# PERIYAR UNIVERSITY
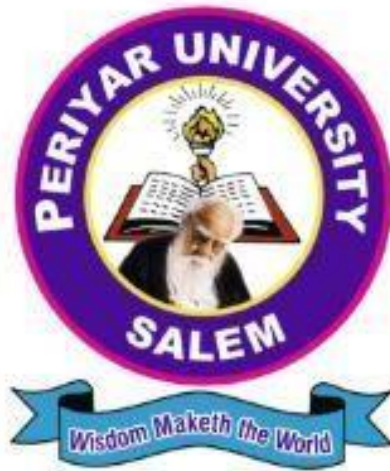
## PERIYAR PALKALAI NAGAR

## SALEM – 636011

**DEGREE OF MASTER OF ARTS**

CHOICE BASED CREDIT SYSTEM (CBCS)

**SYLLABUS FOR**

# MASTER OF SOCIAL WORK (M.S.W.)

**(SEMESTER PATTERN)**

**(FOR THE STUDENTS ADMITTED FROM THE ACADEMIC YEAR 2023-2024 ONWARDS)**

| PERIYAR UNIVERSITY REGULATIONS ON LEARNING OUTCOMES-BASED CURRICULUM FRAMEWORK FOR POST GRADUATE EDUCATION | |
|---|---|
| **Programme** | **Master of Social Work** |
| **Programme Code** | |
| **Duration** | **PG Two Years** |
| **Programme Outcomes (Pos)** | **PO1: Problem Solving Skill**<br>Apply knowledge of Management theories and Human Resource practices to solve business problems through research in Global context.<br>**PO2: Decision Making Skill**<br>Foster analytical and critical thinking abilities for data-based decision-making.<br><br>**PO3: Ethical Value**<br>Ability to incorporate quality, ethical and legal value-based perspectives to all organizational activities.<br><br>**PO4: Communication Skill**<br>Ability to develop communication, managerial and interpersonal skills.<br><br>**PO5: Individual and Team Leadership Skill**<br>Capability to lead themselves and the team to achieve organizational goals.<br>**PO6: Employability Skill**<br>Inculcate contemporary business practices to enhance employability skills in the competitive environment.<br><br>**PO7: Entrepreneurial Skill**<br>Equip with skills and competencies to become an entrepreneur.<br><br>**PO8: Contribution to Society**<br>Succeed in career endeavors and contribute significantly to society.<br><br>**PO 9 Multicultural competence**<br>Possess knowledge of the values and beliefs of multiple cultures and<br>a global perspective.<br>**PO 10: Moral and ethical awareness/reasoning**<br>Ability to embrace moral/ethical values in conducting one's life. |

| | |
|---|---|
| **Programme Specific Outcomes (PSOs)** | **PSO1 – Placement**<br>To prepare the students who will demonstrate respectful engagement with others' ideas, behaviors, beliefs and apply diverse frames of reference to decisions and actions.<br><br>**PSO 2 - Entrepreneur**<br>To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate startups and high potential organizations.<br><br>**PSO3 – Research and Development**<br>Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development.<br><br>**PSO4 – Contribution to Business World**<br>To produce employable, ethical and innovative professionals to sustain in the dynamic business world.<br><br>**PSO 5 – Contribution to the Society**<br>To contribute to the development of the society by collaborating with stakeholders for mutual benefit. |

### Credit Distribution for PG Social Work Programme

| Semester–I | Credit | Semester-II | Credit | Semester-III | Credit | Semester–IV | Credit |
|---|---|---|---|---|---|---|---|
| 1.1. Core-I | 4 | 2.1. Core-IV | 4 | 3.1. Core-VIII | 4 | 4.1. Core-X | 4 |
| 1.2. Core-II | 4 | 2.2 Core-V | 4 | 3.2 Core-IX | 4 | 4.2 Core-XI | 4 |
| 1.3 Core – III | 4 | 2.3 Core – VI | 4 | 3.3 Elective (Generic / Discipline Centric) – II | 3 | 4.3 Core -XII | 4 |
| 1.4 Elective (Generic/ Discipline Centric) - I | 3 | 2.4 Core -VII | 4 | 3.4 Elective (Generic / Discipline Centric) – III | 3 | 4.4 Core Practical – IV | 4 |
| 1.5 Ability Enhancement Course- Soft Skill -I | 2 | 2.5 Extra Disciplinary Course [EDC] - I | 2 | 3.5 Skill Enhancement Course SEC-II | 2 | 4.5 Project with Viva-Voce | 4 |
| 1.6 Core | 4 | 2.6 Common | 1 | 3.6 Ability | 2 | 4.6 Block | 2 |

| Practical - I | | Paper | | Enhancement Course- Soft Skill -II | | Field Work | |
|---|---|---|---|---|---|---|---|
| 1.7 Professional Competence Course | 1 | 2.7 Skill Enhancement Course SEC-I | 1 | 3.7 Core Practical -III | 4 | 4.7 Professional Competence Course | 1 |
| | | 2.8 Core Practical - II | 4 | 3.8 Internship/ Industrial Activity-I | 2 | | |
| | | | | | | | |
| | 22 | | 24 | | 24 | | 23 |
| | | | | | | **Total Credit Points** | **93** |

| | |
|---|---|
| **Core Papers** | **12 x 4 = 48** |
| **Elective (Generic / Discipline Centric)** | **3 x 3 = 9** |
| **Ability Enhancement Course- Soft Skill -** | **2 x 2 = 4** |
| **Skill Enhancement Course** | **1+ 2 = 3** |
| **Extra Disciplinary Course** | **1 x 2 = 2** |
| **Common Paper** | **1 x 1 = 1** |
| **Core Practical** | **4 x 4 = 16** |
| **Block Field work** | **1 x 2 = 2** |
| **Internship/ Industrial Activity** | **1 x 2 = 2** |
| **Research Project** | **1 x 4 = 4** |
| **Professional Competence Course** | **2 x 1 = 2** |
| **Total Credits** | **93** |

## Component wise Credit Distribution

| Credits | Sem I | Sem II | Sem III | Sem IV | Total |
|---|---|---|---|---|---|
| **Part A** | **16** | **22** | **12** | **20** | **72** |
| **Part B (i) Discipline – Centric / Generic Skill** | **3** | **2** | **6** | | **10** |
| **(ii) Soft Skill** | **2** | | **4** | | **13** |
| **(iii) Summer Internship / Industrial Training/ Fieldwork** | | | **2** | **2** | |
| **Part C** | **1** | | | **1** | **1** |
| **Total** | **22** | **24** | **24** | **23** | **93** |

| METHODS OF EVALUATION | | |
|---|---|---|
| **Internal Evaluation** | Continuous Internal Assessment Test | |
| | Assignments / Snap Test / Quiz | **25 Marks** |
| | Seminars | |
| | Attendance and Class Participation | |
| **External Evaluation** | End Semester Examination | **75 Marks** |
| **Total** | | **100 Marks** |

| METHODS OF ASSESSMENT | |
|---|---|
| **Remembering (K1)** | • The lowest level of questions requires students to recall information from the course content<br>• Knowledge questions usually require students to identify information in the textbook. |
| **Understanding (K2)** | • Understanding of facts and ideas by comprehending organizing, comparing, translating, interpolating and interpreting in their own words.<br>• The questions go beyond simple recall and require students to combine data together |
| **Application (K3)** | • Students have to solve problems by using / applying a concept learned in the classroom.<br>• Students must use their knowledge to determine a exact response. |
| **Analyze (K4)** | • Analyzing the question is one that asks the students to break down something into its component parts.<br>• Analyzing requires students to identify reasons causes or motives and reach conclusions or generalizations. |
| **Evaluate (K5)** | • Evaluation requires an individual to make judgment on something.<br>• Questions to be asked to judge the value of an idea, a character, a work of art, or a solution to a problem.<br>• Students are engaged in decision-making and problem – solving.<br>• Evaluation questions do not have single right answers. |
| **Create (K6)** | • The questions of this category challenge students to get engaged in creative and original thinking.<br>• Developing original ideas and problem-solving skills |

# CREDIT DISTRIBUTION FOR POST GRADUATE IN SOCIAL WORK [MSW]

## FIRST YEAR

### Semester-I

| Category | Title of the Subject | Credit | No. of Hours |
|---|---|---|---|
| Core - I | Introduction to Social Work Profession | 4 | 6 |
| Core - II | Social Case Work | 4 | 6 |
| Core - III | Social Group Work | 4 | 6 |
| Elective - I | Sociological and Psychological Foundations for Social Work (or) Society and Human Behaviour | 3 | 4 |
| Ability Enhancement Compulsory Course - Soft Skill - I | Communication for Social Work | 2 | 2 |
| Core Practical - I | Field Work Practicum – I | 4 | 6 |
| Professional Competence Course | Rural Camp | 1 | - |
| **Total** | | **22** | **30** |

## FIRST YEAR

### Semester-II

| Category | | | Title of the Subject | Credit | No. of Hours |
|---|---|---|---|---|---|
| Core - IV | | | Community Organization and Social Action | 4 | 6 |
| Core - V | | | Social Work Research and Statistics | 4 | 6 |
| Core - VI | | | Social Welfare Administration and Social Legislation | 4 | 6 |
| Core - VII | A | **HRM** | Human Resource Management | 4 | 6 |
| | B | **M&P** | Mental Health and Psychiatric Disorders | | |
| | C | **CD** | NGO Management | | |
| Extra Disciplinary Course [EDC] - I | | | Life Skills Management (offered to other department students) | 2 | - |
| Common Paper | | | Fundamentals of Human Rights | 1 | - |
| Skill Enhancement Course [SEC] - I | | | Theatre for Transformation (Outside the Class Hour) | 1 | - |
| Core Practical - II | | | Concurrent Field Work Practicum – II | 4 | 6 |
| **Total** | | | | **24** | **30** |

*(HRM: Human Resource Management        M&P: Medical & Psychiatric Social Work        CD: Community Development)*

- *Summer Internship: During summer Vacation after Semester II. The Credits shall be awarded in the mark statement of Semester – III*

## SECOND YEAR

### Semester-III

| Category | | | | Title of the Subject | Credit | No. of Hours |
|---|---|---|---|---|---|---|
| Core – VIII | A | **HRM** | | Labour Legislations | 4 | 6 |
| | B | **M&P** | | Clinical Social Work | | |
| | C | **CD** | | Social Work Practice in Project Management | | |
| Core – IX | A | **HRM** | | Industrial Relations and Employee Welfare | 4 | 6 |
| | B | **M&P** | | Therapeutic Intervention in Social Work | | |
| | C | **CD** | | Tribal Community Development | | |
| Elective - II | | | | Entrepreneurship Development (or) Green Social Work | 3 | 4 |
| Elective - III | | | | Disaster Management (or) Corporate Social Responsibility | 3 | 4 |
| Skill Enhancement Course [SEC] - II | | | | Skills for Competitive Examinations | 2 | 2 |
| Ability Enhancement Compulsory Course - Soft Skill - II | | | | Employability Skills for Social Workers | 2 | 2 |
| Core Practical – III | | | | Concurrent Field Work Practicum – III | 4 | 6 |
| Internship - I | | | | Summer Internship Training | 2 | - |
| **Total** | | | | | **24** | **30** |

*(HRM: Human Resource Management    M&P: Medical & Psychiatric Social Work    CD: Community Development)*

## SECOND YEAR

### Semester-IV

| Category | | | | Title of the Subject | Credit | No. of Hours |
|---|---|---|---|---|---|---|
| Core – X | A | **HRM** | | Strategic Human Resource Management | 4 | 6 |
| | B | **M&P** | | Medical Social Work | | |
| | C | **CD** | | Rural Community Development | | |
| Core – XI | A | **HRM** | | Organizational Behaviour | 4 | 6 |
| | B | **M&P** | | Psychiatric Social Work | | |
| | C | **CD** | | Urban Community Development | | |
| Core – XII | | | | Counselling in Social Work | 4 | 6 |
| Core Practical – IV | | | | Concurrent Field Work Practicum – IV | 4 | 6 |
| Project with Viva-Voce | | | | Research Project | 4 | 6 |
| Block Field Work | | | | Block Placement Training | 2 | - |
| Professional Competence Course | | | | Study Tour | 1 | - |
| **Total** | | | | | **23** | **30** |

*(HRM: Human Resource Management    M&P: Medical & Psychiatric Social Work    CD: Community Development)*

## CREDIT DISTRIBUTION FOR POST GRADUATE IN SOCIAL WORK [MSW]

| S.No. | Course Details | Credit |
|---|---|---|
| 1 | Core Course [12 Courses x 4 Credits] | 48 |
| 2 | Elective Course [3 Course x 3 Credits] | 9 |
| 3 | Skill Enhancement Course [2 Courses, 2+1 = 3 Credits] | 3 |
| 4 | Extra Disciplinary Course [EDC] | 2 |
| 5A | Professional Competence Course (2 Courses x 1 Credit) | 2 |
| 5B | Project Work with Viva-Voce | 4 |
| 6 | Internship (1 Course x 2 Credits) | 2 |
| 7 | Ability Enhancement Compulsory Course (2 Courses x 2 Credits) | 4 |
| 8 | Core Practical (4 Courses x 4 Credits) | 16 |
| 9 | Block Placement Training | 2 |
| 10 | Common Paper | 1 |
| | **Total** | **93** |

## NOTE FOR CORE COURSE – FIELD WORK

1. Field Work Conference = 1 Hour

2. Instructional / Input Hours in the Field Work Organization
   (2.5 Hours per day x 2 Days) = 5 Hours

   ------------------
   Total Number of Hours in the Template     6 Hours
   ------------------

3. Practice in the Field (4.5 Hours per day x 2 Days)     9 Hours

   --------------------
   **Total Hours for the Field Work for 2 Days     15 Hours**
   --------------------

# SEMESTER – I

# INTRODUCTOIN TO SOCIAL WORK PROFESSION

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | CIA | External | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Marks | | |
| 23PSWCT01 | **INTRODUCTION TO SOCIAL WORK PROFESSION** | **Core Course - I** | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | I |
|---|---|
| Semester | I |
| Prerequisites | **Any Undergraduate course** |

| Learning Objectives | |
|---|---|
| 1 | To understand the evolution of Social Work and its emergence as a Profession. |
| 2 | To enable the students to comprehend the significance of professional values, ethics in both micro and macro social work practice |
| 3 | To develop an understanding of the role of Social Workers in various fields. |
| 4 | To facilitate the students to understand the importance of Field Work in Social Work Education. |
| 5 | To learn and apply the methods and approaches of Social Work practice in different settings |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To aware an in-depth knowledge on the basic concepts of Social Work.

CO2: To understand the historical background of Social Work in west and India.

CO3: To articulate the student to be familiar with Philosophies, Ethics and Values of Social Work.

CO4: To analyse the significance of Models in Social Work.

CO5: To evaluate implication of Social Work Education and Field Work.
CO 6: To develop the Social Workers to apply the methods and techniques of Social Work in various settings.

# SYLLABUS

**UNIT – I**                                                        **(12 Hours)**

**Fundamental concepts of Social Work** - Social Work - Definition, Objectives, Philosophy and scope. Concept of related term: Social Service – Social Development – Social Transformation – Social Reform – Social Defence. Difference between Social service and Social Work. Introduction to the Methods of Social Work.

**UNIT – II**                                                       **(12 Hours)**

**Historical Development of Social Work -** Evolution of Social Work in the West (UK and USA). Social Work in India. Religious Foundation of Social Work in India. Gandhian Thoughts of Social Work.

**UNIT – III**                                                      **(12 Hours)**

**Philosophies and Ethics of Social work** - Social Work as a Profession: Nature and characteristics of a profession. Social Work Values – Code of Ethics in Social Work practice. Social Work Principles. Models of Social work. Roles and Responsibilities of a Professional Social Worker.

**UNIT – IV**                                                       **(12 Hours)**

**Development of Social Work Education -** Social Work Education in India - Focus, Nature and Content of Social Work Education. Field Work in Social Work Profession: Objectives, Need and Importance - Significance of Field Work Supervision. Role of Voluntary Organizations and Government in promoting social work profession in India. National and International Professional Associations (NASW, IASW, IFSW, ISPSW and NAPSWI). Social Work Profession and Education in Global perspective. Problems and Prospects of Social work profession in India.

**UNIT – V**                                                        **(12 Hours)**

**Social Work Practice in Different settings** - Fields of Social Work practice: Community Settings, Family and Child Welfare – Educational Settings - Medical and Psychiatric settings – Industrial Settings - Correctional Social Work - Social Work with Marginalized and Vulnerable sections – Persons with Disability and Social Work, Geriatric Social Work.

**Text Books**

1. Banks S, 1995, Ethics and *Values in Social Work*, London, Macmillan Press Ltd.
2. Gangrade, K. D, 1976, *Dimensions of Social Work*, New Delhi, Marwah Publications.
3. Gore, M.S, 1965, *Social Work and Social Work Education*, Mumbai, Asia Publishing House.
4. Mishra P.D. 1994, *Social Philosophy and Method,* New Delhi, Inter India Publications.
5. Paul Choudhry, 2000, *Introduction to Social Work,* New Delhi, Atma Ram and Sons.
6. Sanjay Bhattacharya, 2008, *Introduction to Social Work*, New Delhi, Deep & Deep Publications Pvt Ltd.
7. Stroup. H H, 1960, *Introduction to Social Work*, New Delhi, Eurasis Publishing House.

**Books for References**

1. Antony, A. Vass 1996 New directions in social work – social work competencies – core knowledge values and skills, New Delhi: sage publications.
2. Banks, S. 1995 Ethics and values in social work; practical social work series, London: Macmillan press Ltd.
3. Bogo, Marion. 2007. Social Work Practice – Concepts, Processes & Interviewing. Jaipur: Rawat Publications.
4. Cox, David & Manohar Pawar. 2006. International Social Work – Issues, Strategies and
5. Programs. New Deli: Vistar Publications.
6. Desai, M. 2000, Curriculum Development on history of ideologies for social change and social work, Mumbai.
7. Desai, Murali 2002 Ideologies and Social Work: Historical and Contemporary Analysis, Jaipur: Rawat Publication.
8. Dominelli, Lena. 2004. Social Work: Theory and Practice for a Changing Profession. London: Polity Press
9. Fink, Arthur E., Wilson, Everett E. - Third Edition, 1959, The Fields of Social Work, New York: Henry Holt and Company.
10. Friedlander, Walter A. 1977 Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.
11. Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey: Prentice Hall.

12. Jha, Jainendra Kumar. 2002. Practice of Social Work. New Delhi: Anmol Publications

13. Gangrade, K.D. 1976 Dimensions of Social Work in India, Marwah, New Delhi.

14. Narendra Mohan, 2017, Philosophy of Social Work, Centum Press, New Delhi

15. Reamer, F.G. 1995 Social work values and ethics, New York: Columbia University press.

16. Roy, Bailey and Phil, Lee 1982 Theory and Practice in Social Work, London: Oxford Pub. Ltd.

17. Sheldon, B., & Macdonald, G., 2010 A Textbook of Social Work, London: Routledge.

18. Singh, R.R. 1985 Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi: Concept Publishing Company.

19. Wadia, A. R. (Ed.)  1961 History and Philosophy of Social Work in India, Bombay: II Allied Publisher Private Ltd.

**Web Resources**

1. https://www.ifsw.org/what-is-social-work/global-definition-of-social-work/

2. https://www.socialworkers.org/News/Facts/Types-of-Social-Work

3. https://www.cswe.org/Students/Discover-Social-Work/What-is-social-work

4. https://www.socialworktoday.com/

5. https://www.iassw-aiets.org/

6. https://www.socialworker.com/

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| **CO1** | S | S | S | S | M |
| **CO2** | S | S | S | M | S |
| **CO3** | S | M | S | S | S |
| **CO4** | S | S | S | S | S |
| **CO5** | S | S | M | S | S |
| **CO6** | S | S | S | S | S |

**S – Strong**             **M – Medium**             **L - Low**

# SOCIAL CASE WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT02 | SOCIAL CASE WORK | Core Course - II | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| | |
|---|---|
| **Year** | **I** |
| **Semester** | **I** |
| **Prerequisites** | **To understand work with individuals** |

| Learning Objectives | |
|---|---|
| 1 | To gain the knowledge of conceptual foundations of social Case Work |
| 2 | To understand the basic concepts of casework as a primary method of social work |
| 3 | To develop the skill to analyze problems of individuals and families and factors affecting them. |
| 4 | To know the values, principles, tools and techniques of social case work |
| 5 | To impart knowledge of the scope of using the social work methods in various settings |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To get knowledge about the different problems faced by the Individuals

CO2: To enhance knowledge on social case work skills in social case work practice.

CO3: To understand the process of casework intervention with client.

CO4: To enhance the ability towards problem solving process.

CO5: To create the ability to critically analyze problem of individuals and factors affecting them.

CO6: To develop the competencies and skills for Practice with different settings

# SYLLABUS

**UNIT – I** **(12 Hours)**

**Social Casework as a method of Social Work**: Concepts, Meaning, objectives, purpose, Historical Development of Social Case Work in West and India. Nature and Scope, its importance and relationship with other methods of Social Work, Principles of Case Work. skills in social case work. Case Worker – Client relationship and the use of Professional Self, Problems in professional relationship.

**UNIT – II** **(12 Hours)**

**Tools and techniques in Case Work:** Tools and techniques in casework: observation, interview, collateral contacts, home visits, referrals, Verbal and nonverbal communication, Techniques in practice – ventilation, emotional support, advocacy, Environment modification, modeling, role-playing, confrontation, – Case history taking, Recording – Uses, principles, types, structure and content. Use of genograms, and eco-maps, family schema in records.

**UNIT – III** **(12 Hours)**

**Case Work Components and Process:** Components of Case Work, Process of Case Work: Intake; Study; Assessment / Social Diagnosis; Treatment / Intervention; Evaluation: Termination; Follow-up. Social Case Work intervention: Direct and indirect multi – dimensional intervention. Transference and counter-transference in social case work

**UNIT – IV** **(12 Hours)**

**Theoretical Approaches to Case Work / Models of case work practice:** Psychosocial model, Functional model, Life model, Problem solving model, Crisis intervention, Eclectic approach, Family centered approach, Behavior Modification, and eco-system perspective in social casework. Psychotherapy, Counselling and Social Case Work- similarities and differences;

**UNIT – V** (12 Hours)

**Social Case Work application / Practice in different settings:** Case work practice in different settings in India. Social case work practice with Family and Child Welfare, Educational settings, Industrial settings, De-addiction, Community, Medical and Psychiatric institutions. Correctional settings: geriatric care & aged and the terminally ill, persons with disability, de-addiction, Rehabilitation centers, Delinquency, LGBT and in foster home and non-institutional services such as adoption, sponsorship. Use of single case evaluation and ethnography as research method in social case work. Limitations of Social Case Work practice in India in current scenario.

**Text Books**

1. Upadhyay, R. K, 2003 Social Casework: A Therapeutic Approach, Rawat Publications, India.
2. Johnson E.J., Huggins C.L. (2019) Social Casework Methodology: A Skills Handbook for the Caribbean Human Services Worker. Springer Briefs in Social Work. Springer, Cham.
3. Johnson, L. C. & Yanaca S. J. (2015). Social Work Practice: A generalist approach, Pearson.
4. Hamilton, G., 2013 Theory and Practice of Social Case Work, Rawat Publications, India.
5. Hollis, F., & Wood, M. (1981). Casework: A psychosocial therapy (3rd ed.). New York: Random House
6. Perlman, H.H., 2011, Social Case Work-A Problem Solving Process, Rawat Publications
7. Sanjay Bhattacharya, 2008, Social Work intervention and management, Deep & Deep publication (p) Ltd

**Books for References**

1. Healy, K. 2012, Social Work Methods and Skills, Palgrave MacMillan
2. Bogo, M. (2007). Social work practice: Concepts, process & Interviewing, Rawat

Publication.

3. Misra .P.D. 1994, Social Work Philosophy and Methods, Inter-India Publications, New Delhi

4. Misra P.D., Beena Misra, 2004, Social Work Profession in India, New Royal book Com. Lacknow

5. Mathew, Grace (1992) An Introduction to Social Casework. Bombay: Tata Institute of Social Sciences.

**Web Resources**

1. https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf

2. http://ddceutkal.ac.in/Syllabus/MSW/Paper-5.pdf

3. https://www.socialworkfootprints.org/videos/social-casework-philosophy-principles-and-components

4. https://www.yourarticlelibrary.com/sociology/social-casework-processes-study-and-diagnosis/36564

5. https://www.slideshare.net/surendrashah6/complete-note-of-casework

6. https://www.socialworkfootprints.org/videos/social-casework-practice-in-indian-society-relevance-scope-and-influence-of-culture

7. http://www.ignou.ac.in/upload/bswe-02-block1-unit-3-small-size.pdf

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S    | S    | M    | S    | S    |
| CO2 | S    | M    | S    | S    | S    |
| CO3 | S    | S    | M    | M    | M    |
| CO4 | S    | S    | S    | S    | S    |
| CO5 | S    | S    | S    | S    | M    |

**S – Strong**               **M – Medium**               **L - Low**

# SOCIAL GROUP WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT03 | SOCIAL GROUP WORK | Core Course - III | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | I |
|---|---|
| Semester | I |
| Prerequisites | Basic Understanding of Social Work |

| Learning Objectives | |
|---|---|
| 1 | To understand group work as a method of social work and to understand concept, values, principles of Social Group Work |
| 2 | To acquire skills and techniques required for group worker |
| 3 | To develop the ability to critically analyse problems of groups and provide suitable intervention. |
| 4 | To apply the models of Social Group Work in different settings. |
| 5 | To identify the settings and fields for the practice of Social Group Work method |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, characteristics, values and principles of Social Group Work

CO2: To apply suitable theories and models to resolve the problems of Groups.

CO3: To Critically choose and implement interventions to achieve social group work goals.

CO4: To analyse competencies and skills for working with different groups in various practice settings.

CO5: To analyse and implement empirically-based group interventions and evaluating group effectiveness.

CO6: To demonstrate the process of group experience and professional development

# SYLLABUS

**UNIT – I** (12 Hours)

**Introduction to Social Group Work:** The Group: Definition, characteristics, types, functions and group structure. Social Group Work: Definitions, objective, Values and Principles of Social Group Work. Skills and Roles of Social Group Worker. History of Social Group Work in India and abroad. Social Group Work as a method of Social Work.

**UNIT – II** (12 Hours)

**Group Dynamics and Group functioning:** Dynamics of Groups: Bond, Acceptance, Isolation, Rejection, Subgroups, Conflict and Control. Group Membership, Group Norm, Group Cohesiveness, Group Culture, Group Morale, Group Attraction. Leadership and Communication in groups. Relationships- Sociometry

**UNIT – IIII** (12 Hours)

**Group formation and Group work process:** Group Formation Phases: Forming- Storming, Norming, Performing, Adjourning. Group Work Process: Phases of Social Group Work Process, Intake, Study, Analysis and Assessment, Negotiating, Contracts, Treatment, Evaluation, Termination, Stabilization of change effort

**UNIT – IV** (12 Hours)

**Types and models of group work:** Models of Social Group Work: Remedial, Mediating or Reciprocal, Developmental, Social Goal Model and Consensus Model, Skills, Qualities and Roles of Social Group Worker. Group therapy: Significance of Group therapy. Recording in Social Group Work: Principles, Structure and Types.

**UNIT – V** (12 Hours)

**Application of Social Group Work:** Application of Social Group Work in School Settings, Community Settings, Health Settings, Family Welfare Settings, Industrial Settings, Women welfare and Child care Settings, Correctional Settings.

