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PERTIYAR UNIVERSITY

SALEM – 11

DEPARTMENT OF SOCIAL WORK

MASTER OF SOCIAL WORK (MSW) COURSE

SEMESTER PATTERN

CHOICE BASED CREDIT SYSTEM (CBCS)

REGULATIONS

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1. **Name of the course:**

   Periyar University under choice based credit system (CBCS) is offering a two year MSW (Master of Social Work) Degree Course (Semester Patern). The term 'credit' is used to describe the quantum of syllabus for various programmes in terms of hours of study. Core and Elective courses are a set of compulsory courses required for each programme. Extra disciplinary course offered by a Department to the students of each of other Departments. The minimum credit requirement for a two-year masters programme is 92 (including human rights).

2. **Eligibility for Admission:**

   A person who has passed any degree of this University or an examination of any other University accepted by the Periyar University as equivalent thereto shall be eligible.

3. **Duration of the course:**

   The course for the degree of Master of Social work shall consist of four semesters, two in the first year and two in the second year. Each semester consists of 90 working days.

4. **Course of Study:**

   The course of study for M.S.W (Master of Social Work) shall comprise rural camp, concurrent field work, block placement and project/dissertation in the subjects according to syllabus.

5. **Objectives of the study:**

The objectives of M.S.W (Master of Social Work) course are to prepare the candidates for a career in social work through professional training programme aimed at developing in them.

    a) Knowledge about the dynamism of the problems prevail in our society.

    b) Skills of awareness, empowerment of people and social change.

    c) Applying skill in social work methods in different fields.

    d) Achieving goals of social work profession namely

- People capacity building,
- Improving quality of work life and
- Promoting social justice.

6. **Extra Disciplinary courses offered by other departments:**

The candidates who have joined the MSW Degree course in social work, besides undergoing the courses offered by the Department of social work, they should undergo any two Extra Disciplinary Courses (one in second semester and another one in third semester) offered by other departments.

7. Scheme of Examination:

The scheme of examinations for different semesters shall be as follows:

S. No	Paper Code	Course Title	Credits per Course	CIA	ESE	Total
				Marks		
	Semester –1					
1	CC1	Introduction to social work	4	25	75	100
2	CC2	Social Cases work	4	25	75	100
3	CC3	Social Group work	4	25	75	100
4	CC4	Field work practicum & Rural camp –1	4	25	75	100
5	EC1	**Elective 1:** Indian social structure and social problems	4	100	-	100
	Semester –2					
6	CC5	Personality development and Human Behavior	4	25	75	100
7	CC6	Community organization and social action	4	25	75	100
8	CC7	Social work research and social statistics	4	25	75	100
9	CC8	Social welfare administration and social legislations	4	25	75	100
10	CC9	Concurrent field work practicum – 2	4	100	-	100
11	EC2	**Elective 2:** Summer placement / Mini Project	3	100	-	100
12	EDC1	**ED1:** Methods of social work	4	25	75	100
13	HR1	Human rights & duties	2	25	75	100
	Semester –3					
14	CC10A	Human resource management (Special paper – I) (or)	4	25	75	100
	CC10B	Rural community development (Special paper – I) (or)	4	25	75	100
	CC10C	Community Health (Special Paper – I)	4	25	75	100
15	CC11A	Organizational behavior (Special paper – II) (or)	4	25	75	100
	CC11B	Urban community development (Special paper – II) (or)	4	25	75	100
	CC11C	Health & Hygiene (Special paper – II)	4	25	75	100
16	CC12A	Human resource development (Special paper – III) (or)	4	25	75	100
	CC12B	Management of non-profit organization (Special paper III) or	4	25	75	100
	CC12C	Introduction to Psychiatry (Special Paper – III)	4	25	75	100
17	CC13	Concurrent field work practicum – 3	4	100	-	100
18	EC3	**Elective 3:** Counseling skills for contemporary social work	5	25	75	100
	Semester –4					
19	CC13A	Labor welfare (Special paper – IV) (or)	4	25	75	100
	CC13B	Tribal community development (Special paper – IV) (or)	4	25	75	100
	CC13C	Medical Social Work (special paper – IV)	4	25	75	100
20	CC14A	Industrial relations (Special paper – V) (or)	4	25	75	100
	CC14B	Social work with persons with disabilities (Special paper –V) (or)	4	25	75	100
	CC14C	Psychiatric Social Work (special paper – V)	4	25	75	100
21	CC15	Field work practicum – 3	4	100	-	100
22	CC16	Block placement	2	100	-	100
23	CC17	Dissertation / Project	4	60	40	100
24	EC4	**Elective 4:** TA for PD	4	25	75	100

8.   **Concurrent field practicum:**

Supervised fieldwork will be an integral part of the training programme. A minimum of 15 hours of supervised fieldwork per week throughout the course shall be required of each candidate.

Class room instruction and field work will be analyzed on concurrent basis, except for a period of one month during the forth semester when students will have block field work on a daily or full time basis in a agency carefully selected to give the student satisfactory learning experience.

Under the concurrent plan, there will be no classroom lecturers on two or three days in the weekend on such days students will report to the fieldwork centers. Under the block field work plans, students will have no class room lecturers for a month but every working day they will report at the agency where they are placed for block field work. The block fieldwork which is in the nature of a pre-employment training is designed to give the students continuity of work experience in an agency.

Students are required to undergo fieldwork instruction in a social welfare agency to which they will be assigned by the department of social work. Fieldwork may commence with orientation visits to selected welfare agencies and may proceed with placement in various government and voluntary welfare institutions, hospitals, factories, community development blocks, community centers, etc. The agency selected for fieldwork placement should have a well-defined fieldwork programme, willingness to give standards in social work. Fieldwork should be organized under competent supervision provided by fieldwork instructors who are members of the agency staff.

The college will submit to the University for Approval, information on all field work agencies where students may be adopted in the field work programme where the department faculty and the field instructors assured responsibility for the supervision of students through individual weekly conferences and periodical consultation with the agency staff. (II UGC REVIEW COMMITTEE REPORT).

Evaluation of fieldwork will be done by the department of social work taking into account the assessment mode by the field instructor. The marks obtained in fieldwork evaluation should be sent to the university in the stipulated time.

9.   **Rural camp and block field work**

Both should be in addition to the concurrent fieldwork. The rural camp should occur during the first semester for a period of 7-10 days.

The students have to attend block placement in the fourth semester, for a period of one month during the month of March. The students have to submit a report along with attendance certificate in original issued by the institute concerned to the department and appeared for block placement viva-voce Exam in the month of April. The report will be valued by the internal Examiners and the report shall be sent to the controller of examinations through proper channel.

10.   **Project/Dissertation**

a) Project

Each candidate shall be required to take up a project work in the forth semester. The head of the department in consultation with the faculty members shall assign the project work to the students in the beginning of the third semester itself under intimation to the university and also indicate the project guide. Two typed copies of the project work shall be submitted to the university through the HOD not later than the specified date by the university.

b) Dissertation

The Dissertation will be evaluated by two examiners nominated by the university. Besides the candidate concerned will have to defend his/her work on the Dissertation in a viva-voce.

c) Viva – Voce

The viva –m voce (in defence of the dissertation only) will be conducted by a panel of two examiners nominated by the university one of whom shall be the project guide.

d) No. of copies/distribution of dissertation:

The students should prepare three copies of dissertation and submit the same for the evaluation by Examiners. After evaluation one copy is to be retained in the college library and one copy is to be submitted to the University (Registrar) and one copy can be held by the students.

MODEL QUESTION PAPER
PERIYAR UNIVERSITY, SALEM – 11
MASTER OF SOCIAL WORK DEGREE EXAMINATION
APRIL 2009

Subject: Paper – I, INTRODUCTION TO SOCIAL WORK

Time: 3 Hours

Max: 75 Marks

Part – A

(5 x 5 = 25 Marks)

Answer all the Questions

1.   (a) Trace the historical development of social work in India?

(or)

(b) Examine the impact of social reform movements in India?

2.   (a) Explain the principles of social work with suitable examples.

(or)

(b) Elucidate the philosophy and principles of Gestalt theory.

3.   (a) Examine the role played by the professional associations in social work in
India.

(or)

(b) How important is supervision in social work practice?

4.   (a) Elaborate on the problems of the aged in our society.

(or)

(b) Explain the role of a social worker in psychiatric settings.

5.   (a) Discuss the role of a social worker in improving the urban environment.

(or)

(b) Examine the reasons for labour unrest.

Part – B

(5 x 10 = 50 Marks)

Answer all the Questions

6. (a) Examine carefully the causes of social movements with special reference to naxellites.

(or)

(b) Draw an plan of action to empower women in out society.

7. (a) Explain the philosophy and approaches of social work.

(or)

(b) "Community development programmes have failed in its mission" – Critically analyze this remark.

