

SOCIAL WORK PROFESSION

Semester: I

Paper: I

Paper Code:MSW 01

Total Teaching Hours:45

Credits: 3

Objectives:

- To gain an understanding about Concept, History and Philosophy of Social Work and to develop a knowledge base about Social Work Profession, its Practice and Application.
- To gain an understanding of the Concept and Different Process of Social Work with Special Reference to Indian Society.
- To give an insight to the Students about the Various Fields of Social Work.

UNIT I

Introduction to Social Work - Concept of Social Work, Social Service, Social Reform, Social Action & Social Welfare, Objectives, Principles,Models - Clinical, Radical, Remedial & Developmental.

UNIT II

Social Work Profession - Professional Values, Code of Ethics, Fields & Methods of Social Work, Skills required for Social Worker, Historical Development of Social Work Profession in India, USA & UK and Role of Social Worker in Promoting Social Work Profession in India.

UNIT III

Social Reform: Contribution of Social Reform Movements in the Development of Social Work Profession in India. Religio – Philosophical foundation and Gandhian thought to Social Work.

UNIT IV

Methods of Social Work- Definition and Meaning of Social Case Work, Social Group Work, Community Organization, Social Work Research, Social Welfare Administration and Social Action.

UNIT V

Fields of Social Work: Fields of Social Work Practice in India and Roles of Social Worker-Health Settings, Family and Child Welfare settings, Welfare of Youth, Aged and Differently Abled, Rural, Tribal and Urban Community Settings, Correctional Settings, School Social Work, Industrial Settings

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Teaching Methodology:

Lectures, News Paper Articles, Magazine Reviews, Videos, Audio-Visual Presentations and Field Visits.

Reference

Chandrasekar.,(2012), New Heights in Contemporary Social Work, Delhi: Cyber Tech Publications.

Joshi. S. C.,(2004), Hand Book of Social Work, New Delhi: Akansha Publications.

Paul Choudry . D.,(1964), Introduction to Social Work, New Delhi:Atma Ram Publications.

Ram Ahuja,(2002), Indian Social Systems,New Delhi:Rawat Publications.

Sanjay Bhattacharya,(2003), Social Work: An Integrated Approach, Delhi: Deep & Deep Publications.

S.K.Saxsena,(2011),Social Movements in India,New Delhi:Centrum Press.

SOCIAL WORK WITH INDIVIDUALS

Semester: I

Paper:II

Paper Code: MSW 02

Total Teaching Hours:45

Credits:3

Objectives:

- To develop in Students the ability to critically evaluate the Factors affecting Needs, Behaviour and Coping Capacities of Individuals.
- To understand the Values, Principles and Models of Social Case Work.
- To develop an understanding and the ability to adopt a Multidimensional approach in Assessment and Intervention in Social Case Work Practice.

UNIT I

Social Case Work: Definition, Objectives, Values and Principles. Historical Development of Social Case Work as a Method of Social Work Practice. Relation of Social Case Work to other Methods of Social Work. Case Work Practice in India: Scope, Influence of Cultural Factors and Limitations.

UNIT II

Components: Person and Family, Problem, Agency Resources and Process. Phases: Exploration of Person-in-Environment, Multidimensional Assessment and Intervention Planning, Helping Process, Termination, Evaluation, Follow-Up. Techniques of Helping: Supportive Techniques, Counseling Techniques.

UNIT III

Relationship: Characteristics of Relationship, Empathy, Skills in Building Relationship and Communicating Empathy, Use of Relationship in the Helping Process. Problems in Professional Relationship: Transference, Counter Transference and Resistance.

Case Work Tools: Observation, Listening, Interview, Collateral Contacts and Home Visits. Interviewing Process: Structure and Skills, Attitude and Behaviour, Goal Attainment and Termination. Recording: Uses, Principles, Types, Structure and Content.

UNIT IV

Models of Case Work Practice: Psycho Social, Functional, Problem-Solving, Life Model, Crisis Intervention, Family Centered Approach and Eco-System Perspective in Social Case Work. Use of an Eclectic Approach.

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Therapeutic Approaches to Work with Individuals: Techniques from Psychoanalytic Approach, Client Centered Therapy, Psychotherapy, Behaviour Modification, Reality Therapy, Rational Emotive Therapy, Transactional Analysis and Family Therapy.

UNIT V

Social Case Work in Different Settings/Agencies: Services such as Adoption, Sponsorship and Foster Care. Family and Child Welfare Settings, Educational Institutions, Correctional and Rehabilitation Settings, Industrial Settings, Medical Settings, Community Development Settings, Marital Guidance, Substance De-Addiction Treatment Services.

Teaching Methodology:

Lecture, Role Play, Case Discussions, Seminar, Field Visits, Presentation and Mock Counselling Sessions.

Reference:

Aptekar, Herbert, (1955), The Dynamics of Casework and Counseling:New York, Houghton Mifflin Co.

Biestek, Felix (1968), The Casework Relationship, London:Unwin University Book.

Fisher, Joe (1978), Effective Case Work Practice - An electric approach,New York: Mac- Graw Hill.

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

Perlman, Helen Harris (1964), Social Case Work - A Problem Solving Process, London: University of Chicago Press.

Rameshwari Devi, Ravi Prakash (2004), Social Work Methods, Practices and Perspectives (Models of Casework Practice), Vol. II, Ch.3, Jaipur:Mangal Deep Publication.

SOCIAL WORK WITH GROUPS

Semester: I

Paper: III

Paper Code: MSW 03

Total Teaching Hours: 45

Credits: 3

Objectives:

- To understand the Significance of the Group on the Individual/Society.
- To acquire Knowledge of Group Dynamics.
- To understand Values and Principles of Group Work.
- To develop Skills to apply Group Work Method for Developmental and Therapeutic Work.

UNIT I

Social Groups: Definition, Types of Social Groups and their Characteristics. Significance of Group in the Life of Individual/Society. Models of Group Development. Social Group Work: Definition, Objectives, Values and Principles, Historical Development of Social Group Work in India. Relation of Group Work with other Methods of Social Work.

UNIT II

Group Dynamics: Group Process, Group Membership, Group Cohesiveness, Group Norm, Group Culture, Group Control, Group Morale, Group Bond, Group Attraction, Communication and Interaction Pattern, Sociometry and other Tools in Assessing Group Interaction.

Typology of Groups: Task Groups – Committees, Teams, Coalitions, Delegate. Treatment Groups – Educational, Developmental, Remedial, Social. Therapeutic Groups: T-Group, Group Therapy

UNIT III

Group Work Process: a) Planning Phase – Establishing Group Purpose, Recruiting Members, Composing Group, Preparing the Environment. B) Beginning Phase – Defining Purpose of the Group, Goal Setting, Contracting, Motivation, Expectation-Demand for Work, Assessment Process C) Middle Phase – Functioning of Group, Intervention and Problem-Solving with Group Members D) Ending Phase – Evaluation – for Planning the Group, Determining the Effectiveness, Termination of Group. Role of Group Worker: as Enabler, Stimulator, Supporter, Guide, Educator, Resource Person, Therapist and Supervisor.

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UNIT IV

Programme as a Tool: Principles of Programme Planning, Programme Media, Programme Content, Programme Development Process. Resources for Programmes. Recording in Group Work: Uses and Types.

UNIT V

Application of Group Work in Various Settings: Educational Institutions, Hospitals, Rehabilitation Centers, Industries, Community Centers, Residential Institutions, Recreation Camps. Scope and Limitations of Group Work Practice in India.

Teaching Methodology:

Lecture, Seminar, Field Visits, Presentation, Group Work Activities, Group Discussion.

Reference

Alissi, Albert.S. (2008). Perspectives on Social Group Work Practice: A Book of Readings, New York: The Free Press.

Balgopal, P. R. & Vassil, T. V. (1983). Groups in Social Work: An ecological perspective, New York: Macmillan Publishing.