**Books**

1. Alissi, A.S (1980) Perspectives on social group work practice; A book of Reading, New York: The free press.

2. Dave Capuzzi, Douglas R. Gross, Mark D. Stauffer (2010) Introduction to Group Work, New Delhi, Rawat Publication.

3. David, C., Douglas, R.G. & Mark, D.S. (2010) Introduction to Group Work, New Delhi, Rawat Publication

4. Gravin, Charles. D. Lorriae& M. Gulier. (2007). A Hand Book of Social Work with Groups. New Delhi: Rawat Publications.

5. Toseland, Ronald & Rivas, Robert (2001), Introduction to Group Work Practice, Allyn and Bacon, London.

**References**

1. Bradler,S and Roman C.P (2016) Group work Skills and strategies for effective Interventions New York: The Howorth Press.

2. Delbecq, A. L. and Van de Ven, A. H. (1977) 'A group process model for problem identification and program planning', in N. Gilbert and H. Specht (eds), Planning for Welfare, Englewood Cliffs, NJ, Prentice-Hall.

3. Gerald Corey (2000) Theory and practice of group counseling, Wordsworth, London.

4. Siddiqy, H Y (2008), Group Work: Theories and Practices, Rawat Publications.

5. Trecker, Harleigh B (2020) Social Group Work: Principles and Practice, New Delhi, Pranava Books.

**Web Resources**

1. https://www.socialworkin.com/
2. https://socialwelfare.library.vcu.edu/social-work/social-group-work-theory-and-practice/
3. https://mgcub.ac.in/
4. https://www.socialworkin.com/
5. https://mgcub.ac.in/pdf/material/2020041217303055424e9f93.pdf

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | S    | S    | M    |
| CO2  | S    | S    | S    | M    | S    |
| CO3  | S    | M    | S    | S    | S    |
| CO4  | S    | S    | S    | S    | M    |
| CO5  | S    | S    | M    | M    | S    |
| CO6  | S    | S    | S    | M    | S    |

S – Strong                M – Medium                L - Low

# FIELD WORK - I

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CP01 | **FIELD WORK - I** | **Core Practical - I** | Y | - | - | - | 4 | 6 | 50 | 50 | 100 |

| Year | I |
|---|---|
| Semester | I |
| Prerequisites | **Basic Understanding of Non-Governmental Organizations** |

| Learning Objectives | |
|---|---|
| 1 | To Understand different fields/settings of Social Work practice |
| 2 | To Understand basic skills required to practice Social Work |
| 3 | To learn to apply classroom theories in the field |
| 4 | To demonstrate Competencies to face challenging tasks in the field from a social work perspective |
| 5 | To identify the challenges of Individuals, groups and communities from a Macro and Meso perspective |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To integrate the classroom learning with field practice - the knowledge related to different field settings- establishment of NGO'S and its work with the beneficiaries

CO2: To understand the application of different skills related to case work, Group work and other methods of Social Work

CO3: To realise one's development of self and conduct oneself professionally in the field

CO4: To apply and practice skills acquired in the process of learning in handling various types of clients

CO5:  To assess the concept of field learning and learn about working in different settings

CO6: To apply social work competencies to resolve social problems

# SYLLABUS

**UNIT – I** (12 Hours)

**Organizational Profile:** History of the Agency, Vision, mission, Organization Chart, funding resources, different types of beneficiaries, its work in the field, networking agencies

**UNIT – II** (12 Hours)

**Various Methods of Social Work –** Skills required in the practice of Case work, Group Work, community organization and Social Research, Assessment of the community profile

**UNIT – III** (12 Hours)

**Specific Areas of work of the Agency –** Its expertise in the area of work, staff resources, locations of work, networking and challenges faced.

**UNIT – IV** (12 Hours)

**Services provided by the agency** to the beneficiaries- Follow up and termination of services, adherence to professional ethics, Documentation and Report presentation

**UNIT – V** (12 Hours)
**Social Legislation:** Legislations applicable to the Organization, Legislations for women and children.

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | M | S | S | S | M |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | M | S | S |

**S – Strong** **M – Medium** **L - Low**

## SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PS WME 01 | **SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK** | **Elective Course – I** | N | - | - | - | 3 | 4 | 25 | 75 | 100 |

| Year | I |
|---|---|
| **Semester** | I |
| **Prerequisites** | **Basic Understanding of Sociology and Psychology** |
| **Learning Objectives** | |

| 1 | To understand the basics of Psychology |
|---|---|
| 2 | To establish the linkage between psychology, sociology and Human behaviour for effective social work practice |
| 3 | To understand the principles of Human Growth and Development |
| 4 | To understand the dynamics of human and social behaviour |
| 5 | To analyse social problems and evaluate the causes for social problems |
| 6 | To understand about Social Institutions |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To get an in-depth knowledge on the basic concepts of Psychology.

CO2: To understand the basic principles of Human growth and Development

CO3: To develop understanding on the basic concepts of society and social change

CO4: To analyse the basics of Social Interaction and Social processes

CO5: To analyse the social Institutions and critically evaluate modern trends in social institutions

CO6: To understand major social problems in India

# SYLLABUS

**UNIT – I**                                                 (9 Hours)

**Introduction to Psychology:** Definition and branches of Psychology – Psychology for Social Work practice - Sensory Process and Perception: Process of Perception - Learning: Classical Conditioning and Operant Conditioning - Memory: Sensory memory, Short-term memory, long term memory, forgetting, improving memory.

**UNIT – II**                                                (9 Hours)

**Human Development, Motivation and Personality**: Human growth and development: Prenatal period, infancy and babyhood - Childhood, Puberty & Adolescence - Adulthood – Middle Age and Old Age. Motivation: Concept, types and characteristics of motives; Hierarchy of motives; theories of motivation. Coping Mechanism: Nature and kinds; Personality: Definition, structure and theories of personality.

**UNIT – III**                                               (9 Hours)

**Introduction to Society: Society:** Definition - meaning and characteristics - Culture: Definition, characteristics, structure, functions, reasons for cultural - development and cultural change, subculture, contra-culture. - Status & Role: Types and Characteristics - Social Stratification: Definition, Characteristics, Caste, Class & Race. Social Change: Meaning, Characteristics, Change.

**UNIT – IV**                                                (9 Hours)

**Introduction to Groups:** Definition, Characteristics and Classification of Groups -– Primary groups and Secondary Groups - Social Interaction & Social Process: Competition, Co-operation, Conflict, Accommodation & Assimilation. Socialization: Definition, Characteristics, Types and Agencies of Socializations -Theories of Socialization

**UNIT – V**                                                 (9 Hours)

**Social Institutions**: **Types of Social institutions**: Marriage, Family, Kinship, Religion, Education, Economic system and Judiciary Structural aspects - Norms, Values, Folkways & Mores - Family, Marriage, Education, Economy, Polity, Religion. **Social Problems -** Major Social Problems in India- Causes and factors responsible for social problems, Untouchability, Slavery, Domestic violence, Dowry, Social Movements.

*Case Studies: Some cases of real business world to supplement learning from the course.*

**Text Books**

1. Vidya, Bhushan., Sachdeva, D. (2005). *Introduction to Sociology.* Allahabad: Kitab Mahal.

2. Haralambos. (2014). Sociology: Themes and perspectives. Harper Collins; Eight edition

3. Hurlock, Elizabath B. (1996). *Developmental Psychology-a life span approach.* Tata New Delhi: Mcgraw-Hill Publishing Co. Ltd.

4. Shankar Rao, C. N. (2007). Sociology: Principles of Sociology with an Introduction to Social Thought. New Delhi: S Chand & Co. Ltd.

5. MacIver, R.M., Page, C.H. (2000). Society an Introductory Analysis. New Delhi: Macmillan Publishers India

**Books for References**

1. Madan, G.R. (2002). Indian Social Problems, Mumbai: Allied Publishers Pvt. Ltd

2. Morgan, C.T., King, R.A., Weisz, J.R., & Schopler, J (2004) *Introduction to Psychology.* New Delhi*:* Tata Mc Graw-Hill book Co.

3. Ram Ahuja (2014) Social Problems in India, Third Edition, Rawat Publications

4. Rawat, H. (2007). *Sociology Basic Concepts*. Jaipur: Rawat Publications

5. Shah, G. 1990. Social Movements in India: A Review of Literature. New Delhi: Sage Publications.

6. Zastrow, C. &, K. (2010). *Understanding Human Behavior and the Social Environment*. Chicago: Nelson-Hall.

7. Elgin, F.H.& David, C. (2017), Social Science- An Introduction to the Study of Society. (13th ed.). Newyork: Pearson

8. Hutchison, E. (2007). *Dimensions of Human Behavior: Person and Environment*. Thousan Oaks: Sage Publications, Inc

**Web Resources**

1. www.egyankosh.ac.in/handle/123456789/43

2. https://www.epw.in

3. https://onlinelibrary.wiley.com

4. https://www.frontiersin.org

5. https://sagepub.com

6. https://ir.inflibnet.ac.in

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

S – Strong            M – Medium            L - Low

# SOCIETY AND HUMAN BEHAVIOUR

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PS WME 02 | **SOCIETY AND HUMAN BEHAVIOUR** | **Elective Course – I** | N | - | - | - | 3 | 4 | 25 | 75 | 100 |

| Year | I |
|---|---|
| **Semester** | I |
| **Prerequisites** | **Basic Understanding of Society and Psychology** |

| Learning Objectives | |
|---|---|
| 1 | To understand basic social concepts in the context of changing social phenomenon |
| 2 | To apply the concepts of Sociology in Social Work practice. |
| 3 | To understand the basic concepts in Psychology and Understanding Human Behaviour |
| 4 | To understand the realm of social issues and its Socio- economic linkages and its link with human behaviour |
| 5 | To analyze various dimensions of Social Problems and Sociological response to it |
| 6 | To acquire social work knowledge and competencies |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware of the concepts related to Sociology and Social Work

CO2: To understand various patterns of Social Interaction, social processes and its dimensions

CO3: To understand the basic concepts in Psychology and Human Behaviour

CO4: To Understand Social Stratification and the impact of changing Societies

CO5: To understand various social issues and existing agencies of social control.

CO6: To apply social work competencies to resolve social problems

# SYLLABUS

**UNIT – I**                                                                                    **(9 Hours)**

**Introduction to Sociology and Social Work**: Introduction to Sociology and Social Work - Definition of Sociology, basic concepts- Society, Community Institution, Association - Meaning and Characteristics. Culture- Definition, characteristics and Cultural lag, Role of Culture in Society, Folk ways &Mores. Relationship between Social Work and Sociology and its Significance, Socialization- Meaning, theories of C.H. Cooley and G.H. Mead, Agencies of Socialization. Status and Role- Types &features

**UNIT – II**                                                                                  **(9 Hours)**

**Social Interaction and Social process:** Social Interaction and Social process - Associative and Dissociative Process-types- Conflict, Competition, Accommodation, Assimilation - Characteristics, Similarities and Differences

**UNIT – III**                                                                                **(9 Hours)**

**Basic Concepts of Human Behaviour: Introduction** to Psychology: Definition and branches of Psychology – Psychology for Social Work practice - Sensory Process and Perception: Process of Perception - Learning: Classical Conditioning and Operant Conditioning - Behaviour- Definition –Biological basis of Behaviour, Structure and Functions of the Nervous system, States of Mind-consciousness, hallucinations. Theories of Human Development, Developmental milestones.

**UNIT – IV**                                                                                 **(9 Hours)**

**Social Institutions** & **Social Stratification:** Social Institutions - Marriage, Family, Kinship, Religion, Education, Economic system and Judiciary- Characteristics and Significance. Social Stratification - Features, Caste, Class & Race- Changing trends, Power structure, Social Mobility, Modernization, Globalization, Sanskritization. Social Change - Nature, characteristics factors and theories related to Social Change.

**UNIT – V**                                                                                  **(9 Hours)**

**Social Control:** Social Control-Agencies of Social Control, Conformity & Deviance Social Problems -Major Social Problems in India- Causes and factors responsible for social problems, Untouchability, Slavery, Domestic violence, Dowry, Social Movements.

Case Studies: Some cases of real business world to supplement learning from the course.

**Text Books**

1. Elgin, F.H.& David, C. (2017), Social Science- An Introduction to the Study of Society. (13<sup>th</sup> ed.). New York: Pearson

2. Francis, Abraham, M. (2006). Contemporary Sociology. Oxford Oxfordshire: Oxford University Press

3. Madan, G.R. (2002). Indian Social Problems, Mumbai: Allied Publishers Pvt. Ltd

4. Shankar Rao, C. N. (2007). Sociology: Principles of Sociology with an Introduction to Social Thought. New Delhi: S Chand & Co. Ltd.

5. MacIver, R.M., Page, C.H. (2000). Society an Introductory Analysis. New Delhi: Macmillan Publishers India

**Books for References**

1. Feldman, R.S. (2004). Understanding Psychology (6th Edition), New Delhi, Tata-McGraw Hill.

2. Haralambos. (2014). Sociology: Themes and perspectives. Harper Collins; Eight edition

3. Madan, G.R. (2002). Indian Social Problems, Mumbai: Allied Publishers Pvt. Ltd

4. Morgan, C.T., King, R.A., Weisz, J.R., & Schopler, J (2004) Introduction to Psychology. New Delhi: Tata Mc Graw-Hill book Co.

5. Ram Ahuja (2014) Social Problems in India, Third Edition, Rawat Publications

6. Hutchison, E. (2007). *Dimensions of Human Behavior: Person and Environment*. Thousand Oaks: Sage Publications, Inc

7. Rajendra K Sharma (2007), Social change and Social Control, New Delhi, Atlantic Publishers.

8. Shah, G. 1990. Social Movements in India: A Review of Literature. New Delhi: Sage Publications.

9. Zastrow, C. &, K. (2010). *Understanding Human Behavior and the Social Environment*. Chicago: Nelson-Hall.

**Web Resources**

1. www.egyankosh.ac.in/handle/123456789/43
2. https://www.epw.in
3. https://onlinelibrary.wiley.com
4. https://www.frontiersin.org
5. https://sagepub.com
6. https://ir.inflibnet.ac.in

### MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | S    | S    | M    |
| CO2  | S    | S    | S    | M    | S    |
| CO3  | S    | M    | S    | S    | S    |
| CO4  | S    | S    | S    | S    | S    |
| CO5  | S    | S    | M    | S    | S    |
| CO6  | S    | S    | S    | S    | S    |

**S – Strong**　　　　**M – Medium**　　　　**L - Low**

# COMMUNICATION FOR SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW AE01 | COMMUNICATION FOR SOCIAL WORK | Ability Enhancement Compulsory Course Soft Skill – I | Y | - | - | - | 2 | 2 | 25 | 75 | 100 |

| Year | I |
|---|---|
| Semester | I |
| Prerequisites | Basic Understanding of Communication |

| Learning Objectives | |
|---|---|
| 1 | To understand the nuances of communicating with the clientele systems |
| 2 | To learn the skills and strategies of group discussion |
| 3 | To enhance the skills required for attending interviews |
| 4 | To develop a perspective of different types of professional writing |
| 5 | To acquire the required non-verbal communication skills |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To identify the significance of public speaking

CO2: To demonstrate the skills of group discussion

CO3: To apply the knowledge and skills of facing interviews

CO4: To analyse and develop writing skills required for social work practice

CO5: To evaluate the impact of body language on communication

CO6: To develop the communication skills as a whole

# SYLLABUS

**UNIT – I**                                                                                     **(6 Hours)**

**Public Speaking:** Power of public speaking; Developing Confidence; Planning; Preparation; Successful and effective delivery of Speech

**UNIT – II**                                                                                    **(6 Hours)**

**Group Discussion:** What is a group discussion; Why are group discussions held? Preparation for group discussions; Skills for effective preparation; Traits tested in a group discussion; Initiating the group discussion; Non-verbal communication in group discussion; Types of group discussions

**UNIT – III**                                                                                   **(6 Hours)**

**Interviews:** Interviews in the $21^{st}$ century; Developing an Interview strategy; Taking care of details; Practising for interviews; During the interview; Stress Interviews; Traditional interviews

**UNIT – IV**                                                                                    **(6 Hours)**

**Writing skills:** Basics of writing; Writing paragraphs; Writing letter and e-mails; Writing research articles; Report writing; Writing a CV

**UNIT – V**                                                                                     **(6 Hours)**

**Non-verbal Communication:**

What is Body Language? Types of Non-verbal Communication – Facial expression, Body movement & posture, Gestures, Eye contact, Touch, Space, Voice; Evaluating non-verbal signals

| Text books |
| --- |
| 1. Sanghita Sen, Alanrita Mahenda, Priyadarshini Patnaik (2015). Communication and Language Skills, Cambridge University Press |
| 2. V. Sasikumar, P. Kiranmayi Dutt, Geetha Rajeevan (2007). Listening and Speaking, Foundation Books |
| 3. Sabina Pillai (2018). Spoken English for My World, Oxford University Press |

4. Geetha Rajeevan (2012). Write Rightly, Foundation Books

5. Steve Hart, Aravind R Nair, Veena Bambhani (2016). EMBARK, Cambridge University Press

6. Wren & Martin (2020), High School English Grammar, Blackie

**Books for References**

1. Dasarda, Sheetal. (2015). Master the Group Discussion & Personal Interview. Chennai: Notion Press.
2. Lees, John. (2017). Knockout Interview. UK: OPU
3. Lundlow, Ron and Fergus Panton. 1995. Effective communication. New Delhi: Prentice-Hall of India Private Ltd.
4. Mathur, Dinesh. (2018). Mastering Interviews and Group discussion. Chennai: CBS Publishers
**5.** William, Phil. (2018). Advanced Writing skills for students of English. Rumain publishing

**Web Resources**

1. https://www.inc.com/deborah-grayson-riegel/how-to-use-notes-when-public-speaking-without-losing-your-audience.html

2. https://www.coursera.org/articles/public-speaking

3. https://www.simplilearn.com/group-discussion-tips-article

4. https://www.helpguide.org/articles/relationships-communication/nonverbal-communication

5. https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/writing_the_cv.html

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| CO1 | S | S | M | S | M |
| CO2 | S | M | S | S | M |
| CO3 | M | S | S | S | M |
| CO4 | S | S | S | M | S |
| CO5 | S | S | M | S | S |

**S – Strong**             **M – Medium**             **L - Low**

# RURAL CAMP

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWPC01 | RURAL CAMP | Professional Competence Course | - | - | Y | - | 1 | 2 | 50 | 50 | 100 |

| Year | I |
|---|---|
| Semester | I |
| Prerequisites | Basic Understanding of the Social Work Methods |

| Learning Objectives | |
|---|---|
| 1 | To understand the socio-economic and cultural conditions of rural life and work collaboratively as a team with a positive approach. |
| 2 | To integrate into practice, essential life values, like simple living, living with minimal facilities, and putting into practice the concept of dignity of labour and self-discipline. |
| 3 | To facilitate exposure by working with underprivileged citizens, including children, women, youth, and senior citizens, as well as oppressed groups including Dalits, bonded laborers, and tribal people. |
| 4 | To develop suitable skills in processes like decision-making, planning, Organising, and executing plans of action, coordinating, recording and report writing. |
| 5 | To utilize street theatre and other types of traditional art forms to create awareness on social issues |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To understand the key features of rural life and its realities

CO2: To illustrate skills for group living and interpret its dynamics.

CO3: To demonstrate skills for organizing, planning, execution of tasks, identifying and mobilizing resources.

CO4: To be sensitive to the socio-political and cultural implications in rural life, more specifically, among the marginalized and vulnerable groups.

CO5: To design and create contextual programmes to address rural concerns affecting the locality.

CO 6: To develop Professional Skills and utilised it in the field.

# SYLLABUS

## PHASE – I: Pre-Camp and Form Committees

- Identify & Form Committees
- Describe Committee Roles & Member'sResponsibilities
- Engage in Committee Tasks
- Involve in Pre-Camp Planning

## PHASE – II: Pilot Visits & Finalization ofCamp Site

- Prepare for Pilot Visits
- Undertake the Visits
- Present & engage in Critical Evaluation

## PHASE – III: Finalization of Camp Theme& Camp Schedule

- Engage in analytical evaluation andfinalization of camp theme
- Draft the Camp Schedule
- Demonstrate Leadership Initiatives

## PHASE – IV: On-Camp Phase

- Accomplishment of Course Objectives
- Analysis on Rural Socio-Political &Economic Realities
- Hands-on Exposure to Participatory Rural Appraisal
- Inputs on Local Governance & Administration through Local Leaders
- Engage in Manual Labour
- Involve in Community Visits-Interactionwith People & Subsequent assessments
- Be part of Various Teams to execute
- Rural Camp related tasks
- Participate in evolving need-based programmes using theatre skills & indigenous folk arts to address concerns
- observed in the community
- Appreciate the need for Group Living
- Practice the art of accommodativereciprocal symbiosis
- Contextual Self-Reflection Self-Analysis
- & Sharing of consolidated and cumulative understanding of the processand outcome
- Develop for Professional Development

**PHASE – V: Post Camp Phase**

- Integrative Understanding on the Process and Procedures of Rural Realities & Group Living
- Reflective Evaluation
- Individual Analytical Report
- Group Presentation
- Consolidated Batch Report

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | S    | S    | M    |
| CO2  | S    | S    | S    | M    | S    |
| CO3  | S    | M    | S    | S    | S    |
| CO4  | S    | S    | S    | S    | S    |
| CO5  | S    | S    | M    | S    | S    |
| CO6  | S    | S    | S    | S    | S    |

**S – Strong**                **M – Medium**                **L - Low**

# SEMESTER II

# COMMUNITY ORGANIZATION AND SOCIAL ACTION

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CT04 | **COMMUNITY ORGANIZATION AND SOCIAL ACTION** | **Core Course - IV** | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | I |
|---|---|
| **Semester** | **II** |
| **Prerequisites** | **Basic Understanding of Community Organization and Social Action** |

| Learning Objectives | |
|---|---|
| 1 | To understand the use and practice of community organization in various fields of social work |
| 2 | To understand various phases and models of Community Organization |
| 3 | To learn to apply Community Organization and Social Action as Methods of Social work. |
| 4 | To apply the models of Community |
| 5 | To develop skills and attitudes for participatory Community work and Social Action |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware of the concepts related to Community Organization

CO2: To apply community Organization as a method of Social work in various settings.

CO3: To understand and apply various Models of Community Organization

CO4: To understand the role of social work in Social Action and Social Reform for Social Development

CO5: To critically analyse Social Movements from various dimensions.

CO6: To apply Social Action as a method of Social Work

# SYLLABUS

**UNIT – I**                                                         (12 Hours)

**Community Organisation:** Community Organisation**:** Concept, Definition, History, Objectives, Goals and Components, Principles, community practice and community development. Community organization as a primary method of social work. Methods of Community Organization, Community Mobilization, Community Identification and diagnosis, Process and Phases of Community Organisation - Community Relationship, Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification and continuation.

**UNIT – II**                                                        (12 Hours)

**Application of Community Organization Practice in Various Settings:** Application of Community Organization : Health, Education, Residential institutions, Livelihood and work, Natural resource management, Sustainable development, Working with tribal population, Disability, Working with rural and urban vulnerable communities, displaced population and rehabilitation, disaster response.Community organisation as a social work process; Role and Skills of Community Organizer; Differentiating Community Organisation and Community Development.

**UNIT – III**                                                       (12 Hours)

**Models of Community Organisation:** Models of Community Organisation **-**Jack Rothman's 3 Models: Locality Development, Social Planning and Social Action; Mary Weil's Eight models; and Neighbourhood development model - System change Model - Structural change model

**UNIT – IV**                                                        (12 Hours)

**Social Action- As a method of Social Work:** Social Work and Social Action**:** Concept, Objectives, Principles of Legitimisation, Credibility building, Multiple strategies, Dramatization. Social Action in relation to Case work, Group Work, Social Work Research, Community Organisation and Social Welfare Administration, Methods and Means of Social Action -Research, Propaganda, Use of Mass media. Scope of Social Action in India

**UNIT – V**                                                                                  **(12 Hours)**

**Social Problems and Social Action:** Role of Social Worker in Social Action: Social Activists and Social Action Groups with their significance of existence in India. Skills involved in Social Action- Analytical &Research Skills, Managerial, Intervention skills, Problem Skills and Training Skills. Social Movements. Approaches to Social Action- Freire, Gandhi (Sarvodaya), Alinsky, Radical social work; Rights based approach. Strategies for Social Action from various Social Movements. Indian Social Movements - Bhoodan, Satyagraha Gramdan, Narmada Bachao Andolan – The Singur Issue, Bodo and Gurkhaland Issues, Anna Hazare and the Aam Admi Movement.

*Case Studies: Some cases of real business world to supplement learning from the course.*

**Text Books**

1. Christopher, A.J, & William, A.T. (2009). Community Organization and Social Action. New Delhi: Himalaya publishing.

2. Chowdhry, D. Paul (1992), Introduction to Social Work, Atma Ram & Sons, Delhi.

3. .Datar et al. 2010. Skill Training for Social Workers: A Manual. New Delhi: Sage Publications

4. Erlich L, J. (1987). Strategies of Community Organisation. Illinois: F.E. Peacock Publishers

5. Gamble, D. N., and Weil, M. 2010. Community Practice Skills: Local to Global Perspectives. New York: Columbia University

**Books for References**

1. Gangrade, K.D. 2001. Working with Community at the grass root level: Strategies and programmes. New Delhi: Radha Publications

2. Hardcastle, D., Powers, P. and Wenocur, S. (2011). Community Practice: Theories and Skills for Social Workers. New York: Oxford University Press.

3. Jack Rothman, etal. (2001). Strategies of community interventions & Macro practices – Peacock Publications, 6th Edition

4. Ross Murray G, Community Organisation: Theory and Principles, Harper and Row Publication New York, 1985

5. Siddhiqui, H.Y. (1997). Working with community. New Delhi: Hira Publications.

**Web Resources**

1. https://egyankosh.ac.in/handle/123456789/28953
2. https://www.ignou.ac.in
3. https://www.researchgate.net
4. https://www.socialworker.com
5. https://ctb.ku.edu

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

**S – Strong          M – Medium          L - Low**

# SOCIAL WORK RESEARCH AND STATISTICS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT05 | SOCIAL WORK RESEARCH AND STATISTICS | Core Course - V | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | I |
|---|---|
| Semester | II |
| Prerequisites | Basic Understanding of Social Problems |

| Learning Objectives | |
|---|---|
| 1 | This course will deal with research problems, construction of hypotheses, testing, researchdesigns, sampling concepts, etc. |
| 2 | The probability and non-probability methods are used to help a researcher make conclusions orarrive at decisions at a larger group. |
| 3 | This course will help in learning the types of social work research that are commonly used. |
| 4 | This course is the process that throws light on the research works during data collection, andcodification and interpretation of the data. |
| 5 | This explains and interprets a variety of hypotheses to aid the decision-making process in aresearch context |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To aware an in-depth knowledge on Social Work Research.

CO2: To understand the clarity on the research methods and processes.

CO3: To articulate the student to Identify and Formulate the Research problem and Literature review and usage of Methodology.

CO4: To analyze and apply Statistics applications and Software packages, make data entry and interpret the results.

CO5: To evaluate implications of Research in various settings of Social Work.

CO 6: To develop the Research Projects in Social Work.

# SYLLABUS

**UNIT – I** (12 Hours)

**Introduction to Social Work Research:** Social Work Research: Concept, Definition, Objectives, Scope, Characteristics and Functions –Types of Research: Pure and Applied Research – Difference between Social Work Research and Social Research. Scientific method in Social Work Research – Need and importance of evidence-based practice. Ethical issues in Social Work Research – Formation of Ethics Committee.

**UNIT – II** (12 Hours)

**Basic Elements of Scientific method:** Basic Elements of Scientific method: Concept, Variable, Facts and Theory. Cause-Effect relationship and relevance to Social Work Research. Identification and Formulation of Research Problems, Construction of Hypothesis and testing, Research Designs.

