

DEPARTMENT OF SOCIAL WORK (SFS)
MADRAS CHRISTIAN COLLEGE
(Autonomous)
UGC College with Potential for Excellence

BSW SYLLABUS
(For students admitted from academic year 2021 onwards)



JULY 2021

For students admitted from academic year 2021 onwards

PROGRAM SPECIFIC OUTCOMES FOR BSW

Upon completion of the BSW program a student will be able to:

PSO Number	Program Specific Outcome
PSO 1	Acquire comprehensive knowledge base of the various Primary and Secondary Methods of Social Work along with an understanding of Human Behaviour.
PSO 2	Demonstrate adequate knowledge about the Social, Economic and Legal Ecosystem of the country.
PSO 3	Develop Social Work Skills and Proficiency of Social Work Techniques required for Generalist Practice through Classroom Training and Direct Field Exposure.
PSO 4	Demonstrate Professional Sensitivity towards Social Issues and apply Skills to engage, assess, intervene, and evaluate Social Work Interventions at Individual, group and Community Levels.
PSO 5	Develop the Spirit of Scientific Enquiry and the competency to Plan and Execute Social Work Research.
PSO 6	Integrate Social Work Ethics and Values within the Total Personality and establish one's Identity as a Professional Social Worker.

MADRAS CHRISTIAN COLLEGE
DEPARTMENT OF SOCIAL WORK (SFS)
CURRICULUM

Bachelor of Social Work- Revised Syllabus 2021 Onwards

Se m	Course Code	Type	Title of the Paper	H	CR	ICA	ESE
I			Language –I	4	3	50	50
			English –I	4	3	50	50
	214SW1M01	Major	Introduction to Social Work	5	4	50	50
	214SW1M02	Major	Introduction to Psychology	5	4	50	50
	214SW1A01	Allied	Basics of Sociology	6	5	50	50
	214UC1G02	General Course	Contemporary Indian Society	4	2	50	50
			Value Education –I	2	1	50	50
				Total	30	22	
II			Language –II	4	3	50	50
			English – II	4	3	50	50
	214SW2M01	Major	Social Case Work	5	4	50	50
	214SW2M02	Major - Practical	Sensitization to Social Issues	5	4	50	50
	214SW2A01	Allied	Human Rights	6	5	50	50
	214UC1G02	General Course	Contemporary Indian Society	4	2	50	50
			Value Education –II	2	1	50	50
				Total	30	22	
III			Language – III	4	3	50	50
			English –III	4	3	50	50
	214SW3M01	Major	Social Group Work	5	4	50	50
	214SW3M02	Major - Practical	Community Sensitization	5	4	50	50
	214SW3A01	Allied	Political and Economic Systems in India	6	5	50	50
		Electives	Environmental Studies	4	2	50	50
			Personality Development	2	-	50	50
				Total	30	21	
			Language – IV	4	3	50	50

For students admitted from academic year 2021 onwards

IV			English – IV	4	3	50	50
	214SW4M01	Major	Social Work with Communities	5	4	50	50
	214SW4M02	Major-Practical	Field Work Practicum–I	5	4	50	50
	214SW4A01	Allied	Social Responsibility and Good Governance	6	5	50	50
	214UC3706	Interdisciplinary	Legal Systems in India	4	3	50	50
			Personality Development	2	3	50	50
		Total	30	25			
V	214SW5M01	Major	Social Work Research	4	5	50	50
	214SW5M02	Major	Social Legislation	4	5	50	50
	214SW5M03	Major	Conflict and Disaster Management	4	4	50	50
	214SW5M04	Major-Practical	Field Work Practicum –II	12	5	50	50
	214UC5LO5	General Elective	Social Entrepreneurship	4	3	50	50
			Computer Training	2	3		
		Total	30	25			
VI	214SW6M01	Major	Social Work and Health Services	5	5	50	50
	214SW6M02	Major	Social Work with Families	5	5	50	50
	214SW6M03	Major	Human Resource Management and Labor in India	5	5	50	50
	214SW6M04	Major	Fundamentals of Social Welfare Administration	5	4	50	50
	214SW6M05	Major-Practical	Field Work Practicum –III	10	5	50	50
			Extension Activities		1		
		Total	30	25			
		Grand Total		140			

Sem -Semester, H - Hours Per Cycle, CR - Credit, ICA- Internal Continuous Assessment, ESE - Semester Exams

The Degree of Bachelor of Social Work is awarded to a candidate who obtains 140 Credits

For students admitted from academic year 2021 onwards

**INTRODUCTION TO SOCIAL WORK
(MAJOR)**

Semester: I	Course Code: 214SW1M01
Teaching Hours: 75	Credits: 4

Learning Objectives:

1. To introduce the basic concepts of Social Work.
2. To help students understand the various methods & fields of Social Work.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Recall the objectives, characteristics, principles and values of Social Work.	PSO 1 PSO 6	R
CO 2	Describe the concept of Society and its types.	PSO 2	U
CO 3	Summarize the historical development of Social Work in the USA, UK and India	PSO 1 PSO 3 PSO 6	U
CO 4	Understand the Primary and Secondary Methods of Social Work	PSO 1 PSO 6	U
CO 5	Identify the application of the methods of Social Work in different Settings	PSO 1 PSO 3	Ap

UNIT I **(15 hours)**

Introduction to Social Work: Concept, Meaning & Definition, Objectives, Characteristics, Principles, Values and Ethics. Social Work as a Profession.

UNIT II **(10 hours)**

Basic Concepts in Social Work: Social Service, Social Welfare, Social Assistance, Social Development, Social Security, Social Justice, Social Inequality, Social Defense.

UNIT III **(15 hours)**

History and Development of Social Work: USA - Social Welfare before 1900, Elizabethan Poor Law, Charity Organization Society, Uprising of Social Welfare Organizations.

UK - Social Welfare during Pre-Historic Era, Church and Charity, Charity from Church to Government, Elizabethan Poor Law Reforms, London Charity Organization Society, Uprising of Social Welfare Organizations.

For students admitted from academic year 2021 onwards

India - Traditional Practices to care for Poor, Reforms during Mughal Period, East India Company, Role of Christian Missionaries, Contribution of Social Reform Movements -Brahmo Samaj, Arya Samaj, Ramakrishna Mission, Periyarism and Ambedkarism, Uprising of Social Welfare Organizations.

UNIT IV

(20 hours)

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

UNIT V

(15 hours)

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

Teaching Activities	Learning	Lecture, Think aloud, Questioning, Debates and Reviewing Newspaper Articles
Assessment Task		Essay Exams, Assignment, Seminar Presentations

Text Books:

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

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

Choudry, Paul D., (1983). *Introduction to Social Work*, New Delhi: Atma Ram Publications.

References:

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

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

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

Online Resources:

<http://sites.google.com/socialwork>

https://en.wikipedia.org/wiki/Social_work

<http://www.disabilityaffairs.gov.in/upload/uploadfiles/files/RPWD%20ACT%202016.pdf>

https://youtube.com/channel/UCedfu_XQsbrhtOUjzhcwaYw

<https://youtube.com/user/kkhsou>

**INTRODUCTION TO PSYCHOLOGY
(MAJOR)**

Semester: I	Course Code: 214SW1M02
Teaching Hours: 60	Credits: 4

Learning Objectives:

1. To introduce the basic concepts of Psychology.
2. To help students understand the various aspects of Human behavior.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Explain the Fields of Psychology	PSO 1	U
CO 2	Relate the relevance of Psychology in Social Work.	PSO 1	R
CO 3	Interpret the theories related to Learning, Intelligence and Motivation.	PSO 1	Ap
CO 4	Review the Developmental milestones corresponding to a stage of Development.	PSO 1	R
CO 5	Demonstrate understanding of various Defense Mechanisms.	PSO 1	Ap

UNIT I

(10 hours)

Psychology: Meaning & Definition, Goals, Fields-Basic and Applied Psychology. **Sensation and Perception:** Concept & Definition, Sensory process and Perceptual process. Factors of Perception.

UNIT II

(15 hours)

Learning: Concept & Definition. Learning theories- Classical Conditioning theory, Operant Conditioning theory and Social Learning theory. **Memory:** Concept & Definition. Stages and types of Memory. **Intelligence:** Concept & Definition. Theory of Multiple Intelligences. Measurement of Intelligence. Classification of Mental Retardation.

UNIT III

(10 hours)

Motivation: Concept & Definition. Maslow's Hierarchy of Needs Theory. Types of Motives. **Personality:** Concept & Definition. Allport's Trait theory of Personality, Freudian concept of Mind-Structure of Mind and Structure of Personality, Defense Mechanisms.

For students admitted from academic year 2021 onwards

UNIT IV**(15 hours)**

Personality Psychology: Self - Concept: Concept and Definition. Self Esteem, Effects of High or Low Self Esteem. **Prosocial Behavior:** Meaning, Characteristics and Causes of such behavior. **Interpersonal Attraction:** Proximity, Negative and Positive Emotions. **Attitude:** Formation and Change of Attitudes and Prejudice. Gender Stereotyping - Identify and Role behavior

UNITV**(10 hours)**

Stages of Lifespan: Concept & Definition of Life Span. Theories of Psychology- Sigmund Freud's Psycho-Sexual theory and Erik Erikson's Psycho-Social theory of Development. Prenatal, Childbirth- Methods of Delivery, Developmental Tasks and Hazards- Infancy, Babyhood, Early Childhood, Late Childhood, Puberty, Adolescence, Adulthood, Middle Age and Old Age.

Teaching Learning Activities	Lecture, Experience sharing, Meta- Cognitive Learning Skill, Movie Reviews
Assessment Task	Essay Exams, Seminar Presentations, Case Study

Text Books:

- Benjamin, B., (1998). *An Introduction to Psychology (6thed.)*. New Delhi: Tata McGraw Hill Publications.
- Morgan, Weiz and King., (1993). *Introduction to Psychology (7thed.)*. Mumbai: Tata McGraw Hill Publications.
- Hurlock, Elizabeth, B., (1974). *Personality Development*, United States: McGraw- Hill Publications

References:

- Bischof & Ledford., (1970). *Interpreting Personality Theories (2nded.)*. New York: Harper & Row Publication.
- .Feldman, S., (1997). *Understanding Psychology*, New Delhi: Tata McGraw Hill Publications.
- Frager & Friedman., (1985). *Personality & Personal Growth*, New York: Harper & Row Publications.
- Santrock, W., (2007). *Child Development (11thed.)*. New Delhi: Tata McGraw Hill Publications.

Online Resources:

- <https://www.verywellmind.com/psychology-basics-4157186>
- https://en.wikipedia.org/wiki/Personality_psychology
- https://en.wikipedia.org/wiki/Prosocial_behavior
- https://psychology.wikia.org/wiki/Interpersonal_attraction
- <https://www.verywellmind.com/freuds-stages-of-psychosexual-development-2795962>

For students admitted from academic year 2021 onwards

**BASICS OF SOCIOLOGY
(ALLIED)**

Semester: I	Course Code: 214SW1A01
Teaching Hours: 90	Credits: 5

Learning objectives:

- 1.To introduce and teach the basic concepts of Sociology.
- 2.To sensitize on the contemporary social issues prevailing in the society.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Recognize the basic concept of Society, Social Processes and Socialization	PSO 1 PSO 4	R
CO 2	Distinguish between the characteristics of various Social Groups.	PSO 1 PSO 4	An
CO 3	Demonstrate understanding of the concept of Social Stratification	PSO 1 PSO 4	Ap
CO 4	Explain the Theories and Factors of Social Change.	PSO 1 PSO 4	U
CO 5	Review contemporary Social Problems.	PSO 1 PSO 4	R

UNIT I

(15 hours)

Society: Concept and Meaning – Society, Community, Association, Institution and Organization. Origin of Society, Types of Society.

Socialization: Socialization – Meaning, Agencies, Process, Individualization and Interaction.

Social Processes: Competition, Cooperation, Conflict, Assimilation and Accommodation.

UNIT II

(20 hours)

Social Groups: Concept & Meaning of Group, Characteristics of Social Group, Classification of Groups – In group and Out Group, Characteristics of Primary Group and Secondary Group. **Social Stratification:** Concept and Meaning, Types, Characteristics of Class and Caste, Differences between Caste and Class. **Role and Status:** Nature of Role, Status, Determination of Status, Types of Status.

For students admitted from academic year 2021 onwards

UNIT III**(20 hours)**

Social Change: Concept & Meaning, factors, Theories of Social Change – Theory of Deterioration, Linear and Cyclical Theories. Concept of Cultural Lag. **Social Change Processes:** Urbanization, Industrialization, Westernization, Modernization and Sanskritization. **Social Institution:** Concept, Meaning and Characteristics - Family, Marriage and Religion.

UNIT IV**(15 hours)**

Social Control: Concept and Meaning, Agents of Social Control and Functions. **Culture:** Meaning, elements and its functions. **Values and Norms:** Meaning, Importance, Deviance and Sanctions – Type of Sanctions. **Folkways and Mores:** Meaning, Variety of Folkways, Functions of Mores, Variety of Mores.

UNIT V**(20 hours)**

Indian Social Problems: Concept, Meaning, Causes and Consequences- Illiteracy, Poverty, Unemployment, Bonded Labour, Juvenile Delinquency, Commercial Sex Work, Drug Addiction, Female Infanticide & Foeticide, Dowry, Child Abuse, Child Labour, Trafficking, STD- HIV/AIDS, Corruption, Violence. Problems of Mentally and Physically Challenge, Problems faced by Farmers, Problems of Disaster Victims.

Teaching Learning Activities	Lecture, Think aloud, Questioning
Assessment Task	Essay Exams, Assignment, Seminar Presentations

Text Books:

- Ahuja, Ram., (2015). *Society in India: Concept, Theories and Recent Trends (3rd ed.)*. Jaipur: Rawat Publications.
- Sharma, K., (2007). *Indian Society, Institutions and Change*, New Delhi: Atlantic Publishers.
- Bhushan, Vidya & Sachdeva D.R., (2017). *Textbook of Sociology (48th ed.)*. Allahabad: Kitab Mahal Publications.

References:

- Mohan, Madan, J., (2013). *What is Social Work? Fundamentals and Actions*, New Delhi: Swastik. Publications.
- Mukherjee, Ramkrishna., (1991). *Society, Culture Development*, New Delhi: Sage Publications.
- Singh, U.S., (2017). *Sociology*, Allahabad: Allahabad Law Agency Publications.
- Rao, Shankar, C.N., (2004). *Sociology*, New Delhi: Chand Publications.
- Sharma, K.L., (Ed.). (1998). *Caste and Class*, Jaipur: Rawat Publications.