8. (a) Describe the nature and importance of fields of social work in India.

(or)

(b) The Knowledge of social service is essential for professional social worker – comments.

9. (a) "Economic development is the best contraceptive" – explain this statement.

(or)

(b) Suggest ways and means to enhance the quality of life of the persons suffering form mental illness.

10. (a) What is Industrial social work? Discuss the role of social worker in promoting human resources development in Industries.

(or)

(b) Analyse the factor contributing to child prostitution in India. Narrate the strategies that you would adopt to combat this problem in our country.

INTRODUCTION TO SOCIAL WORK

Semester: I

Paper code: CC1

Unit I

Social work; concept, Definition and Historical Development of social work in India and Abroad; Related concepts: Social service Social welfare, social security, social defence social justice and social development. Social reform movements in India. Methods of social work.

Unit II

Social work as a profession; nature and scope, objectives and philosophy, principles and methods, values and ethics. Professional social work and voluntary social work. Social work Theories: Role theory, problem solving theory and Gestalt theory.

Unit III

Social work Education in India: interdisciplinary nature of social work and its relationships with other profession. Field work in social work: Importance of field work and supervision; Professional Association (association of school of social work in India, Professional social worker forum), problems faced by the social work profession in India.

Unit IV

Recognized fields of social work: Family Welfare, Child Welfare, Tribal welfare, Youth welfare and Welfare of the aged. Role of social worker & Methods of social work practices in these fields.

Unit V

Social work settings: Communities, Industries, Hospitals, Schools, Correctional Institutions and Rehabilitation institutions.

Text

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

References

1. Jacob K.K.: **Social Work Education in India**, Himanshu pub., , New Delhi Comption, Beuiah R., **Introduction to Social Welfare and Social work**, The Dorsey press, Illionis, 1980. Delhi, 1994.
2. Shaw, lan and Lishman, Joiyce, **Evaluation and Social work practice**. Sage, London, 1990.
3. Madan G.R.: **Indian social problems vol. 2**, allied publishers.
4. Gore M.S: **Social work education**, Asia Publishing house, 1965.
5. Stroup H.N, Social Work – **An Introduction to the field**, Eurasia publishing, New Delhi, 1960.
6. Wadia A.R,: **History and Philosophy of Social Work in India**, Allied pub.
7. Singh, R.R.: **Field Work in social work education (Ed)**, concept Publ., New Delhi, 1985.
8. Adams Robert Etal, **Social work Social Work (ed)**, Mac Millan, Hound Mills, 1988. Banks, Sara, **Ethis and Values in Social work**, Mac Millan, Hound Mills, 1995.
9. Wasire Henna Barbar Etal. **Home Visiting**, Sage, Newburypark, 1990.
10. D.J.Visvathas Jeyasingh, **Youth and National Service Scheme**, Madras School of Social Work, 1986.

SOCIAL CASE WORK

Semester: I

Paper code: CC2

Unit I

Case work: Historical development; scope and limitations, its importance and relationship with other methods of social work, basic components social work: person, problem, place and process principles of casework.

Unit II

Case worker- client relationship: meaning and its importance, characteristics of professional relationship, empathy, transference and counter transference, resistance, sustaining the relationship genuineness, unconditional positive regard and disclosure.

Case work process; intake and exploration: Analysis and assessment – psychosocial diagnosis formulation of goals, prioritization of needs development of action plan use of contacts intervention: use of supportive reflective and techniques of direct influence; importance of involvement of collateral contacts in the entire process.

Unit III

Approaches to practice: Psycho-social, functional, problem solving, crisis intervention, eclectic model for practice. Case work interviewing: Principles, Techniques and skills case work recording: Types of records, Record Maintenance.

Unit IV

Counseling: Communication: Types &importance of listening counseling Definition nature and goals: counseling process, skills and techniques, characteristics of an effective counselor. Types of counseling individual and group counseling, marital counseling, student counseling, and industrial counseling, career guidance, difference between counseling and guidance.

Unit V

Case work practice: Typical problem of clients and casework practice with them in the following areas: correctional settings, schools, industry, de-addiction and detoxification centers, with the physically handicapped, the aged and terminally ill people, case work practice with HIV/AIDS patients, with families.

Text Book

1. Mathew, Grace 1992, **An instruction to social case work**, TLSS, Bombay.
2. Pearlmann Helen, **Social case work**; The university of Chicago press.

Reference

1. Hollis, Flerence; case work –**A psychosocial Therapy New York**; Random house; 1964.
2. Jordan William; **Client worker transaction**, London; Routledgs & Kegan paul; 1970.
3. Timmis, Noel; **Recording in social work London**; Routledge & Kegan paul, 1972.
4. Robert, Robert & Robert Nee (eas); **Theories of social case work**, university of Chicago, 1970.
5. Goldstein, H; social work practice; **A unitary approach**, university of s. carolian press, Carolina, 1979.
6. Kadushin, Alfered; **The social work interview**, Columbia university, press New York.1972.
7. Timmis. Nole; **Social case work principles and practices**, London, Routledge and Kegan paul, 1964.
8. Pippins. J. **Developing casework skills California**, sage publication, 1980.
9. Tilbury D.E.F; **Casework in context –A basic for practice**, oxford, pergamon press,1977.
10. Samlley, Ruth Elizabeth; **Theory of social work practice** N.Y. London; Columbia university press,1971.
11. Fischer joel; **Effective case work practice** – 1798.
12. Pathak S,H; **Records in social case work** – 1966.

13. Methetras V.G; **Social case work in India** – 1979.

14. Larsen & HEPWORK; Director **S.W.practice**.

15. Banerjee G.R.; **Paper an social case work**; TISS Bombay (1972)

16. **Counseling across the life span** junthnen Atkinson- sage 2002 .

SOCIAL GROUP WORK
Semester: I
Paper code: CC3

Unit I

Social Group: Definition, characteristics, types of group and functions of a group, stages of group development, basic human needs met by groups at different stages of group development. Group process: Bond, Acceptance, Isolation, Rejection, Sub-Group formation, withdrawal and control.

Unit II

Social Group Work: meaning, definition, purpose and models of Group Work; Historical Development of Group Work, Principles of Group Work, Group Work process intake study, Diagnosis, Treatment, Evaluation and Termination/follow-up work.

Unit III

Programme Planning: meaning and definition of Programme, principles and process of Programme planning and the place of agency in Programme planning; Programme laboratory – values and techniques; Games, Singing, Dancing, Dramatics, Street play, Puppetry, Group discussions, Parties, Excursion, Psychodrama, Socio-drama, role play, Brain Storming, Camping – Planning and Conducting Camps.

Unit IV

Skills of Group Worker, Group Work and group therapy/ group psychotherapy; use of home visits and collateral contacts, leadership: concepts, definition, characteristics, functions, qualities of leader, types and theories of leadership, Socio-metry and Sociogram. Group Work Supervision: meaning, purpose, tasks, types and functions.

Unit V

     Group Work Recording: meaning, purpose, principles and summary records. Group work evaluation: meaning and its place in group work, steps in group work evaluation and Criteria for good group work. Applications of group work methods in different settings.

Text

1. Gisela Konapka G (1983): **Social Group work** – A helping process, Engle Wood, Cliffs. N.J., Prentice Hall
2. Harleigh B.Trecker: **Social Group work, Principles and Practices**, Prentice Hall; NJ

References

1. Bluementhal H.L: **Administration of social group work**
2. Cartwright & Zander: **Group Dynamics**, Research & Theory
3. Conye Robert K: **Failures in Group Stage**, Thousands Oaks
4. Fred Milson: **Skills in Socail group work**
5. Galsmann Ureania and Lenkates: **Group work**, Sage, Thousands
6. Gisela Konapka: **Social Group work – A helping process**, Engle Wood, Cliffs. N.J., Prentice Hall
7. Gisela Konapka: **Group work in Institutions**
8. Gisela Konapka: **Therapeutic groups with children**
9. Johnson and Johnson: **Joining Together**
10. Malcolm & Hilda Know: **Introduction to social dynamics**
11. Wilson & Ryiand: **Social group work**
12. Theien A.H: **Dynamics of group at work**
13. Water Litton: **Working with groups,** Oaks, 1990

FIELD WORK PRACTICUM - 1

Semester: I

Paper code: CC4

              Observation visits, Group project and Rural Camp for 7 days.

INDIAN SOCIAL STRUCTURE AND SOCIAL PROBLEMS

Semester: I

Paper code: EC1

Unit I

Concept of Society, Major elements of society: individual, groups, association, institution, social system, status, role, role conflicts. Social Processes: Co-operation, conflict, accommodation, assimilation and accumulation.

Unit II

Culture: Concept of culture, culture as a system of norms, folkways, mores, institution and laws; functions of culture; major elements of Indian culture; The culture lag theory and its applications to the Indian Society.