Doel, Mark & Sawda, Catherine (2003) The Essentials of Group Worker, London: Jessica Kingsley Pub.

Douglas, Tom (1976): Group Process in Social Work - a Theoretical Synthesis, New York : John Wiley & Sons

Garvin, C.D. & Reed, B. G. (1994). Small group theory and social work practice: Promoting diversity and social justice or recreating inequities? In Human behavior theory: A diversity framework. New York: Aldine De Gruyter.

Garvin, C. D. (1997). Contemporary group work: An overview. In Contemporary group work. Englewood Cliffs, NJ: Prentice-Hall, Inc.

Konopka, G.(1983). Social Group Work: a Helping Process, Prentice Hall, Inc.

Middleman, R.R. (1968). The non-verbal method in working with groups, New York: Association Press.

Northern H. & Kurland, R. (2001). Social work with groups. New York: Columbia University Press.

Trecker, Harleigh B.(1948). *Social Group Work – Principles and Practice*,New York:Woman's Press.

Robert W. Roberts and Helen Northen (Ed.). (1976). *Theories of Social Work with Groups*, New York: Columbia University Press.

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COMMUNITY ORGANISATION AND SOCIAL ACTION

Semester: I

Paper: IV

Paper Code : MSW04

Total Teaching Hours: 45

Credits: 3

Objectives:

- To help the Students Understand the Community as Unit of Society.
- To expose the Students to Various Methods and Techniques of Working with Communities' with their Participation.
- To develop Social Action Models to Sort out the Social Problems in the Society.

UNIT I

Community: Concepts, Elements, Types, Community as Social System, Community Power Structure and Community Dynamics. Community Organisation as a Method of Social Work, Principles, Scope and Approaches, Community Organisation as a Process – Problem Identification (Study), Discussion (Assessment and Analysis), Action Plan, Determination of Strategy, Implementation, Evaluation, Building Counter Systems: Detailed Project Report and CD Programmes in India

UNIT II

Models of Community Organisation – Locality Development Model, Social Planning Model, Social Action Model (J.Rothman's Model), General Content, Specific Content and Process Content (Murray G. Ross' Model) , Methods of Community Organization – Public Interest Mobilization, Litigation, Protests and Demonstrations.

UNIT III

Strategies and Techniques in Community Organization: Participatory Rural Appraisal and related techniques, Applications of Community Organisation: Industrial Setting, Correctional Setting, Medical and Psychiatric Setting, Slums and Emergencies. Recording – Principles, Uses and Types

UNIT IV

Social Action: Meaning, Definition, Objectives, Principles, Strategies, Models of Social Action, Approaches to Social Action – Paulo Freire, Saul Alinsky, Martin Luther King, Karl Marx, Mahatma Gandhi.

UNIT V

Skills in Community Organization and Social Action: Organizing, Communication, Consultation, Public Relation, Resource Mobilization, Liaison, Facilitating, Net Working,

Advocacy, Legislative Promotion, Conflict Resolution. Roles – Expert, Guide, Enabler, Therapist.

Teaching Methodology:

Lecture, Seminar, Field Visits, Presentation, Case Study Analysis, Practising Community organizing skills through Rural Camp and Field Work.

Reference

Alinsky Saul (1971) Rules for Radicals: A Practice Primer for Realistic Radicals, Vintage Books

Cox Fred (1987). Community Organization, Michigan: F.E. Peacock Publishers

Dunham, Arthur, E. (1958). Community welfare organization, Principles and practice, New York: Thomas Y. Crowell Co.

Gangrade, K.D. (1971). Community Organisation in India, Mumbai: Popular Prakashan.

Harper, E. H. and Dunham, A. (1959). Community Organization in Action. New York : Association Press.

Rothman Jack, Erlich John & Tropman John (1987) 'Strategies of Community Intervention' Strategies for Community Organization, Micro Practice, Michigan : F.E. Peacock Publishers

Khinduka, S.K. & Coughlin, Bernard (1965). Social Work in India, New Delhi: Kitab Mahal.

Lee Judith 2001 The Empowerment Approach to Social Work Practice: Building The Beloved Community, Columbia Press

Murphy, Campbell. (1954). Community Organisation Practice. New York: Houghton Mifflin Co,

Ross, Murray, G. (1955). Community Organisation: Theory and Principles, Mumbai: Harper and Brothers.

Siddiqui H.Y. (1997). Working with Communities An Introduction to Community Work, New Delhi: Hira Publications,

Syddiqui, H.Y. (1984). Social Work and Social Action: A Developmental Perspective, New Delhi: Harnam Publications.

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INTRODUCTION TO SOCIOLOGY

Semester: I

Paper: V

Paper Code : MSWE01

Total Teaching Hours: 60

Credits: 5

Objectives:

- To facilitate an understanding of the basic concepts of Society and Culture in India.
- To gain insights on the major Social Problems in India.
- To enable students to understand the various Social Legislations in India.

UNIT I

Society: Meaning, Concept – Role, Community, Association and Institution. Social Process – Concept and Types – Co-operation, Competition, Conflict, Accommodation and Assimilation .

UNIT II

Social Stratification: Concept of Class, Caste, Social Inequalities and Social Mobility.
Social Control: Concept, Functions, and their Role. Culture- Norms, Folkways, Institution, Mores, Customs, Values and Tradition etc.

UNIT III

Social Change in India: Concept, Factors – Urbanization, Industrialization, Westernization and Sanskritisation. Social Problems Pertaining to Children, Women, Marginalized, Differently Abled and other Current Social Problems.

Unit IV

Social Legislation: Concept and Meaning. Social Legislation pertaining to Children - Juvenile Justice Act 1986, Child Labour (Abolition & Regulation) Act 1986, Legislations pertaining to Women - Immoral Traffic Prevention Act 1956, Domestic Violence Act 2005, other Legislations - The Special Marriage Act 1954, Family Courts Act 1984.

UNIT V

Salient features of Right to Information Act 2005, Right to Education Act 2009, Sexual Harassment (Prevention, Prohibition and Redressal) Act 2013, Maintenance and Welfare of Parents & Senior Citizens Act 2007.

Teaching Methodology:

Lectures, News Paper Articles, Magazine Reviews, Videos, Audio-Visual Presentations and Field Visits.

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Reference

Atal Yogesh, (2012), Sociology : A study of the Social Sphere, Delhi :Pearson.

Bhusan Vidya, Sachdeva, D.R. (2012), Fundamentals of Sociology, Delhi: Pearson.

Bhusan Vidya, Sachdeva, D.R.(2005), Introduction to Sociology, Delhi: Kitab Mahal.

Gangrade, K.D. (2011), Social Legislation in India, New Delhi: Concept Publishing Co. Pvt. Ltd.,

Giddens Anthony, Duneier Mitchell, (1991), Introduction to Sociology, NewYork: W.W.Norton &Co.

MacIver, R.M., Page H.Charles(1937), Society: An Introductory Analysis, London: Macmillan & Co.Ltd.

Madan,G.R, (2012), Indian Social Problems,Vol.1,New Delhi:Allied Publishers Pvt. Ltd.,

Madan,G.R, (2012), Indian Social Problems,Vol.2, New Delhi:Allied Publishers Pvt. Ltd.,

Rao, Shankar. G.N,(2009), Sociology : Principles of Sociology, New Delhi: S.Chand.

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FIELD WORK PRACTICUM -I

Semester: I

Paper: VI

Paper Code : MSW 05

Credits: 05

Field Work practicum is a learning opportunity designed to provide a variety of opportunities to develop and enhance professional Social Work skills. Learning is aided through Observations, Analysis of Social Realities and Experience of Participating in Designing and Implementation of Social Work Intervention.