Online Resources:

<https://www.shareyouessays.com/essays/essay-on-the-organism-theory-of-society/87498>
https://en.wikipedia.org/wiki/Origins_of_society
<https://www.sociologydiscussion.com/sociology/theories-of-social-change-meaning-nature->
<https://www.flexiprep.com/NIOS-Notes/Senior-Secondary/Sociology/NIOS-Class-12->
<https://www.bing.com/videos/search?q=indian+social+problems&docid=608038468672431584>

**CONTEMPORARY INDIAN SOCIETY
(GENERAL COURSE)**

Semester: I & II	Course Code: 214UC1G02
Teaching Hours: 60	Credits: 2

Learning Objectives:

1. To impart knowledge about problems in Contemporary Indian Society
2. To create awareness about the Indian Society and be sensitive to its needs.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Describe the concept of Society and its types.	PSO 2 PSO 4	U
CO 2	Identify issues related to development in Society.	PSO 2 PSO 4	R
CO 3	Explain Displacement issues faced by people affected by developmental projects.	PSO 2 PSO 4	U
CO 4	Examine Issues related to women and children.	PSO 2 PSO 4	An
CO 5	Discuss myriad forms of Social Problems faced by the Contemporary Society.	PSO 2 PSO 4	U

UNIT I **(10 hours)**

Society: Concept, Meaning & Definition. Unique Characteristics of Indian Society. India as a Pluralistic Society, Unity and Diversity in India. Types and Characteristics of different Societies- Urban, Rural and Tribal.

UNIT II **(15 hours)**

Development Issues: Concept and Meaning of Development, Liberalization, Privatization and Globalization- Special Economic Zones, Tax Reforms. Population Explosion, Poverty, Unemployment and its types, Issues related to Slums.

UNIT III **(10 hours)**

Development Induced Displacement: Concept & Meaning, Impact, Case Studies on Privatization of Water, Giant Power Projects, Multinational Corporations and Displacement.

For students admitted from academic year 2021 onwards

UNIT IV**(10 hours)**

Women and Children: Gender Discrimination, Female Foeticide, Infanticide, Child Abuse, Violence against Women and Reproductive Health related problems.

UNIT V**(15 hours)**

Other Social Problems: Crime and Juvenile Delinquency, Corruption, Drug Addiction, Suicide, HIV/ AIDS, Cyber Crime, Youth Unrest, and Student Unrest. Terrorism, Secularism and Religious Minorities. Problems of Dalits, Aged, Farmers, Disaster Victims and Honor Killings.

Teaching Activities	Learning	Lecture, Think aloud, Questioning
Assessment Task		Essay Exams, Assignment, Seminar Presentations

Text Books:

Ahuja, Ram., (2015). *Society in India: Concept, Theories and Recent Trends (3rded.)*. Jaipur: Rawat Publications.

Dube, S.C., (1991). *Indian Society*, New Delhi: National Book Trust Publications.

Bhushan, Vidya, Sachdeva D.R., (2017). *Textbook of Sociology (48thed.)*. Allahabad: Kitab Mahal Publications.

References:

Sharma K., (Ed.). (1998). *Caste and Class*, Jaipur: Rawat Publications.

Srinivas, M N., (1980). *India's Social Structure Studies in Sociology and Social Anthropology*, New Delhi: Hindustan Publication.

Srinivas, M. N., (1985). *Social Change in Modern India*, New Delhi: Orient Blackswan Publication.

Online Resources:

<http://www.rahul-edr.org/pdf/Self-Learning-Materials/Course-2.pdf>

<http://www.bdu.ac.in/cde/docs/ebooks/B->

[Ed/I/CONTEMPORARY%20INDIA%20AND%20EDUCATION.pdf](http://www.bdu.ac.in/cde/docs/ebooks/B-Ed/I/CONTEMPORARY%20INDIA%20AND%20EDUCATION.pdf)

<https://upscpathshala.com/content/salient-features-of-indian-society/>

<https://asiasociety.org/education/indian-society-and-ways-living>

<https://www.mapsofindia.com/my-india/society/current-major-issues-in-india>

**SOCIAL CASE WORK
(MAJOR)**

Semester: II	Course Code: 214SW2M01
Teaching Hours: 60	Credits: 4

Learning Objectives:

1. To teach the values, principles and practice of Social Case Work.
2. To help students understand the components & process of Social Case Work in different settings.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Summarize & Illustrate the Principles of Social Case Work.	PSO 1 PSO 3 PSO 4	U
CO 2	Integrate the Principles of Social Case Work into one's Professional Self.	PSO 1 PSO 3 PSO 4 PSO 6	C
CO 3	Demonstrate an understanding of process of Intervention with Client System and Target System.	PSO 1 PSO 3 PSO 4	Ap
CO 4	Develop skills with respect to techniques used in various categories of Social Case Work Intervention.	PSO 1 PSO 3 PSO 4	C
CO 5	Apply the knowledge and skills of Social Case Work in different Settings.	PSO 1 PSO 3 PSO 4 PSO 6	Ap

UNIT I

(10 hours)

Introduction to Social Case Work: Meaning & Definitions, Importance of Case Work as a Method of Social Work.

Principles of Case Work: Acceptance, Individualization, Client Participation, Controlled Emotional Involvement, Confidentiality, Purposeful Expression of Feelings, Professional Relationship. Skills and Techniques for Working with Individuals. Social Casework and Counseling - Similarities and Differences. Limitations of Case Work.

For students admitted from academic year 2021 onwards

UNIT II**(10 hours)**

Components of Casework (4P's of Perlman): Person- Client, Significant others and Collaterals, Problem-Need, Impaired Social Functioning, Place- Agency, Objectives, Functions, Policies and Resources, Process- Casework Intervention.

UNIT III**(15 hours)**

Process of Intervention with Client System and Target System: Study, Continuous Assessment and Analysis, Psycho-Social Diagnosis, Intervention, Termination and Follow-Up. Case Presentation Based on Field Work Practice.

UNIT IV**(15 hours)**

Categories of Intervention: Direct- Counseling, Supportive techniques like Acceptance, Assurance, and Facilitation of Expression of Feelings, Accrediting and Building of Self-Confidence and being with the Client. Indirect - Environmental Modification and Case Work Administration.

UNIT V**(10 hours)**

Application of Social Case Work in Different Settings: Social Case Work in Schools (School Social Work) Social Case Work in Family & Child Welfare settings, Health Settings, Community Settings and Industrial Setting. Recording- Types and Uses.

Teaching Learning Activities	Lecture, group discussions, Role Plays, Article reviews
Assessment Task	Essay Exams, Case Study, Seminar presentations

Text Books:

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

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

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

References:

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

Fisher, Joel., (1978). *Effective Case Work Practice - An Eclectic Approach*, New York: Mac- Graw Hill Publication.

Garrett, Annett., (1972). *Interviewing – Its Principles and Methods*, New York : Family Service Association of America Publication.

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

Online Resources:

https://issuu.com/rengasamy/docs/social_case_work_-working_with_individuals

<http://www.ignou.ac.in/upload/bswe-02-block1-unit-6-small-size.pdf>

<https://article1000.com/similarities-differences-case-work-counseling/>

<https://socialwork.columbia.edu/wp- Handbook1.pdf>

<https://www.owlgen.in/explain-intervention-in-context-of-social-casework-practice/>

**SENSITIZATION TO SOCIAL ISSUES
(MAJOR- PRACTICAL)**

Semester: II	Course Code:214SW2M02
Teaching Hours: 75	Credits: 4

Learning Objectives:

- 1.To sensitize the students on social problems through Social analysis.
- 2.To learn practically through the experiential sharing of the victims and experts working in the field.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Identify and illustrate current Social Problems prevailing in the Country	PSO 2 PSO 4	R
CO 2	Indicate the causes and factors involved in Contemporary Social Problems.	PSO 2 PSO 4	Ap
CO 3	Develop sensitivity towards the issues of vulnerable groups.	PSO 2 PSO 4	Ap
CO 4	Apply the social skills learnt for creating awareness on social issues in the community.	PSO 2 PSO 4	Ap
CO 5	Suggest possible solutions to ameliorate Social Problems.	PSO 2 PSO 4	C

Content: Through Social Analysis the students will get sensitized on the following Social Issues:

- Poverty
- Food Insecurity
- Illiteracy
- Unemployment
- Crime
- Addiction
- Violence against Women
- Child Abuse
- Problems of the Elderly
- Gender Issues
- Communalism

For students admitted from academic year 2021 onwards

Documentary Movies, Group Discussions, Debate, Talks by Experts from the field, Interaction with Individuals belonging to the weak, vulnerable & lesser privileged sections of the Society. Experiential sharing through ‘One day below poverty line experience’. Newspaper reviews on current / emerging social problems.

Participation in Social Skill Training Workshop organized by the Department.

Report: Students will have to submit a report about their learning in Sensitization Class.

Evaluation Criteria:

Students will be evaluated based on the following criteria: Attendance, Activities, Participation, Group Presentation, Group Discussion and Test.

Teaching Activities	Learning	Group Discussion, Movies, Sharing by Field Experts, Case Study, Experiential Learning
Assessment Task		Presentation, reflective journal and Poster Presentations

HUMAN RIGHTS

(ALLIED)

Semester: II	Course Code: 214SW2A01
Teaching Hours: 90	Credits: 5

Learning Objectives:

- 1.To provide an understanding about Human Rights
- 2.To help students relate Human Rights in Social Work practice

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Outline the historical evolution of the concept of Human Rights.	PSO 2	U
CO 2	Explain the salient features of Indian Constitution.	PSO 2	U
CO 3	Recall important provisions of legislations related to Women, Children, Minorities and Differently abled.	PSO 2 PSO 4	R
CO 4	Summarize the evolution of Human Rights Movements.	PSO 2 PSO 4	U
CO 5	Develop Social Work Skills required for promoting Human Rights.	PSO 2 PSO 4 PSO 6	C

UNIT I

(15 hours)

Human Rights: Concept & Definition. Magna Carta, Cyrus Cylinder, Classification of Human Rights, Universal Declaration of Human Rights (UDHR). Social Justice and Definition.

UNIT II

(20 hours)

Human Rights of Specific Groups

Children: United Nations Convention on Rights of Children (UNCRC). **Women:** Convention on Elimination of Discrimination Against Women (CEDAW). **Minorities:** International Convention on Civil and Political Rights (ICCPR). **Differently Abled:** Convention on the Rights of the Persons with Disabilities (CRPWD).

UNIT III

(20 hours)

Human Rights Movements: Environment Movements, Agriculture Movements, Social
For students admitted from academic year 2021 onwards

Reform Movements & Dalit Movements, Tribal Movements and Women's Movements.

UNIT IV

(15 hours)

Enforcement of Human Rights: United Nations (UN) Bodies & Standards. State Human Rights Commission, National Human Rights Commission, Human Rights Court

UNIT V

(20 hours)

Social Work Intervention: Roles and Functions of Social Workers in Protecting and Promoting Human Rights. Advocacy, Lobbying, Fact-Finding. Skills and Techniques of Social Worker in promoting Human Rights.

Teaching Activities	Learning	Lecture, Concept mapping, Debates on Current Issues, Reviewing Newspaper Articles
Assessment Task		Essay Exams, Seminar Presentations, case study

Text Books:

Bajwa, G. S., (1995). *Human Rights in India: Implementation & Violations*, Pune: Anmol Publications.

Singh, Gupta., (2003). *Human Rights Acts, Statutes and Constitutional Provisions*, New Delhi: Kalpaz Publications.

Pylee, M. V., (2004). *Constitutional Government India*, New Delhi: Chand Publication.

Reference:

Agarwal, H.O., (2014). *International Law and Human Rights (2nd ed.)*. New Delhi: Central Law Publications.

Ramphal, R. C., (2001). *Perspectives in Human Rights*, New Delhi: Rajat Publications.

Sinha, Sharma., (1996). *Perspectives in Human Rights Development*, New Delhi: Common Wealth Publication.

Online Resources:

<https://www.right-to-education.org/page/international-human-rights-mechanisms#>

<https://www.google.com/search?q=human+rights+commission>

<https://www.state.gov/wp-content/uploads/2019/01/India.pdf>

www.un.org/en/documents/udhr/

www.youthforhumanrights.org

SOCIAL GROUP WORK

(MAJOR)

Semester: III	Course Code:214SW3M01
Teaching Hours: 75	Credits: 4

Learning Objectives:

1. To teach the characteristics, principles and models of Social Group Work.
2. To make the students understand the various application of Group work in different settings.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Distinguish the characteristics of various Social Groups	PSO 1	U
CO 2	Interpret various models of Social Group Work.	PSO 1 PSO 6	U
CO 3	Identify the characteristics of different stages of Group Development.	PSO 1 PSO 3	R
CO 4	Discuss the application of Social Group Work with Specific Groups.	PSO 1 PSO 3 PSO 4 PSO 6	U
CO 5	Demonstrate skills for conducting Social Group Work in different settings.	PSO 1 PSO 3 PSO 6	Ap

UNIT I

(15 hours)

Social Groups: Meaning & Definition. Types of Groups-Primary and Secondary, Bands and Cliques. Classification of Groups: Treatment Groups-Educational, Growth, Remedial and Socialization. Task Groups- Committees, Administrative Groups, Delegates and Teams. Social Action Groups, Significance of Group in the life of Individual and Society.

UNIT II

(20 hours)

Social Group Work: Meaning & Definition, Objectives, Values and Principles, Historical Development in India. **Models of Social Group Work**– Remedial, Reciprocal and Social Goals Model.

For students admitted from academic year 2021 onwards

UNIT III**(10 hours)**

Group Development: Stages of Group Development. Group Dynamics. Phases of Social Group Work. Group Leadership-Types, Roles and Qualities of a Leader. Group Work Recording - Types and Uses. Roles of a Group Worker. Skills for Group Work.

UNIT IV**(15 hours)**

Application of Group Work: Self-Help Groups- Concept, Uses, Formation of SHG, Role of SHGs in providing Psycho-Social Support. Support Groups- Ethos and Philosophy, Types of Support Groups- Alcohol Anonymous Group, Substance Abuse Victims, Support group for Mentally Ill, Support group for Patients and Families- HIV/AIDS, Cancer, Alzheimer's Disease.

UNIT V**(15 hours)**

Application of Group Work with Children, Women and Elderly: Group Work with Street Children, Working Children, Children in Schools, Children in Residential Institutions, School Drop Outs, Personality Development for Youth. Group Work with Women- Educational, Livelihood, Empowerment, Legal Aid Group etc. Group Work with Elderly- Support, Recreational and Health Groups.

Teaching Activities	Learning	Lecture, Think aloud, Questioning, Exposure to different Group Work Settings
Assessment Task		Essay Exams, Assignment, Seminar Presentations

Text Books:

Harleigh Trecker, B., (1948). *Social Group Work: Principles and Practice*, NewYork: Association Press.

Konopka, G., (1963). *Social Group Work: A Helping Process*, New Jersey: Prentice Hall INC.

Siddiqui, H.Y., (2010). *Group Work Theories and Practices*, New Delhi, Rawat Publication.

Reference

Alissi, A. S., (1980). *Perspectives on Social Group Work Practice – A Book of Readings*, NewYork: The Free Press Publication.

Garvin, Charles, Lorraine & Galinsky., (2004). *Handbook of Social Work with Groups*, New Delhi: Publications.

Glasser, Sundel, Sarri, and Vinter R., (1978). *Individual Change through Small Groups*, NewYork: The Free Press Publication.

Wilson and Ryland., (1949). *Social Group Work Practice*, Boston: Houghton Mifflin & Company Limited.