Unit III

Institutions: Structure and functions: Concept and meaning of religious, economic, educational, social (caste, kinship, marriage and family) and political institutions, patterns of interaction and interdependence among institutions; changes and their impact on Indian Society.

Social Stratification in India: The concept of stratification, concepts of class and caste, casteism and communalism, social inequality and social mobility.

Unit IV

Social Control: Concept, types and functions, conformity and deviance, major agencies of social control in India – family, kinship, caste, religion, education, law, tradition, customs and mores.

Social Change in India – concept, factor and processes of social change – Urbanization, Industrialization, Modernization, Westernization, Secularization. Social movements and their contribution to social change – Women, Dalits, ecological movements.

Unit V

Demographic Characteristics of the Present Indian Society, age structure, sex-ratio, rural urban ratio, literacy rate.

Indian Social Problems: Meaning, causes and consequences, gender discrimination, violence, corruption, illiteracy, poverty, unemployment, underemployment, crime and juvenile delinquency, Commercial sex workers, alcoholism, drug addiction, suicide, child labour, child abuse, bonded labour, terrorism, problem of refugees, victims of HIV/AIDS.

Text Books

1. M.N.Srinivas, **Social Change in India Orient Longman**, New Delhi.
2. Madan G.R., **Indian social problems Volland II**,Allied Publishers, Bombay

References:

1. Elliot and Meril, **Society and Culture**,prentice Hall Inc.
2. Ghurye, G.S., **Caste and Inequality in India**, New Delhi, Hindustan
3. Jayaraman Raja., **Caste and Inequaliity in India** , New Delhi, Oxford university press
3. Kapadia K.M., **Family and Marriage in India**, New Delhi oxford university Press
4. Mac-lver and page, **Society an introduction analysis**, London Macmillan
5. Nagpaui, Hans, **Study of Indian Society, A sociological analysis of social welfare and social work education**-New Delhi s chand & co.
6. Natarajan S. **Century of social reforms**, Bombay, Asia, bublishing house.
7. Prabhu, radharnath, **Hindu social organization**, Bombay, Popular Prakshan.
8. Rao.M.S.A., **Urban sociology in India** , New Delhi, orient Longman.
9. Dr.J.Visuvasathas Jeya sing, **Deviant children**, Visutham by publishers.
10. **Social Problems in India**, Ram Ahuja., Rowat, Jaipur blishers Ltd, Bombay.

PERSONALITY DEVELOPMENT AND HUMAN BEHAVIOR

Semester: II

Paper code: CC5

Unit I

Nature of psychology: Definition, scope of application in various fields; introduction to schools of psychology; Relevance of psychology for social workers.

Unit II

Human Growth and Development: Pregnancy and childbirth – infancy – babyhood – childhood – adolescent – adulthood – middle age – old age.

Unit III

Learning and motivation: Nature, definition and types; Theories of Pavlov and Skinner; Remembering and forgetting.

Motivation: Concept of instinct: motives for survival- Meaning and definition; types and characteristics of motives; Hierarchy of motives; conscious and unconscious motivation.

Adjustment: Concepts of adjustment and maladjustment; Stress; Frustration; Conflict – nature and types; Coping Mechanisms; Nature and types; Mental Health and community mental health.

Unit IV

Perception and attitudes: perception space, depth, auditory and visual attention attitude; nature of attitudes, stereotypes and prejudices, formulation of attitudes and attitude change.

Personality: Definition and structure; theories of personality: trait and type theories; important concepts of the contributions of Freud, Adler, Maslow and Erickson; Factors influencing personality development: Heredity & Environment and Socialization process.

Unit V

Social psychology and its applications, Collective behaviour: Nature and reasons for collective behavior, manifestations of collective behavior. Psychological testing: Personality attitude and intelligence. Relevance of Psychology for social work practice.

Text Books

1. Hurlock E.B **Development psychology**, Tata mc Graw Hill,5th Ed.,1971, New Delhi.
2. Coleman James C., **Abnormal psychology and Modern Life** Bomby-D.B. Trarporevala.

References:

1. Davidoff.L.L: **Introduction to psychology**, Aucklan; McGraw hill Inc 1881.
2. Morgan C.T &king R.A: **Introduction to psychology**, New Youk.
3. Munn,N.A Psychology - **The Fundamental to human Behaviour** ;London; George G Harrap&Co Ltd., 1961.
4. Anastasi.A., **Psychological tesing** New York; Mcmillan Revised Edition 1987
5. Rayner,Eric. **Human Developmlent**, London; George Alien and Unwin,1978
6. Saraswathi T.S. Dutta R., **Development Psychology in India**, Dell Publications, 1987
7. Kuppuamy B; **An Introduction to social psychology**; Bomby; Media Promoters and pub. pvt, Ltd 1980
8. ICSSR: **A survey of research in psychology charter 2, development psychology** Bombay; popular Prakashan pp.56-79;1972.
9. Newman P.R& newman B.M,; Living; **The process of Adjustment lllinois;** The Dorsey proceass; 1981.

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Semester: II

Paper code: CC6

Unit I

Community organization ; definition ; history, philosophy; scope of community, In India, community organization as a method of social work; community organization, Community development, understanding human rights in community practice.

Unit II

Analysis of community; concept of community; community as a social system; sociological concept of community, types of communities and their characteristics. Rural, urban and tribal communities.

Community power structure; concepts of power; dimensions of community power relevant to community organization.

Community dynamics; integrative and disintegrative forces, participative groups and groupism, functions of subgroups; minority groups, gender and empowerment.

Unit III

Models of community organization, general concept, specific content and process, locality development model, social planning model social action model, select methods-public interest mobilization, litigation, protests and demonstration, dealing with authorities, public relations, monitoring and evaluation, process of community organization, study analysis; assessment; discussion, organization, action, evaluation, modification, continuation,

Unit IV

Models of social action, definition, principles and process of social action, roles in different models attributes and attitude and skills, paulo freire, sauo alinsky model, Mahatma Gandhi, Martian luther king, women centered model.

Skills in community organization and social action; organizing, communication; training, consultation; public relation; resource mobilization; liasoning, facilitating Participatory skills; net- working; advocacy; legislative promotion.

Unit V

Recording – principles, uses and types.

Text

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

References

1. Clinarnd Marshall,B. **"Slums and Community Development"** (New York: The Free Press)
2. Dunham, Arthur,E. **"Community Organization Principle and Practice** (New York: Thomas, Y.Crowell)
3. Harper,E & Dunham,A. **"Community Organization in Action**, Association Press, New York.
4. Hillman Arther **"Community Organization and Planning** (New York: The Macmillan Company)
5. Kuppusamy **"Social Change in India** Vikas publishing House (p) Ltd., New Delhi.
6. McMillan "Community Organization"
7. Murphy, Cambell **"Community Organization Practice** (New York: Houghton Miffin Co.)
8. Murthy. M.V. **"Social Action"** (Bombay: Asia Publishing House)
9. Syddiqui,H.Y. **Working with Communities**, JMI, New Delhi.
10. Water.A.Friedlander **Concepts and Methods of Social Work**: 2nd Ed. Prentice Hall of India Pvt. Ltd., New Delhi.

SOCIAL WORK RESEARCH AND SOCIAL STATISTICS

Semester: II

Paper code: CC7

Unit I

Social work research; Meaning, definition, purpose of research, Social research and social work research. 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.

Unit II

Research design and Sampling: Research design: Exploratory, Descriptive, Diagnostic and Experimental. Formulation of research problem.

Sampling: Definition, principles, Types and procedures; population and Universe, sampling Name measurement: Meaning, levels of measurement: Nominal, ordinal, interval and ratio; validity and reliability: meaning and types.

Unit III

Sources and methods of data collection: Sources: Primary and Secondary, Research tools Observation and Survey methods, Interview: interview guide, interview schedule, questionnaire: construction of questionnaire, Concept, types of question, question format and sequence of questions; Personals Interview and mailed questionnaire: Advantages and disadvantages, Electronic resource and its usage.

Unit IV

Preparation of Research proposal: financial, time and personnel budgeting; processing; and analysis coding scheme. Code book, tabulation; Diagrammatic representation of data: Types; Report writing and referencing; Agencies involved in social research; Ethical considerations of social work research; limitations of research.

Unit V

Social statistics: 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 V.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 – **Scientific Social Surveys and Research**.
2. C.R.Kothari, **Research Methodology**, Wiley EASterm United, New Deihi, 1985.

References:

1. Whilty, Frederickl, **The elements of Research**.
2. Goode and Hatt, **Methods in social research**
3. Clarie, Selttiz, Marie Jahoda, **Research methods in social relations**.
4. Dorn Busch and Schnid, **Premier of Social Statistics**
5. Gopal M.A., **An introduction to research procedure in Social Science**.
6. Andorson., **Thesis writing.**

SOCIAL WELFARE ADMINISTRATION

Semester: II

Paper code: CC8

Unit I

Social welfare administration; meaning and definition of social welfare administration and social work administration; purpose, historical development, Principal, functions and area (policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase, and stock keeping, record maintenance, coordination, public relation, monitoring and evaluation, research, annual report); social welfare administration at national, state and local level; CSWB (central social welfare board), state welfare board, directorate of social welfare handicapped welfare, RCI .