**UNIT – III** (12 Hours)

**Research Methodology:** Sampling: Concept, Definition and Importance – Techniques of Sampling: Probability and Non-Probability sampling – Sources and Types of Data - Methods and Tools of Data Collection – Qualitative and Quantitative Research methods, Participatory Research methods. Pre-test and pilot study, Scaling techniques: Reliability and Validity – Data Processing: Coding, Editing, Tabulation, Analysis and Interpretation – Research Reporting, Preparation of Research Proposals.

**UNIT – IV** (12 Hours)

**Statistics:** Meaning, Need, Importance, and limitations of Statistics in Social Work Research – Frequency Distribution - Construction of Frequency Tables- Diagrammatic and Graphical Representation. Measures of Central tendency: Mean, Median and Mode - Measurers of dispersion: Range, Quartile deviation, Standard deviation - Test of significance: t-test, Analysis of Variance (ANOVA), Chi-Square test – Correlation.

**UNIT – V** (12 Hours)

**Computer Applications in Social Research:** Computer Applications in Social Research - Use of Computers for Data Analysis – Introduction to Statistical Package for Social Sciences (SPSS)/R: Introduction, basic steps, defining data, data entry, data transformation, and data analysis - Statistical application.

**Text Books**

1. Alston M, Bowles W, 2012, Research for Social Workers, An introduction to methods,3$^{rd}$ Edition, Australian Publications, Australia.

2. Adams J, Khan, Robert and David, 2007, Research methods for Graduate Business andSocial Science Students, SAGE Publications, New Delhi.

3. Chakraborty D, 2009, Research Methodology, Saurabh Publishing, New Delhi.

4. Chandra S, SharmaKr.M,2013, Research Methodology, Narosa Publications, New Delhi.

**5.** Jain G L,2003, Research Methodology, Methods, Tools and Techniques, Mangal Deep Publications, Jaipur.

6. Kothari C R, 2006, Research Methodology Methods and Techniques, New Age International, New Delhi.

**7.** Pathak R P, 2007, Statistics in Educational Research, Kanishka Publishers, New Delhi.

**Books for References**

1. Anand S, 2002, Research Methods and Techniques in Social Science, CommonwealthPublishers, New Delhi.
2. Ahuja R, 2010, Research Methods, Rawat Publications, Jaipur.
3. Anderson, D. R. (2014). Statistics for learners of Economics and Business. Boston: Cengage Learning.
4. Bryman A,2004, Social Research Methods, Oxford University Press, New York.
5. Babbie E, 2013, The Practice of Social Research, 13$^{th}$ Edition Cengage Learning, USA.
6. Babbie E, Hally F, Zaino J, 2000, Adventures in Social Research, Data Analysis Using SPSS For Windows 95/98, Pine Forge Press, California.
7. Bhandariar P L, Wilkinson T S, Das LalD K, 2000, Methodology and Techniques of Social Research, 16$^{th}$ Edition, Himalaya Publishing House, Mumbai.
8. Bryderup M I, 2008, Evidence Based and Knowledge Based Social Work: Research Methods and Approaches in Social Work Research, Aarhus University Press, Denmark.

9.  Chhapekar R, 2004, A Text book of Social Research, Dominant Publishers and Distributors, New Delhi.

10. CorbyB, 2006, Applying Research in Social work Practice, Tata McGraw Hill Education, New Delhi.

11. Cohen L, Manion Land Morrison K, 2007, Research Methods in Education (6th Edition), Routledge, London, UK.

12. Dawson C, 2010, Introduction to Research Methods, A practical guide for anyoneundertaking a Research Project, Viva Books, New Delhi.

13. Das Lal, 2008, Research Methods for Social work, Rawat Publications, New Delhi.

14. Deshprabhu S, 2000, Sociological Research, Kanishka Publishers & Distributors, NewDelhi.

15. Garg, Renu, Slochana, Umesh, 2002, An Introduction to Research Methodology, RBSA Publishers, Jaipur.

16. Gupta B L, 2010, Research studies in Staff Development, Mahamaya Publishing house,New Delhi.

17. Gupta, S. P., & Gupta, A. (2014). Business Statistics: Statistical Methods. New Delhi: S. Chand Publishing.

18. Gopalan R, 2005, Thesis Writing, Vijay Nicole imprints Pvt. Ltd. Chennai.

19. .

20. Kumar R,2005, Research Methodology, SAGE Publications, London.

21. Mukherji P N, 2000, Methodology in Social Research, Dilemmas and Perspectives,SAGE Publications, New Delhi.

22. Majumdar P K,2005, Research Methods in Social Science, Viva Books Ptv. Ltd, NewDelhi.

23. Pawar B S, 2009, Theory building for Hypothesis Specification in Organizational Studies, Response Books, New Delhi.

24. RajathiA, Chandran P, 2010, SPSS for you, MJP Publications, Chennai

25. Ruane JM, 2005, Essentials of Research Methods, Blackwell Publishing, Australia.

26. RavilochananP,2002, Research Methodology, Margham Publications, Chennai.

27. Singh S P 2002, Research Methods In Social Sciences, A Manual for Designing Questrionaires, Kanishka Publishers, New Delhi

28. TripathiPC, 2010, Research Methodology in Social Sciences, Sultan Chand and Sons,New Delhi.

29. Uwe Flick, 2009, An Introduction to Qualitative Research, 4th Edition, SAGE Publications, New Delhi.

30. Vijayalakshmi G, Sivapragasam C, 2008, Research Methods, Tips and Techniques,MJP Publishers, Chennai.

**Web Resources**

1. www.campbellcollaboration.org

2. www.cochrane.org

3. www.rip.org.uk

4. https://abhatt@usf.edu

5. https://www.cengage.com

6. https://oxfordbibliographies.com

7. https://www.ignou.ac.in

8. https://www.jsscacs.edu.in

### MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | S    | S    | M    |
| CO2  | S    | S    | S    | M    | S    |
| CO3  | S    | M    | S    | S    | S    |
| CO4  | S    | S    | S    | S    | S    |
| CO5  | S    | S    | M    | S    | S    |
| CO6  | S    | S    | S    | S    | S    |

**S – Strong**          **M – Medium**          **L - Low**

# SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATIONS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CT06 | **SOCIAL WELFARE ADMINISTRATION, SOCIAL POLICIES AND SOCIAL LEGISLATIONS** | **Core Course - VI** | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | I |
|---|---|
| Semester | II |
| Prerequisites | **Basic Understanding of social policies & legislations** |

| Learning Objectives | |
|---|---|
| 1 | To understand the basic concepts of social welfare administration. |
| 2 | To make aware of the registration of NGOS |
| 3 | To acquire knowledge about social work agencies |
| 4 | To describe social policy, planning and programmes |
| 5 | To know the social legislation |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: Acquire knowledge about social welfare administration and structure of social welfare administration in India.

CO2: Acquire application knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession

CO3: Describe the structure of social welfare administration in India and social welfare programmes
and policies.

CO4: Describe the understanding of the nature of social policy, planning and development in India

CO5 Critical analysis social legislation enforcement and challenges

CO6: To enhance the knowledge on the government department and NGOs function for

| development of the people. |
| --- |

## SYLLABUS

**UNIT – I**                                                    **(12 Hours)**

**Social Welfare Administration:** Meaning and definition of Social Welfare Administration and Social Work administration; Purpose, historical development. principles, functions and areas (Policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase and stock keeping, record maintenance, co-ordination, public relation, monitoring and evaluation, research, annual report);

**UNIT – II**                                                   **(12 Hours)**

**Social Welfare Agencies:** Development of Social Welfare in India; Voluntary Social Work. Social Agencies: Meaning, definition, type and models of NGOs; Roles of NGOs in National Development. Types of NGO Registration and procedure; Societies Registration Act 1860, Indian Trusts Act 1882 and Companies Act, 2013.

**UNIT – IIII**                                                  **(12 Hours)**

**Governmental Schemes on Social Welfare**. Social Welfare Administration at national, state and local levels; CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare and Handicapped Welfare. Social welfare policy: Evolution and Constitutional base, policies & programmes for the Weaker Section of the community (women, Children, Aged, handicapped & other backward caste (OBCs), Scheduled Caste (SCs), Scheduled Tribes (STs) and De-Notified Communities.)

**UNIT – IV**                                                   **(12 Hours)**

**Social Planning and Social Development:** Social planning and community planning, Need and importance. Planning machinery at the state & National levels; Five-year plans; Social development: Concept and indicators for social change and social development in India.

**UNIT – V**                                                    **(12 Hours)**

**Social Legislation**: Definition and role legislation in social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy; laws related to Laws Related to Marriage: Hindu, Muslim, Christian, and Personal Laws Relating to Marriage.: Laws Relating to Divorce, Minority, and Guardianship; Adoption, Succession, and Inheritance. Legislation Relating to Social Problems such as Prostitution, Juvenile

Delinquency, Women Harassment Child Labour, Untouchability, Physical, and Mental Disabilities.

*Case Studies: Some cases of real business world to supplement learning from the course.*

**Text Books**

1. Karen M. Sowers Catherine N. Dulmus (2008) Comprehensive Handbook of Social Work and Social Welfare, published by united states ISBN 978-0-471-76997-2

2. Paul D Chowdhry (1992) Social Welfare Administration, Atma Ram & Sons , ISBN-13 : 978-8170431145.

3. Sachdeva, D.R.social welfare administration in India ( 2018) Kitab Mahal; Standard Edition , ISBN-13 : 978-8122500851

4. Sanjay Bhattacharya (2006) Social Work Administration and Development Rawat Publication, ISBN-13 : 978-8170339267

5. Shunmugavelayutham K (1998) Social Legislations and Social Change, Valga Valamudan pub, Chennai.

**BOOKS FOR REFERENCES**

1. Choudry, Paul (1979), Social Welfare Administration, Atma Ram & Sons,Delhi.

2. Choudry Paul, (1979) Hand book on social welfare in India, Sterling Pub, New Delhi.

3. Dennison.D & Chepman, Valeries Social policy and Administration, George A and Unwin,London.

4. Dubey S.N. (1973) Administration of social welfare programmes in India, Somaiya Pub, Bombay.

5. Dubey S.N. & Murdia (1976) Administration of policy and programmes for Backward classess in India, Somaiya Pub, Bombay.

6. Gangrade, K.D(2011) Social legislation in India Vol.I&II, New Delhi: Concept publishing Company

7. Goel. S L & R K Jain (2000) Social Welfare Administration (Vol. I & II); Deep & Deep Publications

8. Jagadeesan.P.(1990) Marriage and Social legislations in Tamil Nadu, Elachiapen Pub, Chennai.

**Web Resources**

1. https://socialjustice.gov.in/
2. https://vikaspedia.in/social-welfare
3. https://rtuassam.ac.in/online/staff/classnotes/files/1624631410.pdf
4. https://wcd.nic.in/
5. https://main.mohfw.gov.in/

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S    | S    | S    | S    | M    |
| CO2 | S    | S    | S    | M    | S    |
| CO3 | S    | M    | S    | S    | S    |
| CO4 | S    | S    | S    | M    | S    |
| CO5 | S    | S    | M    | S    | S    |
| CO6 | S    | S    | S    | M    | S    |

**S – Strong**          **M – Medium**          **L - Low**

# HUMAN RESOURCE MANAGEMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT07A | HUMAN RESOURCE MANAGEMENT | Core Course – VII | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | I |
|---|---|
| Semester | II |
| Prerequisites | Basic Understanding of Management and Industry |
| Learning Objectives | |

| 1 | To inculcate the knowledge on Human Resource Management. |
|---|---|
| 2 | To understand the various sub-system of Human Resource Management |
| 3 | To gain competencies needed for Human resources professional |
| 4 | To develop the methods for the Human Capital Development. |
| 5 | To enhance the knowledge of the process and recent trends in Human Resource Management. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To aware an in-depth knowledge on the process of Human Resource Management.

CO2: To understand the suitable interventions on Human Resource Management practice.

CO3: To articulate the budding HR Professionals to meet the challenges in the industries in the modern era.

CO4: To analyse the appropriate methods for the human capital development and retention of employees.

CO5: To evaluate the recent trends and advances in Human Resource Management.

CO6: To adapt the future perspectives of Human Resource Management in Global business world.

# SYLLABUS

**UNIT – I**                                                                   (12 Hours)

**Management and Human Resource Management:** *Management*: Concept, Principles Functions and Management Gurus. *Human Resource Management*: Concept, Definitions, Scope and objectives. Organization Structure and Function – Line and staff relations of Human Resource Management. HR Business Partnering, Qualities and Role of HR Manager.

**UNIT – II**                                                                  (12 Hours)

**Human Resource Planning and Talent Acquisition:** *Human Resource Planning*: Concept and objectives and Process. Job Analysis, Job Description, Job Specification, Job Design and Job Enrichment. Career planning and Career paths; Job rotation. Talent Acquisition, Talent Development and Talent Engagement.

**UNIT – IIII**                                                                (12 Hours)

**Recruitment and Selection:** *Recruitment* - Concept, Meaning, Objectives, Sources and Process. Employment terms Recruitment Policy. *Selection* - Concept, Meaning and Objectives. Selection Process, Psychometric Assessment. Induction, Placement, probation and confirmation. *Compensation Management*: Salary Structure and Components of Compensation. Factors influencing compensation plans and policies. Types of Pay. Job Evaluation – Fixation of salary, Components of Salary. Pay for performance – Incentive Schemes, Principles and Types, Employees Stock Option Plan, compensation survey/ Review. Types of Employee Categories.

**UNIT – IV**                                                                  (12 Hours)

**Human Capital Development:** *Learning and Development*: Concept, objectives, steps and Process - Types of Training Methods: On-the Job and Off-the Job. Training need analysis – competencies: Expectation Vs Actual, Identifying gaps. Developmental Needs for current and future jobs. HR Compliances. *Performance Appraisal System*: Concept, Objectives and Importance – Methods of Performance Appraisal: Traditional and Modern Methods. *Talent Retention and Separation*: Attrition: Concept and Factors influencing Attrition. Transfer: Concept and Types. Talent Retention: Concept, importance and strategies. Separation: concept and methods of Separation – Exit Interviews: Need and Importance. Voluntary Retirement Scheme.

**UNIT – V**                                                      **(12 Hours)**

**Recent Trends and Advances in Human Resource Management:** *Recent Trends in Human Resource Management*: Artificial Intelligence (AI) and Machine Learning, Employee Wellness Programmes, Learning Management System (LMS), Fluid Task Management with Gig Economy, Work from Home (WFH). *Advances in Human Resource Management* : Corporate Social Responsibility, Benchmarking, Balanced Scorecard, Six Sigma, Kaizen, 5 S Method, Human Resource Accounting and Auditing, Human Resource Information System, Business Process Reengineering, Total Productivity Maintenance (TPM), Total Quality Management (TQM), International Organization for Standardization (ISO), Human Resource Management in Global Perspective, Future of Human Resource Management.

*Case Studies: Some cases of real business world to supplement learning from the course.*

**Text Books**

1. Bernadin John H, 2012, Human Resource Management, New York: McGraw Hill.
2. Dwivedi. R.S, 2009, A Textbook of Human Resource Management, New Delhi, Vikas Publication House Pvt Ltd
3. Ivancevich, 2012, Human Resource Management, New York: McGraw Hill.
4. Mahajan. J P & Reeta, 2016, Human Resource Management, Noida, Vikas Publishing house.
5. Rao V.S.P 2000 Human Resource Management, New Delhi: Sage Publications.

**Books for References**

1. Andrew J. Dubrin, 2012 Essentials of Management, New York: Thomson Southwestern
2. ChatteIjee, Bhaskar 1999 The Executive Guide to Human Resource Management, New Delhi: Excel Books.
3. Ivancevich, 2012, Human Resource Management, New York: McGraw Hill.
4. Gary Dessler, 2018, Fundamentals of Human Resource Management, Noida, Pearson Publications.
5. Gary Dessler and Biju Varrkey, 2020, Human Resource Management, Noida, Pearson Publications.
6. Mahajan. J P & Reeta, 2016, Human Resource Management, Noida, Vikas Publishing house.
7. Mathur, B.L.,1989 Human Resource Development Strategies, Approaches and Experiences. Jaipur: Arihant Publishers.
8. Monir Tayeb. 2007, International Human Resource Management. New York: Oxford University Press.
9. Pareek, Udai and Rao, T. V, 1982, Designing and Managing Human Resources, New Delhi, Oxford & IBH.
10. Rao V.S.P 2000 Human Resource Management, New Delhi: Sage Publications.

11. Rudrabasavaraj, M. N. 1986, Cases in Human Resource Management, Bombay: Himalaya Publishing House.
12. Sandra M. Reed, Dave Ulrich, 2017, A Guide to the Human Resource Body of Knowledge, New Jersey, John Wiley & Sons Publishing Company.
13. Singh PN 1992, Developing and Managing Human Resource, Mumbai, Suchandra Publications.

**Web Resources**

1. https://www.thehrdirector.com/
2. https://www.whatishumanresource.com/
3. https://www.aihr.com/blog/human-resource-basics/
4. https://www.shrm.org/
5. https://www.citehr.com/
6. https://www.hrbartender.com/
7. https://www.hrmorning.com/

### MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | S    | S    | M    |
| CO2  | S    | S    | S    | M    | S    |
| CO3  | S    | M    | S    | S    | S    |
| CO4  | S    | S    | S    | S    | S    |
| CO5  | S    | S    | M    | S    | S    |
| CO6  | S    | S    | S    | S    | S    |

**S – Strong**               **M – Medium**               **L - Low**

# MENTAL HEALTH AND PSYCHIATRIC DISORDERS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT07B | **MENTAL HEALTH AND PSYCHIATRIC DISORDERS** | **Core Course – VII** | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| **Year** | **I** |
|---|---|
| **Semester** | **II** |
| **Prerequisites** | **Basic Understanding of Mental illness and Assessment** |

| **Learning Objectives** | |
|---|---|
| 1 | To acquire in-depth knowledge on Mental Health and Mental illness. |
| 2 | To understand the attitudes and belief pertaining to mental illness |
| 3 | To impart skills on psychiatric assessment |
| 4 | To acquire knowledge of the phenomenology, symptomatology, and treatment of Common Mental Disorders. |
| 5 | To acquire knowledge in legislation related to mental health. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To understand the concept of Mental Health

CO2: To evaluate the client using psychiatric assessment tools

CO3: To know the various mental health issues in the community

CO4: To apply the phenomenology, symptomatology, and treatment of common mental disorders.

CO5: To use legislation appropriate to Mental Health related issues.

CO6: To effectively identify Mental Disorders

# SYLLABUS

**UNIT – I**                                                (12 Hours)

**Concept of Mental Health:** Normality & Abnormality, Concept of Mental Health, History of Psychiatry, Mental Health in India, Biopsychosocial Model. Socio-cultural factors in Psychiatry. Magico-religious practice

**UNIT – II**                                                (12 Hours)

**Psychiatric Assessment:** Psychiatric Interviewing - Case History Taking and Mental State Examination, Psycho-Social and Multidimensional Assessment, Use of Mental Health Scales in assessment. Disability Assessment (IDEAS).

**UNIT – IIII**                                                (12 Hours)

**Common Mental Disorders & Classification:** Classification of mental Disorders – ICD 10, DSM V, ICF. Clinical Signs, Symptoms, Causes and Treatment of the following Common Mental Disorders: Neurocognitive Disorders, Personality Disorders, Schizophrenia, Bipolar and related disorders and Depressive Disorders

**UNIT – IV**                                                (12 Hours)

**Neurotic stress related disorders other disorders:** Anxiety Disorders, Dissociative & Somatoform Disorders, Eating disorders, Elimination disorders, Conduct Disorders, Sleep-Wake Disorders, Sexual disorders, Substance-related and Addictive Disorders, Neurodevelopmental disorders

**UNIT – V**                                                (12 Hours)

**Legislations related to Mental Illness:** Mental Health Care Act 2017, Rights of Persons with Disabilities (RPWD) Act 2016, Narcotic drugs and Psychotropic Substances Act 1985.

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**Text Books**
1. American Psychiatric Association, 2013, Diagnostic and Statistical Manual of Mental Disorders DSM-5
2. Ahuja Niraj (2011), A short textbook of psychiatry, 7th Edition, Jaypee Brothers Medical Publishers (P) Ltd, New Delhi.
3. Coleman, & James, (1996). *Abnormal Psychology Modern Life*. Mumbai: Tarapore Vala and Sons.
4. Francis, Abraham P. (Ed.) (2014) *Social Work in Mental Health – Areas of Practice, Challenges & Way Forward.* Sage.
5. Kaplan, Harold, I., & Sadock, B.J., (1989). *Comprehensive Text Book of Psychiatry*. London: Williams & Wilkins, Baltimore.

**Books for References**

1. American Psychiatric Association (1994). *Diagnostic Criterion from DSM-IV*. Washington DC: American Psychiatric Association

2. Bhugra, Gopinath., & Vikram Patel., (2005). *Handbook of Psychiatry- A South Asian Perspective*. Mumbai: Byword Viva Publishers Pvt. Ltd.

3. Diagnostic Criteria for Research, AITBS Publishers and Distributors, Delhi

4. Kapur, M., (1995). *Mental Health of Indian Children*. New Delhi: Sage Publications.

5. Mane, & Gandevia., (1998). *Mental Health in India: Issues and Concerns*. Mumbai: Tata Institute of Social Sciences.

6. Mangal S.K(2015), Abnormal Psychology, Sterling Publishers (p) Ltd, New Delhi.

7. The ICD-10 Classification of Mental and Behavioural disorders (2004), A.I.T.B.S. Publishers & Distributors, New Delhi.

**Web Resources**
1. https://www.who.int/classifications/icd/en/bluebook.pdf
2. https://cdn.website.editor.net/30f11123991548a0af708722d458e476/files/uploaded/DSM%2520V.pdf
3. Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf
4. http://nhm.gov.in/images/pdf/programmes/NMHP/Training_Manuals/Hand_Book-Guide_to_Mental_Health_for_Social_Worker.pdf
5. https://courses.lumenlearning.com/abnormalpsychology/

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| CO1 | S | S | S | S | S |
| CO2 | S | S | S | S | S |
| CO3 | S | S | M | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

**S – Strong          M – Medium          L - Low**

# NGO MANAGEMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CT07C | **NGO MANAGEMENT** | **Core Course – VIII** | Y | - | - | - | **4** | **6** | **25** | **75** | **100** |

| Year | I |
|---|---|
| **Semester** | **II** |
| **Prerequisites** | **Basic Understanding of NGO Management** |

| Learning Objectives | |
|---|---|
| 1 | To deliver the application for organisation development |
| 2 | To impart necessary skill for the management of organizations |
| 3 | To provide an understanding of the policies and procedures involved in establishing and maintaining Non-governmental organisation |
| 4 | To inspire students to adopt a critical perspective on NGO management |
| 5 | To provide an understanding about legal aspects of NGO management. |

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**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: Classify the fundamentals of Management and distinguish between Profit and Non-Profit

organisations.

CO2: Explain the different legislations for Non-profit organisation.

CO3: Describe the NGO Registration procedure and identify how to run the NGOs effectively.

CO4: Prepare the fund-raising techniques and develop proposal writing skills.

CO5: Critically analyse and understand the key issues and challenges facing NGOs.

CO6: Apply a variety of tools to the development of NGO structure, personnel management, and

other key areas in NGO management.

# SYLLABUS

**UNIT – I**                                                    **(12 Hours)**

**Fundamentals of Management:** Introduction Management: Definition, Nature, Functions (Planning, Organizing, Staffing, Directing, Leading, Controlling and Coordination), Levels of Management – Top, Middle and low level and Market). Managerial skills: Conceptual, Technical and Human Relation Skills. Introduction to NGO management: Concepts, History and Characteristics and categories of NGO and Difference between the profit and non-profit organisation.

**UNIT – II**                                                   **(12 Hours)**

**NGO Registration Procedure**: Memorandum and Article of Association, Formation of NGO as Trust, Formation of NGO as Society and Formation of NGO under section 25 of Company act**,** Foreign contribution (regulation)Act & amendment rules 2022.

**UNIT – III**                                                  **(12 Hours)**

**Governance of NGOs:** Principles for NGOs Management, Governing Body, Resolution, Minutes, AGBM, and Organizational Culture. Financial Management and budgeting, Maintenance of Accounts and assets. Basics of office administration, Documentation of activities and projects.

**UNIT – IV**                                                   **(12 Hours)**

**Management of NGO:** Strategic planning: Vision, Mission, Goal, Objective and activities. Project planning of the organisation, monitoring and evaluation of the project, Project Proposal writing, Daily Monthly, Quarterly, Annual Report, Research Report, Training Module Design

**UNIT – V**                                                    **(12 Hours)**

**Funding for NGOs & Role of NGOs**: 1 Internal Source of Fund, External Source of Fund, Foreign Source and FCRA and Funding Under CSR Income tax exemption for NGO. Role of NGO in national development.

*Case Studies: Some cases of real business world to supplement learning from the course.*

**Text Books**

1. David Lewis (2014) Non-Governmental Organisation, Management & Development, Routledge, ISBN-13: 978-0415816502
2. Laila Brenner &Darian Rodriguez Heyman (2019), Non-profit Management 101: A Complete and Practical Guide for Leaders and Professionals, Wiley; 2nd edition, ISBN-13 : 978-1119585459
3. Nabhi Board of Editors (2020) HB for NGOs an Encyclopaedia for Non-Govt. Organisation & Volunt, ISBN: 8172747657
4. Puri V.K, (2010) Handbook on Formation and Management of NGOs & NPOs, JBA Publishers, ISBN: 9789380082295
5. Snehlata Chandra, (2003), Guidelines for NGOs Management in India, Kanishka Publishers Distributors, ISBN: 8173916039, 9788173916038

**Books for References**

1. Clark, John, (1991) Voluntary Organisations: Their Contribution to Development. London, Earth Scan.
2. Drucker, Peter, (1993) Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
3. Julie Fisher, (2003) Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
4. Kandasamy, M., (1998) Governance and Financial Management in Non–Profit Organizations. New Delhi: Caritas India.
5. Lawant, B. T., (1999) NGOs in Development. Jaipur: Rawat Publications
6. Nabhi, (2005), Handbook of NGOs Publication New Delhi, ISBN-13: 978-8172749644
7. Natani Shobha (2011) Non-Government Organization-Management and Structure, Prism Publication Jaipur

**Web Resources**

1. https://pria-academy.org/pdf/ngom/NGOM_1.pdf
2. https://www.researchgate.net/publication/341089166_INTRODUCTION_TO_NGO_MANAGEMENT_Compiled_Lecture_Notes
3. https://vakilsearch.com/online-ngo-registration/start-ngo-india
4. https://www.pkpconsult.com/setting-up-ngos.html
5. https://www.researchgate.net/publication/341089166_INTRODUCTION_TO_NGO_MANAGEMENT_Compiled_Lecture_Notes

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | M | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

**S – Strong**          **M – Medium**          **L - Low**

# LIFE SKILLS MANAGEMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWED01 | **LIFE SKILLS MANAGEMENT** | **Extra Disciplinary Course [EDC] - I** | Y | - | - | - | **2** | **1** | **25** | **75** | **100** |

| **Year** | **I** |
|---|---|
| **Semester** | **II** |
| **Prerequisites** | **Basic Understanding of Life Skills** |

| **Learning Objectives** | |
|---|---|
| 1 | To learn about Life skills and Self. |
| 2 | To understand the importance of communication & interpersonal relationships. |
| 3 | To equip the student with higher order thinking. |
| 4 | To help the students to handle emotions. |
| 5 | To make the students face the challenges. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To understand their strengths and weaknesses.

CO2: to be a socially competent person.

