DEGREE OF MASTER OF ARTS
CHOICE BASED CREDIT SYSTEM (CBCS)
SYLLABUS FOR MASTER OF SOCIAL WORK (MSW)
FOR THE STUDENTS ADMITTED FROM THE ACADEMIC YEAR 2021–2022 ONWARDS
REGULATIONS

1. INTRODUCTION
Periyar University under choice based credit system (CBCS) is offering a two year MSW (Master of Social Work) Degree Course (Semester Pattern). 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). Social work is a professional course provided at Post Graduate level with three specializations Viz. 1. Human Resource Management (HRM) 2. Medical and Psychiatry (M&P) & 3. Community Development (CD). The course basically focuses on various social problems and ways of handling the problems at Individual, Group and Community level. This course aims at creating Social work Professionals with qualitative skills and knowledge by which they contribute to a healthy and positive society.

2. OBJECTIVES
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) To get knowledge about the dynamism of the problems prevail in our society. b) To acquire the skills of awareness, empowerment of people and social change. c) To applying skill in social work methods in different fields. d) To inculcate Professional skills among students. e) To expose students to various social issues through practical experience. f) To motivate the students to develop a holistic approach towards life and society g) To achieving goals of social work profession namely □ People capacity building □ Improving quality of work life and □ Promoting social justice.

3. ELIGIBILITY
Pass in any UG Degree.

4. DURATION OF THE COURSE
The course shall extend over a period of 2 years comprising of 4 semesters, with two semesters per year.

5. COURSE OF STUDY
The Course of M.S.W Degree shall be under the Semester System according to the Syllabus to be prescribed from time to time. This Course consists of Core Subjects and Elective Subjects.

6. DISTRIBUTION OF MARKS

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>NO. OF PAPERS</th>
<th>MARKS @</th>
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<tbody>
<tr>
<td>Core Subjects (Theory)</td>
<td>9 $</td>
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<td>Core Subjects (Practicals)-I</td>
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<td>Core Subjects (Practicals)-II</td>
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<td>Elective Subjects (Theory )</td>
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<td>Extra Disciplinary Course (EDC)</td>
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<td>Total</td>
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NOTE:

7. CORE SUBJECTS (THEORY)
Both Theory and Practicals should be included where ever applicable.

8. CORE SUBJECTS (PRATICALS)-I (FIELD WORK & PROJECT)
- Concurrent Field Work Practicals (100 marks for Internal Assessment) and rural camp included with field work.
- Dissertation (in final semester) - Practical application of Social Work Research. 60 marks for Internal Assessment & 40 marks for External Assessment).
- Core Subjects (Practicals)-II (Summer Block Placement & Block Placement) Summer Block Placement (15 Days in III Semester) & Block Placement (1 month in III & IV semester respectively) - Application of theoretical knowledge as practicals in various fields of Social Work as a course requirement should be fulfilled. 30 marks for evaluation of concern agency/industry/hospital, 30 marks for internal Assessment & 40 marks for External Assessment). After completion of first year during the month of May students will be attending their Summer Block Placement (Generic) for 15 days.

**ELECTIVE SUBJECTS (THEORY – SPECIALIZATION)
According to the electives (Specialization's) both theory and practicals should be included where ever applicable.

***EXTRA DISCIPLINARY COURSE (EDC)
Extra disciplinary course offered by a Department to the students of each of other Departments.

****COMMON PAPER
All the departments have a common and compulsory paper named as Human Rights.

9. CONCURRENT FIELD WORK PRACTICUM:
Supervised fieldwork will be an integral part of the training programme. It should be considered as an observation visit for 10-15 agencies. Class room instruction and field work will be analyzed on concurrent basis, except for a period of 15 days in second semester when students will have block field work on a daily or full time basis in an 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 week on such days students will report to the fieldwork centers. Under the block field work plans, students will have no class room lecturers at the time of 15 days but every working day they will report at the agency where they are placed for block field work. The block field work 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. Field work 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.
Branch - I - MASTER OF SOCIAL WORK (MSW)
(For the students admitted from the Academic year 2021-2022 onwards)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Paper Code</th>
<th>Subject Title</th>
<th>Credits</th>
<th>University Examinations</th>
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<td>Internal (25%)</td>
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<tr>
<td>1</td>
<td>Core I</td>
<td>Introduction to Social Work</td>
<td>4</td>
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<td>2</td>
<td>Core II</td>
<td>Social case work</td>
<td>4</td>
<td>25</td>
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<td>3</td>
<td>Core III</td>
<td>Social group work</td>
<td>4</td>
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<td>4</td>
<td>Core IV</td>
<td>Indian social structure and social problems</td>
<td>4</td>
<td>25</td>
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<tr>
<td>5</td>
<td>Core V</td>
<td>Personality development and Human behavior</td>
<td>4</td>
<td>25</td>
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<tr>
<td>6</td>
<td>Core Practical I</td>
<td>Field work practicum &amp; Rural camp - I</td>
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</tbody>
</table>