For students admitted from academic year 2021 onwards

Online Resources:

https://en.wikipedia.org/wiki/Group_work

<https://www.socialworkin.com/2019/11/social-group-work-concept-definition-meaning.html>

<https://infed.org/mobi/group-work/>

https://en.wikipedia.org/wiki/Social_work_with_groups

https://youtube.com/channel/UCedfu_XQsbrhtOUjzhcwaYw

COMMUNITY SENSITIZATION
(MAJOR- PRACTICAL)

Semester: III	Course Code:214SW3M02
Total Hours: 75	Credits: 4

Learning Objectives:

1. To give exposure to the students about an NGO and its functioning
2. To make the students identify the needs of a community and work as teams.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Recognize the vision, mission and objectives of an NGO.	PSO 2 PSO 3	R
CO 2	Examine the administrative structure and programs of an NGO.	PSO 2	An
CO 3	Identify the needs of the project communities.	PSO 4	R
CO 4	Organize community programs relevant to the needs of the Project Communities.	PSO 3 PSO 4	C
CO 5	Develop the skills of Documentation and Report Writing.	PSO 3 PSO 4	C

Content: The students will learn the following:

- NGO Vision, Mission, Objectives, Administrative Structure, History, Beneficiaries, Benefactors, Projects, Programmes.
- Community: Community Profile, Genesis of Community, Resources, Challenges, Limitations
- Conducting a Community Program with the support of the NGO.
- Report: Students will have to submit reports about their learning while working at the NGO & during the Community visits.

Evaluation

The students will be placed in groups of 10 in various NGOs working in various settings. They will be guided by the Agency Supervisor at the NGO and the course teacher at the department. Students would be evaluated internally on areas such as Attendance, Community interaction, Community programme, Level of the Skills and Reports. External Evaluation will be done based on the presentation of their learning.

Teaching Learning Activities	Visits to NGOs, Spontaneous Collaboration
Assessment Task	Viva Voce, Reflective Journal

For students admitted from academic year 2021 onwards

**POLITICAL AND ECONOMIC SYSTEMS IN INDIA
(ALLIED)**

Semester: III	Course Code: 214SW3A01
Teaching Hours: 90	Credits: 5

Learning Objectives:

- 1.To educate the students on the basic concepts of Political and Economic systems in India.
- 2.To help the students to relate Politics, Economics and Social Work for development.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Identify the relationship between Politics, Economics & Social Work.	PSO 2	R
CO 2	Classify the various organs of the Government and their Functions.	PSO 2	An
CO 3	Recognize the salient features of Indian Constitution, Schedules and List of Subjects.	PSO 2	R
CO 4	Differentiate between different systems of Economy.	PSO 2	An
CO 5	Indicate the various Indicators of Development.	PSO 2	Ap

UNIT I

(20 hours)

Introduction to Politics & Economics: Politics & Economics as a Discipline, Relationship between Politics, Economics & Social Work.

Government: Types of Government, Organs of Government and their functions, Federalism and Local Governments. **Indian Constitution:** Preamble and its Salient features, Schedules and Lists of Subjects. Procedure for Amendment.

Economy: Types - Capitalist, Socialist and Mixed Economy, Sectors of Indian Economy, Concept of Gross Domestic Product and Gross National Product, Concepts of Development and Under Development. Monetary and Fiscal Policy.

UNIT II

(20 hours)

Political Executive at the Union Level: President, Prime Minister, Council of Ministers, Central Secretariat, Cabinet Secretariat. Organization and Functions of Ministries. National Development Council.

Constitutional Authorities: Comptroller and Auditor General of India, Election Commission, Finance Commission, National commission for SCs and STs.

For students admitted from academic year 2021 onwards

Special Provisions of Indian Constitution: National Emergency, State Emergency, Financial Emergency and Article 370.

UNIT III

(20 hours)

Political Executive at the State Level: Governor, Chief Minister, Council of Ministers, State Secretariat. Board of Revenue. Planning Machinery at State and District Levels. District Administration & Local Administration.

UNIT IV

(15 hours)

Challenges faced by the Indian Economy: Poverty - Absolute and Relative. Key issues of Rural Development. Credit and Marketing. Role of Cooperatives. Agricultural Diversification. Status of Health and Education Sectors in India. Employment –formal and informal, Migration, Sustainable Economic Development.

UNIT V

(15 hours)

Economic Development: India's growth Experience from 1947 to 1990. Economic reforms from 1991.

Indicators of Development: Human Development Index, Human Poverty Index, Gender Development Index, Inter-state and Inter-country comparison. Five Year Plans- an overview. Niti Aayog. Millennium Development Goals (MDG) to Sustainable Development Goals (SDG).

Teaching Learning Activities	Lecture, Think aloud, Questioning. Reviewing Newspaper Articles
Assessment Task	Essay Exams, Assignment, Seminar Presentations

Text Books:

Dubey, S.N., (2003). *Indian Political System*, Agra: Lakshmi Narain Agarwal Edu Publications.

Johari, J.C., (2004). *Principles of Modern Political Science*, New Delhi: Sterling Publications

Kapila, (2004). *Understanding the problems of Indian Economy*, New Delhi: Academic Foundation Publications.

References:

Awasthy, S.S., (2001). *Indian Government and Politics*, New Delhi: Har Anand Publications.

Jatkar, S.D., Rao, Krishna V., (1990). *Political Theory and Institutions*, New Delhi: Sterling Publications.

Drez, Jean and Sen, Amartya, (1997). *India Development (2nded.)*. New Delhi: Oxford University Press.

Siwach, J.R., (1990). *Indian Government and Politics*, New Delhi: Sterling Publications.

For students admitted from academic year 2021 onwards

Patel, Vibhuti & Manish, Karne, (2007). *Macroeconomic Policies and the Millennium Development Goals*, New Delhi: Gyan Publishing House.

Online Resources:

<https://www.britannica.com/place/India/Politics-and-the-economy>

https://en.wikipedia.org/wiki/Economy_of_India

<https://youtube.com/c/cecgurukul>

https://youtube.com/channel/UCj3_DsI6W4YeFR6XGa4x38w

<https://www.google.com/url?sa=t&source=web&rct=j&url=https://eprints.lse.ac.uk/20381/1/>

**SOCIAL WORK WITH COMMUNITIES
(MAJOR)**

Semester: IV	Course Code: 214SW4M01
Teaching Hours: 75	Credits: 4

Learning Objectives:

- 1.To teach the students the basic concepts of Community Organization.
- 2.To help the students to apply the skills of Community organization in different settings.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Outline the Historical Background and Process of Community Organization.	PSO 1	R
CO 2	Distinguish between different types of Leadership and their Functions.	PSO 1	An
CO 3	Recognize the importance of Participatory Development.	PSO 1 PSO 3 PSO 4	R
CO 4	Discuss the Models and Approaches of Community Organization.	PSO 1 PSO 3 PSO 4	U
CO 5	Apply the knowledge and skills of Community Organization to different settings.	PSO 1 PSO 3 PSO 4 PSO 6	Ap

UNIT I

(15 hours)

Community Organization: Meaning & Definition, Historical Background and Principles of Community Organization. Process in Community Organization- Study, Analysis, Intervention, Discussion, Implementation, Evaluation, Modification and Follow-Up. Skills in Community Organization.

UNIT II

(15 hours)

Community Leadership: Meaning & Definition, Types of Leadership, Functions of Leadership, Leadership vs Power. Participatory Development - Concept, Importance of People Participation,

For students admitted from academic year 2021 onwards

Types of Participation, Factors promoting Participation and hindering Participation. Importance of Participatory Rural Appraisal (PRA), Major techniques of PRA.

UNIT III

(10 hours)

Models of Community Organization: ABC Models of Community Organization -Locality Development, Social Planning and Social Action. **Approaches in Community Organization:** Specific Content, Process Content and General Content Approach. Roles of Community Organizer, Differences between Community Organization and Community Development.

UNIT IV

(15 hours)

Community Organization in Different Settings: Community Organization in Health Settings, Family & Child Welfare Settings, Urban, Rural & Tribal Development, Poverty Alleviation & Livelihood issues.

UNIT V

(20 hours)

Social Action: Meaning & Definition, Objectives, Principles, Strategies, 5C's of Social Action, Skills in Social Action. Elements of Social Action. Collaborative and Convergence approaches & Social Action in Contemporary Society.

Teaching Activities	Learning	Lecture, Think aloud, Questioning
Assessment Task		Essay Exams, Assignment, Seminar Presentations

Text Books:

- Papell., (1976). *Promoting Innovation and Change in Organizations and Communities*, Delhi: Planning House Publication
- Shah, A. M., (1996). *Social Structure and Change: Community Organisation and Urban Communities*, New Delhi: Sage Publications
- Siddiqui, H. Y., (1997). *Working with Communities: An Introduction to Community Work*, New Delhi: Hira Publisher.

References:

- Dunham, Arthur., (1965). *Community Welfare Organisation*, New York:T.Y.Crowell Company.
- Kumar, Somesh., (2002). *Methods for Community Participation*, New Delhi: Vistaar Publications. Rothman,
- Sainath, P., (1996). *Everybody Loves A Good Drought*; Haryana: Penguin Books Publications.

Online Resources:

https://en.wikipedia.org/wiki/Community_organization

<https://ctb.ku.edu/en/table-of-contents/assessment/promotion-strategies/systems-advocacy-and-community-organizing/main>

<https://www.scribd.com/doc/91788084/Social-Groupwork-Community-Organization-Social-Action-Notes>

<https://youtube.com/c/cecgurukul>

https://youtube.com/channel/UCedfu_XQsbrhtOUjzhcwaYw

FIELD WORK PRACTICUM – I
(MAJOR -PRACTICAL)

Semester: IV	Course Code:214SW4M02
Total Hours: 75	Credits: 4

Learning Objectives:

- 1.To give an orientation to the students about the working of various NGO's in the city by taking them for observation visits.
2. To give exposure to the students about Group living and Rural setting by taking them for a Rural Camp.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Recognize the vision, mission and objectives of the NGO.	PSO 2	R
CO 2	Outline the History, administrative Structure and programs of the NGO.	PSO 2	R
CO 3	Organise an event at the community.	PSO 4	C
CO 4	Report the Community Profile, Resources, Challenges and Limitations of the Community.	PSO 3 PSO 4	C
CO 5	Apply the Knowledge and Skills of Professional Social Work during Rural Camp.	PSO 3 PSO 4 PSO 6	Ap

Observation Visits: Observation visits to NGOs, INGOs and GOs working in Chennai will be organized. During the OB visits, the NGO will conduct an orientation. Students will learn about the NGO Vision, Mission, Objectives, Administrative Structure, History and Development, Beneficiaries, Projects and Programs. Community Profile, Genesis, of Community, Resources and Challenges.

Report: Students will submit an Observation visit report on the following Monday before 1.45pm.

Rural Camp: A rural Camp would be organized in a rural community in the neighboring districts of Chennai accompanied by staff members for five days (including travel). Learning takes place through Observation, Group living, Interacting, Planning, Organizing, Executing and Evaluating.

Report: Each student will submit a rural camp report soon after the completion of rural camp.

For students admitted from academic year 2021 onwards

Evaluation: Students will be evaluated internally based on the following criteria: Punctuality, Community Involvement, Leadership, Team Work, Conference and Reports.

Teaching Activities	Learning	Observation visit, Questioning, Various groups, Rural camp, spontaneous collaboration, generic study skills
Assessment Task		Reflective journals, Viva voce

**SOCIAL RESPONSIBILITY AND GOOD GOVERNANCE
(ALLIED)**

Semester: IV	Course Code:214SW4A01
Teaching Hours: 90	Credits: 5

Learning Objectives:

1. To instill among the students the concept of Good Governance and Social Responsibility.
2. To create interest among the students in civic services and to take up leadership roles.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Distinguish between the different types and forms of Democracy.	PSO 2 PSO 4	An
CO 2	Outline the Evolution of Indian Political Thought.	PSO 2	R
CO 3	Explain the basic concepts involved in Social Responsibility.	PSO 4	U
CO 4	Discuss the challenges to Good Governance.	PSO 2 PSO 4	U
CO 5	Apply the knowledge and skills of civic participation in aiding solution of problems of the Client.	PSO 2 PSO 4 PSO 6	An

UNIT I **(20 hours)**

Democratic Thinking: Concept & Definition. Types and Forms of Democracy. The Pillars of Democracy. Traditions of Democracy in Ancient India. Nature of Contemporary Indian Society.

UNIT II **(15 hours)**

Political Thought: Evolution of Indian Political Thought – Ancient, Medieval, Modern. Contribution of Religious Thinkers and Christian Missionaries.

UNIT III **(25 hours)**

Social Responsibility and Concern: Importance of Social Responsibility- Pre and Post-Independence Era, Changing Trends in Contemporary India. Concerns in creating Socially Responsible Citizenship in citizens. Political Awareness and Participation in Nation Building, Issues & New Trends - Role of Civil Society, Impact of Technology, Role of Diaspora.

For students admitted from academic year 2021 onwards

UNIT IV**(15 hours)**

Good Governance: Concept & Definition, Importance, Characteristics and Principles. Review of Good Governance in Ancient India to the current times. Challenges of Good Governance. Relevance of Good Governance in today's context.

UNIT V**(15 hours)**

Application of Civic Knowledge: Application of Civic Knowledge for Civic Participation and Contribution. Procedures to avail different schemes- Pensions, Insurance, Medical Benefits, Public Distribution System (PDS), Present Policies and Schemes of the Government, E - Services.

Teaching Activities	Learning	Lecture, Think aloud, Content study skills, Movie screening and Debates
Assessment Task		Essay Exams, Multiple choice questions, Critical incidents

Text Books:

- Bhattacharya, D. C., (2005). *Political Sociology*, Kolkata: Vijaya Publishing House.
 Khurshid, Salman & Gupta, Gaurav.,(2019). *Governance Constitution and Social Justice*, New Delhi, Mc Graw Hill Publications
 Mukherjee, Subrata& Ramasamy, Sushila .,(2011), *A History of Political thoughts*, New Delhi, PHI Publications .

References:

- Dass, Harihar and Chaudhary B. C., (1997). *Introduction to Political Sociology*, Delhi:Vikas Publishing House Publications.
 Kothari, R., (1970). *Caste and Politics in India*, New Delhi: Orient Longman Publications.
 Omvedt, G., (1994). *Dalits and the Democratic Revolution: Dr. Ambedkar and the DalitMovement in Colonial India*, New Delhi: Sage Publications.
 Oomen., (1990). *Protest and Change: Studies in Social Movements*, New Delhi: Sage Publications.
 Baxi, U., (1990). *Political Justice, Legislative Reservation for Scheduled Castes and Social Change*, Madras: University of Madras Publication.