CO3: To apply life skills to handle situation effectively

CO4: To set Goals and achieve them successfully

CO5: To accomplish Self Competency and Confidence

CO6: To identify, analyse and health the situations using core life skills

# SYLLABUS

**UNIT – I** (6 Hours)

**Life skills - Self-awareness & Empathy:** Life Skills -Meaning, Significance and overview of WHO Life skills. Self-awareness: Definition, concept of self, Techniques used for Self-awareness- Johari window and SWOC analysis. Empathy: concept of empathy.

**UNIT – II** (6 Hours)

**Communication and Interpersonal Skills:** Communication – definition, Types, channels and barriers. Transactional analysis. Interpersonal relationship – Definitions, factors affecting relationship, Steps to improve interpersonal relationship.

**UNIT – IIII** (6 Hours)

**Creative and Critical Thinking:** Creative Thinking: Meaning, Concept, strategies to improve thinking. Critical Thinking: Meaning, Concept, strategies to improve thinking. Functions of Left and right Brain.

**UNIT – IV** (6 Hours)

**Coping skills:** Coping with Stress: Definition, meaning, causes, reaction, types, stress Management. Coping with Emotions: understanding emotions, types, strategies to manage emotions. Importance of IQ and EQ. Resilience: Meaning and its importance.

**UNIT – V** (6 Hours)

**Problem Solving and Decision Making:** Problem solving: concept, steps in problem. Decision making: Goal setting and Time Management, SMART Goals, steps in decision Making and techniques. Conflict: Meaning, Types and ways to resolve Conflict.

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**Text Books**
1. Dudhade B A (2016), Life Skills Education, Bookman Publishers
2. Mangal S.K. (2008), An Introduction to Psychology, Sterling Publishers Pvt. Ltd., New Delhi.
3. Mahajan G (2022) Life Skill Education, Shipra Publications
4. Mangal SK (2007), Essentials of Educational Psychology, Prentice Hall India Learning Prt. Ltd.
5. Shalini Verma (2014); "Development of Life Skills and Professional Practice"; First Edition; Sultan Chand (G/L) & Company

**Books for References**

1. Arvind M Nawale , 2018, An Introduction to Life Skills A Textbook for College Students

2. Gowra Mahajan, 2022, Life Skill Education, Shipra Publishers

3. Erin Murphy-Graham, Joan DeJaeghere, 2021, Life Skills Education for Youth,Critical Perspectives, Springer International Publishing

4. Joan De Jaeghere,  Erin Murphy-Graham, 2021, Life Skills Education for Youth: Critical Perspectives

5. Larry James (2016); "The First Book of Life Skills"; First Edition; Embassy Books.

6. Saravanakumar, 2020, Life Skill Education Through Lifelong Learning, Lulu Pub.

**Web Resources**

1. https://www.unicef.org/azerbaijan/media/1541/file/basic%20life%20skills.pdf

2. https://www.unodc.org/pdf/youthnet/action/message/escap_peers_07.pdf

3. https://aif.org/wp-content/uploads/2018/10/Lifeskills-2018a_MAST.pdf

4. http://www.essentiallifeskills.net/

5. http://www.unicef.org/lifeskills/index_whichskills.html

6. http://www.exforsys.com/career-center/life-skills.html

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|       | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-------|------|------|------|------|------|
| CO1   | S    | S    | M    | S    | S    |
| CO2   | M    | S    | S    | S    | S    |
| CO3   | S    | S    | S    | S    | S    |
| CO4   | S    | S    | S    | S    | S    |
| CO5   | S    | S    | S    | S    | S    |
| CO6   | S    | S    | S    | S    | S    |

**S – Strong                    M – Medium                    L - Low**

# FUNDAMENTALS OF HUMAN RIGHTS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSOCCC01 | FUNDAMENTALS OF HUMAN RIGHTS | Common Paper | Y | - | - | - | 1 | 1 | 25 | 75 | 100 |

| | |
|---|---|
| Year | I |
| Semester | II |
| Prerequisites | Basic Understanding of Human Rights |

| Learning Objectives | |
|---|---|
| 1 | To learn about Basic Facets of Human Rights. |
| 2 | To understand the development of human rights in India. |
| 3 | To know the various rights pertaining to marginalized and other disadvantaged people. |
| 4 | To help the students to know various human rights movements. |
| 5 | To make the students to be aware of human rights redressal mechanisms. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: Understand the basic facets of human rights

CO2: Comprehend the Constitutional provisions of human rights in India

CO3: Grasp the rights of the marginalized and other disadvantaged people in India

CO4: Know the historical background of the various human rights movement in India.

CO5: Understand the redressal mechanism of the human rights.

## SYLLABUS

**UNIT – I** (6 Hours)

**Introduction**: Meaning and Definitions of Human Rights – Characteristics and Importance of Human Rights – Evolution of Human Rights – Formation, Structure and Functions of the UNO - Universal Declaration of Human Rights – International Covenants – Violations of Human Rights in the Contemporary Era.

## UNIT - II                                                                          (6 Hours)

**Human Rights in India**: Development of Human Rights in India – Constituent Assembly and Indian Constitution – Fundamental Rights and its Classification – Directive Principles of State Policy – Fundamental Duties.

## UNIT - III                                                                         (6 Hours)

**Rights of Marginalized and other Disadvantaged People**: Rights of Women – Rights of Children – Rights of Differently Abled – Rights of Elderly - Rights of Scheduled Castes – Rights of Scheduled Tribes – Rights of Minorities – Rights of Prisoners – Rights of Persons Living with HIVAIDS – Rights of LGBT.

## UNIT – IV                                                                         (6 Hours)

**Human Rights Movements**: Peasant Movements (Tebhaga and Telangana) – Scheduled Caste Movements (Mahar and Ad-Dharmi) – Scheduled Tribes Movements (Santhal and Munda) – Environmental Movements (Chipko and Narmada Bachao Andolan) – Social Reform Movements (Vaikom and Self Respect).

## UNIT - V                                                                          (6 Hours)

**Redressal Mechanisms**: Protection of Human Rights Act, 1993 (Amendment 2019) – Structure and Functions of National and State Human Rights Commissions – National Commission for SCs – National Commission for STs – National Commission for Women – National Commission for Minorities – Characteristics and Objectives of Human Rights Education.

**Book for References**

1. Sudarshanam Gankidi, Human Rights in India: Prospective and Retrospective, Rawat Publications, Jaipur, 2019.

2. Satvinder Juss, Human Rights in India, Routledge, New Delhi, 2020.

3. Namita Gupta, Social Justice and Human Rights in India, Rawat Publications, Jaipur, 2021.

4. Mark Frezo, The Sociology of Human Rights, John Willy & Sons, U.K. 2014.

5. Chiranjivi J. Nirmal, Human Rights in India: Historical, Social and Political Perspectives, Oxford University Press, New York, 2000.

6. Dr. S. Mehartaj Begum, Human Rights in India: Issues and perspectives, APH Publishing Corporation, New Delhi, 2010.

7. Asha Kiran, The History of Human Rights, Mangalam Publications, Delhi, 2011.

8. Bani Borgohain, Human Rights, Kanishka Publishers & Distributors, New Delhi-2, 2007.

9. Jayant Chudhary, A Textbook of Human Rights, Wisdom Press, New Delhi, 2011.

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | M    | S    | S    |
| CO2  | M    | S    | S    | S    | S    |
| CO3  | S    | S    | S    | S    | S    |
| CO4  | S    | S    | S    | S    | S    |
| CO5  | S    | S    | S    | S    | S    |
| CO6  | S    | S    | S    | S    | S    |

**S – Strong**             **M – Medium**             **L - Low**

# CONCURRENT FIELD WORK PRACTICUM - II

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CP02 | **CONCURRENT FIELD WORK PRACTICUM- II** | **Core Practical - II** | Y | - | - | - | 4 | 6 | 50 | 50 | 100 |

| Year | I |
|---|---|
| **Semester** | **II** |
| **Prerequisites** | **Basic Understanding of Non-Governmental Organizations** |
| **Learning Objectives** | |

| | |
|---|---|
| 1 | To observe and understand the dynamics of setting up a social welfare Organisation |
| 2 | To observe the nature of their functioning and funding resources |
| 3 | To learn about the staff functioning and of application of Social Work methods |
| 4 | To document and learn the process of recording |
| 5 | To Understand basic skills required to practice Social Work |

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**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To integrate the classroom learning with field practice - the knowledge related to different field settings- establishment of NGO'S and its work with the beneficiaries

CO2: To understand the nature of the NGO'S functioning and funding resources

CO3: To apply, evaluate and follow up appropriate methods of Social Work in the field

CO4: To apply and practice skills acquired in the process of dealing with clients and establish rapport

CO5: To assess the concept of field learning and learn about working in different settings

CO6: To learn the process of documentation and recording

## SYLLABUS

**UNIT – I** (12 Hours)

**Organizational Profile:** History of the Agency, Vision, Mission, Organization Chart, funding resources, different types of beneficiaries, its work in the field, networking agencies

**UNIT – II** (12 Hours)

**Various Methods of Social Work –** Skills required in the practice of Case work, Group Work, community organization and Social Research**.** Evaluation of the effectiveness of methods and critical review.

**UNIT – III** (12 Hours)

**Expertise of the Agency –** Agency's success story, challenges faced, SWOT analysis, vision and mission

**UNIT – IV** (12 Hours)

**Services provided by the agency** to the beneficiaries- Follow up and termination of services, adherence to professional ethics.

**UNIT –V** (12 Hours)

**Social Legislation:** Legislations applicable to the Organization, **functioning** of free legal aid clinics, legal support services to clients.

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | S    | S    | M    |
| CO2  | S    | S    | S    | M    | S    |
| CO3  | M    | S    | S    | S    | M    |
| CO4  | S    | S    | S    | S    | S    |
| CO5  | S    | S    | M    | S    | S    |
| CO6  | S    | S    | M    | S    | S    |

**S – Strong**          **M – Medium**          **L - Low**

# SEMESTER III

# LABOUR LEGISLATIONS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PS WCT 08A | **LABOUR LEGISLATIONS** | **Core Course – VIII** | **Y** | **-** | **-** | **-** | **4** | **6** | **25** | **75** | **100** |
| **Year** | **II** | | | | | | | | | | |
| **Semester** | **III** | | | | | | | | | | |
| **Prerequisites** | **Basic Understanding of Human Resource Management** | | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To learn the basic features of Labour Legislations | | | | | | | | | | |
| 2 | To understand the significance of the working of labour laws in various sectors | | | | | | | | | | |
| 3 | To acquire skills pertaining to the application of labour laws in industries | | | | | | | | | | |
| 4 | To develop a perspective to update the latest legal amendments pertaining to labour | | | | | | | | | | |
| 5 | To enhance the skills of understanding the various case laws | | | | | | | | | | |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To identify the significance of labour legislations in human resource management

CO2: To apply the knowledge of labour legislations to regulate the working conditions in the industrial sector

CO3: To apply the knowledge and skills of implementing the wage legislations

CO4: To implement the knowledge of social security legislations

CO5: To analyse and apply the legislations pertaining to Industrial Relations

CO6: To evaluate the working of the legislations in the State of Tamil Nadu

# SYLLABUS

**UNIT – I**                                                      (12 Hours)

**Labour Legislation:** History of labour legislations in India; Labour in the Indian constitution; Industrial jurisprudence; Industrial law as distinguished from Common law.

**UNIT – II**                                                      (12 Hours)

**Legislations pertaining to working conditions:** The Factories Act, 1948. Industrial Employment (Standing Orders) Act. 1946. Apprentices Act, 1961. Contract Labour (Regulations and abolition) Act, 1970

**UNIT – III**                                                      (12 Hours)

**Wage Legislation and Social Security Legislations:** Payment of wages Act, 1936. Minimum wages Act, 1948. Payment of Bonus Act, 1965. Workmen's Compensation Act, 1923. Employee's State Insurance Act, 1948. Employee Provident fund and miscellaneous provisions Act. Maternity benefit Act, 1961. Payment of Gratuity Act, 1972

**UNIT – IV**                                                      (12 Hours)

**Industrial Relations Legislations:** Trade Unions Act, 1926, Industrial Disputes Act, 1947

**UNIT – V**                                                      (12 Hours)

**Labour Legislation in Tamilnadu:** Tamil Nadu shops and establishments Act, 1947. The Tamil Nadu catering establishment Act, 1958. Tamil Nadu Labour welfare fund Act, 1972. The Tamil Nadu Industrial establishments (National and Festival Holidays) Act, 1958.

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**Text Books**

1. Blanpain, R. (2001). Labour law, human rights and social justice. The Haugue: Kluwer Law Intl.
2. Kapoor, N, D. (2001). Elements of Industrial Law. New Delhi: Sultan Chand and Sons
3. Kumar, H.L. (2003). Labour Law (2ndEds). New Delhi: Universal Law Publishing Pvt Ltd.
4. Padhi. P.K (2010). Labour and Industrial Laws. New Delhi. PHI
5. Tripathi, P.C. (1998). Industrial Relations & Labour Laws. New Delhi, Sultan Chand Publication

**Books for Reference**

1. Ajay, Garg. (2012). Labour Laws One Should Know. New Delhi: Nabhi Publishing House
2. Blanpain, R. (2004). Comparative Labor Law and Industrial relations in Industrialized Market. Kluwar law Intl.
3. Conaghan, J., Fischl, R. M., & Klare, K. (Eds.). (2004). Labour law in an era of globalization: Transformative practices and possibilities. New Delhi. Oxford University Press
4. Grogan, J. (2007). Collective labour law. Juta and Company Ltd.
5. Kumar, H. L. (2013). Labour Laws Everyone should Know. New Delhi: Universal Law Publishing
6. Kumar, H.L. (1997). Employees Rights under Labour Laws. New Delhi: Universal Law Publishing Pvt Ltd.
7. Malik, P. L. (1999). Industrial Law, Vol 1 (18thEds). Lucknow: EBC Publishing Pvt Ltd.
8. Sharma, A. M. (2000). Industrial Jurisprudence and Labour Legislation. New Delhi. Himalaya Publishing House
9. Sinha, P. R. N., Indu Bala, Sinha, and Seema, Priyadarshini, Shekhar. (2006). Industrial Relations Trade Unions and Labour Legislation(8thEds). New Delhi: Dorling Kindersley India Pvt Ltd.
10. Tripathi, P.C., Gupta, C. B., and Kapoor, N.D. (2009). Industrial Relations and Labour Law (4thEds). New Delhi: Sulthan Chand and Sons

**Web Resources**

1. https://labour.gov.in/list-enactments-ministry
2. https://www.icsi.edu/media/webmodules/Labour_Laws&_Practice.pdf
3. https://www.mgkvp.ac.in/Uploads/Lectures/47/1424.pdf
4. https://www.shrm.org/shrm-india/pages/simpliance.aspx
5. Https://Www.Whatishumanresource.Com/Employment--Labour-Laws-In-India

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|       | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-------|------|------|------|------|------|
| CO1   | S    | S    | M    | S    | M    |
| CO2   | S    | S    | S    | S    | S    |
| CO3   | M    | S    | S    | S    | S    |
| CO4   | S    | S    | S    | S    | S    |
| CO5   | S    | S    | M    | S    | S    |

**S – Strong**　　　　　　**M – Medium**　　　　　　**L - Low**

## CLINICAL SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT08B | **CLINICAL SOCIAL WORK** | **Core Course – VIII** | **Y** | **-** | **-** | **-** | **4** | **6** | **25** | **75** | **100** |
| **Year** | | **II** | | | | | | | | | |
| **Semester** | | **III** | | | | | | | | | |
| **Prerequisites** | | **Basic Understanding of health and lifeline settings** | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To create awareness on clinical Social Work in different settings. | | | | | | | | | | |
| 2 | To equip students by imparting knowledge to understand the concept, definition, objectives, of Clinical Social Work. | | | | | | | | | | |
| 3 | To acquire core competencies required for clinical social worker, values and ethics of professional social work. | | | | | | | | | | |
| 4 | To develop the ability to critically analyse problems of people in distress and provide intervention for better wellbeing. | | | | | | | | | | |
| 5 | To identify the scope and challenges of different clinical social work setting | | | | | | | | | | |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, history, scope and trends in clinical Social Work.

CO2: To articulate skills to conceptualize, undertake evidence-based practice in different

　　　clinical settings.

CO3: To Critically analyse the problematic situations and to find workable means to

　　　resolve them

CO4: To analyse competencies and skills required for clinical social worker in different
setting.

CO5: To create and implement empirically-based interventions in a multidisciplinary setting.

CO6: To demonstrate ethical values and clinical standards as per NASW in all clinical settings

## SYLLABUS

**UNIT – I** **(12 Hours)**

**Introduction to Clinical Social Work:** Clinical social work: Meaning & Definition, Goal & Objectives, Scope, Historical development, concepts underlying clinical social work practice. Emerging trends in clinical social work in India and abroad

**UNIT – II** **(12 Hours)**

**Ethics and standards in clinical social work:** NASW Standards & behaviors for the practice of clinical social work. Core Competencies, techniques and Careers in Clinical Social Work practice.

**UNIT – IIII** **(12 Hours)**

**Clinical social work practice among target groups: Children and adolescents** - life skills education, student enrichment programme, counselling cell - training program for students, Health Education. **Families** - pre-marital counselling, family life education, family and marital enrichment, parenting training program **Elderly** – socializing, isolation and loneliness, psychological adjustment

**UNIT – IV** **(12 Hours)**

**Psychosocial Interventions in clinical settings**: Skills required for clinical social worker in assessment, diagnosis, rehabilitation planning, vocational evaluation, breaking bad news, drug adherence, handling distress, emotional problems, addiction, absenteeism, work life balance, suicidal ideation and micro skills in prevention.

**UNIT – V** **(12 Hours)**

**Clinical social work in various settings:** Clinical Social Work practice in educational setting, child welfare agencies, Family Counselling centres, short stay, Respite care, Destitute homes, correctional institutions, general hospital settings, de-addiction centers, adoption centres, counselling services in corporate and industrial setting

**Text Books**

1. Austrian S G (2000). Mental Disorders, Medications, and Clinical Social Work, New York: Columbia University Press.

2. Brandell, J R (1997). Theory and Practice of Clinical Social Work, London: Free Press

3. Elizabeth M. Vonl, Tony Tripodi, Irwin Epstein (2006). Research Techniques for Clinical Social Workers, Columbia University Press.

4. Jerrold R. Brandell (2014) Essentials of Clinical Social Work, Sage Publications, Ltd

5. Meyer, C. H. (1983) Clinical Social Work in an Ecological Systems Perspective, New York, Columbia University Press

**Books for References**

1. Cameron, M. & King Keegan, E. (2010). The common factors model: Implications for transtheoretical clinical social work practice.

2. Aboud, F.E. (1998). *Health psychology in global perspective.* USA: Sage Publications

3. Turner, K. (2009). Mindfulness: The present moment in clinical social work. Clinical Social Work Journal.

4. Cameron, M. & King Keegan, E. (2010). The common factors model: Implications for transtheoretical clinical social work practice.

5. Groshong, Laura W (2009), Clinical Social Work Practice and Regulation: an overview., Clinical Social Work Association.

**Web Resources**

1. https://www.socialworkers.org/Practice/Clinical-Social-Work

2. http://gaswin.tripod.com/

3. https://nimhans.ac.in/

4. https://gacbe.ac.in/images/E%20books/Handbook%20of%20Health%20Social%20Work.pdf

5. https://www.clinicalsocialwork.eu/wp-content/uploads/2015/01/CSW_2_2014.pdf

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | S    | S    | L    |
| CO2  | S    | S    | S    | S    | M    |
| CO3  | S    | M    | S    | S    | S    |
| CO4  | S    | S    | S    | M    | S    |
| CO5  | S    | S    | M    | S    | S    |
| CO6  | S    | S    | S    | M    | S    |

**S – Strong**              **M – Medium**              **L - Low**

# SOCIAL WORK PRACTICE IN PROJECT MANAGEMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | CIA | External | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | **Marks** | | |
| 23PSWCT08C | **SOCIAL WORK PRACTICE IN PROJECT MANAGEMENT** | **Core Course - VIII** | Y | - | - | - | **4** | **6** | **25** | **75** | **100** |
| **Year** | | **II** | | | | | | | | | |
| **Semester** | | **III** | | | | | | | | | |
| **Prerequisites** | | **Basic Understanding of Project Management** | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To enhance students to understand the concepts and importance proposal writing | | | | | | | | | | |
| 2 | To equip students with specific skills and techniques to management of project and implementing the project. | | | | | | | | | | |
| 3 | To enable the students to understand the format in Project. | | | | | | | | | | |
| 4 | To understand the significance of funding organisations. | | | | | | | | | | |
| 5 | To provide knowledge on the evaluation of projects. | | | | | | | | | | |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To understanding of Project proposal writing and its process of implementation.

CO2: To acquire project proposal writing skills to work effectively implement various programmes

to community.

CO3: To develop the ability to understand Project and its implications.

CO4: To have an appropriate knowledge towards effective Donor Management and NGO Management.

CO5: To strengthen the monitoring and evaluation skills.

CO6: To demonstrate the skills for the management of Project

## SYLLABUS

**UNIT – I** (12 Hours)

**Project proposal:** Concept, meaning, objectives. Types of projects proposals, steps in proposal writings, need and importance of proposal

**UNIT – II** (12 Hours)

**Introduction to project Management: concept**, objectives, principles, scope, importance and methodology; micro and macro level planning; project dimensions: identification and formulation; detailed project report (DPR); project appraisal: technical, economic and financial feasibility; participatory development (participatory planning and participatory rural appraisal (PRA), participatory management and participatory evaluation).

**UNIT – IIII** (12 Hours)

**Project Needs and Design-** Categories of social needs, Exploring variety of issues (political, social and cultural). Assessing key issues affecting communities, Assessing how project can change livelihoods, Creating Logical Framework. **Project Organisational Structure-** Governing body, Assembling project team, Stakeholder identification, **Project Planning-** Project schedules, Project activities, Assessing project risks, Rolling wave planning

**UNIT – IV** (12 Hours)

**Planning and Management of Project Implementation**: activity planning, network analysis, monitoring of development projects: management information system, project evaluation: programme evaluation and review technique (PERT) and critical path method (CPM); resource mobilisation: techniques of fund raising; statutory requirements for the formation of society and trust; foreign contribution regulation act; special provisions related to income tax exemption for development organisations

**UNIT – V** (12 Hours)

**Project Evaluation and NGO Management:** Project Evaluation- introduction, process, evaluation ethics-Planning for Evaluation. Evaluation Assessment -Identifying & Working with Stakeholders- Evaluation design and methods and basic tools used in project evaluation

and social audit- cost effectives, policy analysis and Reporting evaluation findings Management of NGOs- Non-Profit Organizations: Types & Characteristics- Structure of non-profit organizations, organizational culture and effectiveness- Models of Organizational Development and Human Resource and Financial Management in non-profit organizations. Social Work Competencies for NGO management.

| Text Books |
| --- |

1. Chaudhuri. Tribal Development in India, Inter India Pub. 1981
2. Patel, MahendraLal. Planning strategy for tribal development. Vol. 111. Inter-India Publications, 1984.
3. Rajeeva. An Introduction to the Tribal Development in India, International.1988
4. Ramana, Rao DVV. "Tribal Development." (1992).
5. Singh, J. P., and N. N. Vyas. Tribal development: past efforts and new challenges. Himanshu Publications, 1989.

**Books for References**

1. Thakur, Devendra, ed. Tribal Life in India: Industrialisation in tribal areas. Vol. 4. Deep & Deep Publications, 1994.
2. Moorthy, R. V (2002). Project Management. Masters Publication
3. Roy, Sam, M (2002), Project Planning and Management, Focussing on Proposal writing. The Catholic Health Association of India
4. Vasant, Desai (1977), Project Management: Preparations, Appraisal, Finance and Policy. Delhi: Himalaya Pub. House
5. Gary Spolander, Linda Martin (2012), Successful Project Management in Social Work and Social Care , Jessica Kingsley Publishers

**Web Resources**
1. https://www.grin.com/document/262937
2. https://corporatefinanceinstitute.com/resources/management/project-evaluation-review-technique-pert/
3. https://www.ilo.org/eval/Evaluationpolicy/WCMS_168289/lang--en/index.htm
4. https://sswm.info/planning-and-programming/decision-making/planning-community/logical-framework-approach
5. https://www.workamajig.com/blog/critical-path-method
6. https://www.simplilearn.com/tutorials/project-management-tutorial/critical-path-method

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
| --- | --- | --- | --- | --- | --- |
| CO1 | S | S | S | S | S |
| CO2 | S | S | S | S | S |
| CO3 | S | S | M | S | S |

| | | | | | |
|---|---|---|---|---|---|
| **CO4** | **S** | **S** | **S** | **S** | **S** |
| **CO5** | **S** | **S** | **M** | **S** | **S** |
| **CO6** | **S** | **S** | **S** | **S** | **S** |

**S – Strong**          **M – Medium**          **L - Low**

# INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | CIA | External | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Marks | | |
| 23PSW CT09A | **INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE** | **Core Course – IX** | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | II |
|---|---|
| **Semester** | **III** |
| **Prerequisites** | **Basic Understanding of Industrial relations and Employee Welfare** |

| Learning Objectives | |
|---|---|
| 1 | To Understand Contemporary Industrial relations practices |
| 2 | To be aware of the challenges faced by workers in various industries |
| 3 | To apply the knowledge of employer- employee dynamics and the role of various stakeholders concerned with industrial relations |
| 4 | To be aware of Industrial disputes, Prevention and settlement. |
| 5 | To Learn about Employee welfare measures |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware of the concept and evolution of Industrial Relations

CO2: To understand the mechanisms behind IR scenario in India.

CO3: To understand the role of various stakeholders in maintaining peaceful Industrial Relations in India.

CO4: To analyse various statutory and Non statutory employee welfare measures.

CO5: To evaluate various approaches to Employee welfare

CO6: To apply social work methods in delivering Employee welfare services

# SYLLABUS

**UNIT – I** (12 Hours)

**Introduction to Industrial Relations:** *Industrial Relations*: Background to Industrial Relations- Scope, Evolution and Development, Approaches and forms of Industrial relations in India.

**UNIT – II** (12 Hours)

**Mechanism of Industrial Relations:** *Mechanism of Industrial Relations***:** Collective Bargaining, Joint Management Councils, works committee, Workers Participation in Management, Grievance handling procedures. Industrial Disputes: Factors, Forms, Trends, Prevention and Settlement, Role of State and Central Labour Administration, Strikes and Lockouts.

**UNIT – IIII** (12 Hours)

**Industrial Relations machinery in India:** *Industrial Relations machinery in India:* Cconciliation, Arbitration and Adjudication, Code of discipline- Recent trends, Role of Government, Employers and Trade Unions in maintaining Industrial Relations.

**UNIT – IV** (12 Hours)

**Employee Welfare:** *Employee Welfare:* Concept, principles, scope, theories, approaches and philosophy of employee welfare, Areas of Employee Welfare, Statutory welfare programmes, Non-statutory welfare programmes. Major problems experienced by employees; Migration, wages, poor housing, absenteeism, employee turnover, tardiness Alcoholism, diseases, accidents and Working conditions

**UNIT – V** (12 Hours)

**Practice of Employee Welfare:** *Employee Welfare:* Occupational health and safety - concept, challenges. Roles, functions and appointment of the Labour Welfare Officer- Workers awareness Programs. Need and aapplication of Social Work methods in delivering employee welfare services, new paradigms in Employee welfare.