Unit II

Social welfare programme and agencies; Evolution of social welfare in India; Voluntary social work, social agencies; meaning, definition, types and modal of NGOs; Role of NGOs in national development, governmental schemes on social welfare; agency registration; methods, advantages, preparation of byelaws, memorandum of association, rules, regulation and governing board, committees, executives; qualities, function and role, TNSC board.

Unit III

Social policy; definition, need, evolution and constitution base; sources and instrument of social policy, polices regarding other backward castes (OBCs), scheduled castes (SCs), scheduled tribal (STs) and denotified communities, policies and programme for women, children, aged and handicapped, development implementation of programme for weaker sections.

Unit IV

Social planning and social development; social planning and community planning, need and importance, planning machineries at the state & national levels; five year plans social development; concept and indicators for social change and social development in India.

Unit V

Social legislation; definition, its role as an instrument of social change, constitutional basis for social legislation; fundamental rights and directive principal of state policy; Hindu, Muslim, Christian, personal laws relating to marriage, divorce, minority and guardianships, adoption, succession and inheritance; legislation relating to social problem such and during prostitution, juvenile delinquency, untouchability, physical and mental disabilities.

References:

1. Bose A.B., **Social Welfare planning in India**, U.N. publishers, Bangkok.
2. Coudry, Paul **Hand book on social welfare** Atma Ram & sons, Delhi 1993.
3. Dension D & Chairman, Valeeries, **Social policy and administration**, George Allan and Unwin, Londan.
4. Dubey S.N., **Administration of social welfare programmes in India**, Somaiya Publishers, Bombay
5. Dubey S.N. & Murida, **Administration of policy and programmes for Backward classes in India**, Somaiya Publishers, Baombay.
6. Jacob K.K., **Social Policy in India**.
7. Jagadeesan, **Marriage and Social legislations in Tamil Nadu**, Elachiapen Publishers, Chennai, 1990.

CONCURRENT FIELD WORK PRACTICUM - 2

Semester: II

Paper code: CC9

Concurrent field work (Methods of social work practices).

SUMMER PLACEMENT / MINI PROJECT

Semester: II

Paper code: EC2

METHODS OF SOCIAL WORK

Semester: II

Paper code: EDC1

Unit I

Social work; concept, Definition and Historical Development bf social work in India; Related concepts: Social service Social welfare, social security, social defence social justice and social development. Social reform movements in India.

Unit II

Case work: Historical development; scope and limitations, its importance and relationship with other methods of social work, basic components social work: person, problem, place and process principles of casework.

Unit III

Social Group: Definition, characteristics, types of group and functions of a group, stages of group development, basic human needs met by groups at different stages of group development. Group process: Bond, Acceptance, Isolation, Rejection, Sub-Group formation, withdrawal and control.

Unit IV

Community organization ; definition ; history, philosophy; scope of community, In India, community organization as a method of social work; community organization, Community development, understanding human rights in community practice.

Social action: definition, principles, models and process of social action.

Unit V

Social work research: Meaning, definition, purpose of research, Social research and social work research. Scientific Method: Nature, Characteristics, purpose and steps in research process.

Social welfare administration: meaning and definition of social welfare administration and social work administration; purpose, historical development, Principal, functions and area.

Text Books

1. P.D.Mishra, **Methods of Social work**.
2. Paul Chowdhry, **Introduction to social work**, Atma Ram & Sons, New Delhi.

References

1. Wadia A.R,: **History and Philosophy of Social Work in India**, Allied pub.
2. Mathew, Grace 1992, **An instruction to social case work**, TLSS, Bombay.
3. Gisela Konapka G (1983): **Social Group work – A helping process**, Engle Wood.
4. Gangrate.K.D., **Community Organization in India**, Popular Prakashan Bombay.
5. Murthy. M.V. **"Social Action"** (Bombay: Asia Publishing House).
6. C.R.Kothari, **Research Methodology**, Wiley EASterm United, New Deihi, 1985.
7. Coudry, Paul **Hand book on social welfare** Atma Ram & sons, Delhi 1993.

HUMAN RIGHTS AND DUTIES

Semester: II

Paper code: HR1

Common Paper

HUMAN RESOURCES MANAGEMENT

Semester: III

Paper code: CC10A

Unit I

Management: concept, elements, principles and functions of management. Management thoughts: Henry Fayol, F.W. Taylor, Peter Drucker.

Unit II

Human resource management: definition, scope, evolution and functions. Human resource policy: formulation and implementation: duties, responsibilities and qualities of human resource manager and challenges for 21st century.

Unit III

Human Resource functions: human resource planning, recruitment, selection, induction placement, promotion, transfer, job analysis, training, performance appraisal; discipline and disciplinary procedure, personnel records and personnel research, HR audit.

Unit IV

Wage and salary administration: job evaluation: definition, objectives, methods, advantages and limitation; Wage and salary administration: Nature and purpose, process of wage determination, wage structure and principles; Theories of wages: concepts of wages, wage differentials- financial and non-financial incentives.

Unit V

Industrial social work: meaning, scope and relevance, application of social work methods in industrial sector. Labour problems and industrial counseling in industries and working with the families of the industrial workers: meaning, scope, relevance, advantages and disadvantages.

Text Books

1. C.B.Mamoria, **Personnel Managerment**, Himalaya Publishing House. Bombay, 1985.

2. Edwin Flippo, **Principles of Personnel Management**, McGraw Hill Book Co., New York, 1976

References

1. Agarwal, R.D., (Ed) **Dynamics of personnel management in India**, Tata – McGraw Hill publishing Co. Ltd., New Delhi.

2. Bhonsle. Y.B. (Ed), **Personnel management**, The Indian Scene, S.Chand & Co., New Delhi, 1977

3. Davar. R.S, **Personnel management and Industrial relations**, Vikas publishing Houses, New Delhi, 1977 (report)

4. Fraser and John Munro, **Introduction to Personnel management**, French, Wendell, personnel management, Houghton Miffin, Boston. 1977

RURAL COMMUNITY DEVELOPMENT

Semester: III

Paper code: CC10B

Unit I

Rural community; Meaning, Characteristics: Rural Problems and their implications: Poverty, illiteracy, Unemployment, Problems related to agricultures Community health and Infrastructure.

Unit II

Community Development: Concepts , Definition, Objectives, Philosophy and Principles Extension Education: Meaning, Definition Characteristics, Philosophy, Objectives, Principles, Approaches, Methods, Methods and limitations, Early experiment of the rural community development in India. People Participation in sustainable development.

Unit III

Panchayat Raj Evolution and Function of Panchayat Raj system: salient Features, of 73d amendment cooperative movement in India: principles, characteristics, types and function of cooperatives.

Unit IV

Rural Development administration: Administrative structure for Rural Development –Central and State level; Training of community functionaries; Rural Development Agencies. Role of CAPART (Council for Advancement of People's Action and Rural Technology) Bank and voluntary agencies in rural development.

Unit V

Rural Development Programmes: Swarnajeyanthi Gram Samridhi Yojana (SGSY), Micro Credit and Women's Development Schemes. Rural Appropriate Technology concept, definition, types and application emphasis to be given to the applicability of appropriate technology rather than specific technical details. Problems in

implementation of Rural community development programme. Role of social workers in rural development.

Text Books

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. 1990

References

1. Jain S.S.: **Community Development and panchayat raj in India**.
2. Rajeswar Dayasl: **community development programme in India**, Kitap Mahal.
3. Mukerji B. **community development in India**, Orient Longman, New Delhi.
4. Government of India: **Five year plans**, Kitap Mahal new Delhi.
5. Morgan, Authur E: **The community of the feature and the features of the community**, Hindustan, Tamil Sangh.
6. William, Biddle J: **The community development process – The discovery of local initiative**, Holt Rinchard and Wington, New York 1965.
7. Right: **How to assess the programme implementation**, sage Pub., New Delhi.
8. Mascarentas **A Stategy for rural development**, Sage Pub., Delhi 1988.
9. Thingalaya N.K.: **Rural India – Real India**, Himalaya Pub. Delhi – 1988.
10. **Society of Social Economics**: Readings in integrated Rural Development, Oxford & IBH, Delhi 1987.
11. Harichandran C: **Panehayat Raj and Rural Development**, Concep Pub., Delhi – 1993.

COMMUNITY HEALTH

Semester: III

Paper code: CC10C

Unit I

Concepts of primary health care, public health, social & preventive medicine. Levels of disease provention, comprehensive health care, community mental health & Community psychiatry.