Online Resources:

- <https://plato.stanford.edu/entries/democracy/>
<https://www.britannica.com/topic/political-philosophy>
<https://online.hbs.edu/blog/post/types-of-corporate-social-responsibility>
<https://www.coe.int/en/web/good-governance/12-principles>
http://www.civiced.org/papers/articles_role.html

For students admitted from academic year 2021 onwards

LEGAL SYSTEMS IN INDIA
(INTERDISCIPLINARY)

Semester: III & IV	Course Code: 214UC3I06
Teaching Hours: 60	Credits: 3

Learning Objectives:

- 1.To give the students an overview of the Indian Constitution.
- 2.To educate the students about the Legal systems in India.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Recall the salient characteristics of the Indian Constitution.	PSO 2	R
CO 2	Discuss about the Correctional System in India.	PSO 2	U
CO 3	Distinguish between the categories of laws in India.	PSO 2	An
CO 4	Explain the Civil and Criminal Justice System in India.	PSO 2	U
CO 5	Describe the functions of Special Courts and Legal Aid System.	PSO 2	U

UNIT I **(15 hours)**

Indian Constitution: Preamble, Characteristics of Indian Constitution, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy, Legislative Rights of Children, Women, Disabled, Scheduled Caste and Scheduled Tribe.

UNIT II **(15 hours)**

Correctional System: Police- Administrative Structure, functions, First Information Report, Arrest and Arrest Warrant, Police Diary, Police Investigation, Offences- Bailable and Non Bailable, Procedure for Bail. Indian Correctional System- Advantages and Disadvantages.

UNIT III **(10 hours)**

Types of Law: Civil Law, Criminal Law, Substantive Law, Family Laws and Case Laws. Indian Penal Code (1910), Criminal Procedure Code (1973), Evidence Act, 1872. Law making Process. State List, Central List and Concurrent List.

UNIT IV **(10 hours)**

Civil and Criminal Justice System: Hierarchy of Courts, Appointment, Qualification and
For students admitted from academic year 2021 onwards

Jurisdiction: Supreme Court, High Court, District Court and Sessions Court. Types of Civil and Criminal Cases. Court Procedures. Roles and Functions of Prosecutor and Public Prosecutor. Court Orders: Habeas Corpus, Mandamus, Quo Warranto, Certiorari and Prohibition.

UNIT V

(10 hours)

Special Courts and Legal Aid: Objectives, procedures of hearing and remedies: Juvenile Court, **Family** Court, Consumer Court: Lok Adalat and Fast Track Courts. Public Interest Litigation and Legal Aid. Indian Judicial System- A Critical Assessment.

Teaching Activities	Learning	Lecture, Think aloud, Questioning
Assessment Task		Essay Exams, Seminar Presentation

Text Books:

- Gangrade, K D., (1956). *Social Legislation in India*, Delhi: Planning Commission of India.
- Scaria, Mary., (2001). *Law and Your Rights, A Legal Kit for Social Activists*, Delhi: Media House.
- Pylee, M. V., (1999). *Constitution of India*, Delhi: Atma Ram Sons.

References:

- Dubey, S.N., (1973). *Administration of Social Welfare Programs in India*, Bombay: Somaiya.
- Iyer, V.R., (1984). *Justice in Words and Justice in Deeds for Depressed Classes*, New Delhi: Indian Social Institute.
- Ramphal, (2001). *Perspectives in Human Rights*, New Delhi: Rajat Publications.
- Nagendra & Sailaja., (2005). *Social Work and Social Welfare in India*, Jaipur: ABD Publishers.

Online Resources:

- <https://legislative.gov.in/constitution-of-india>
- <http://www.legalserviceindia.com/legal/article-4501-system-of-prison-its-history->
- <https://timesofindia.indiatimes.com/home/education/news/what-are-the-types-of-law-in-the-indian-legal-system/articleshow/77262576.cms>
- <https://law.lclark.edu/live/news/5497-what-are-the-differences-between-the-civil-and>
- <https://districts.ecourts.gov.in/chennai/other-courts-institutions>

**SOCIAL WORK RESEARCH
(MAJOR)**

Semester: V	Course Code: 214SW5M01
Teaching Hours: 60	Credits: 5

Learning Objectives:

- 1.To teach the students the basic concepts of Social Work Research.
- 2.To help them understand the research process and report writing.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Describe the meaning and definition of Social Work Research.	PSO 1 PSO 5	U
CO 2	Understand the importance of Hypothesis in Research.	PSO 1 PSO 5	U
CO 3	Identify the Research Design appropriate for a Research Problem.	PSO 1 PSO 5	Ap
CO 4	Indicate the Sampling Technique suitable for a Research Study.	PSO 1 PSO 5	Ap
CO 5	Develop Skills to Design an Instrument for Data Collection.	PSO 1 PSO 5	C

UNIT I

(15 hours)

Social Work Research: Definition of Research, Meaning & Definition of Social Work Research. Objectives & Importance. Ethics in Social Work Research. Types of Research – Qualitative & Quantitative Research. Variables & its types. Research Process & Research Proposal.

UNIT II

(12 hours)

Hypothesis: Meaning & Definition and Types. **Research Design:** Meaning & Definition, Types - Exploratory, Descriptive, Diagnostic and Experimental.

UNIT III

(13 hours)

Sampling Design: Meaning & Definition, objectives. Universe & Sample. Probability Sampling – Simple Random, Systematic Random, Stratified Sampling, cluster sampling & Multi stage Sampling. Non-Probability Sampling – Convenience, Accidental, Purposive, Judgmental and Snowball sampling. **Tools of Data Collection-** Observation, Interview Schedule, *For students admitted from academic year 2021 onwards*

Questionnaire and Focus Group Discussion. Scaling Techniques and Construction of Research Tools.

UNIT IV (10 hours)

Data Processing: Meaning, Functions, Editing, Categorizing, Coding, Data Analysis, Data Interpretation and Report Writing.

UNIT V (10 hours)

Statistics: Measures of Central Tendency: Mean, Median and Mode. Measures of Dispersion: Range, Standard Deviation.

Role of Computers in Social Work Research, Basics of Statistical Package for Social Sciences.

Teaching Learning Activities	Lecture, Think Aloud, Learning Partners
Assessment Task	Essay Exams, seminar presentation and assignment

Text Books:

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

Ahuja, Ram.,(2001)., *Research Methods*, New Delhi: Rawat Publications

Engel, Rafael, Schutt and Russell., (2009). *The Practice of Research in Social Work (2nded.)*, New Delhi: Sage Publication.

References:

Kothari, C. and Garg, G., (2014). *Research methodology Methods and Techniques*. 3rd ed. New Delhi: New Age International (P) Ltd.

Vaus, D.A., (2003). *Surveys in Social Research, (5thed.)*. New Delhi: Rawat Publications.

Reddy, Jayapraksh.(2011).*Research Methodology*. New Delhi: APH Publish Corporation.

Upagade, Vijay.,Shende, Arvind. (2013). *Research Methodology*. New Delhi: Sultan Chand & Company Pvt. Ltd.

Wilkinson & Bhandaskar.(1997).*Methodology and Techniques of Social Research*. Mumbai: H Himalaya Publishing House.

Online Resources:

https://www.sagepub.com/sites/default/files/upm-binaries/34088_Chapter4.pdf

<https://libguides.usc.edu/writingguide/variables>

<https://libguides.usc.edu/writingguide/researchproposal>

https://www.schoollearningresources.com/PDF/_Basics%20of%20Statistics.pdf

<https://www.investopedia.com/terms/h/hypothesistesting.asp>

SOCIAL LEGISLATION
(MAJOR)

Semester: V	Course Code: 214SW5M02
Teaching Hours: 60	Credits: 5

Learning Objectives:

1. To impart knowledge about Social Legislation in India.
2. To make them understand how to promote legal rights.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Describe the salient features of Indian Constitution.	PSO 2	U
CO 2	Recall provisions of social legislation pertaining to specific groups.	PSO 2 PSO 4	R
CO 3	Summarize legal provisions regarding social problems.	PSO 2 PSO 4	U
CO 4	Identify the mechanisms for protecting Legal Rights in our country.	PSO 2 PSO 4	Ap
CO 5	Apply Social Work skills to protect and promote legal rights.	PSO 2 PSO 4 PSO 6	Ap

UNIT I**(10 hours)**

Social Legislation- Concept & Definition. The Process of making Laws. **Constitution of India:** Characteristics, Preamble, Fundamental Rights, Judicial Remedies, Directive Principles of State Policy, Fundamental Duties.

UNIT II**(15 hours)****Social Legislations of Specific Groups**

Children: The Prohibition of Child Marriage Act, 2006. Right to Education Act, 2009.

Women: Dowry Prohibition Act, 1961. Protection of Women from Domestic Violence Act, 2005. **Minorities:** International Convention on Civil and Political Rights (ICCPR).

Scheduled Caste and Scheduled Tribes (Prevention of Crimes and Atrocities) Act, 1989.

Differently Aabled: Rights of Persons with Disabilities Act, 2016.

For students admitted from academic year 2021 onwards

UNIT III**(15 hours)****Social Legislations relating to Social Problems**

Child Labor (Prohibition and Regulation) Amendment Act, 2019, Juvenile Justice (Care and Protection of Children) Act, 2015, Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013, Bonded Labour System Abolition Act, 1976, Manual Scavengers (Relief and Rehabilitation) Act, 1979. Environment Protection Act, 1986, Cyber Laws in India- Information Technology Act 2000 and Amendment 2008.

UNIT IV**(10 hours)**

Law Enforcement: Police Administration & Indian Judiciary, Fast Track Courts and Lok Adalats. National Commission for Women, National Commission for Scheduled Caste, National Commission for Scheduled Tribes and Child Welfare Committee,

UNIT V**(10 hours)**

Mechanisms for securing Legal Rights: Public Interest Litigation (PIL), Free Legal Aid, Lok-Adalat, Right to Information Act (RTI, 2005).

Role of Social Work Organizations: Advocacy, Lobbying, Fact-Finding. Skills and Techniques of Social Worker in promoting Human Rights.

Teaching Learning Activities	Lecture, Think aloud, Concept mapping, Movie Reviews
Assessment Task	Essay Exams, Seminar Presentations, Critical Incidents

Text Books:

Gangrade, K. D., (1978). *Social Legislation in India (Vol.1 & 2)*. New Delhi: Concept Publications.

Scaria, Mary., (2001). *Law and Your Rights: A Legal Kit for Social Activists*, New Delhi: Media House Publications.

Pylee, M. V., (2004). *Constitutional Government India*, New Delhi: Chand Publication.

References:

Agarwal, H.O., (2014). *International Law and Human Rights (2nd ed.)*. New Delhi: Central Law Publications.

Online Resources:

<http://ignou.ac.in/upload/bswe-02-block6-unit-31-small%20size.pdf>

<https://sites.google.com/.../social>

<https://madhyapradesh.pscnotes.com/mppcs-mains-social-sector/social-legislation-as-an->

<https://www.lkouniv.ac.in/site/writereaddata/siteContent/202004120812185352shikha>

<https://www.google.com/search?q=social+legislation+and+social+justice&oq=Social+Legislation>

**CONFLICT AND DISASTER MANAGEMENT
(MAJOR)**

Semester: V	Course Code: 214SW5M03
Teaching Hours: 60	Credits: 4

Learning Objectives:

1. To educate the students on the types of conflict and apply resolution of the same at various levels.
2. To give awareness about the types of Disaster and the need for preparedness and management.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Differentiate between the Types of Conflict.	PSO 3 PSO 4	An
CO 2	Apply the skills required for Conflict Resolution at Individual, Group and Community levels.	PSO 3 PSO 4	Ap
CO 3	Classify the types of Disasters.	PSO 1 PSO 4	An
CO 4	Examine the role of Disaster Management Authorities at different levels.	PSO 2	E
CO 5	Develop the skills of Social Work needed for Disaster Management	PSO 3 PSO 4 PSO 6	C

UNIT I

(10 hours)

Conflict: Meaning & Definition, Types- Intrapersonal, Interpersonal, Intra-Group, Inter-Group. Causes of Conflicts- Constructive and Destructive. Impact of Conflicts. Communal Conflicts: Meaning & causes. Communal Conflicts and Violence.

UNIT II

(15 hours)

Conflict Transformation: Conflict Analysis, Skills required for Conflict Transformation for Individual, Group, Community. Conflict Resolution Styles- Competing, Avoiding, Accommodating, Compromising and Collaborating.

Peace Building: Meaning & Definition, Goals of Peace Building, Difference between Positive and Negative Peace. Role of a Social Worker in Managing Conflict within Self, in the Groups and in the Community. Inter Religious Peace Building.

For students admitted from academic year 2021 onwards

UNIT III**(15 hours)**

Disaster: Meaning & Definition. Traditional and New Disaster Threats. Types of Disasters: Natural- Wind, Cyclone, Storm, Tidal Wave, Bush Fires, Water, Flood, Flash Flood, Drought, Tsunami, Earthquake, Landslides, Epidemics, Volcanic. Man Made - Communal Riot, Road Accident, Industrial Accident, Fire, Cross Border Terrorism, Oil Spills, Chemical War, Biological War.

UNIT IV**(10 hours)**

Disaster Management: Meaning & Definition, Goals and Significance of Disaster Management. Stages in Disaster Management- Pre-Disaster, Disaster Occurrence and Post-Disaster. Disaster Management Cycle - Prevention, Mitigation & Preparedness, Response, Relief & Rehabilitation, Reconstruction & Recovery.

UNIT V**(10 hours)**

Disaster Management Authorities: Disaster Management Act, 2005. Disaster Management in India, National Disaster Management Authority, State Disaster Management Authority, District Disaster Management Authority, Local Disaster Management Authority. Role of Social Worker in Disaster Management.

Teaching Activities	Learning	Lecture, group discussion, role play, Review of newspaper articles, debates
Assessment Task		Essay Exams, Multiple choice questions, Critical incidents

Text Books:

Gupta, Alok., (2010). *Trends in Disaster Management*. New Delhi : Mohit Publications.
 Kapoor, Mukesh., (2010). *Disaster Management*. New Delhi : Saurabh Publishing House.
 Merwe, H., (1993). *Conflict Resolution Theory and Practice*. New York: Manchester University Press.

Reference:

Asghar., (2003). *Communal Challenge and Secular Response*, Delhi: Shipra Publication.
 Jayant & Gadkari., (1996). *Hindu Muslim Communalism: A Panchnama*, Mumbai: Damodar Dharman and Kosambi Educational Trust Publication.
 Gandhi, A., (1994). *World Without Violence: Can Gandhi's Vision Become Reality*, New Delhi: Willy Eastern Ltd.
 Harsh K., & Gupta., (2004). *Disaster Management*. New Delhi : University Press.
 Krishna, Kumar., (1996). *Learning from conflict*. Mumbai : Orient Longman Publication.
 Mehdi, Arslan, and Rajan. Janaki.,(Ed.). (1994). *Communalism in India: Challenge and Response*. New Delhi : Manohar Publications.
 Woodhouse, T., (1996). *Political Writings of Mahatma Gandhi*, Delhi: Oxford Publication.