Objectives of Field Work Practicum –I

1. Develop knowledge of the Socio-Economic and Cultural Realities, and their impact on the Social/Client system with specific focus on marginalized groups.
2. Develop basic skills to analyze the impact of the wider social system on individuals, families, groups, communities and organizations.
3. Develop skills in documenting.
4. Develop ability to work as a member of a team.
5. Make conscious use of Professional Values and Ethics.
6. Develop Critical understanding of the application of Social Legislation, Legal Process and Social Policy
7. Develop the capacity to integrate knowledge and practice-theory by participating in Intervention.

Components of Field Work Practicum I

Observation Visits

A minimum of six observation visits will be made to settings like Health, Family and Child Welfare, Medical and Psychiatry, Services for special groups like Differently Abled, Destitute, Elderly care, Civic Administration centers like Ward office, Panchayat office. The visits would be organized immediately after the commencement of the course.

Skill Development Workshop

A three day skill development workshop focusing on the different theatre skills like Street Theatre, MIME, Puppet, Folk Dances etc, would be organized to understand the importance of these medium as a tool for Individual, Group and Community Development. The workshop would be organized in the last week of July on the completion of the observation visits.

Rural Camp

A seven days rural camp (including travel) would be organized in an interior rural/ tribal village in Tamil Nadu. The camp would be organized in the month of August.

Group Project

A group project is done by students in different groups comprising of a Research, Community Sensitization Programmes and a Seminar for the fellow students in the class facilitated by a Social Worker from the field. The broad area of the project would be decided by the faculty and the title would be finalized by the students.

Evaluation

Internal – 75 marks

External – 25 marks

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SOCIAL WELFARE ADMINISTRATION

Semester: II
Total Teaching Hours:45

Paper:VII

Paper Code: MSW 06
Credits: 3

Objectives:

- To develop in students ability to understand Social Welfare Administration.
- To develop in students an understanding of the concepts of Social Policy and Social Welfare Policy to emphasize the importance of them.

UNIT I

Social Welfare Administration: Concepts, History, Objectives, Philosophy and Principles. Models of Social Welfare. Functions of Social Welfare.

UNIT II

Registration – Advantages and Disadvantages, Administration of NGO's- Administration in Voluntary Organization, Constitution and Bye-laws, Boards and Committees. Organization as a system. Acts for Registration- Societies Registration Act 1860, Tamilnadu Societies Registration Act 1975, Public Trust Act, Foreign Contribution and Regulation Act 1976, Income Tax for NGO's.

UNIT III

Programme development: Long term, Short term & Documentation. Writing a Need-Based Project Proposal, Public Relations – Need & Significance of Promoting it. Networking with Public, Corporate & Voluntary sector. Fund Raising and Resource building- Accountability, Transparency, Social audit.

UNIT IV

Directive Principles of State Policy. Five Year Plans, Programmes and Policies- Children, Youth, Women, Education, Health and Family, Physically Challenged.

UNIT V

Social welfare Boards: Role and functions of Central Social Welfare Board; State Social Welfare Board; Directorate of Social Welfare; and Role of Voluntary agencies in social Welfare.

Teaching Methodology:

Lecture, Presentation, Group Discussion, Analysis of Present policies.

Reference

Chaturvedi, T. N. and Jain R. K., (1980): Social Administration: Development and Change, New Delhi: Shanta Chandra Kohli (eds.).

Coudhari, D. Paul. (1983) Social Welfare Administration, Delhi: Atma Ram and Sons.

Dean, Paul, H. Appleby (1961) : Public Administration for a Welfare State, Bombay: Asia Publishing House.

Garain, S. (1998). Organizational Effectiveness of NGOs, Jaipur: University Book House.

Goel S. L. & Jain R. K., (1988). Social Welfare Administrative, Vol. I & II, New Delhi: Deep and Deep Publications,

Gore M. S., (2003). Social Development: Challenges Faced in an Unequal, Plural Society, Jaipur: Rawat Publications.

Haimann, A. 1982 Professional Management and Practice, Delhi: Eurasia Publications.

Katalia and Majumar, (1981). The Constitution of India, New Delhi: Orient Publishing Company,

Kohli A. S. and Sharma S. R., (1997). The Welfare State, New Delhi: Anmol Publication.

Kohil A. S. (ed), (1996). Social Welfare. New Delhi: Anmol Publication.

Kulkarni, P.D., (1979). Social Policy and Social Development in India, Madras: ASSWI.

Lewis, David and Ravichandran. N., (Eds.) 2008. NGOs and Social Welfare : New Research Approaches, New Delhi: Rawat Publications.

Rosalie Ambrosino, et.al (2015). Social Work And Social Welfare (7th Edition) : An Introduction, New Delhi: Rawat Publications.

Pathak, S. (1981). Social Welfare: An Evolutionary and Development Perspective, Delhi: McMillan.

Sachdeva D. R. (1992). Social Welfare Administration in India, Allahabad: Kitab Mahal,

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SOCIAL WORK RESEARCH AND STATISTICS

Semester: II

Paper: VIII

Paper Code : MSW 07

Total Teaching Hours:45

Credits:3

Objectives:

- To understand the Nature and Importance of Scientific Method and Appreciate the Principles of Social Work Research.
- To develop the Capacity to Independently Conceptualize a Problem and Execute Research.
- To develop technical Competence to Assess and Analyze Social Problems, Needs and Services.

UNIT I

Social Work Research: Definition, Objectives, Scope and Limitations; Need for Scientific Attitude. Quantitative and Qualitative Research. Project Proposal, Problem Formulation, Framing Objectives, Defining Concepts, Variables: Definition and Functions;

UNIT II

Hypothesis: Types of Hypothesis, Hypothesis Testing, Type I & Type II Errors. Research Design: Definition and Functions; Types of Designs: Exploratory, Descriptive, Diagnostic, Experimental, Evaluative, Case Study, Census Study, and Participatory Rural Appraisal as tool of Research.

UNIT III

Sampling Methods: Probability Sampling – Simple, Systematic, Multi-stage, Stratified and Non-Stratified; Non-Probability Sampling – Purposive, Quota, Cluster, and Snowball.

Methods and Tools of Data Collection: Observation – Participant, Non-Participant; Process of Observation; Social Surveys; Focused Group Discussion; Interview – Interview Schedule, Guide; Questionnaire –Measures, Types of Validity and Reliability, Scaling Techniques – Types.

UNIT IV

Data Processing and Presentation: Coding, Preparation of Code Book and Master Sheet, Tabulation and Graphical Representation of Data, Interpretation and Report Writing. SPSS – Statistical Package for Social Sciences.

UNIT V

Statistics: Definition, Importance, Functions and Limitations. Measures of Central Tendency: Mean, Median and Mode. Measures of Dispersion: Range and Standard Deviation; Correlation and Chi Square Test.

Teaching Methodology:

Lecture, Presentation, Statistical Analysis, Laboratory Classes and Workshop for SPSS.

Reference

Babbie, E.(1995).The Practice of Social Research (7th edition), Belmont: Wadsworth.

Vaus De, D.A.(2003).Surveys in Social Research(5th edition), NewDelhi: Rawat Publications.

Engel.J.Rafael, Schutt K.Russell (2009). The Practice of Research in Social Work (2nd edition), New Delhi: Sage Publications.

Das,Lal. D.K., (2008). Designs of Social Research, New Delhi :Rawat Publications.

Young, P.V., (1953). Scientific Social Surveys and Research(4th edition), Englewood N.J: Prentice Hall.

Bailey, Kenneth D., (1978).Methods of Social Research, London: The Free Press.

Kothari. C.R., (2011).Research Methodology, Methods and Technology, New Delhi: ,New Age International (P) Limited.

Gosh, B.N., (1982).Scientific Methods and Social Research, New Delhi: Sterling Publishers Pvt.ltd..

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ESSENTIALS OF PSYCHOLOGY

Semester: II

Paper: IX

Paper Code:MSW 08

Total Teaching Hours:60

Credits:3

Objectives:

- To obtain an understanding of Human Behaviour in Relation to the Society.
- To equip the Students of Social Work with better understanding of Human Behaviour and Personality Development Models.
- To introduce the Students to the Various Fields of Psychology.

