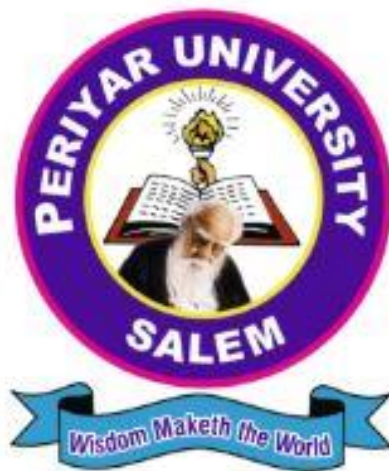# PERIYAR UNIVERSITY

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 2025-2026 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** Apply knowledge of Management theories and Human Resource practices to solve business problems through research in Global context. **PO2: Decision Making Skill** Foster analytical and critical thinking abilities for data-based decision-making. **PO3: Ethical Value** Ability to incorporate quality, ethical and legal value-based perspectives to all organizational activities. **PO4: Communication Skill** Ability to develop communication, managerial and interpersonal skills. **PO5: Individual and Team Leadership Skill** Capability to lead themselves and the team to achieve organizational goals. **PO6: Employability Skill** Inculcate contemporary business practices to enhance employability skills in the competitive environment. **PO7: Entrepreneurial Skill** Equip with skills and competencies to become an entrepreneur. **PO8: Contribution to Society** Succeed in career endeavors and contribute significantly to society. **PO 9 Multicultural competence** Possess knowledge of the values and beliefs of multiple cultures and a global perspective. **PO 10: Moral and ethical awareness/reasoning** Ability to embrace moral/ethical values in conducting one's life.

Programme Specific Outcomes (PSOs)	**PSO1 – Placement** To prepare the students who will demonstrate respectful engagement with others' ideas, behaviors, beliefs and apply diverse frames of reference to decisions and actions. **PSO 2 - Entrepreneur** To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate startups and high potential organizations. **PSO3 – Research and Development** Design and implement HR systems and practices grounded in research that comply with employment laws, leading the organization towards growth and development. **PSO4 – Contribution to Business World** To produce employable, ethical and innovative professionals to sustain in the dynamic business world. **PSO 5 – Contribution to the Society** 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 Practical - I	4	2.6 Common Paper	1	3.6 Ability Enhancement	2	4.6 Block Field Work	2

				Course- Soft Skill -II				
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 thecourse content • 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. • The questions go beyond simple recall and require students to combine datatogether
Application (K3)	• Students have to solve problems by using / applying a concept learned in theclassroom. • Students must use their knowledge to determine a exact response.
Analyze (K4)	• Analyzing the question is one that asks the students to break down somethinginto its component parts. • Analyzing requires students to identify reasons causes or motives and reachconclusions or generalizations.
Evaluate (K5)	• Evaluation requires an individual to make judgment on something. • Questions to be asked to judge the value of an idea, a character, a work of art,or a solution to a problem. • Students are engaged in decision-making and problem – solving. • Evaluation questions do not have single right answers.
Create (K6)	• The questions of this category challenge students to get engaged in creative andoriginal thinking. • 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*

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

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

SEMESTER - I

INTRODUCTOIN TO SOCIAL WORK PROFESSION

Course Code:25UPMSW1C01

SYLLABUS

UNIT – I   **(12 Hours)**

Fundamental concepts of Social Work - Social Work - Definition, Objectives, Philosophy and scope. Concepts related to Social Work: 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. 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. BanksS,1995,Ethics and *ValuesinSocialWork*,London,MacmillanPress Ltd.
2. Gangrade,K.D,1976, *DimensionsofSocialWork*, NewDelhi, Marwah Publications.
3. Gore,M.S,1965,*Social WorkandSocialWorkEducation*,Mumbai, AsiaPublishing House.
4. Mishra P.D.1994,*SocialPhilosophy andMethod,*NewDelhi,Inter IndiaPublications.
5. PaulChoudhry,2000, *IntroductiontoSocialWork,* NewDelhi,AtmaramandSons.
6. SanjayBhattacharya,2008,*IntroductiontoSocialWork*,NewDelhi,Deep&Deep PublicationsPvtLtd.
7. Stroup.HH,1960,*IntroductiontoSocialWork*,New Delhi,EurasisPublishingHouse.