For students admitted from academic year 2021 onwards

Online Resources:

<https://www.businessmanagementideas.com/conflicts/conflicts-definitions-meaning-and-types-with-diagram/5783>

<https://typesofconflict.org/>

<https://www.yourarticlelibrary.com/disasters/disaster-management/disaster-management->

<https://www.slideshare.net/AshishRawat56/disaster-types-classification-disaster-nagement>

<https://nios.ac.in/media/documents/333courseE/12.pdf>

FIELD WORK PRACTICUM– II
(MAJOR- PRACTICAL)

Semester: V	Course Code: 214SW5M04
Total Hours: 180	Credits: 5

Learning Objectives:

1. To give hands on experience in social work practice by working in NGOs for two days a week.
2. To help them to integrate theory to practice by doing social work methods with the community people.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Recognize the administrative structure and functions of the Field Work Agency.	PSO 2 PSO 3	R
CO 2	Understand the goals and programs of the Field Work Agency.	PSO 2 PSO 3	U
CO 3	Demonstrate skills of networking and fund Raising.	PSO 3 PSO 4	Ap
CO 4	Apply Professional Skills of Case Work, Group Work and Community Organization in dealing with the Target population.	PSO 3 PSO 4 PSO 6	Ap
CO 5	Develop skills of documentation and report writing.	PSO 3 PSO 4 PSO 6	C

Every student will be placed in a GO or NGO or an INGO. The student will have to report to the agency two days in a week on a concurrent basis. The student will be reporting to a field work agency supervisor at the Agency and to a faculty field work supervisor in the Department.

During this Field Work exposure, the students should:

- Understand the Field Work Agency, its Philosophy, Goals, Structure and Functioning.
- Identify the Agency's Geographical Area of Intervention.
- Understand the administrative structure, the communication patterns, leadership, power structure, decision –making and functions of personnel.
- Understand programme and its management.
- Understand the financial management, including source of funds, efforts at fundraising

For students admitted from academic year 2021 onwards

and appreciate the need for networking.

- Complete ONE Case Work practice & submit its report. Complete ONE Social Group Work practice & submit its report.
- Complete ONE Community Programme.

Each student can avail THREE days of leave during the fieldwork and the days lost should be compensated within TWO weeks of the availing of this leave. The student will have to take permission from the respective Faculty Supervisor & the Agency Supervisor when availing leave of Absence.

12 Hours per cycle (10 Hours for Field Work & 2 Hours for Field Work Conference) is allotted for field work in this semester.

Evaluation:

The students would be evaluated internally based on the activities carried out in the organisation, attendance, record work and the field work conference attendance & participation. External evaluation will be done based on the agency supervisor's appraisal and an external viva.

Teaching Activities	Learning	Experiential Learning, Generic Study skills, Various groups
Assessment Task		Practicum, Reflective journal, Viva voce

**SOCIAL ENTREPRENEURSHIP
(GENERAL ELECTIVE)**

Semester: V	Course Code: 214UC5L05
Teaching Hours: 60	Credits: 3

Learning Objectives:

- 1.To teach students the basic concepts of Social Entrepreneurship.
- 2.To motivate the students by discussing with them successful models of social entrepreneurship.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Understand the basic qualities of an Entrepreneur.	PSO 2	U
CO 2	Explain the characteristics of Social Entrepreneurship.	PSO 2 PSO 3	U
CO 3	Restate the key concepts of Social Entrepreneurship Management.	PSO 2	U
CO 4	Discuss successful models of Social Entrepreneurship	PSO 2	U
CO 5	Develop skills required for a Social Entrepreneur.	PSO 2 PSO 6	C

UNIT I

(10 hours)

Entrepreneurship: Concept and Meaning, Definitions, Qualities of an Entrepreneur. Types of Entrepreneurs- Rural Entrepreneurs, Fabian Entrepreneurs, Women Entrepreneurs and Social Entrepreneurs.

UNIT II

(10 hours)

Social Entrepreneurship: Meaning & Definition, Characteristics of Social Entrepreneurship, Stages of Social Entrepreneurship Development, Timms Model of Social Entrepreneurship.

UNIT III

(15 hours)

Social Entrepreneurship Management: Laws Relating to Registration of an Enterprise. POSDCORB -Planning, Organizing, Staffing, Directing, Coordinating, Reporting, Budgeting. Strategic Management, Total Quality Management, Standard Operating Procedures and Memorandum of Understanding. Service Tax, Value Added Tax & Goods and Service Tax, Foreign Contribution Regulation Act, Foreign Exchange Regulation Act, Corporate Social Responsibility and Income Tax Laws. Strategies and Boundaries: Pricing, Marketing,

For students admitted from academic year 2021 onwards

Cooperative and Financial Strategy. Customer Relationship and Boundaries of Social Entrepreneurship.

UNIT IV

(10 hours)

Social Entrepreneurship in Practice: Bangladesh Rural Advancement Committee, The Grameen Bank, The Self-Employment for Rural Women, AMUL (Anand Milk Union Limited) and Aravind Eye Hospital. Social Entrepreneurship Proposal Writing.

UNIT V

(15 hours)

Institutions Supporting Social Entrepreneurship: Women Development Corporation, Cooperative Society, National, State and Block Level Government Schemes for Social Entrepreneurship. Role of Non-Government Organizations and International Non-Governmental Organizations in Promoting Social Entrepreneurship.

Teaching Activities	Learning	Lecture, Case Study and Debates
Assessment Task		Essay Exam, Seminar Presentations, assignment

Text Books:

Chandrabose.D., (2002). *Principles of Management and Administration*, PHI Publication

Desai, Vasant., (2008). *Entrepreneurial Development*, Mumbai: Himalaya Publishing House.

Rathore B. S., (1999). *Entrepreneurship in the 21st Century*, New Delhi: Rawat publication.

References:

Khanka, S. S., (2009). *Entrepreneurship in India*, New Delhi: Akanksha Publication.

Michael., (2010) *Making Entrepreneurs: Developing Sustainable Entrepreneurship (2nd ed.)*. UK: Gower Book Publication.

Phillips Roberts, Bonefiel Margret, Sharma Ritesh. (2011) *Social Entrepreneurship (2011), The Next Big Business Opportunity*, New Delhi: Global Vision Publishing House.

Online Resources:

<https://www.investopedia.com/terms/e/entrepreneur.asp>

https://ssir.org/articles/entry/social_entrepreneurship_the_case_for_definition

<https://www.managementstudyguide.com/social-entrepreneurship.htm>

<https://www.yourarticlelibrary.com/entrepreneurship/practice-of-social-entrepreneurship-in->

<https://www.isea-group.net/>

For students admitted from academic year 2021 onwards

**SOCIAL WORK AND HEALTH SERVICES
(MAJOR)**

Semester: VI	Course Code: 214SW6M01
Teaching Hours: 75	Credits: 5

Learning Objectives:

1. To give an overview of the symptoms and causes of major diseases in India.
2. To make the students understand the role of health care services and the role of the social worker in Health care sector.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Outline the Public Health Care System in India.	PSO 2	R
CO 2	Describe the symptoms, causes and treatment of major Communicable and Non- Communicable Diseases.	PSO 2 PSO 4	U
CO 3	Discuss about the symptoms and causes of major types of Mental Disorders.	PSO 2 PSO 4	U
CO 4	Understand the concept of Mother and Child Health Care.	PSO 2 PSO 4	U
CO 5	Develop Social Work Skills required for effective practice in Health Care Sector.	PSO 4 PSO 6	Ap

UNIT I

(10 hours)

Health: Meaning & Definition, Factors affecting Health, Primary Health and Community Health. Public Health Care Service in India- Sub Centre, Primary Health Center, Community Health Center, District Hospitals, Medical Colleges and Research Institutions. Role of Private Health Care Providers.

UNIT II

(20 hours)

Major Communicable and Non-Communicable Diseases: Communicable Diseases- Tuberculosis, Cholera, Malaria, Typhoid, Leprosy, Leptospirosis, HIV/AIDS. Outbreak of Diseases- Epidemic, Endemic, Pandemic. Non-communicable Diseases- Cancer, Diabetes, Hypertension, Major Cardiac Disorders and Neurological Disorders-Alzheimer's, Epilepsy.

For students admitted from academic year 2021 onwards

UNIT III**(20 hours)**

Mental Disorders: Causes and Symptoms of Neurosis-Anxiety, Depression, Phobia, Obsessive Compulsive Disorder & Dissociative disorders, Causes and Symptoms of Psychotic Disorders-Schizophrenia, Affective Disorder, Psycho-Somatic Disorders, Personality Disorders, Sexual Deviations, Major Childhood Disorders, Mental Retardation, Substance Abuse, De-addiction and Rehabilitation and Suicide.

UNIT IV**(15 hours)**

Nutrition: Concept and Meaning, Basic Five Food Group Systems, Concept of Balanced diet, Body Mass Index (BMI), Nutritional Diseases-Protein and Energy Malnutrition, Iron Deficiency-Anemia, Iodine Deficiency Disorder.

Mother and Child Health Care: Ante-Natal Care, Postnatal Care, Neo- Natal Care, and Immunization.

UNIT V**(10 hours)**

Major National Health Policies and Programmes: National Malaria Eradication Programme, National TB Control Programme, Total Sanitation Campaign, Universal Immunization Programme, National AIDS Control and Integrated Child Development Services. Indigenous Health Care: AYUSH - Ayurveda, Yoga, Unani, Siddha and Homeopathy. Role of World Health Organization.

Teaching Activities	Learning	Lecture, Questioning, Generic study skills
Assessment Task		Essay Exams, Multiple choice questions, Portfolio

Text Books:

Mahadevan, K., (1992). *Health Education for Quality of Life*, Hyderabad: B.R.Publication Group.

Park and Park., (2005). *Preventive and Social Medicine*, Jabalpur: Banarsidas Bhanot Publisher.

Swaminathan, M., (1997), *Advanced Text Book on Food and Nutrition (Vol. 1 & 2)* Bangalore: Bangalore Printing and Publishing Co Ltd.

References:

Chalkley, A. M., (1987). *A Textbook for Health Worker (Vol 1&2)*. NewDelhi: Wiley Eastern Limited.

Gopalan, Rama Balasubramanian., (1989), *Nutritive Value of Indian Foods*. National Institute of Nutrition, Hyderabad: Indian Council of Medical Research.

MacDonald and John., (1995). *Primary Health Care*, London: Earthscan Publishers.

Lankester., (1994). *Setting up Community Health Programmes*, New York :Macmillan and

For students admitted from academic year 2021 onwards

Company.

Gupta and Mahajan., (2003). Textbook of Preventive and Social Medicine, New Delhi: Jaypee Bros.

Gupta, Das and Krishnan., (Ed.). (1996). *Health, Poverty & Development in India*, Delhi: Oxford Press.

Curtis and Taket., (1996). *Health & Societies Changing Perspectives*, London: Hodder Headling Group.

Shukla, P.K., (1992), *Nutritional Problem of India*, New Delhi: Prentice Hall.

Online Resources:

<https://www.medicalnewstoday.com/articles/150999>

[https://www.thelancet.com/journals/langlo/article/PIIS2214-109X\(21\)00271-0/fulltext](https://www.thelancet.com/journals/langlo/article/PIIS2214-109X(21)00271-0/fulltext)

<https://www.verywellmind.com/a-list-of-psychological-disorders-2794776>

http://nhp.gov.in/nutritional-disorder_mtl

<http://nhp.gov.in/healthprogramme/national-health-programmes>

**SOIAL WORK WITH FAMILIES
(MAJOR)**

Semester: VI	Course Code: 214SW6M02
Teaching Hours: 75	Credits: 5

Learning Objectives:

1. To make the students understand the basic concept of family, legislations and family disorganization.
2. To create awareness about the need and importance of happy families and the role of social worker in solving family related problems.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Examine various legislations related to Marriage in India.	PSO 2	An
CO 2	Discuss about the characteristics, types and functions of family.	PSO 1 PSO 4	U
CO 3	Describe the basic concepts of conjugal harmony and happiness	PSO 1 PSO 4	U
CO 4	Identify the problems of family disorganization.	PSO 1 PSO 4	U
CO 5	Develop skills required for carrying out Social Work Interventions at the family level.	PSO 1 PSO 4 PSO 6	Ap

UNIT I**(15 hours)**

Marriage: Meaning & Definition. Sexuality, Masculinity, Femininity. Gender Roles- Stereotypes and Changes. Characteristics and Functions of Marriage. Love and Arranged Marriages, Conditions, Procedures and Impediments for Marriage under Christian Marriage Act (1872), Special Marriage Act, (1954), Hindu Marriage Act (1955) and Muslim Personal Laws. Emerging Trends in Marriage.

UNIT II**(15 hours)**

Family: Meaning & Definition, Importance of Family for an Individual, Characteristics and Functions of Family. Types of Families – Nuclear, Extended and Joint Family. Family Life Cycle- Formative, Expanding and Contracting Stages. Developmental tasks of Family in each stage.

For students admitted from academic year 2021 onwards

UNIT III (15 hours)
Conjugal Harmony and Happiness: Concept and Meaning, Values, Relationship, Communication, Budgeting, Responsible Parenthood, Childhood Problems, Positive Parenting.

UNIT IV (15 hours)
Family Disorganization: Concept and Meaning, Definition, Common Marital Problems, Desertion, Addiction, Violence, Unwed Mothers, Single Parent Families, Separation and Divorce, Bereavement, Media and its Impact on Families.

UNIT V (15 hours)
Family Welfare Programs & Social Work Intervention: Governmental Programs – Ministry of Women and Child Development, Central and State Social Welfare Board- Family Counseling Centers, Short Stay Homes, Women Help Line and One Stop Centers, Directorate of Medical Services-Primary Health Care (PHC) & Integrated Child Development Services (ICDS), Family Welfare Programs and Schemes of Block Panchayat, Non-Governmental Programs - Sex Education, Premarital Counseling, Marriage Counseling, Marriage Enrichment Programs and Crisis Intervention, Scope for Social Work Intervention with Families.

Teaching Activities	Learning	Lecture, Questioning, Tutorial, Visit to Family Counseling Centers (FCC) and Short Stay Homes (SSH)
Assessment Task		Essay Exams, Case Study, Seminar Presentations

Text Books:

Augustine, Sylvia, D., (2014). *Marriage and Family*, Chennai: Semmoodhai Pathippagam.
 Kapadia, K. M., (1958). *Marriage & Family in India*, New Delhi: Oxford University Press.
 Klemers, H., (1970). *Marriage and Family Relationship*, New York: Harper & Row Inc..

References:

Madan, G. R., (1994). *Indian Social Problems*, New Delhi: Allied Publishers.
 Millis, Duall., (1985). *Family Development (2nd ed.)*. New York: Harper & Row Inc.
 Uberoi, Patricia, (1993). *Family, Kinship And Marriage in India*, London: Oxford University Press.

Online Resources:

<https://en.wikipedia.org/wiki/Marriage>
<https://en.wikipedia.org/wiki/Family>
<https://www.biblia.work/sermons/333-conjugal-harmony/>
<https://relationshiptips4u.com/common-marital-problems-21-ways-on-how-to-solve-them/>
<https://www.india.gov.in/schemes-women-department-women-and-child-development>

**HUMAN RESOURCE MANAGEMENT AND LABOUR PRACTICES IN INDIA
(MAJOR)**

Semester: VI	Course Code: 214SW6M03
Teaching Hours: 75	Credits: 5

Learning Objectives:

- 1.To teach the students the basics of management and human resource management.
- 2.To develop social work skills and relate them to HRM practice.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Describe the basics of Management and Human Resource Management.	PSO 1 PSO 2	U
CO 2	Explain the basic concepts of Human Resource Acquisition.	PSO 1 PSO 2	U
CO 3	Discuss about the Importance of Human Resource Development.	PSO 1 PSO 2	U
CO 4	Examine the factors and Techniques required for Human Resource Motivation and Retention.	PSO 2 PSO 4	An
CO 5	Demonstrate understanding of basic concepts of Human Resource Maintenance and Labour Welfare.	PSO 2 PSO 4 PSO 6	Ap

UNIT I

(15 hours)

Basics of Management and Human Resource Management: Management: Meaning & Definition, Principles. Human Resource Management: Meaning & Definition, Objectives and Scope. Functions of Human Resource Manager, Skills for a HR Manager.HR Policy, HR Audit.

