

THIRUVALLUVAR UNIVERSITY
MASTER OF SOCIAL WORK
DEGREE COURSE UNDER CBCS
(with effect from 2017-2018)

The course Structure and the Scheme of Examination

SEMESTER - I

S.No	Study Components		Ins. Hrs./ Week	Credit	Title of the Paper	Max. Marks		
	Course Title					CIA	Uni. Exam	Total
SEMESTER I								
1.	Main	Paper-1	6	4	Social Work Practice with Individuals	25	75	100
2.	Main	Paper-2	6	4	Social Work Practice with Groups	25	75	100
3.	Main	Paper-3	6	4	Social Work Practice with Communities	25	75	100
4.	Main	Paper-4	6	3	Psychology	25	75	100
5.	Main	Paper-5	6	3	Sociology	25	75	100
6.	Main Practical	Practical-1	2 days*	5	Concurrent Field Work I	40	60	100
				23				600

* 15 Hours of Field Work in 2 days per week

SEMESTER II

S.No	Study Components		Ins. Hrs./Week	Credit	Title of the Paper	Max. Marks		
	Course Title					CIA	Uni. Exam	Total
7.	Main	Paper-6	6	4	Research Methodology	25	75	100
8.	Main	Paper-7	6	4	Social Welfare Administration	25	75	100
9.	Main	Paper-8	6	4	Social Policy and Social Legislation	25	75	100
10.	Elective	Paper-1	6	3	Environment Social Work/Project Monitoring and Evaluation/Social Entrepreneurship	25	75	100
11.	Compulsory Paper		6	2	Human Rights	25	75	100
12.	Main Practical	Practical-2	2 days*	5	Concurrent Field Work II	40	60	100
13.	Main Practical (Required)		**One Month	5	Block Field Work I	-		
				27				600

* 15 Hours of Field Work in 2 days per week

**Minimum 24 working days - Only Report Submission – No exams

SEMESTER III

S.No	Study Components		Ins. Hrs./Week	Credit	Title of the Paper	Max. Marks		
	Course Title					CI A	Uni. Exam	Total
14.	Main-Specialization	Paper-9	6	4	Human Resource Management/ Rural and Urban Community Development/Mental Health and Psychiatric Social Work	25	75	100
15.	Main-Specialization	Paper-10	6	4	Labor Legislation and Labor Welfare/Rural and Urban Governance /Medical Social Work	25	75	100
16.	Skills Paper	Skill-1	6	2	Life Skills	25	75	100
17.	Main Practical	Practical-1-3	2 Days*	5	Concurrent Field Work III	40	60	100
18.	Elective	Paper-2	6	3	Computer Application in Social Work/Hotel Front Office Management/ Disability and Social Work	25	75	100
				18				500

* 15 Hours of Field Work in 2 days per week

SEMESTER IV

S.No	Study Components		Ins. hrs./Week	Credit	Title of the Paper	Max. Marks		
	Course Title					CIA	Uni. Exam	Total
19.	Main-Specialization	Paper-11	6	4	Organizational Behaviour/Development Strategies/Clinical Social Work	25	75	100
20.	Main-Specialization	Paper-12	9	4	Industrial Relations/Livelihood and Social Audit /Therapeutic Interventions in Social Work	25	75	100
21.	Elective	Paper-3	6	3	Disaster Management/Corporate Social Responsibility/Hospital Administration	25	75	100
22.	Main Practical	Practical-4	2 Days*	5	Concurrent Field Work IV	40	60	100
23.	Main	Project	6	6	Research Project	25	75	100
				22				500

* 15 Hours of Field Work in 2 days per week

Note:

Concurrent Field Work Training - Social Work is a skill oriented subject where Field Work training is an important component. Concurrent field work training is provided to the students in each semester. The students spend 2 full days per week (15 working hours per week) for the field work training. At the end of the semester Field work viva is conducted by an external examiner.

Block Field Work Training – During the fourth semester students have to compulsorily do Block Placement training for one month (minimum 24 working days) in the field placement agency. The students have to submit the Field Work Record, Activity sheet signed by Agency Supervisor and Attendance certificate from the agency after the successful completion of this training. A separate viva is conducted for this Block Field Work by the department (Internally) and only credits are allotted. Marks are not given for block field work training.

Research Project Work - The research project is carried out during the third semester. The Project Report may consist of 75 to 100 pages. The candidate has to submit the Research Project Report 15 days before the commencement of the III Semester Examinations and appear for the viva voce examination. The project is valued for 75 marks in the semester end examination. The student submits the approved chapters as a bound volume. The project is valued for 75 marks in the semester end examination. The viva voce examination will be conducted by both the external examiner appointed by the university and the internal examiner/guide/teacher concerned. The average of the marks awarded in the viva voce by both the external examiner and the internal examiner will be intimated to the university along with the marks obtained by the candidate in the CIA.

Subject	Papers	Credits	Total Credits	Marks	Total Marks
Main	12	3-4	46	100	1200
Main Practical	4	5	20	100	400
Main Research Project	1	6	6	100	
Electives	3	3	9	100	300
Compulsory Paper	1	2	2	100	100
Skills Paper	1	2	2	100	100
Block Field Work	1	5	5	---	----
Total	23	-	90	2200	2200

THIRUVALLUVAR UNIVERSITY
MASTER OF SOCIAL WORK
SYLLABUS
UNDER CBCS
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SEMESTER I

PAPER - 1

SOCIAL WORK PRACTICE WITH INDIVIDUALS

Learning Outcome: *The students will...*

- Gain knowledge about the primary method of social work practice with individuals
- Understand the techniques and approaches of social work practice with individuals
- Acquire the skill of working with individuals

UNIT 1: Social Casework- Concept & Definition. Historical development of Social Casework. Objectives of working with individuals. Principles of social casework practice- Individualization, Purposeful expression of feelings, controlled emotional involvement, Acceptance, Non-judgmental attitude, Client self-determination and Confidentiality. Components of Casework (Perlman's model)-Person, Problem, Place and Process.

UNIT 2: Casework Process: Phase 1: Exploration of person in environment, Multidimensional assessment and Planning, Multidimensional intervention. Phase 2: Implementing and Goal attainment. Phase 3: Termination and Evaluation; Follow up. Interview – Home visits, Collateral contacts, Referrals.

UNIT 3: Case Worker - Client Relationship: Characteristics of professional relationship: empathy, non-possessive warmth, genuineness and self-disclosure; Obstacles in client worker relationship: Transference, Counter transference and Resistance.

UNIT 4: Techniques in Practice- Ventilation, emotional support, action oriented support, advocacy, environment modification, modeling, role-playing and confrontation. Tools - Observation, listening, communication, rapport building, questioning, giving feedback. Record keeping – Face sheet, Narrative, Process and Summary recording. Use of genogram and eco map- Case presentation as tool of professional development.

UNIT 5: Casework Practice: Approaches and Models - Psycho Social approach, Person Centred approach, Problem Solving approach and Crisis Intervention model. Relevance of an Eclectic approach. Working with Individuals in different settings: Educational, Family and Child Welfare, Medical and psychiatric, Correctional and Industrial setting.

Reference

1. Bhattacharya, Sanjay. 2009. Social Case Work Administration and Development. Rawat Publications. New Delhi.
2. Elizabeth A Segal, et.al. 2010. Professional Social Work. Cengage Learning India Pvt. Ltd. India.
3. Helen Harris Pearlman, (1968), Social Casework A Problem Solving Process, The University Of Chicago.
4. Jainendra Kumar Jha (2002), Social Welfare and Social Work, J.L. Kumar for Anmol Publications Pvt. Ltd. New Delhi.
5. Kottles A. Jeffrey, David S., Shepard. 2009. Counseling Theories and Practice. Cengage Learning India Pvt. Ltd. New Delhi.
6. Mamta Sehgal, Nirmala Sherjung (1997), Marital Disputes & Counselling Remedial Measures-Vol 3, APH Publishing Corporation-New Delhi.
7. Mathew, Grace. 1992. An introduction to Social Case Work. Tata Institute of Social Sciences.
8. Mujawar W.R., N.K. Sadar. 2010. Field Work Training in Social Work. Mangalam Publications. New Delhi.
9. Perlman Helan Haris. 2011. Social Case Work – Problem Solving Process. Rawat Publications. India.
10. Philip Burnard (2009) Counselling Skills Training Book Of Activities, Viva Books- New Delhi.
11. Upadhya, R. K. 2010. Social Case Work A Therapeutic Approach. Rawat Publications. New Delhi.

Paper-2**SOCIAL WORK PRACTICE WITH GROUPS**

Learning Outcome: *The students will...*

- Gain knowledge about the primary method of social work practice with groups
- Understand the techniques and approaches of social work practice with groups
- Acquire the skill of working with groups

UNIT –I: Understanding Concepts of Social Group Work: Concept of group and its importance of groups in human life cycle; Group is an Instrument of Change; Definition of social group work; Characteristics of social group work; History and development of social group work.

UNIT–II: Group Process and Dynamics group process, group interaction, Leadership and its development in group process, Communication in group- Verbal and non-verbal communication; Group dynamics: - group bond, sub-groups, group conflict, confrontation, apathy and group control; Importance of relationship; Conflict resolution;

UNIT-III Social Group Work Method & Group Work Process : Values and distinctive principles of Group Work; Types of groups in social group work practice- open and closed groups, social treatment groups, task oriented groups (forum, committees and work team), developmental groups (self help groups and support groups) and Recreational Groups; Group Work Process: Tuckman (1965), and Rogers (1967) model: Forming, Storming, Norming, Performing and Mourning (Deforming). Role of social worker in different stages of group development.

UNIT-IV Use of Programme in Social Group Work & Skills of Group Worker: Concept of programme, Principles of programme planning, Importance of programme in group work practice, Programme planning and implementation for group development- Skills for Social Group work - Social group work practice in different settings.

UNIT –V Recording in Group Work & Evaluation of Group Work :Importance of recording in group work, Principles of recording, Types of recording- , Techniques of recording –observation, sociogram, interaction diagrams- Bale’s categories of interaction process analysis- Importance of continuous evaluation in group work, Types of evaluation- Methods of evaluation

References:

1. Charles Zastrow H, Msw , Ph.D, 2009, Social Work With Groups, Cengage Learning Publication, Australia
2. Gerald Corey, Marianne Schneider Corey, Patrick Callanan, Michael J. Michael Russell, 1992, Group Techniques, Brooks, And Cole Publication Company Pacific Hrave, California
3. Harlkich Trecker B, 1955, Social Group Work Methods And Principles
4. Ken Heap, 1985, The Practice Of Social Work With Group George Allen And Union Publication Ltd, London
5. Marianne Schneider Corey And Gerald Corey, 1992, Groups Process And Practice, Brooks And Cole Publication Company, California
6. Ronald W, Toscland, 2005, An Introduction To Group Work Practice, Pearson Publication, London, New York
7. Sahu R. K , 2010, Group Dynamics And Team Bilding, Excel Books, New Delhi
8. Siddiqui , 2008, Group Work Theoretical Practices, Rawat Publication, Jaipur
9. Steven Rose .R , 1998, Group Work With Children And Adolescents, Sage Publications, New Delhi
10. Tom Douglas, 1993, A Theory Of Group Work Practice, Palgrave Macmillan Printing, Lodon.
11. Tom Dougles, 1976, Group work Practive, Tavistock Publication Ltd, London,

Paper – 3**SOCIAL WORK PRACTICE WITH COMMUNITIES**

Learning Outcome: *the students will*

- Gain knowledge about the primary method of social work practice with communities
- Understand the techniques and approaches of social work practice with communities
- Acquired the skill of working with communities

UNIT 1: Community: Concept, Characteristics and Classification- Community organization: Concept, History, Objectives & Principles. Process of community organization - Study and survey, analysis, assessment, discussion, organization, action, reflection, modification, continuation. Similarities and differences between community organization and community development.

UNIT 2: Models of community organization: locality Development, social planning, social action, Approaches-specific content, general content and process content. Skills in community organization: Communication, training, consultation, public relations, resource mobilization, liaisoning. Community Organisation as a Para – Political Process – Networking, Conscientisation, Planning and Organising, Roles and Strategies of Social movements

UNIT 3: Methods of community organization: Awareness creation, planning and organizing, education, networking, participation, leadership, Community action, legislative and non legislative actions. Application of community organization in rural, urban and tribal settings.

