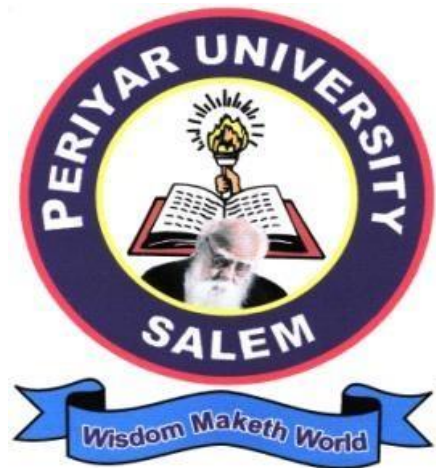


**PERIYAR UNIVERSITY**

**PERIYAR PALKALAI NAGAR**

**SALEM - 11**



**DEGREE OF BACHELOR OF ARTS  
CHOICE BASED CREDIT SYSTEM (CBCS)  
SYLLABUS FOR BACHELOR OF SOCIAL  
WORK (BSW)**

**FOR THE STUDENTS ADMITTED FROM THE ACADEMIC  
YEAR 2021–2022 ONWARDS**

## **REGULATIONS**

### **1. CONDITION FOR ADMISSION**

A candidate who has passed Higher Secondary Examination in academic or vocational stream with any subject under higher secondary board of examination, Tamil Nadu or an examination accepted as Equivalent there to by the syndicate subject to such conditions as may be prescribed thereto are permitted to appear and qualify for the BSW degree examination of this university after a course of study of three academic years.

### **2. DURATION OF THE COURSE**

The course for the degree of Bachelor of Social Work shall consist of three academic years divided into six semesters. Each semester consists of 90 working days. Practical examinations will be conducted at the end of even semesters.

### **3. FEATURES OF CBCS**

Under Choice Based Credit System (CBCS), a set of papers consisting of core papers, Elective papers, Skill based elective papers and Non-Major elective papers are offered. Beside the core Papers, which are totally related to the major subject, the students have the advantage of studying supportive papers and non-major papers. This provides enough opportunity to the students to learn not only the major subject but also inter disciplinary and application oriented subjects.

### **4. CREDITS**

In CBCS, each paper is assigned with a certain number of credits depending upon the workload of the students. The total credits to be earned by a student to qualify for the degree is 140. The credit of the paper is fixed by giving due weightage to the syllabus content and contact hours per week.

### **5. PASSING**

#### **MINIMUM THEORY**

<b>University Examination (EA)</b>	<b>Internal Assessment (CIA)</b>
75 Marks	25 Marks

**Classification of Internal Assessment Structure  
Marks**

Tests	:	15 Marks
Assignment	:	05 Marks
Attendance	:	05 Marks
<b>Total Marks</b>	<b>:</b>	<b>25 Marks</b>

Passing Minimum (CIA) 40%	:	10 Marks
Passing Minimum (EA) 40%	:	30 Marks
<b>Total Passing Minimum</b>	<b>:</b>	<b>40 Marks</b>

**PRACTICAL**

University Examination (EA)	Internal Assessment (CIA)
60 Marks	40 Marks

**Classification of Internal Assessment Structure  
Marks**

Submission	:	10 Marks
Test	:	10 Marks
Attendance	:	10 Marks
Continuous Assessment in Practical Class	:	10 Marks
<b>Total Marks</b>	<b>:</b>	<b>40 Marks</b>
Passing Minimum (CIA) 40%	:	16 Marks
Passing Minimum (EA) 40%	:	24 Marks
Attendance	:	05 Marks
<b>Total Passing Minimum</b>	<b>:</b>	<b><u>40 Marks</u></b>

For the theory paper, the candidates shall be declared to have passed the examination if he/she secures not less than 30 marks out of 75 marks in the University examination in each theory paper and 10 marks out of 25 marks in the Internal Assessment and in total not less than 40 marks.

For the practical paper, the candidates should get 24 marks (including the marks of record notebook) out of 60 marks in the University examination, 16 marks out of 40 marks in the Internal Assessment and in total not less than 40 marks to get passed the examination. There is no passing minimum for the record notebook. However submission of a record notebook is essential.

## **6. CLASSIFICATION OF SUCCESSFUL CANDIDATES**

Candidates who secure not less than 60% of the aggregate marks in the whole Examination shall be declared to have passed the examination **First class**.

All other successful candidates shall be declared to have passed in the **Second class**.

Candidates who obtain 75% of the marks in the aggregate shall be deemed to have passed the examination in **First Class with Distinction** provided they pass all the examinations prescribed for the course at the first appearance.

Other successful candidates who secure below 50% shall be declared to have passed the examination in **Third class**.

## **7. MAXIMUM DURATION FOR THE COMPLETION OF THE UG PROGRAMME**

The maximum duration for completion of the UG Programme shall not exceed twelve semesters.

## **8. COMMENCEMENT OF THIS REGULATION**

These regulations shall take effect from the academic year 2021-2022, i.e., for students who are to be admitted to the first year of the course during the academic year 2021-2022 and thereafter.

## **9. TRANSITORY PROVISION**

Candidates who were admitted to the UG course of study before 2021-2022 shall be permitted to appear for the examinations under those regulations for a period of three years i.e., up to and inclusive of the examination of April/May 2025. Thereafter, they will be permitted to appear for the examination only under the regulations then in force.

## SCHEME OF EXAMINATIONS

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

Course Structure under OBE (Semester-wise Details)

**Branch - I- BACHELOR OF SOCIAL WORK (BSW)**

(For the students admitted from the Academic year 2021-2022 onwards)

Part	Paper Code	Course	Title of the Paper	Hours	Credit
<b>SEMESTER - I</b>					
I		Language	Tamil - I	6	3
II		Language	English – I-Communicative	6	3
III		Core I	Introduction to Social Work	5	4
		Core II	Indian Social Problems	5	4
		Allied I	Structure of Indian Society	5	5
IV		Value Education	Value Education - Yoga	2	2
IV		Add on Course	Professional English	4	4
<b>NO. OF COURSES - 6</b>			<b>TOTAL</b>	<b>33</b>	<b>25</b>
<b>* Examination at the End of Second Semester</b>					
<b>SEMESTER - II</b>					
I		Language	Tamil – II	6	3
II		Language	English - II - Communicative	6	3
III		Core III	Direct Methods of Social Work	6	4
		Major Based Elective I	MBE - Introduction to Counseling	6	5
		Allied II	Human Growth and Development	6	5
IV		Envn. Edu	Environmental Studies	1	2
IV		Add on Course	Professional English	4	4
<b>NO. OF COURSES – 6</b>			<b>TOTAL</b>	<b>35</b>	<b>26</b>
<b>SEMESTER - III</b>					
I		Language	Tamil – III	6	3
II		Language	English - III	6	3
III		Core IV	Field Work Practicum	6	4
		Allied III	Statistics	6	5
IV		(SBEC)	SBEC - General Science	2	2
		(SBEC)	SBEC – Fundamental of Accounting	2	2
		(SBEC)	SBEC - Indian Polity	2	2
		(NMEC)	NMEC - Social Legislation	2	2
<b>NO. OF COURSES – 8</b>			<b>TOTAL</b>	<b>32</b>	<b>23</b>
<b>* Examination at the End of Fourth Semester</b>					
<b>SEMESTER - IV</b>					
I		Language	Tamil – IV	6	3
II		Language	English – IV	6	3
III		Core V	Field Work Practicum	6	4
		Allied IV	Development Communication	6	5
IV		SBEC	<b>SBEC - General Knowledge - India</b>	2	2
		SBEC	<b>SBEC - Personality Development</b>	2	2
		SBEC	<b>SBEC - International Current Affairs</b>	2	2
		NMEC II	NMEC - Demography & Population Dynamics	2	2
<b>NO. OF COURSES – 8</b>			<b>TOTAL</b>	<b>32</b>	<b>23</b>
<b>SEMESTER - V</b>					
III		Core VI	<b>Fundamentals of Social Work Research</b>	5	4