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 and 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/

SOCIAL CASE WORK

Course Code: 25UPMSW1C02

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, modelling, 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

SOCIALGROUP WORK

Course Code: 25UPMSW1C03

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- Stoichiometry

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

SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK

Course Code:25UPMSW1E01

<u>**SYLLABUS**</u>

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. (13[th]ed.). Newyork: Pearson

8. Hutchison, E. (2007). *Dimensions of Human Behavior: Person and Environment*. Thousar 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

SOCIETY AND HUMAN BEHAVIOUR

Course Code:25UPMSW1E02

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.

Text Books

1. Elgin, F.H.& David, C. (2017), Social Science- An Introduction to the Study of Society. (13thed.). 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

COMMUNICATION FOR SOCIAL WORK

Course Code: 25UPMSW1S01

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 21st 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

FIELD WORK PRACTICUM – I

Course Code: 25UPMSW1F01

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.

RURAL CAMP

Course Code:25UPMSW1P01

SYLLABUS

PHASE – I: Pre-Camp and Form Committees
- Identify&FormCommittees
- DescribeCommitteeRoles&Member'sResponsibilities
- Engagein CommitteeTasks
- InvolveinPre-CampPlanning

PHASE – II: Pilot Visits & Finalization ofCamp Site

- PrepareforPilotVisits
- UndertaketheVisits
- Present&engageinCriticalEvaluation

PHASE – III: Finalization of Camp Theme&Camp Schedule
- Engageinanalyticalevaluationandfinalizationofcamp theme
- DrafttheCampSchedule
- DemonstrateLeadershipInitiatives

PHASE – IV: On-Camp Phase
- AccomplishmentofCourseObjectives
- Analysis on Rural Socio-Political &EconomicRealities
- Hands-onExposureto Participatory Rural Appraisal
- InputsonLocalGovernance&AdministrationthroughLocalLeaders
- EngageinManualLabour
- InvolveinCommunityVisits-InteractionwithPeople &Subsequent assessments
- Bepart ofVarious Teamsto execute
- RuralCamprelatedtasks
- Participate in evolving need-basedprogrammes using theatre skills &indigenousfolkartstoaddressconcerns observedin thecommunity
- AppreciatetheneedforGroup Living
- Practice the art of accommodativereciprocalsymbiosis
- ContextualSelf-Reflection, Self-Analysis& Sharing of consolidated andcumulativeunderstandingoftheprocessandoutcome
- DevelopforProfessional Development

PHASE – V: PostCamp Phase

- Integrative Understanding ontheProcessandProceduresofRural Realities & GroupLiving
- ReflectiveEvaluation
- IndividualAnalyticalReport
- GroupPresentation
- ConsolidatedBatchReport

SEMESTER II

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Course Code:25UPMSW1C04

SYLLABUS

UNIT – I   **(12 Hours)**

Community: Concept, Characteristics, and Classification. Community organization: Concept, History, Objectives & Principles. Process of community organization: Intake, Study analysis, assessment, discussion, organization, action, reflection, modification, continuation. Similarities and differences between community organization and community development.

UNIT – II   **(12 Hours)**

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. Skills in community organization: Communication, training, consultation, public relations, resource mobilization, liaising.

UNIT – III   **(12 Hours)**

Methods of community organization: Awareness creation, planning, organizing, education, networking, participation, leadership, Community action, legislative and non-legislative actions. Application of community organizationin rural, urban, and tribal settings. Community Organization for Sustainable Development.

UNIT – IV   **(12 Hours)**

Social Action- As a method of Social Work: Concept, purpose, techniques and Principles. Approaches to social action - Paulo Freire, Saul Alinsky, Martin Luther King, Gandhiand Ambedkar.Skills involved in Social Action- Analytical, Research, Managerial, Intervention, Problem solving and Training Skills.