UNIT 4: Social Action in Community Organization: Concept, Purpose and Techniques, Social Action as a method of social work. Approaches to social action – Paulo Friere, Saul Alinsky, Martin Luther King and Ambedkar.

UNIT 5: Strategies and Tactics in Social Action: individual contact, conscientization, negotiation, collaborative pressure, advocacy, legal suasion, public relations, political organization, conflict resolution and violence. Contextual usage of strategies- Roles and Responsibilities of social activists

Reference:

1. Christopher, A.J., and Thomas William. 2006. Community Organization and Social Action. Himalaya Publications. New Delhi.
2. Cox M. Fred et. al. 2005. Strategies of Community Organization. 4th Edition. Peacock Publishers. New Delhi.
3. Jainendra Kumar Jha, 2002, Social Work And Community Development, Anmol Publications Pvt Ltd, New Delhi
4. Johri Pradeep Kumar. 2005. Social Work and Community Development. Anmol Publications Pvt. Ltd. New Delhi.
5. Kumar Jha Jainendra. 2002. Social Work and Community Development. Anmol Publications Pvt. Ltd. New Delhi.
6. Kumar Somesh. 2008. Methods for Community Participation. Vistar Publications. New Delhi.
7. Ledwith Margaret. 2005. Community Development. A Critical Approach. Rawat Publications. New Delhi.
8. Margaret Ledwith, 2005, Community Development, Rawat Publications, Jaipur.
9. Mukundan N. And M.Hilaria Soundari, 2008, Emerging Dimensions In Selp Help Groups, Dominant Publishers And Distributors, New Delhi.
10. N.Lalitha, 2008, Shg's And Micro Finance, Dominant Publishers And Distributors, New Delhi.
11. Pradeep Kumar Johri, 2005, Social Work For Community Development, Anmol Publications Pvt Ltd, New Delhi.
12. Somesh Kumar, 2008, Methods For Community Participation, Vistaar Publications, New Delhi.
13. Surendra K.Vettivel, 1992, Community Participation Empowering The Poorest Roles Of Ngo's, Vetri Publications, New Delhi.

Paper – 4**PSYCHOLOGY**

Learning Outcome: *The students will...*

- Gain basic knowledge on psychology
- Understand the behavior of human beings
- Acquire the skill of using psychological testing tools in dealing with individuals

UNIT 1: Psychology: Concept: Science of mind, Science of behavior- Conscious & Subconscious processes and motivation. Developmental stages & Developmental tasks. Areas of Human Development - Social, emotional, cognitive and physical- Relevance of Psychology to Social Work.

UNIT 2: Psychological Processes in Behavior: Needs and Motives, Emotions, Intelligence, Learning and motivation. Factors Influencing Human Behavior: Heredity and Environment. Personality: types of personality.

UNIT 3: Social Bases of Behavior: Perception -Hallucination, Delusion, Illusion, Attitudes, Prejudices, Biases and Stereotyping. Processes of Adjustment & Mal-adjustment. Coping Mechanisms vs. Defense Mechanism

UNIT 4: Abnormal Psychology: Concepts of normality and abnormality. International Classification of Diseases (ICD): Neurosis & Psychosis. Theories of Human Development: Freud's Psycho-Sexual theory, Erickson's Psycho-social theory and Cognitive Theory of Jean Piaget.

UNIT 5: Intervention methods: Psychological Counseling and Psychological Testing: IQ / Achievement Test and Attitude Test- Basic concept of Psychometrics and Testing.

References:

1. Abril Lal Mukherjee, 2015, A Textbook Of Cognitive Psychology, Rajat Publications, New Delhi
2. Anuratha Ngangom, 2012, Research Methodology In Psychology, Maxford Books, New Delhi
3. Daine E Papalia And Sally Wendkos Olds And Ruth Duskin Feldman, 2004, Human Development (Ninth), Tata Mcgraw-Hill, New Delhi
4. David F Marks, Michael Murray, Brian Evans And Emeé Vida Estacio, 2011, Health Psychology (Third), Sage Publications, New Delhi
5. Delhinaima Khatoon, 2012, General Psychology, Darling Kinderley, South Asia .
6. Elizabeth B Hurlock, 2009, Development Psychology (Fifth), Tata Mcgraw-Hill, New Delhi
7. Elizabeth B. Hurlock, 2005, Child Development, Tata Mc Graw-Hill Publishing Company Ltd, New Delhi
8. John W Santrock, 2011, Life Span Development (Thirteen), Tata Mcgraw-Hill, New Delhi
9. Lewis R Aiken And Gary Groth-Marnat, 2009, Psychological Testing And Assessment, Dorling Kindersley Pvt. Ltd, New Delhi
10. Margarete Parrish, 2012, Social Work Perspectives On Human Behaviour, Rawat Publications, Jaipur
11. Mohan Kumar, 2014, Dictionary Of Psychology, Aitbs Publishers, Delhi
12. Naima Khatoon, 2012, General Psychology, Dorling Kindersley Pvt Ltd, India
13. Philip Banyard, Mark N.O. Davies, Christian Norman And Belinda Winder, 2012, Essential Psychology, Sage Publications, New Delhi
14. Singh H.D., 2007, Handbook Of Basic Human Physiology, S.Chand And Company Ltd, New Delhi

Paper – 5**SOCIOLOGY**

Learning Outcome: *The students will...*

- Gain knowledge about the society and its dynamism
- Understand the problems of the society
- Acquire the skills of working with the society

Unit 1: Meaning and Characteristics of Society, Community, Social Group, Social Association and Social Institution. Social Structure and functions of Social Institutions - marriage, family, kinship, caste, religion and education. Linkages between Sociology & Social Work

Unit 2: Socialization: Process and agents. Social control: Concept, types and functions. Major Agents of Social control: Kinship, Religion, Law, Education, Traditions and Customs.

Unit 3: Process of Social Change: Urbanization, Industrialization, Westernization, Sanskritisation, Secularization. Resistance to social change-cultural lag and Ethnocentrism.

Unit 4: Social Movements in India: Concept and Characteristics, Process of social movements - Peasant, Tribal, Dalits, Backward Class, Women, Minority groups, Working Class and Student.

Unit 5: Social Problems: Corruption, Malnourishment, Child Abuse, violence against women & Sexual minorities - Human Trafficking, Communalism, Terrorism and environment degradation.

Reference:

1. Abhijit Dasgupta, 2012, *On The Margins: Tribes, Castes And Other Social Categories(Fourth)*, Sage Publications, New Delhi
2. Anthony Giddens, 1998, *Sociology(Third)*, Polity Press, London
3. Sachdev D.R. And Vidhya Bhushan, 2006, *Introduction To Sociology*, Kitab Mahal, Allahabad
4. Frank N Magill, 1995, *International Encyclopedia Of Sociology*, British Library, England
5. Indhira R., 2012, *Themes In Sociology Of Education*, Sage Publications, New Delhi
6. Jainendra Kumar Jha, 2002, *Basic Principles Of Developmental Sociology*, Anmol Publications, New Delhi
7. Khare R.S., 2006, *Caste, Hierarchy, Individualism*, Oxford University Press, New Delhi
8. Mohanty B. B., 2012, *Agrarian Change And Mobalization*, Sage Publications, New Delhi
9. Sahu D.R., 2012, *Sociology Of Social Movement*, Sage Publications, New Delhi
10. Shanger Rao C. N, 2012, *Sociology Principles Of Sociology With An Introduction To Social Thought*, S Chand And Company, New Delhi
11. Surinder S Jodhka, 2012, *Changing Caste, Ideology, Identity And Mobility*, Sage Publications, New Delhi
12. Thara Bhai L., 2012, *Indian Sociology Issues And Challenges*, Sage Publications, New Delhi.

Practical – 1**CONCURRENT FIELD WORK – I**

Learning Outcome: *The students will...*

- get exposure with regard to the various settings of social work.
- undergo a group living experience and to understand the living conditions of people.
- Acquire the skill in street theatre and folk lore.

Field Work Components:

1. Observational Visits -The first year students during the first semester go for observational visits to various settings: Medical & Psychiatric, Rural Community Setting, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.
2. Street Theatre training
3. Rural Camp for a week
4. Laboratory Experience in Social Work Methods
5. Group Project on Current issues – organized in groups.

The students spend two days in a week and expected to spend a minimum of 15 hours per week in the field for practice based learning.

Every week the students write a report of their activities and submit to the concerned field work supervisor on Mondays. The supervisor conducts individual and group conference regularly.

The CA marks are awarded by the supervisor out of 40 marks for the quality, regularity, initiatives, leadership, participation and team worker.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded out of 60.

SEMESTER II**Paper – 6****RESEARCH METHODOLOGY**

Learning Outcome: *The students will...*

- Understand the need and importance of gaining knowledge on research methods and techniques in social work profession.
- Gain knowledge and skills to use the quantitative and qualitative research techniques in social work research methods.
- Understand the usages of computer packages in research

UNIT-I: Scientific attitude, characteristics, scientific method. Research meaning, objectives and types. Social work research, steps of social work research – define, strategy, execution and reporting. Research problem – identification, selection, formulation of research problem. Research proposal preparation.

UNIT-II: Research design- exploratory, descriptive, diagnostic experimental, hypothesis nature and types, assumptions and its nature. Sampling - meaning, types, errors and principles. Research tools – questionnaire, interview schedule, interview guide, observation schedule, standardized tools. Survey – meaning types and steps. Variables – meaning, types and levels of measurement. Reliability and validity.

UNIT-III: Qualitative research – meaning, definition, types, process, and methods – grounded theory, ethnography, participant observation, naturalistic observation, field research, phenomenology, case study, historical method and action research. Methods of collection of data – in depth interview, focus group interview and artifacts. Relationship between qualitative and quantitative research.

UNIT-IV: Data analysis and processing of data - editing, coding, code book preparation, code sheet preparation. Classification, tabulation, frequency distribution, diagrammatic and graphic presentations – interpretation of data.

UNIT-V: Statistics – meaning, types. Measures of central tendency, measures of dispersion. Meaning, usage and application of, correlation, regression, parametric and non parametric tests, testing of hypothesis, ANOVA, Cluster analysis, Factor analysis. (Manual calculations are not emphasized)

Reference:

1. Adams, John et.al. 2009. Research Methods for Graduate Business and Social Science Students. New Delhi: David white.
2. Agarwal. Y.P. 1998. Statistical Methods Concepts Applications and computation. New Delhi: Sterling Publishes Pvt. Ltd.
3. Cargan, Leonard. 2008. Doing Social Research. Jaipur: Rawat Publications.
4. Chadhary, CM. 2009, Research Methodology, Jaipur: Ashish Paranmi Publishers.
5. Debashis, Chakraborty. 2009. Research Methodology. New Delhi: Saurabn Publishing House.
6. Gupta, S. P. 2009. Statistical Methods. New Delhi: Sultan Chand and Sons.
7. Hatt, P.K. and W.J. Goode. 1981. Methods in Social Research. Auckland: McGraw Hill Book Company.
8. 10. Kothari, C.R. 2004. Research Methodology – methods and techniques. New Delhi: New Age International Private Limited.
9. Mark, R. 1994. Research Made Simple. California: Sage Publications.
10. Mattheen, Mark and Nick Foard. 2006. A Short Introduction to Social Research. New Delhi : Vistaar publications,.
11. Padgett, D.L. 1998. Qualitative Methods in Social Work Research. California: Sage Publications.
12. Riessman, C.K. 1994. Qualitative Studies in Social Work Research. California: Sage Publications.
13. Silverman, D. 1993. Interpreting Qualitative Data. London: Sage Publications Ltd.
14. Singh, Kultar. 2007. Quantitative Social Research Methods, New Delhi: Sage Publications India Pvt Ltd..
15. Wilkinson, T.S. 1984. Methodology and Techniques of Social Research. Bombay: Himalaya.
1. Allen Rubin and Earl Babbie, 2011, Methodology Foe Social Work Research, Cengage Learning India Pvt. Ltd, New Delhi.
2. Cargan, Leonard. 2008. Doing Social Research. Jaipur. Rawat Publications.
3. Chadhary CM. 2009. Research methodology. Ashish Paranmi RBSA publishers. Jaipur.
4. Debashis Chakraborty. 2009. Research Methodology. Saurabn Publishing House. New Delhi.
5. Susanne Friese, 2012 Qualitative Data Analysis with Atlas, Sage Publications, New Delhi.