| 7     | Core VI    | Community organization and social action             | 4       | 25             | 75           | 100   |
| 8     | Core VII   | Social work research and social statistics           | 4       | 25             | 75           | 100   |
| 9     | Core VIII  | Social welfare administration and social legislation | 4       | 25             | 75           | 100   |
| 10    | Core IX A  | Human Resource Management (Special paper-I)          | 4       | 25             | 75           | 100   |
|       | Core IX B  | Health and Hygiene (Special paper - I)               |         |                |              |       |
|       | Core IX C  | Youth in Community (Special paper - I)               |         |                |              |       |
| 11    | EDC I      | Life Skills Management                               | 4       | 25             | 75           | 100   |
| 12    | Common paper | Human Rights                                    | 2       | 25             | 75           | 100   |
| 13    | Core Practical II | Concurrent field work practicum - 2 | 4 | 100 | - | 100 |

| 14    | Core X-A   | Labour Welfare (Special paper - II)                  | 4       | 25             | 75           | 100   |
|       | Core X-B   | Hospital Administration (Special paper - II)         |         |                |              |       |
|       | Core X-C   | Event Management and Social Marketing (Special paper - II) |         |                |              |       |
| 15    | Core XI-A  | Industrial relations (Special paper - III)           | 4       | 25             | 75           | 100   |
|       | Core XI-B  | Introduction to psychiatry (Special paper - III)     |         |                |              |       |
|       | Core XI-C  | Management of non-profit organization (Special paper - III) |         |                |              |       |
| 16    | Core XII   | Counseling skills for contemporary social work       | 4       | 25             | 75           | 100   |
| 17    | Core Practical III | Concurrent field work practicum - 3 | 4 | 100 | - | 100 |
| 18    | Summer Block Placement - I                      | 4       | 100            | -            | 100   |
| 19    | Block Placement - II                           | 4       | 100            | -            | 100   |

| 20    | Core XIII-A | Human resource development (Special paper-IV) | 4 | 25 | 75 | 100 |
|       | Core XIII-B | Medical social work (Special paper - IV)           |         |    |    |     |
|       | Core XIII-C | Rural community development (Special paper - IV)   |         |    |    |     |
| 21    | Core XIV-A  | Organizational behaviour (Special Paper V)          | 4       | 25             | 75           | 100   |
|       | Core XIV-B  | Psychiatric Social work (Special Paper V)           |         |                |              |       |
|       | Core XIV-C  | Urban community development (Special paper V)       |         |                |              |       |
| 22    | Block Placement - III                          | 4       | 100            | -            | 100   |
| 23    | Dissertation / Project                        | 5       | 60             | 40           | 100   |
10. 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 third & fourth semester, for a period of 15 days & 1 month respectively. 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.

11. PROJECT/DISSERTATION

A) PROJECT
Each candidate shall be required to take up a project work in the fourth 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 – voce (indefence 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.
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - I
CORE I - INTRODUCTION TO SOCIAL WORK

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 defense, social justice and social development. Social reform movements in India.


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 and child welfare, Correctional social work, Industrial social work, Medical and Psychiatric social work, youth welfare and Welfare of the aged, Community development (Rural and Urban). Role of social worker & Methods of social work practices in these fields.


References
2. Paul Chowdhry, Introduction to social work, Atma Ram & Sons, New Delhi.
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - I
CORE II - SOCIAL CASE WORK

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, process and 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 methods and techniques of direct influence. Importance of involvement and collateral contacts in the entire process.