UNIT I

Psychology: Definition, Meaning, Schools of Psychology, Methods, Fields, Scope and Relevance of Psychology to Social Work Profession.

UNIT II

Perception, Process, Selectivity, Factors affecting Perception. Learning – Meaning, Process, Theories and Types of Learning.

UNIT III

Memory, Intelligence and Motivation- Concept, Theories and Types. Personality – Approaches and Defense Mechanisms. Attitude- Concept and Theories.

UNIT IV

Developmental Psychology- Meaning, Definition and Principles of Development. Sigmund Freud's Psycho-sexual Stages of Development and Erik Erikson's Psycho-Social Stages of Development.

UNIT V

Abnormal Psychology: Cause and Symptoms of Psychoses, Neuroses, Alcoholism and Drug Abuse, Mental Retardation.

Teaching Methodology:

Lecture, Seminar, Field Visits, Audio- Visuals, Review of Journals.

Reference

Baron.A. Robert (2002), Psychology (5th edition), New Delhi: Pearson Education.

Davis, S.F., Palladino.J.J., (2004), Psychology (4th edition), NJ : Prentice Hall.

Elizabeth B. Hurlock, Developmental Psychology (1953) – A Life Span Approach, Fifth Edition, New Delhi : Tata McGraw Hill Publishing co. Ltd.

Gray, P. (2002), Psychology (4th edition), New York:Wadsworth.

Hilgard, E.R., Atkinson, R.L., Atkinson, R.C., (1979), Introduction to Psychology, Newyork: Harcourt Brace Jovanovich. Inc..

Morgan, Clifford T., King, Richard.A., Weiz, John.R., Schopler(1993), Introduction to Psychology,New York: Mcgraw Hill.

Marx, Melvin H. (1976), Introduction to Psychology- Problems, Procedures and Principles, New Delhi: Macmillan Publishing Co.

Morris, C.G. & Maisto. A.A.(2005),Psychology: An Introduction(12th edition). NJ: Prentice Hall.

Myers, D.(2004), Psychology(7th edition), New York: Wadsworth .

Sternberg, R.J.,(2004), Psychology(4th edition), Belmont, CA: Thomson/Wadsworth.

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HUMAN RESOURCE MANAGEMENT

Semester: II

Paper: X

Paper Code: MSW 09

Total Teaching Hours: 45

Credits: 3

Objectives:

- To help students acquire knowledge in Human Resource Management.
- To understand the various functions of Human Resource Management.
- To develop the Skills and Attitudes required of a successful HR professional.

UNIT I

Human Resource Management: Concept, Characteristics, Objectives, functions and importance of Human Resource Management, Concept of HR Planning, Objectives, Process of HR Planning, Levels of HR planning, Problems of HR Planning.

UNIT II

Job Analysis: Concept, Objectives, uses and process of Job Analysis, Techniques of Job Analysis, Job Description and Specification.
Job Design and methods of Job Design, Job Rotation, Job Enlargement and Enrichment, Recruitment- Process and sources, Selection – steps, Types of Selection tests, Types and limitations of Selection interviews.

UNIT III

Employee Training: Need, Importance, Types of Training, Identifying Training Needs, Objectives of Training, Methods and Techniques of Training, Evaluation of Training, Executive Development, Career Planning, Objectives, Process of Career Planning, Advantages and Limitations of Career Planning.

UNIT IV

Performance Appraisal and Compensation: Objectives, Uses of Performance Appraisal, Methods of Performance Appraisal, 360 Degree Appraisal, Management by Objective, Performance Review, Limitations of Performance Appraisal. Concept of Compensation Management, Objectives of Wage and Salary Administration, Factors affecting Compensation, Methods of Wage Payment, Executive Compensation, Promotion, Demotion, Employee Separations.

UNIT V

International HRM: Impact of Globalisation on HRM, Model of IHRM, Distinction between Domestic HRM and IHRM, Stages of International HRD, Repatriation.

Teaching Methodology:

Lecture, Presentation, Case study Analysis, Observation visits to Different sectors to study the functions of Human Resources and Review of Journals.

Reference

Dessler, Gary.(2011), Human Resource Management. 12th edition,NJ: Prentice Hall.

French L.Wendell (2006), Human Resource Management, New York: Houghton Mifflin .

Gupta C.B.(2012), Human Resource Management Text and Cases, Delhi: Sultan Chand & Sons

Prasad L.,(1973), Personnel Management and Industrial Relations in Public Sector, Mumbai: Progressive Corporation

Singh N.K., Suri G.K. (1985), Personnel Management, New Delhi:Vikas Publishing House.

Sharma. S.K.(2009), Hand Book of HRM Practices: Management Policies and Practices, Delhi : Global India Publications .

Sherman, Arthur(2000), Managing Human Resources, South Western O.H: Thomson,

Yoder, Dale and Heneman, H.G.,(1979), Handbook of Personnel and Industrial Relations, Mumbai: Bureau of National Affairs.

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BUSINESS MANAGEMENT

Semester: II

Paper: XI

Paper Code: MSW E02

Total Teaching Hours:75

Credits: 05

Objectives:

- To help the students to learn basic facts about Management and Business.
- To introduce to students the different components of Business Functions.
- To help students understand the various verticals in Business Management

UNIT I

Basics of Management

Management - Definition, Basic Principles of Management – Management thought by Taylor, Fayol, Mayo. Functions of Management – Organizing, Staffing, Directing, Co-ordinating, Reporting, Budgeting and their Meaning, Types, Process and Importance.

UNIT II

Business

Business - Definition, Features, Objectives and Functions of Business, Forms of Business Organizations, Difference between Profession and Business. Functions of Business.

UNIT III

Basics of Production & Material Management

Production Management - Meaning, Importance, Plant location, Site location, Plant layout, Production Planning and Control. Material Management - Meaning, Importance, Integrated Material Management and its Advantages.

Basics of Marketing and Sales Management

Marketing Management - Meaning, Importance, Marketing Research, Branding. Sales Management - Meaning, Importance, Sales Forecasting, Pricing, Sales Force.

UNIT IV

Basics of Financial Management

Financial Management: Meaning, Importance and Concepts – Cost Accounting, Management Accounting, Budgeting.

Basics of Retail Management

Retail Management: Meaning, Importance and Concepts - Retail Environment, Retail Institutions.

UNIT V

Basics of Supply Chain Management

Supply Chain Management: Meaning, Importance and Concepts - Supplier - Manufacturer – Customer Chain.

Basics of Project Management

Software Project Management: Meaning, Importance and Concepts – Project Life Cycle - Project Initiation, Project Planning and Tracking and Project Closure.

Teaching Methodology:

Lecture, Group Discussion, Video Discussions, Guest Lecture and Presentation.

Reference:

Anupam Karmakar, (2010). Principles and Practice of Management and Business Communication, New Delhi: Sultan Chand & Sons

Gupta C. B, (2009). Principles and Practice of Management, Delhi: Sultan Chand & Sons

Prasad . L. M , (2009) Principles and Practice of Management, New Delhi: Sultan Chand & Sons

Mamoria C. B, Gankar.S. V,(2003).Personnel Management, New Delhi: Himalaya Publishing House

Balu .V, (2007). Production Management, Chennai: Venkateswara Publications

Nair Rajan . N, Nair Sunjith .N, (2007). Marketing, New Delhi: Sultan Chand & Sons

Tripathy. P. C,(2008). Principles of Management, Delhi: Tata McGraw-Hill Education

Singla . R. K , (2010). Business Organisation and Management, New Delhi: V. K India Enterprise.