Paper – 7**SOCIAL WELFARE ADMINISTRATION**

Learning Outcome: *The students will...*

- Gain knowledge about social welfare administration of service organizations.
- Understand welfare programmes of the government.
- Acquire the skill of establishing a human service organisation.

UNIT 1: Welfare State: Concept and relevance. Indian Constitution: Fundamental rights and Directive principles of State Policy- Social Policy and Planned social change. National Policy on Voluntary sector (2007).

UNIT 2: Social Welfare Administration- Concept, Features - Non-Government, Non-Profit making and self –governing organizations. Human Service Organizations by Orientation, by Levels of operation and by Focus.

UNIT 3: Basic Administration Processes: Planning, Organizing, staffing and directing. Elements of Directing: Supervision, motivation, leadership, communication, monitoring and evaluation. Administrative skills – Writing reports, letters and minutes of meetings.

UNIT 4: Finance Administration: Budgeting, accounting and auditing. Maintenance of books and accounts, financial documents and records. Mobilization of financial resources - Grants in Aid. Foreign Contribution and Regulation Act – 1976.Exemption from Income tax.

UNIT 5: Registering of an Organization: Procedures related to registering under Societies Registration Act 1860, Charitable Trust Act 1912 and Indian Companies Act 1956. Administrative Structure – Memorandum, Bye laws, Constitution, Deed, Functions and responsibilities of governing board, committees and office bearers. Major programmes of Central Social Welfare Board and State Social Welfare Board.

References:

1. Batra, Nitin. 2004. Administration of social Welfare in India. Jaipur. Raj Publishing House.
2. Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi. Rawat Publication.
3. Chowdhry, D.Paul. 1992. Social Welfare Administration. Atmaram and Sons.
4. Encyclopaedia of Social Work. Vol I & III Also for Units IV & V
5. Kohli, A.S & S.R. Sharma. 1998. Encyclopedia of Social Welfare and Administration. New Delhi. Anmol Publication.
6. Patel, N Vinod&Rana, K, Girish.2007. Personnel Management. Jaipur. Oxford Book Company.
7. Sarita Sharma, Basotia G. R. Popalia A.K. 1997. Management, Function, financial Planning and Policy. Kanishka Publishers. New Delhi.

Paper – 8**SOCIAL POLICY AND SOCIAL LEGISLATIONS****Learning outcome: The students will....**

- understand social policies in India in terms of themes, trends and deliveries.
- explore the relationship between state, market and civil society in formulating various models of inclusive policies.
- understand the significance of various Social Legislations

UNIT I :Genealogy of Welfare State - Concepts: Rights, Justice, Citizenship, and Welfare State - Relationship between Civil society, State, Governance and Development – various critiques of Welfare State theories - typologies of welfare state regimes – globalization and welfare states.

UNIT II: Introducing Social policy and Social legislation. Post-colonial Welfare State: Policy making processes and structures in India – The role of Executive, Legislature and judiciary-Political parties, Pressure groups, Non-Governmental Organizations, Mass Media. Policy implementation: The role of Governmental agencies - the participation of Non-governmental organizations and citizens participation- Problems in implementation of policy-Analysis of different policies of the Central and State Governments. Liberalism, Globalization and changing nature of social policy in India.

UNIT III: Child Marriage restrained (Amendment) Act, 1978; Child Labour (Prohibition and Regulation) Act, 1986; Central Adoption Resource Agency Guidelines, 1991; Pre Conception and Pre-Natal Diagnostic Techniques Act (Prohibition of Sex Selection), 1994. The Juvenile Justice (Care and Protection of Children), Act 2000; Right of Children to Free and Compulsory Education Act. 2009; Women: Prevention of Immoral Traffic Act, 1956; Dowry Prohibition Act, 1961; Medical Termination of Pregnancy Act, 1978; Indecent Representation of Women Act, 1986; Domestic Violence Act, 2005. Sexual Harassment in Work Place Guidelines.

UNIT IV: Bonded Labour System (Abolition) Act, 1976; The Mental Health Act, 1986; The SC/ST (Prevention of Atrocities) Act, 1989 & Rules 1995, The Persons with Disabilities (Equal Protection of Rights And Opportunity and Full Participation) Act, 1995; The Unorganized Workers' Social Security Act, 2008.

UNIT V : Protection of Human Rights Act, 1993; Consumer Protection Act, 1986; Right to information Act, 2005; The Patents (Amendment) Act, 2005; Rural Employment Guarantee Act, 2005. Public Interest Litigation, Legal Aid in India.

References:

1. Alcock, A.Erskine and .May (eds), *The Student's Companion to Social Policy*, 2nd edition, Blackwell, 2003
2. Clasen, J. (ed.) (1999) *Comparative Social Policy: Concepts, Theories and Methods*, Oxford: Blackwell
3. James Midgley and Michelle Livermore (eds), *The Handbook of Social Policy*, Sage Publication, 2009
4. Harihar Bhattacharya, Partha sarkar and Angshuman Kar (eds) (2009) *The Politics of Social Exclusion in India: Democracy at the Crossroads*, Routledge, 2009
5. Kurien, *Growth and Justice*, Oxford University Press, Madras, 1992
6. Lewis, Gail et al (ed.) *Rethinking Social Policy*, London: Sage, 2000
7. Marshall, T.H. (1975) *Social Policy in the Twentieth Century*, London: Hutchinson & Co
8. Pierson, Christopher and Castles, Francis (ed), *The Welfare State: Reader*, Cambridge: Polity Press 2006
9. Sainsbury, D. (ed.) (1999) *Gender and Welfare Regimes*, Oxford: Oxford University Press.
10. Sundarum, R.M., *Growth and Income Distribution in India: Policy and Performance since Independence*, Sage, New Delhi, 1987.
11. Vivekanandan, B. and Nimmi Kurian (eds) (2005) *Welfare State and the Future*, Hampshire: Palgrave Macmillan
12. Williams (1989) *Social Policy: A Critical Introduction*, Polity Press

Elective Paper – 1**ENVIRONMENTAL SOCIAL WORK****Learning Outcome: The students will....**

- learn basic facts about Ecology, Environment and Energy resources.
- gain knowledge on various issues on Environment and the roles of Movements for the Environment Protection.
- Understand the roles and responsibilities of Social Workers to protect the nature.

UNIT – I: Environmental Issues and Consciousness: Environment degradation and pollution of Natural Resources- Air, Soil, Water, Population, Sanitation, Housing, Encroachments over Common Property Resources, Energy crisis and Rural Poverty.

UNIT –II: Environment Consciousness- NGOs, Social Workers and Ecological Movements : Global level, People's initiatives to save their environment- Chipko Movement - Save forests movement –Mitti Bachao Andolan - Movements against big dams-Narmada and Tehri - Eco farming-Natural farming efforts.

UNIT – III: Environment Action and Management: State and the Environment preservation - Rio Summit and its implications - Government Policies and programmes - Grassroots Organization - Women and Conservation of Environment -Panchyats and Environment. Environment Management: Role of Traditional - State controlled - people controlled and Jointly managed systems - Waste Management.

UNIT – IV: Environment Protection Laws and Role of Social Worker: The Environment Protection Act 1986 - Air Pollution Act 1987 - Water Pollution Act 1974. Power and functions of Central and State Pollution Control Boards: Type of offences by companies, procedures, and penalties. (Latest amendments may be considered while teaching these laws).

UNIT – V: Acts related to environmental protection: Forest conservation, Standards and tolerance levels – Unplanned urbanization- Environmental movements in India - Role of NGOs in Environmental issues – Government agencies in environmental protection – Social work initiatives at different levels.

References:

1. Abbasi. S.A. 1998. Renewable energy sources and their Environmental Impact. Prentice Hall London.
2. Agarwal S.K. 1993. Environmental protection. Himalaya Publishers, New Delhi.
3. Andromeda. 1995. New Science encyclopedia: Ecology and environment. Oxford Publishers. London
4. Benny Joseph. 2005. Environmental studies. Tata McGraw Hill Publishers. New Delhi:
5. Cutter Susan L. 1998. Environmental Risks and Hazards. Prentice Hall London.
6. Dash Sharma P. 1998. Environment Health and development. Anmol Publishers. New Delhi.
7. Gadgil, Madhav and RamchandraGuha, 1995 Ecology and Equity; the use and Abuse of Nature in Contemporary India, New Delhi, Penguin Publishers.
8. GuhaRamchandra, 1991 The Unquiet woods, Ecological Change and Peasant Resistance in the Himalayas, New Delhi: Oxford University Press
9. Gupta Sunil. 1997. Environment Population and resources. Anmol Publishers. New Delhi.
10. Kannan 1991. Fundamentals of Environmental pollution. S. Chand. New Delhi.
11. Krishan. 1994. Fundamentals of Environmental pollution. S. Chand and Company. New Delhi
12. Luoma Samuel N. 1984. Introduction to environmental Issues. Macmillan Publishers. Calcutta.

Elective Paper-1
PROJECT MONITORING AND EVALUATION

Learning Outcome: The students will gain...

- Knowledge about monitoring and evaluation systems and their use in project cycle management
- Learn methods and skills to carry out monitoring using logframe matrix
- Knowledge to plan and carry out evaluation studies and measure the results of the project

Unit 1 – Monitoring & Evaluation – Definitions & Concept – Difference between monitoring and evaluation -Importance of monitoring & evaluation in Project Cycle Management – The Log Frame Analysis - Formulating Objectives - Defining Activities.

Unit 2 - Monitoring and Evaluation Framework with baseline and target- Indicators- Designing measurable indicators for goal, outcomes and outputs.

Unit 3 - Monitoring - Types of monitoring - Monitoring Activities and Outputs -Monitoring Outcomes and Assumptions-Preparation of monitoring forms-Data collection/processing/analysis and reporting- Implementation of recommendations.

Unit 4 – Evaluation - Formative and Summative Evaluation - Internal & External Evaluation - Internal evaluation process- Methodology - Preparation of terms of reference/forms- Data collection/processing/analyzing.

Unit 5 - External evaluation- Evaluation of Government schemes and programmes - Writing an effective Evaluation report- Communication of findings for action and accountability.

Reference:

1. Barton, T. (1997). Guidelines for Monitoring and Evaluation – How are we doing? CARE International Uganda
2. Casley D J and Kumar K (1988) The Collection, Analysis, and Use of Monitoring and Evaluation Data, A Joint Study by The World Bank, IFAD and FAO, London: The John Hopkins University Press
3. Curry S and Weiss J (2000) Project Analysis in Developing Countries, Second Edition, Basingstoke: MacMillan Press
4. DFID (1995) Stakeholder Participation and Analysis, London: Social Development Division, DFID
5. Feuerstein M-T (1986) Partners in Evaluation, Evaluating development and community programmes with participants, London: MacMillan Education.
6. Guijt, Irene; Jim Woodhill 2002. Managing for Impact in Rural Development: A Guide for Project M&E. International Fund for Agricultural Development.
7. Handbook on Monitoring and Evaluating for Results, Evaluation Office, UNDP, 2002
8. Margoluis, R. and Salafsky, N. (1998). Measures of Success: Designing, Managing, and Monitoring Conservation and Development Interventions. Island Press: USA.
9. Margoluis, R. and Salafsky, N. (1998). Measures of Success: Designing, Managing, and Monitoring.
10. Roche, Chris (2004). Impact Assessment for Development Agencies. Oxfam, London.

Elective Paper-1**SOCIAL ENTREPRENEURSHIP**

Learning Outcome: *The student will....*

- develop understanding about social entrepreneurship.
- get exposure to the social enterprises.
- strengthen the competence in social entrepreneurship

UNIT 1: Need and importance of Third Sector in development. Typologies of third sector –Voluntary, NGO, NPO, CBO, CSO, Growth of third sector in India –Performance and environment of third sector. Third sector relationship to state and civil society.