*Case Studies: Some cases of real business world to supplement learning from the course.*

**Text Books**

1. Dwivedi. R.S (1997) 'Human Relations & Organisational Behaviour', Macmillan India Ltd, New Delhi
2. Joseph, Jerome (2004) Industrial relations: Towards a new theory of negotiated connectedness, New Delhi: Response Books
3. Malhotra O.P (1985). Industrial Disputes Act 1947, Lucknow: East law book company
4. Mamoria C.B. and Mamoria. Satish (1998) 'Dynamics of Industrial Relations', Himalaya Publishing House, New Delhi
5. Paul Edwards (2009) Industrial Relations: Theory and Practice, 2nd Edition

**Books for References**

1. Ratna Sen, (2003) 'Industrial Relations in India', Shifting Paradigms, Macmillan India Ltd., New Delhi
2. Rosen bloom Jerry (2014) The Handbook of Employee Benefits -Health and Group Benefits,7th Edition, Mc Graw Hill
3. Sarma. A.M (2014), Employee Welfare and Social Security, Himalaya Publishing House.
4. Saxena, R.C. (1961). Labour Problems and Social Welfare, Meerat: Jaiprakashnath and company
5. Srivastav, K.N (1954). Industrial Peace & Industrial Relations Allahabad: Kitab Mahal
6. Srivastava (2000) 'Industrial Relations and Labour laws', Vikas, 4th edition.
7. Subba Rao.P., (2010) Essentials of Human Resource Management and industrial Relations: Text, Cases and Games
8. Venkata Ratnam. C.S., 'Globalisation and Labour Management Relations', Response Books, 2001.

**Web Resources**

1. https://www.researchgate.net
2. https://labour.gov.in
3. http://www.ignou.ac.in
4. https://www.ilo.org
5. https://www.greythr.com

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S    | S    | S    | S    | M    |
| CO2 | S    | S    | S    | M    | S    |
| CO3 | S    | M    | S    | S    | S    |
| CO4 | S    | S    | S    | S    | S    |
| CO5 | S    | S    | M    | S    | S    |
| CO6 | S    | S    | S    | S    | S    |

**S – Strong**      **M – Medium**      **L - Low**

# THERAPEUTIC INTERVENTION IN SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT09B | **THERAPEUTIC INTERVENTION IN SOCIAL WORK** | **Core Course - IX** | **Y** | **-** | **-** | **-** | **4** | **6** | **25** | **75** | **100** |
| **Year** | | **II** | | | | | | | | | |
| **Semester** | | **III** | | | | | | | | | |
| **Prerequisites** | | **Basic Understanding of Therapeutic Approaches** | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To be aware of the concept of therapeutic intervention | | | | | | | | | | |
| 2 | To understand the role of social worker in different setting | | | | | | | | | | |
| 3 | To acquire knowledge of therapeutic approaches | | | | | | | | | | |
| 4 | To initiate the student into integrating indigenous and holistic therapeutic practices. | | | | | | | | | | |
| 5 | To understand the current trends in healing | | | | | | | | | | |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To gain knowledge on the concept of Therapeutic Intervention in Social Work.

CO2: To Identify the role of social workers in clinical practice and help accordingly.

CO3: To apply the therapeutic approach during intervention.

CO4: To Integrate indigenous and holistic therapeutic practices

CO5: To adapt to current trends in healing

CO6: To plan the Psychosocial interventions

# SYLLABUS

**UNIT – I**                                                     **(12 Hours)**

**Introduction to Therapeutics intervention:** Therapeutic intervention - Meaning, Concept. Clinical Social Work Practice - Definition. Psychotherapy- Definition, Therapeutic Alliance. Compare Psychotherapy – Counselling – Case work.

**UNIT – II**                                                    **(12 Hours)**

**Role of Clinical Social Work Practice in different setting:** Mental Health, HIV/AIDS, Deaddiction, Diabetics, Coronary Heart disease, Neurology, Nephrology, Oncology, Tuberculosis.

**UNIT – IIII**                                                  **(12 Hours)**

**Therapeutic Approaches:** Key concepts, Therapeutic Process and application – Psychoanalysis, Gestalt Therapy, Erikson's Psychosocial stage, Cognitive Behaviour Therapy, Group Therapy, Family Therapy, Tele-counselling and Transactional Analysis. Person centered approach, Solution Focused approach.

**UNIT – IV**                                                    **(12 Hours)**

**Indigenous Therapeutic Techniques:** Indigenous therapeutic Techniques- Yoga, Meditation, Spiritual Healing and Relaxation Therapy.

**UNIT – V**                                                     **(12 Hours)**

**Current trends in Healing:** Neuro Linguistic Programming, Positive Imaging, Pain Management techniques, Art Therapy, Play therapy, Music and Dance Movement Therapy.

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**Text Books**

1. Antony D (2018), Counsellor's Approach to Mental Disorders, Guru Publications
2. Coleman, *Comprehensive Textbook of Abnormal Psychology*.
3. Egan Gerard. (2006). *The skilled helper: A problem management and opportunity, Development Approach to helping*, Wadsworth publishers, Boston, USA.
4. Joseph Waalsh (2010), Direct Social Work Practice Theoretical Perspectives, Cengage Learning India Private Limited, New Delhi. ISBN-13:978-81-315-1375-0
5. Sekar, Parthasarathy, Muralidhar (2011), Handbook of Psychiatric Social Work, NIMHANS Publication.

**Books for References**

1. Benson, N & Loon, B. V (2012). Introducing Psychotherapy: A Graphic Guide

2. Hamilton, Gordon. (1955). *Theory and Practice of Social Case Work*. Columbia University Press, New York, USA.

3. Helen, (1995). *Social Case Work: A Problem-Solving Process.* The University of Chicago Press, Chicago, USA.

4. Konopka, (1983). *Social Group Work: A helping Process*. Prentice Hall, New Jersy, USA.

5. Lapworth, Phil, (2001). *Integration in Counselling and Psychotherapy: Developing a personal approach*. sage publications, New Delhi.

6. Windy, Dryden. (2002). *Handbook of Individual Therapy*. Sage Publications, New Delhi

**Web Resources**

1. https://www.apa.org/practice/guidelines

2. https://www.goodtherapy.org/learn-about-therapy/types/acceptance-commitment-therapy

3. https://www.goodtherapy.org/learn-about-therapy/types/dialectical-behavioral-therapy

4. https://www.who.int/transplantation/Guiding_PrinciplesTransplantation_WHA63.22en.pdf

5. https://www.learncbse.in/therapeutic-approaches-counselling-cbse-notes-class-12-psychology/

6. https://www.spsrohini.com/sites/default/files/12%20Psychology%20-Therapeutic%20Approaches%20-%20Notes%20&%20Video%20Link.pdf

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|       | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-------|------|------|------|------|------|
| **CO1** | S | S | M | S | S |
| **CO2** | S | S | S | S | S |
| **CO3** | S | S | S | S | S |
| **CO4** | S | S | S | S | S |
| **CO5** | S | S | S | S | S |
| **CO6** | S | S | S | S | S |
|       |   |   |   |   |   |

**S – Strong**              **M – Medium**              **L - Low**

# TRIBAL DEVELOPMENT IN INDIA

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CT09C | **TRIBAL DEVELOPMENT IN INDIA** | **Core Course – IX** | Y | - | - | - | **4** | **6** | **25** | **75** | **100** |

| **Year** | **II** |
|---|---|
| **Semester** | **III** |
| **Prerequisites** | **Basic Understanding of Tribal Development** |

| **Learning Objectives** | |
|---|---|
| 1 | To train 'development organizers' for working with tribal communities. |
| 2 | To improve adequate skills to prepare and implement integrated development plan & projects for tribal Communities |
| 3 | To Enhance knowledge in Multi Media for development of the tribal people. |
| 4 | To develop understanding of good governance in the field of tribal development. |
| 5 | To develop trainees as competent change agent in the field of tribal development |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: Understanding of tribal communities and its organisation.

CO2: Discuss about the problems primitive communities' various problems.

CO3: Helps to understand the contribution of tribal activists and reformers and impact of tribal movements on tribal policy.

CO4: It will help students to prepare with required skills as a tribal development facilitator

CO5: To analyses the role of multimedia for the development of the people

CO6: To adopt the future perspective of Tribal development in India

# SYLLABUS

## UNIT – I                                                               (12 Hours)

**Tribal:** Concept, Meaning, definition and characteristics of tribe. Concept of tribe from various perspective – British perspective, Indian perspective, tribal own perspective. Constitutional Meaning of tribe. **Tribal Organisations:** Social organisations: Tribal family, marriage, kinship, Yuvagruh, Religion and customary practices. Economic organisations: Concept, forms, functions and changing nature. Political Organisations: Tribal council, customary laws and practices. Tribal Culture: Components - Dance, Drama, Folklore, dialect, Instruments. Religion, customs & Rituals Literature and Art, Life philosophy in cultural practices.

## UNIT – II                                                              (12 Hours)

**Tribal Problems**: Economic Issues, Land alienation & Agriculture Poverty & indebtedness Unemployment, Infrastructural Issues, Habitat and settlement, Basic Civic Amenities, Transportation & communication. Access to Forest. Political issues: political participation, Tribal self-rule. Educational issues: accessibility, marginalisation, migration, drop-out. Health issues: accessibility, malnutrition, mortality & morbidity, reproductive health, anaemia and sickle cell anaemia. Superstitions, addiction, isolation.

## UNIT – IIII                                                            (12 Hours)

**Tribal Development Policies, Programmes & Movements**: Historical perspective of tribal policy, National and international policies 'Pancasila' philosophy as strategy for implementation and its impact on tribal policy Constitutional identity. Historical glimpses of tribal movements in India. Impact of tribal movements on tribal policy. Contribution of tribal activists: Birsa Munda, Tantya Bhil, Ambar singh Maharaj. Contribution of Tribal reformers: Thakkar Bappa, Dr. B.D Sharma, Verrier Elvin, Godavari Parulekar. Prevention violation and protection of Tribal Rights. United Nations Declaration of Rights of Indigenous people. ILO Convention107 and 169 on rights of Indigenous people.

## UNIT – IV                                                              (12 Hours)

**Tribal Governance:** Meaning, Need and Scope of Governance, Inter-relationship of Governance and Development Characteristics of Good Governance History of tribal

governance, Institutions in Tribal Governance, National Commission on Scheduled Tribe. National Council for Tribal Welfare. TRIFED Autonomous Councils. Tribal Advisory Councils Panchayati Raj Institutions & PESA Civil Society Organisations: Forms, level of participation.

**UNIT – V**                                              **(12 Hours)**

**Social Work Methods in tribal development**: Skills for working with Individual: Intake, engagement, Fact gathering, assessment Planning, Contracting Intervention, Monitoring Evaluation and Termination. Skill for working with group: Understanding group dynamics. Group identification, group development, Focus group observation and techniques of recording. Skills in community work: Rapport building, Identification of needs, Resource mobilisation, Programme planning, programme Management, Recording, Encouraging community participation and Mobilising community action.

*Case Studies: Some cases of real business world to supplement learning from the course.*

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**Text Books**

1. Amita Shah, Jharna Pathak( 2015), Tribal Development in Western India, ISBN 9781138095977.

2. Arvind Kumar (2005) Tribal Development & Planning, ISBN-13: 978-8126119660.

3. Gowri Lakshmi G M, C Esther Buvana, (2020) A Study on Tribal Development Administration in Tamil Nadu, LAP Lambert Academic Publishing, ISBN-10 : 6202530332, ISBN-13 : 978-6202530330

4. Patil R.R, (2020) Tribal Development in India: Challenges and Prospects in Tribal Education, SAGE Publications Pvt. Ltd

5. Srinivasa Rao V (ed.) Challenges of Tribal Development: Contemporary Social Concerns, Rawat Publication, ISBN 978813161186

**Books for References**

1. Ahmad Shamshad and Nafees Ansari (2005), "Planning commission: Fifty-Five Years of Planned Development and Social Sector",
2. Amitabha Sankar, Dasgupta (1990), Samira Frontiers of Social Anthropology, Gyan Books PVT LTD Delhi.
3. Chahar, S.S. (Ed.) (2005), Governance of Grassroots Level in India, New Delhi: Kanishka
4. Gare G M, (1974), Social Change, Among the tribal of western Maharashtra.

5. Mishra, G. P. and Bajpai, B. K. (2001). Community Participation in Natural Resource Management, Delhi: Rawat Publications
6. Mohanty P K, (2006), Encyclopaedia of scheduled Tribes - Gyan PVT LYD.
7. Ranjit Toppo (2007), Dynamics of Tribal Migration in India; Xavier Institute of Social Service, Ranchi, ISBN: 81-904112-2-5
8. Sachindra Narayan, (2002). The Dynamics of Tribal Development Issues and Challenges Gyan Books PVTLTD Delhi
9. Singh K S, (1972), Tribal situation in India, Indian Institute of Advanced Study, Simla
10. Vidarthi L P (1976). Tribal culture of India, Concept publishers New Delhi

**Web Resources**

1. https://www.jstor.org/stable/23619351

2. https://trifed.tribal.gov.in/home

3. https://tribal.nic.in/WriteReadData/sentionOrder/201512301001182101476scan0013_Part2.pdf

4. https://www.drishtiias.com/summary-of-important-reports/xaxa-committee-on-tribal-communities-of-india

5. https://tribal.nic.in/

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | M    | M    | M    |
| CO2  | S    | S    | S    | M    | S    |
| CO3  | S    | M    | M    | S    | S    |
| CO4  | M    | S    | S    | S    | S    |
| CO5  | S    | S    | M    | M    | S    |
| CO6  | M    | S    | S    | M    | S    |

**S – Strong          M – Medium          L - Low**

# ENTREPRENEURSHIP DEVELOPMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | CIA | External | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 23PSWME03 | **ENTREPRENEURSHIP DEVELOPMENT** | **Elective Course - II** | Y | - | - | - | 3 | 4 | 25 | 75 | 100 |
| **Year** | II | | | | | | | | | | |
| **Semester** | III | | | | | | | | | | |
| **Prerequisites** | **Interest and Basic Understanding in business** | | | | | | | | | | |

| **Learning Objectives** | |
|---|---|
| 1 | To understand the concept of Entrepreneur and Entrepreneurship development in India. |
| 2 | To acquire skills and techniques required for successful entrepreneur. |
| 3 | To develop the ability to critically analyse scope and challenges of entrepreneurship. |
| 4 | To develop and understanding about different schemes and program related to entrepreneurship in India. |
| 5 | To identify the settings and fields to start up a social enterprise for social change. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, Entrepreneur and Entrepreneurship development in India.

CO2: To bring a change in the society by applying entrepreneurial tool.

CO3: To relate to theories of entrepreneurship development.

CO4: To apply the competencies and skills of an entrepreneur in the field.

CO5: To demonstrate the use of different schemes and policies related to entrepreneurship for

personal and professional development

CO6: To create an enterprise to solve a social problem

# SYLLABUS

**UNIT – I**                                                                                  **(9 Hours)**

**Introduction to Entrepreneurship:** Meaning and concept of Entrepreneurship, Types of Entrepreneurships – creative entrepreneurship, inclusive entrepreneurship, knowledge entrepreneurship. Evolution of term 'Entrepreneurship, Factors influencing entrepreneurship'. Entrepreneurship development in India. Scope of entrepreneur development. Barriers to entrepreneurship

**UNIT – II**                                                                                 **(9 Hours)**

**Entrepreneur types and characteristics:** Entrepreneur- definition, Types of Entrepreneurs – Social entrepreneur, Serial entrepreneur, Life style entrepreneur. Entrepreneurial characteristics. Stages in Entrepreneurial process. The changing role of the entrepreneur.

**UNIT – IIII**                                                                               **(9 Hours)**

**Theories of Entrepreneurship:** Influences on entrepreneurship development; External influences on entrepreneurship development; Women entrepreneurs: Challenges and achievements of women entrepreneurs.

**UNIT – IV**                                                                               **(9 Hours)**

**Social Entrepreneurship:** Meaning, definition: Social entrepreneur, social entrepreneurship, social enterprises. Characteristics of Social Entrepreneur- social catalysts, socially aware, opportunity seeking, innovative, resourceful, accountable. Differences between Business and Social entrepreneur, Entrepreneurship and Social Entrepreneurship. Social Entrepreneurship in developing countries and in India.

**UNIT – V**                                                                                **(9Hours)**

**Entrepreneurship Development and Government:** Entrepreneurship as a tool for social change, Innovation and inventions, Skills of an entrepreneur Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants,

programs, schemes and challenges. Government initiatives and inclusive entrepreneurial Growth.

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**Text Books**
1. Khanna, S. S., Entrepreneurial Development, S. Chand, New Delhi.
2. Kuratko, F. Donald, Richard M. Hodgetts, Entrepreneurship: Theory, Process, Practice, Thomson, 7th edition.
3. Robert A. Philips Margret BonefielRitesh Sharma, Social entrepreneurship, the next big business opportunity Global Vision Publishing House, New Delhi, 2011
4. S.S.Khanka, Entrepreneurship in India, perspective and practice, Akansha publishing house, New Delhi, 2009
5. Vasanth Desai, Entrepreneurial development, Himalaya Publishing House, 2008, web resources

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**Books for References**
1. Desai, Vasant, Dynamics of Entrepreneurship: New Venture Creation, Prentice-Hall of India, New Delhi, Latest edition.
2. Holt H. David, Entrepreneurship: New Venture Creation, Prentice- Hall of India, New Delhi, Latest edition. Bornstein, David, how to change the world: social entrepreneurs and the power of new ideas New York, Ny: oxford university press, 2004
3. Patel, V. G., The Seven Business Crises and How to Beat Them, Tata McGraw-Hill, New Delhi, 1995.
4. Roberts, Edward B. (ed 2002.), Innovation: Driving Product, Process, and Market Change, San Francisco: Jossey Bass,
5. Zimmerer W. Thomas, Norman M. Scarborough (2007), Essentials of Entrepreneurship and Small Business Management, PHI,4 ed.

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**Web Resources**
1. https://www.iare.ac.in/
2. https://www.creditmantri.com/
3. https://startuptalky.com/
4. https://www.yourarticlelibrary.com/
5. https://openstax.org/books/entrepreneurship/pages/14-1-types-of-resources

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S    | S    | S    | S    | L    |
| CO2 | S    | S    | S    | M    | S    |
| CO3 | S    | L    | S    | M    | S    |

| | | | | | |
|---|---|---|---|---|---|
| **CO4** | **S** | **S** | **S** | **S** | **S** |
| **CO5** | **S** | **S** | **M** | **M** | **S** |
| **CO6** | **S** | **S** | **S** | **S** | **S** |

**S – Strong**          **M – Medium**          **L - Low**

# GREEN SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWME04 | **GREEN SOCIAL WORK** | **Elective Course - II** | Y | - | - | - | 3 | 4 | 25 | 75 | 100 |

| | |
|---|---|
| **Year** | **II** |
| **Semester** | **III** |
| **Prerequisites** | **Basic Understanding of Role of Social Worker in Environment** |
| **Learning Objectives** | |
| 1 | To understand the concepts of Green Social Work, Ecology, Environment, and Energy resources. |
| 2 | To analyse the impact of Globalisation, Industrialization, and Urbanization |
| 3 | To enhance the knowledge on various issues on the environment |
| 4 | To enable the professional social workers to understand the roles and responsibilities to protect the Environment. |
| 5 | To gain knowledge about Environment and Management. |

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**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware of the concepts of Ecology, Environment and Green Social Work

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CO2: To understand the causes of environmental issues and its adverse effects.

CO3: To apply the appropriate measures to control and reduce the issues.

CO4: To analyze the Environmental management systems and justice.

CO5: To implement the roles and responsibilities to preserve and protect our environment

CO6: To deal with environmental issues and apply suitable interventions

## SYLLABUS

**UNIT – I**                                                                 **(9 Hours)**

**Basic Concepts:** Ecology, Environment, Environmental Justice, Climate change, Global warming, Green Transition, Ozone Depletion, biodiversity, deforestation & desertification – Meaning & Concept. Green Social Work - Definition, Importance, Challenges in implementing Green Social Work & GSWN (Green Social Work Network). Natural resources - Concept and types. Ecosystem – Concept, Functions & Types.

**UNIT – II**                                                                **(9 Hours)**

**Development and its adverse effects on Environment**: Technology, Industrialization, SEZ Urbanization and Globalization, Commercialization of Agriculture – changing land use patterns and the rural society. Construction of Dams and its consequences - Displacement, relocation and rehabilitation, Deforestation and Ecological Imbalance.

**UNIT – IIII**                                                              **(9 Hours)**

**Environmental Issues and Control measures:** Environmental Pollution: Causes, effects and control of pollutions: – Air, Water, Soil, Noise, Radioactive. Waste Management; Pollution - Air, Water, Soil, Noise and Solid waste Management. Use of Non-conventional sources of Energy. The Environment Protection Act 1986 - Air Pollution Act 1987 – Water Pollution Act 1974, Wildlife Protection Act, Forest Conservation Act. National Environment policies, National green tribunal, Environment Issues in India.

**UNIT – IV**                                                               **(9 Hours)**

**Environment Action and Management:** Environmental conservation and preservation: Rio+20 & SDGs (6,7,11,12,13 &15). Paris Summit and its implications: Environment Management System: Traditional knowledge and practice: Environmental justice.

**UNIT – V**                                                       **(9 Hours)**

**Role of Social Worker in Environment Protection and Preservation:** Environment Ethics.

Environmental Management: Role of Government and NGOs in environment protection and development. Green protocol, Green Social Work Initiatives. Promotion Environment Movements. The Chipko Movement, Narmada Bachao Andolan, Silent Valley Movement.

**Text Books**

1. Kaushik & Kaushik (2004) Perspective in Environmental Studies, 2ed. New Age International P. Ltd.
2. Agarwal S.K. 1993. Environmental protection, Himalaya Publishers, New Delhi.
3. Aradhana P.S. 1998. Environmental Management. Rajat Publishers. New Delhi.
4. Susila Appadurai. 2004. Environmental Studies. New Century Book House Publishers. Chennai.
5. Kannan 1991. Fundamentals of Environmental pollution. S. Chand. New Delhi.

**Books for References**

1. Alka Verma (2015) Green Social Work Environmental Protection, Pentagon Press.
2. Andromeda. 1995. New Science encyclopaedia: Ecology and environment. Oxford Publishers. London
3. Aravind Kumar. 2008. Environmental Resource Management. Daya Publishers. New Delhi:
4. Aray and Abbasi 1995. Urbanisation and its Environmental Impacts. New Delhi: Discovery
5. Asthana. D.K. 2001. Environmental Problems and solutions. S. Chand publishers. New Delhi.
6. Barrow CJ (2006) Environmental Management for Sustainable Development, Routledge Taylor & Francis Group
7. Dash Sharma P. 1998. Environment Health and development. Anmol Publishers. New Delhi.
8. Dominelli L(2012) Green Social Work: From Environmental Crises to Environmental Justice, Polity Press
9. Guha Ramchandra, 1991 The Unquiet woods, Ecological Change and Peasant Resistance in the Himalayas, New Delhi: Oxford University Press

10. Luoma Samuel N. 1984. Introduction to environmental Issues. Macmillan Publishers. Calcutta.

11. Maharajan V.S. 1986. Environment protection: challenges and Issues. Deep and Deep Publishers. New Delhi

12. Mohan I. 2002. Environmental Problems in 21stCentury. Anmol Publishers. New Delhi

13. Mohanty. S.K. 1997. Environment and pollution Law Manual. Universal Publishers. New Delhi.

14. Ravichand. M. 2007. Environmental Management. Concept Publishers. New Delhi.

**Web Resources**

1. https://www.india.gov.in/official-website-ministry-environment-and-forests-0

2. https://moef.gov.in/en/rules-and-regulations/environment-protection/

3. http://www.indiaenvironmentportal.org.in/

4. http://www.envis.nic.in/

5. https://cpcb.nic.in/

6. https://www.aasw.asn.au/victoria/green-social-work-network

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | M    | S    | S    | S    | S    |
| CO2  | S    | S    | S    | S    | M    |
| CO3  | S    | S    | S    | S    | S    |
| CO4  | S    | S    | S    | S    | S    |
| CO5  | S    | S    | S    | S    | S    |
| CO6  | S    | S    | S    | S    | S    |

**S – Strong**            **M – Medium**            **L - Low**

# DISASTER MANAGEMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW ME05 | **DISASTER MANAGEMENT** | **Elective Course - III** | Y | - | - | - | 3 | 4 | 25 | 75 | 100 |

| | |
|---|---|
| **Year** | **II** |
| **Semester** | **III** |
| **Prerequisites** | **Basic Understanding of Disasters** |

**Learning Objectives**

| 1 | To deliver an understanding of Disaster and Disaster Management. |
|---|---|
| 2 | To help students to understand risk assessment vulnerability analysis |
| 3 | To help students for Disaster preparedness and response, Recovery, Rehabilitation and Reconstruction |
| 4 | To describe the Community Linkage in Disaster Management |
| 5 | To enhance the role social workers in Disaster Management |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1- Elucidate types of disasters and plan the preparedness for the disaster.

CO2 - Describe Disaster preparedness and responses various stakeholders of the community

CO3 - Describe the NGO Registration procedure and identify how to run the NGOs effectively

CO4 - critically analyse Recovery, Rehabilitation and Reconstruction technique

CO5- Apply Community Linkage in Disaster Management in safeguarding environment

CO6- Apply Professional social worker skills Disaster Management in safeguarding environment

# SYLLABUS

## UNIT – I                                    (9 Hours)

**Introduction to disaster**: meaning of Hazard, Risk, Vulnerability, Disaster Meaning, Nature, Importance, Dimensions & Scope of Disaster Management, Disaster Management Cycle, Natural Disasters- Meaning and nature of natural disasters, types: Hydrological Disasters - Flood, Flash flood, Drought, cloud burst, Geological Disasters- Earthquakes, Tsunamis, Landslides, valances, Volcanic, eruptions, Mudflow, Wind related- Cyclone, Storm, Storm surge, Tidal waves, Heat and cold Waves, Climatic Change, Global warming, Sea Level rise, Ozone Depletion.

## UNIT – II                                    (9 Hours)

**Risk Assessment and Vulnerability Analysis:** Concepts, Elements & Perception of Risk, Acceptable risk, Requirements in Risk assessment, Risk Reduction- Mainstreaming "Risk /Role of Science & Technology, Strategies and International Mobilization in Disaster Risk Reduction, Concepts of vulnerability Identification, Vulnerability types and dimensions, Vulnerability- Social factors and economic factors & Strategic development for Vulnerability reduction.

## UNIT – IIII                                    (9 Hours)

**Disaster preparedness and response:** Concept and significance, Disaster Preparedness Measures, Institutional Mechanism for Disaster Preparedness, Disaster preparedness with special needs/ vulnerable groups, Disaster Preparedness: Policy and Programmes, Role of Government, International and NGO Bodies, Role of Information Technology (IT) in Disaster Preparedness, Role of Different Organizations / Institutions.

## UNIT – IV                                    (9 Hours)

**Recovery, Rehabilitation and Reconstruction:** Concept, Meaning, Types of rehabilitation and reconstruction, Importance of Disaster Mitigation, Cost – benefit analysis, relationship between vulnerability and development. Damage Assessment- Post Disaster Damage assessment. Reconstructions- Essential services, Social infrastructures, immediate shelters/camps, Contingency plans for reconstructions, Development of Physical and Economic Infrastructure- Developing Physical and Economic Infrastructure, Environmental Infrastructure development.

**UNIT – V**                                                        **(9 Hours)**

**Community Linkage In Disaster Management:** Community Based Disaster Management Human Behaviour and Response: Individual, Community, Institutional Community Participation and Awareness, Community Health during Disasters & Community Health Management, Disaster Site Management in Community& Disaster Management Strategies, Leadership and Coordination in Disaster Management & role of social worker in disaster management.