UNIT III

UNIT IV
Counseling: Nature, Definition and goals of counseling. Communication: Importance of listening in counseling, counseling process, skills and techniques, characteristics of an effective counselor. Types of counseling: individual, group, marital, student 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, aged, terminally ill, HIV/AIDS patients and families.

REFERENCES
3. Pearlmann Helen, Social case work; The university of Chicago press.
4. Timmis, Noel; Recording in social work London; Routledge & Kegan paul, 1972.
5. Robert, Robert & Robert Nee (eas); Theories of social case work, university of Chicago, 1970.
UNIT I
Social Group: Definition, characteristics, types and functions of group - Models 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

UNIT III
Programme Planning: Meaning, definition, principles, process 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

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. Role of Group worker: as enabler, stimulator, supporter, guide, educator, therapist and supervisor. Applications of group work methods in different settings.

REFERENCES
1. Fred Milson: Skills in Social group work
5. Gisela Konapka: Group work in Institutions
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - I
CORE IV - INDIAN SOCIAL STRUCTURE AND SOCIAL PROBLEM

UNIT I
Concept and major elements of society: individual, groups, association, institution, social system, status, role and 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 and major elements of Indian culture; The culture lag theory and its applications to the Indian Society.

UNIT III
Institution: 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

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, crimeand juvenile delinquency, Commercial sex workers, alcoholism, drug addiction, suicide, child labour, child abuse, bonded labour, terrorism, problem of refugees, victims of HIV/AIDS.

REFERENCES
1. Ghurye, G.S., Caste and Inequality in India, New Delhi, Hindustan
5. Mac-Iver and page, Society an introduction analysis, London Macmillan
UNIT I
Psychology: Nature, meaning, definition, branches and uses of psychology in social work; introduction to schools of psychology.

UNIT II

UNIT III

UNIT IV
Perception and attitudes: perception, space, depth, auditory and visual attention. Attitude: nature, stereotypes, prejudices, formulation of attitude 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

REFERENCES
5. Anastasi,A., Psychological testing New York; Mcmillan Revised Edition 1987
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - I
PRACTICAL I - FIELD WORK PRACTICUM & RURAL CAMP –1

(Observation visits for 10-15 agencies & Rural Camp for 7-10 days).
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - II
CORE VI - COMMUNITY ORGANIZATION AND SOCIAL ACTION

UNIT I
Community: Meaning, types and characteristics; Community Organization – concept, meaning, definition, scopes, principles, philosophy and its relevance.

UNIT II
Process or phases of Community Organization: Study and survey, analysis, assessment, discussion, organization, action, reflection, modification, continuation. Skills in Community Organization: organizing, communication, training, consultation, public relations, resource mobilization, liasoning, conflict resolution – Models of Community Organization, locality development, social planning.

UNIT III
Participatory Rural Appraisal (PRA): History, concept, principles, tools and techniques of PRA, importance of participation and advantages, difference between PRA and RRA. Social Action: Definition, principles and scope – Social Action as a method of social work.

UNIT IV
Strategies and Tactics: Negotiation, advocacy, social networking, conflict resolution, pressure, individual contact, conscientization, legal situation, violence, public relations, political organization, collaborative – peace initiative.

UNIT V
Resource Mobilization: Concept, people – the most valuable resources – process and steps involved in mobilizing community resources – Techniques and sources of fund raising. Corporate Social Responsibility (CSR).

REFERENCES
UNIT I

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. 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

REFERENCES
1. Whilty, Frederickl, The elements of Research.
2. Goode and Hatt, Methods in social research
3. Clarie, Seltitz, Marie Jahoda, Research methods in social relations.
4. Pauline, V.Young – Scientific Social Surveys and Research.
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - II
CORE VIII - SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATIONS

UNIT I
Social welfare administration: Meaning, definition, purpose, historical development, principle, functions and area of social welfare administration and social work administration; (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; Central Social Welfare Board (CSWB), State Social Welfare Board (SSWB), District Social Welfare Board (DSWB), directorate of social welfare handicapped welfare, and RCI.

UNIT II
Social welfare programme and agencies: Evolution of social welfare in India; Voluntary social work, social agencies. Non-Governmental Organization: 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 de-notified 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
3. Paul Chowdry, Social Welfare Administration
5. Dension D & Chairman, Valeeries, Social policy and administration, George Allan and Unwin, London.
UNIT I

UNIT II

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
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.

REFERENCES
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

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.