UNIT 2: Concept, Definition, Importance of social entrepreneurship –Social entrepreneurship Vs business entrepreneurship –social entrepreneurs and social change –qualities and traits of social entrepreneurs. Indian social entrepreneurs –M.S. Swaminathan, Varghease Kurien and Jockin Arputham.

UNIT 3: Concept, Definition, Importance of social enterprises– similarities and differences between social enterprises and non profits – types of social enterprises. Selected case studies of Indian Social Enterprises.

UNIT 4: Global & National environment to promote social enterprises and social entrepreneurship. Financial Management of social enterprises – Corporate, Community and government support for social enterprises.

UNIT 5: Application of marketing principles in welfare and development field – Social marketing. Social Entrepreneurship - in the field of Health, Education, Environment protection, Energy consumption and Human rights.

References

1. Alex Nicholls, (2006), *Social Entrepreneurship: New Models of Sustainable Social Change*, New York: Oxford University Press.
2. David Bornstein, (2007). *How to Change the World: Social Entrepreneurs and the Power of New Ideas*, New York: Oxford University Press.
3. Fred Setterberg, Kary Schulman (1985), *Beyond Profit: Complete Guide to Managing the Non Profit Organizations*, New York: Harper & Row.
4. Gregory Dees, Jed Emerson, Peter Economy (2002), *Enterprising Non Profits –A Toolkit for Social Entrepreneurs*, New York: John Wiley and Sons.
5. Peter Drucker (1990), *Managing the Non Profits Organizations: Practices and Principles*, New York: HarperCollins.

Compulsory Paper**HUMAN RIGHTS****Learning Outcome: The Students will....**

- Understand the concept and theories related to human rights
- Understand the evolutions of human rights concepts
- Gain knowledge on human rights declarations and rights
- Gain knowledge on national and international human rights organizations

UNIT-I: Definition of Human Rights - Nature, Content, Legitimacy and Priority - Theories on Human Rights - Historical Development of Human Rights.

UNIT-II: International Human Rights - Prescription and Enforcement upto World War II - Human Rights and the U.N .O. - Universal Declaration of Human Rights - International Covenant on Civil and Political Rights - International Covenant on Economic, Social and Cultural Rights and Optional Protocol.

UNIT-III: Human Rights Declarations - U.N. Human Rights Declarations - U.N. Human Commissioner.

UNIT-IV: Amnesty International - Human Rights and Helsinki Process - Regional Developments - European Human Rights System - African Human Rights System - International Human Rights in Domestic courts.

UNIT-V: Contemporary Issues on Human Rights: Children's Rights - Women's Rights -Dalit's Rights -Bonded Labour and Wages - Refugees - Capital Punishment. Fundamental Rights in the Indian Constitution - Directive Principles of State Policy -Fundamental Duties - National Human Rights Commission.

Books for Reference:

1. International Bill of Human Rights, Amnesty International Publication, 1988.
2. Human Rights, Questions and Answers, UNESCO, 1982
3. Mausice Cranston- What is Human Rights
4. Desai, A.R. - Violation of Democratic Rights in India
5. Pandey - Constitutional Law.
6. Timm. R.W. - Working for Justice and Human Rights.
7. Human Rights, A Selected Bibliography, USIS.
8. J.C.Johari - Human Rights and New World Order.
9. G.S. Bajwa - Human Rights in India.
10. Amnesty International, Human Rights in India.
11. P.C.Sinha & - International Encyclopedia of Peace, Security
12. K. Cheous (Ed) - Social Justice and Human Rights (Vols 1-7).
13. Devasia, V.V. - Human Rights and Victimology.

Practical – 2**CONCURRENT FIELD WORK – II**

Learning Outcome: *The students will...*

- Practice the primary methods of social work in different settings
- Understand the applicability of the methods and techniques of Social Work in the fields of social work
- Enhance their skills of Social Work practice

The first year students during the second semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field where they are placed.

The first year students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization for their practice based social work.

During the placement they have to practice all the primary methods of social work. One has to help minimum of 3 clients using casework method, and form one group and practice group work method following all the stages of group work practice with at least 10 sessions and in the community conduct common program or solve an issue of the community following the principles of community organization and social action.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference regularly.

The CA marks are awarded by the supervisor out of 40 marks for the quality, regularity, initiatives, leadership, participation and team worker.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded out of 60.

BLOCK FIELD WORK

Course Completion Requirement (CCR)

Learning Outcome: *The students will...*

- Gain experience in a social work field by being in an open or closed setting
- Understand the techniques and approaches adopted by the organization
- Apply the knowledge gained, in the field of social work

During the fourth semester the students go for one month (minimum 24 working days) block field placement training preferably in their respective field of specialization. The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries during the course of block field placement.

Students should get daily activity sheets signed by the concerned persons in the organizations. They have to write daily records of their learning and submit to the department once they complete their field placement. Successful completion is certified by the department and communicated to the Controller of Examination.

This is Course Completion Requirement and no marks are attached. However 5 credits are given.

SEMESTER – III**Paper – 9****HUMAN RESOURCE MANAGEMENT**

Learning Outcome: *The students will...*

- Gain knowledge about the management of human resources
- Understand the programmes and activities of management of human resources
- Acquire the skills of working with organized and un organized human resources

UNIT 1: Human Resource Management: Concept, role and importance as part of general management – Personnel Management Vs Human Resource Management - objectives and Functions of HRM - Evolution of HRM – HRM in Service and Manufacturing Organisations: Industry, Hospital, Hotel, Shops and Establishments, Software Industry and Service Organisations.

UNIT 2: Human Resource Planning: Concept and process of Human Resource planning – Recruitment and selection. Sources of manpower supply: On-Campus, Off-Campus, Referrals, Consultancies, Internal Mobility, Employee outsourcing. Selection Process: Application Blank, Written Test, Group Discussion, Essentials of a good Curriculum Vitae, Interviewing techniques and skills, Types of Interviews, Offer Letters, References, Medical Check-ups; Induction and Placement; Job design, job analysis, Job descriptions, Job classification and Job evaluation.

UNIT 3: Employee Retention and Separation: Attrition and Retention - Concept and Problems. Causes of Job Hopping. Leave Management: Types of Leave. Disciplinary procedures: Concept of Charge Sheet, Domestic enquiry. Grievance Redressal Procedures; Performance Management Systems; Transfers and Promotions. Separation: Discharge, Dismissal, Resignation, Retirement, VRS, CRS; Exit Interview; Retirement Benefits.

UNIT 4: 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.

UNIT 5: Current Trends in HRM:HRIS, ERP in HRM – e-HR: e-Recruitment, e-Learning, Performance Management, e-Reward - Manager Vs. Leader - Concept of Human Relations Approach -Challenging role of human resource manager. Cases and papers.

Reference

1. Aswathappa K. 2011. Human Resource Management Publishing by Tata Mc Graw Hill Education Pvt. Ltd.
2. Dessler Gary, Biji Varkkey. 2012. Human Resource Management. Dorling Kindersley Publishing Company.
3. Jeffrey A Mello. 2011. Strategic Human Resource Management. Cengage Learning India.
4. Michal J Kavanagh & Mohan Thite. 2010. Human Resource Information System. Sage Publications India Pvt Ltd.
5. Premavathy N. 2011. Human Resource Management and Development. Sri Vishnu Publications. Chennai.
6. Uday kumar haldar. Human resource management. 2010. Published in India by oxford university press.

Paper - 9**RURAL & URBAN COMMUNITY DEVELOPMENT**

Learning Outcome: *The students will...*

- Gain knowledge about rural urban community
- Understand the programmes & activities of rural and urban development
- Acquire the skills of working with rural and urban community

UNIT 1: Community: meaning, types, characteristics. Community development: Definition & philosophy. Evolution of Community Development. Rural Community Development – Principles, approaches. Early experiments of rural development. Extension – meaning, principles, approaches. Participation – meaning, relevance, technique & levels. Dimensions of participation. Participation in rural development.

UNIT 2: Sustainable development: meaning, importance. Millennium development goals. National priorities of the Govt. of India based on MDGs. Human Development Index - Dimensions and importance. Assessment of needs and problems in the community. Participatory Rural Appraisal – characteristics, principles, tools, steps and limitations.

UNIT 3: Urbanization: Concept- Urban, Urbanism - Characteristics- Types of urban centers - Town - Metropolitan city Satellite towns - Megacity - Parallel city. Urban development and Urban community development - meaning - origin of urban community development- Welfare extension policy of central social welfare board as pilot project - Delhi project -Baroda project - Jamshedpur project.

UNIT 4: Urban Social problems: Crime – accidents – Prostitution - Pavement Dwellers – Street Children – Solid Waste Management - Pollution Control. Urban traffic problems- Metro rail and MRTS projects - Road safety systems - Infrastructure development - Urban housing problems – Housing schemes- Urban development Policy- Town planning - Urban Renewal programs in Indian cities. Characteristics of Slums in Indian cities- Slum clearance board- Functions of slum clearance Board- Programs for slum dwellers.

UNIT 5: Role of Government & NGOs in Development: Government programs & schemes – poverty alleviation, women development, SC/ST development, child development. Voluntary action – NGOs in rural urban development. Community based organization, programs & projects. Involvement of NGOs in urban community development - Need for NGOs in urban community development – N.G.Os working at Urban centers.

References

1. Kumar, Somesh. 2004. Participatory Method in Community Work. New Delhi: Himalya Publisher.
2. Maheswari, S.R. 1994. Rural Development in India. Delhi. Sage publishers.
3. Noble G. Allan .1997 India Urbanization New Delhi. Tata McGraw Hill Publishing Company.
4. Rajib Luchanpanigrahy. 2006. NGO for Rural Development. Mohit Publications. New Delhi.
5. Rasure K A. 2010. Rural Credit in the Era of Globalization. Madhav Books Publications. Hariyana.
6. Singh Kattar. 2009. Rural development. Sage publications. New Delhi.
7. Singh, Prabhakar. 1994. C.D. Programmes in India. Delhi. Deep and Deep.
8. William, A. Thomas and A. J. Christopher. 2011. Rural Development – concept and recent approaches. Jaipur. Rawat Publications.

Paper – 9**MENTAL HEALTH AND PSYCHIATRIC SOCIAL WORK****Learning Outcome: The students will....**

- To understand the concepts and historical development of the field of Psychiatry
- To gain knowledge on the various psychiatric disorders and the role of social worker
- To Gain knowledge on Emerging researches in mental health

Unit I: Introduction

Concept of Normality & Abnormality; Concept of Mental Health, Psychiatric Social Work, Community mental health and Community Psychiatry. Historical development of psychiatry as a field of specialization, Attitudes and beliefs pertaining to mental illness (Ancient, Medieval and modern times), Positive mental health as social capital; Scope and trends of Psychiatric Social work in India & Abroad. Mental health problems in India. Misconceptions about mental illnesses.

Unit II: Classification & Assessment of Mental Health Disorders

Diagnostic statistical Manual-DSM-V, International classification of diseases-ICD-10, Psychiatric Assessment: Interviewing, Case history taking, Sources of intake, Mental status examination, Formulation of psychosocial diagnosis, Use of computers in assessment.

Unit-III: Psychiatric Illness & Disorders.

Classification of Mental Disorders: Organic, Toxic (Drug Abuse), Functional (Non- Organic) Organic Mental Disorders: Symptoms and Causes of Dementia, Delirium, other mental disorders due to brain damage and dysfunction and to physical disease. Toxic: Symptoms of Mental and Behavioural disorders due to Psychoactive Substance Use. Functional (Non Organic) Mental Disorders: Signs, Symptoms, Etiology, Management and types of Schizophrenia, Delusional Disorders, Mood (affective) Disorder, Neurotic stress related and Somatoform disorders and Personality Disorders

Unit-IV: Behavioural Disorders and Child hood Disorders

Behaviour disorders: Eating Disorders: Anorexia Nervosa, Bulimia Nervosa, Non Organic Sleep Disorders Common Mental Health Problems and Disorders in Children: Mental Retardation, Disorders of Psychological Development: Speech Disorder, Developmental disorders and Autism. Behavioural and Emotional disorders. Role of Psychiatric Social Workers. Limitations and difficulties faced in psychiatric social work practice.