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**Text Books**

1. Environment& Disaster Management: Ecology, Climate Change & Bio-diversity, D.R Khullar J A C S 9354601049

2. Kumar, Nitesh, Satish,Textbook of Disaster Management ,Serial Publishing House, ISBN 9789381226704

3. National Disaster Management Authority (2020) Guidelines Management of Glacial Lake Outburst Floods (GLOFs), Ministry of Home Affairs Government of India

4. Subramanian. R, Disaster Management, Vikas Publishing House, ISBN 9352173387,9789386176686

5. Sharma SC, Disaster Management, Khanna Publishing House. ISBN 9386173387, 9789386173386

**Books for References**

1. Bernadin John H, 2012, Human Resource Management, New York: McGraw Hill.
2. Dwivedi. R.S, 2009, A Textbook of Human Resource Management, New Delhi, Vikas Publication House Pvt Ltd
3. Ivancevich, 2012, Human Resource Management, New York: McGraw Hill.
4. Mahajan. J P & Reeta, 2016, Human Resource Management, Noida, Vikas Publishing house.
5. Rao V.S.P 2000 Human Resource Management, New Delhi: Sage Publications.

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | M | S |
| CO6 | S | S | S | M | S |

**S – Strong**          **M – Medium**          **L - Low**

# CORPORATE SOCIAL RESPONSIBILITY

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWME06 | **CORPORATE SOCIAL RESPONSIBILITY** | **Elective Course - III** | Y | - | - | - | 3 | 4 | 25 | 75 | 100 |
| **Year** | | II | | | | | | | | | |
| **Semester** | | III | | | | | | | | | |
| **Prerequisites** | | **Basic Understanding of Corporates** | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To learn the models and strategies of Corporate Social Responsibility. | | | | | | | | | | |
| 2 | To enhance understanding of the basic concepts, tools and techniques in Community Participation and Corporate –Community Collaboration working. | | | | | | | | | | |
| 3 | To Acquire knowledge on legal Provision related to CSR. | | | | | | | | | | |
| 4 | To enrich the knowledge on Business ethics and Corporate Governance. | | | | | | | | | | |
| 5 | To obtain skills and understand the role of Social Worker in the field of CSR. | | | | | | | | | | |

**Course Outcomes**

The Successful completion of this course shall enable the student;

CO1: To learn the concept and Model of Corporate Social Responsibility

CO2: To understand steps and strategies in attaining CSR.

CO3: To examine the various norms and Standards on CSR (National and International).

CO4: To appraise the various CSR Programmes in an Organization

CO5: To Reflect on various Ethical standards on consumer, Environmental and Social aspects of CSR.

CO6: To Facilitate in the process of Community Participation and Community Need Analysis.

# SYLLABUS

## UNIT – I                                                                    (9 Hours)

**Introduction to CSR**: Corporate Social Responsibility – Meaning, Definition and Concepts. Historical evolution of CSR at Global and Indian contexts. Arguments for and against CSR Scope for CSR in India. Need to be Socially Responsible. Models of CSR- Carroll's model, CSR through triple bottom line and Sustainable Business. Steps to attain CSR. Drivers of CSR. CSR Strategies. CSR in Indian and International context.

## UNIT – II                                                                   (9 Hours)

**CSR-Legislation in India & the world.** Indian Companies Act (2013): Section 135 of Companies Act 2013.Scope for CSR Activities under Schedule VII, Appointment of Independent Directors on the Board, and Computation of Net Profit's Implementing Process in India. International standards and norms on CSR. Social Accounting: Definition, Objective, Scope. Social Audit: Definition, Approaches & Need.SA:8000 and Corporate Social Reporting.

## UNIT – IIII                                                                 (9 Hours)

**Business ethics and Corporate Governance:** Business ethics: Meaning and definitions of Ethics. Nature of business ethics; the relationship between business ethics, corporate governance and ethical leadership; Kohlberg's six stages of moral development; levels of ethical analysis; concept of corporate integrity. Corporate Governance – meaning, significance, principles and dimensions. Issues in corporate governance - Theoretical basis of corporate governance. Consumer Protection, Environment Protection, Gender issues in multiculturalism, Ethics and Corruption.

## UNIT – IV                                                                   (9 Hours)

**CSR and Community Participation:** Corporate and Community Participation. Corporate, NGO, Government and Citizen Participation, Need    and types of participation, Corporate – Community Collaboration (CCC) and Social Development. Challenges and barriers to Corporate-Community Collaboration – CCC as CSR process and Product-Socio-Economic Impact of CCC – Community Investment and Corporate Citizenship Programmes.

**UNIT – V**                                             **(9 Hours)**

**Role and Skills of Social Worker:** Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting and Supervising. Format for Annual report on CSR activities. CSR Audit & Reporting Guidelines by Companies act 2013. **Case Studies:** Ashok Leyland, Hyundai Foundation, Srinivasan Service Trust, Titan Foundation, Tata Sustainability Group, A.M.M. Foundation, CPCL, Wipro Foundation, Infosys Foundation, NIIT.

**Text Books**

1. Benn & Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.

2. Chatterjee, M. (2015). Corporate Social Responsibility. Delhi: Oxford University Press

3. Maya. R. J., Vanitha, S., Kamala, Padmavati, D., Sangar Mithirai and Padmavathy, M. (2008). Issues and Challenges of Sustainable Development in India. New Delhi: Serials publications.

4. Reddy, Sumati and Stefan Seuring. (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.

**5.** Werther, W. B. & Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage publications.

**Books for References**

1. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company

2. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.

3. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.

4. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.

5. Das, Chandra, Subash. (2010). Corporate Governance. New Delhi: PHI Learning Pvt. Ltd.

6. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers

7. Grace, D. and S. Cohen (2005). Business ethics: Australian problems and cases. Oxford: Oxford University Press.

8. Neil, H. (1973). Corporate Power Social Responsibility. New York: Macmillian Publishing Co., Inc.

**Web Resources**

1. https://indiacsr.in/

2. https://csrcfe.org/about-csr-in-india-public-policy/

3. http://csr.gov.in/

4. https://bthechange.com/csr-in-india-is-now-a-law-2502aa6d0daa

5. https://csrbox.org/CSR-in-India

6. https://thecsrjournal.in/top-100-companies-india-csr-sustainability-2021/

7. https://www.financialexpress.com/industry/corporate-social-responsibility-how-indias-csr-rules-ensure-strict-compliance/2392017/

8. https://thecsruniverse.com/csr-in-india-csr-definition-and-csr-eligibility-in-companies-act-2013/

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | S    | S    | S    | M    |
| CO2  | M    | S    | S    | M    | S    |
| CO3  | S    | M    | S    | S    | S    |
| CO4  | S    | S    | S    | S    | S    |
| CO5  | S    | S    | M    | S    | S    |
| CO6  | S    | S    | S    | S    | S    |

**S – Strong**          **M – Medium**          **L - Low**

# SKILLS FOR COMPETITIVE EXAMINATIONS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | CIA | External | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Marks | | |
| 23PSWSE02 | **SKILL FOR COMPETITIVE EXAMINATIONS** | **Skill Enhancement Course - II** | Y | - | - | - | 2 | 1 | 25 | 75 | 100 |

| Year | II |
|---|---|
| Semester | III |
| Prerequisites | **To enhance the ability for Competitive Examination** |

| Learning Objectives | |
|---|---|
| 1 | To enrich the knowledge about the various completive exams. |
| 2 | To understand various skills required for Competitive exam |
| 3 | To enhance various soft skills to succeed the competitive examination |
| 4 | To use the time effectively to become aware about the goals of life |
| 5 | To enable them to develop aptitude and problem-solving skills to win Competitive examinations. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To acquire Skills and knowledge for successful completion for competitive exam

CO2: To enhance the attitudinal and aptitude skills

CO3: To enhance the student to improve their emotional intelligence and interpersonal skills.

CO4: To motivate them for successful Goal setting and effective planning

CO5: To impart skills for students about building logical reasoning and self-esteem.

CO 6: To strength their general knowledge and relevant knowledge for successful face their competitive examination

# SYLLABUS

**UNIT – I** (6 Hours)

**Introduction of Competitive Examinations**, Basics of competitive exams, history, Purpose, objectives, types of competitive exams. Skills for Competitive examination-Communication: Body Language, Presentation skills, Interpersonal Skills Time and Stress Management, Planning, Preparation, Focus group discussion- Preparation for a group discussion, Skills for effective participation, Non-verbal communication in group discussion, Types of group discussions. **Interviews:** Developing an Interview Strategy, practicing for the Interview, During the Interview Stress Interviews, Traditional Interviews Writing Skills, Basics of writing, Writing paragraphs, Writing research articles and Report writing.

**UNIT – II** (6 Hours)

**Preparation Strategy for Competitive Exams**: Set S.M.A.R.T. Goals (Specific Measurable Achievable Relevant Time-Bound). Self-Management vs Time Management Attend Online/ Offline Classes Regularly, Revise on a Daily Basis, Solve Time-Bound Exercises, Mock Tests &amp; Model Papers, Raise Doubts or Questions if any, Choose Institutes/ Teachers Wisely – Choose the books, study material and resources wisely, Get Concepts Clear, Focus-Solve Previous Year Question Papers, Be Regular, Well Planned &amp; Disciplined.

**UNIT – III** (6 Hours)

Intelligence, creativity, application, testing, assessment - Types, Reasoning Ability, and General Intelligence-Logical Reasoning or Verbal Reasoning, Non – Verbal Reasoning, Numbers, simplification, time and work, percentage, fraction, speed and distance, simple and compound interest, ratio and proportion, Quantitative, Aptitude and Data Interpretation-Word Problems, Graphs (Bar, Line, Pie chart, etc.), Simplification

**UNIT – IV** (6 Hours)

Listening, Problem Solving, thinking out of the Box, Teamwork, Being Independent, Decision Making, Be Organised, Positive Attitude, Collaboration, Understanding Learning Style, Reading. **Emotional Intelligence skills:** Self Awareness, self-Regulation, Social Skills, Empathy. Motivation. Spatial and perceptual abilities, situation reaction test, Memory and inductive reasoning, Logical reasoning, Coding and Decoding, Direction Test, Syllogism, English Language/ Verbal Ability, Comprehension.

**UNIT – V** (6 Hours)

General Awareness and Current Affairs- General Knowledge/ Statistics Daily News, History Geography, Politics, Banking Awareness Computer Knowledge.

**Text Books**
- Verbal &amp; Non-Verbal Reasoning by R.S.Agarwal
- A Modern Approach to Reasoning by R.S.Agarwal
- A New Approach to Reasoning: Verbal &amp; Non-Verbal by B.S.Sijwali and Indu Sijwali
- Analytical Reasoning by M.K. Pandey
- Multi-Dimensional Reasoning by Dr. Lal
- Reasoning for Competitive Exams by Nishit K. Sinha

**Quantitative Aptitude**:
- Quantitative Aptitude by R.S. Agarwal
- Quantitative Aptitude for Competitive Exams by R.S. Agarwal
- Data Interpretation by Arun Sharma
- Objective Mathematics for Competitive Exams by Tarun Goyal

**General Awareness:**
- India Year Book by Publications Division
- Manorama Yearbook
- Banking Awareness by Arihant Publications
- Daily Newspapers for Current Affairs

**Computer knowledge**:
- Objective Computer Knowledge by Kiran Prakashan
- Computer NCERT Class IX, X, XI &amp; XII

**Books for Reference**

1. Current Affairs by Arihant Experts (suggested for IBPS (PO / Clerk), NDA/CDS, SSC (CGL & 10+2), Railways & other state-level competition exams)

2. Current Affairs for Competitive Examination by Disha Experts (suggested for UPSC, SSC, Banking, Insurance, Railways, Engg. Services and AFCAT, etc.)

3. Speedy Current Affairs 2022 by Spark Publications (suggested for UPSC, SSC, Railways, etc.)

4. Drishti Current Affairs Today by Drishti Publications (suggested for UPSC, State PSC, SSC CGL, etc.)

5. Manorama Year Book 2022 by Malayala Manorama Co. Ltd. (suggested for SSC, Bank Clerk, Civil Services Examination, state PCS, etc.)

6. India Yearbook – Publications Division Government of India (suggested for Railways, SSC, Banking, TET, etc.)

7. Pratiyogita Darpan (Magazine) by Upkar Prakashan publications (suggested for SSC CGL, SSC CHSL, UPSC, State PSC, etc.

**Web Resources**

- pib.gov.in.
- mea.gov.in
- mha.gov.in
- lawmin.gov.in
- rbi.org.in
- socialjustice.nic.in
- indiaculture.nic.in
- india.gov.in
- newsonair.com
- darpg.gov.in
- ipcc.ch
- prsindia.org

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S    | S    | S    | S    | S    |
| CO2 | S    | S    | S    | S    | S    |
| CO3 | S    | S    | S    | S    | S    |
| CO4 | S    | S    | S    | S    | S    |
| CO5 | S    | S    | S    | M    | S    |
| CO6 | S    | S    | M    | S    | S    |

**S – Strong**          **M – Medium**          **L - Low**

# EMPLOYABILITY SKILLS OF SOCIAL WORKERS

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW AE02 | **EMPLOYAB ILITY SKILLS OF SOCIAL WORKERS** | **Ability Enhancement Compulsory Course - Soft Skill - II** | Y | - | - | - | 2 | 2 | 25 | 75 | 100 |

| Year | II |
|---|---|
| Semester | III |
| Prerequisites | **Basic Understanding of employability skills** |

| Learning Objectives | |
|---|---|
| 1 | To understand the importance of Employability skills |
| 2 | To inculcate various soft skills and develop competencies in the young minds. |
| 3 | To enable the students to understand the importance of verbal and Non-verbal communication |
| 4 | To interpret person's ability to interact effectively with co-workers and customers & use formal and technical communication |
| 5 | To insist the Essential skills for success. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To Enhance the Behavioural Skills of the students.

CO2: To equip the students person's ability to interact effectively with co-workers and customers

CO3: To enhance the student to improve English Literacy & Communication

CO4:  To motivate them to become a successful Entrepreneur in the world

CO5: To provide an in-depth view to the students about Essential skills for success.

CO6: To prepare them to the world of work.

# SYLLABUS

**UNIT – I**                                                                                    **(6 Hours)**

**Behavioral Skills:** Expectation setting: Creating a Focus and Responsibility Learning environment, Personal strength analysis /Strength blindness: self-aware and confidence building, Perception Management: Display Professionalism at the institute and work place, Social Etiquette: Characteristic of a responsible citizen- Display the same by respecting self, others, environment, care for duty and value for time

**UNIT – II**                                                                                   **(6 Hours)**

**English Literacy & Communication:** Understanding about **Functional English & Writing English, Verbal Communication:** Understand the usage of appropriate words to express themselves Communicate effectively on telephone. **Non-Verbal Communication: Positive** body language: adopt and use it appropriately to build a positive impression, Different spatial zones: Understanding and need to maintain it, create safe zones for communication, Maintaining appropriate eye-contact in building trust and confidence, Impact of touch in a formal environment. Acceptable and unacceptable touch, Role of tone in any communication.

**UNIT – III**                                                                                  **(6 Hours)**

**I.T. Literacy:** Basic MS Word, office, web browser& search engine, Email & Mobile Application. **Entrepreneurship Skills:** Ways to become a good entrepreneur, enabling environment available to become an entrepreneur, Ways to set up an enterprise and different aspects involved viz., legal compliances, Marketing aspect, Budgeting, etc., Different Government schemes supporting entrepreneurship. Examples of successful and unsuccessful entrepreneurs.

**UNIT – IV**                                                                                  **(6 Hours)**

**Essential skills for success:** Building basic skills to navigate life and career. Self-Awareness, articulating personal values, Value-based decision making, Dilemma situations. Identify sources and types of stress (positive / negative stress), Managing stress (long-term / short-term), Handling rejection and building resilience, Identify day wasters.

**UNIT – V**                                                                                   **(6 Hours)**

**Preparation to the world of work**: Career Plan: Identify the difference between job and career, Basic Professional Skills: Career Pathways: Awareness of industries, and the

respective professional pathways, Awareness of higher education / up skilling (short-term) options, Steps involved in online application for Instructor course, Apprenticeship and different jobs in popular site like theindiajobs.com, naukri.com, monsterindia.com, Govt. website. Learning Occupational Safety, Health and Environment Education. Understanding Labour Welfare Legislation.

*Case Studies: Some cases of real business world to supplement learning from the course.*

**Text Books**

1. Abhijit Guha (2020) Quantitative Aptitude for Competitive Examinations, McGraw Hill India, ISBN: 9789389811544, 9389811546

2. Disha Publication (2020) General Quantitative Aptitude for Competitive Exams, SBN: 9789389645101, 9789389645101

3. Grant Taylor, Tata McGraw-Hill Education India, ISBN: 9780070996038, 9780070996038 McGraw Hill India

4. Felicity Becker, (2021) Boost your employability, Sage Publications ISBN: 9781529745009

5. Lucent's – (2022) General Knowledge 14 Edition2022 General Knowledge 14 Edition, ISBN: 9789384761547, 9384761540

**Books for References**

1. Arvind Nawale, Mm Manisha (2018) An Introduction to Employability Skills' published by Macmillan

2. David W.G. Hind (2005) Employability Skills, Business Education Publishers Ltd, ISBN-10 : 1901888401

3. Felicity Becker, (2021) Boost your employability, Sage Publications ISBN: 9781529745009

4. Ghosh B.N, 2012, Managing Soft Skills for Personality Development, New Delhi, McGraw Hill India.

5. Johnson, D.W. (1997). Reaching out – Interpersonal Effectiveness and Self Actualization. 6th ed. Boston: Allyn and Bacon.

6. *Mercy V Chaita* (2016) *Developing Graduate Employability Skills*: *Your Pathway to Employment*.

7. Peter, Francis. 2012, Soft Skills and Professional Communication. New Delhi: Tata McGraw Hill.

8. Robbins, S. P. and Hunsaker, Phillip, L. (2009). Training in Interpersonal skills. Tips for managing people at work. 5th ed. New Delhi: PHI Learning

9. Stella Cottrell (2021) Skills for Success, Personal Development and Employability, ISBN 9781352011593

**Web Resources**

1. https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/publication/wcms_098504.pdf

2. https://en.wikipedia.org/wiki/Green_job#UNEP_Green_Jobs_Initiative

3. https://in.indeed.com/career-advice/finding-a-job/employability-skills

4. https://www.simplilearn.com/why-are-employability-skills-important-article

5. https://cte.ed.gov/initiatives/employability-skills-framework

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | M | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

**S – Strong**　　　　　　**M – Medium**　　　　　　**L – Low**

# CONCURRENT FIELD WORK PRACTICUM – III

## COMMUNITY DEVELOPMENT SPECIALIZATION

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CP03 | **CONCURRENT FIELD WORK PRACTICUM-III** | **Core Practic al – III** | **Y** | **-** | **-** | **-** | **4** | **6** | **50** | **50** | **100** |
| **Year** | | **II** | | | | | | | | | |
| **Semester** | | **III** | | | | | | | | | |
| **Prerequisites** | | **Basic Understanding of the Community Development Specialization** | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To know and understand the functions of an agency. | | | | | | | | | | |
| 2 | To study and comprehend the agency's goals, policies and philosophy | | | | | | | | | | |
| 3 | To understand and analyze the person in the environment | | | | | | | | | | |
| 4 | To gain professional interventions skills. | | | | | | | | | | |
| 5 | To improve the skills in documentation. | | | | | | | | | | |

**COURSE OUTCOMES:**

CO 1: Understanding the different types communities and their issues.

CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the person environment context.

CO 3: Interrupt the theoretical knowledge with the activities of social work agencies.

CO 4: Discuss the roles, characteristics and skills of a student trainee in field work agencies.
CO5: Develop expertise in proposal writing, research and evaluation.

CO6: Help the students to identify various avenues of job placement and equip themselves with the right employability competency and Understanding the Corporates role in the development of the communities.

**Phases:**

Tasks/ Activities Carried out

**Orientation Phase:**

1. Field work orientation on structure of the programme
2. Explaining the skills are required for social workers to face the challenges in the different communities.
3. Identification of the field of interest to develop the aptitude for the same.

**Induction Phase:**

The students are start their training in their respective field work organisation.

1. Identify needs of the community and solve it with people s' participation.
2. Application of community social work practice
3. Applying their skill in solving the community problems.
4. Assessment on the role of industries contribution for community development

**Implementation Phase:**

Apply the theoretical knowledge for solving the problems and to develop the NGOs' knowledge on current application of community assessment & development.

**Feedback and Evaluation:**

1. The students will be evaluated bases on their contribution and participation in the agencies activities.
2. Detailed report on the community where they worked.
3. Report writing and documentation
4. Attendance (Field work and conferences attended by the trainee.
5. Internal & external Viva Vice examination

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| **CO1** | S | S | S | S | M |
| **CO2** | S | S | S | S | S |
| **CO3** | S | S | S | M | S |
| **CO4** | S | S | S | S | S |
| **CO5** | S | S | S | S | S |
| **CO6** | S | S | S | S | S |

**S – Strong          M – Medium          L - Low**

# CONCURRENT FIELD WORK PRACTICUM - III

## HUMAN RESOURCE MANAGEMENT SPECIALIZATION (Manufacturing Sector)

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CP03 | **CONCURRENT FIELD WORK PRACTICUM - III** | **Core Practical– III** | - | - | Y | - | **4** | **6** | **50** | **50** | **100** |
| **Year** | | **II** | | | | | | | | | |
| **Semester** | | **III** | | | | | | | | | |
| **Prerequisites** | | **Basic Understanding of Human Resource Management** | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To understand the business profile of the industries | | | | | | | | | | |
| 2 | To observe the practice of current trends in HR | | | | | | | | | | |
| 3 | To familiarize with Labour Legislations | | | | | | | | | | |
| 4 | To practically understand the concept of Industrial Relations and to acquire the related competencies | | | | | | | | | | |
| 5 | To observe the application of various Labour welfare measures | | | | | | | | | | |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To integrate the classroom learning with field work practice - the knowledge related to types
of employees, recruitment, selection, induction and placement, time office, bio- metric etc.
in
the industry

CO2: To understand the application of the different types of labour welfare measure and the
current
trends in HR practices

CO3: To demonstrate the knowledge and the skills of HRM, IR, and work as a HR professional in
interdisciplinary teams

CO4: To apply and practice in projects of the organization on employees' motivation, employees'
absenteeism, collective bargaining and the role of trade unions

CO5: To assess the concept of industrial relations and familiarize with labour legislation towards
supportive business environment

CO6: To develop the competencies required for the practice of Human Resource Management.

## SYLLABUS

**UNIT – I** **(12 Hours)**

**Organizational Profile:** History of the Agency, Organization Chart, The Products, services, Branches/units, workforce, Line and Staff management, structure and functions of the Human Resource Department

**UNIT – II** **(12 Hours)**

**Areas of Personnel Functions:** Manpower Planning (Need Analysis), Recruitment (Advertisement/consultancies/Campus/other Bureaus/Sources), Types of Employees (Contract/Temporary/Permanent/part-time, Selection (interview/Written Test/Group Discussion/Physical examination, Induction and Placement, Promotion and Transfer, Training and Development (Need analysis/Types/outsourcing), Disengagement – Retention, Resignation/Termination and Retirement (Exit *interviews)*, Time Office (Daily Attendance/swiping Cards/Attendance Register), Hours of Work (Time in/Break/Movement Register/Period of Rest/Time out), Leave and Holidays (Casual Leave/Medical Leave/National and Festival Holiday etc), Employee Service Register, Communication, Employee Appraisal(Ranking/Free Essay/360 degree Appraisal), Balance Score Card, Succession Planning

**UNIT – III** (12 Hours)

**Industrial Relations Functions:** Industrial Relations at Shop Floor & Plant Level (Works Committee/Joint Production Committee/ Management Councils, Grievance Handling – Grievance Settlement Procedure Works, Standing Orders (Employee Discipline/ Domestic Enquiry/ Absenteeism/ Alcoholism/ Punishment), Employers Association, Trade Unions, Collective Bargaining - The Agreements, Strikes/Lock outs and Retrenchment

**UNIT – IV** (12 Hours)

**Labour Welfare Measures:** Intra Mural and Extra Mural / Statutory and Non-Statutory Measures - Housing/ Crèche/Canteen/Credit and Consumer Cooperatives, Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/Stress/Fatigue/Burnout) Employee Counselling, Workers' education, Recreation, Other Welfare Measures

**UNIT – V** (12 Hours)

**Labour Legislations:** Legislations applicable to the Organization

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| **CO1** | S | S | S | S | M |
| **CO2** | S | S | S | S | S |
| **CO3** | S | S | S | S | M |
| **CO4** | S | S | S | S | S |
| **CO5** | S | S | M | S | S |

**S – Strong**          **M – Medium**          **L - Low**

# CONCURRENT FIELD WORK PRACTICUM - III

## MEDICAL AND PSYCHIATRIC SPECIALIZAION (Hospital Sector)

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCP03 | **CONCURRENT FIELD WORK PRACTICUM - III** | **Core Practical – III** | Y | - | - | - | **4** | **6** | **50** | **50** | **100** |

| Year | II |
|---|---|
| **Semester** | **III** |
| **Prerequisites** | **Basic Understanding of different medical setting** |
| **Learning Objectives** | |

| 1 | To know and understand the functions of hospital |
|---|---|
| 2 | To make the students aware of different settings for Medical Social Work. |
| 3 | To understand and analyze the role of person and patient in the environment |
| 4 | To train the students on Community based rehabilitation services. And provide professional intervention skills. |
| 5 | To improve the skills to work in health setting. |

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**COURSE OUTCOMES:**

CO 1: Understanding the different types of health issues.

CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the personal environment context.

CO 3: To be able to understand the role of social worker in health setting.

CO 4: Evaluate the role, characteristics and skills of a social work and critically evaluate the same.

CO5: Develop theoretical expertise and knowledge in health setting.

CO6: Understanding the role of multidisciplinary team in a hospital.

**UNIT I** (12 Hours)

**Orientation Phase**

1. Field work orientation on structure of the programme
2. Explaining the skills is required for social workers in health care setting.
3. Identification of the field of interest to develop the aptitude for the same.

**UNIT II** (12 Hours)

**Induction Phase I**

- To understand the Structure and functions of administration in Medical Setting.
- To identify the role of Medical Social Work
- Identify the needs of the patients and caregivers in hospital.

**UNIT III** (12 Hours)

**Induction Phase II**

- Applying their skill in Medical Social Work.
- Assessment on the role of Social Worker in Hospital.

**UNIT IV** (12 Hours)

**Implementation Phase**

Apply the theoretical knowledge for solving the problems of patients and Application of Medical Social Work practice.

**UNIT V** (12 Hours)

Case study analysis and apply problem solving and strength-based approach.

**Feedback and Evaluation**

1. The students will be evaluated based on their contribution and participation in the agency's activities.
2. Detailed report on the community where they worked.
3. Report writing and documentation
4. Attendance (Field work and conferences attended by the trainee
5. Internal & external Viva Voce examination

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | S | S |
| CO3 | S | S | S | S | S |
| CO4 | S | S | S | M | S |
| CO5 | S | S | S | M | S |
| CO6 | S | S | S | S | S |

**S – Strong          M – Medium          L - Low**

# SUMMER INTERNSHIP TRAINING

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | CIA | External | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Marks | | |
| 23PSWIT01 | **SUMMER INTERNSHIP TRAINING** | Internship - I | - | - | Y | - | 2 | | 50 | 50 | **100** |

| Year | II |
|---|---|
| Semester | III |
| Prerequisites | **Basic Understanding of the Social Work Specialization** |

| Learning Objectives | |
|---|---|
| 1 | To understand the social issues in the contemporary field. |
| 2 | To enable the students to recognize and display professional attitudes, workplace behaviours and communication skills appropriate to their setting. |
| 3 | To develop an understanding of the role of Social Workers in the respective field. |
| 4 | To facilitate the students to understand the connection of theories to practice with their respective specialized setting. |
| 5 | To learn and apply the methods of Social Work practice in their field work settings |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To acquire professional Social work skills in their respective social work setting.

CO2: To analyse the need and importance the role of Social Workers in professional practice.

CO3: To practice and demonstrate the Social Work methods in their respective settings.