REFERENCES
2. Meredith Daves J.B: Public health and preventive medicine.
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - II
CORE IX C - YOUTH IN COMMUNITY

UNIT I
Youth: Concept, Mobilization of youth for Social Change- Method of mobilization in parties and politics - Influence on youth - Youth wings of political parties – Political consciousness, the specific role of Indian youth: Categories of youth: Urban and Rural, Student and Non-Student, Employed and Unemployed, Male and Female.

UNIT II

UNIT III
Training of Youth: Youth leaders and training youth leadership- voluntary Action in youth work- Types and areas of youth training – Youth Training Agencies- Training Methods.

UNIT IV

UNIT V
Youth Welfare: The Indian Youth Policy- Youth Rights and Responsibilities – UN declaration- Constitutional provision for Youth in India - Role of Government in development of Youth – NCC, NSS, NYK, Schemes of Central and State Governments, National Youth day and Youth week.

REFERENCES
1. Karaanth GK, Rural Youth, Concept Publishing Company, New Delhi
2. Mehra Ls, Youth in Modern Society, Ghoogh Publications, Allahabad
UNIT I
Motivation: The success mantra, self-esteem, stress management, Anger Management

UNIT II
Developing result oriented study methods, memory techniques, Intelligence Test, Aptitude test, Emotional Quotient, Goal Setting and Time Management

UNIT III
Personality development, Leadership Training, confidence building, developing soft skills, Positive Attitude, decision making, assertive Behavior, Team Building.

UNIT IV
How to frame Curriculum Vitae, Score in Group Discussions, Organize Presentations, Face Personal Interviews, Face success, failures and cope with stress.

UNIT V
Handling negative Criticism, Non-Verbal communication (Body Language), mock interviews, Group Discussions, Presentations and career options.

REFERENCES
1. Neena Hariharan, Coping with life, Sage publications.
5. Marvin Karlins,
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - II
HUMAN RIGHTS
COMMON PAPER
MASTER OF SOCIAL WORK (M.S.W.)  
SEMESTER - III  
CORE X A - LABOR WELFARE

UNIT I
Labour: Concept and characteristics of Indian labour- labour in unorganized sector - recommendations of national commission on labour issues, absenteeism and labour turnover - Factors Influencing productivity.

UNIT II

UNIT III
Labour Welfare Administration: Principles of labour welfare - administration of labour welfare at central and state level - The scheme and objectives of workers education.

UNIT IV

UNIT V

REFERENCES
2. Giri V V Labour Problems In Indian Industry Bombay; Asia Publishing House
4. Mongia J.L Readings In Indian Labour And Social Welfare
UNIT I
Hospital: Definition, Meaning, Functions, History, Growth and Classification of Hospitals. Hospital Administration: Concept, definition, principles and functions.

UNIT II
Hospital Organization: Governing Boards, Committees, Hospital Administrator – Roles, Functions and Duties. Hospital Auxiliary Services and Role of Hospital in Health Care Delivery System.

UNIT III
Hospital Departments: Out- patient services, In- patient services, Dietary, Nursing and Ward Management, Medical Records, Lab, Radiology, Casualty and Emergency, HR Department Functions, Special Clinics - Diabetology, Oncology, Urology and Psychiatry.

UNIT IV
Quality Assurance: Recruitment of staff, control of hospital, acquired infection and associated problems. Ethics in hospitals, Use of computer in hospitals, Rights of the patients and Health Insurance Policy.

UNIT V

REFERENCES
2. Davis Lewelyn etal 1966, Hospital Planning & Administration, Geneva: WHO
5. WHO Expert committee 1957, Role of Hospital in programme of Community Health Protection, WHO Technical Report Services
UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

REFERENCES
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - III
CORE XI A - INDUSTRIAL RELATIONS

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 code s 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

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

REFERENCES
Unit: 1 INTRODUCTION ON PSYCHIATRY
Anatomy & physiology of brain, nervous system, endocrinal system and its functioning. Mental health: definition, characteristics of mentally healthy individual, factors affecting mental health. Definition of psychiatry, Historical development of psychiatry.

Unit: 2 SIGNS AND SYMPTOMS OF MENTAL ILLNESS
Classification of mental illness; Diagnostic Statistical Manual (DSM IV/R), Instructional Classification of Disease (ICD); Mental illness – symptoms – disorders of perception, cognition, speech, motor and emotional disorders. Mental disorders, classification of mental disorders, mental status examination, psychiatric interview.