Unit II

Health work in the Community: Major health Problems related to women and children Socio cultural practices, beliefs and Myths influencing Community health; assessing community health needs, mobilizing core groups and community participation; principles and practice of Community Organization., training of multipurpose workers in community health Programme.

Unit III

Social workers intervention in relation to: immunization, Nutrition, Family Planning, Maternal Child Health, environmental issues (Hygiene, Pollution and Sanitation), accident prevention, suicide prevention, alcoholism and drug abuse prevention.

Unit IV

Mental hygiene movements, Trends in community. Mental health, Public health model of mental health prevention and promotion.

School health: Helping teachers identifies problems of physical and mental health, making appropriate references, involving and motivating teachers and children.

Unit V

Health care delivery sys at the national and state level primary health center, models of Community health. Salient features of legislations. Related to health: MTP act, mental health act, 1987, Factories act 1949, ESI act; allocation for health care in 10th 5 yr plan.

Reference:

1. Mahjan B.K.: Health Services in India, Jam nagar, Aruna R. Mahajan, 1969.
2. Naick J.P.: An alternative system of health care services in India – Some proposals, Allaied Pub. 1977.
3. Park J.R. & Fark K.: Text book of preventive and social medicine, Jabalpur, M/S Banarshidas, 1982.
4. Rao K.N.: Health services, Public health in Encyclopaedia peadio of social work in India, Vol.l. Pub. Division, 1968.
5. Bartlell, Harriet M.: Social Work practice in Health field, New York, National asson, of social workers., 1961.
6. Smith Bryan C.: Community health and Epidemiological approach, New York, MacMill., 1978.
7. Caplam, Gerald : An approach to community mental health, new York, Grune & Stralton, 1961.
8. W.H.O.: Social dimensions of mental health, Geneva, WHO Pub., 1981.
9. Adelson D. & Kalis L.B.: Comr nity psychology and mental health – perspectives and challenges, chandler Pub., 1970.
10. Smdlensky J. & Hear F.D.: Principles of community health, Second Ed., W.B. Saunders Co., London, 1968.
11. Yesudian C.A.K.: Primary health care, IISS, Bombay, 1991.
12. Zofia Butrym, Horder John: Health – Doctors and Social Workers, Rougtledge & Kegean Poul, London, 1993.
13. Goel S.L.: Public health Administration, Strelling, Delhi, 1984.
14. Broskowshi A., Marks E. & Budman S.H. : Linking health and mental health, Sage Pub., London, 1981.
15. Wagenfeld M.O., Leonkau P.V. & Jusatice V.: Public mental health – Perspectives and Prospects, Sag Pub., New Delhi, 1981.

ORGANISATIONAL BEHAVIOUR

Semester: III

Paper code: CC11A

Unit I

Organizational Behavior: Definition and theoretical framework, historical perspective, function and roles of managers (including information technology), Challenges and Opportunities for managers to use OB concepts, behavioral science discipline to approaches and models of Organizational Behavior.

Unit II

The individual: Foundations of individual behavior, values, attitudes and job satisfaction, personality, perception, concepts of motivation and its applicability.

Unit III

The Group: Foundation of Group Behavior, Group Development, understanding work teams, morale, communication, leadership, power and polities, conflict and resolution.

Unit IV

The Organization System: Foundations of organization structure, Hawthorne studies, Organizational Culture, Organizational Theories, Organizational Effectiveness, Organizational Climate, Japanese style of management, people – capability and maturity model.

Unit V

Organizational Dynamics: Organizational Change and stress management, Organizational development, application of transactional analysis (Johesi Window and Ernic Berne) and future of Organizational Behavior.

Text Books

1. L.M.Prasad, **Organisational Behaviour**, S.Chand & Co., 2000
2. Fred Luthans, **Organisationa Behaviour**, McGraw Hill, New York, 1998

References

1. Arnold, Huge. J and Deniel E.Feldman: **Organisational Behaviour**, McGraw Hill, 1986
2. Keith Davis: **Human Behavioural work**, McGraw Hill, 1995
3. Pau; Hersey and Kenneth H.Bianchard: **Management of organizational Behaviour**, Fourth edition, Prentice Hall, N.J.1985
4. Lawlee, Porter L.M: **Behaviour in organization**, McGraw Hill, New York 1981
5. Schein Edgar, **The art of Human resources management**, Eaglewood Cliffs, N.J., Prentice Hall, 1985
6. Ouchi W.G: Theory – **How American business can meet the Japanese challenges**, Addisran Wesley, 1981
7. Wroon V.H and Grant L: **Organisation Behaviour and human performance**, Wiley, New York, 1972
8. Lewell L.N and Reitz. H.J: **Group effectiveness in organization**, Gienview I.L., Scott Foresman, 1981
9. Jit.S.Chandran: **Organisational Behaviour**, Vikas Publishing House Pvt. Ltd., 2005

URBAN COMMUNITY DEVELOPMENT

Semester: III

Paper code: CC11B

Unit I

Urban Community: Meaning, Characteristics, Rural – Urban Contrast. City Meaning, Classification. Trends in Urbanization Process.

Unit II

Urbanization & Urbanism: Meaning, theories of Urbanization, Characteristics of Urbanism, Slums – definition, approaches, theories and Classification and Culture of Slums; Urban Problems: Housing, drug addiction, juvenile delinquency, Prostitution.

Unit III

Urban Community Development: Definition, Concepts, Objectives and historical background; approaches, principle, process and methods of Urban Community Development, Welfare Extension Projects of Central Social Board, Urban Development Planning: Town and Country Planning Act, 1971; Community Planning and Community Participation; Role of Community Development Worker; - Application of Social Work methods in urban development.

Unit IV

Urban development administration: National, State and Local level; structure and function of Urban development Agencies; Urban services and Urban deficiencies; Nsgarpalika Act; functions of officials and non-officials in Urban Self Government Metropolital Development Authorities, Housing and Urban Board, Role of Voluntary Agencies in Urban development.

Unit V

        Urban development Programmes: Five Year Plans and Urban development: Madras Urban development Projects (MUDP) I & II; TamilNadu Urban development Projects (TNUP); Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY), TamilNadu Slum Area clearance Board, Problems in Implementation of Urban Community development Programmes.

Text Books

1. Clinard, Marshell B, **Slums and community development**, The free press, New York, 1970

2. Mitra, Arup: Urbanisation: **Slums informational sector and employment and poverty**, B.R.Publications, 1994.

References

1. Clinard, Marshell B, **Slums and community development**, The free press, New York, 1970.

2. Wiepe, paul, **Tenants and Trustees**, MacMillan, Delhi, 1981

3. Thudipara, Jacob Z., **Urban Community Development** Rawat Pub., New Delhi – 1993.

4. Gill, Rajesh, **slums as Urgan villages** Rawat Pub., Jaipur 1994.

5. Aray & Abbasi, **Urbanization and its environmental impacts** discovery pub., New Delhi – 1995.

6. Vibhooti, Snukia, **Urban development and regional policies in India**, Himalaya, Pub… Bombay… 1988.

7. Ramachandran, **Urbanisation and urban system in India**, Oxford University Press… new Delhi 1989.

8. Diddee Jayamala, **Urbanisation, Trends, perspectives and challenges**, Rawa, Pub.,Jeipur 1993.

HEALTH AND HYIENE

Semester: III

Paper code: CC11C

Unit – I

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.

Unit – II

Nutrition and health; nutrient groups; Functions, sources and requirements; Caloric requirements for different age groups; Balanced diet, malnutrition deficiency diseases.

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.

Unit – IV

Major communicable diseases: symptoms, etiology, transmission, prevention and treatment of leprosy, Tuberculosis, STD, HIV, Polio, Malaria, Cholera and Typhoid. Immunization schedule for children. Major non – communicable disease: Cancer, Diabetes, Hypertension, Asthma, Caridiac 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.

Reference:

1. Park J.R. & Park K: Textbook of preventive and social medicines Jabalpur, m/s Banashidass, 1983.
2. Leavell hugh Roadman & Clark, Gurney E.
3. Preventive Medicine for the doctor in his community, Mc Grow Hill, 1958.
4. Ghosh G.D.: Treatise on hygiene and public health.
5. Meredidh Daves J.B. : Public health and preventive medicine.
6. Jones shainberg Byer : Communicable and non communicable diseases.
7. Egbert, Seneca: Manual of hygiene and sanitation, Lea & Febiger, New York 1926.
8. Pritam Lily, Ram Telu : Environmental health and Hygiene, Vikhas pub., New Delhi 1993.
9. Barasi, Mary E. : human nutrition. Edward Arnold, London, 1987.
10. Kumar R. : Social and preventive health administration, Ashing Pub., New Delhi, 1992.
11. Pati R.L. : health Environment and Development, Ashish Pub., New Delhi, 1992.