CO4: To associate and integrate the Social Work theory in to practice in their field work organization.

CO5: To understand the application of Social Work approaches to handle the challenges in the field.

CO 6: To utilise the professional knowledge and skills in their respective field.

## SYLLABUS

**PHASE – I: Orientation and Commencement**

- Orientation on respective specialized fields.
- The objectives of summer placements are explained.

**PHASE – II: Approval and Confirmation of Summer placement organization**

- Confirmation/Approval of summer placement organizations.
- Commencement of Summer placement training in the approved organization.
- The summer training program falls between Semester II and III.

**PHASE – III: Induction and Learning**

- Induction of students in the organization.
- Submission of Letter of induction to the respective guide.
- Submission of weekly reports (Learnings & Observations) along with daily time sheets.

**PHASE – IV: Social Work Practice in the Field**

- Students gain knowledge about the Vision, Mission & objectives of the organization, organizational structure, functions of the organization, Dynamics of the organization, Skills Required to be a professional, laws pertaining to their specialized field, etc.
- Constant contact with the students to regulate the learning process.

**PHASE – V: Termination and Evaluation**

- Monitoring the performance of the student.
- Submission of letter of completion from the organization duly signed by the authorities.
- After the Completion of training, the process of evaluation (Self & Staff) is executed based on the performance of the students through the submitted weekly Reports.

### MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

**S – Strong          M – Medium          L - Low**

# SEMESTER IV

# STRATEGIC HUMAN RESOURCE MANAGEMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT10A | **STRATEGIC HUMAN RESPIRCE MANAGEMENT** | **Core Course - X** | **Y** | **-** | **-** | **-** | **4** | **6** | **25** | **75** | **100** |
| **Year** | | **II** | | | | | | | | | |
| **Semester** | | **IV** | | | | | | | | | |
| **Prerequisites** | | **Basic Understanding of Human Resource Management** | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To understand the dimensions related to strategic HRM activities | | | | | | | | | | |
| 2 | To acquire skills to contribute to an organization's competitive edge | | | | | | | | | | |
| 3 | To examine the developments of HRM in the current globalized scenario | | | | | | | | | | |
| 4 | To develop a perspective pertaining to quality standards | | | | | | | | | | |
| 5 | To enhance the skills of strategic application pf HRM | | | | | | | | | | |

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**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To understand Globalization and Global Impact on Indian Economy across Sectors

CO2: To describe the features of the International Business Environment

CO3: To apply the Models of International Human Resource Management

CO4: To analyse the strategies required for the Human Resource Management

CO5: To evaluate various strategic management tools in industries to gain a competitive advantage

| CO6: To implement strategic practices in Human Resource Management |
| --- |

## SYLLABUS

**UNIT – I**                                                          **(12 Hours)**

**Globalization and the Indian Business Environment:** Meaning and Implications, Phases, Global Impact on Indian Economy across Sectors. Modes of Entry strategies.

**UNIT – II**                                                         **(12 Hours)**

**International Business Environment:** Review of the global economy, the global recession, Business environment in Developed and Developing Countries. International trade theories. GATT and WTO: Agreements and Implications. International cultural aspects- Values and norms, religion and ethics, language, education impact of cultural differences on business.

**UNIT – III**                                                        **(12 Hours)**

**International HRM (IHRM):** Definition, reasons for going global, Approaches to IHRM, Difference between IHRM and Domestic HRM, Reasons for emergence of IHRM, Models of IHRM-Matching model, Harvard Model, Contextual Model, 5P Model European Model, Models - The Challenges of International Human Resource Management. – Overview of International Compliances, Tax, Work Permit, Visa Process and Offshoring business.

**UNIT – IV**                                                         **(12 Hours)**

**Strategic Human Resource Management:** Definition, Meaning -SHRM - Process - Types of Corporate Strategies - Difference between SHRM and HRM, - Porter generic model - Benefits of SHRM, Role of HR in Strategic Human Resource.

**UNIT – V**                                                          **(12 Hours)**

**HR Strategies:** Recruitment, Retention, Training & Development, and Retrenchment Strategies, Strategic management tools and recent trends in SHRM.

**Text Books**

1. Aswathappa, K. (2010) Human Resource Management – Text and Cases. New Delhi: Tata McGraw Hill
2. Gupta S C (2014). International Human Resource Management. Laxmi Publications
3. Gyanchandani, Rajni (2014). Strategic Human Resource Management. Nirali Prakashan
4. Monappa, Arun and Engineer, Mahrukh (1998). Liberalisation and Human Resource Management, Response Books, New Delhi
5. Porter, Michael S. (1998). Competitive Strategy: Techniques for Analysing Industries and Competitions, Free Press, New York.

**Books for References**

1. Armstrong, Micheal (2011). Armstrong's Handbook of Strategic Human Resource Management (5th ed.). London, Kogan Page Ltd.

2. Jack Lawrence R & Glueck, William F (2008). Strategic Human Resource Management. Tata Mc Graw Hill Publishing Company Ltd.

3. Rathan Reddy B. (2015). Effective Human Resource Training and Development Strategy (3rd ed.). Mumbai: Himalaya Publishing House

4. Subba Rao P. (2015). International Human Resource Management. Himalaya Publishing House

5. Vance (2013). Managing a Global Workforce Challenges and Opportunities in International Human Resource Management. Prentice Hall India Learning Private Limited

**Web Resources**

1. http://www.ignou.ac.in
2. https://www.aihr.com
3. https://www.hrmexam.com
4. https://www.shrm.org
5. https://www.whatishumanresource.com

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|      | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| CO1  | S    | M    | S    | S    | S    |
| CO2  | S    | S    | S    | S    | M    |

| | | | | | |
|---|---|---|---|---|---|
| **CO3** | **S** | **S** | **S** | **S** | **S** |
| **CO4** | **S** | **S** | **S** | **S** | **M** |
| **CO5** | **S** | **S** | **M** | **S** | **S** |

**S – Strong**             **M – Medium**             **L - Low**

# MEDICAL SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | | | | | | | | | CIA | External | Total |
| 23PSWCT10B | MEDICAL SOCIAL WORK | Core Course – X | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | II |
| --- | --- |
| Semester | IV |
| Prerequisites | Basic Understanding of health and Social Work |

| Learning Objectives | |
| --- | --- |
| 1 | To equip students by imparting knowledge to understand the concept, definition, objectives, of Medical Social Work. |
| 2 | To apply the models of Health care while working at micro, mezzo and macro level. |
| 3 | To acquire skills and techniques required for medical social worker, values and ethics of professional social work. |
| 4 | To develop the ability to critically analyse problems of patients and caregivers in health setting. |
| 5 | To identify the settings and fields for the practice of medical social work. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware about the concept, history, scope and trends in Medical Social Work.

CO2: To Identify, analyse, and implement evidence-based interventions for patients and care givers.

CO3: To Critically choose and implement health care models in the practice setting to achieve the goals of medical social work

CO4: To analyse competencies and skills required for medical social worker in different setting.

CO5: To create and implement empirically-based interventions in a multidisciplinary setting.

CO6: To demonstrate ethical values and able to articulate patients' rights in health care setting.

## SYLLABUS

**UNIT – I** (12 Hours)

**Introduction to Medical Social Work:** Medical Social Work: Definition, Concept, objectives. Historical Development of medical social work in India and abroad. Trends & Scope of Medical Social work practice in India. Organisation and administration of Medical Social Work in hospitals

**UNIT – II** (12 Hours)

**Understanding Patient and illness behaviour:** Concept of- Acute illness, chronic illness, terminal illness, disability, impairment and handicaps.

Concept of patient as a person. Patient as a whole, Sick role and illness behaviours. Impact of illness on the patient and caregivers. Hospitalization of patient – impact on family. Concept and Impact of long-term hospitalization on the patients and their families.

**UNIT – IIII** (12 Hours)

**Healthcare Models:** Preventive, Curative, Promotional, Integrative and Development Model. Holistic Approach to Health Alternative System of Health - AYUSH. Health Education: Concept and Principles, Models, Methods and Techniques.

**UNIT – IV** (12 Hours)

**Medical Social Work Department:** Organization and administration; Functions, Public relations in hospital, Medical Social Work in relation to other disciplines, Multidisciplinary approach and teamwork; Medico-Legal issues, Euthanasia, Organ Transplant. Patient's Rights and Medical Ethics in health care.

**UNIT – V** (12 Hours)

**Medical social work practice in different settings**: Role of medical social worker in Out-Patient departments, Emergency / Crisis Care, ART Centers, Hospice, Community Health, Geriatric Department, Pediatric Department and Oncology department. Rehabilitation:

Definition, Types and principles, Community based rehabilitation. Ambulatory, Palliative care, Hospice and Convalescent care.

**Text Books**

1. Brandell, J R (1997). Theory and Practice of Clinical Social Work, London: Free Press

2. Brannon &Feist, (2000) Health Psychology, TLARC Publication, Toronto.

3. Dowding &Barr, (2002) Managing in Health Care, Pearson Education Ltd. London.

4. Park and Park, 23 rd (Ed), 2015 Preventive and Social Medicine, BanarsidasBhanotPublishers, Jaipur.

5. Pathak, S.H., (1961) Medical Social Work in India, Delhi School of Social Work, New Delhi.

6. Sarah Ghelert, 2006 Hand book of Health Social Work, John Wiley & Co., London.

**Book for References**

1. Kapil, Krishnana (1971) Social Service Opportunities in Hospitals, Bombay, TISS

2. BajpaiP.K. (ed.).(1997).Social Work Perspectives in Health. Rawat Publications. Delhi.

3. Blaxter, Mildred (2004), Key Concepts on Health, Polity Publishers, New Delhi

4. Bradshaw & Bradshaw, (2004)Health Policy for Health Care Professional, Sage Publications, New Delhi.

5. Beder, J. (2006). Hospital social work: The interface of medicine and caring. New York, NY: Routledge.

6. D'Ambruoso, S. (Ed.) (2006). Handbook of social work in health and aging. New York, NY: Oxford University Press.

7. Egan, M. (2010). Evidence-based interventions for social work in health care. New York, NY: Routledge.

8. Field M.(1963).Patients are people-A Medical-Social Approach to Prolonged Illness, Columbia University Press, New York.

9. Gehlert, S., & Browne, T. A. (Eds.). (2006). Handbook of health social work. New York, NY: Wiley.Gambrill.E. (1997). Delhi Social work in the 21st century, Pine for gepress,New Delhi.

10. GolsteinD.(1955),Expanding horizons in medical social work,The University of

Chicago Press, Chicago.

11. Pokarno K.L., (1996), Social Beliefs, Cultural Practices in Health and diseases; Rawat Publications, Delhi.

**Web Resources**

1. https://mgcub.ac.in/

2. https://rmlh.nic.in/

3. https://www.tandfonline.com/

4. https://www.ncbi.nlm.nih.gov/pmc/

5. https://www.sweducarebd.com/

6. http://www.pitt.edu/

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| **CO1** | M | M | S | S | L |
| **CO2** | S | S | S | M | S |
| **CO3** | S | M | S | S | S |
| **CO4** | S | S | S | S | L |
| **CO5** | S | S | M | S | S |
| **CO6** | S | S | S | S | M |

**S – Strong**              **M – Medium**              **L - Low**

# RURAL COMMUNITY DEVELOPMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CT10C | **RURAL COMMUNITY DEVELOPMENT** | **Core Course – X** | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | II |
|---|---|
| **Semester** | IV |
| **Prerequisites** | **Basic Understanding of Rural Development** |
| **Learning Objectives** | |
| 1 | The students are able to understand the issues prevailing in rural areas |
| 2 | The students will be able to invent solutions for better rural development. |
| 3 | To understand the rural development and panchayat Raj of both State and central |
| 4 | The rural development programme makes students to understand the socio economic conditions of rural folk. |
| 5 | To gain competencies needs for rural community development social workers |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: Define the rural areas, rural economy and development and issues or Rural Development in general and address them through various development strategies.

CO2: Acquaint the knowledge on social political structure, economic structure, economic

CO3: Explain the rural local self-governance namely Panchayat Raj Institutions and its role in planning and development of rural areas

CO4: Elucidate the role of government, non-government and role of social workers in rural development.

CO5: To understand the suitable intervention for rural development.

CO6: To apply the various application of social work methods in solving the rural problems.

# SYLLABUS

## UNIT – I                                                    (12 Hours)

**Rural economic structure:** Principles of Rural Economic Development, Planning the Rural Development. Agriculture, Nature, Type of Agriculture, Subsistence, Commercial Agriculture, Rural Horticulture, Dairying. Land use – Land Holding, Land Reforms Marginal Lands. Poverty, BPL families, Agricultural laborers and Social Security. Agricultural Finance – Need for Agricultural Finance, Sources of Agricultural Finance Kisan Credit card, the role of NABARD in Rural Development. Agricultural Marketing – Marketing of Agricultural produces, Cooperative Marketing.

## UNIT – II                                                   (12 Hours)

**Rural Socio – Political Institutions and Processes:** Society and Social Structure, Social Mobility, Social Changes, Caste Structure. Rural Literacy, causes for Low Literacy Rate, Corrective measures to increase the literacy in rural area. PRI's the Grama Panchayats and Power and Functions, Decentralized Governance Impact of Decentralized Governance on Rural Development.

## UNIT – III                                                  (12 Hours)

**Concept of Village, Settlement pattern, Factors for pattern of settlement.** The Problem of Housing, Rural Sanitation- Drinking water, Drainage, Toilets (Public and Private). Nirmala Grama, Rural Electrification- Adhesiveness' and targets. Community Buildings- Hospitals, Schools, Community Halls etc.

## UNIT – IV                                                   (12 Hours)

**Rural development programmes in India:** Concepts, approaches and strategies of Rural Development, Philosophy of Rural Development - A.T. Masher, Mahatma Gandhi and Lenin. Experiments in Rural Development**.** Rural development programmes in India: Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) 2005**:** Deen Dayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM): Pradhan Mantri Gram Sadak Yojana (PMGSY): Pradhan Mantri Awas Yojana – Gramin: Pradhan Mantri Adarsh Gram Yojana (PMAGY): Saansad Adarsh Gram Yojana (SAGY)**:** National Rurban Mission (NRuM)**:** The National Social Assistance Programme (NSAP) Mission Antyodaya.

**UNIT – V**                                                                    **(12 Hours)**

**Rural administration:** Rural development administration in local, block, state and national level. civil society and rural development; The World Bank, other International agencies and the NGO's NGO's and paradigm shifts – their implications on Education, Women Empowerment, Health, Disaster management, Girl Child and Weaker Section. Role of information communication technology and rural development; Role of Communication in Rural Development, Channels of Rural Development Support Communication. 73rd amendment and its Salient features; structure of PRIs Social work application and role of social worker in rural community development

*Case Studies: Some cases of real business world to supplement learning from the course.*

**Text Books**

1. Gupta K. R. (2010) Rural Development in India, Atlantic; Latest edition (1 January 2010); Atlantic Publishers & Distributors Pvt Ltd, ISBN-13 : 978-8126913930

2. Madhusudan Ghose, & A.K (2013) Rural Development in India – Challenges and Prospects, Serials Publications, New Delhi, ISBN: 978-8183875929

3. Katar Singh (2009) Rural Development: Principles, Policies & Management Sage Publication, ISBN:978-81-8387-592-9

4. Sagar Mondal (2012) Text Book of Rural Development Entrepreneurship and communication skills, Kalyani Publishers, ISBN: 978-93-272-2069-8.

5. Shankar Rao, (2000), Sociology., S. Chand & Company, New Delhi., 6th Edition.

**Books for References**

1. Agarwal, Bina. 1994. A Field of One's Own; Gender and Land Rights in South Asia. Cambridge University Press. New Delhi.

2. Breman, Jan. 1974. Patronage and Exploitation; Changing Agrarian Relations in South Gujarat. University of California Press. Berkeley.

3. Breman, Jan. 1985. Of Peasants, Migrants and Paupers; Rural labour Circulation and Capitalist Production in West India. Oxford University Press. Delhi.

4. Chandrasekhar. Y.K, (2011), Rural Development Administration in India., Mohit Books International.

5. Debarshi Mukherjee, Rajes Chatterjee, Sudkhina Mitra ( 2022) Rural Livelihood

Development of Tripura: An MGNREGS Experience, Kaveri Books, New Delhi ISBN: 978-81-955493-0-6.
6. Goel, Shalini and Rajneesh, (2000), Panchayati Raj in India- Theory and Practice. Deep and Deep Publications.

7. Maheswari.S (1985) Rural Development in India - A Public Policy Approach, New Delhi: Sage

8. Subhakantha, Mohapatra, (2000), Planning for Integrated Area Development., Rajat Publications.

**Web Resources**

1. https://drdpr.tn.gov.in/

2. https://www.yourarticlelibrary.com/india-2/rural-development/7-major-rural-development-policies-of-india/66724

3. https://www.vedantu.com/civics/rural-administration-in-india

4. https://www.ijert.org/research/problems-of-rural-system-in-india-need-for-addressing-them-in-rural-development-planning-IJERTV9IS110119.pdf

5. https://nrega.nic.in/Nregahome/MGNREGA_new/Nrega_home.aspx

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | M | S |
| CO3 | S | M | S | M | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | M | S | S |
| CO6 | S | S | S | S | S |

**S – Strong**  **M – Medium**  **L - Low**

# ORGANISATIONAL BEHAVIOUR

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | CIA | External | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Marks | | |
| 23PSW CT11A | ORGANISATIO NAL BEHAVIOUR | Core Course – XI | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| Year | II |
|---|---|
| Semester | IV |
| Prerequisites | **Basic Understanding of how people work in Organizations.** |
| Learning Objectives | |
| 1 | To enrich the knowledge about the basics of people management in  Organizations |
| 2 | To apply   techniques of working effectively with people |
| 3 | To understand the causes of conflict in Organisations and ways to manage them |
| 4 | To understand the factors that motivate people at work |
| 5 | To acquire knowledge on Organizational Change and resistance to Change |
| 6 | To identify the latest trends in Organizational Development |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To be aware of the relation between various disciplines and Organizational Behaviour

CO2: To be aware of the concept of Individual and group behaviour in Organizations

CO3: To apply suitable theories and models of Motivation to enhance the work motivation of People

     in Organizations

CO4: To analyse the competencies and skills required for overcoming resistance to change in

     Organizations

CO5: To identify the skills required for Interventions in Organizational Development

| CO6: To understand latest trends in Organizational Development |
| --- |

## SYLLABUS

### UNIT – I                                         (12 Hours)

**Organizational Behaviou**r: *Organizational Behaviour* - Definition, Scope, Approaches to Organizational Behaviour, Foundations & Contributing disciplines to OB. History of OB, Hawthorne Studies, Human Relations Movement, Models of OB, Importance of Organizational Behaviour, Relevance of OB in Social Work. Challenges involved in the application and practice of OB. Current Trends in OB Practices: Quality of Work Life, Just-in-time (JIT), 5S model, Six Sigma and Lean Six Sigma, Total Productivity Management, Total Quality Management.

### UNIT – II                                         (12 Hours)

**Human Behaviour at Work:** *Individual behaviour,* Attitudes and values; Perception; concept, process, errors and applications; Personality concept, determinants, theories and applications; Group behaviour – concept, types of group, group development, group dynamics; Teams – types, creating effective teams. Organizational Conflict-concept, sources, types, management; Organizational power and politics, Behavioural changes in individuals and teams.

### UNIT – III                                         (12 Hours)
**Motivation at Work:** *Motivation* - Meaning, Theories of Motivation –Maslow's Hierarchy of Needs, Herzberg's Two factor Theory, McGregor's Theory X and Theory Y, Alderfer's ERG Theory Systems Theory, Emotional quotient at Work. Stress and anxiety management. Job Satisfaction, Job Rotation, Job Clarification, Employee Morale. Job Satisfaction, Organizational Citizenship Behaviour

### UNIT – IV                                         (12 Hours)
**Organizational change:** *Concept of Organizational Change,* resistance to change, managing resistance to change, Lewin's three step model of change, Stress – sources, consequences and management. Organizational culture and climate – Factors affecting organizational climate – Organizational processes and structure & design.

### UNIT – V                                         (12 Hours)
**Organizational Development:** *Concept of Organizational Development-* Definition, theories and practice: Organizational Development and Organizational Behaviour, OD Intervention

techniques: Sensitivity Training. Quality Circles. Survey Feedback, Management of change.

Individual behaviour, Foundations of individual behaviour.

*Case Studies: Some cases of real business world to supplement learning from the course.*

| | |
|---|---|
| **Text Books** | |
| | 1. Ahuja K.K. (1990) Organization Behaviour, Kalyani publication, New Delhi <br> 2. Bhonsle, Y.B. (1999). Personnel Management Indian Scene. Mumbai: Deborah Prayer House. <br> 3. Frence, Wendell and Cecil (1995). Organisation Development. New Delhi: Prentice-Hall of India Ltd. <br> 4. Ghorpade M.B. (1980) Industrial Psychology, Himalaya publishing house, Mumbai <br> 5. Ghosh P.K. and Ghorpade M.B. (1991) Industrial and Organizational Psychology, Himalaya publishing house, Mumbai |
| **Books for References** | |
| | 1. Gilmer (1961) Industrial Psychology, McGraw hill, London <br> 2. Gupta,Ananda Das (2014).Organizational Behaviour design, Structure and Culture: Biztantra <br> 3. Margie Parikh and Rajan Gupta (2010), Organizational Behavior, Tata McGraw Hill Education Private Limited <br> 4. Sinha Durganand (1992) Studies in Industrial Psychology, Sriram Mehar and co, Agra <br> 5. Stephen P. Robbins (2002) Organizational Behaviour, Pearson education Asia New Delhi <br> 6. Udai Pareek (2010) Understanding Organizational Behavior, Second Edition, Oxford University Press |
| **Web Resources** | |
| | 1. http://www.tmv.edu.in/pdf <br> 2. http://www.ignou.ac.in <br> 3. https://www.researchgate.net <br> 4. https://onlinelibrary.wiley.com <br> 5. https://www.frontiersin.org |

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

| | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|---|---|---|---|---|---|
| **CO1** | S | S | S | S | M |
| **CO2** | S | S | S | M | S |
| **CO3** | S | M | S | S | S |
| **CO4** | S | S | S | S | S |
| **CO5** | S | S | M | S | S |
| **CO6** | S | S | S | S | S |

**S – Strong**                    **M – Medium**                    **L - Low**

# PSYCHIATRIC SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCT11B | **PSYCHIATRIC SOCIAL WORK** | **Core Course – XI** | Y | - | - | - | 4 | 6 | 25 | 75 | 100 |

| | |
|---|---|
| **Year** | **II** |
| **Semester** | **IV** |
| **Prerequisites** | **Basic Understanding of Psychiatric Social Worker in special settings** |

| **Learning Objectives** | |
|---|---|
| 1 | To be aware on historical development of psychiatric Social Work |
| 2 | To understand the social Work models and methods. |
| 3 | To gain in-depth knowledge on Psychiatric hospitals. |
| 4 | To understand the role of Psychiatric Social Worker in special settings. |
| 5 | To acquire knowledge and skill in the practice of Community Psychiatry and Rehabilitation |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To compare international Psychiatric Social Work standards and adopt suitable standards.

CO2: To apply methods of social work among psychiatric patients, family and people with mental illness.

CO3: To understand Psychiatric Hospital

CO4: To identify the role of social worker in clinical practice and help accordingly

CO5: To demonstrate high knowledge and skill as a Psychiatric Social Worker.

CO6: To formulate and design community mental health programs to address issues of mental

Health among communities.

## SYLLABUS

**UNIT – I**                                            **(12 Hours)**

**Introduction to Psychiatric Social Work:** Psychiatric Social Work- Definition, Scope, Psychiatric Social Work as a field of Social Work in India. Current trends in Psychiatric Social Work, Changing trends in Psychiatric Social Work, Historical Development of Psychiatric Social Work in U.K., U.S.A. and India.

**UNIT – II**                                           **(12 Hours)**

**Social Work models and Methods:** The concept of psychiatric patient, Family and Mental Illness. Diagnosis in Psychiatric Social Work. Multi-Dimensional Approach, Psychosocial Education in Psychiatric Social Work, Models in Psychiatric Social Work. Social Case Work, Social Group Work and Family Therapy in Psychiatric setting.

**UNIT – IIII**                                          **(12 Hours)**

**The Psychiatric Hospital as a Social System:** Partial hospitalization. Concept of Milieu Therapy & Therapeutic Community, Admission Pattern, Vocational training Program (Industrial Therapy). Role of Psychiatric Social Worker in multidisciplinary team in inpatient & outpatient setting, (General Hospital Psychiatry)

**UNIT – IV**                                           **(12 Hours)**

**Psychiatric Social Work practice in special settings**: Day Hospitals, Child Guidance Clinic, Epilepsy Clinic, Adolescent Clinic, Mental Health Clinics, Geriatric Clinics. Deaddiction clinic, Crisis Intervention clinics, School Mental Health, Family Counselling Centre, Industrial setting.

**UNIT – V**                                            **(12 Hours)**

**Rehabilitation and Community Psychiatry:** Rehabilitation in Psychiatry; Concept, Principles, Process & Programmes, Role of Psychiatric Social Worker in Rehabilitation, Concept of Community Psychiatry and Community based Rehabilitation,  Rehabilitation of Chronic Mentally ill Patients. Community Psychiatry: Role of the Psychiatric Social Worker in Community Mental Health Programmes, National Mental Health Program (NMHP) 1982, Revised Version 2002, District Mental Health Programs (DMHP) and their implementation.

Health Mission. National Alliance, Supportive, Advocacy. Challenges and limitations in Psychiatric Social Work Practice, Innovations and trends in Psychiatric Social Work

**Text Books**
1. Park & Park. (2003). Textbook of preventive and social medicine.
2. Revised School Health Manuel, 2010, Central Board of Secondary Education.
3. Sekar, Parthasarathy, Muralidhar (2011), Handbook of Psychiatric Social Work, NIMHANS Publication.
4. Verma, Ratna, (1991). Psychiatric Social Work in India. Sage Publications, New Delhi
5. Francis, Abraham P. (2014), Social Work in Mental Health – Areas of Practice, Challenges & Way Forward, Sage Publications

**Books for References**
1. Daver, Bhargavi, (1999). Mental Health of Indian Women, Sage Publications, New Delhi
2. Daver, Bhargavi, (2001). Mental Health from a Gender Perspective. Sage Publications, New Delhi
3. Dhanda, Amita, (1999). Legal Order and Mental Disorder. Sage Publications, New Delhi
4. Kapur, Malavika, (1997). Mental Health in Indian Schools. Sage Publications, New Delhi
5. Online Manual NIMHANS Training Manuel for Psychologists, 2016, National Mental Health Programme and National Institute of Health and Family Welfare, New Delhi.
6. WHO, 1991 Innovative Approaches in Mental Health Care, Psychosocial Interventions and Co-management, Geneva.
7. World Health Organization, 1986 Prevention of Mental, Neurological and Psychosocial problems.