UNIT II

(15 hours)

Human Resource Acquisition: Human Resource Planning: Meaning & Definition, Objectives. Job analysis, Job specification, Job description, Job evaluation.

Recruitment: Meaning & Definition, Sources - Internal sources, External sources and Modern sources.

Selection: Meaning & Definition, Process - Application forms, Technical and Psychological tests, Interview and its types, Background Verification, Physical examination and Employee Orientation/ Induction / On-boarding.

For students admitted from academic year 2021 onwards

UNIT III**(15 hours)**

Human Resource Development: Training and Development: Meaning & Definition, Importance and Objectives. Steps in Training - Training Need Identification, Instructional Design, Training Programme Implementation, Training Evaluation and Methods of Training - on the job training and off the job training.

Performance Appraisal: Meaning & Definition, Process and Techniques.

UNIT IV**(15 hours)**

Human Resource Motivation and Retention:

Compensation and Benefits: Meaning & Definition. Components of Remuneration - wages and salary, incentives, fringe benefits, perquisites, non-monetary benefits. Determinants of Compensation & Benefits. Rewards: Meaning & Definition and types.

Career Development: Meaning & Definition and Objectives. Transfer- Meaning & Definition and Purpose. Employee Engagement. Employee Attrition and Retention.

UNIT V**(15 hours)**

Human Resource Maintenance and Labour Welfare:

Employee Discipline: Meaning & Definition and Code of Discipline. Employee Separation: Meaning, Definition and forms - termination of employment, retirement, resignation, dismissal, redundancy, retrenchment, Superannuation, Voluntary Retirement and Exit Interview.

Labour Welfare and Statutory Compliance: Meaning & Definition and Scope. Provisions of Health, Safety and Welfare as per the Factories Act, 1948. Unorganized Labour: Meaning, Types, Problems and Constitutional and Statutory Safeguards for Unorganized Labour.

Teaching Activities	Learning	Lecture, Various Groups, Case study
Assessment Task		Essay Exam, Case study, Assignment, Seminar Presentations

Text Books:

Aswathappa, K., (2010). *Human Resource Management – Text and Cases*, New Delhi: Tata McGraw Hill Publications.

Chhabra, T. N., (2002). *Human Resource Management (3rded.)*. New Delhi: Dhanpat Rai and Co Limited.

Rao, V.S.P., (2005). *Human Resource Management – Text and Cases (2nd ed.)*. New Delhi: Excel Books.

References:

- Aswathappa, K., (2002). *Human Resource Management and Personnel Management*, New Delhi: Tata McGraw Hill Publications.
- DeCenzo, David, A. and Robbins, Stephen, P., (2007). *Personnel / Human Resource Management (3rded.)*. New Delhi: Prentice Hall of India.
- Dessler, Gary and Varkley, B., (2011). *Human Resource Management (12thed.)*. New Delhi: Pearson Publications.
- Flippo, Edwin, B., (2001). *Personnel Management*, New Delhi: Tata McGraw Hill Publications.
- Fisher, Cynthia, D., Schoenfeldt, Lyle, F., and Shaw, James, B., (2008). *Human Resource Management (6th ed.)*. New Delhi : Bizantra Publications.
- Ivancevich, John, M., (2007). *Human Resource Management (10th ed.)*. New Delhi: Tata McGraw Hill Publications.
- Mamaoria, C. B., and Gankar S.V., (2005). *Human Resource Management(4thed.)*. New Delhi: Himalayan Publishing House.

Online Resources:

- <https://searchHoursoftware.techtargget.com/definition/human-resource-management-HRM>
- <https://courses.lumenlearning.com/boundless-business/chapter/the-functions-and-goals-of-hr/>
- <https://www.mbaskool.com/business-concepts/marketing-and-strategy-terms/2443->
- <https://www.slideshare.net/AnshuSingh2/ppt-on-labour-laws-in-india>
- <https://www.slideshare.net/IMPAGOWDA/hrm-ppt-34673780>

**FUNDAMENTALS OF SOCIAL WELFARE ADMINISTRATION
(MAJOR)**

Semester: VI	Course Code: 214SW6M04
Teaching Hours: 75	Credits: 4

Learning Objectives:

1. To teach the students the basic concepts of social welfare administration.
2. To create awareness on the need for non-Government and voluntary organizations.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Describe the Concept of Social Welfare Administration.	PSO 2	U
CO 2	Discuss about various elements of Social Welfare Administration.	PSO 2	U
CO 3	Examine the laws related to registration and administration of Social Welfare Organizations.	PSO 2	An
CO 4	Develop the Skill of writing a Project Proposal.	PSO 2 PSO 3 PSO 4 PSO 6	C
CO 5	Analyze the role of Government Bodies regulating Social Welfare Organizations.	PSO 2 PSO 4	An

UNIT I

(15 hours)

Social Welfare Administration: Meaning & Definitions, History & Development, Principles, Values and Scope. Social Welfare Administration as a Method of Social Work.

UNIT II

(15 hours)

Elements of Social Welfare Administration: Organization as a System, Functions of Management - Planning, Organizing, Decision Making, Staffing, Coordinating, Communication, Reporting and Budgeting (POSDCORB), Strategic Management, Total Quality Management.

UNIT III

(15 hours)

Laws Related to Social Welfare Organizations: Constitution and Bye Laws, Boards and Committees, Procedures and Process of Registration of Social Welfare Organizations, Societies Registration Act, 1975. Public Trust Act, 1860. Section 25 Companies Act, 2013. Foreign

For students admitted from academic year 2021 onwards

Contribution Regulations Act, 1976. Section 135 Corporate Social Responsibility Act, 2013. Income Tax Acts.

UNIT IV (15 hours)

Skills to Manage Social Welfare Organizations: Fund Raising, Letters and Project Proposal Writing, Record Keeping, Strengths Weakness Opportunities and Threats (SWOT) Analysis, Management by Objectives, Social Audit and Transparency Audit, Evaluation and Organizational Development.

UNIT V (15 hours)

Role of Governmental & Non-Governmental Organizations and Programs: Administrative Structure, Activities and Programs of Central Social Welfare Board, Directorate of Social Welfare and Block Panchayat, Different Types of Non-Government Organizations, Administrative Structure, Activities and Programs.

Teaching Activities	Learning	Lecture, Questioning, Various groups
Assessment Task		Essay Exams, Case study analysis, Seminar Presentation

Text Books:

Chowdry, D., (2006). *Social Welfare Administration*, Delhi: Atma Ram & Sons Publications. Dubey, S.N., (1973). *Administration of Social Welfare Programs in India*, Bombay: Somaiya Publications
 Jha, Jainendra, K., (2002). *Social Welfare and Social Work*, New Delhi: Anmol Publications.

References:

Gangrade, K.D., (1956). *Social Legislation in India*, Delhi: Planning Commission of India Publications.
 Nagendra and Shailaja., (2005). *Social Work and Social Welfare in India*, Jaipur: ABDPublishers.
 Bhattacharya, Sanjay., (2003). *Social Work: An Integrated Approach*, New Delhi: Deep and Deep Publications.
 Dubey, S.N, (1973). *Administration of Social Welfare Programs in India*, Bombay: Somaiya Publications.

Online Resources:

www.socialwelfaredepartment.com/socialwelfare
<http://www.scribd.com/doc/15017718/socialwelfareAdministration>
<http://www.socialworkers.org/pdev/default.asp>
<https://www.cswb.gov.in/>
https://en.wikipedia.org/wiki/Non-governmental_organisations_in_India

For students admitted from academic year 2021 onwards

**FIELD WORK PRACTICUM–III
(MAJOR- PRACTICAL)**

Semester: VI	Course Code: 214SW6M05
Total Hours: 150	Credits: 5

Learning Objectives:

1. To give exposure to the social work organizations in other states so as to understand the cross-cultural social work practices.
2. To help the students to formulate a research problem and conduct a Research.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Understand the cross-cultural effect on practice of Social Work	PSO 2	U
CO 2	Identify a Research problem and apply Research methodology for studying it.	PSO 4 PSO 5	Ap
CO 3	Execute the Research and analyze the data.	PSO 5	C
CO 4	Recognize the administrative structure and the functions of the organization.	PSO 2	U
CO 5	Apply the skills of Social Work in providing professional service.	PSO 2 PSO 3 PSO 4 PSO 6	Ap

Study Tour:

Under the guidance of the faculty advisors of the study tour, the students completely plan & execute the study tour without the help of any tour operators. During the visits to the organization, students learn about the practices of the Organization, structure, practices and relate them with the cultural practices and social problems prevailing in that particular part of the country.

Study Tour Report: Every student should submit individual tour reports after the study tour.

Internship:

The internship provides an opportunity for the students to be an intern in any Social Work organization for a period of three continuous weeks. Every student will be reporting to an Agency
For students admitted from academic year 2021 onwards

Supervisor at the Organization and to their respective Faculty Supervisor in the department. Students will learn the management, function and the various projects of the organization. The student will have to carry out the tasks assigned to him by the organization and hence will be on-job training for the student.

Internship Report: Each student will have to submit their individual weekly internship reports every Friday to the respective faculty supervisor and the faculty supervisor will monitor and guide the student's progress. Any student who chooses to do their internship outside the City will be expected to submit their reports through emails every Friday.

Research Project: Every student should complete a Social Work Research based on any Social Problem, identified by him or her and finalized with the guidance of the Faculty Supervisor. Students are divided in pairs and they have to collect data from 50 to 60 respondents. This Research Project provides opportunities for the students to do a scientific research following the research process. On the completion of the research project, the students will have to submit a research report in the format prescribed by the department.

Evaluation: Each component will be evaluated internally based on the student's involvement every stage of their respective component, learning acquired and the reports submitted. Externally they will be evaluated based on the viva and project presentation.

Teaching Learning Activities	Experiential Learning, Content study skills, Spontaneous collaboration, generic study skills
Assessment Task	Practicum, Reflective Journal, critical incidents, Project, Viva voce

ESE QUESTION PAPER PATTERN

TOTAL MARKS : 100

TOTAL TIME : 3 HOURS

Part A

Answer ALL Questions. Each answer should not exceed 50 words.

Each question carries 2 Marks. (8 x 2 = 16)

Q. No 1 to 8

Part B

Answer any THREE out of FIVE questions. Each answer should not exceed 800 words.

Each question carries 8 marks. (3 x 8 = 24)

Q. No 9 to 13

Part C

ANSWER any THREE out of FIVE. Each Answer should not exceed 1200 words.

Each Question carry 20 marks (3 x 20 = 60)

Q. No 14 to 18

DEPARTMENT OF SOCIAL WORK (SFS)

MADRAS CHRISTIAN COLLEGE

(Autonomous)

UGC College with Potential for Excellence

MSW SYLLABUS

(For students admitted from academic year 2021 onwards)



JULY 2021

PROGRAM SPECIFIC OUTCOMES FOR MSW

Upon completion of the MSW program a student will be able to:

PSO Number	Program Specific Outcome
PSO 1	Acquire comprehensive and robust knowledge base on the Concepts Theories, Models, Methods and Processes of Professional Social Work and Human Resource Management.
PSO 2	Develop a repertoire of Social Work and Human Resource Practice Skills and Techniques through Direct Field Exposure and Experience.
PSO 3	Cultivate appropriate perspectives, and insights on the Dynamics of Human Behaviour, Social Systems and Organisational Systems, and integrate them to propose solutions to emerging problems across multitudinous Social Situations.
PSO 4	Demonstrate theoretical and practical applications of Social Welfare Administration, Social Legislations, Human Rights, Labour Legislations, Labour Welfare in a variety of Field Settings and Organisational Settings.
PSO 5	Develop scientific attitude and critical enquiry in designing and executing Research in the areas of Social Work and Human Resource Management and propose valid solutions with social relevance.
PSO 6	Internalize, Imbibe and Integrate Social Work Skills, Attitudes, Ethics and Values within the Total Personality and a Firm Resolve to Uphold and Demonstrate the Same in every aspect of Professional Life as a Responsive Citizen.

MADRAS CHRISTIAN COLLEGE
DEPARTMENT OF SOCIAL WORK (SFS)
CURRICULUM

Master of Social Work- Revised Syllabus 2021 Onwards

Sem	Course Code	Title of the Paper	H	CR	ICA	ESE	T
I	215SW1M01	Social Work Profession	4	3	50	50	W
	215SW1M02	Social Work with Individuals	3	3	50	50	W
	215SW1M03	Social Work with Groups	3	3	50	50	W
	215SW1M04	Social Work Research and Statistics	4	3	50	50	W
	215SW1M05	Field Work Practicum – I	12	5	50	50	P
	215SW1E06	Introduction to Sociology (Elective)	4	5	50	50	W
II	215SW2M01	Community Organisation and Social Action	3	3	50	50	W
	215SW2M02	Social Welfare Administration and Social Legislation	3	3	50	50	W
	215SW2M03	Essentials of Psychology	3	3	50	50	W
	215SW2M04	Human Resource Management	3	3	50	50	W
	215SW2M05	Field Work Practicum – II	12	5	50	50	P
	215SW2E06	Fundamentals of Business Management (Elective)	4	5	50	50	W
III	215SW3M01	Labour Legislation and Case Laws	4	3	50	50	W
	215SW3M02	Organisational Behaviour	4	3	50	50	W
	215SW3M03	Industrial Relations and Labour Welfare	4	3	50	50	W
	215SW3M04	Field Work Practicum – III	12	5	50	50	P
	215SW3E05	Strategic Management (Elective)	4	5	50	50	W
IV	215SW4M01	Organisational Development	3	3	50	50	W
	215SW4M02	Corporate Social Responsibility	3	3	50	50	W
	215SW4M04	Human Resource Management Systems	3	3	50	50	W
	215SW4M03	Training Laboratory for Emerging HR Professionals	3	3	50	50	P
	215SW4M05	Field Work – IV & Block Placement	12	5	50	50	P
	215SW4M06	Project Work	2	5	50	50	R
	215SW4E07	Concepts and Trends in HR and Business (Elective)	4	5	50	50	W
		Internship		2			
	PE	Soft Skill Programme		8			
Total Credits				100			
Sem -Semester, H - Hours Per Cycle, CR - Credit, ICA - Internal Continuous Assessment, SE - Semester Exams, T - Type, W- Written, R -Research Project, P – Practical							
The Degree of Master of Social Work is awarded to a candidate who obtains 100 Credits.							