HUMAN RESOURCE DEVELOPMENT

Semester: III

Paper code: CC12A

Unit I

a. HRD- Concept, objectives, process, and mechanism for HRD, Principles in designing HRD system;

b. Human Resource Planning (HRP): Meaning, historical development, importance; subsystems and elements; HRD at different levels; areas of HRD; HR Information System, Demand and Supply of human resources, HR Planning in new and ongoing organizations. Investment approach to HR planning. HR planning process; coordination with corporate and other plans.

Unit II

Human Resource Development & Management : meaning, need, importance, types: on the job and off the job training, Concept of learning, training, education and development, training effectiveness, Evaluation of Training Programme, Recent trends in executive development, use of transactional analysis, yoga in executive development; role of motivation in training and motivation for trainers and trainees. Identification of training needs, organizing training programmes, Apprenticeship training, management training scheme, supervisory training scheme, workers education scheme, evaluation of training scheme and feedback.

Leadership: Concept, leadership and management-difference, styles, skills, teamwork, decision-making and steps; theories of leadership, Motivation: Concept, motivation skills and Motivation Theories: Drive theory, Incentive theory, opponent process theory, optimal level theory.

Unit III

Organizational Development: meaning, objectives, characteristics, values, methods, phases, MBO-process and Organizational Change: Need, forces, and types of change, resistance and implementation of change, methods of making change as permanent. Group Behaviour: meaning, types and size of groups, formation of groups, factors that governs the formation of groups, development of groups, group cohesiveness and factors affecting cohesiveness, satisfaction, roles, status, group behaviour and group change, training and team building.

Human Relations and Interpersonal Communication: Essential qualities of human relations, Basic themes of human relations, Developing interpersonal relationship, Effective communication, Art of listening, verbal and non verbal communication, skills of effective Communicator, Impression Management.

Unit IV

Performance Appraisal: Meaning, Approaches to Performance Appraisal, Methods/Techniques of Appraisal System, Importance, purpose and limitation; Potential Appraisal: Meaning and scope, latest trends in potential appraisal, Performance Assessment Centes,360 Appraisal, Management by Object. Stress Management and Conflict at work place: meaning, Causes and consequences, strategies for education for stress; Conflict: meaning, types of conflict and management of conflict.

Unit V

Career Planning and Performance Counseling: Meaning and Steps involved; Career Development : Actions, Types and problems, succession planning; Performance Counseling: Conditions for effective counseling, Phases and process involved. Human Resources Development: HRD and Inter-disciplinary perspectives, Pre-requisites for successful HRD programmes; HRD Trends: Job rotation, Job enlargement, Job enrichment, Quality of Work life, Total Quality Management (TQM) and TPM Management Information System: Meaning and importance; ISO 9000 Series. ESOP (Employer Stroke Option Programme)

References

1. Jeya, Gopal, R. 1993, **Human Resource Development** - connectional analysis and strategies, sterling pub., New Delhi.

2. Sing P.N., 1993, **Developing and managing Human Resources**, Scuhandra pub. , Bombay.

3. Craich Robert, L., 1987, **Training and Development** - Hand book, McGraw Hill. Pub., New Delhi.

4. Famularo Joseph 1987, **Handbook of Human Resources Administration**, McGraw Hill. Pub., Singapore.

5. Pareek Udai & Rao T.V, 1982, **Designing and Managing Human Resources**, Oxford & IBH, New Delhi.

6. Rao T.V., 1990, **HRD Missionary**, Oxford & IBH, New Delhi.

7. Agarwal Yash, 1988, **Education and HRD (Emerging challenges in the regional context)**, Common Welth Pub., New Delhi.

8. Chandra S., 1988, **Human Resource policy**; A blue print in alternative approaches and strategies of HRD, T.V. RAO et.al., Rawat Pub., Jaipur .

9. Puranik M.V., 1988, **Human Resource Development in research and development organisation**, Rawat Pub., Jaipur

10. Tamarajakshi R., 1988, **Human Resource in Asian countries - An integrated approach - ILO Asian employment programme**, New Delhi.

11. Memoria C.B., 1985, **Personnel management**, Himalaya Pub., New Delhi.

12. Monappa A. & Saiyadail, 1979, **Personnel Management**, Tata McGraw Hill, New Delhi.

13. Davar R.S., 1979, **Personnel Management and Industrial Relations**, Vikhas Pub., New Delhi.

MANAGEMENT OF NON – PROFIT ORGANISATIONS

Semester: III

Paper code: CC12B

Unit I

Non – profit organization: Definition, Meaning, Objectives, and Principles – Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, and Social Welfare Organizations – Non-Governmental Organizations: Formulation of Societies, Trusts, and Non-Profit Companies.

Unit II

Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.

Unit III

Budgeting: Meaning, Steps, important items in Budget – Resource Mobilization – Central and State Government Assistance and Other Assistance – Fund Raising: Meaning, techniques – Income Generation Programmes (IGP) – Financial Management – Financial Collaboration between Funding Organization and Non-Profit Organizations.

Unit IV

Project evaluation and monitoring: Aims, Objectives, Purposes – Creating Management information system – Project appraisal: Meaning and techniques – Logical Frame Analysis (LFA) Participatory Rural Appraisal (PRA): Principles, methods of PRA –Network analysis.

Unit V

Project personnel empowerment: Training: Meaning, need, importance, purpose and significance – Training needs: Areas of health – Rural development, child health and welfare, Women welfare, Youth welfare and aged welfare – Awareness on behavioural, environmental and social issues – Institution building of Non-Profit Organizations in administering the Social Welfare Programmes.

References:

1. Clark, John 1991 **Voluntary Organisations: Their Contribution to Development**, London, Earth Scan.

2. Eade Deborah and Literingen Ernst.(ed) 2006 **Debating development-NGOs and the Future**, New Delhi: Rawat.

3. Ginbery, Leon.H 2001 **Social Work Evaluation - Principles and Methods**, Singapore, Allyn and Bacon.

4. Kandasamy.M 1998 **Governance and Financial Management in Non – Profit Organization**, New Delhi, Caritas India.

5. Kappor, K.K(Ed) 1986 **Directory of Funding Organizations**, New Delhi, Information and News Network.

6. Kumar, A 2003 **Social Change through NGO's**, New Delhi, Anmol Publishers.

7. Mukherjee, 1995 **Participatory Rural Amitarva(Ed) Appraisal: Methods and Application In Rural Planning**, New Delhi,Vikas.

8. Mukherjee, K.K 1986 **Voluntary Organization: and Mukherjee Some Perspectives**, Sutapa Hyderabad, Gandhi Peace Centre.

9. Mukherjee, Neela 1995 **Participatory Rural appraisal and Questionnaire Survey**, New Delhi:Concept.

10. Robin Lall 2004 **The Dynamics of NGO's** New Delhi, Dominant Publishers.

11. Sakararan and 1983 **Hand Book for the Rodrigues Management of Voluntary Organisation** Madras, Alfa.

12. Sooryamoorthy Rsnd 2006 **NGOs in India-A cross Sectional study** Gangrade K.D New Delhi: Rawat.

13. Vetrivel Surendra 1999 **Participation – Concept, Kumar Approach and Techniques**, New Delhi, Vetri.

INTRODUCTION TO PSYCHIATRY

Semester: III

Paper code: CC12C

Unit – I

Historical developmental of psychiatric social work, attitudes and believes pertaining to mental illness in ancient, medical and modern times, concepts of normality and abnormality and mental health.

Unit – II

Classification of mental illness; Diagnostic Statistical Manial (DSM IV/R), Instructional Classification of Disease (ICD); Psychiatric assessment: Interviewing, Case history taking, source o intake, mental status examination; formulation of psychosocial diagnosis

Unit – III

Psychiatric illness Neuroses, psychoses, organic & functional, Cultural bound syndrome, personality disorders, sexual deviations, alcoholism and drug dependence.

Unit – IV

Mental handicapped: definition. Classification, clinical types and causes, Cerebral Palsy: Clinical type, Causes, Associate disabilities; Epilepsy; definition, types, Causes & Management. Aging; biological, social and psychological problems. Suicide; Causes, Indications and preventions.

Unit – V

Child disorders Behavior disorders, eating, Elimination, Sleep and Speech disorders. Child psychosis autism and schizophrenia, Scolastic backwardness, Symptoms, Causes and Management. Attention deficit disorders and hyperactivity disorders.

Text Book:

1. S.K. Mangal, 2004 Abnormal psychology, Sterling publishes pvt Ltd, New Delhi

Reference:

1. James D.Page, 2005 Abnormal Psychology, Tata McGraw Hill publishing company Ltd, New Delhi.

2. David A. Santogrossi, 1995 Abnormal Psychology An Integrative approach, Cole publishing company.

3. Irwin G.Sarason, Barbara R.Sarason 2002 Abnormal Psychology, Prentice Hall of India Pvt Ltd – New Delhi.

4. Robert C. Carson, James N. Butcher and Susan. Mineka, 2006 Dorling Kindersley (India) Pvt Ltd – New Delhi.

CONCURRENT FIELD WORK PRACTICUM – 3

Semester: III

Paper code: CC13

Concurrent field work (Social work methods practices).