UNIT – V   **(12 Hours)**

Strategies and Tactics in Social Action: Individual contact, Conscientization, negotiation, collaborative pressure, advocacy, legal suasion, public relations, political organization, conflict resolution and violence. Roles and Responsibilities of social activists. Strategies for socialaction from various Indian socialmovements.

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

SOCIAL WORK RESEARCH AND STATISTICS

Course Code:25UPMSW1C05

SYLLABUS

UNIT – I   **(12 Hours)**

Introduction to 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: 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, Techniques, Importance and Types. Data Collection: Sources, Tools and Types. Research Methods: Qualitative, Quantitative and Participatory. 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, 3rd Edition, Australian Publications, Australia.
2. Adams J, Khan, Robert and David, 2007, Research methods for Graduate Business and Social Science Students, SAGE Publications, New Delhi.
3. Chakraborty D, 2009, Research Methodology, Saurabh Publishing, New Delhi.
4. Chandra S, Sharma Kr. 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, Common wealth Publishers, 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, 13th 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 Lal D K, 2000, Methodology and Techniques of Social Research, 16th 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 Textbook of Social Research, Dominant Publishers and Distributors, New Delhi.
10. Corby B, 2006, Applying Research in Socialwork Practice, Tata McGraw Hill Education, NewDelhi.

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

SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATION

Course Code:25UPMSW1C06

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 and 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,policies and 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 of legislation in social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy; Laws Related to Marriage: Hindu, Muslim, Christian, and Personal Laws. Laws Relating to Divorce, Minority, and Guardianship, Adoption, Succession, and Inheritance. Legislation Related to Social Problems such as Prostitution, Juvenile Delinquency, Women Harassment, Child Labour, Untouchability, Physical, and Mental Disabilities.

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 Publications, 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/

HUMAN RESOURCE MANAGEMENT

Course Code:25UPMSW1C07A

SYLLABUS

UNIT – I   (12 Hours)

Management and Human Resource Management: Management: Concept, Principles Functions and Management Gurus. Human Resource Management:Concept, Definitions, Scope, objectives, Organization Structure, evolution and functions. Personnel Vs Human Resource Management, HR as Business Partner, Qualities and Role of HR Manager.

UNIT – II   (12 Hours)

Human Resource Planning, Selection, and Placement: Concept, objectives and process of HRP.Recruitment: Concept, Meaning, Objectives, Sources terms, policy and Process. Selection: Concept, Meaning, Objectives and Process- Psychometric Assessment, Induction, Placement, probation and confirmation. Job analysis: Job specification and descriptions, Job classification, Job enrichment, and Job evaluation.

UNIT – IIII   (12 Hours)

Human Capital Development: Learning and Development:Concept, objectives, steps and Process. Training: Training need analysis, Types and Methods. Employee engagement. Performance & Compensation Management: Concept of Wage and Salary, Wage Theories, Types of wages, Wage Board, Wage Components, wage differentials, wage regulators, Incentive Schemes, Fringe Benefits, Employee benefit plans, Rewards and Recognitions. Goal Setting and Performance Appraisal.

UNIT – IV   (12 Hours)

Employee Retention and Separation: Concept of Attrition and Retention. Retention Strategies. Promotions, Grievance Redressal Procedures, Transfers. Causes of Job Hopping. Leave Management: Types of Leave. Disciplinary procedures: Concept of Charge Sheet, Domestic enquiry, and Separation: Discharge, Dismissal, Resignation, Retirement, VRS, Exit Interview; Retirement – Pre-retirement Counselling and Benefits.