Unit V: Research in Mental Health

Emerging research in mental health. WHO Evidence based researches in Mental Health. Difficulties in practice informed research & research informed practice. Analysis of Existing Policies related to Mental Health.

Reference:

1. Children with developmental disabilities – Venkatesan S. sage 2004
2. Coleman, James C., abnormal psychology and modern life, Taporewala& Sons, Bombay
3. Eden D. J., Mental Handicap – An introduction, George Allan and Unwin, London, 1976
4. Edward, Understanding mental retardation, Cambridge University press, London, 1986
5. Gaird R.N.Hudson B.L, current themes in psychiatric, John Wiley and Sons, 1981
6. John, Howells G ; Modern perspective in International Child Psychiatry , Brunner &Mazel publication, New York, 1971
7. Kaplan Harold, et al, Comprehensive text book for students and physicians, Vol 2, Amerind Publications, 1990
8. Mafartia J.C, Psychiatric problems of children, Popular Prakhasan, Bombay, 1971
9. Misra, P.D., Abnormal Behaviour, U.P. Hindi Sansthan, Lucknow
10. Nunnally J.C, Popular conceptions of Mental Health-the development and change, Rine hart &Winston, New York, 1961.

Paper - 10**LABOUR LEGISLATIONS AND LABOUR WELFARE**

Learning Outcome: *The students will...*

- Gain knowledge about labour legislations and labour welfare
- Understand the legal provisions of labour welfare
- Acquire the skills of working with corporate sector

UNIT 1:. Introduction: Industrialization –Concept and Impact of Industrialization in India. Labour: Concept, Characteristics and Problems of Indian Labour. Organized and unorganized Labour.Labour Welfare: Concept, need, objectives, principles and theories. Administration of labour- Central and State level . Labour welfare officer: Qualification, Need, roles and functions. Objectives and Functions of ILO.

UNIT 2: Labour Legislations: Concept and History of labour Legislations in India. Legislations for labour welfare in different types of industries:The Factories Act of 1948, The Mines Act, 1952 , The Motor Transport Workmen Act,1961 Plantation Labour Act,1951, The Dock Workers (Safety Health and Welfare) Act 1986, Tamilnadu Shops and Establishment Act 1947- Sexual Harassment of women at workplace (Prevention Prohibitions & Redressal) Act 2013.

UNIT 3: Industrial Relations Legislation: Indian Trade Union Act 1926, Industrial Disputes Act 1947, Employment Legislations: Industrial Employment (Standing Orders) Act 1946, Contract Labour (Regulations and Abolition) Act 1970. Tamil Nadu Industrial Establishment (National Festival and Holidays Act 1958).

UNIT 4: Wage Legislations: Payment of wages Act,1936, Minimum wages Act,1948., Payment of Bonus Act, 1965, Equal Remneration Act 1976.

UNIT 5: Social Security Legislations : Employees State Insurance Act 1948, Employees Provident Fund Act 1952, Payment of Gratuity Act 1972, Maternity benefit Act 1961, Workmens Compensation Act 1923. TN Labour Welfare Fund Act 1972, (Relevant Case Studies to be discussed in the class).

Reference

1. Babu Sharath and Rashmi Shetty. 2007, Social Justice and Labour Jurisprudence. SAGE Publication. New Delhi.
2. Bhatia, 2008 Strategic Industrial Relations and Labour Laws, Deep and Deep Publications, New Delhi.
3. Jain J.N. and Ajay Bhola, 2009, Modern Industrial Relations and Labour Laws, Regal Publications, New Delhi.
4. Kapoor, N.D. 1993. Elements of Industrial Law. Sultan Chand & Sons. New Delhi.
5. Kapoor, N.D. 1995. Hand Book of Industrial Law. Sultan chand & Company. New Delhi
6. M.R.Sreenivasan, 2006, Industrial Relations and Labour Legislations, Margham Publications, Chennai
7. Ramaswamy, E.A. & Uma Ramaswamy. 1981. Industry and Labour: An Introduction Oxford University Press. New Delhi.
8. Singh B. D. 2010, Industrial Relations and Labour Laws, Excel Books, New Delhi.
9. Srivastava S. C., 2014, Industrial Relations And Labour Laws, Vikas Publishing House Pvt. Ltd, New Delhi.
10. Tripathi, P.C.1994. Personnel Management and Industrial Relations. Sultan Chand & Co. New Delhi.
11. Vaidyanathan, S. 1986. Factory Laws Applicable in Tamilnadu. Vols: 1,2,3. Madras Bood Agency. Madras.

Paper – 10**RURAL AND URBAN GOVERNANCE (Main Core-9)****Learning Outcome:** *The students will...*

- Gain knowledge about rural and urban governance.
- Understand the functions and activities of local self-governments.
- Acquire the skills of working with and through local self-governments.

UNIT 1: Governance - Meaning and Structures. Democratic Decentralization - Meaning, objectives and importance – Concept & Evolution of Panchayati Raj - Historical development of the concept, National level committees in the evolution of Panchayati Raj (Balwantrai Mehta, Ashok Mehta, Singhvi committees).

UNIT 2: Evolution of Panchayat Raj Institution till 73rd Constitutional amendment - Evolution of Urban Local Government till 74th Constitutional amendment. - The Constitutional 73rd & 74th Amendment -Background of and obstacles to its passage - Community participation in governance - Changing features of Local Government

UNIT 3: The Functions of Panchayati Raj Institutions – District Panchayat, Block Panchayat, Village Panchayat. Structure, Functions and Finances. Relationship between officials and non-officials. Committees in village level Panchayati Raj bodies, Gram Sabha, Mahila Gram Sabha, its role and importance - PESA (Panchayat Extension in Scheduled Areas) - Context of its emergence and its significance - issues and challenges in its implementation for tribal self-rule.

UNIT 4: Urban Governance - History of Urban Local Self Government in India - Types of Urban Local Self Government in India - Municipal Corporation, Municipal Council/Nagar Palika - Sources of Revenue - Structure, powers and functions at each level - Committees and their functions - System of elections to Urban Local Self Government - Ward Committees and citizen participation - Relation of Urban Local Self Government with bodies of Governance at the state level issues

UNIT 5: Contemporary issue and problems in Local Self Government – Women's participation; participation of marginalized groups (SC & ST & minorities) - Domination of Upper Caste; political parties; autonomy and control; factionalism in governance - Challenges in developing partnerships between elected bodies, bureaucracy and civil society - Role of PRIs in rural, urban & tribal development - E Governance.

Reference:

1. Agarwal Babitha. 2009. Urbanization of Rural Areas. Rajdhani. New Delhi.
2. Arora K. Ramesh. 2009. Panchayati Raj Participation and Decentralisation. Rawat publications. Jaipur.
3. Bidyut Mohanty. 1993. Urbanization in Developing Countries, Concept Publishing Company. New Delhi.
4. Bondyyo Padhyay. D. 2003. Empowering Panchayats Handbook for Master Trainers Using Participatory Approach. Concept Publications. New Delhi.
5. Hariprasad Chhetri, 2008, panchayati raj system and development planning, Rawat publications , NEW DELHI
6. Jacob. Z. 2008. Urban Community Development. Rawat publications. Jaipur.
7. Khanna. B.S. 1994. Panchayat Raj in India. Deep & Deep publications. New Delhi.
8. Kshisagar,R.K.. 1994. Dalit Movement in India and its Leaders. MD Publications. New Delhi.
9. Mehta G.S. 2008. Participation of Women in the Panchayati Raj System. Kanishka Publishers. New Delhi.
10. Ramesh K. Arora, 2009, panchayati raj, participation and decentralization, Rawat publications , NEW DELHI
11. Ravinder Singh Sandhu. 2006. Urbanization in India. Sage Publications. New Delhi.

Paper - 10

MEDICAL SOCIAL WORK

Learning Outcome: The students will....

- understand the historical developments of Social Work in Medical Settings, existing status and its development.
- Gain knowledge on the Holistic and Integrated approach to Social Work Practice in the field of Health.
- Understand the common Physical Diseases and Health problems of the Community.
- gain the capacity to perceive the relation of Environment and Socio Cultural and Psychological factors in the causation, treatment and prevention of diseases.

Unit – I: Concepts and Definition: Health, Hygiene, diseases, Illness and Handicap. Medical Social Work: Meaning, Definition, objectives and Scope. Historical Development of Medical Social Work in India and Abroad. Organization and administration of medical social work departments in hospitals in the State and Central Government organizations.

Unit – II: Health Care Models: Preventive, Curative, Promotional Model. Integrative Model and Development Model. Holistic Approach to Health, Alternative System of Health – AYUSH (Ayurveda, Unani, Siddha, Yoga, meditation, Naturopathy). Health Education: Concept and Principle, Models, Methods and Techniques. Health Empowerment & Social marketing.

Unit – III: Role of Social Worker: Patient as a person: Concept of patient as a person, Patient as a whole, Social Assessment of patient's family, Understanding the problem of patient, Illness, behavior and treatment behavior of the patient, Impact of illness on the patient and family. Palliative care and Pain Management, Patient's Rights and Medical Ethics in health care. Concept of long-term hospitalization, Impact of long-term hospitalization on the patients and the families. Teamwork and Multidisciplinary approach in health care.

Role and Functions of Medical Social Worker: Counselling and Rehabilitation – patients and their families of Organ Transplantation, Spinal Cord Injuries, Epilepsy, and Medico-legal Cases. Promoting health needs and functions of Rural and Urban Community Settings.

Unit – IV: Diseases: Major communicable diseases: TB, STD, HIV/AIDS, UTI, Polio, Diarrheal Diseases, Vector Borne Disease, Typhoid, Leprosy, Leptospirosis, Respiratory Tract Infection (RTI). Major non communicable diseases: Cancer, Diabetes, Hypertension, Cardiac Disorders, Neurological Disorders, Asthma.

Psychosocial Problems and the role of medical social worker in dealing patients: Physically Challenged, Nutritional Disorders, Occupational Health

problems, Women's Health problems, Pediatric Health problems and Geriatric Health problems

Unit - V : Medical Social Work practice in different settings: Hospitals, Out-Patient departments, Emergency / Crisis Care, ART Centers. Hospice, Special Clinics and Community Health use of Volunteers, Social Support and Self Help groups. Role of Medical Social Worker in Hospital settings. Problems encountered by Medical Social Workers in the field.

References:

1. Anderson R. & Bury M.(eds) (1988),Living with chronic illness-The Experience of Patients and their families, Unwin Hyman, London.
2. Bajpai P.K.(ed.)(1997),Social Work Perspectives in Health, Rawat Publications, Delhi.
3. Barlett H.M.(1961),Social Work Practice in the health field; National Association of social workers, New York.
4. Blaxter, Mildred (2004)Key Concepts on Health, Polity Publishers, New Delhi
5. Bradshaw & Bradshaw, (2004) Health Policy for Health Care Professional, Sage Publications, New Delhi.
6. Brannon & Feist, (2000) Health Psychology, TLARC Publication, Toronto.
7. Crowley M.F.,(1967),A New look at nutrition; Pitman Medical Publishing Co.,Ltd., London.
8. Dowding & Barr, (2002)Managing in Health Care, Pearson Education Ltd. London
9. Dziegielewski, Sophia,2003 Changing Phase of Health Care, Social Series II Education, Sarabook, New Delhi.
10. Field M.,(1963),Patients are people-A Medical-Social Approach to Prolonged Illness, Columbia University Press, New York.
11. Golstein D.,(1955),Expanding horizons in medical social work, The University of Chicago Press, Chicago.
12. Pokarno K.L., (1996), Social Beliefs, Cultural Practices in Health and diseases; Rawat Publications, Delhi.
13. Pathak, S.H., (1961) Medical Social Work in India, Delhi School of Social Work, New Delhi.
14. Sarah Ghelert, 2006 Hand book of Health Social Work, John Wiley & Co., London

Skill Paper

LIFE SKILLS

Objectives: *The students will...*

- Gain knowledge about life skills
- Understand the application of life skills in social work practice
- Acquire the skills of applying the life skills in the field of social work

UNIT 1: Basics of Life Skills – Definition – Social Skills - Self Awareness through SWOT Analysis, Johari Window – Empathising with Others - Effective Communication and Interpersonal Relationship - Assertive skills - Handling negative peer pressure - Managing diversity in cross cultural settings - Etiquettes and Manners.