	Core VII	Social Welfare Administration	5	4
	Core VIII	Theories of Social Work	5	4
	Core IX	Family and Child Welfare	5	4
	Core X	Community Development	5	4
	Major Based Elective II	MBE - Disaster Management	5	5
<b>NO. OF COURSES – 6</b>			<b>TOTAL</b>	<b>30</b>
<b>* Examination at the End of Sixth Semester</b>				
<b>SEMESTER - VI</b>				
III	Core XI	<b>Social Work with Persons with Disabilities</b>	5	4
	Core XII	Medical Social Work	5	4
	Core XIII	Social Work in Industries	5	4
	Core XIV	Correctional Social Work	5	4
	Core XV	Field Work Practicum	5	4
	Major Based Elective III	MBE - Human Rights	5	5
<b>NO. OF COURSES – 6</b>			<b>TOTAL</b>	<b>30</b>
			<b>Extension Activity</b>	<b>01</b>
<b>TOTAL NO. OF COURSES - 40</b>			<b>GRAND TOTAL</b>	<b>192</b>
<b>UE – University Examination</b>			<b>CIA – Continuous Internal Assessment</b>	
<b>SBEC – Skill Based Elective Course</b>			<b>NMEC – Non Major Elective Course</b>	

**\*Extension Activities include:**

1. Awareness Programmes on various social issues
2. Participation in Panchayat Raj Institutions
3. Watering Plants
4. Campus Cleaning
5. Activities related to Civil Societies, etc

**Guidelines for Continuous Internal Assessment Test:**

Test	15
Assignment /Seminar	05
Attendance	05
<b>Total</b>	<b>25</b>

**Guideline for Field Work Evaluation:**

**Internal Evaluation– 40 Marks**

Regularity and Punctuality in Field Work	20
Regularity in submitting report	10
Field Work Records and documentation	10
<b>Total</b>	<b>40</b>

**Note :** Mark should be awarded in proportion to the number of field work attended

**External Evaluation - 60 Marks**

Evaluation of participation in Rural Camp activities/ Observation visits / Field work activities of each year/ semester /	20
Evaluation of field work reports and documentation-	15
Viva Voce	25
<b>Total</b>	<b>60</b>

**QUESTION PAPER PATTERN FOR EXAMINATION**

Time: 3 Hours

Maximum Marks:75

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

(Answer all Questions, Three questions from each unit)

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

(Answer any two Questions, One question from each unit)

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

(Answer all Questions, One question from each unit with internal choice)

**CORE-I**  
**INTRODUCTION TO SOCIAL WORK**

**Unit: 1 BASICS IN SOCIAL WORK**

Basic concepts – social work: meaning, definitions, objectives and functions – Social welfare: meaning, scope and objectives - social service: meaning, difference between social service and social work - concept of social reform- social action – social security.

**Unit: 2 RELIGIOUS THOUGHTS AND SOCIAL WORK**

Religious thoughts of India – Hinduism- Christianity, Supreme Values of man, Modern Indian social thinkers: Swami Vivekananda, Gandhiji, Ambedkar and E.V.R

**Unit: 3 BASIC VALUE OF SOCIAL WORK**

Basic values of human life, Philosophy of social work, professional ethics, skills, roles and functions of social worker

**Unit: 4 HISTORICAL DEVELOPMENT**

Historical development - Social work in the West and in India. Voluntary Social work and role of Non-Governmental social welfare Agencies.

**Unit: 5 METHODS AND FIELDS OF SOCIAL WORK**

Methods and Fields of social work - Casework, Group work, Community Organization, Social Action, Social Work Research and Social Welfare Administration . Fields of social work: Labour welfare, Medical and Psychiatric social work, community development, correctional social work, Youth welfare and school social work.

**References**

- 1 Gangrade, K. D, (1976, Dimensions of Social Work, New Delhi, Marwah Publications
- 2 Paul Choudry (1964), Introduction To Social Work, Atma Ram And Sons
- 3 ShaikhAzharIqbal, (2005), Principles and practices of social work, Sublime publications, Jaipur,India Reference Books
- 1 Gangrade, K. D, (1976) ,Dimensions of Social Work, New Delhi, Marwah Publications
- 2 MishraP.D. (1994), Social Philosophyand Method, New Delhi, Inter India Publications.



**CORE-II**  
**INDIAN SOCIAL PROBLEMS**

**Unit:1 SOCIAL PROBLEM**

Social Problem-Concept-Meaning-Characteristics-General Causes-Effects- Remedial measures- Social organization-Social disorganization -Family disorganization- Individual disorganization-Deviant Behavior-meaning- types.

**Unit:2 RURAL SOCIAL PROBLEM**

Rural social problems-Concept-Meaning-Illiteracy-Poverty- Unemployment-UntouchabilityExploitation and Bonded Labour-Caste dominance and Communal riots

**Unit:3 URBAN SOCIAL PROBLEM**

Urban social problems-Concept –Meaning- Problems of Socialization and Isolation-Juvenile delinquency- Child Labour-Prostitution-Alcoholism- Drug addiction –STD and AIDS-Problems of Housing and Slums

**Unit:4 GENERAL SOCIAL PROBLEM**

General Social Problems-Vagrancy-Beggary-Corruption-Issues related to consumer ProtectionEnvironmental Pollution-Dowry and Divorce-Suicide- Crime Terrorism

**Unit:5 PROBLEMS OF VULNERABLE GROUPS**

Problems of Vulnerable Groups-Physically handicapped-Mentally handicapped-Problems of the destitute and Elderly-Role of Social Worker- Voluntary Organizations

**REFERENCE:**

1. Merton, Robert.K and Nisbet Robert Lemert, Contemporary Social Problems Ny: Hard Course Brace 1965.
2. Lemert, Social Pathology Ny, Hard Couse Brace 1962. (1978 Reprint).
3. Athreya, Venkatesh B Sheela Rani Chuukkath. Literacy and Empowerment Sage Publishing , New Delhi, 1996.
4. Williams Kornblum, Joseph Julian, Social Problems, 8<sup>th</sup> Edition, Prentice Hall Inc., 1975.
5. Dr. Sunil, Social Problems in India – Issues & Perspectives, Regency Publications House, New Delhi, 1990.
6. Bharti Sharma, Juvenile Delinquents and their social culture, Uppal Publishing House, New Delhi, 1990.
7. S.K. Bhattacharya, Social Problems in India – Issues and Perspectives, published by Regency Publications, New Delhi.

**ALLIED -I**  
**STRUCTURE OF INDIAN SOCIETY**

**UNIT 1:**

Social Work its relationship with social sciences. Society : Definition and Concepts of society, community, social groups, Associations and Institutions.

**UNIT 2:**

Culture: Definition and Concepts of Culture and civilization, Norms, Folkways, Institutions and laws, Role and Function of culture.

**UNIT 3:**

Social Stratification: Concept, Determinants, Caste, Class and Race.

**UNIT 4:**

Family: Structure and Functions of Family, Types, influences of other agents of socialization, changing Indian Family and its consequences on the individual and society, Family disorganization.

**UNIT 5:**

Social Control : Definition, Social Change: Concept, Process, Factors acting as agents of Social change.