UNIT – V   (12 Hours)

Recent Trends in HRM: Concept of HR Analytics, HRIS, e-HR, e-Recruitment, Artificial Intelligence (AI), Machine Learning, Employee Wellness Programmes, Learning

Management System (LMS), Fluid Task Management with Gig Economy, Work From Home (WFH). Advances in HRM: Corporate Social Responsibility, Benchmarking, Balanced Scorecard, Six Sigma, Kaizen, 5S Method, HR Accounting and Auditing, Business Process Reengineering, Total Productivity Maintenance (TPM), Total Quality Management (TQM), International Organization for Standardization (ISO), Human Resource Management in Global Perspective and Future of Human Resource Management.

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. Ivancevich, 2012, Human Resource Management, New York: McGraw Hill.
2. Gary Dessler, 2018, Fundamentals of Human Resource Management, Noida, Pearson Publications.
3. Gary Dessler and Biju Varrkey, 2020, Human Resource Management, Noida, Pearson Publications.
4. Mahajan. J P & Reeta, 2016, Human Resource Management, Noida, Vikas Publishing house.
5. Mathur, B.L.,1989 Human Resource Development Strategies, Approaches and Experiences. Jaipur: Arihant Publishers.
6. Monir Tayeb. 2007, International Human Resource Management. New York: Oxford University Press.
7. Pareek, Udai and Rao, T. V, 1982, Designing and Managing Human Resources, New Delhi, Oxford & IBH.
8. Rao V.S.P 2000 Human Resource Management, New Delhi: Sage Publications.
9. Rudrabasavaraj, M. N. 1986, Cases in Human Resource Management, Bombay: Himalaya Publishing House.
10. 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/

MENTAL HEALTH AND PSYCHIATRIC DISORDERS

Course Code:25UPMSW1C07B

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. Macro-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.

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/

NGO MANAGEMENT

Course Code:25UPMSW1C07C

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.

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

LIFE SKILLS MANAGEMENT

Course Code:25UPMSW1S02

<u>SYLLABUS</u>

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.

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

FUNDAMENTALS OF HUMAN RIGHTS

Course Code:23UPPGC1H01

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.

THEATRE FOR TRANSFORMATION (Outside the Class Hour)

Course Code:25UPMSW1SE01

SYLLABUS

UNIT – I

Introduction to Acting: Yoga - Performance Skills (Basic) - Physical Preparation (Body Language, Body Movement, Signs, Expression through Body). Body Flexibility through Theatre Games. - Folk Dance and Folk Instruments.

UNIT - II

Mind And Body: See, Hear, Believe, React, Observe, and Concentrate - Study of the Self, the Self and Others, and Self and Society - Individuality, Self-Identity, Ideology, Political Awareness - Awareness of the Body, How to Use the Body, Imagination - Enter Space - Memory.

UNIT - III

Voice Culture and Rhythm: Introduction to Voice and Speech - Building Voice: Projection and Resonance - Building Voice: Vibration and Articulation - Building Voice: All Aspects - Building Speech: Exercises and Using Elements of Speech - Building Speech: Using Dramatic Texts, Storytelling - Concentrate on Rhythm.

UNIT – IV

Trust & Modulation and Diction: Trust, Coordination, Adaptation, Adjustment, Help - Reading Script - Pronunciation, Modulation, and Diction. Space and Time - Understanding Space - Entering Space – Examine - Understanding Time.

UNIT - V

Imagination and Improvisation - Physical Actions. Given Circumstances. Scoring an Action. Transitions. Breaking Down an Action. Creating Reality. Use of Mime. Emotions and Expressions: Emotion and Expression - Emotion Control. Theatre Forms.

CONCURRENT FIELD WORK PRACTICUM – II

Course Code: 25UPMSW1F02

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.

SEMESTER III

LABOUR LEGISLATIONS

Course Code: 25UPMSW1C08A

SYLLABUS

UNIT – I   (12 Hours)

Introduction: Concept and History of labour Legislations in India. Concept of Industrialization, automation and globalization. Impact of Industrialization in India. Labour: Concept, Characteristics, and Problems of Indian Labour. Organized and unorganized Labour.