Unit: 3 NEUROTIC DISORDERS

Unit: 4 PSYCHOTIC DISORDERS

Unit: 5 ORGANIC PSYCHIATRY
Organic Disorders- etiology, clinical manifestations and differential diagnosis of Dementia, Delirium, organic amensitic Syndrome.

REFERENCES
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - III
CORE XI C - MANAGEMENT OF NON-PROFIT ORGANIZATION

UNIT I

UNIT II

UNIT III

UNIT IV
Project evaluation and monitoring: Aims, Objectives, Purposes – Creating Management information system – Project appraisal: Meaning and techniques – Logical Frame Analysis (LFA) –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
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 and eclectic approach.

UNIT IV

UNIT V

REFERENCES
1. Association of psychological and practices 1982, Counselling in Asia, Perspective and practices, Educational counselors of Asia.
2. Fullmer D.W., & Bernard H.W., Counselling, Context & Process
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - III
CONCURRENT FIELD WORK PRACTICUM – 3

(Concurrent field work (Social work methods practices)).
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - III
SUMMER BLOCK PLACEMENT – I

(Compulsory training for 15 days from the concerned agency).
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - III
BLOCK PLACEMENT – II

Block field work (Social work methods practices).
UNIT I
Human Resource Development: Concept, objectives, process, and mechanism for HRD, Principles in designing HRD system; HRD at different levels; areas of HRD; HR Information System, Demand and Supply of human resources.

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.

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. 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

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, Prerequisites 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
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 and 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

UNIT V
Role of medical social worker in following settings: OP unit, ICU, Paediatric ward, Maternity ward, Abortion clinic, Family Planning centre, STD clinic, HIV clinic, Orthopaedic department, Cardiology department, Blood bank, TB sanatorium and Cancer hospitals, Training of volunteers to work with the chronically ill in the community.

REFERENCES
UNIT: 1 BASICS IN RURAL COMMUNITY AND ITS PROBLEMS

Rural Community: Definition, Characteristics, Rural Community Development: Definition, meaning, Objectives, Scope, Theories and Approaches. Extension: concept, objectives, methods, techniques and limitations. Rural problems in India – Poverty, Community health, Unemployment and Untouchability.

UNIT: 2 ORIGIN AND DEVELOPMENT OF RURAL COMMUNITY


UNIT: 3 EVOLUTION OF RURAL COMMUNITY DEVELOPMENT


UNIT: 4 COMMUNITY DEVELOPMENT ADMINISTRATION

Community development Training Institutions: Meaning, Objectives, Scope and importance of training - Training Institutions: National Institute of Rural Development, State Institute of Rural Development, Karl Kubel. Role of CAPART and NABARD in rural development

UNIT: 5 VARIOUS PROGRAMMES IN RURAL COMMUNITY DEVELOPMENT

Community Development Programmes:– Salient Features of Rural Development Programmes: SwarnaJayathi Gram SwarozgarYojana (SJGSY), Sampoorana Gram RozgarYojana (SGRY), IndraAwasYojana (IAY), PMSG (Prime Minister GramiyaSutakYojana), Drought Prone Area Development DPAP, Integrated Watershed Development Programme(IWDP), Tamilnadu Housing and AdiDravida Development Corporation (THADCO) schemes –Mahatma Gandhi National Rural Employment Guarantee Scheme(MGNREGS), Integrated Child Development Scheme(ICDS) and Tamilnadu Government Social Welfare Programmes. Problems in implementation of rural development programmes and suggestion to overcome the problems. Recent programmes of rural development.

REFERENCES
1. M.N.Srinivas, Indian Villages, Asia Publications, Madras
3. Jain S.S.: Community Development and panchayat raj in India.
4. Rajeswar Dayasl: community development programme in India, Kitap Mahal.
Unit:1 ORGANISATIONAL BEHAVIOUR

Unit:2 PERSONALITY AND THEIR BEHAVIOUR
Individual and groups in organization: individual difference - models of man Personality and behavior – perception and learning, values, attitudes and job satisfaction - group dynamics-theories of group formation - formal and Informal behaviour - group behaviour.