Aswathappa, (2011).Essentials of Business Environment, Delhi: Himalaya Publishing House

Satya Raju, Parthasarathy . A, (2010).Management Text And Cases, Delhi: PHI Learning Pvt. Ltd

Dermo Duff, John Quilliam, (2015). Project Management, A Practical Guide, New Delhi: Viva Books Pvt Ltd

Trevor. L. Young, (2013). Success Project Management, New Delhi: Kogan Page Ltd

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Grewal. T. S, Gupta . S. C, (2014). An Introduction to A/C, New Delhi: Sultan Chand Limited

Chandra Bose. D, (2010). Fundamentals of Financial Management, Delhi: PHI Learning Pvt. Ltd

Gibson G ,Vedamani, (2012). Retailing Practices – Functional Principles and Practices, Mumbai: Jaico Publishing House

Sharad Sarin, (2010). Strategic Brand Management for B2B Markets, New Delhi: Sage Publications India Pvt. Ltd.

Moorthy Y. L. R , (2000). Brand Management – The Indian Context, Delhi: Vikas Publishing House

Agrawal . D. K , (2009). Textbook of Logistics and Supply Chain Management, New Delhi: Macmillan India Ltd

Donald. J. Bowersox, David J .Closs, Bixby Cooper. M, (2008). Supply Chain Logistics Management, New Delhi: Tata Mc Graw- Hill Publications Ltd

Gopalakrishnan . P, Sundaresan. M, (2008). Materials management, an Integrated Approach, New Delhi, Prentice Hall India Pvt. Ltd

FIELD WORK PRACTICUM - II

Semester: II

Paper: XII

Paper Code : MSW10

Credits: 05

Objectives of Field Work Practicum – II

- To understand the Agency, its Philosophy, Goals, Structure and Functioning.
- To identify the Agency's Geographical Area of Intervention
- To study the Families and their Problems
- To study the Group which are in existence and take steps to identify and form one or two Groups.
- To understand and apply Models of Working with Individuals in Different Settings.
- To understand the significance of Group on Life of Individuals and to understand the integration of Group Work with other Method of Social Work Method of Social work.
- To expose students to problem situation and to enable them to identify solutions through Community Organisation Programmes.
- To help students to conduct a Mini -Research Project

Components of Field Work Practicum II

Case Work - Minimum three Clients should be dealt with for case work sessions

Group Work --Minimum one Group Work with five sessions

Community Organisation - One program should be organized using any model of Community Organisation.

Research Project - To do a mini research on a contemporary social issue which is identified by the field work trainee, with the guidance of the agency supervisor. The minimum sample size for the research is 30.

Evaluation

Internal – 75 marks

External – 25 marks

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LABOUR LEGISLATION AND CASE LAWS

Semester: III Paper: XIII Paper Code: MSW 11
Total Teaching Hours: 60 Credits: 03

Objectives:

- To make the students aware about the Existing Labour Administrative Set Up both at the Center and the State Level.
- To understand the Existing Structure and Functions of Industrial and Labour Judicial System in India.
- To enable the Students to Review the History of Labour Legislation in India and the Development of Industrial Jurisprudence.
- To make a Detailed Study of the Basic Provisions of Labour Enactments.

UNIT I

Labour Administration and Judicial Administration. History of Labour Legislation – Labour in Indian Constitution, Industrial Jurisprudence, Judicial Set Up and Administration of Industrial and Labour Judiciary, Administrative Set Up and Functions of the Factory Inspectorate, Central and State.

UNIT II

The Factories Act 1948, The Tamil Nadu Shops and Establishments Act 1947, The Industrial Employment (Standing Orders) Act 1946 and Relevant Case Laws.

UNIT III

The Payment of Wages Act 1936, The Payment of Bonus Act 1965, The Industrial Disputes Act 1947, The Trade Union Act 1926 and Relevant Case Laws.

UNIT IV

The Employees Provident Fund and Miscellaneous Provisions Act 1952, The Payment of Gratuity Act 1972, The Public Provident Funds Act 1968, The Employees' Compensation Act 1923 and Relevant Case Laws.

UNIT V

The Employees' State Insurance Act 1948, The Maternity Benefit Act 1961, The Apprentices Act 1961, The Contract Labour (Regulation and Abolition) Act 1970 and Relevant Case Laws.

Teaching Methodology:

Lecture, Case Studies, Case Laws, Quiz

Reference

Ajay Garg, (2012). Labour Laws One Should Know, Nabhi Publishing House,

Dale Yoder and Paul Stau,(1986). Personnel Management and Industrial Relations, 7th Edition. New Delhi : Prentice Hall of India Pvt.Ltd., 1986.

Kapoor N D, (2001). Elements of Industrial Law, New Delhi: Sultan Chand and Sons,

Kumar H L (2013), Labour Laws Everyone should Know, New Delhi: Universal Law Publishing.

Kumar H L (2013). Compliances Under Labour Laws: A User's Guide to Adhere with the Provisions under Various Employment Related Acts, New Delhi: Universal Law Publishing.

Tripathi P C, (2013). Personnel Management and Industrial Relations, New Delhi: Sultan Chand and Sons.

Sharma, A.M, (2011). Industrial Relations Conceptual and Legal Framework- New Delhi: Himalayan Publishing House.

Srivatsava S C,(2012). Industrial Relations and Labour Laws, New Delhi: Publishing House and Educational Books.

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ORGANISATIONAL BEHAVIOUR

Semester: III

Paper: XIV

Paper Code: MSW 12

Total Teaching Hours:60

Credits: 03

Objectives

- To help students build a knowledge base appropriate to understand the Human Behaviour in an Organization.
- To enable the students to perceive the attitudes required for the successful applications of Organizational Behaviour.
- To present a new perspective for Management.

UNIT I

Organizational Behaviour: Evolution and Concepts, Organization Behaviour Model, Organization Behaviour Challenges– Globalization, Information Technology, Learning Organizations and Diversity, Leadership Skills And Role of a Organisation Behaviour Manager.

UNIT II

Perception – Factors, Attribution Theory. Personality- Myer Briggs Type Indicator, The Big Five Personality Model, Personality traits relevant to Organisation Behaviour. Attitudes- Major Job attitudes-Job satisfaction, Job Involvement, Organisational Commitment, Organisational Citizenship Behavior- Employee Engagement.

UNIT III

Motivation – Hierarchy Theory of Human Needs, Theory of X and Y, Two-Factor Theory, McClelland's Theory of Needs, Equity Theory and Expectancy Theory. Group Decision Making- Groupthink, Social Loafing and Group shift, Group Decision Making Techniques. Work Stress- Nature, Types, Causes, Personality and Stress, Consequences of Stress

UNIT IV

Conflict- Concept and Types of conflict- Interpersonal, Role related, Goal Related, Interpersonal and Intragroup Conflict, Process of Conflict, Negotiation.

Leadership- Trait Theories, Fiedler Model, Mouton Blakes Model, Situational Leadership Theory, Leader Member Exchange Theory, Transactional and Transformation Leadership.

UNIT V

Organisational Structure – Determinants of Organizational structure, Bureaucratic and Matrix Structures, Virtual Organization, Boundary Less organization, Mechanistic and Organic Organizations. Organisational Culture - Elements, Functions, Theories of Organisational Culture, Hofstede's Cultural dimensions, Organisation Climate.

Teaching Methodology:

Lecture, Seminar, Group Discussion, Video Discussions, Guest Lecture, Case Study Analysis and Presentation.

Reference

French Wendell. L, Cecil H. Bell, Veena Vohra, (2013).New Delhi: Pearson

Ghanekar, Anjali,(2011). OrganisationalBehaviour, New Delhi: Everest PublishingHouse

Khanka, S.S, (2004). OrganisationalBehaviour, New Delhi: Sultan Chand & Sons

Luthans, Fred,(2010). OrganisationalBehaviour, Singapore: McGraw Hill Inc

Prasad, L.M. (2014). Organisational Behaviour, New Delhi: Sultan Chand & Sons

Pareekh, Udai (1998). OrganisationalBehaviour Process,Jaipur: Rawat Publications

Robbins, Stephen P, (2013). Essentials of Organisational Behaviour, New Delhi: Prentice Hall of India

Robbins, Stephen P, (2010). OrganisationalBehaviour, New Delhi: Prentice Hall of India.