UNIT – II   (12 Hours)

Labour Legislations pertaining to Conditions of Employment: The Factories Act of 1948, The Mines Act, 1952, Plantation Labour Act, 1951, Sexual Harassment of women at the workplace (Prevention, Prohibition & Redressal) Act, 2013.

UNIT – III   (12 Hours)

Wage 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 Legislation: Trade Union Act, 1926, Industrial Disputes Act, 1947, Industrial Employment (Standing Orders) Act, 1946, Contract Labour (Regulation and Abolition) Act, 1970. Apprentices Act, 1961.

UNIT – V   (12 Hours)

Labour Legislations 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.

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., InduBala, 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

CLINICAL SOCIAL WORK

Course Code: 25UPMSW1C08B

SYLLABUS

UNIT – I (12 Hours)

Introduction to 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

SOCIAL WORK PRACTICE IN PROJECT MANAGEMENT

Course Code: 25UPMSW1C08C

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.

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, management information system, programme evaluation, review technique (PERT) and critical path method (CPM).Resource mobilisation: techniques of fund raising; statutory requirements for the formation of society and trust; special provisions related to income tax exemption for development organisations.

UNIT – V (12 Hours)

Project Evaluation: Project Evaluation- Introduction,planning process, ethics. 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.

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

INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE

Course Code: 25UPMSW1C09A

SYLLABUS

UNIT – I   **(12 Hours)**

Industrial Relations: Concept, Characteristics, Scope, Evolutionand Approaches. Industrial Disputes: Factors, Forms, Trends, Prevention and Settlement, Industrial Relations machinery in India:Cconciliation, Arbitration and Adjudication, Code of conduct and discipline- Recent trends,Role of Government, Employers and Trade Unions in maintaining Industrial Relations.

UNIT – II   **(12 Hours)**

Mechanism of Industrial Relations: Collective Bargaining: Concept, Theories, Goals, Principles, Prerequisites, Stages of Collective Bargaining, Bargaining Strategies, The factors influencing Collective bargaining and Skills of an effective bargaining agent. Bipartite and Tripartite Mechanisms - Joint Management Councils, Works Committee. Workers Participation in Management: Aims, Objectives, Scope, Levels, Conditions and Scheme. Grievance handling procedures.

UNIT – IIII   **(12 Hours)**

Trade Unions and Employers Organization: Origin and Growth of trade union movement in India, Theories, Functions, Administration of Unions, Leadership, Membership and Finance, Close shop, Open Shop and Check off system. Employers' organization: Objectives and functions of various employers' organization, membership and finance. Emerging Trends in Union – management relations.

UNIT – IV   **(12 Hours)**

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: Administration of labour - Central and State level.Occupational health and safety: concept, challenges. Roles, functions and appointmentof the Labour Welfare Officer- Workers awareness programs.Need and aapplication of Social Work methods in delivering employee welfare services, new paradigms in Employee welfare.Functions of ILO.

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

THERAPEUTIC INTERVENTION IN SOCIAL WORK

Course Code: 25UPMSW1C09B

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 Psycho-social 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.

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.

TRIBAL DEVELOPMENT IN INDIA

Course Code: 25UPMSW1C09C

SYLLABUS

UNIT – I   **(12 Hours)**

Tribal and its Organisations: 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: Family, marriage, kinship, Religion and customary practices. Economic organisations: Concept, forms, functions and changing nature. Political Organisations: Tribal council, customary laws and practices.

UNIT – II   **(12 Hours)**

Tribal Culture and Problems: Tribal Culture: Components - Dance, Drama, Folklore, dialect, Instruments. Religion, customs, Rituals, Literature and Art, Life philosophy in cultural practices. Problems - Economic Issues: Land alienation, Agriculture Poverty, indebtedness and Unemployment. Infrastructural Issues: Habitat, settlement, Basic Civic Amenities, Transportation, Communication and 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 and Programmes: 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.

UNIT – IV   **(12 Hours)**

Contribution of Tribal Activists: Birsa Munda, Tantya Bhil, Ambar Singh Maharaj. Contribution of Tribal reformers: ThakkarBappa, 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 – V   **(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. Application of social work methods in Tribal Development.