COUNSELLING SKILLS FOR CONTEMPORARY SOCIAL WORK

Semester: III

Paper code: EC3

Unit I

Counseling: Definition, Elements, Characteristics & Goals, Evolution of Counseling, Philosophical foundations – dignity of the human person, sociology foundations influence of social system, psychological foundations – concepts of self, goal directed behavior, learning principles, development needs at different stages.

Unit II

The Counseling Relationship:-

A) Regard & Respect   B) Authenticity   C) Empathy

Personal growth & Effectiveness of Counselor: concerns of self, attitudes, values and beliefs, relationship, self – esteem, openness to other accepting personal responsibility, realistic level of aspiration, self actualization, The portrait of the helper, The portrait of a trainee.

Unit III

Theoretical approaches to Counseling: Client – Centered, TA, Rational emotive therapy, Cognitive approach, Family therapy, behavior therapy, eclectic approach.

Unit IV

Counseling process: Problem Exploration and clarification and attending and listening, Attending, Orienting oneself to be present. Micro – skills, active listening – verbal and non – verbal messages and behavior helper's responses and client self – exploration, Helper's skills. Accurate empathy (primary) respect, genuineness, concreteness, client skills; self – exploration, focusing, summarizing, probing for missing exceptions, behavior, feelings, facilitation action, developing new perspective.

Unit V

Group Counseling & Counseling in different settings: Definition, types, goals, group Counseling process. Group development. Family, school, industry, De – addiction centers, Correctional settings, HIV/AIDS Patients.

Text Books

1. Fullmer D.W., & Bernard H.W., **Counselling**, Context & Process
2. Kennedt. E., **On becoming a counselor: A basic guide for non-professional counselors**, Macmillan, New Delhi.

References

1. Association of psychological and practices 1982, **Counselling in Asia, Perspective and practices**, Educational counselors of Asia.
2. Bengalee, M.Ehroo D., 1972 Bellel, R.B.Guidance if you please, Macmillan, Bombay, **Interviewing & counseling**, S.T.Botsford, London
3. Carkhuff R.Bereason, B.S.Holt, **Beyond counseling and therapy**, London
4. Carkhuff R, Pierce R & Cannon, **The Art of helping**, Better yourself books, Bombay, carkhuff Institute of Human Technology
5. Currie, Fr.J., Barefoot counseling – **A primer in buildingn relationship**, Asiam Trading Corp, B'lore
6. Dave, Indu **The basic elements of counseling**, sterling, New Delhi
7. Delancy & Eisenber 1973 **The counseling process**
8. Department of Mental Health Education, **Mental Health programme**, report No.1,11,US
9. Welfare Egan, Gerard (1992), **The skilled helper**, Brooks/Cole Publishing California
10. Harms E & Schreiber **Handbook of counseling Techniques**, Oxford press

LABOUR WELFARE

Semester: IV

Paper code: CC13A

Unit I

Concept of labour - characteristics of Indian labour- labour in unorganized sector - recommendations of national commission on labour on various issues, absenteeism and labour turnover - factors Influencing productivity.

Unit II

Concept and scope of labour welfare - classifications of labour welfare – labour welfare officer - role of labour welfare officer - impact of automation, globalization & liberalization on labour welfare. Role of Trade Unions in Labour Welfare.

Unit III

Labour welfare - principles of labour welfare - administration of labour welfare at central and state level -. The scheme of workers education - the objectives of workers education.

Unit IV

Significant labour welfare measures - housing - industrial housing policy and housing programmes - family benefit schemes - children education - cooperative society – canteen - transport facilities and recreation facilities.

Unit V

Industrial accidents -. causes and prevention - industrial health & hygiene occupational diseases - treatment and prevention - pollution control and environmental protection'.

References:

1. Bhagoliwal T.N Economics Of Labour And Social Welfare Charles B **An Introduction To Industrial Sociology** D.B. Taraporele Sons.-Bombay (1970

2. Giri V V **Labour Problems In Indian Industry Bombay**; Asia Publishing House Government Of India Dept. Of Labour And Employment, Report Of The National Commission On Labour Delhi: Manager Of Publications.

3. Honter, Donald **The Diseases Of Occupations**

4. Karnik V B **Indian Labour**

5. Mongia J.L **Readings In Indian Labour And Social Welfare**

6. Moorthy M. V **Principles Of Labour Welfare** Vishakapatnam Gupta Brothers.

7. Norman R- E **Psychology in Industry** - New Delhi.

8. Pani S C **Indian Labour Problem** -Allahabad: Chaitanya Publishing House.

9. Saxene R C **Labour Problems And Social Welfare** Meeruat: The Oxford Publishing Co.

10. Singh R & Singhal I C **Labour Problems**

11. Vaid K N **Labour Welfare In India**

TRIBAL COMMUNITY DEVELOPMENT

Semester: IV

Paper code: CC13B

Unit I

Tribes: Definition, concept , characteristics of the tribal community; nomadic and de-notified tribes; History of Indian Tribes and tribes in Tamil Nadu; Regional distribution of tribes and Nehru's Panchsheel Principles of tribes.

Unit II

Social System of Tribes: Socio- economic conditions; Cultural and religious aspects; status of women: dress, food, & marriage-polygamy, polyandry, Dormitory marriage; Status of Children; Tribal leadership and Political Participation -Local, State, and National levels.

Unit III

Problems of Tribes: Child Marriage, Poverty, Ill-health, Illiteracy, Sexually Transmitted Diseases and Acquired Immune Deficiency Syndrome, Exploitation and atrocities on tribes; Immigration and its related problems. Lack of infrastructure facilities and amenities; Tribal Resettlement and Rehabilitation and its related problems. Tribal Movements and Tribal Revolt, Naxalpari movement.

Unit IV

Tribal Development Administration: Administrative structure at Central, State and District levels; Hill Development Councils; Functions of Tribal Development Blocks/Agencies; Constitutional provisions for the protection of tribes; Research and Training in Tribal Development. Role of Voluntary Agencies in Tribal Development.

Unit V

Tribal Development Programmes: Tribal Development Policies, Tribal Area Development Programme; Hill Area Development Programmes; Tribal Sub-Plans, Forest land cultivation, Need and Importance of social work practice in Tribal

areas, Application of social work methods in tribal development , Problems in implementation of tribal development programmes.

References:

1. Devendra Thakur   (1994) **Tribal life in India** (Ten Vols), Deep & Deep Pub., New Delhi.

2. Rajeeva (1988) **An Introduction   to   the Tribal Development   in India**, International, Dehradun.

3. Ramana Rao, D.V.V (1992) **Tribal Development** , Discovery Pub, New Delhi,.

4. Babuji, M. (1993) **Tribal Development Administration**, Kanishka Pub., New Delhi.

5. Patel M.C. (1983) **Planning Strategy for Tribal Development** , Inter India Pub, New Delhi.

6. Chaudhuri (1981) **Tribal Development in India**, Inter India Pub. Delhi.

7. Sing & Vyas (1989) **Tribal Development** , Himanshu, New Delhi,

MEDICAL SOCIAL WORK

Semester: IV

Paper code: CC13C

Unit – I

The beginnings of medical social work: the meaning of health, hygiene, illness and handicap: medicine through the ages; changing concept of health: concept of patient as person. Historical development in medical social work in the west, in India. Trend in medical social work practice in Chennai. Scope of medical social work.

Unit – II

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

Unit – III

Organization and administration of medical social work department in hospitals. Medical social work relation to different discipline, multidisciplinary approach and teamwork, patients right in health care, implications of hospitalization for the patient and his family.

Unit – IV

The psychosocial problems. Major communicable disease – TB, STD, AIDS, Polio. Diarrhoeal diseases. Malaria, typhoid, leprosy, leptospirosis. Major non communicable diseases – cancer, diabetes, hypertension, cardio disorder, neurological disorders, and asthma; physically challenged, Nutritional disorders, Occupational health problems, women's health problems, pediatric health problems, Geriatric he3alth problems.

Reference

1. Anderson R. & Bury M. (eds.) 1988. Living with chronic Illness – the experience of patients and their families. London: Unwin Hymman

2. Bajpai P.K. (Ed.) 1997. Social work perspectives in health; Rawat publications, Delhi.

3. Barlett H.M. 1961. Social work practice in the Health Field. New York: National Association of social workers.

4. Crowley M.F. 1967. A New Look at Nutrition. London; Pitman medical Publishing Company Ltd.

5. Field M. 1963. Patients are people – A Medical – Social Approach to Prolonged Illness. New York :Columbia University Press.