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INDUSTRIAL RELATIONS AND LABOUR WELFARE

Semester: III

Paper: XV

Paper Code: MSW 13

Total Teaching Hours: 60

Credits: 03

Objectives

- To help the Students Learn the Basic Facts Concerning Industrial Relations and Labour Welfare.
- To sensitize the Students to adopt Suitable Attitudes for the Practice of Industrial Relations and Labour Welfare.
- To enable them to realize the need to have Suitable Skills for the Practice of Industrial Relations and Labour Welfare.

UNIT I

Industrial Relations: Evolution, Characteristics, Definition, Approaches, Principles. Models of Industrial Relation. Labour Policy, Bipartite and Tripartite Approach; Indian Labour Conference, Code of Discipline and Code of Conduct in Industry. Role of Standing Orders.

UNIT II

Industrial Discipline: Industrial Relations at Plant and Shop Floor Level: Discipline, Domestic Enquiry and Grievance Settlement Procedure.

UNIT III

Collective Bargaining: Meaning, Theories, Goals, Phase, Prerequisites, Principles, Strategies and Skills; Factors Influencing Collective Bargaining. Workers' Participation in Management (WPM): Meaning and Scope of Industrial Democracy. Industrial Conflict: Concepts of Industrial Peace and Industrial Conflict; Causes and Consequences of Industrial Conflict; Strikes and Lockouts; Statutory and Non-Statutory Machinery for Prevention and Settlement of Disputes.

UNIT IV

Trade Unionism: Origin, Aims, Objectives, Functions, Structure and Administration of Trade Unions. Trade Union Theories. Growth of Trade Unions in India. Indian and International Labour Movements.

International Labour Organization: History, Aims, Objectives, Structure, Functions and Achievements; World Trade Organisation and Indian Labour Force. Impact of Globalization, Liberalization and Privatisation on Indian Industrial Relations.

UNIT V

Labour Welfare: Concept, Philosophy, Need, Objectives, Principles, Scope and Limitations of Labour Welfare. Statutory and Non-Statutory Welfare Provisions: Health, Education, Family Planning, Housing, Canteen, Crèche, Transport, Safety, Insurance, Additional Health Facilities and Better Conditions of Work.

Scope for Social Work in Industry: Problems Concerned with Job Dissatisfaction, Indiscipline, Disablement, Indebtedness, Alcoholism, Substance Addiction Absenteeism, and Family Problems Etc. Use of Social Work Services in the Treatment of Such Problems. Counselling, Recreation, Sports, Co-operative and Credit Society. Social Security: Concept & Scope of Social Security, Social Assistance and Social Insurance. Social Security Measures in India. Labour Welfare Officer: Need, Role, and Functions of Labour Welfare Officer.

Teaching Methodology:

Lecture, Seminar, Group Discussion, Case Study Analysis, Situation Analysis, Guest Lecture and Presentation.

Reference

Agnihotri, V. (1970). Industrial Relations In India, Delhi : Atma Ram and Sons.

Arun Monappa,(2004). Industrial Relations, New Delhi: Tata McGraw-Hill Publishing Company Limited.

Aparna Raj, (2003). Industrial Relations in India, Issues, Institutions and Outlook,New Delhi: New Century Publications.

Dale Yoder,(1974). Personnel Management and Industrial Relations, New Delhi: Prentice Hall of India.

Giri, V.V. (1972). Labour Problems in Indian Industry. Mumbai: Asia Publishing House.

Giri, V.V. (1955). Industrial Relations. Bombay: N.M. Tripathi.

Hajela, P. D. (1998), Labour Restructuring in India : A Critique of the NewEconomic Policies, New Delhi : Commonwealth Publishers.

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Jhabvala, R. and R. K. Subrahmanya (Eds.) (2000), *The Unorganised Sector: Work Security and Social Protection*; New Delhi: Sage Publications India Pvt. Ltd.

Mamoria, C.B., Satish Mamoria, Gankar. S.V., (2004). *Dynamics of Industrial Relations in India*, Mumbai : Himalaya Publishing House.

Punekar, S.D., Deodhar, S.B., Sankaran,(1988). *Labour Welfare, Trade Unionism and Industrial Relations*, Bombay : Himalaya Publishing House.

Sandesara, J. C. (1992), *Industrial Policy and Planning - 1947-1991 :Tendencies, Interrelations and Issues*;

Sarma, A.M., (2002). *Industrial Relations - Conceptual and Legal Framework*, Mumbai : Himalaya Publishing House.

Sivarethnamohan. R., (2010). *Industrial Relations And Labour Welfare: Text And Cases*, Delhi: PHI Learning Pvt. Ltd.

Srivastava, S.C., (2004). *Industrial Relations and Labour Laws*, New Delhi : Vikas Publishing House Pvt. Ltd.

Suresh Kumar,(2002). *Dynamics of Industrial Relations in Contemporary India*, Chandigarh : Abhishek Publications.

Venkata Ratnam, C. S. (2001), *Globalization and Labour-Management Relations : Dynamics of Change*, New Delhi: Sage Publications India Pvt. Ltd.

STRATEGIC MANAGEMENT

Semester:III

Paper: XVI

Paper Code: MSWE03

Total Teaching Hours: 90

Credits: 05

Objectives:

- To enable the students to understand basic concepts of Strategic Management and its contribution to business.
- To facilitate students to develop a critical sense of looking at Business from a Strategic Perspective.
- To enhance Students Business Knowledge and make them appreciate how Strategic HRM is vital to The business.

UNIT I

Strategic Management: Conceptual Framework of Strategic Management, Levels, Benefits of Strategic Management-Strategic Management Process, Strategic Intent Hierarchy, Vision, Mission, Goals, Objectives and Plans.

UNIT II

Environmental Analysis: Concept, Impact of Environment, Economic, Political-Legal, Technological, Socio Cultural, International and Competitive Environment.

UNIT III

Organisational Analysis: Concept, Process of Organisational Analysis, Strategic Factors in Organisational Analysis.

Corporate Strategies – Stability, Growth, Concentric Expansion, Vertical Integration, Diversification, Merger, Acquisition, Joint Venture, Retrenchment Divestment, Liquidation and Combination Strategy.

UNIT IV

Business Strategies: Generic Strategies, Cost Leadership, Differentiation, Focus, Hybrid strategies. Choice of Strategy-Focusing on Strategic Alternatives- Gap Analysis& Portfolio Analysis, Strategic Implementation and Control.

UNIT V

Basic Concepts of SHRM: Strategic Contributions of HRM, Formulation and Implementation of Human Resource Strategies, Strategic Staffing, Strategic Performance Appraisal, Strategic Reward Practices, Integration of HRM into Business Strategy, Strategic 'Fit' Position.

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Teaching Methodology: Group Discussions, Audio - Visuals Presentations, Discussion of Case Studies, Analysis of Business Magazines and Newspapers.

References:

Budhiraja S , Athreya M (2002). Cases in Strategic Management, Delhi: McGraw Hill Education.

Kishore. M.Ravi., (2010). Strategic Management:Text and Cases, Delhi: Taxman Publications Pvt.ltd

Kishore. M.Ravi., (2010). Strategic Management:Text and Cases, Delhi: Taxman Publications Pvt.ltd

Prasad. L.M.,(2008). Strategic Management, New Delhi: Sultan Chand and Sons

Sanghvi Dr. Ashok, (2006). Strategic Management Process, Lucknow: Vakils Feffer and Simons Ltd

Wheelen.L.Thomas., Hunger J.David (2010). Concepts in Strategic Management and Business Policy, Delhi: Pearson

FIELD WORK PRACTICUM- III

Semester : III

Paper : XVII

Code : MSW 14
Credits: 05

Objectives of Field Work Practicum III

- To provide hands on experience in the HR department of a company during the Summer Vacation.
- To help the students to be up to date with the current Human Resources Practices.
- To give practical exposure in the field of Human Resource Management.
- To equip students to learn employability skills.