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. PatilR.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. AmitabhaSankar,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

ENTREPRENEURSHIP DEVELOPMENT

Course Code: 25UPMSW1E03

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, and 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.

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

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.

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

GREEN SOCIAL WORK

Course Code: 25UPMSW1E04

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. GuhaRamchandra, 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

DISASTER MANAGEMENT

Course Code: 25UPMSW1E05

<u>SYLLABUS</u>

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.

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.
Web Resources
1. https://www.researchgate.net/publication/277327554_Introduction_to_Disaster_Management 2. https://byjus.com/free-ias-prep/disaster-management-india/ 3. https://www.youtube.com/watch?v=zR9CbaJhCd8 4. https://www.drishtiias.com/to-the-points/paper3/daster-management-i 5. https://nidm.gov.in/

CORPORATE SOCIAL RESPONSIBILITY

Course Code: 25UPMSW1E06

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., SangarMithirai 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

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

SKILLS FOR COMPETITIVE EXAMINATIONS

Course Code: 25UPMSW1SE02

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 (SpecificMeasurable Achievable Relevant Time-Bound). Self-Management vs Time Management AttendOnline/ Offline Classes Regularly, Revise on a Daily Basis, Solve Time-Bound Exercises, MockTests & Model Papers, Raise Doubts or Questions if any, Choose Institutes/ Teachers Wisely– Choose the books, study material and resources wisely, Get Concepts Clear, Focus-SolvePrevious Year Question Papers, Be Regular, Well Planned &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 & Non-Verbal Reasoning by R.S.Agarwal
- A Modern Approach to Reasoning by R.S.Agarwal
- A New Approach to Reasoning: Verbal & 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 & 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

EMPLOYABILITY SKILLS OF SOCIAL WORKERS

Course Code:25UPMSW1S02

SYLLABUS

UNIT – I **(6 Hours)**

Behavioural 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**:** Wa**ys** 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.

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://en.wikipedia.org/wiki/Green_job#UNEP_Green_Jobs_Initiative
2. https://in.indeed.com/career-advice/finding-a-job/employability-skills
3. https://www.simplilearn.com/why-are-employability-skills-important-article
4. https://cte.ed.gov/initiatives/employability-skills-framework

CONCURRENT FIELD WORK PRACTICUM– III

Course Code:25UPMSW1F03

COMMUNITY DEVELOPMENT SPECIALIZATION

UNIT I (12 Hours)

Phases:
Tasks/ Activities Carried out
Orientation Phase:
1. Field work orientation on structure of the programme
2. Explaining the skills is 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.

UNIT II (12 Hours)

Induction Phase I:
The students are starting 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

UNIT III (12 Hours)

Induction Phase II

- Applying their skill in Community Development.
- Assessment on the role of Social Worker NGOs.

UNIT IV (12 Hours)

Implementation Phase:
Apply the theoretical knowledge for solving the problems and to develop the NGOs' knowledge on current application of community assessment & development.

UNIT V (12 Hours)

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

HUMAN RESOURCE MANAGEMENT SPECIALIZATION (Manufacturing Sector)

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

MEDICAL AND PSYCHIATRIC SPECIALIZAION (Hospital Sector)

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

SUMMER INTERNSHIP TRAINING

Course Code:25UPMSW1I01

SYLLABUS

PHASE – I: OrientationandCommencement

- Orientationonrespectivespecializedfields.
- Theobjectivesofsummerplacementsare explained.

PHASE – II: Approval and Confirmation of Summer placement organization

- Confirmation/Approvalofsummerplacementorganizations.
- Commencementof**summerplacementtraining**intheapprovedorganization.
- ThesummertrainingprogramfallsbetweenSemesterIIandIII.

PHASE – III: Induction and Learning

- Inductionofstudentsintheorganization.
- SubmissionofLetterofinductiontotherespectiveguide.
- Submissionofweeklyreports(Learnings&Observations) alongwithdailytimesheets.