**REFERENCES**

1. T.B.Bottomore, Sociology : A Guide to Literature and problems, New Delhi, Allen and Unwin (India) 1972.
2. K.M.Kalpadi, Marriage and Family in India, London, Oxford University Press, 1965.
3. Mac Iver and Page, Society, Macmillan and co., 1959.
4. Sharma, Introduction to Sociology, Sterling Publishers.
5. Srinivas, M.N.Caste in Modern India, Asia Publishing House, 1962.
6. Tumin.M. Social Stratification New Jersey: Prentice Hall, 1981.
7. Kumar S.Principles of Sociology, New Heights publishers and Distributors. New Delhi, 1982-83.
8. Social Control & Social Change – K.Singh Published by Prakashan Kendra – Lucknow, 2001.
9. Sachedidananda, Social Change in Village India. Published by AshokKumar Mittal Concept Publishing Company.
10. A. Kumar, Structure of Society, Anmol Publications, New Delhi.
11. Vidhya Bhusan & Shachdeva, An Introduction to Sociology, Kita Mahal Publications, Allahabad.

**CORE-III**  
**DIRECT METHODS OF SOCIAL WORK**

**UNIT -1**

Social Case Work – Definition, objectives, principles and basic concepts.  
Interviewing : Study, Diagnosis and Treatment .

**UNIT - II**

Social Group work – Definition, objectives, principles: Types of groups, Group processes: Group work Processes

**UNIT- III**

Community organization – Definition of Community organization, Principles, process of community organization and resource mobilization, Role of a community organization worker.

**UNIT- IV**

Social case Work practice in Medical / Psychiatric/ Industrial / School settings and roles of case worker

**UNIT -V**

Social group work practice in Medical/ Psychiatric/ Industrial / School settings and roles of group worker.

**REFERENCES**

1. M.S.Gore, Social work education, Asia Publishing House 1965:
2. Gisela Konapka Social Group Work, A helping process, New Jersey Prentice Hall:.
3. Fred Milson ,Skills in Social group work.
4. Gangrade, K.D.Community Organisation in India (Bombay: Popular Prakashan)
5. Social Work and Community Development, Institute for Substantiable Development, Lucknow, First Edition 2002. Published by J.L. Kumar for Anmol Publications Pvt. Ltd., New Delhi.
6. P.D.Misra, Social Work Philosophy and Methods, Inter India Publications, New Delhi.

**Major Based Elective-I**  
**INTRODUCTION TO COUNSELLING.**

**Unit -I**

Introduction to Counselling: Meaning , definition, need and importance of counselling & professional ethics in counselling.

**Unit -II Basic Principles of Counselling:**

Participation, individualization, confidentiality , communication, acceptance , self confidence ,self awareness and other principles governing the counselling relationship.

**Unit -III**

Counselling process, interview and its significance in counselling- Use of observation incounselling and understanding of emotion in counselling.

**Unit -IV**

Techniques of group counselling, strategies and structure- barriers to effective Counsellingsessions: Counselling evaluation.

**Unit-V**

Components of effective counseling; Personality of the counselor' s skills- Role and functions of the counselor in schools, industries, family, hospitals & rehabilitation institutions.

## References:

1. Burnett.J :Counselling with young people
2. Fred Machinery : Counselling for personal Adjustment
3. Morrisco C. Engine: Counselling with Young people
4. Shesrom Everlett, Brammer M.Lawrence: The Dynamics of counselling process
5. Tobbert,E.L: Introdution to counselling
6. Colin Feltham, Controversies in psycho therapy and counselling, Sage publications, NewDelhi, 1999.
7. Kathryn Geldard & David Geld.ard, Counselling Children, A pratical Introduction, Sage Publications,New Delhi, 1997.
8. Charles J.O.leary, Counselling Couples and Families. A Person centred Approach,, sagePublications, New Delhi,1999.
9. Keith Tudor, Group Counselling, Sage Publications, New Delhi, 1999.
10. Don. C.Locke, Jane, E.Mayers, Edwin I.Iless, the Hand book of Counselling, Sage publication, International Educational and professional Publishers, New Delhi-200 l.
11. Tara Chand Sharma, Modern Methods of Guidance and Guidance and Counselling Sarup & Son's, New Delhi 2002.

**Allied-II**  
**HUMAN GROWTH AND DEVELOPMENT**

**Unit -I Growth and Development**

Meaning of Growth and Development, Development tasks, Development stages. Conception pregnancy & Delivery.

Infancy : Major adjustment of infancy.

Babyhood : Emotional behaviour in babyhood – Hazards of babyhood.

Early childhood : Emotional and Social Behaviour.

Late childhood : Emotional and Social Behaviour.

**Unit -II Puberty**

Causes and age of puberty – Body changes at puberty – effects of puberty changes, adolescence – Developmental tasks of Adolescence, Emotional, Social aspects of adolescence.

**Unit -III Early and Late Adulthood.**

Developmental tasks of Early Adulthood – Vocational, marital, social Adjustment – Late Adulthood – Adjustment to parenthood.

**Unit -IV Middle Age.**

Developmental tasks of middle age – social adjustment – Adjustment to physical changes – vocational and marital hazards of middle age.

**Unit -V Old Age**

Characteristics of old age – Development task of old age, adjustment to retirement – Adjustment to loss of spouse – Life hazards of old age.

**Text book**

Elizabeth B. Hurlock, Development of psychology, Tata Mc Graw Hill & Pub. Cooperation Limited, New Delhi, 2002.

**References:**

1. English Oscy, Emotional problems of living London : George Allen and Alwin Limited, 1958.
2. Hurlock E.B., Developmental psychology, 1975.
3. Thompson, C.G., Child Psychology, New Delhi, Sorject Publications, 1981.
4. Qamar Hasan, Personality Assessment – A French Psychological Look, Gyan Publishing house, New Delhi, 1997.
5. Lawrence, Adult Personality Development, Theories and concepts, S. Wrightsman, Sage Publications New Delhi, 1994.
6. Alice Eagly H. & Shelly Chiken, The Psychology of Attitudes, Harcourt Brace Jovanovich college publishers, New York, 1993.

**CORE-IV**  
**FIELD WORK PRACTICUM**

**Purpose of field work practice**

- i) To orient the students to different settings of field work practice.
- ii) To understand the functioning of voluntary and governmental agency functioning in these settings.
- iii) To develop skills in observation and report writing.

**Nature of field work practice:**

Students to be taken for observation visits to different agencies / Organisations/settings of social work practice in and around Periyar University.

**The following settings are suggested:**

1. Organisation for Rehabilitation of Persons with Disability.
2. De-addiction and De-toxification.
3. Orphanages and Destitute Homes.
4. Approved Schools.
5. Sanatorium / Hansonorium.
6. Psychiatric settings.
7. Slum visit & Village visit.
8. General Hospitals.
9. Homes for mental Retardation / spastic society.
10. Organisations work for upliftment of worker sections.

Atleast 15 visits to the above mentioned settings to be made in the III & IV semester.

Students to be given classroom orientation regarding the agency/ setting prior to the field visit. Students are expected to write and submit detailed reports of their observation & remarks for each visit. Analysis and discussion to be held following report submission.

**Guide line for field work evaluation:**

	<b>Marks</b>
1. Regularity in field work	5
2. Regularity in submitting reports	5
3. Observation during the visit	20
4. Report Writing	20
5. Participation in discussion	10
6. Viva-Voce	40
<b>Total</b>	<b>100</b>

**Reference:**

1. Singh R.R., Field work in Social Work Education.

## Allied-III

### STATISTICS

#### Unit -I

Statistics: · meaning, definitions, functions, uses importance of statistics.  
Nature and scope of statistics limitations of statistics.