Components of Field Work Practicum III

Summer Placement & Concurrent Field Work

Guidelines for Summer Placement:

Summer Placement should be done in the HR department of an organization for 30 working days during the summer vacation between the I year and the II year.

A consolidated Summer Placement Report should be submitted on the reopening day of college (for II year) along with the placement completion certificate issued by the organization.

A presentation on the learning during the summer placement should be done on the reopening of the college (for II year).

The students should have had exposure in the following areas during the Summer Placement and Concurrent Field Work:

- I. Profile of the Organisation: Origin, Vision, Mission, Quality Policy, Structure, Workforce, Competitors, and Others
- II. Union: Types of union, history, structure, affiliation, rights and duties, finance, subscriptions, welfare measures by unions
- III. Time Office & Security Administration
- IV. Personnel Functions: Personnel Policies/Manual, line and staff relations, personal records Manpower planning :Forecasting, job analysis, job description, job specification and other criteria used for MPP

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- V. Recruitment and selection, Training and Development, Performance Appraisal,
 - VI. Wage & Salary Administration, Rewards & Incentives Administration,
 - VII. Social Security Measures: PF, ESI, Bonus, workmen compensation, gratuity, maternity benefit, nominations, returns, loans, benefits, concerned forms, insurance, medical benefits. Welfare Measures, Working conditions, Workers' participation in management, Grievances, Disciplinary Action : Types of misconduct, memo, charge sheet, show cause notice, Domestic Enquiry
 - VIII. Industrial Social Work: Social work practice/techniques in the industrial set up, case work, counselling, dealing with alcoholism, absenteeism, indebtedness, family problems, stress
 - IX. Corporate Social Responsibility: Adoption of villages, community, School sponsorships, etc.
 - X. Corporate Quality: Quality Policy, ISO, six sigma, Kaizen, 5S, TPM, TQM, quality audits, Small group activities etc.
 - XI. Emerging trends in HR, Knowledge management, ERP, PCMM, HR Competency, skills, etc.
- Mini Research (Optional)

Research should be a scientific research on specific areas of interest in the field of Human Resource Management. Sample Size - 30 Respondents.

Any other assignment as assigned by the Agency Supervisor.

Evaluation

Internal – 75 marks

External – 25 marks

CONCEPTS AND TRENDS IN HUMAN RESOURCE MANAGEMENT

Semester: VI

Paper: XVIII

Code: MSW 15

Total Teaching Hours: 60

Credits: 03

Objectives

- To keep the students up to date with the Trends in the Business Scenario.
- To create and urge in the students to acquire knowledge about the Verticals in Human Resource Practices.
- To help the students develop their knowledge on Management Concepts.

UNIT I

Corporate Quality: Total Quality Management, Total Production Maintenance, Six Sigma, Kaizen, 7 S, Just in Time

UNIT II

Corporate Assessments : Competency Mapping, Skill Matrix, HR Bench marking, ISO Standards, SWOT Analysis, LEAN methodologies, Development Centers, Assessment Centers, Human Resource Accounting, Human Resource Audit

UNIT III

Corporate Process and Plans: Knowledge Management, Business Process Outsourcing/Services, Knowledge Process Outsourcing, People Capability Maturity Model, Emotional Intelligence, Employee Stock Option Plan/Programme, B2B, B2C,

UNIT IV

Verticals in Human Resources Management : Meaning and Concepts and Practical applicability of Employee Engagement, Performance Management System, HR Analytics and Resource Management, Enterprise Resource Management, Employer Branding.

UNIT V

Management Gurus -Peter Ferdinand Drucker, Joseph Moses Juran, William Edwards Deming, Warren Gamaliel Bennis and their contribution. Business Tycoons - Ratan Tata, Azim Hashim Premji, N. R. Narayana Murthy and their achievements. Critical analysis of articles on Management and Business

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Teaching Methodology:

Lecture, Group Discussions, Presentations, Guest Lectures etc.

Reference

Chary, S, N,(2002). Business Gurus Speak, Delhi: Macmillam India Ltd

Dale, B. & Cooper.G, (2000).Total Quality and the Human Resource, New Delhi: Infinity Books

Gita Piramal, (1997). Business Maharajas, New Delhi: Penguin Books Pvt Ltd

Lessem.R, (2000).Manager's Handbook of Total Quality Learning, New Delhi: Infinity Books

Mark A Thomas, (2007). Gurus on Leadership,UK: Thorogood Publishing

Ross Reek, (2013).The Engagement Formula, New Delhi:, Westland Ltd

Ramani. V. V,(2005). ESOP's – An Introduction, Hyderabad: ICFAI University Press

Sarkar Debashis, (2012). Lessons in Lean Management, New Delhi: Westland Ltd.

Shanthi. N. M, Naveen Kumar. E, (2007). Knowledge Process Outsourcing Perspectives and Practices, Hyderabad: ICFAI University Press

Sarika Kulkarni, (2005). BPO, Mumbai: Jaico Publishing House

Sarkar.D, (2000).Handbook for Total Quality Management, New Delhi: Infinity Books

Thomas. H. Davenport, Jeanne. G. Harrs. Competing on Analytics, Harvard Business Publication

VirSanghvi , (2013). Men of Steel, New Delhi: Roli Books Pvt Ltd

ORGANISATIONAL DEVELOPMENT

Semester: VI

Paper: XIX

Paper Code: MSW 16

Total Teaching Hours: 60

Credits: 03

Objectives

- To prepare the students as Organizational Change facilitators.
- To enhance their skills, knowledge and attitudes which will make them perform crucial role in Organisation's Growth
- To understand the applicability of appropriate OD interventions in different situations.

UNIT I

Introduction: Organisation Development- Concept and Process; Assumptions and Values underlying Organisation Development (OD); Foundations of Organisation Development, Emergence of Organisation Development as an Applied Behavioural Science; Role of Top Management and Organization Development Practitioners.

UNIT II

Organisational Diagnosis: Techniques of Organisational Diagnosis- Questionnaires, Interviews, Workshops, Taskforces and other methods; Collecting and Analysing Diagnostic information; Feeding Back Diagnostic Information.

UNIT III

Organisational Change, Renewal, and Development: Planned Change; Organisational Growth and its implication for Change; Kurt Lewin's Model of Change; Force field Analysis; Change cycles- Power and Participative types; Organisational Renewal and Re-energising; Institution Building; Creativity and Innovation.

UNIT IV

Organisational Development Interventions: Change agents- Role, Skills and Styles of Change Agents; Relation with The client system; Designing interventions; Interventions at Organisational level- Survey Feedback, Grid O.D. Interventions dealing with teams- Team building activities, Role Negotiation Techniques. Interventions at Personal, Interpersonal and Group level-Third Party Peace Keeping, Transactional Analysis, and Sensitivity Training.

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Unit V

Structural Interventions : Work Redesign, Work Modules, Quality of Work Life (QWL), Quality Circles(QC); Research on OD-Issues and Problems in OD, Challenges and Opportunities for the future.

Teaching Methodology:

Lecture, Role Play, Case Studies, Book Review, Video Discussions, Group Discussions.