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,SkillsRequired tobe aprofessional, lawspertainingto theirspecialized field,etc.
- Constantcontactwiththe studentstoregulatethelearningprocess.

PHASE – V: Termination and Evaluation

- Monitoringthe performanceof thestudent.
- Submissionofletterof completion from theorganization dulysigned bytheauthorities.
- AftertheCompletionoftraining,theprocessofevaluation(Self&Staff)isexecutedbasedon the performanceof thestudentsthroughthe submitted weeklyReports.

SEMESTER IV

STRATEGIC HUMAN RESOURCE MANAGEMENT

Course Code: 25UPMSW1C10A

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

MEDICAL SOCIAL WORK

Course Code: 25UPMSW1C10B

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/

RURAL COMMUNITY DEVELOPMENT

Course Code: 25UPMSW1C10C

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 labourers 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 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.

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

ORGANIZATIONAL BEHAVIOUR

Course Code: 25UPMSW1C11A

SYLLABUS

UNIT – I   **(12 Hours)**

Organisational Behaviour: *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; Foundations of individual behaviour. Group behaviour – concept, types of group, group development, group dynamics; Teams – types, creating effective teams. Foundations of group behaviour.Organisational 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)**

Oorganisational change:*Concept of Organizational Change,* resistance to change, managing resistance to change, Lewin's three step model of change, Stress – sources, consequences and management. Organizationalculture 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.

Text Books

1. Ahuja K.K. (1990) Organization Behaviour, Kalyani publication, New Delhi
2. Bhonsle, Y.B. (1999). Personnel Management Indian Scene. Mumbai: Deborah Prayer House.
3. Frence, Wendell and Cecil (1995). Organisation Development. New Delhi: Prentice-Hall of India Ltd.
4. Ghorpade M.B. (1980) Industrial Psychology, Himalaya publishing house, Mumbai
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
2. Gupta,Ananda Das (2014).Organizational Behaviour design,Structure and Culture: Biztantra
3. Margie Parikh and Rajan Gupta (2010), Organizational Behavior, Tata McGraw Hill Education Private Limited
4. Sinha Durganand (1992) Studies in Industrial Psychology, Sriram Mehar and co, Agra
5. Stephen P. Robbins (2002) Organizational Behaviour, Pearson education Asia New Delhi
6. Udai Pareek (2010) Understanding Organizational Behavior, Second Edition, Oxford University Press

Web Resources

1. http://www.tmv.edu.in/pdf
2. http://www.ignou.ac.in
3. https://www.researchgate.net
4. https://onlinelibrary.wiley.com
5. https://www.frontiersin.org

PSYCHIATRIC SOCIAL WORK

Course Code: 25UPMSW1C11B

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 HealthClinics, 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

URBAN COMMUNITY DEVELOPMENT

Course Code: 25UPMSW1C11C

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,ImportanceofCommunity planning and Community participation in Urban Development; Role of Community Development Worker.

UNIT – II   (12 Hours)

Urban Problems in India: Population Density, Noise, Air and Water Pollution, Environmental issues, Urban Public Health, Urban informal sector, Traffickingand 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.Application of Social Work Method in Urban Development.

UNIT – IV   (12 Hours)

Administrative Structure and Governance: Urban Municipal Administration- structure, composition, functions and current issues. Democratic functioning of Urban local bodies,

74thConstitutional 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. Commissioner ate 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

COUNSELLING IN SOCIAL WORK

Course Code: 25UPMSW1C12

SYLLABUS

UNIT – I   **(12 Hours)**

IntroductiontoCounselling: Counselling–Definition,Objectives,Goals,Principles   and EvolutionofCounselling,   Difference   betweenCounselling,CaseWork   &Psycho-therapy,Codeof Ethics.

UNIT – II   **(12 Hours)**

Process& SkillsinCounselling: Counselling Relationship: Respect, Regard, Empathy and Authenticity.   Stepsand   process   ofCounselling,TypesofCounselling:Directive,Non-Directive&Eclectic.Qualitiesof an effectivecounsellor, Counsellingskills &techniques.