**Web Resources**
1. www.who.org
2. https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry
3. https://www.apa.org/pubs/journals/abn/index
4. https://www.scitechnol.com/traumatic-stress-disorders-treatment.php
5. https://www.journals.elsevier.com/journal-of-experimental-social-psychology
6. https://www.journals.elsevier.com/mental-health-and-physical-activity
7. http://learnmem.cshlp.org/
8. https://journals.sagepub.com/toc/SPP/7/1
9. https://www.sciencedirect.com/journal/personality-and-individual-differences
10. https://onlinelibrary.wiley.com/journal/19383703
11. https://www.india.gov.in/topics/health-family-welfare

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | M    | S    | S    | S    | S    |
| CO2 | S    | S    | S    | S    | S    |
| CO3 | S    | S    | S    | S    | S    |
| CO4 | S    | S    | S    | S    | S    |
| CO5 | S    | S    | S    | S    | S    |
| CO6 | S    | S    | S    | S    | S    |

# URBAN COMMUNITY DEVELOPMENT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CT11C | **URBAN COMMUNITY DEVELOPME NT** | **Core Course – XI** | **Y** | **-** | **-** | **-** | **4** | **6** | **25** | **75** | **100** |

| Year | **II** |
|---|---|
| **Semester** | **IV** |
| **Prerequisites** | **To learn the recent trends in urban Community Deployment** |

| Learning Objectives | |
|---|---|
| 1 | To facilitate the students to have broader understanding about various aspects of Urban Community |
| 2 | To Enhance students' knowledge on the available government policies and programmes. |
| 3 | To enrich the knowledge of the students on Urban local administration in India |
| 4 | To enable the students to improve analyzing skills of the urban community development Programmes |
| 5 | To enhance the knowledge of the process and recent trends in urban Community Deployment |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To know various theories on urbanization, urban life, problems and development

CO2: To enable the students to practice the values and principles of urban community development

CO3: To learn urban local administrative structure and programmes for urban development and evaluate solutions for issues in Urban Community

CO4: To critically analyze the growth and development of urban areas, the related problems and the challenges

CO5: To acquire the skills to work with the urban community, and develop and implement programmes with them.
CO6: Enable to practice Social Work Method in Urban Community

## SYLLABUS

### UNIT – I (12 Hours)

**Urban Community: Concept and Theories:** Definition, Concept, Objectives and Historical background; Urban Community Development: Approaches, Principles, Process and Methods; Welfare extension projects of Central Social Welfare Board; Urban Development Planning; Town and Country Planning Act 1971, Importance of Community planning and Community participation in Urban Development; Role of Community Development Worker; Application of Social Work Method in Urban Development.

### UNIT – II (12 Hours)

**Urban Problems in India**: Population Density, Noise, Air and Water Pollution, Environmental issues, Urban Public Health, Urban informal sector, Trafficking and Delinquency. Sub urban issues and problems. Urban Poor: Cause and Conditions of Sub-standard Settlements (Slum), National Slum Development Programme, Displacement and Rehabilitation. Government Policies: Total Sanitation Policy, Poverty Alleviation Programme, Migration, Eviction, Resettlement and Adaptability. UN Standards on all the above issues.

### UNIT – III (12 Hours)

**Urban Community Development:** Meaning, Scope and Models. Urban Development Policy and Programmes, Trends in Town and Country Planning. Emerging patterns of urban social stratification in India, Early Development Interventions: SPARK Mumbai, People project of Action Aid, Oxfam – Urban Project, Delhi Pilot Project-Critical Analysis of a Planned Experiment, Urban Programmes in Five Year Plans, Historical Analysis of Government Programmes on Urban Community Development, NULM and recent urban infrastructure programme, Barriers to Urban Community Development. Urban development Institutions-Roles and Functions, Urban Renewal Missions in India.

### UNIT – IV (12 Hours)

**Administrative Structure and Governance:** Urban Municipal Administration- structure, composition, functions and current issues. Democratic functioning of Urban local bodies, 74th

Constitutional Amendment, Governance and citizen's participation. E-Governance in Urban Development, National Urban Information System (NUIS).

**UNIT – V**                                                                      **(12 Hours)**

**Policies and Programmes:** Housing for the urban poor – policy and practice in developing countries. Major National Missions: JNNURM (AMRUT), Housing for all 2022.Institutions and Government departments: CMDA, TNHB, TNSCB, CMWSSB. Commissionerate for Town and Country Planning. Urban training Institutions: TNIUS, NIUA. Role and skills of Community Development Worker in Urban Community Development. Mechanisms to address Urban Social concerns: 108 service, Women helpline, Child helpline.

**Text Books**

1. Bhattacharya, 2006, Urban Development in India: Since Pre-historic Times, Concept Publishing Company, New Delhi
2. Nagpaul, Hans, 2005, Social Work in Urban India, Rawat Publications, Jaipur
3. Patel, A.K., Dubey. M. V., Urban Social Work, Crescent Publishing Corporation, New Delhi
4. Singh, U.B. (2004) Urban Administration in India, New Delhi: Serial Publication
5. Thudipara. Z. Jacob, 2007, Urban Community Development, Rawat Publications, Jaipur

**Books for References**

1. Bhattacharya, S. N. Community Development- An Analysis of the Programme in India. Kolkata: Academic Publisher
2. Chahar, S.S (ed) (2005) Governance of Grassroots Level In India, New Delhi: Kanishka Publishers
3. Naik. N.T.K., Rahman, S. Mansoor, Urbanization in India, Serials Publications, New Delhi
4. Singh, Amita (Editor) (2005) Administrative Reforms (Towards sustainable practice) New Delhi: Sage Publications
5. Ram Ahuja, 2009, Sociology in India- Concepts, Theories & Recent Trends, Rawat Publications

**Web Resources**

1. http://mohua.gov.in/
2. http://egyankosh.ac.in/bitstream/123456789/39212/1/Unit-3.pdf
3. https://vikaspedia.in/social-welfare/urban-poverty-alleviation-1/schemes-urban-poverty-
4. Page 57 of 122M. S. W. 2021-22 onwards - University Departments - Annexure No.76(A)
5. SCAA DATED: 23.06.2021alleviation
6. https://www.scribd.com/doc/21976896/Understanding-Urbanization-Urban-Community-Development
7. http://mospi.nic.in/sites/default/files/Statistical_year_book_india_chapters/local%20bodies.Pdf
8. http://vidyamitra.inflibnet.ac.in/index.php/search

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|       | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-------|------|------|------|------|------|
| CO1   | S    | S    | S    | S    | S    |
| CO2   | S    | S    | M    | S    | M    |
| CO3   | M    | S    | S    | M    | S    |
| CO4   | S    | S    | S    | S    | S    |
| CO5   | S    | S    | S    | S    | S    |
| CO6   | S    | M    | S    | S    | S    |

**S – Strong          M – Medium          L - Low**

# COUNSELLING IN SOCIAL WORK

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSW CT12 | **COUNSELL ING IN SOCIAL WORK** | **Core Course – XII** | Y | - | - | - | **4** | **6** | 25 | 75 | 100 |
| **Year** | | II | | | | | | | | | |
| **Semester** | | IV | | | | | | | | | |
| **Prerequisites** | | Basic understanding of Counselling, techniques & process of Counselling in different settings. | | | | | | | | | |
| **Learning Objectives** | | | | | | | | | | | |
| 1 | To understand Counselling Basics | | | | | | | | | | |
| 2 | To learn the Process and Skills in Counselling | | | | | | | | | | |
| 3 | To gain Theoretical Foundations of Counselling | | | | | | | | | | |
| 4 | To aware about Counselling in different settings | | | | | | | | | | |
| 5 | To learn Counselling in Special Situations | | | | | | | | | | |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To demonstrate ethics in Counselling.

CO2: To use various Counselling skills required and Counselling process.

CO3: To design Counselling techniques based on the social background of the client.

CO4: To use Counselling as a tool for managing changes and situations.

CO5: To apply Counselling skills at different settings.

CO6: To apply Counselling in emergency situations

# SYLLABUS

**UNIT – I**                                              **(12 Hours)**

**Introduction to Counselling:** Counselling – Definition, Objectives, Goals, Principles and Evolution of Counselling, Difference between Counselling, Case Work & Psycho-therapy, Code of Ethics.

**UNIT – II**                                             **(12 Hours)**

**Process & Skills in Counselling**: Counselling Relationship: Respect, Regard, Empathy and Authenticity. Steps and process of Counselling, Types of Counselling: Directive, Non-Directive & Eclectic. Qualities of an effective counselor, Counselling skills & techniques.

**UNIT – IIII**                                           **(12 Hours)**

**Theoretical foundations of Counselling:** Psychoanalytic theory (Freud), Transactional Analysis (TA), Person Centered (Roger), Cognitive Behaviour Therapy (CBT), Rational Emotive Behavioural Therapy, Gestalt Therapy,  Humanistic approach (Carl Rogers & Maslow).

**UNIT – IV**                                             **(12 Hours)**

**Counselling in different Setting:** Industrial/Work place, Martial, Family, De-addiction Counselling. Terminal Illness (Palliative, Hospice, AIDS, Cancer), School Counselling, Career Counselling, Grief Counselling. Suicidal Counselling. Correctional Counselling.

**UNIT – V**                                              **(12 Hours)**

**Crisis & Trauma Counselling:** Counselling in emergency and Disaster Situations (Migrants, Refuges, Trauma CARE, Victims of Communal Riots, Pandemic), Crisis Intervention.

**Text Books**
1. Antony John (2003) Skills of Counselling, Guru Publications
2. Egan, Gerard, 2006.The skilled helper: A problem management opportunity, Development Approach to helping, Wads worth publishers, Boston
3. Ramanth, Sharma. & Rachana, Sharma. (2004). *Guidance and Counselling in India.* New Delhi: Atlantic publishers and Distributiors.
4. Rao, Narayana, 2003 Counselling and Guidance, Tata McGraw Hill, New Delhi. India
5. Ray, Wolfe & Windy Dryden. (1996).*Handbook of Counselling Psychology.* New Delhi, New Delhi: Sage Publications

**Books for References**

1. Dave, Mearns. (1997). Person Centered Counselling Training. New Delhi, NewDelhi: Sage Publications.
2. David Murphy · 2017, Counselling Psychology: A Textbook for Study and Practice, John Wiley & Sons Ltd.
3. Joyce & Charlotte, Sills; (2002). Skills in Gestalt Counselling & Psychotherapy. New Delhi, New Delhi: sage publications.
4. Michael, Carroll. (1996).Workplace Counselling: A systematic approach to employeecare. New Delhi, New Delhi: Sage publications.
5. Palmer, 2004 Counselling, The BAC Counselling reader, British Association forCounselling, Vol.1&2, Sage publications, New Delhi, India

**Web Resources**
1. https://www.scitechnol.com/international-journal-of-mental-health-and-psychiatry. php
2. https://journals.sagepub.com/home/HPO
3. https://journals.sagepub.com/home/JHV
4. https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry
5. https://www.apa.org/pubs/journals/abn/index
6. https://www.scitechnol.com/traumatic-stress-disorders-treatment.php
7. https://www.journals.elsevier.com/journal-of-experimental-social-psychology
8. https://www.journals.elsevier.com/mental-health-and-physical-activity
9. http://learnmem.cshlp.org/
10. https://journals.sagepub.com/toc/SPP/7/1

**MAPPING WITH PROGRAMME SPECIFIC OUTCOME**

|       | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-------|------|------|------|------|------|
| CO1   | S    | S    | S    | S    | S    |

| | | | | | |
|------|---|---|---|---|---|
| CO2 | S | S | S | S | S |
| CO3 | S | S | S | S | S |
| CO4 | S | S | S | S | S |
| CO5 | S | S | S | M | S |
| CO6 | S | S | M | S | S |

**S – Strong**　　　　　　　　**M – Medium**　　　　　　　　**L - Low**

# CONCURRENT FIELD WORK PRACTICUM - IV

## COMMUNITY DEVELOPMENT (CSR SETTING)

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | CIA | External | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | Marks | | |
| 23PSWCP04 | **CONCURRENT FIELD WORK PRACTICUM - IV** | **Core Practical - IV** | - | - | Y | - | 4 | 6 | 50 | 50 | 100 |

| Year | II |
|---|---|
| **Semester** | **IV** |
| **Prerequisites** | **Basic Understanding of CSR** |

| **Learning Objectives** | |
|---|---|
| 1 | To develop an understanding of the nature and structure of the Organisation |
| 2 | To develop an understanding of the Strategic CSR Functions in all kinds of industries. |
| 3 | To gain practical understanding of the CSR functions in the industries |
| 4 | To acquire an insight into the process of policy formulation and implementation |
| 5 | To observe the application of the various methods of social work. |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To demonstrate an understanding of the nature, structure and role of organisations.

CO2: To analyse the CSR functions of different kind of organisations

CO3: To Identify the strategic CSR Functions of different kinds of industries.

CO4: To demonstrate knowledge, skills, attitude and values required for working in the CSR sector.

CO5: To undertake projects unique to the communities.

CO6: To evaluate the CSR regulation act applicable to the industries.

## SYLLABUS

**UNIT – I** (12 Hours)

CSR: Concept, definition, scope, Evolution of CSR, CSR and social legitimacy, The evolving role of stakeholders, Moral and economic arguments for CSR

**UNIT – II** (12 Hours)

CSR policy and governance, Stakeholder engagement, Environmental assessments, Theories & Models of CSR.

**UNIT – III** (12 Hours)

Community investment and evaluation, CSR and human resource management, Reporting and communications

**UNIT – IV** (12 Hours)

Introducing a systems-based approach to developing CSR, Assessing the current state of a company's CSR activities, Linking CSR to brands and reputation, Stakeholder engagement.

**UNIT – V** (12 Hours)

Implementing CSR programmes, Monitoring and measuring the impact of CSR programs, Company Act: 2013

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | M | S | S | M |
| CO2 | S | S | M | S | M |
| CO3 | S | S | S | S | M |
| CO4 | S | S | S | S | S |
| CO5 | M | S | S | S | S |

**S – Strong**        **M – Medium**        **L - Low**

# CONCURRENT FIELD WORK PRACTICUM - IV

## HUMAN RESOURCE MANAGEMENT (Service Sector)

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCP04 | **CONCURRENT FIELD WORK PRACTICUM - IV** | **Core Practical - IV** | - | - | Y | - | **4** | 6 | 50 | 50 | 100 |

| Year | II |
|---|---|
| **Semester** | IV |
| **Prerequisites** | **Basic Understanding of application of HRM** |
| **Learning Objectives** | |

| 1 | To develop an understanding of the nature and structure of the Organisation |
|---|---|
| 2 | To develop an understanding of the Strategic HR functions in the Service Sector |
| 3 | To gain practical understanding of the business functions in the Service Organizations |
| 4 | To acquire an insight into the process of policy formulation and implementation |
| 5 | To observe the application of the various Labour Legislations |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To demonstrate an understanding of the nature, structure and role of organisations of the service sector

CO2: To analyse the business operations and functions of organisations of the service sector

CO3: To Identify the strategic Human Resource functions of the service sector

CO4: To demonstrate knowledge, skills, attitude and values required for working in service sector in the areas of personnel management, labour welfare, industrial relations

CO5: To undertake projects unique to the service sector

CO6: To evaluate the labour legislations applicable to service sector

## SYLLABUS

**UNIT – I**                                                        **(12 Hours)**

Understanding of the Organisation, its financial standing, Organisation structure, competitors and market share

**UNIT – II**                                                      **(12 Hours)**

Understanding of Human Resource planning, job analysis, job description and Recruitment process; Establishing rapport with the personnel and understanding HRD functions

**UNIT – III**                                                    **(12 Hours)**

Gain insights into HR policies related to Employee engagement, Employee relations, Grievance handling, talent management, Reward system, Compensation management, Performance Management etc.

**UNIT – IV**                                                    **(12 Hours)**

Conducting research project, assignments pertinent to service sector; Undertake analysis/ projects relevant to the Organisation

**UNIT – V**                                                    **(12 Hours)**

Legislations applicable to the Organization.

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|------|------|------|------|------|------|
| **CO1** | S | M | S | S | M |
| **CO2** | S | S | M | S | M |
| **CO3** | S | S | S | S | M |
| **CO4** | S | S | S | S | S |
| **CO5** | M | S | S | S | S |

**S – Strong**                         **M – Medium**                         **L - Low**

# CONCURRENT FIELD WORK PRACTICUM - IV

## MEDICAL AND PSYCHIATRIC (Psychiatric Sector)

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWCP 04 | **CONCURRENT FIELD WORK PRACTICUM - IV** | **Core Practical - IV** | Y | - | - | - | 4 | 6 | 50 | 50 | 100 |

| Year | II |
|---|---|
| **Semester** | IV |
| **Prerequisites** | **Basic Understanding of different Psychiatric setting** |

| Learning Objectives | |
|---|---|
| 1 | To know and understand the functions of hospital |
| 2 | To make the students aware of different settings for Psychiatric Social Work. |
| 3 | To understand and analyze the role of person and patient in the environment |
| 4 | To train the students on Community based rehabilitation services. And provide professional intervention skills. |
| 5 | To improve the skills to work in health setting. |

**COURSE OUTCOMES:**

CO 1: Understanding the different types of health issues.
CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the personal environment context.
CO 3: To be able to understand the role of social worker in health setting.
CO 4: Evaluate the role, characteristics and skills of a social work and critically evaluate the same.
CO5: Develop theoretical expertise and knowledge in health setting.
CO6: Understanding the role of multidisciplinary team in a hospital.

# SYLLABUS

**UNIT I** (12 Hours)

**Orientation Phase**

1. Field work orientation on structure of the programme
2. Explaining the skills is required for social workers in health care setting.
3. Identification of the field of interest to develop the aptitude for the same.

**UNIT II** (12 Hours)

**Induction Phase I**

- To understand the Structure and functions of administration in Psychiatric Setting.
- To identify the role of Psychiatric Social Work
- Identify the needs of the patients and caregivers in Psychiatric centres.

**UNIT III** (12 Hours)

**Induction Phase II**

- Applying their skill in Psychiatric Social Work.
- Assessment on the role of Social Worker in Psychiatric Settings.

**UNIT IV** (12 Hours)

**Implementation Phase**

Apply the theoretical knowledge for solving the problems of patients and Application of Psychiatric Social Work practice.

**UNIT V** (12 Hours)

Case study analysis and apply problem solving and strength-based approach.

**Feedback and Evaluation**
1. The students will be evaluated based on their contribution and participation in the agency's activities.
2. Detailed report on the community where they worked.
3. Report writing and documentation
4. Attendance (Field work and conferences attended by the trainee
5. Internal & external Viva Voce examination.

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|  | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S | S | S | S | M |
| CO2 | S | S | S | S | S |
| CO3 | S | S | S | S | S |
| CO4 | S | S | S | M | S |
| CO5 | S | S | S | M | S |
| CO6 | S | S | S | S | S |

**S – Strong**        **M – Medium**        **L - Low**

# RESEARCH PROJECT

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWRP01 | **RESEARCH PROJECT** | Project with Viva-Voce | Y | - | - | - | **4** | **6** | 50 | 50 | **100** |

| Year | **II** |
|---|---|
| **Semester** | **IV** |
| **Prerequisites** | **Enhance the abilities to prepare project report.** |
| **Learning Objectives** | |

| | |
|---|---|
| 1 | To develop Research Attitude and Aptitude in basic research process |
| 2 | To develop an ability to see the linkages between practice, research, theory and their roles. |
| 3 | To develop Research Attitude and Aptitude in basic research process |
| 4 | To develop ability to conceptualize, formulate and conduct research projects |
| 5 | To understand the research process, meaning, scope, and importance of social work research |
| 6 | To develop skills for use of statistics, library (inclusive of ICT) and documentation services for research |

**Course Outcomes**

On the successful completion of the course, student will be able:

CO1: To students will be able to conceptualize, formulate and conduct research project.

CO2: To enable to see the linkages between practice, research, theory and their roles

CO3: To apply skills for use of library and documentation services for research.

CO4: To acquire analytical skills within the field of Social Work research

CO5: To understand the application of Statistics in Social Work Research

CO6: To enhance abilities to prepare project report.

# SYLLABUS

**UNIT – I**                                           **(12 Hours)**

**Aspects that need to be considered in designing and conducting a research study:** Selection and Formulation of a Research problem, Identifying and defining concepts, variables, Formulation of hypothesis and testing hypothesis. Preparation of a study proposal Understanding Research Design patterns.

**Scope and Coverage:** Population/Universe of a study. Need for studying a cross section of the Universe (Sample) Study of the Available. Sampling patterns (Probability/Non-Probability, Deciding the sample size and assessing error, Problems and advantages of sample studies.

**UNIT – II**                                          **(12 Hours)**

**Planning and Implementation of data collection:** Identification of data need, Use of secondary data, Primary data collection schemes and choice of a scheme, Preparation of a tool of data collection, and Problems in data collection.

**Data processing methods:** Steps involved in data processing Preparing a data processing scheme, taking decision on how the data are to be organized and presented, Analysis of data and use of Statistics in data analysis, Use of technological tool in data processing and analysis.

**Application of Logical Reasoning and Statistics:** Use of logical reasoning, Application of Statistical modules, Study of available statistical programme and their application on research data, Understanding the uses and misuse of statistical procedures Study Designs (A student can carry out research by using one of the following methods or combination of methods: Case study, Survey and Experimental study)

**UNIT – III**                                         **(12 Hours)**

**Format of the Research Report:** Each research shall consist of the following sections.
Section I Preliminaries
Section II Body of the Report
Section III Annexures

**Section I Preliminaries**: It is a formal general section and shall have following details

1. Title page

2. A Face sheet having details regarding the title of the study, name of the researcher, name of the guide, Head of the department, institution through which the study has been undertaken university and year of the work

3. Forward/ Acknowledgement

4. Table of contents with page Nos

5. List of tables charts and graphs

6. Certification from the guide

**Section II Body of the Report**: It is a formal technical section which shall consist of following chapters.

1. Introduction

2. Review of Literature

3. Methodology

4. Data presentation and Analyses

5. Major Findings and conclusion

However, the number of Chapters appearing in the body of report can be more, if the student decides to increase chapters. The aim of each chapter shall be considered while preparing the chapter

**Section III Annexure:** This section shall consist of all such additional information that are not disclosed in the body of the report

a) A copy of the tool/tools of data collection.

b) Additional statistical tables

c) Bibliography

d) Photographs etc.

**UNIT – IV**                                                           **(12 Hours)**

**CHAPTER 1 Introduction:** The purpose of this chapter is to introduce the problem/topic of research. Here the student has to discuss the problem under analysis in relation to its importance and highlight need for undertaking the study. The concepts, variables, hypothesis used in the study have to be explained in this Chapter.

**CHAPTER 2 Review of Literature:** The purpose of this chapter is to gather information

review literature and studies conducted earlier on the same topic based on which one can draw out the relevance of the present study.

**CHAPTER 3 Methodology:** In this chapter the student has to outline as clearly as possible the, procedure used by him/her in the project undertaking.

1. The objectives of the research should be clearly stated following which the other issues are to be discussed

2. Coverage i.e. Population and Sample.

3. Data collection: Time duration; methods and tools used, difficulties faced in data collection.

4. Scheme involved in data processing and mode of data presentation. (Editing, classification, coding tabulation, graphs). If processed by the computers, a brief discussion on the scheme has to be explained

5. Report Design: A brief discussion on the arrangement or chapterisation of the report could be included here.

**UNIT – V** (12 Hours)

**CHAPTER 4 Data Presentation and Analysis:** This chapter shall present the findings of research. Appropriate mode of data presentation such as charts, graphs and diagrams and descriptive analysis/ interpretations of data are undertaken here.

**CHAPTER 5 Major Findings and Conclusion:** This chapter shall present in a summarized form, the major findings as well as the conclusions arrived at, along with recommendations and suggestions if any for further research and intervention in the area of the study.

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**Text Books**

1. Ahuja, Ram (2001), Research Methods, Rawat publications, Jaipur
2. Alston, M Bocoles, W (Indian Edition 2003), Research for Social Workers- An Introduction to Methods, Rawat Jaipur.
3. Chauthary, C, M (1991), Research Methodology, Jaipur, RBSA Publishers
4. Costello, Patrick (2005), Action Research, London Continuum
5. Gillham,Bill (2000), Case Study Research Methods, London, Continuum
6. Kothari, C, R (2004), Research Methodology: Methods and Techiques, New Delhi, New age International

7. Krishnaswamy, O.R (1993), Methodology for Research in Social Science, Himalaya, Bombay

**Books for References**

1. Baker, Therese, I (1994) Doing Social Research, McGraw Hill, Singapore

2. Laldas, D, K (2000) Practice of Social Research, Rawat, Jaipur.

3. Mikkelsen, Britha (2005), Methods for Development Work and Research – A new Guide for Practioners, Sage Publications, New Delhi.

4. Singh, Jaspal (2001), Methodology and Techniques of Social Research, New Delhi, Kanishka.

**Web Resources**

1.  https://onlinecourses.nptel.ac.in/noc20_ge01/preview
2. https://onlinecourses.nptel.ac.in/noc20_hs78/preview
3. https://academic.microsoft.com/
4.  https://www.refseek.com/
5. https://core.ac.uk/
6. https://www.base-search.net/

## MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S    | M    | S    | S    | S    |
| CO2 | S    | S    | S    | S    | M    |
| CO3 | S    | S    | S    | S    | S    |
| CO4 | S    | S    | S    | S    | M    |
| CO5 | S    | S    | M    | S    | S    |

**S – Strong**　　　　　　**M – Medium**　　　　　　**L - Low**

# BLOCK FIELD WORK TRAINING

| Course Code | Course Name | Category | L | T | P | S | Credits | Inst. Hrs | Marks | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | CIA | External | Total |
| 23PSWBP01 | **BLOCK FIELD WORK TRAINING** | **Block Field Work** | - | - | Y | - | **2** | | 50 | 50 | 100 |

| Year | II |
|---|---|
| **Semester** | **IV** |
| **Prerequisites** | **Basic understanding to apply suitable Social Work Methods in the respective Field** |

| Learning Objectives | |
|---|---|
| 1 | To develop enhanced practice skills and integrate learning. |
| 2 | To practice and greater understanding of reality situations through involvement in day-to-daywork. |
| 3 | To extend appreciation of other's efforts and develop sensitivity to gaps in theprogramme. |
| 4 | To enhance awareness of self in the role of professional social worker in the respective field. |
| 5 | To utilize the professional knowledge and skills in the respective field. |

**Course Outcomes**
On the successful completion of the course, student will be able:

CO1: To explain the competencies required for practicing social work methods

CO2: To evaluate challenges faced by clients and formulate social work intervention strategies based on specialization settings

CO3: To demonstrate professional skills during on-the-job training

CO4: To develop professional competence by adhering to professional standards

CO5: To take initiative in the Block Field for the development of the Institution / Organization.

CO 6: To prepare a module and report for the Block Field Work.

## SYLLABUS

**PHASE – I: Identification of Organization**
- The objectives of Block placements are explained.
- The agency for the placement has to be finalized appropriately before the end of the IVsemester.
- In consensus with the specialization course teachers the student will identify the rightorganization for one month Block placement

**PHASE – II: Approval for the Organization**

- Approaching the organization and getting Confirmation for Block Placement with aformal Confirmation Letter from the Organization.
- Submission of Letter of induction to the respective guide.

**PHASE – III: Induction and Training**
- Induction of trainees in the organization with a formal orientation by the organization.
- The trainee will work in the organization for 30 working days.
- The day today supervision will be done at the agency/organization.
- Submission ofweekly reports (Learning & Observations) along with daily time sheets

**PHASE – IV: Termination**
- Monitoring the performance of the student will be done at the organization
- Submission of letter of completion from the organization duly signed by the authoritieswill be submitted

**PHASE – V: Evaluation and Report Preparation**

- After the Completion of training, the process of evaluation is executed based on the performance of the students through the submitted weekly Reports.
- After the completion of the block placement the student has to submit a consolidated report of the activities undertaken and the experiences gained during the training period.

### MAPPING WITH PROGRAMME SPECIFIC OUTCOME

|     | PSO1 | PSO2 | PSO3 | PSO4 | PSO5 |
|-----|------|------|------|------|------|
| CO1 | S    | S    | S    | S    | M    |
| CO2 | S    | S    | S    | M    | S    |
| CO3 | S    | M    | S    | S    | S    |
| CO4 | S    | S    | S    | S    | S    |
| CO5 | S    | S    | M    | S    | S    |
| CO6 | S    | S    | S    | S    | S    |

**S – Strong**          **M – Medium**          **L - Low**