UNIT 2: Thinking Skills: Critical Thinking – Rational and Unbiased view. Creative thinking- Being flexible & Exploring options. Decision Making & Problem Solving – Model for Decision making - Negotiation skills - Responsible sexual behavior - Handling stigma & discrimination.

UNIT 3: Emotional Skills - Coping with emotions- Emotional Intelligence & Empathy - Handling Negative Criticism, Hurt feelings and Anger. Coping with Stress, Burn outs and stages of burn outs - Promoting wellness through Pranayama, Yoga, Meditation Exercises and Recreation - Developing Spirituality and Life Purpose.

UNIT 4: Employability Attributes & Skills – Initiative, Self-presentation, Personal responsibility, Self – Management, Sustaining motivation in work, Ability to deal with pressure, Work-Life Balance, Team Work, Integrity.

UNIT 5: Entrepreneurial Attitude and Skills – Innovativeness, Risk taking ability, Having the Need to Achieve, Identification of business opportunities, Being Resourceful Perseverance Confidence, Hard work and the efforts need to be put in the business.

Reference

1. Clements Phil. 1998. Be positive. Kogam Page India Pvt. Ltd. New Delhi.
2. Gupta Seema. 2001. Etiquette and Manners. Pustak Mahal. Delhi.
3. Iyengar, BKS. 2005. The Art of Yoga. Harper Collins. New Delhi.
4. Lindenfield Gael. 1997. Assert Your-self. Harper Collins Publishers India Pvt. Ltd. New Delhi.
5. Maheswari G.D.2000. Complete Guide to Career Planning. S. Chand & Company Ltd. New Delhi.
6. McGrath E.H. 1997. Training for Life and Leadership in Industry. Prentice Hall of India Pvt. Ltd. New Delhi.
7. Nelson, Richards & Jones. 1990. Human Relationship Skills. Better yourself Books. Mumbai.
8. Pestonjee D.M. 1999. Stress and Coping. 2nd Edition. Sage Publications Ltd. New Delhi.
9. Sing, Dalip. 2006. Emotional Intelligence at work. 3rd Edition. Response Books. New Delhi.
10. Stogdon, chris & Robin, Kiteley. 2010. Study Skills for Social Workers. Sage Publications Ltd. New Delhi.
11. Sudha, Datar. 2010. Skill Training for Social Workers. Sage Publications Ltd. New Delhi.
12. Vas S.R. Luis. 2001. Discover the power of your Inner Self. Better Yourself Books. Mumbai.

Elective Paper – 2**COMPUTER APPLICATION IN SOCIAL WORK****Learning Outcome: The students will...**

- Understand the fundamentals of computing and word processing.
- Gain knowledge and familiarity in using SPSS in social work researches

UNIT-I: Fundamentals of a Computer: Meaning, Characteristics, basic operations –input, storage, processing, output, ALU and control. Devices of a computer hardware, software, types of software –application, system, utility. Meaning of programme. Computer language –machine, assembly high level. Assembler, interpreter and compiler, operating system. Dos, Windows.

UNIT-II: Word Processing: Meaning, Features, advantages. Structure of a word window. Creating, saving opening and printing documents. Creating tables. Mail merge-main document, data source and merging. Spread Sheet Package: Cell, rows and columns. Range, structure of excel window. Creating, saving opening and printing a spreadsheet, creating tables, charts, calculations. Presentation package: Creating presentations in power point, tables, charts. Animation running slide show, saving the slides, printing presentations. Internet and browsing E-Mail, use of Internet in Research. Practical - creating document, excel, power point and mail merge.

UNIT-III: Statistical Package for Social Science: Basics of Statistical analysis–population, sample, case, case number, variable, variable level, types of variable –numeric, string, alphanumeric, system missing value, user defined missing value, code book and code sheet, types of statistics, Statistical tests, types of analysis. Structure of SPSS windows.

UNIT-IV: Creating data file, syntax file and output file: Defining data, Variable name, Variable label Values, value labels. Editing data file, adding cases, adding variables, saving files, retrieving data files, printing data file. Recoding of data.

Practical –creating data file, syntax file, output file. Fixing output file in word.

UNIT-V: Analysis of data: Single frequency, bivariate analysis, charts and diagrams. Editing of table and charts, exporting tables and charts in word document. Interpretation of data, Application of statistical calculation and test, measurement of central tendency, dispersion, Chi-Square test, 't' test. Application of correlation, regression. ANOVA, factor analysis.

Practical –creating frequency table, cross tables, charts and statistical tests –chi square test.

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13. Taxali, R.K. 1998. PC Software for Windows Made Simple. Tata MCGraw-Hill Publishing Company Ltd. New Delhi.
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Elective Paper – 2**HOTEL FRONT OFFICE MANAGEMENT****Learning Outcome. The students will...**

- Gain employability skill and knowledge of students.
- Access to Virtual course so that those who are already pursuing another regular course can get a Certificate through online.
- Gaining scope for getting employment in the field of Tourism and Hotel Industry.

Unit – I: Introduction to Hotel Industry – Concept of Hotel – Types of Hotels – Types of Rooms and Tariff – Restaurant: Food and Beverage Management -Tourism – Importance of Hospitality in Tourism – Tourism in India- Role of Travel Agents in Tourism Industry.

Unit – II: Front office Operations – Concept – Functions – Importance of Front office Department in Guest satisfaction – Qualities and Attributes of Front office Personnel – FOM Organizational Structure – Guest Cycle (Pre-arrival, arrival, Occupancy and Departure) – Job Description (Front office Manager, Reservation Supervisor, Front Office Cashier, Front Office Assistants, Reservation Assistants and Bell Boys). Lobby – Reservation Management (Online, Telephonic and Agent bookings)

Unit III: Information (Information Desk, Information Rack, Key Management) – Reception - Front office procedures for Emergencies (Fire Fighting, Prevention of employee and guest theft and First Aid)- Night Auditing – Equipments in Front Office (PBX, PABX, EPABX)

Unit – IV: Front office Cashier – Functions – Records and Ledgers - Hotel Credit – Foreign Currency Encashment– Safety Locker Management – Establishing Room Rates (Rule of Thumb, Hubbart's Formula) – Room Revenue Analysis.

Unit –V: Skills for Front Office Management – Personal Hygiene and Grooming – Computing Skills – Telephone Etiquette – Email Etiquette – Problem Solving Skills - Trends in Front Office Management.

Reference:

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3. Ernst Schneider, 2008, Healthy By Nature, Editorial Safeliz, Spain
4. George D. Pamplone- Roger, 2010, Encyclopaedia Of Foods Healthy Recipes, Editorial Safeliz, Spain
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11. Sagar, 1992, Hotel Management, New Light Publishers, New Delhi
12. Sudhir Andrews, 1998, Hotel Front Office Training Management, Tata Mcgraw-Hill Publising Company Limited, New Delhi

Elective Paper – 2

DISABILITY AND SOCIAL WORK**Learning Outcome: The Students will**

- gain knowledge regarding classification, characteristics, causes, approaches for disability.
- get familiarize the student about the strategies, therapies and assistive devices for helping the disabled.
- know the need for education, types and models for the disability.
- To acquaint the avenues of employment both in the organized and unorganized sector.
- To familiarize with the various Laws, welfare, and rehabilitation services to the disabled.

Unit I : Introduction to Disability: Definitions-, Disability, Impairment, Handicap, Magnitude, Causes and Consequences of Disability. Disability as a social construct: Attitudes, Stigma, Discrimination faced by people with disability. Myth and misconception of Disability. Disabling and Enabling Environment for person with Disability. Different approaches to disability.

Unit II: Classification of Disability: Different Types of disability -Visual Impairment, Hearing Impairment, Locomotor Disability, Intellectual disability/mental retardation -Cerebral Palsy, Multiple Sclerosis, Autism - magnitude, causes, types, assessment, impact on child's development and adult. Psycho social problems of persons with disability: magnitude, causes, types, assessment, impact on child's development and adults.

Unit III: Needs and problems of Persons with Disability: Health problem including physical, mental, reproductive and sexuality . Psychology of disability, adjusting to one's own disability, self esteem, resilience and coping mechanism of individual. PWD in Rehabilitation context. Role of Social Worker in rehabilitation of Person with Disability and as a vital member of Multidisciplinary rehabilitation team. Level of rehabilitation-Prevention, promotion and tertiary.

Unit IV: Education and Employment for Disabled: Special education and integrated Education : Definition, need and importance. Difference between integrated and inclusive education. Work disability management. Scheme of integrated education for the disabled children (IEDC), National policy on education 1986, Project integrated education for the disabled (PIED). Accessibility /Barrier free environment, Assistive devices for the disabled: Wheelchairs, walker, PERS or Tele care, Braille, screen readers, screen magnifiers, optical character recognition (OCR) software, speech generating devices, Neuro page, Wakamaru, prosthesis, prosthetic, or prosthetic limb.

Unit-V : Rights and Entitlements Of The Disabled – Laws & Institutes: Introduction to disability & law, Fundamental rights and constitutional rights

of the disabled, Mental health act 1987, The rehabilitation council of India Act(RCT) 1992, The persons with disability Act 1995 (PWD), The national trust act (1999), Artificial limbs manufacturing corporation of India ALIMCO). National Institutes: District Rehabilitation centre, District disability rehabilitation centres, Composite regional centre (CRCs), Regional rehabilitation centre (RRCs)

References:

1. Singh J.P Dr. and Manoj K. Dash Dr. disability development in India .RCI,
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6. NIHM and Indian institute of public administration, 2004
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11. Vidyalaya, Coimbatore, 2000.
12. Text book for BED special education, MPBHOJ University, Bhopal

Practical - 2**CONCURRENT FIELD WORK – III**

Learning Outcome: *The students will...*

- Gain experience by applying the theoretical knowledge in the field
- Understand the functions and activities of field placement organization
- Acquire of the skills of applying the class learning into practice

During the third semester field work, the students are placed in agencies according to their specializations and they undergo the field training under the close supervision of the agency personnel.

The students get a hand on experience of the day –to- day functioning of the agency. They assist the agency in their routine functions of the organization and participate in all the professional activities. It provides them an opportunity to link theory with practice.

The students undertake any assignments given to them by the agency; they may also undertake any research for the organization.

The CA marks are awarded by the supervisor out of 40 marks for the quality, regularity, initiatives, leadership, participation and team work.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded out of 60.

SEMESTER – IV**Paper – 11****ORGANISATIONAL BEHAVIOUR**

Learning Outcome: *The students will...*

- Gain knowledge about organizational behaviour.
- Understand the functions and activities of organizational behavior.
- Acquire the skills of working with organized sectors and human resources.

UNIT 1 : Organizational behaviour: Brief History, Definition, Contributions of the Behavioral Sciences -Human Behavior at Work - Theories of Motivation – Motivating Humans – Systems Theory, EQ at Work - Stress and anxiety management, Frustration, Conflict. Job Satisfaction, Job Rotation, Job Clarification, Employee Morale, Job Monotony and Role Conflict.

UNIT 2: Team-work and Team building, Change Management, Leadership: Theories, Styles and power structure, Decision-Making - Employee Participation and Organizational Commitment.

UNIT 3: Organizational Development: Concept, Definition, theories and practice: OD and OB, OD Intervention techniques: Sensitivity Training, Quality Circles, Survey Feedback, Management of change. Concept of Organizational Culture and Organisational Climate.

UNIT 4: Current Trends in OB Practices: Just-in-time (JIT), 5S Model, HR Connect, Six Sigma and Lean Six Sigma, Total Productivity Management (TPM), Total Quality Management (TQM), Small Group Activities (SGA), Kaizen Groups, International Standard Organization (ISO), SEI, IED, Suggestion Scheme and QWL. Work-life Balance.

UNIT 5: Relevance of OB in Social Work - Challenges involved in application and practice of OB. Behavioral changes in individuals and teams. – Case study presentations.