#### Unit-II

Measures of central ten denary: mean: Meaning of Mean Merits and limitations of Arithmetic Mean. Median: Meaning, Merits and limitations of median. Mode: Meaning, Merits and Limitations of mode.

#### Unit-III

Measures of dispersion: Definition, Significance of Measuring Dispersion, Mean Deviation: Meaning, Merits and limitations of Mean Deviation. Quartile Deviation and its uses. Standard Deviation: Meaning, Merits and limitations of standard deviation. Difference between Mean Deviation and Standard Deviation.

#### Unit-IV

Correlation, definition, types. Measures of Karl Pearson Coefficient of Correlation, Rank Correlation. Merits and demerits of Correlation Chi-square test, Association of Attributes.

#### Unit-V

Graphic presentation merits and demerits of graphics in social work research. Diagrams: Types and uses of diagrams

#### References

1. Gupta. S.C and Kapoor V.K. Fundamentals of Mathematical Statistics, Sultan Chand and sons, (2001)
2. Freund J.E., Mathematical Statistics, Prentice hall, (2001)
3. Mukhopadhyay P, Mathematical Statistics, New Central Book Agency, (1996)
4. Hogg and Craig, , Introduction to Mathematical Statistics, Pearson Education, (1995)
5. Cochran, W. G: Sampling Techniques, Wiley Eastern, 3rd edition
6. Gupta, S.C., and V.K.Kapur: Fundamentals of Applied Statistics, Sultan Chand and Co., 3rd edition.
7. Singh, D and Chaudhary, F.S(1986); Theory and Analysis of Sample Survey Design, Wiley Eastern
8. Goon, A. M., et al., Fundamentals of Statistics Volume II, World Press, 6th edition.



## **SBEC-General Science**

### **Unit 1**

Introduction to Human Evolution: The evolution of life - Homo sapiens as a living organism, biological evolution, genetics, and fossil hominids

### **Unit 2**

Physics: General Scientific laws - Inventions and discoveries - National scientific laboratories - Mechanics and properties of matter - electricity and electronics - Heat, light and sound

### **Unit 3**

Chemistry: Elements and Compounds - Acids, bases and salts - Fertilizers, pesticides, insecticides

### **Unit 4**

Botany-Main Concepts of life science - Classification of living organisms  
Nutrition and dietetics-Respiration

### **Unit 5**

Environment Science: Meaning, importance, conservation of nature and exploitation - environmental issues - global warming, loss of Biodiversity

### **Reference:**

1. Bertha Clark. 2010. General Science, Publisher: EuropaischerHochschulverlag Gmbh & Co
2. Y. K. Singh. 2005. Teaching of General Science; AP H Publishers
3. Verma, H.C, Concepts of Physics 2 (English) 1st Edition  
Publisher:Bharati Bhmvan Pub. & Distributors
4. Sunetra Roday Food Science and Nutrition 2nd Edition 2012

## **SBEC-FUNDAMENTAL OF ACCOUNTING**

### **UNIT- I**

Introduction to Accounting: Definition of Accounting, needs of accounting, objectives, advantages- types of Accounting- double entry system and its advantages- single- entry system and its limitation.

### **UNIT-II**

Recording of Transactions Kinds of Accounts- Rules for recording transactions- Books of accounts- Subsidiary Books- Journal, Petty Cash Book, Cash Book (Problems), bank Reconciliation Statement (Problems) , Purchase Book, Sales Book, Purchase returns book, Sales returns book, bills payables books.

### **UNIT-III**

Ledger Accounts : Balancing ledger Accounts- Trail Balance, meaning, objectives, scope and preparation- Errors and their rectifications.

### **UNIT-IV**

Final Accounts: Trading, Profit and loss accounts and balance sheet- objects, Adjusting entries, Depreciation: Meaning - Reasons and Methods.

### **Unit-V**

Accounts of Non-Profit organizations: Receipts and Payments of Accounts- Income and Expenditure Accounts- Balance Sheet, Capital and Revenue expenditure- Accounts curren\_t Average due date (Problems).

### **References**

1. Financial Accounting- R.L.Gupta and V.K.Gupta - Sultan Chand & Sons, New Delhi.
2. Financial Accounting - S.P.Jain and K.L.Narang - Kalyani Publishers,Ludhia
3. Financial Accounting - Reddy and Murthy- Margham Publications,Chennai-17.
4. Advanced Accounting I - Dr.Chandra Bose PHI Learning (P) Ltd.  
3.Advanc
5. Accounting I - Dr.S.Peer Mohamed Dr.S.A.N.Shezuli Ibrahim  
PassPublication, Madurai.

## SBEC-INDIAN POLITY

### Unit I

#### **Constitutional Framework:**

Historical Background, Salient features of the Indian Constitution, Preamble to the Constitution, Amendment of the constitution, Basic structure of the constitution. Union and its territory and Directive principles of state policy

### Unit II

**System of Government:** Parliamentary system, Federal System, Centre-state relations, Inter-state relations and Emergency provisions.

### Unit III

#### **Union Government:**

Functions of President, Vice-President, Prime Minister, Central Council of Ministers, Cabinet committees, Parliament, Parliamentary committees and Supreme Court.

### Unit IV

#### **State Government:**

Activities of Governor, Chief Minister, State Council of Ministers, State legislature and High court.

### Unit V

**Local Government:** Panchayati Raj, Evolution of Panchayati Raj, Salient features of the act (73rd amendment act of 1992) and Municipalities and Municipal Corporations

#### **References**

1. Laclau Ernesto, *Politics and Ideology in Marxist Theory*, Verso, London, 1977
2. Kothari Rajni, *Caste in Indian Politics*, Delhi, 1973
3. Miller David, *On Nationality*, Clarendon Press, Oxford, 1995
4. Bhargava Rajeev, *Secularism and its Critics*, OUP, New Delhi, 1999.
5. Chandhoke Neera (ed) *Understanding the Post Colonial World*, Sage, New Delhi, 1994
6. Nash Kate, 2000, *Contemporary Political Sociology*, Blackwell Publishers, Massachusetts
7. Ernst Gellner, 1983, *Nations and Nationalism*, Cornell University Press
8. Gershon Shafir (ed) 1998 *The Citizenship Debates*, University of Minnesota Press Charles Tilly, *Coercion, Capital and European States*, Blackwell

## NMEC-I-SOCIAL LEGISLATIONS

### Unit:1

#### **SOCIAL LEGISLATION AN INTRODUCTION**

The concept of Social Legislation - Needs and Importance of Social legislation - Social Welfare & Social Charge - Concepts of Social Justice - Social assistance - Social Security, Directive Principles of State Policy.

### Unit:2

#### **PERSONAL LAWS OF HINDU AND MUSLIM**

The Hindu & Muslim laws governing marriage, divorce, adoption & inheritance.

### Unit:3 SOCIAL LEGISLATION FOR WEAKER SECTION

Social legislation relating to the physically, mentally & socially handicapped persons, SC/ST, legislations relating to the Welfare of the children & women.

### Unit:4 CORRECTIONAL SETTING AND SOCIAL LEGISLATION

Social legislation for amelioration of social problems such as delinquency, prostitution, dowry, beggary.

### Unit:5 SOCIAL LEGISLATION AND SOCIAL WORK

Legislation and social work, role of social worker in promoting in social justice.