Reference

Armstrong Michael, (2009). Improving Organisational Effectiveness, New Delhi: Kogan Page Ltd

French, L. Wendell and H. Cecil. (2001).Organisational Development, New Delhi: Tata McGrawHill

Paton, Robert A. McCalman, James, (2000) Change Management, Chennai: Response Books

Patching, Keith, (1999). Management and Organisation Development: Beyond Arrows, Boxes and Circles, Bangalore: Palgrave Macmillan

Ramnarayan, S, Rao . T.V , Singh, Kuldeep.(1998). Organisation Development : Interventionsand Strategies, New Delhi: Sultan Chan and Sons

Ulrich, Karl, Chaudhry, R.S. Rana, Kishan.S, (2000). Managing Corporate Culture, New Delhi: Macmillam India Ltd

TRAINING LABORATORY FOR EMERGING HR PROFESSIONALS

Semester: IV

Paper: XX

Paper Code : MSW17

Total Teaching Hours: **60**

Credits: 05

Objectives:

- To train students to develop Skills in Training.
- To enable the students to identify the Training Needs.
- To develop the capacity to independently Conceptualize the Training Approach, Tools and Techniques.
- To develop Professional Competence to deliver Training.

The Training and Development Practical during the Semester will be structured through:

The Practical Skill Laboratory will include:

- Understanding One's Strengths and Weaknesses.
- Train the Trainer
- Various Training Methodologies
- Preparing Training Calendar.
- Developing Training Modules.
- Organize & conduct Training Programme.
- Management Games and their Impact on Training.
- Presentation Skills
- Usage of Audio & Video in Training Program

Mode of Evaluation

Practical: 100 % Internal Evaluation.

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CORPORATE SOCIAL RESPONSIBILITY

Semester: VI

Paper:XXI

Paper Code: MSWE04

Total Teaching Hours:90

Credits: 05

Objectives:

- To Provide the knowledge of Corporate Social Responsibility in the business world
- To make the students to understand the business ethics and corporate social responsibility in global scenario.
- To familiarize the emerging management in CSR and the policies.
- To make them to become a CSR-Social worker

UNIT I

Corporate Social Responsibility: Meaning, Definition, Principles, Historical Development of CSR, Models of CSR. Theoretical Justification for CSR. Drivers of CSR. Need to be socially responsible. Steps to attain CSR .CSR Strategies. CSR in Indian and International context.

UNIT II

Legal Compliances and Standards: Prestigious awards for CSR. International standards and norms on CSR. Social Accounting: Definition, Objective, Scope, Contents, Indian Scenario. Social Audit: Definition, Approaches, Objective, Need. CSR Highlight in Companies Act 2013,

UNIT III

Business Ethics: Nature, Characteristics, Types and Needs, Ethical Practices in Management. Relationship between Law and Ethics. Code of Ethics in Business Houses. Ethics in HRM. Consumer protection, Environment protection, Fair Trade Practices, Gender issues in multi culturalism , Ethics and Corruption, Ethics and Safety.

UNIT IV

CSR and Community Participation: Corporate and Community participation. Corporate, NGO, Government and Citizen Participation, Need for Partnership, Types of participation, Need Assessment, Tools and Techniques in Participation, Models of CSR.

UNIT V

Role and Skills of Social Worker:

Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public Speaking, Teaching, Supervising, Writing.

Teaching Methodology:

Lecture, Group Discussion, Videos, Guest Lectures.

Reference

B.N. Mandal (1998) ,Corporate Social Responsibility in India - Perspectives on Corporate Social Responsibility, Lucknow: Ashgate.

Rekha Gaonkar and Shri Vishal Rama Chari (2000) Corporate Social Responsibility, New Delhi: A.P.H. Publishing Company.

Sanjay k.Agarwal (2005), Corporate Social Responsibility in India , New Delhi: Sage Publication

Subhasini Ray & S.Sivaraju (2001), Implementing Corporate Social Responsibility Indian Perspectives , New Delhi:, Springer.

Shiv Kumar Panda (2001), Corporate Social Responsibility in India, Bangalore: The Icfai Indian Press.

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FIELD WORK PRACTICUM- IV& BLOCK PLACEMENT

Semester : IV

Paper : XXII

Code : MSW 18

Credits:05

Objectives of Field Work Practicum IV

- To help the students to be up to date with the current Human Resources Practices.
- To give practical exposure in the field of Human Resource Management.
- To equip students to learn employability skills.

Components of Field Work Practicum IV

Concurrent Field Work Practicum and Block Placement

Guidelines for Block Placement

Block Placement should be done in the HR department of an organization for one calendar month in the organization during the summer vacation after the II year.

During the Block Placement daily reports should be written and sent on a weekly basis to the faculty supervisor once a week.

On the completion of Block Placement, a certificate duly signed by the Organisation Supervisor should be obtained and submitted along with the last set of weekly reports.

The students should have had exposure in the following areas during Concurrent Field Work Practicum and Block Placement:

1. Profile of the Organisation: Origin, Vision, Mission, Quality Policy, Structure, Workforce, Competitors, and Others
2. Union: Types of union, history, structure, affiliation, rights and duties, finance, subscriptions, welfare measures by unions
3. Time Office & Security Administration
4. Personnel Functions: Personnel Policies/Manual, line and staff relations, personal records Manpower planning :Forecasting, job analysis, job description, job specification and other criteria used for MPP
5. Recruitment and selection, Training and Development, Performance Appraisal,

6. Wage & Salary Administration, Rewards & Incentives Administration,
7. Social Security Measures: PF, ESI, Bonus, workmen compensation, gratuity, maternity benefit, nominations, returns, loans, benefits, concerned forms, insurance, medical benefits. Welfare Measures, Working conditions ,Workers' participation in management, Grievances , Disciplinary Action : Types of misconduct, memo, charge sheet, show cause notice, Domestic Enquiry
8. Industrial Social Work: Social work practice/techniques in the industrial set up, case work, counselling, dealing with alcoholism, absenteeism, indebtedness, family problems, stress
9. Corporate Social Responsibility: Adoption of villages, community, School sponsorships, etc.
10. Corporate Quality: Quality Policy, ISO, six sigma, Kaizen, 5S, TPM, TQM, quality audits, Small group activities etc.
11. Emerging trends in HR, Knowledge management, ERP, PCMM, HR Competency, skills, etc.

- Mini Research (Optional)

Research should be a scientific research on specific areas of interest in the field of Human Resource Management. Sample Size - 30 Respondents.

Any other assignment as assigned by the Agency Supervisor.

Evaluation

Internal – 75 marks

External – 25 marks

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Project Work

Semester: IV

Paper: XXIII

Paper Code: MSW19

Credits: 6

Objectives:

- To understand the nature and importance of the scientific method and appreciate the principles of Social Work Research and implementing the same in an HR setting.
- To develop the capacity to independently conceptualise a problem and execute research akin to the area of HR.
- To develop technical competence to assess and analyse researchable problems, needs and services akin to HR. To implement SPSS and other statistical tools in the research.

Stages in Research:

Stage in Research	Minimum Requirement	Time Frame
Stage I	Research Proposal , Chapter 1- Introduction & Methodology Chapter –II Review of Literature	August First Week
Stage II	Tool Approval Collected Data Chapter III-Analysis and Interpretation	Reopening week of the IV semester.
Project Submission	Hard Copy of the Research	Last working Day of February of every Academic Year

The marks for the Dissertation will be awarded as follows:

Component	Marks (100)	
	Supervisor (50)	External (50)
Stage I	15	-
Stage II	15	
Report	20	25
Viva Voce	-	25

INTERNSHIP
(as per the TANSICHE Guidelines)

A student should have completed two weeks of internship, on every day basis, in the organization he/ she is placed for concurrent field work during the IV Semester.

The Internship should be done during the last two weeks of the month of March of every academic year.

A separate certificate for the Internship period would be obtained from the Organisation Supervisor & submitted along with the internship report which is to be submitted.

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Question Paper Pattern

The details of the question paper patterns for End of Semester Examination (ESE) for PG

PART A

Eight questions are to be set and students to answer FIVE out of EIGHT. Each question will carry EIGHT marks.

Total: $5 \times 8 = 40$ marks.

PART B

FIVE questions are to be set and students to answer THREE out of FIVE. Each question will carry TWENTY marks.

Total: $3 \times 20 = 60$ marks.

(The maximum mark for a paper is 100 and the duration of each paper is 3 hours)