**SOCIAL WORK PROFESSION
(MAJOR CORE)**

Semester: I	Course Code: 215SW1M01
Teaching Hours: 60	Credits: 3

Learning Objectives:

1. To gain an understanding about concepts, history and philosophy of social work.
2. To develop a knowledge base about social work profession, its fields of practice and application.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Examine the basic concepts and terminologies pertinent to the practice of Professional Social Work.	PSO 1, PSO 6	An
CO 2	Summarize the historical development of Social Work Education and Professional Associations in India and Abroad.	PSO 1, PSO 6	U
CO 3	Integrate Professional Values and Code of Ethics of Social Work with Field Practice.	PSO 1, PSO 6	C
CO 4	Appraise the social relevance of Social Work Education and Training.	PSO 1, PSO 2	E
CO 5	Develop Social Work skills required for Professional Practice in various Fields of Social Work.	PSO 2, PSO 6	Ap

UNIT I

(8 hours)

Basic Concepts of Social Work: Social Service, Social Welfare, Social Development, Social Security, Social Justice, Social Reform, Social Defence, Social Policy, Social Legislation, Social Equality & Inequality, Social Inclusion & Exclusion, Social Organization & Disorganization. **Social Work** - Meaning, Definition, Objectives, Scope, Principles and Models - Clinical, Radical, Remedial & Developmental.

UNIT II

(13 hours)

Development of Social Work Profession: Historical Development of Social Work Profession - UK, USA & India. Contribution of Social Reform Movements, Religio - Philosophical foundations and Gandhian thought in the Development of Social Work Profession in India.

UNIT III

(15 hours)

Foundations of Social Work: Professional Values, Code of Ethics, Methods of Social Work, Levels of Social Work Practice, Fields of Social Work Practice. Professional Associations of

Social Work: IFSW & ICSW. Skills required and Role of Social Worker in Promoting Social Work Profession in India.

UNIT IV

(12 hours)

Social Work Education: Evolution of Social Work Education, nature and content. Global standards for the education and training of the Social Work Profession. Field Work: Nature and Objectives, Importance of Field Work Supervision. Professional Association for Social Work Education – IASSW & NASWE. Status and Problems of Social Work practice & recognition of Social Work profession in India.

UNIT V

(12 hours)

Emerging Areas of Social Work Practice: Environmental Protection, Disaster Management, HIV/AIDS, Adoption, Refugee Resettlement, Food Insecurity, Crime Victims & Offenders, Human Rights and Gerontological Social Work.

Teaching Learning Activities	Lecture, Questioning, Generic study skills, Review of Newspaper Articles and Magazines, Audio-Visual Presentations and Discussions based on Field Visits
Assessment Task	Essay Exams, Seminar/ Presentation, Assignment, Critical Incidents.

Text Books:

- Sachdev, Suresh. (2012). *A text book of Social Work*. Delhi: Dominant Publisher and distributor Pvt.Ltd.
 Gore M. S. (2011). *Social Work and Social Work Education*. Jaipur: Rawat Publication.
 Jha, Kumar, Jainendra. (2002). *Practice of Social Work*. New Delhi: Anmol Publications.

References:

- Batra, Nitin. (2004). *Dynamics of Social Work in India*. Jaipur: Raj Publishing House.
 Bhattacharya, Sanjay. (2003). *Social Work: An Integrated Approach*. Delhi: Deep & Deep Publications.
 Bradford, W., Sheafor, Charles, R., Horejsi, Gloria A. (1997). *Techniques and Guidelines for Social Work (4thEds)*. London: Allyn and Bacon, a Viacom Company.
 Chandrasekar.(2012). *New Heights in Contemporary Social Work*. Delhi: Cyber Tech Publications.
 Christine, Abbott and Paul, Taylor.(2013). *Action Learning and Social Work*. Los Angeles: Sage Learning Matters.
 Das, A. K. (2004). *Human Rights in India*. New Delhi: Sarup and Sons.
 IASSW and IFSW.(2004). *Global standards for the education and training of the Social Work profession*. pg.4 www.iassw-aiets.org/global-standards-for-social-work-education-and-training/.
 Joshi. S. C. (2004). *Hand Book of Social Work*. New Delhi: Akansha Publications.
 Lynee, Rutter. (2013). *Continuing Professional Development in Social Work*. Los Angeles: Sage Learning Matters.

- Lynne M., Healy and Rosemary J., Link. (2011). *Handbook of International Social Work: Human Rights, Development, and the Global Profession*. Kolkata: Oxford publication.
- Marion, Bogo. (2007). *Social Work Practice – Concepts, Processes and Interviewing*. Jaipur: Rawat Publication.
- Menon, Sujata. (2011). *Principles of Social Work Practice*. Jaipur: Yking Books.
- Mohan, J. (2013). *What is Social Work? Fundamentals and Actions*. Ghaziabad: Swastik Publications.
- Ranjana, K., Devi. (2009). *Social Work Philosophy, Concepts and Dimensions*. New Delhi: Omega Publications.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- https://www.researchgate.net/publication/235525132_Social_Work_An_Introductory_Text_Book
- <https://ddceutkal.ac.in/Syllabus/MSW/PAPER-1.pdf>
- https://www.bukwit.com/d/download-ignou-master-of-social-work-msw-books-pdf/#Master_in_Social_Work_MSW_-_Revised_English
- <http://egyankosh.ac.in/bitstream/123456789/52005/1/Block-1.pdf>

**SOCIAL WORK WITH INDIVIDUALS
(MAJOR CORE)**

Semester: I	Course Code: 215SW1M02
Teaching Hours: 45	Credits: 3

Learning Objectives:

1. To develop in students the ability to critically evaluate the factors affecting needs, behaviour and coping capacities of individuals.
2. To understand the values, principles, models of social case work and the ability to adopt a multidimensional approach in assessment & intervention in social case work Practice.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Appraise the values, principles, models, components, and phases of Social Case Work.	PSO 1 PSO 6	E
CO 2	Demonstrate the application of the tools and techniques of Social Case Work.	PSO 1 PSO 2 PSO 6	U
CO 3	Examine the propositions and applications of various therapeutic approaches of Social Case Work.	PSO 1 PSO 2 PSO 6	An
CO 4	Develop pertinent skills and attributes required for the practice of Guidance and Counselling in him/her.	PSO 2 PSO 6	C
CO 5	Develop Social Case Work skills for effective practice in a variety of Field Settings.	PSO 2 PSO 6	C

UNIT I

(8 hours)

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. **Components:** Person, Problem, Place and Process. **Phases:** Exploration of Person-in-Environment, Multidimensional Assessment and Intervention Planning, Helping Process, Termination, Evaluation, Follow-Up. **Techniques of Helping:** Direct / Indirect Techniques.

UNIT II

(8 hours)

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. **Case Work**

Interview Process: Structure and Skills, Attitude & Behaviour, Goal Attainment and Termination. **Recording:** Uses, Principles, Types, Structure and Content.

UNIT III (8 hours)

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. **Therapeutic Approaches:** Techniques from Psychoanalytic Approach, Client Centered Therapy, Psychotherapy - Behaviour Modification, Cognitive Behaviour Therapy, Reality Therapy, Rational Emotive Therapy, Gestalt Therapy, Transactional Analysis and Family Therapy.

UNIT IV (10 hours)

Social Case Work in Different Settings/Agencies: Services such as Adoption, Sponsorship and Foster Care, Family and Child Welfare Settings, Geriatric care, Educational Institutions, Correctional and Rehabilitation Settings, Industrial Settings, Medical Settings, Community Development Settings including self help groups, people with alternate sexuality, marital guidance & counselling, Substance De-Addiction Treatment Services. **Casework and Information Technology:** Tele-Helplines, Tele-care, Internet chat room assistances and Online Therapy.

UNIT V (11 hours)

Basics of Counselling: Counselling- Definition, Objectives, Types, Concepts of Guidance. Vocational Counselling. Ethics of Counselling. Phases of Counselling: Assessment, Intervention, and Termination. Skills and Characteristics of an Effective Counsellor. Problems in counselling, Issues of counsellor: Burn out, Stress, Self-care.

Teaching Learning Activities	Lecture, Role Play, Case Discussions, Seminar, Presentation, Mock Counselling Sessions, and Generic study skills.
Assessment Task	Essay exams, Seminar/ presentation, Case study Analysis, Assignment

Text Books:

Hamilton, G. (2013). *Theory and Practice of Social Case Work*. Jaipur: Rawat Publication.
 Mathew, G. (1992). *An Introduction to Social Case Work*. Bombay: Tata Institute of Social Work.

References:

Coppock, V., and Dunn, B. (2010). *Understanding Social Work Practice in Mental Health*. New Delhi: SAGE Publication Ltd.
 Cornier, S. L., and Hackney, H. (1987). *The Professional Counselor - Process guide to Helping*. London: Simon and Schuster.

- Hamilton, G. (2013). *Theory and Practice of Social Case Work*. Jaipur: Rawat Publication.
- Hollis, F. (1969). *Case work - A Psychosocial Therapy*. Brattleboro: VT- The Book Press.
- Joe, F. (1978). *Effective Case Work Practices- An Eclectic Approach*. New York: Mac-Graw Hill.
- Lindsay, T. (2009). *Social Work Intervention*. Los Angeles: Sage Learning Matters.
- Mathew, G. (1992). *An Introduction to Social Case Work*. Bombay: Tata Institute of Social Work.
- Misra, P. D., & Misra, B. (2008). *Social Group Work: Theory and Practice*. New Royal Book Publication.
- O'Loughlin, M., & O'Loughlin, S. (2012). *Social Work with Children and Family*. New Delhi: Sage Learning Matters.
- Ramasami, N. (2000). *Indian Case Studies*. India: TR Publication Pvt.ltd.
- Timms, N. (1964). *Social Case Work*. England: The Gresham Press.
- Upadhyay, R. K. (2010). *Social Case Work*. Jaipur: Rawat Publication.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf
- <http://www.ignou.ac.in/upload/bswe-02-block1-unit-1-small-size.pdf>
- <http://egyankosh.ac.in/bitstream/123456789/52011/1/MSW-007.pdf>
- https://kkhsou.ac.in/eslm/ESLM_Main/1st%20Sem/Master%20Degree/MSW/Social%20Case%20Work/Block%20-%202/PDF/Unit%20-%2012.pdf

**SOCIAL WORK WITH GROUPS
(MAJOR CORE)**

Semester: I	Course Code: 215SW1M03
Teaching Hours: 45	Credits: 3

Learning Objectives:

1. To understand the significance of the group on the individual/society.
2. To acquire knowledge of values, principles, skills of social group work, group dynamics and to apply group work method for developmental and therapeutic work.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Examine the concepts of Social Groups and Group Dynamics.	PSO 1 PSO	An
CO 2	Develop a critical perspective on the various theoretical approaches of Social Group Work.	PSO 2 PSO 6	C
CO 3	Evaluate the models of Social Group Work.	PSO 1 PSO 2	E
CO 4	Demonstrate the skills of planning and executing programs as a Tool of Social Group Work.	PSO 2 PSO 6	U
CO 5	Develop skills for the effective practice of Social Group Work in different settings.	PSO 1 PSO 6	C

UNIT I

(12 hours)

Social Groups: Definition, Types of Social Groups and their Characteristics. Significance of Group in the Life of Individual & Society. **Group Dynamics:** Group Communication Processes and Interaction Patterns, Interpersonal Attraction and Group Cohesiveness, Social Integration and Influence- Norms, Roles, & Status, Power and Control, Group Culture (Toseland and Rivas). Measuring Group Dynamics. **Typology of Groups:** Task Groups – Committees, Teams, Coalitions, Delegate. Treatment Groups – Educational, Developmental, Remedial, Social. Therapeutic Groups: T-Group, Group Therapy. Bruce Tuckman Model of Group Development.

UNIT II

(12 hours)

Social Group Work: Definition, Objectives, Values and Principles, Historical Development of Social Group Work in India. **Theoretical approaches to Group Work Practice:** Ecological - Systems Perspective, Empowerment Perspective, Mutual Aid Model, Cognitive-Behavioural

Group Work. **Models of Social Group Work:** Social Goals, Remedial, Reciprocal Models. Relation of Group Work with other Methods of Social Work.

UNIT III (7 hours)

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 (Toseland and Rivas).

UNIT IV (7 hours)

Programme as a Tool: Programme Planning – Concept, objectives, Principles and Process. Programme Media – Types, characteristics and uses. Programme Content, Programme Development Process, Resources for Programmes. **Recording in Group Work:** Uses, Principles, Types and Problems.

UNIT V (7 hours)

Application of Group Work in Diverse Settings: Educational Institutions, Hospitals, Rehabilitation Centers, Industries, Community setting, Residential Institutions, Recreation Camps. **Role of Group Worker:** Role as Enabler, Stimulator, Supporter, Guide, Educator, Resource Person, Therapist and Supervisor. Scope and Limitations of Group Work Practice in India.

Teaching Learning Activities	Lecture, Spontaneous Collaboration, Content Study Skills, Group Work Activities, Discussions based on practical exposure to Group Work through Field based activities and Rural Camp.
Assessment Task	Essay Exams, Short answers, Seminar, assignment, program planning

Text Books:

- Sachdev, Suresh. (2012). A Text Book of Social Work. Delhi: Dominant Publisher and distributor Pvt.Ltd.
 Siddiqui H.Y. (2008). *Work Group: Theories and Practices*. Jaipur: Rawat Publication.

References:

- Alissi, Albert, S. (1980). *Perspectives on Social Group Work Practice a Book of Readings*. The Free Press.
 Barbour, Rosaline. (2009). *Doing Focus Group*. London: The Sage publication Ltd,
 Conyne, Robert K., and Leann Terry Diederich. (2014). *What Is Group Work?* Sage Publications.
 Crawford, Karin, et.al. (2005). *Group Work Practice for Social Workers*. London: Sage Publications.

- Doel, Mark and Sawda, Catherine. (2003). *The Essentials of Group Worker*. London: Jessica Kingsley Publications.
- Doel, Mark, and Timothy B. Kelly. (2014). *A-Z of Groups & Groupwork*. Red Globe Press.
- Garvin, D. C., Gutierrez, M. L., and Galinsky, J. M. (2007). *Handbook of Social Work with Groups*. Jaipur: Rawat Publication.
- Gitterman, Alex, and Robert, Salmon. (2009). *Encyclopaedia of Social Work with Groups*. Routledge Press.
- Glassman, Urania. (2009). *Group Work: A Humanistic and Skills Building Approach*. Vol. 13. Sage Publications.
- Hartley, Peter, and Mark Dawson.(2010). *Success in Group Work*. Red Globe Press.
- Lindsay, Trevor, and Sue, Orton. (2014). *Group Work Practice in Social Work* (3rdEds). Sage Publications.
- Lipton, Laura, and Bruce M. Wellman. (2016). *Groups at Work: Strategies and Structures for Professional Learning*. Hawker Brownlow Publications.
- Northern, H. and Kurland, R. (2001). *Social Work with Groups*. New York: Columbia University Press.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- <http://www.ignou.ac.in/upload/bswe-02-block1-unit-9-small%20size.pdf>
- https://us.sagepub.com/sites/default/files/upm-assets/64982_book_item_64982.pdf
- <https://www.verywellmind.com/what-is-group-therapy-2795760>
- <https://open.lib.umn.edu/sociology/chapter/6-1-social-groups/>

**SOCIAL WORK RESEARCH AND STATISTICS
(MAJOR CORE)**

Semester: I	Course Code: 215SW1M04
Teaching Hours: 60	Credits: 3

Learning Objectives:

1. To understand the nature and importance of scientific method and appreciate the principles of Social Work Research.
2. To develop the capacity to independently conceptualize a problem and execute research.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Develop a scientific attitude and a spirit of systematic enquiry needed for carrying out research.	PSO 2 PSO 5	Ap
CO 2	Evaluate the use of Quantitative, Qualitative and Mixed Research Methods and determine the right method for designing and executing a research study.	PSO 2 PSO 5	E
CO 3	Formulate Research Hypotheses and test the same.	PSO 5	C
CO 4	Examine and choose the right Research Design and Sampling Design suitable for a Research Study.	PSO 5	An
CO 5	Develop Skills for constructing valid and reliable research Instruments for a research study.	PSO 5	C

UNIT I (12 hours)

Social Research: Meaning, Definition & Types. Need for Scientific Attitude. **Social Work Research:** Definition, Objectives, Types, Scope, Limitations and Ethics. Approaches to Research - Quantitative Research and Qualitative Research. Research Process. Project Proposal. Operationalizing of Variables – Definition, Functions and types.