References

1. Aswathappa K., Organizational Behaviour, Himalaya Publishing House, Mumbai.
2. Avinash K Chitale And Rajendra Prasad Mohanty And Nishith Rajaram Dubey, 2013, Organizational Behaviour, Phi Learning Pvt Ltd, New Delhi.
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Paper – 11

DEVELOPMENT STRATEGIES

Learning Outcome: *The students will...*

- Gain knowledge about development strategies
- Understand the functions and activities of different developmental strategies
- Acquire the skills of using the developmental strategies in different sectors

UNIT 1: Self Help Groups meaning- Characteristics- formation- animation. Federation of SHGs at the Panchayats, Cluster, Block and District. Role of state in SHGs. Role of banks in SHGs. Maintenance of records in SHGs. Grading and evaluation of SHGs. Role of SHGs in local issue tackling. Leadership in SHGs. Problems faced by SHGs. SHGs and Economic development. Role of NGOs in SHGs. Role of social workers in SHGs. Micro finance- meaning and characteristics- working of Micro finance- Philosophy of micro finance- Role of Social worker in Micro finance.

UNIT 2: Water shed Management – meaning, philosophy, objectives, and implementation. Economic benefits, social benefits. People's participation in water shed management, by products of water shed management. Role of NGOs in water shed management. Role of government in water shed management. Changes in life style due to water shed management. Limitations of water shed management. Role of social workers in water shed management.

UNIT 3: Waste land development – meaning and characteristics. Identification of waste land, assessment of waste land, process of waste land development. Role of NGOs in waste land development. Role of government in waste land development. People's participation in waste land development. National economic development and waste land development. Limitations of waste land development. Role of social worker in waste land development projects.

UNIT 4: Entrepreneurship – meaning, characteristics. Problems of entrepreneurship. Women entrepreneurs, rural entrepreneur. Personality and dynamics of entrepreneurs. Training and development of entrepreneurs. Role of SIDCO, TADCO, NABARD, SSIS.SIPCT, and KVIC in entrepreneur development. Role of social workers in entrepreneur development.

UNIT 5: Environment, Ecology, Ecosystem – meaning. Environmental components – physical or natural, human, social, biotic. Environmental problems – green house effect, global warming, ozone destruction, acid rain, radiation, soil erosion. Causes of environmental problems – industrial revolution, population growth, technological development. Constitutional provisions – Article 48A, 51.

Reference

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2. Danial Lazer. 2008. Micro Training Poverty and Eradication. New Century publications. New Delhi.
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14. Vijaya Agarwal, 2005, Micro Finance An Introduction, ICFAI University, Hyderabad.

Paper - 12
CLINICAL SOCIAL WORK

Learning Outcome: The students will.....

- understand of the concepts related to working in clinical set up and processes involved in it.
- understand the use and practice in clinical setting among various fields of social work.
- Gain knowledge about the role of social worker in mental health centers and hospitals.
- Become familiarized with the emerging trends and experiments in mental health interventions
- understand the uniqueness of social workers role in clinical settings.

Unit I: Clinical social work: Meaning & Definition, Goal & Objectives, Scope Historical development, values & concepts underlying clinical social work practice. NASW Standards & behaviours for the practice of clinical social work. Health care policy and health care insurances. Core Competencies, techniques and Careers in Clinical Social Work practice.

Unit II Differential Diagnosis, Assessment and techniques: Diagnosis and Assessment: Concept & Definition, assessment, role of one assessing, the involvement of one assessed, expertise skills and goals of assessment. Assessment in complete treatment process. Types of assessment: Case study – biopsychosocial, genogram, ecomap, risk factors, suicide/homicide, psych testing, drug/alcohol, spirituality/religion, strength and capability, mini mental status examination. Differential Diagnosis.

Unit III Approaches, Theories and Models: Comprehensive assessment (biopsychosocial-spiritual model). Integral primary care, Four Quadrant model. Chronic care model (Wagner). Self determination theory (Ryan & Deci). Motivational Interviewing. 5A's model. Patient self management. Patient activation. IMPACT model. SBIRT model. Trans-theoretical model. Continuum of collaboration. Shared care. Common factors model (Duncan, Miller & Hubble Wampold). Multidisciplinary communication. Strength based assessment. Solution focus & brief therapy. Integrative medicine. Complementary and alternative therapies. Health care management (Lorig). Stress Vulnerability model.

Unit IV Clinical social work in various settings: Clinical Social Work & Direct Social Services. Practice of clinical social work in different setting: Family service agencies, child welfare agencies, school settings, correctional institutions, general hospital settings & de-addiction centers, industrial settings, nontraditional mental health services, national & international charitable organization. Working with multi-disciplinary team, industrial health services, law and ethics relating to clinical social work, clinical social worker as case manager evidence based social worker.

Unit V Promotion, Prevention, Treatment and Rehabilitation: Definition: Promotion, Prevention, Treatment & Rehabilitation. Engage in research

informed practice & practice informed research, barriers to treatment. Stages of change. Spontaneous/Natural recovery. Court mandated treatment. Self awareness, self care and critical reflections

References:

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Paper - 12**INDUSTRIAL RELATIONS**

Learning Outcome: *The students will...*

- Gain knowledge about trade unions
- Understand the functions and activities of trade unions
- Acquire the skill of working with the workers and unions

UNIT 1: Industrial Relations: Concept, Characteristics and Approaches .State and Industrial Relations – Code of Conduct and Code of Discipline in Industry

UNIT 2: Collective Bargaining: Concept – Theories – Goals – Principles – Prerequisites – Stages of Collective Bargaining – Bargaining Strategies – The factors influencing Collective bargaining – Skills of an effective bargaining agent. Inter and Intra union rivalry, Concept of Conciliation, Arbitration and Adjudication.

UNIT 3: Workers Participation in Management: Concept – Aims and objectives – Scope – Levels of Participation – Conditions essential for working of the Scheme of workers' participation in Management

UNIT 4: 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. Issues and Challenges of Trade unions in India. Emerging Trends in Union – management relations: Impact of Globalization and Liberalization. New Paradigms of Industrial Relations in India.

UNIT 5: International Labour Organization: History – Mission and Objectives – Structure: International Labour Office , General Body and International Labour Conference –Functions of ILO . Concept of Tripartism in ILO in India: India-Decent Work Country Program (2013-17) ,

Reference

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Paper - 12

LIVELIHOOD AND SOCIAL AUDIT**Learning Outcome:** *The students will...*

- Understand the concept, need, importance and principles of rural livelihood and social audit.
- Gain knowledge on rural livelihood and the various methods involved in social auditing
- Acquire skills to practice social accounts and audit.

Unit: 1 Sustainable Livelihood: Context of Poverty eradication - (Concept - Poor, Multidimensional aspect of Poverty, Tools of Poverty Assessment, historical development of poverty eradication and alleviation programs) Livelihood – Concept, Sustainable livelihood – principles, approaches (UNDP, DFID, CARE, OXFAM) and frameworks. Livelihood mapping: Tools and techniques for livelihood mapping and sub sector analysis- Participatory Assessment and Planning for SL (PAPSL), Rapid and Participatory Livelihood Security Assessment (RLSA).

Unit: 2 Institutionalized Livelihoods: Livelihood promotions: By different agencies (Government and Non-governmental organizations - Local and International Organizations) – Major livelihood programs in India (National Rural Livelihood Mission (NRLM), Pudhu Vazvu Thittam, Mahalir Thittam) – Challenges in livelihood promotions; Livelihood strategies: Livelihood portfolio for rural poor, Agriculture, Migration, Diversification, Sectoral approach.

Unit: 3 Social Accounts: Social Accountability-Concept; Social accounting- Concept – History, Scope, objectives and importance. Principles of social accounting – Models of social accounting – Approaches – Steps involved in Social accounting - Benefits and challenges of social accounting, Distinction between financial accounting and social accounting.

Unit: 4 Community Social Audits: Social Audit: Concept, Scope, Objectives. Principles of social audit: Transparency, Participation, Representative Participation and Accountability. Types of social audit. Stages in social audit: Preparatory stage, Implementation stage and Follow up – Benefits and challenges of social audit – Social Audit vs Financial Audit – Community Audit: Role of gram panchayat and gram sabha in social audit

Unit: 5 Skills for Social Worker: Use of existing Livelihood frame works in the community, Practical use of tools and techniques for social Accounting and auditing - Social Impact Assessment (SIA), Social Accounting and Auditing (SAA) and Community Auditing and Reporting, Writing the books of accounts and auditing. Documentation and Reporting.

References:

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2. Auret, Diana and et.al. 2009. Participatory social auditing: a practical guide to developing a gender-sensitive approach. Institute of development studies. Brighton.
3. Ball, Amanda and Stephen O. Osborne. 2011. Social accounting and public management: accountability for the common good. Routledge Publisher. New York.
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Paper – 12**THERAPEUTIC INTERVENTIONS IN SOCIAL WORK****Learning Outcome:**

- understand the various forms of Therapeutic Interventions in Social work practice.
- Understand the skills in practicing various psychosocial interventions while working with patients, their families and communities.
- get into integrating indigenous and holistic therapeutic practices in keeping with the principles and the code of ethics of Professional Intervention.

Unit I Introduction and Overview: Counselling: counseling process, Values & Ethics in Counselling. Therapy: Meaning & Definition, Types - Medical Therapy, Psycho Therapy, Behavioral Therapy, Skills, Importance and Scope. Difference between theory, therapy and intervention. History of psycho therapy, Phases of therapy: Early phase-rapport, the therapist as a teacher, therapeutic contract phases of contract, limit setting. Middle phase: the relationship as a change agent, emotional work, plunging into progress- agreement and disagreement, silence, the impasse and timing. Final phase: planning for termination, the work of the final phase, feelings reactions to termination.

Unit II Psycho- Social Therapies: Therapeutic Counseling & Psychotherapy: Meaning, Definition and Techniques, goals of the Therapeutic Process, Therapeutic Techniques & Procedures Psycho-Social Therapies: Definition, Types, Emerging Trends in Holistic treatment. Cognitive and behavioural therapies : Acceptance and commitment therapy (ACT), Behavioural therapy, Cognitive analytic therapy (CAT), Cognitive behavioural therapy (CBT) and Cognitive therapy. Psychoanalytical and psychodynamic therapies: Jungian therapy, Psychoanalysis, Psychoanalytic therapy, Psychodynamic therapy.

Unit III: Humanistic therapies: Existential therapy, Gestalt therapy, Human Givens psychotherapy, Person-centred therapy (also known as "client-centred" counselling), Psycho synthesis, Solution-focused brief therapy, Transactional analysis and transpersonal psychology. Arts therapies : Art therapy/Art psychotherapy, Drama therapy, Music therapy. Other therapies : Couple Therapy, RET & REBT, Behaviour Modification, Psychodrama, and Crisis intervention, Eye movement desensitization and reprocessing (EMDR), Family/Systemic therapy, Group therapy, Integrative, Interpersonal therapy, Mindfulness, Play therapy and Psychosexual therapy. Role of Social Worker.

UNIT IV Indigenous and Current Techniques: Yoga, Meditation, Spiritual Healing and Relaxation Therapy. Emerging trends in Healing- Transactional Analysis, Neurolinguistic Programming, Positive Imaging, Self analysis and Healing, Pain Management techniques, Trauma

counseling PTSD Therapy- Use of Art Based Therapies in the healing Process.

UNIT V Rehabilitation: Definition, principles, need and importance. Options in rehabilitation- Hospital based- quarter way home, vocational and occupational rehabilitation half way homes, therapeutic communities, day care centers, work place rehabilitation etc. Community based rehabilitation: Meaning and Definition, Objectives, Approaches, components, importance and Scope in Mental Health. Social Worker's role in Therapy, Application of Social Case Work, Social Group Work in therapeutic setting- Emerging trends. Use of Advanced Counseling Techniques in clinical settings.