### References:

- 1 Agarwal.R.K, (2016) Indian Law, Central Law Agency, Allagabad.
- 2 Gangrade K.D, (1978), Social legislation in India, Impact Social Legislation on social change. Concept Publishing Company
- 3 Sone R.K. Walla D.R. - Law and layman Tara Povalla and Sons Bombay.

### Reference Books

- 1 Social Legislation - Its role in social welfare - Government of India, New Delhi, Publication Division.
- 2 Tandan .M.P. (2018), Indian Penal Code, Allagabad Association, .

## CORE-V FIELD WORK PRACTICUM

### Field Work Practice:

Students to be given an opportunity of arranging a 10 day social work camp in and around Trichy district.

Study tour programme is to be arranged outside Periyar University, Salem to help the students to learn and

compare the functioning of various agencies / settings of social work practice.

Students to be given proper orientation and pilot study experience prior to the camp.

Students are expected to write and submit detailed reports of their activities during their camp and observation, remarks of their visits during study tour programme.

### Guidelines For Field Work Evaluation

	Marks
1. Regularity in Field Work (Camp and Study tour)	10
2. Regularity in submitting the Reports	5
3. Regularity in supervisory conference	5
4. Report Content	20
5. Initiativeness & Resourcefulness	10
6. Utilisation of supervision for professional growth	10
7. Viva – Voce Examinations	40
<b>Total</b>	<b>100</b>

## **ALLIED-IV DEVELOPMENT COMMUNICATION**

### **Unit -I**

Communication: Concept, definition and purpose; Need and importance of communication.

### **Unit -II**

Types, Principles and models of communication: Communication process: Channels and stages of communication: Skills and techniques of communication, Communication media and its role; Role of language in communication.

### **Unit -III**

Non – Communication with self concept of self growth – goals of interpersonal communication, Interviews, verbal communication in small groups.

### **Unit -IV**

Mass communication for social change and social action; Types of mass media, selection of suitable approaches and media for different target groups.

### **Unit -V**

Written communication – Types, guidelines in developing different types of written communication.

### **References:**

1. Dahama, O.P., Communication for education, New Delhi, JCH.
2. Berlo David.K: the process of communication. An Introduction to theory and practice, New York, Holt Rirepart and Winston Inc.
3. Nalini Vittal : Communication for Rural Development in India: some facts, Hyderabad HIRD.
4. Schram willur : Mass communication Urban. (A university of illness press)
5. Tunitall. J (ED): Media Sociology : Reader London constable.
6. Singh K.N & Singh S.N –Effective communication media for Rural Audiences (Bombay : Dharmmal Morarji Chemical C0.Ltd.,)
7. Rogers E.M & Shoemaker F.F : Communication of innovations, A cross cultural approaches.
8. Developing Communication Skills, Krishna Mohan Meera Banerji, Birla Institute of Technology and Science, Pilani, 1990.
9. Rayudu C.S., Communication, Himalaya Publishing House, Mumbai.
10. Singh U.K. Sudarasan K.N., Broadcasting Education, Discovery Publishing House, New Delhi.

## **SBEC**

### **General Knowledge – India**

#### **Objectives:**

1. To know more about our country
2. To make our students to aware of our natural resources
3. To know about our scientific and Technological capability of our Nation

#### **UNIT - I**

Physical features of India – Natural and Political boundaries – Northern Plains – The Deccan plateau – Major River System of India – Soils in India.

#### **UNIT - II**

Agriculture – Main crops and produces – Green Revolution – Dairy farming – Methods of irrigation – Mineral Resources of India – Forest Resources.

#### **UNIT - III**

Indian States – Union Territories – National parks and Wild life sanctuaries – Important Sites and Monuments  
– National insignia – National Flag – National Emblem – Record Makers of India – World Records held by India.

#### **UNIT - IV**

Transport and Communication – Railway zones – Major Ports – Air Transport – Defence and Security – Defence Setup – Navy – Airforce.

#### **UNIT - V**

Science and Technology – India's Missile Programme – Agni – Prithvi – Akash – Trishul – Astra – India's space programme – Aryabhata – Bhaskara I – Indian National Satellite System – India's Atomic Research – Pokhran Chandrayan – I – Kalpana Chawla.

#### **REFERENCE BOOKS**

1. Gopal Singh – Geography of India
2. Manorama Year Book (Tamil & English)
3. India, A Reference Annual, Latest Edition, Publication Division, Govt. of India.
4. Chronicle Year Book, Latest Edition
5. Atlas, India, Oxford University Publications
6. The Pearson Concise General Knowledge Manual, 2011.

## **SBEC**

### **Personality Development**

#### Unit-1

Personality: definitions, meanings, elements of personality, types of personality, determinants of personality, personal SWOT Analysis

#### Unit – II

Personality enrichment: self-esteem, self-concept, advantages of high self-esteem. Characteristics of people with high and low self-esteem, steps to building positive self-esteem. Attitude, factors that determine our attitude. Benefits of a positive attitude and consequences of a negative attitude, steps to building a positive attitude.

#### Unit – III

Motivation- the difference between inspiration and motivation. Motivation redefined. External motivation v/s internal motivation. Stress- causes and consequences of stress. Stress management: Handling the stress: stress management techniques.

#### Unit –IV

Success: defining success real or imagined obstacles to success qualities that make a person successful reasons for failure – interpersonal skills, dealing with seniors, colleagues, juniors, customers, suppliers at the workplace.

#### Unit –V

Positive Relationships - Factors that prevent building and maintaining positive relationships. The difference between ego and pride the difference between selfishness and self-interest. Steps for building a positive personality, body language: understanding body language, projecting positive body language.

#### Unit – VI

Stress- causes and consequences of stress. Stress management: handling the stress: stress management techniques.

#### References:

1. Arun Agarwal, How to get the job you want-published by Vision books, New Delhi
2. Rohit Anand and Sanjeev Bikchandami, Get that Job, Published by Harper Collins
3. Shiv Khera, You can win, Macmillan India Ltd.
4. Dale Carnegie, How to develop self-confidence and influence people by public speaking -Cedar



## **SBEC**

### **INTERNATIONAL CURRENT AFFAIRS**

#### **Objectives:**

1. To understand the International organizations
2. To know about the current social and economic progress
3. To know about the natural calamities

#### **UNIT - I**

Political sphere – UNO, SAARC, NAM, ASEAN, Common Wealth – Recent Developments – Major Summits and Conferences

#### **UNIT - II**

Social Front – Programme of Social Awakening – Health Related Issues, - Drug, AIDS, Issues of Women, Children, Minorities and Refugees.

#### **UNIT - III**

Economic Front – Era of LPG - Economic Recession - Issue of Unemployment – Intellectual Property Rights  
– Right to Information.

#### **UNIT - IV**

Liberalization – Privatization – Globalization

#### **UNIT-V**

Disastrous Management – Natural and Human Disaster – Tsunami, Earthquakes, Cyclones, Global Terrorism, Drive against Nuclear proliferation.

#### **Reference Books**

1. Gopal Singh, Geography of India *Manorama Year Book (Tamil & English)*, 2016. India, A Reference Annual, Latest Edition, Publication Division, Govt. of India. Chronicle Year Book, Latest Edition.
2. *Atlas, India*, Oxford University Publications
3. *The Pearson Concise General Knowledge Manual*, 2011.
4. General Studies Manual, Tata Mc grew Hill Education Private Limited, 2011.

5. Manohar Pandey, Mid Year Book (Junior Science Refersher).
6. Bright – General Studies Digest, Bright Careers Institutes, New Delhi
7. Chopra J.K.– General Studies, Unique Publishers.
8. Spectrum's Hand Book of General Studies, Editor- Kalpana Rajaram, Spectrum India, New Delhi.
9. Achin Vanaik and Rajeev Bhargava – Understanding Contemporary India Critical Perspectives, Orient Black Swan, India, 2010.