Unit:3 MOTIVATIONAL THEORIES
Motivation - theories of motivation – emotional intelligence, leadership, theories of leadership - concept of communication - communication process- effective communication – Management information system- management review meeting-Power and politics – organizational conflict.

Unit:4 DYNAMICS OF ORGANISATION

Unit:5 ORGANISATIONAL CHANGE AND DEVELOPMENT

REFERENCES
1. L.M.Prasad, Organisational Behaviour, S.Chand & Co., 2000
MAJOR OF SOCIAL WORK (M.S.W.)
SEMESTER - IV
CORE XIV B - PSYCHIATRIC SOCIAL WORK

Unit:1 MAGNITUDE OF MENTAL HEALTH PROBLEM
Significance of mental health problems and its relation to the individual problems, family problems, and social problems. Treatment for the mentally ill patients – chemotherapy - Anti psychotic drugs, anti -depressants, ECT and psychosurgery. Impact of Mental health problems on social Developments.

Unit:2 PSYCHOLOGICAL METHOD OF TREATMENT

Unit:3 CONTEMPORARY THEORIES OF THERAPY
Contemporary theories of therapy – client centred therapy – reality therapy – gestalt therapy – rational emotive behaviour therapy – transactional analysis - All its applications, merits and demerits.

Unit:4 ROLE OF PSYCHIATRIC SOCIAL WORKER
Role of psychiatric social worker in half way homes – day care centers – child guidance clinics – community mental health programmes. Strategy to solve Mental health problems at local level, regional, and national level. Admission procedures governing – admission and discharge from a psychiatric hospital.

Unit:5 LEGISLATIONS AND CURRENT ISSUES OF PSYCHIATRIC SOCIAL WORK PRACTICE
Policies and legislations related to mental health in India: Indian lunacy act – mental health act – Present mental health care services: identification of needs and related services in India. Training of psychiatric social work in India. Application of social methods in psychiatric setting.

REFERENCES
Unit:1 URBAN COMMUNITY ITS MEANING AND CHARACTERISTICS

Unit:2 URBAN SOCIAL PROBLEMS

Unit:3 URBAN COMMUNITY DEVELOPMENT

Unit:4 URBAN DEVELOPMENT
Urban Development Administration National, state and local levels; Urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration – Corporations, Municipalities, Town Panchayats, metropolitan development authorities; Relationship between of officials and non officials in urban selfgovernment; slum clearance board, housing board, Housing and Urban Development Corporation (HUDCO), and United Nation’s Centre for Human Settlement (UNCHS); role of voluntary agencies in urban development. Role of community development worker in Urban community development.

Unit:5 URBAN DEVELOPMENT PROGRAMMES
Urban development Programme Town planning: Meaning, Town and Country Planning Act1971 - Urban Basic Services Programmes (UBSP) - Tamil Nadu Urban Development Project (TNUP) - National Slum Development Programme (NSDP) - Intergrated Housing & Slum Development Programme (IHSDP) - Jawaharlal Nehru National Urban Renewal Mission Scheme (JUNURUM) - Prime Minister’s Intergrated Urban Poverty Eradication Programme (PMIUPES) - SwarnaJayantiShahariRozharYojana (SJSRY) - Nehru RozgarYojana (NRY) - Tamil Nadu Slum Clearance programme - Urban Health and Sanitation programme - Role of community development wing in implementation of UCD programme, problems in implementation of urban community development programme, Application of social work method to overcome the problems in implementation of urban community development programme.
REFERENCES
4. Wiepe, paul, Tenants and Trustees, MacMillan, Delhi, 1981
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - IV
BLOCK PLACEMENT – III

(Compulsory pre-employment training for 30 days from the concerned agency)
MASTER OF SOCIAL WORK (M.S.W.)
SEMESTER - IV
DISSERTATION / PROJECT WORK

(Compulsory doing dissertation in their specialization).
Question Paper Pattern for Theory Examination

**Time:** Three Hours  
**Maximum Marks:** 75

**Part - A (15 X 1 = 15 Marks)**

Answer **ALL Questions**

Multiple Choice

**Part - B (2 X 5 = 10 Marks)**

Answer **ANY TWO Questions out of Five**

**Part - C (5 X 10 = 50 Marks)**

Answer **ALL Questions**

Either (or) Type Five questions

(One question from Each Unit)