Reference:

1. Hamilton, Gordon, 1955, Theory and Practice of Social Case Work, Columbia University Press, New York, USA
2. Helen, 1995, Social Case Work: A Problem Solving Process, The University of Chicago Press, Chicago, USA
4. Coleman, Comprehensive Textbook of Abnormal Psychology
5. Mangal, S.K. 2006. An Introduction to Psychology, Sterling Publishers Pvt. Ltd.
6. Konopka, 1983 Social Group Work: A helping Process, Prentice Hall, New Jersey, USA
7. Lapworth, Phil, 2001 Integration in Counselling and Psychotherapy: Developing a personal approach, sage publications, New Delhi.
8. Windy, Dryden, 2002 Handbook of Individual Therapy, Sage Publications, New Delhi.
9. Egan, Gerard, 2006 The skilled helper: A problem management and opportunity, 10. Development Approach to helping, Wadsworth publishers, Boston, USA
11. Harper A. Robert ,1975,The New Psycho therapies, Prentice Hall, INC, New Jersey
12. Robert, WR and Robert H N,ED, Theories of Social Case Work
13. Hersher,Leonard,ED., Four Psycho therapies,1970,Appleton-Century-Crofts,New York
14. Allen, H. Frederick, psychotherapy with Children,1942, W.W.Norton Company. INC, New York

Elective Paper - 3
DISASTER MANAGEMENT

Learning Outcome: *The students will...*

- Understand the dynamic factors of disasters and their impact at an individual and societal level.
- Deal with disaster preparedness, crisis management, risk reduction and rehabilitation and understand how they are connected.
- Identify the role of different agencies in Disaster Management.

Unit – I: Understanding Disasters: Disaster: Meaning, Concept – Type of Disasters – Effects/ Impacts of Disasters – Disaster Vulnerability of India: Lessons from Bhopal Gas Tragedy, Gujarat Earth Quake, Orissa Super Cyclone, Tsunami and Chennai-Cuddalore Floods.

Unit – II: Disaster Management Cycle – Preparedness, Rescue/Recovery, Relief, Rehabilitation and Reconstruction. Factors influencing disaster preparedness and response. Disaster Management – Policy and Strategies Disaster Management Policy (2005).

Unit –III: Disaster Management Act (2005) – Community Based Disaster Management (CBDM)– Restoration of Livelihood – Disaster Insurance – Insurance as an agency for disaster mitigation - Income Generation Activities and Housing - Task Force Groups – Advocacy.

Unit – IV: Methods & Techniques - Vulnerability Analysis - Survival skills - Creating Awareness through IEC and Media – Training for Youth (CPR, Fire Fighting and Mock Drill) - Relief Camp Organisation - Recovery after disasters.

Unit – V: Role of Social Workers in Psycho-social Support. Role of Agencies in Disaster Management: Role of Government in Disaster Management – National Disaster Management Authority (NDMA) – Role of International Organisations and Civil Society Organisations

Reference:

1. Disaster Prevention and Mitigation (1982), United Nations Disaster Relief Coordination, New York.
2. Form William H and Sigmund Nosow (1958), Community in Disaster, Harper and brothers Publishers, New York
3. Julie Freestone And Rudi Raab, 2004, Disaster Prepsredness, Viva Books Pvt Ltd, New Delhi
4. Klinenberg Eric (2002), Heat Wave: A Social Autopsy of Disaster in Chicago, University of Chicago Press, Chicago.
5. Mamata Swain, Jaganath Lenka, Minati Mallick, 2007, Gender Perspective in Disaster Management, Serials Publications, New Delhi
6. Parida P.K. (2002), Towards Rebuilding a Post Disaster Society: A Case Study of Super Cyclone Affected Coastal Orissa , The Indian Journal of Social Work, Vol 63, Issue 2.
7. Quarantelli, et. al., (1998), What is a Disaster, Routledge, London and New York.
8. Sen Amartya (1981), Poverty and Famines, Oxford University Press, New Delhi.
9. Sharma Dharendra (1983), India s Nuclear Estate, Lancers, New Delhi.
10. Sinha P C, 1998, Encyclopaedia of Disaster Management (Vol 01 to 10).

Elective Paper – 3**CORPORATE SOCIAL RESPONSIBILITY**

Learning Outcome: *The students will...*

- Gain knowledge about corporate social responsibility
- Understand the functions and activities of social audit & entrepreneurship
- Acquire the skills of promoting and working with social entrepreneurship

UNIT 1: Corporate Social Responsibility – Concept, and significance – Evolution of CSR – The Triple Bottom Line Approach - CSR Issues: Environmental, Social, Labor related, Ethical and Governance.

UNIT 2: Organizational environment - Meaning - Types - Organizational Life Cycle - Impact of technology - impact of cultural values on managerial effectiveness - Social responsibilities of business.

UNIT 3: Role of 'Standards and Codes' in CSR: ISO – 14001 (Environmental Management System), Occupational Health and Safety Management Systems (OHSAS) – 18001, Global Compact-UN, Stakeholder Engagement Standard -AA – 1000 (Stakeholder Engagement Standard).

UNIT 4: NGO and CSR – Indian Companies Act 2013 from CSR perspective- Program for the neighborhood: Health, Education, Employment, Social Entrepreneurship and Environment. Communication: Annual Reports and Sustainability Reports.

UNIT 5: CSR- Success Stories in Indian Context – Infosys, TISS, TISCO, USHA. ASSOCHAM Reports in CSR. CSR Awards.

Reference

1. Akhileshwar Pathak, 2014, Legal Aspects Of Business(Sixth), Mcgraw Hill Publications, New Delhi.
2. Garg K.C. And V.K. Sareen And Mukesh Sharma And R.C.Chawla, 2008, Legal Environment Of Business, Kalyani Publications, Chennai.
3. Jeffrey A Mello, 2011, Strategic Management Of Human Resource(Third), Cingage Learning Ind Pvt Ltd, New Delhi.
4. John D Daniels And Lee H Radebaugh And Daniel P Sullivan, 2005, International Business(Tenth), Pearson Eduction Pvt Ltd,New Delhi.
5. John R Baotright, 2003, Ethics And Conduct Of Business(Fourth), Dorling Kindersley Ind Pvt Ltd, New Delhi.
6. Mahajan C.P., 2008, Concepts And Solutions Of Business Ethics, Abd Publishers, Jaipur.
7. Neelamegam V., 2008, Business Environment, Vrinda Publications, New Delhi.
8. Sankaran S., 2013, Business Environment,Margham Publications, Chennai.
9. Saravanavel P. And S.Sumathi, 2009, Legal Aspects Of Business, Himalaya Publishing House, Mumbai.
10. Sharma R.K. And Puneet Goel And Pooja Bhagwan,2009,Business Ethics And Corporate Governance,Kalyani Publications,Chennai.

Elective Paper - 3

HOSPITAL ADMINISTRATION

Learning Outcome: *The students will...*

- Gain basic knowledge on Hospital Administration
- Understand the functions of Hospital
- Acquire the skill of administering Hospitals.

UNIT-I: Overview of Health Care Sector in India – Primary care – Secondary care – Tertiary care – General & special Hospitals - Understanding the Hospital Management: Routine Admission/Discharge Procedures/Discharge Summary - Hospital Utilisation Statistics: Average Length of Stay (ALS), Bed Occupancy Rate and Turn Over Interval – Role of Medical, Nursing Staff, Paramedical and Supporting Staff.

UNIT-II: Functional Hospital Organization: Hospital code of ethics, medical ethics, standards for hospitals, -Hospital functions -Front Office: Duties & Responsibilities - Health Records: Daily Reports / Returns: Hospital Census, Matron's Report, Medical Officer's Report, Casualty Report, Medico-Legal Cases, Report from ICU / ICCU, Security Report, Maintenance Department Report and OT List. - Patient's Complaints - Medical Certificates.

UNIT -III Hospital Administration: Hospital Committees: Role, Composition, Frequency of Meetings, Minutes of the Meetings, Follow up Actions. - Duties & Responsibilities of the Hospital Administrator/CEO - Role of Medical Superintendent, Resident Medical Officer, Night duty Executive; Public and guest relation: information regarding patients, medical information, attendants' management.

UNIT-IV: HRM in Hospitals: Nature and Scope of HRM – Meaning and Definition – Functions – Objectives – Organisation of HRM Department - Policy Evolution of Personnel - Duty Roster of various categories of Staff - Administration of Patient Related Schemes: Medical Insurance (Cashless Benefit), Central Government Health Scheme (CGHS), Ex-Servicemen Contributory Health Scheme (ECHS), Third Party Administrator (TPA), Employee's State Insurance (ESI) - Hospital Waste Management - Methods of Infection Control - Standard Operating Procedures (SOPs) - Availability of Materials: Critical Items, Stock Level, Procurement Methods.

UNIT V: Challenges in Hospital Administration

Disaster Management: Fire Fighting. Dealing with Crisis Situation, Mob violence, Bomb threat, Terrorist strike, Mass casualties, Political agitation, Prisoners - Hospital Security: Staff, Patients, New born babies, Female staff/Patients, Stores. - Application of Hospital Information System (HIS) & Management Information System (MIS) - Accreditation – Tele health - Health Tourism - Health Insurance and Managed Care.

References

1. Dave P.K., Shakti Gupta, NK Parmar, Sunil Kant, Emergency Medical Service and Disaster Management - A Holistic Approach, Jaypee Brothers Medical Publishers Pvt. Ltd., New Delhi.
2. Goel S.L. & R. Kumar, Hospital Administration and Management, Deep & Deep Publications, New Delhi.
3. Hem Chandra , Hospital Equipment Management, Bharat Book Centre, Lucknow
4. Katakam A., GD Kunders, S Gopinath, Hospitals Planning, Design and Management, Tata McGraw-Hill Publishing Company Limited, New Delhi.
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6. R.C.Goyal, 1993, Hand Book of Hospital Personnel Management, Prentice- Hall of India Pvt. Ltd, New Delhi.
7. Sakharkar B.M., Principles of Hospital Administration and Planning. Jaypee Brothers Medical Publisher (P) Ltd., New Delhi.
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9. Shankti Gupta , 2011, Hospital and Health Care Administration - Appraisal and Referral Treatise , Jaypee Brothers Medical Publishers (P) Ltd., New Delhi
10. Spencer J.A., 1967, Management in Hospitals, Faber and Faber, New Delhi.
11. Syed Amin, Tabish, Hospital and Health Services Administration - Principles and Practice, Oxford University Press, New Delhi.
12. Yashpal Sharma, Handbook on Hospital Administration, Durga Printers, Jammu.

Practical – 4**CONCURRENT FIELD WORK – IV**

Learning Outcome: *The students will...*

- Gain experience by applying the theoretical knowledge in the field
- Understand the functions and activities of field placement organization
- Acquire of the skills of applying the class learning into practice

In the Fourth semester field work, the students are placed in agencies according to their specialization and they undergo the field placement training under the close supervision of the agency personnel.

The students get hands on experience of the day –to- day functioning of the agency. They assist the agency in their routine functions of the organization and participate in all the professional activities. It provides them an opportunity to link theory with practice.

The students also undertake any assignments given to them by the agency; they may also undertake any research for the organization.

The CA marks are awarded by the supervisor out of 40 marks for the quality, regularity, initiatives, leadership, participation and team work.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded out of 60

Main Paper

RESEARCH PROJECT

Learning Outcome: *The students will...*

- Gain research methodology knowledge by undertaking a research project
- Understand the steps of research by its application
- Acquire the skills of undertaking a research project

Each student is assigned with a research supervisor. The students have to get the guidance and carryout the following steps and complete the research project within a semester.

1. Selection of Topic, Defining terms, Finalization of Objectives of Study.
2. Feasibility Study, Pilot Visit to the Field of Study
3. Detailed Research Proposal
4. Finalization of Research tool
5. Review of Literature and Bibliography
6. Finalization of Methodology Chapter.
7. Analysis and Interpretation
8. Main Findings and Suggestions
9. Summary and Conclusion
10. Submission of Bound Copy

The Internal Guide/supervisor evaluates the work of the student out of 25 marks for above components also considering the quality, punctuality and regularity of consultation and correction.

The students who do not submit the bound copy to the department by the deadline fixed by the department will not be permitted to sit for the viva.

The student submits the approved chapters as a bound volume. The project is valued for 75 marks in the semester end examination. The viva voce examination will be conducted by both the external examiner appointed by the university and the internal examiner/guide/teacher concerned. The average of the marks awarded in the viva voce by both the external examiner and the internal examiner will be intimated to the university along with the marks obtained by the candidate in the CIA.