respect and dignity towards persons with disability
4. To become skilled at undertaking social work interventions with and through all stakeholders in the field of disability

COURSE OUTCOME (CO)

CO1:	Ability to develop insight into the causes, needs and situations of differently abled persons.
CO2:	Ability to develop and understanding of the concept of social marginalisation, its causes and impact on individual, family and community.
CO3:	Gain insights into the situation of aged in India.
CO4:	Ability to understand the provisions for all the three groups through policies, legislation, schemes and programmes of government and NGO initiatives.
CO5:	Ability to develop competencies in various levels and types of interventions with all the three groups.

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	M	M	-	-	-	-	S	-
CO2	S	M	S	-	S	S	-	-	-	-	S	-
CO3	S	S	M	-	S	M	-	-	-	-	S	-
CO4	M	S	M	-	S	M	-	-	-	-	S	-

UNIT I   **9hours**

Concept of disability and impairment – ICIDH & WHO, definitions, causes, types and magnitude of various disabilities and their impact on persons with disability and their families; discourses and models of disability; anti-oppressive and exclusion/inclusion lens to understanding disability.

UNIT II   **9hours**

Types of disability – physical, sensory, intellectual, multiple disabilities, learning developmental disabilities, psychosocial disability – causes, types and care for persons with disabilities (medical and other interventions including aids and appliances); process of rehabilitation early identification, education, vocational rehabilitation and social inclusion and empowerment within the family and

9hours

community. Understanding the experience of disability, limitations, strengths and potentials of persons with disabilities.

UNIT III
Impact of disability on individuals and their families: reactions of parents/family members and ways of coping. Needs and problems of persons with disability and their families across the life span and at critical stages in their lives and social work intervention at each stage

9hours

UNIT IV
Disability counselling skills and Intervention strategies at individual, group, and family levels, self help/support groups, assertiveness training, life skills enrichment; family level - family crisis intervention, family centered intervention, parent guidance, parent training, Role of social worker in different settings such as hospital and treatment centres, home, educational institutions, vocational rehabilitation centres, the community; multidisciplinary rehabilitation team and their roles.

9hours

UNIT V
Disability intervention strategies at community and policy levels – awareness, community education, community based rehabilitation, advocacy and lobbying, formation of 41 advocacy groups, using international instruments (Salamanca Declaration, Standard Rules, UNCRPD) and legislations governing disability (Persons with Disability Act, 1995, RPD Bill, MHC Bill, RCI Act, National Trust Act, 1999) for advocacy; State's role in implementation of legislations.

TEXT BOOK

1. Bacquer, A. and Sharma, A. Disability: Challenges vs Responses, Delhi: CAN Publications.2007.
2. Hans, A. and Patri, A. Women and Disability, Delhi: Sage.2003.

REFERENCES

1. Albrecht G.L, Katherine D Seelman. & Michael Bury. (2001). Hand Book of Disability Studies, London: Sage
2. Hegarty Seamus &MithuAlur. (2002). Education and Children with special needs, London: Sage.
3. Karanth, Pratibha& Joe Rozario. (2003). Learning disability in India, London: Sage
4. Grant. (2005). Learning disability: A lifecycle approach to valuing people, London: Open University Press
5. Moore. (2005). Researching disability issues, London: Open University Press
6. WHO. (2010). Community-based rehabilitation: CBR guidelines. Geneva: WHO Press.

	COUNSELLING AND PSYCHOTHERAPY	L	T	P	C
MSW 18R**6312**		0	0	0	3

Pre- requisite :MSW18R6301	**Co**urse Category : Major Elective
Course Type : Theory	

COURSE OBJECTIVES

1. To acquire knowledge of the theoretical and therapeutic approaches in counseling.
2. To understand the process of Counselling.
3. To gain knowledge and skills for practice of Counselling in different settings

COURSE OUTCOME

CO1:	Able to acquire knowledge of the theoretical and therapeutic approaches in counseling.
CO2:	Able to understand the process of Counselling.
CO3:	Able to gain knowledge and skills for practice of Counselling in different settings

Mapping with Course Outcome (s):

PO/CO	PO											
	1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
CO1	S	S	S	-	M	M	-	-	-	-	S	-
CO2	S	M	S	-	S	S	-	-	-	-	S	-
CO3	S	S	M	-	S	M	-	-	-	-	S	-
CO4	M	S	M	-	S	M	-	-	-	-	S	-

UNIT I   **9hours**

Counselling: definition need and scope, Types of counselling: Individual and Group Counselling ,
Concepts-similarities & differences: Guidance, counselling, Social Case Work, psychotherapy.
Elements in counselling: counselee, counsellor, counselling setting. Important Psychological tests
and tools and its applications in counselling

UNIT II   **9hours**

Major principles, therapy process, requisite therapist behavior of –Psychoanalysis, Client-centered,
Gestalt theory, Rational emotive therapy, Behaviour therapy, Cognitive Behaviour Therapy, Reality
therapy and Transactional Analysis, Eclectic approach in Counselling, Counselling process: Attitudes
and Skills required for the stages of counselling Viz. Attending, Responding, Personalizing,
Initiating, and Evaluating ,Phases of Counselling: Relationship building Phase, Exploration and
understanding phase, Problem Solving Phase, Termination and Evaluation Phase,

UNIT III   **9hours**

Qualities of an effective counsellor, skills in counselling. Components of the counselling
relationship- Facilitative dimension and procedural dimension, Counselling skills- Questioning,
paraphrasing, reflection of feelings, summarization, clarification, open and closed questioning,
reinforcement, Extinguishing, leading, informing, contract, silence, referring, interpretation, Physical
Attending skills: Non-verbal skills: Posture, Facial Expressions, Voice, Eye Contact, Counselling

techniques: Listening, Responding, Goal setting, Exploration and Action, Behaviour techniques, Psychodrama, Role play

UNIT IV   **9hours**
Counselling in special situations: Family counselling- premarital, marital counselling; Industrial counselling; De-addiction Counselling- Motivation Interviewing; Sex Counselling; Career Counselling; Crisis Counselling; Genetic Counselling; Counselling related to chronic illness.