UNIT – IIII   **(12 Hours)**

TheoreticalfoundationsofCounselling: Psycho-analytictheory(Freud),Transactional   Analysis (TA),   PersonCentered(Roger),CognitiveBehaviourTherapy(CBT), RationalEmotiveBehaviouralTherapy,   GestaltTherapy,Humanisticapproach   (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&TraumaCounselling: Counselling in emergency and Disaster Situations (Migrants, Refuges, Trauma CARE, Victims of Communal Riots, Pandemic), CrisisIntervention.

Text Books

1. Antony John (2003) Skills of Counselling, Guru Publications
2. Egan,Gerard,2006.Theskilledhelper:Aproblemmanagementopportunity, DevelopmentApproachtohelping,Wadsworthpublishers,Boston
3. Ramanth,Sharma.&Rachana,Sharma.(2004).*GuidanceandCounsellinginIndia.*NewDelhi:At lanticpublishersandDistributiors.
4. Rao,Narayana,2003CounsellingandGuidance,TataMcGrawHill,New Delhi.India
5. Ray,Wolfe&WindyDryden.(1996).*HandbookofCounsellingPsychology.*NewDelhi,New Delhi: SagePublications

Books for References

1. Dave,Mearns.(1997).PersonCenteredCounsellingTraining.NewDelhi,NewDelhi:SagePubl ications.
2. David Murphy · 2017, Counselling Psychology: A Textbook for Study and Practice, John Wiley & Sons Ltd.
3. Joyce&Charlotte,Sills;(2002).SkillsinGestaltCounselling&Psychotherapy. NewDelhi,NewDelhi:sagepublications.
4. Michael,Carroll.(1996).WorkplaceCounselling:Asystematicapproachtoemployeecare.Ne w Delhi, New Delhi: Sagepublications.
5. Palmer,2004Counselling,TheBACCounsellingreader,BritishAssociationforCounselli ng,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

CONCURRENT FIELD WORK PRACTICUM – IV

Course Code: 25UPMSW1F04

COMMUNITY DEVELOPMENT (CSR SETTING)

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

HUMAN RESOURCE MANAGEMENT (Service Sector)

<u>SYLLABUS</u>

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.

MEDICAL AND PSYCHIATRIC(Psychiatric Sector)

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.

RESEARCH PROJECT

Course Code: 25UPMSW1PR01

<u>SYLLABUS</u>

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.

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
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<div align="center">**BLOCK FIELD WORK TRAINING**</div>

Course Code: 25UPMSW1B01

<div align="center">**SYLLABUS**</div>

PHASE – I: Identification of Organization
- Theobjectivesof Blockplacementsareexplained.
- Theagencyfortheplacementhastobefinalizedappropriatelybefor etheendoftheIVsemester.
- Inconsensuswiththespecializationcourseteachersthestudentwill identifytherightorganizationfor onemonth Block placement

PHASE – II: Approval for the Organization

- ApproachingtheorganizationandgettingConfirmationforBlock PlacementwithaformalConfirmationLetter from theOrganization.
- SubmissionofLetterofinductionto therespectiveguide.

PHASE – III: Induction and Training
- Inductionoftrainees intheorganizationwithaformal orientationbytheorganization.
- Thetraineewillworkintheorganizationfor30workingdays.
- Thedaytodaysupervisionwillbedoneattheagency/organization.
- Submissionofweeklyreports (Learning &Observations) alongwith dailytime sheets

PHASE – IV: Termination
- Monitoringtheperformanceofthestudentwill be doneattheorganization
- Submission ofletter of completion from the organization duly signed by the authoritieswill besubmitted

PHASE – V: Evaluation and Report Preparation

- After the Completion of training, the process of evaluation is executed based on theperformanceof thestudents through the submitted weeklyReports.
- After the completion of the block placement the student has to submit a consolidatedreport of the activities undertaken and the experiences gained during the trainingperiod.