## **NMEC-II DEMOGRAPHY AND POPULATION DYNAMICS**

### **UNIT-I**

- a) Definition - Nature - Importance and scope of the study- Relations with other discipline.
- b) Basic Demographic concepts: Ratio - proportion - percent rate - Natural increase -Fecundity.

### **UNIT-II**

Theories of Population : Malthusian theory - Optimum theory - Biological Theories - SocioEconomic Theories.

### **UNIT -III**

Composition of population: Rural urban composition - Sex composition - Age composition -Religious composition -Class composition.

### **UNIT-IV**

Population growth in India : Contemporary trend in population growth - Causes effects.

### **UNIT-V**

Population policy and control in India: Population policy of India - Family Welfare planning programmes in India - Measures of Population Control.

### **REFERENCES:**

1. Agarwala, S.N.India's Population Problems, Tata Mc Graw Hill, New York.
2. Raj, Huns. Population Studies, Surgeet publications, Delhi, 1988.
3. Chandrasekar, S.Infant Mortality population growth and family planning in India, London GeorgeAllen Unwin Ltd., 1972.
4. Basu Ashish and Desai P.B.Studies in Demography Essays presented in honour of prof.S.Chandrasekar, London, Allen & Unwin and Chopal Hill University, North California press. 1971.
5. Krishna Reddy M.M.Marriage population and Society - Kanishka Publishers. New Delhi. 1998.
6. Krishna Reddy M.M.Population and Society in India, Kanishka Publishers. New Delhi. 1998
7. Population Transition in India Vol I & Vol II - Singh Pram Bhatia Bose, B.R.Publishing corporation. New Delhi, 1989.
8. The Billings Method - Dr.Evelyn Billings Ann Westmore, Randon House, New York 1981.
9. Fertility Status of Women - G.A. Siddique, Published by Rohit Publications, 4675/2 L Ansari Road.Darya Ganj, New Delhi- 02, 2001.

## CORE VI FUNDAMENTALS OF SOCIAL WORK RESEARCH

### Unit -I

Social Work Research Planning – Selection of the area and topic for the research study, Formulation of problem – steps in social research – Formulation of assumptions, and hypothesis review of literature. Differences between Social research & Social work research.

### Unit -II

Definition and importance of Research Designs, objectives, steps in research design, types of research designs – Definition, objectives, steps, advantages and disadvantages, problems in designing research.

### Unit -III

Social Survey and Case Study – definition – objectives and process.

### Unit -IV

Sampling and Sample design – Probability and non-probability types, meaning, process, advantages and disadvantages.

### Unit -V

Tools of data collection – observation, interview schedule, questionnaire, interview guide; pilot study – Definition, objectives, purpose; pretest: Definition, objectives, purpose, process. Research report preparation. Central tendency and Measures of dispersion.

### References:

1. Naikiran S., & Selvaraju R., Research Methods in Social Science, Himalaya Publishing House, Mumbai – 04, Ist Edition 2001.
2. Krishnaswami O.R., Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai – 04, 2001.
3. Goode William and Halt, Methods in Social Research.
4. Pauline Young, Scientific Social Surveys and Research.
5. Norman Polansky, Social Work Research.
6. Kothai C.R., Research Methodology Methods and Techniques.
7. Moser C.A. and Kalton .G., Survey Methods in Social Investigation.
8. Hebert and Blaoodo, Social Research.
9. Sharma B.A.V., Reserch Methods in Social Sciences.
10. Gupta. S.P. Statistical Methods, New Delhi, Sultan chundand Sons, 1988.
11. Allen Rubin & Earl Babbie, Research Methods for Social Work, Books/ Cole Publishing Company, 1993.
12. David Hall & Irene Hall, Practical Social Research, Macmillan Press Ltd., 1996.
13. Singh A.K., Bharathi, Tests, Measurements and Research methods in behavioural Sciences Bhavan Publishers/Distributors, 1997.

## **CORE-VII -SOCIAL WELFARE ADMINISTRATION**

### **Unit:1 CONCEPT AND SCOPE OF SOCIAL WELFARE ADMINISTRATION**

Social welfare administration – Concept –Definition –objectives, principles and scope of social welfare administration.

### **Unit:2 APPROACHES OF SOCIAL WELFARE ADMINISTRATION**

Administration process – planning, organizing, staffing, direction, Coordination, reporting, budgeting, decision making. Leadership and communication.

### **Unit:3 IMPORTANCE AND MAINTENANCE OF PERSONNELS**

Personnel administration –concept –definition –Staff selection –orientation- placement – staff morale – supervision – evaluation – public relations – fund raising.

### **Unit:4 VOLUNTARY SOCIAL WELFARE ORGANISATIONS**

Voluntary social welfare organizations: Structure – functions and problems of voluntary organizations in India – Role of voluntary organizations in planned social change – Functioning of Boards and Committees.

### **Unit:5 SOCIAL WELFARE ORGANISATIONS**

Central Social Welfare Board and state social welfare advisory board, Departments of social welfare at the centre and state levels – Programmes, Activities, functions, Aiding process.

### **REFEENCE:**

1. Kulkarani. Dm, essays in Social Administration.  
Urwick.L, the elements of Administration.
2. Fraser Moore, Public Relations.
3. Arthur Denhen, Administration.
4. Jain S.P., Social Welfare Administration.
5. Paul Chowdary, Social Welfare Administration.
6. Elwood Stree, Social Agency Administration.
7. Hall, P.L.Public Administration.
8. Sachadeva, D.R. Social welfare Administration –in India, Kitab Mahal New Delhi, 1998.
9. Pat Young, Mastering Social welfare, Mc Millan Press Ltd., London,2000.

## **CORE-VIII- THEORIES OF SOCIAL WORK**

### **Unit -I Theory in social work**

Theory – Definition, functions, characteristics – relevance and importance of theory in Social Work.

### **Unit –II Role Theory**

Meaning – Concept of Role in Social Work – role conflict – Application of Role Theory in Social Work.

### **Unit -III Gestalt Theory**

Introduction – Origin of Gestalt theory – its impact on social work practice – Treatment methods and techniques.

### **Unit –IV Crisis Theory**

Introduction – origin of crisis theory – sociological studies in crises theory- Social work & crises theory – social work practice in crises situation –Treatment in crises theory.

### **Unit - V**

Psycho-analytic theory & Social work practice.

### **References:**

1. Ministry of Social Welfare, The Encyclopedia of social work in India.  
Tripathy .B.D.Nature of Sociological Theories, New Delhi: Sterling Ltd.,
2. Turner J.Francia, A social work treatment, New York: the free press 1979.  
Colemann: Abnormal Psychology.
3. Mangal S.k., Abnormal Psychology, Sterling Publishers Private Limited.
4. Francies, G. Abraham, Sociological Theory, Oxpord Press University Press, New Delhi.

## **CORE-IX -FAMILY AND CHILD WELFARE**

### **Unit -I**

Philosophy of family and child welfare- National child welfare policy in India

### **Unit -II**

Problems of children – child abuse, child labour, street children- female infanticide, girl children.

### **Unit -II**

Family welfare planning programme and methods of family planning- natural family planning methods- artificial methods.

### **Unit I-IV**

Family and child welfare services by social welfare and other departments of government.

### **Unit -V**

Role of voluntary agencies in family and child welfare services Institutional and Non-Intitutional services for family and child welfare, national and international organizations working for children in India.