UNIT V   **9hours**
Specific Techniques in Stress management, Anger management, Post traumatic Stress Counselling, Grief Counselling, Risk Assessment Counselling, Risk Reduction Counselling, Pre-Post Test Counselling, STI Counselling etc. Counselling services for children and adolescents- Mental Health Promotion Programmes, Life skills education, sex education, learning disability, School counselling etc. Counselling for Elderly: old age and retirement**,** Counsellor as a professional, Code of ethics and ethical standards in Counselling. Need for research in counselling practice. Recording in counselling.

TEXT BOOK

1. Fuster, J. M. *Personal Counselling*. Mumbai : Better Yourself Books. 2002.
2. Nelson-Jones, R.*Practical Counselling and Helping Skills*. Mumbai : Better Yourself Books.2000

REFERENCES:

1 Carroll, Michael.,*WorkplaceCounselling: A systematic Approach to Employee Care*. London : Sage Publications.1996.
2 Patri, V.R., *Counselling Psychology*. New Delhi : Authors Press2005
3 Rao, S.N., *Counselling and Guidance.* New Delhi : Tata McGraw Hill Publishing Company Ltd.2002.
4 Yeo, Anthony.*Counselling a Problem Solving Approach.* Boa Vista : APECA publications in India.1993.

MSW 18R**6313**	**SOCIAL WORK PRATICE IN MEDICAL AND PSYCHAITRIC SETTINGS**	L	T	P	C
		3	0	0	3

Pre- requisite :MSW18R6301,MSW18R6302	Course Category : Major Elective
Course Type : Theory	

Course Objectives:
1. To provide basic knowledge about the concepts of Medical and psychiatric Social Work
2. To Explain the role of Medical social workers with in dealing with social and emotional components of illness
3. To help the students in leaning the concepts of psychiatric social work practice

Course Outcome (CO)
CO1: Ability to demonstrate the knowledge on anatomy and physiology of human body
CO2: Ability to enhance the in-depth understanding on infection diseases and cardio vascular system
CO3: Ability to demonstrate their knowledge on degenerative diseases and geriatric medicine disease conditions related to the reproductive system
CO4: Ability to work in the psychiatric hospital using multidisciplinary approach
CO5: Ability to work in the Rehabilitation centers and applying occupation therapy

Mapping with Course Outcome (s):

PO/CO	PO											
	1	2	3	4	5	6	7	8	9	10	11	12
CO1	S	S	S	-	M	M	-	-	-	-	S	-
CO2	S	M	S	-	S	S	-	-	-	-	S	-
CO3	S	S	M	-	S	M	-	-	-	-	S	-
CO4	M	S	M	-	S	M	-	-	-	-	S	-

UNIT I   **9hours**
Medical Social Work – definition. Concept, historical development in India and abroad, Different setting for medical social work, Hospital as a formal organization- goods technology, structure and functions Psychiatric social work – concept definition meaning , scope, History of Psychiatric social work in India and abroad. Evolution of Professional training for psychiatric social work in India

UNIT II   **9hours**
Concept of Patient as a person. Sick role and illness behavior, Hospitalization of patient- impact on family. Need and methods foe involvement of family in treatment process.

UNIT III   **9hours**
Problems of psychiatric patients during pre-hospital, phase- patient, family and community perspective. Family potentials for psychiatric treatment and psycho – social rehabilitation. Concept of team work and multidisciplinary approach.

9hours

UNIT IV

Role of social worker in general hospital and psychiatric hospital and dealing with social and emotional components of illeness. Concept of team work and multidisciplinary approach in health care and social and emotional components of illness with special reference to leprosy, Cancer, disabilities, epilepsy, sexually transmitted diseases, AIDS, Tuberulosis, physically handicapped

UNIT V

9hours

Medical camps – meaning and objectives. Role social workers in Organizing medical camps in rural and urban areas. Organizational setup required for medical camps – resource mobilization for medical camps tele medicine and tele psychiatry . Rehabilitation centers half way homes, sheltered workshop occupation therapy Unit residential homes, geriatric centers

TEXT BOOK

1. Park, J.E. Textbook of Social and Preventive Medicine, 17th edition. Jabalpur: BanarsidasBhanot. 2006
2. World Health Report. World Health Organization, Geneva.2001.

REFERENCE

1 Doyal, Lesley and I. PennellThe Political Economy of Health, London: Pluto.1989
2 Anderson R. & Bury M. (eds.). Living with Chronic Illness - the Experience of Patients and their Families. London: Unwin Hymman,1988
3 Bajpai P.K. (Ed.). Social Work perspectives in health; Rawat Publications, Delhi.1997
4 Narasimhan, M. C. & Mukherjee A.K.. Disability - A continuing Challenge. New Delhi: Wiley Eastern Ltd.1997
5 Pokarno K.L. Social Beliefs, Cultural Practices in Health and Diseases. New Delhi: Rawat Publication.1996.
6 Uphoam F. A dynamic Approach to Illness - A Social Work Guide. New York: Family Service Association of America.1989.