6. Golstein D. 1955. Expanding Horizons in Medical Social Work. Chicago: The University Chicago press

7. Narasimhan, M.C. & Mukherjee A.K. 1987. Disability – A Continuing challenge. New Delhi:Wiley Eastern Ltd.

8. Pathak S.H. 1961. Medical Social Work in India. New Delhi: DSSW.

9. Pokarno K.L. 1996. Social Beliefs, Cultural Practices in Health and Diseases. New Delhi: Rawat Publications.

10. Sweiner C.Sengupta N and Kakula. S. 1978. Manual for Child Nutrition in India: New Delhi: VHAI,

11. Uphoam F, 1989, A Dynamic Approach to Illness – A Social work Guide. New York: Family service Association of America.

INDUSTRIAL RELATIONS

Semester: IV

Paper code: CC14A

Unit I

Definition - concept - need, importance, scope, objectives of industrial relations – Factors influencing industrial relations, bipartite and tripartite bodies in industrial relations – joint management council - works committee- Indian labour conference - standing labour committee-. Wage settlements.

Unit II

Ethical codes of industrial relations concept code of discipline in industry, causes and effects of industrial conflicts –problem of short term employment and out sourcing– strikes, lock outs, lay off, retrenchment, closure – need for industrial peace.

Unit III

The Industrial Disputes Act 1941 concepts of standing order - content - procedure for certification. The Industrial Employment (Standing Orders Act) 1946. Employee discipline- Domestic enquiry.

Unit IV

Definition, concept, Structure and objectives of trade unions- Growth of Trade unionism in India -positive role of trade unions - major trade unions in India - problems and weaknesses of trade unions- measures to strengthen the functioning of trade unions. Indian Trade Unions Act 1926

Unit V

The Concept of collective bargaining - objectives- principles, process -subject matter for collective bargaining -administration of collective agreements - difficulties observations of the National Commission on Labour 1969) Workers participation in Management - Concept, objective, importance - forms of participation - workers participation in management in India - limitations to workers participation.

References:

1. Memoria C B 1999 **Dynamics Of Industrial Relationship in India** - Bombay: Himalaya.

2. Sharma A M 1984 **Industrial Relations Conceptional and Legal Frame Work** - Bombay: Himalaya.

3. Srivathsava v 1998 **Industrial relations and Labour Laws**, New Delhi: Vikas.

4. Subba Rao P. 1999 **Essentials of Human resource and Industrial Relations**, New Delhi, Himalaya.

5. Subramainan K N 1967 **Labour Management Relations in Tamil Nadu** - Madras: Book Agency. I, II,III.

6. Tripathi P.C 2005 **Personnel Management and Industrial relations**. New Delhi, Sulatan chand and Sons.

SOCIAL WORK WITH PERSONS WITH DISABILITIES

Semester: IV

Paper code: CC14B

Unit I

Disability: Definitions, causes, types and magnitude of various disabilities and their impact on persons with disability and their families. Prevention of disabilities at primary, secondary and tertiary levels. Misconceptions and societal attitudes towards persons with disability. Critical analysis of the various legislations, policies and programs for persons with disability at the central and state and the role of facilitating authorities.

Unit II

Contextual understanding of disability: historical and contemporary perspectives. Construction of disability and rehabilitation through various discourses – historical, medical, social, religious, cultural, political, gender and psychological. Understanding the experience of disability, limitations, strengths and potentials of persons with disabilities; Learner's own understanding of disability and critical reflection on it .

Unit III

Multidisciplinary rehabilitation team and their roles: Process of rehabilitation – early identification, treatment, fitment of aids and appliances, education, vocational rehabilitation and social integration within the family and community. Role of social worker in different settings such as hospital and treatment centres, home, educational institutions, vocational rehabilitation centres, the community, self – help groups and associations of persons with disability and parents' associations.

Unit IV

Impact of disability on persons with disability 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.

Unit V

Intervention strategies at individual, family/group, and community levels: individual level – problem focused, self help/support groups, assertiveness training, life skills enrichment; family level - family crisis intervention, family centered intervention, parent guidance, parent training, support/self help groups of parents/siblings; community level – community awareness, education and community based rehabilitation.

References:

1. Albrecht G.L, Katherine D Seelman. & Michael Bury, (2001) **Hand Book of disability Studies**, Sage, London
2. Karanth, Pratibha & Joe Rozario, (2003) **Learning disability in India**, Sage, London
3. Hegarty Seamus & Mithu Alur, (2002) **Education and Children with special needs**, sage, London,
4. Grant, (2005) Learning disability: **A lifecycle approach to valuing people**, Open University Press, London
5. Moore, (2005) **Researching disability issues**, Open University Press, London

PSYCHIATRIC SOCIAL WORK

Semester: IV

Paper code: CC14C

Unit – I

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

Unit – II

Social work practice in mental health field, Psychiatric settings – hospitals, Non psychiatric settings, Non –institutional models of mental health as alternatives to institutional care (community based), collaborating and networking with various organizations; new avenues of mental health.

Unit – III

Social work treatment – Theory and Models, Psychoanalytical, Psycho-social, Transactional analysis, life model, family centred treatment, tasks centred , crisis intervention, behaviour modification, cognitive therapy.

Unit – IV

a. Psychiatric social work in special settings Child mental health and social work practice; development and psychological perspectives in child mental health; social work practice in child guidance clinic; Prevention and treatment intervention in family, School, neighborhood and community settings.

b. Social work practice in e addiction and crisis intervention centers and with special groups such as rape victims and HIV / AIDS patients.

Unit – V

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

References:

1. Berriors G.E. And Dawson J.H.1983. Treatment and Management in Adult Psychiatry. London: Baillierer Tindall.

2. Ellis, Albert. 1967. Reason and Emotion in Psychoterapy. New York: Lyle Stuart.

3. Gerald Caplin. 1961. An Approach to Community Mental Health: New York: Grun & Stratton.

4. Goldstein E. 1984. Ego Psychology and Social Work Practice: New York: Free Press.

5. Goldstein H. 1979. Social Work Practice a Unitary Approach: Caroline: University of South Caroline Press.

6. Hartman and Lairdj. 1983. Family Centered Social work Practice. New York: The Free Press.

7. Jehu. Derek et al. 1972. Behavior Modification in Social Work. London: Wiley Inter Science.

8. Kaplan, Sadock. 1994.Synopsis of Psychiatry. 7th Ed. New Delhi: BI Waverly Pvt. Ltd.

9. Scully, James H. 1995. Psychiatry. New Delhi: BI Waverly Pvt. Ltd

10. Jay, Pee. 1994. Diagnostic and Statistical Manuel of Mental Disorder. New Delhi: Jay Pee Brothers.

FIELD WORK PRACTICUM – 4

Semester: IV

Paper code: CC15

Concurrent field work (Social work methods practices).

BLOCK PLACEMENT

Semester: IV

Paper code: CC16

Compulsory pre-employment training for 30 days from the concerned agency.

DISSERTATION / PROJECT

Semester: IV

Paper code: CC17

TRANSACTIONAL ANALYSIS FOR PERSONALITY DEVELOPMENT

Semester: IV

Paper code: EC4

Unit – I

An overview of T.A. –Introduction to structura analysis – parenting and parent ego state – Childhood child ego state

Unit - II

The adult ego state – Lax ego bondaries and Rigid ego boundaries contamination of the Aduit. The Adult as the executive of the personality activating and strengthening the Adult.

Unit - III

Introduction to Analysing Transactions – Complementary, Crossed, And Ulterior transactions – The human hunger for strokes: Stroking, hunger – Positive Stroking –

Unit – IV

The Hunger for times Structuring withdrawing, ritual, pastimes, activity, games and intimacy.

Unit - V

Basic Life Positions – Stamp collecting – Psychological Trading it stamps psychological games – Giving up games, psychological cripts of an individual counter seripts – Rewriting scripts.

Reference

1. Berne, Eric. 1961. Transactional Analysis in Psychotherapy. Grove press New York.

2. Berne, Eric. 1964. Games People Play. Grove Press. New York

3. Berne, Eric. 1972. What do you say after you say Hello. National Bank California.

4. Berne, Patrici, H and Louis. M. Savary. 1990. Building Self-Esteem in Children. Better Yourself Books Bombay.

5. Claude, M.Steiner. 1982. Scripts Peple Live. Bantam Books. Toronto.

6. Hall, Valvin, S and Gardner Lindzey. 1978. Theories of Personality. John Wiley & Sons. New York.

7. Harris, A. Thomas. 1969. I m OK – You're OK. Harper & Row, New York.

8. James and Jongeward. 1976. Born to Win. Addison Wisely Publishing Company. London.

9. Kegan, Robert. 1982. The Evolving Self. Harvard University Press London.

10. McConnel, J.V.1977. Understanding Human Behaviour. Holt Richart & Winston. New York.