### **References:**

1. Bee Dell, C. 1970, Residential life with Children London: Routledge and Keganpaul.
2. Daridson. F and Gornicki. B 1964, Care of Children in day centers Genera W.H.O., Publications.
3. Deranandan and Thomas, M.M.1959, changing Pattern of Family in India, Bangalore press.
4. Gokkale S.D and Lohani N.K.1979, Child in India: Bombay Lomaria Publication.
5. Girija Khanna and Varghesu M.A.1978, Indian women today, Delhi Vikas Publications.
6. Rudolf C.Heredia, The Family in changing World, Edward Mathias, Indian Social Institute, New Delhi, 1995.
7. Aruna Khas Giwala, Family Dynamics, Anmol Publication, New Delhi.
8. Digumarti Bhaskara Rao, Care the Child Vol I and Vol II, Discovery Publishing House, New Delhi, 1997.
9. Laxmi Devi, Encyclopaedia of Child and Family Welfare Vol I & II, Institute for Sustainable Development, Lucknow and Anmol publication, New Delhi.

## **CORE-X -COMMUNITY DEVELOPMENT**

### **Unit:1 COMMUNITY DEVELOPMENT**

Origin and development of community development : Meaning, need, early experiments:- Srinikethan, Marthandom and Gurgaon. Pilot projects: - Nilokehri experiment, Firka Scheme, Extension: Principles and methods.

### **Unit:2 RURAL COMMUNITY DEVELOPMENT**

. Rural community development - concept, principles, need-programmes : IRDP,ITDP, TRYSEM, Swarna jayanthi Gram Swarozgar Yojana, Rural HousingSchemes, NRCP, Rural Sanitation Programme, Watershed Development, role ofNIRD and SIRD.

### **Unit:3 LOCAL SELF GOVERNMENT**

Local self-government- Local self-government in ancient India, during Mugal andBritish period. Panchayat Raj system, Role and function of village president, chairman, BDO. Constitutional (73rd) amendment, state legislation strengths and weakness.

### **Unit:4 URBAN COMMUNITY**

Urban community: Urban - meaning, classification and characteristics. Slum: -Meaning and types. Tamilnadu slum clearance Board, Tamilnadu housing board, Chennai Metropolitan development authority.

### **Unit:5 URBAN COMMUNITY DEVELOPMENT**

Urban community development: Urban community development: Meaning, need,principle, Urban Programmes, IUDP, UBS, Swarna jayanthi shahari Rozgar Yojana,Urban self-employment schemes. Development of Women and Children in Urban Areas(DWCUA). District Rural Development Agency (DRDA), Land Reforms Schemes, National Social Awareness Programme (NSAP), Employment Assurance Scheme (EAS)

### **References:**

1 Bhadouria and Dua, (1986), Rural development strategies and Perspectives; Delhi, Anmol.  
Bose, Ashian ,(1974), Studies in India's Urbanization 1901 to1971, New Delhi, Tata Mcgraw Hill.  
Cedric Payn, 1990, Housing and Urbanization: A study of India, New Delhi, Saye .

#### **Reference Books**

1 Dubey M.K. (2000) Rural and urban development, New Delhi, Common wealth.  
2 Rjeswar dayal (1962) Community development programmes in India Allahabad, kitab mahal.



## Major Based Elective-II DISASTER MANAGEMENT

### Unit-I: Disaster

Definition, hazards, Vulnerability and Disaster cycle. Key agents in disaster management- Dimensions of Disaster Management

### Unit-II

Response to Disasters-survey, assessment, importance & scope /basics of planning, sources of information- nature of crisis information, communication, and co-ordination of information man and management- disaster planning- early warning systems, managing human awareness, Vulnerability analysis.

### Unit-III

Disaster- Indian experience Nature Disaster- Floods/drought/cyclone/earthquake disaster – communal violence/ Ethnic conflicts/ refugees. Other disaster- epidemic/fire/industrial disaster/ road accidents/ air accidents/railway accidents.

### Unit-IV

Indian Disaster Management- Role of central state governments-role of NGO's in disaster management- role of media in disaster management-role of education in training and management.

### Unit-V

Tsunami-Reality/ Facts/ Responses

Role of local/ state/ National International/ NGO's& Role of social workers.

### References:

1. Shailendra K.Singh, Subhash C.Keradu, Shoba Singh Handbook of modern Management Miffal publications, 1998 New Delhi-110059
2. Parasuram. S and Unnikrishnan. P.V Oxford University press, YMCA, library building, Jai singh Road, 2000 NewDelhi-110001
3. Sachdeva J.L., Indian Journal of Adult Education, Vol. %9, NO-3 July- September 1998.17-B,Indra prastha Estate, NewDelhi-110002.

## **CORE XI – SOCIAL WORK WITH PERSONS WITH DISABILITIES**

### **Unit –I Disability**

Concepts, impairment, handicapped and rehabilitation. Types of disabilities- Visually handicapped, hearing handicapped, mentally handicapped, orthopaedically handicapped including spastics children and leprosy cured. Psycho-Social problems of the disabled: Social work intervention with the disabled

### **Unit -II**

Causes of disabilities- malnutrition, vitamin deficiencies, genetic disorder, congenital deformities, accidents etc.,

### **Unit -III**

Persons with Disability Act 1995- emphasis on the appointment of state commissioners for disabled in all States.

### **Unit -IV**

Government scheme for disabled offered by state commissioner for disabled-(a) Special education (b) Training programme (c) Employment of persons with disability (d) Self Employment for disabled and (e) Supplying of aids and appliances: Grant- in aid to NGO'S Vocational training and welfare of persons with disabilities in Tamilnadu.

### **Unit -V**

Approaches in rehabilitation- community based approach and out reach programmes by NGO'S for disabled, Role of family in the treatment, training and rehabilitation of the handicapped.

### **Reference:**

1. Spurgeon and Pearson- Emotional Problems of living.
2. Minna field, Patients and People, New York, Columbia University press.
3. Ida M. Cannon, On the Social Frontiers of Medicine, London, Harward University press.
4. Merfalia,J.C-Handicapped Child.
5. Merfalia,J.C-Rehabilitation in India, Publication.
6. Policy Note, Citizens Charter and Performance Budget of social welfare Dept, Govt. of Tamilnadu.
7. PWD Act 1995 Govt. of India Publication.
8. Schemes for Disabled by state commissioner.

## CORE-XII-MEDICAL SOCIAL WORK

### UNIT-I

Concepts of health, well-being, health care and development: correlation with development and multi dimensionality, dimensions like mental health, physical health, occupational health, environmental health; gender and health; reproductive health and sexuality etc.: Relationship between health, mental health and development; Social and environmental production of illness.

### UNIT-II

Health and health care problems; Migration marginalization and health: Violence conflict, health and development.

### UNIT-III

Clinical illnesses (and their manifestation, role of social worker in such illnesses: psychosocial aspects related to various illnesses. Team Work, application of social work methods in a clinical setting; user movements in health.

### UNIT-IV

Social Work Interventions in a clinical and non-clinical setting; working with individuals, groups, families and communities; social action and advocacy; health research; administration and role of a social work department in a hospital setting; fund raising and resource mobilization.

### UNIT-V

Welfare and benefits accrued to persons with an illness, health insurance, Social Work practice in different settings, Medical emergencies, role of social worker.

### REFERENCES

1. Doyal, Lesley and I. Pennell. (1989). *The Political Economy of Health*, London: Pluto.
2. Monica Das Gupta *et al* (eds.). (1996). *Health, Poverty and Development in India*. Delhi: Oxford University Press.
3. Park, J.E. (2006). *Textbook of Social and Preventive Medicine*. 17th edition. Jabalpur: Banarsidas Bhanot.
4. World Health Report. (2001). World Health Organization, Geneva

## CORE-XIII-SOCIAL WORK IN INDUSTRIES

### UNIT-I

**Labour:** concept, characteristics and problems of Indian labour- labour in organized and unorganized sectors. Labour Welfare: concept scope. theories and Principles of Labour ;:velfare- and classification- Role and functions of Labour Welfare Officer. Objectives and functions Gf International Labour Organization (ILO) - role of ILO in labour welfare- implementation of JLO recommendations in India

### UNIT-II

**Labour Legislations:** Concept, need and historical development of Labour Legislation in India Factories Act, 1948 - Occupational safety and health-The Contract Labour (Regulations and Abolition) Act, 1970 - Tamil Nadu Payment of Subsistence Allowance Act 1981 - Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act. 1981. Concept andtypes of wages- Legislations relating to Wages: The Payment of Wages AcU 936- The Minimum Wages Act, 1948.

### UNIT -III

**Industrial Relations** - Meaning, Scope and Need. Factors influencing IR - Actors of IR- Employees and their organization, employers and the government - Approaches to IR- Bipartiteand Tripartite Machinerics for IR.

### UNIT-IV

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

### UNIT-V

**Social SecurityMeaning & scope of social security. social assistance & social insurance. legal provision for social security in India work men compensation act 1923 employers provident fundact 1952. ESI act 1948, maturity benefit act 1961.**

### REFERENCES:

1. Baleshwar Pandey : bharat men shram kalyan.
2. Baleshwar Pandey : Shram Prabhan sambandhon ki gatyakmakata
3. Baleshwar Pandey : Audyogik sambandh aur samuhik saudebaji
4. Baleshwar Pandey : Audyogic vivad aur unaka suljhao
5. Memoria C.B. : Industrial relations in India
6. 6.Ajay Bholra, J.N. Jain. (2009). *Afodern industrial relations and labour lenrs*. Rego! Publications.
7. Arun Monappa. (1989). *Industrial relations*. New Delhi: Tata Magraw-Hill
8. **BO** Singh. (2010). *Industrial relations and labour laws*. Excel Books Publications.

9. 4. Bhagliwel .T.N. (1988). *Personnel management and industrial relations*. New Delhi: Deep and Deep Publishers
10. 5. Bhatia S.K. (2008). *Industrial relations and labour lmi's*. New Delhi: Deep and Deep Publications.
11. 6. Dewan and Sudharsan. (1996). *Labour management*. New Delhi: Discovery Publishing House
12. Gaur.L. (1986). *Trade Unionism and industrial relations*. New Delhi: Deep and Deep
13. Giri,V.V. (1959). *Labour problems in Indian induslTJ'*. Bombay: Asia publishing house.
14. Jain J.N. (2009). *Modern industrial relations and labour laws*. New Delhi: Regal Publications

## **CORE-XIV-CORRECTIONAL SOCIAL WORK**

### **Unit -I Criminal Justice System:**

Legislative – police – judiciary and correctional system – origin and development of correctional social work in India.

### **Unit -II**

Penology and corrections – probation – parole – half way homes – open air prisons and welfare measures meant for prisons – prisoners rights UN minimum standard rules for prisons.

### **Unit -III**

Social defense in India – juvenile delinquency – Institutional & Non – institutional programmes for delinquency – Juveniles guidance Bureau – Boys Club – Boot Camps and other programmes meant for delinquents.

### **Unit -IV**

Victimology – concept – philosophy – Victimology in India.

### **Unit -V Correctional Techniques:**

Preventive and curative measures – Role of social worker in correctional Administration. Social theory – psycho analysis and other therapeutic methods of corrections.

### **References:**

1. Sutherland and Chessy, Principles of Criminology, Bombay. The times of India Press, 1968.
2. Tappan Paul, W. Contemporary Corrections, New York: Hill Book Ltd., Inc.1951.
3. Tappan Paul, W. Crime, Justice & Correction, New York: Mc.Graw Hill Book Company.
4. Wadia, A.R., Historical and Philosophical Background of Social Work, Tata Institute of Social Publications, Bombay.
5. Chakrabarthy N.K., Juvenile Justice, Deep & Deep Publications, Pvt. Ltd., New Delhi, 1999.
6. Panakal J.J. & S.D.Gokhale, Crime and Corrections in India, rate Institute of Social Sciences, Bombay, 1989.
7. Parvesh K.Atri, Dimensions of Crime in India, Anmol Publications Pvt. Ltd., New Delhi, 1998.
8. Ansari, M.A.Social Justice and Crime in India, Sunlime Publications Jaipur, 1996.
9. Antony A.Vass, Social Work Competencies – Core Knowledge Values and Skills, Sage Publications, New Delhi, 1998.
10. Rajendra K.Sharma, Criminology and Penology, Atlantic Publishers and Distributors, Delhi, 1998.
11. Donald Brieland, Lela B.Costin, Charless R.Atherton, Contemporary Social Work and Social Welfare, Library of Congress Cataloging in Publication Data, 1985.
12. Vodelean Chery, James, Introduction to criminology.

## **CORE-XV FIELD WORK PRACTICUM**

Purpose of Field Work Practice in the VI semester is

1. To deepen the student's knowledge in understanding social problems
2. To develop skills in analysis and interpretation of social problems.

### **Nature of Field Work:**

Existing Social Problems will be studied by the independent group and present a seminar.

### **GUIDELINES FOR FIELD WORK EVALUATION – Major Paper X & XIV**

	Marks
1. Regularity in Field Work and the average time spent	10
2. Regularity in submitting the Reports	5
3. Regularity in supervisory conference	5
4. Report Content	20
5. Intuitiveness & Resourcefulness	10
6. Utilization of supervision for professional growth	10
7. Viva – Voce Examinations	40
<b>Total</b>	<b>100</b>

## **MAJOR BASED ELECTIVE – III HUMAN RIGHTS**

### **Unit – I**

Meaning of Human Rights – Kinds of human rights – Theories of human rights – The concept of human rights – The concept of liberty and equality - Promotion and protection of human rights by the United Nations. History and Development of Human rights concepts.

### **Unit – II**

The universal declaration of human rights – preparation – preamble and enumeration of rights in the declaration – India and the universal declaration – Influence of the universal declaration.

### **Unit – III**

Indian constitutional guarantee of human rights – preamble, Fundamental rights – Directive principles of state policy – Recent amendments of Indian constitution.

### **Unit – IV**

Violation of human rights – women – children – workers – prisoners – Dalits.

### **Unit – V**

Human rights and voluntary organization at International, National and State level – Human rights commissions in India – National Human rights commission – Its constitution – power and Functions – Human rights court in districts.

### **References:**

1. Agarwal, H.O. Human rights. Allahabad Central Law Agency
2. Bagyamuthu. D.Human Rights and people's structure. Chennai; Christian Literature Society
3. Gadgil D.R.1968 Human Rights in a Multi – Nation. Bombay; Asia Publishing
4. Gokulesh sharma Human Rights and Legal Remedies New Delhi: Deep and Publishin
5. Sivagami Paramasivan Human Rights – A study in Salem Sri Ram Computer Printers
6. Sudhir Kapoor Human Rights in 21<sup>st</sup> century Jaipur; Mangal Deep Publicatons
7. Lalit parmar
8. Human Rights – Aamo / Publications Pvt. Ltd – New Delhi – 110 002.(India) 1998
9. 8J.Ravindran Human Rights Praxis A resource boole for study, action and reflection.



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