UNIT II (12 hours)

Hypothesis: Meaning, Definition, Sources, Types, Types of Errors. **Research Design:** Definition, Functions, Types of Designs – Exploratory & Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Census Study. Participatory Rural Appraisal as a tool of Research.

UNIT III (12 hours)

Sampling: Meaning, Definition and Purpose. Concepts related to Sampling - Universe, Sampling Frame, Sampling Unit and Sample Size. Probability Sampling – Simple Random,

Systematic sampling, Stratified Random, Cluster Sampling, Multistage Sampling. Non-Probability Sampling – Purposive, Judgmental, Convenience, Accidental, Quota and Snowball. **Tools of Data Collection:** Observation- Meaning, Definition, Advantages & Disadvantages & Types of Observation, Interview – Interview Schedule, Interview Guide, Questionnaire, Social Surveys, Case Studies, Focus Group Discussion. Levels of Measurement: Nominal, Ordinal, Interval and Ratio. Tests of Measurement: Validity, Reliability and Practicability. Scaling Techniques: Concept and Types – Likert & Thurston scale.

UNIT IV

(12 hours)

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

UNIT V

(12 hours)

Statistics: Definition, Functions and Limitations. Measures of Central Tendency: Mean, Median and Mode. Measures of Dispersion: Range and Standard Deviation; Chi Square Test & Karl Pearson’s Coefficient of Correlation.

Teaching Learning Activities	Lecture, Review of Newspaper articles, Journals and Magazines, Questioning, Concept Mapping, Statistical Analysis and Workshop for SPSS.
Assessment Task	essay exams, seminar/ presentation, proposal writing, writing an article, analysis of statistics in an research article.

Text Books:

- Kothari, C. and Garg, G., 2014. *Research methodology Methods and Techniques*. 3rd ed. New Delhi: New Age International (P) Ltd.
 Gerard, Guthrie. (2015). *Basic Research Methods - An Entry to Social Science Research*. New Delhi: SAGE Publications.

References:

- Anne E.Fortune, William J. Reial. (2017).*Research in Social Work (3rdEds)*. New Delhi: Rawat Publications.
 Burce, Curtis & Cate, Curtis.(2011).*Social Research –A Practical Introduction*. New Delhi: SAGE Publications.
 Engel.J.Rafael, SchuttK.Russell.(2009).*The Practice of Research in Social Work (2ndEds)*. New Delhi: Sage Publications.
 Creswell, John, W. (2009).*Research Design – Quantitative and Mixed Methods Approaches*. New Delhi: Sage Publications.
 Das, Lal, D. K. (2008). *Designs of Social Research*. New Delhi:Rawat Publications.
 Dirit S. N. (2011).*Methodology of Social Research and Survey*. New Delhi: Centrum Press.
 Jagdish, Pande.(2007).*Research in Sociology-Area, Method & Guidelines*.Gaziabad: Swastik Publishers & Distributors.
 John, Adams, Hatiz, T. A. Khan, Robert, Raeside, David, White. (2010).*Research Methods for Graduate Business and Social Science Students*. New Delhi: Sage Publications.

Kanji, Gopal, K. (2006). *100 Statistical tests*. New Delhi: Sage Publications.
Kothari, C. and Garg, G., (2014). *Research methodology Methods and Techniques*. 3rd ed. New Delhi: New Age International (P) Ltd.

Kumar.(2010). *Research Methodology*. Agra: Lakshmi Narain Agarwal.
Majumdar P. K. (2010). *Applied Statistics – A Course for Social Science*. Jaipur: Rawat Publications.
Reddy, Jayapraksh.(2011). *Research Methodology*. New Delhi: APH Publish Corporation.
Upagade, Vijay., Shende, Arvind. (2013). *Research Methodology*. New Delhi: Sultan Chand & Company Pvt. Ltd.
Wilkinson & Bhandaskar.(1997). *Methodology and Techniques of Social Research*. Mumbai: Himalaya Publishing House.
Walliman, Nicholas.(2011). *Your Research Project*. New Delhi: Sage Publications Pvt. Ltd.

Online Resources:

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
<http://www.ignou.ac.in/upload/Bswe-003%20Block-4-UNIT-16-small%20size.pdf>
<https://ccsuniversity.ac.in/bridge-library/pdf/Block-1-Social%20Work%20Research.pdf>
<https://ddceutkal.ac.in/Syllabus/MSW/Paper-4.pdf>
<https://www.jsscacs.edu.in/sites/default/files/Files/Statistics%20for%20Social%20Workers.pdf>

FIELD WORK PRACTICUM -I
(MAJOR PRACTICAL)

Semester: I	Course Code: 215SW1M05
Total Hours: 180	Credits: 5

Learning Objectives:

1. To gain insights on the socio-economic and cultural realities, and their impact on the Social/Client system with specific focus on marginalized groups.
2. To develop basic skills to analyze, the capacity to integrate knowledge and practice-theory by participating in Intervention on wider social system like individuals, families, groups, communities and organizations.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Assess socio-economic and cultural realities, and their impact on the Social/Client system.	PSO 2 PSO 4	Ap
CO 2	Analyze the impact of Macro Social Systems on the functioning and wellbeing of the Micro systems of Individuals, Families, Groups, Communities and Organizations.	PSO 2 PSO 4	An
CO 3	Apply the skills of Observation, Recording and Documentation learnt in theory to Field Practice.	PSO 2 PSO 4	Ap
CO 4	Integrate Social Work Values with professional skills and take appropriate decisions when faced with Ethical Dilemmas in the Field.	PSO 2 PSO 4 PSO 6	C
CO 5	Develop theatre skills for reaching out to community in a creative & innovative manner.	PSO 2 PSO 4 PSO 6	C
CO 6	Propose, plan, organise & evaluate an event.	PSO 2 PSO 4 PSO 6	C

Field Work practicum is a learning opportunity designed to provide a variety of opportunities to develop and enhance professional social work skills in Social Work Students. Field Learning is aided through Observations, Analysis of Social Realities and Experience of Participating in Designing and Implementation of Social Work 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. Observation Visit Reports should be submitted on every following Monday.

Details regarding the aspects to be observed in the Agency:

- Nature of setting/agency its objectives, services, programmes, structure, and general environment.
- Contact person in the setting/agency, management, staff and ongoing activities.
- General introduction setting/agency its programmes and beneficiaries. Information of other similar services.
- Policies supporting the service agency both local and national.
- Learners may make a local directory include emergency numbers of hospitals/primary health centers, police, ward of Panchayat office & network agencies, along with reference to other developmental and welfare services.

Skill Development Workshop

A three days skill development workshop focusing on different theatre skills like Street Theatre, MIME, Puppetry, Folk Dances etc, would be organized to understand the importance of these mediums as a tool for Individual, Group and Community Development. The workshop would be organized in the last week of July after the completion of the observation visits. Skill Development Workshop report should be submitted the following Monday.

Rural Camp

A rural camp for a span of seven days (including travel) would be organized in an interior rural/tribal village in Tamil Nadu. The camp would be organized in the month of August. The student will have to submit a Rural Camp report in the specified format on a specified date as specified by the Faculty Supervisors. A consolidated Camp report along with the relevant photographs and annexure needs to be submitted within one month of the completion of the camp by the Camp Leaders.

Objectives of the Rural/Tribal Camp:

- Understand the social system with the dynamics within.
- Analysis of the regional social system, the approaches, and the strategies of intervention used by the government and non-government organizations.
- Understand the nature of government intervention in relation to various groups (caste, tribe etc.) in the region and the related structures of decision-making and intervention.
- Develop the capacity to critique the interventions of both the voluntary organizations and the government agencies in relation to the specific group.

- Through experience in group–living the student should learn to appreciate its value in terms of self-development, interpersonal relationships, sense of organization, management and taking on responsibility.
- Acquire skills in planning, organizing, implementing through the camp for example: Conscious use of time, communication skills, team spirit, handling relationships. Conflicts and differences of opinion, decision making, evaluation, appreciation, sharing of resources, tasks, coping skills in problem situations, cooperation and coordination.
- Learners are fully involved in planning, implementing the plans and presenting their experience in a workshop in return from the camp.
- The learners should be encouraged to take on concrete tasks towards meeting basic/civic needs of the people.
- Learners should integrate classroom learning with their interventions in the rural camp.

Group Project

A group project is completed by students in different groups. The group project comprises of a Research, Community Sensitization Programmes and a Seminar for the classmates facilitated by a Social Work Practitioner from the specific area. The broad theme for the group project would be decided by the Faculty Supervisors and each group will finalise the title for its group under the theme, by the students. The group has to mobilize the resources to execute the event/program with the guidance of the faculty supervisor.

Every Monday the students will have to submit their weekly group project reports. After completion of the programs/activities, the group has to submit a detailed consolidated report to the Faculty Supervisors consisting of the Research Analysis & Main Findings, the Community Sensitization Programmes' with photos and the Seminar Report with photos on the specified date.

Teaching Learning Activities	Experiential learning, Learning Partners, Spontaneous collaboration, content study skills, generic study skills, Rural camp
Assessment Task	Practicum, Reflective Journal, Critical Incidents, Project, Viva voce

**INTRODUCTION TO SOCIOLOGY
(ELECTIVE)**

Semester: I	Course Code:215SW1E06
Teaching Hours: 60	Credits: 5

Learning Objectives:

1. To facilitate an understanding of the basic concepts of society and culture in India.
2. To provide insights on the major social problems in India.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Interpret the elements of Society and distinguish various social processes.	PSO 1 PSO 3	E
CO 2	Critique the concepts of Social Stratification and Social Mobility and reflect upon the status of the same in contemporary Society.	PSO 1 PSO 3	E
CO 3	Develop perspectives on agents of Social Control and factors of Social Change.	PSO 1 PSO 3	C
CO 4	Compare the major propositions of various Sociological Theories.	PSO 3	E
CO 5	Apply the knowledge of Sociology to propose solutions to emerging Social Problems.	PSO 3	Ap

UNIT I

(12 hours)

Society: Meaning, Definition & Characteristics. Individual, Groups, Community, Association, Institution. Role & Role Conflict. **Social Process:** Concept and Types – Co-operation, Competition, Conflict, Accommodation, Assimilation and Acculturation. Process & Agents of Socialisation.

UNIT II

(12 hours)

Social Stratification: Meaning, Definition and Functions. Class, Caste, Race. **Social Mobility:** Meaning, Definition & Types. **Social Institutions:** Meaning, Definition, Functions & Types - Marriage, Family, Education, Religion, Economic & Political Institutions. **Social Control:** Concept, Functions, and agents of Social Control.

UNIT III (12 hours)

Culture: Meaning, Definition & Functions- Norms, Folkways, Mores, Customs, Values and Tradition. Cultural Lag theory. **Social Change:** Meaning, Definition & Factors – Urbanization, Industrialization, Westernization, Sanskritisation and LPG (Liberalisation, Privatisation & Globalisation).

UNIT IV (12 hours)

Sociological Theories: August Comte, Spencer, Weber, Durkeheim, Simmel, Karl Marx.
Indian Social Thinkers: Mahatma Gandhi, Sri Aurobindo, Swami Vivekanda, Dr. B. R Ambedkar, Bharathiyar and E.V.R Periyar.

UNIT V (12 hours)

Social Problem: Concept, Causes, Consequences, Policies & Programs related to the following Social Problems - Poverty, Unemployment, Corruption, Issues of Slums, Issues of Women, Issues of Children, Issues of Elderly, Issues of Sexual Minorities, HIV/AIDS, Substance Abuse, Religious Intolerance & Communal Riots, Terrorism, Epidemic Outbreaks, and Cyber Crime.

Teaching Learning Activities	Lecture, Review of Social Issues appearing in News Papers, Questioning, Learning Partners, and Spontaneous Collaboration.
Assessment Task	Essay Exams, Interviewing, Short answer, scrap book of newspaper articles on social problems

Text Books:

- Bhusan, Vidya., and Sachdeva, D., R. (2012). *Fundamentals of Sociology*. Delhi: Pearson.
- Madan, G. R. (2012). *Indian Social Problems - Vol.2*. New Delhi: Allied Publishers Pvt. Ltd.

References:

- Atal, Yogesh. (2012). *Sociology: A study of the Social Sphere*. Delhi: Pearson Publishing Ltd.
- Barry, Barnes. (1995). *The Elements of Social Theory*. New Jersey: Princeton University Press.
- Bhusan, Vidya., and Sachdeva, D., R. (2012). *Fundamentals of Sociology*. Delhi: Pearson.
- Bhusan, Vidya., and 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., and Duneier, Mitchell. (1991). *Introduction to Sociology*. Newyork: W.W.Norton&Co.
- Jain, Roshini. (1975). *Sociology - Introductory Readings*. UK: Polity press.
- Ramasamy, P. (2004). *General and Medical Sociology*. Chennai: New Millennium Publications.
- Rao, Shankar, G., N. (2009). *Sociology: Principles of Sociology*. New Delhi: Sulthan Chand.
- Rawat, H. K. (2007). *Sociology - Basic Concepts*. Jaipur: Rawat Publications.

- Richard, T., Schaefer. (2006). *Sociology – A Brief Introduction*. Mumbai: TATA McGraw – Hill Publishing Company Limited.
- Roshini, Jain. (2012). *Sociology - An Introduction to Sociology*. New Delhi: AITBS Publishers.
- Srinivas, M. N. (1997). *Social Change in Modern India*. New Delhi: Orient Longman limited.
- William, Jones. (2013). *Understanding Society- Contemporary Perspective*. New Delhi: Cyber Tech Publications.

Online Resources:

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>

<https://www.sociologydiscussion.com>

<https://www.yourarticlelibrary.com>

<http://dcac.du.ac.in/documents/E-Resource/2020/Metrial/402AnilKumarBharti1.pdf>

https://lkouniv.ac.in/site/writereaddata/siteContent/202004032250571130priya_IMS_Social_Process-I.pdf

**COMMUNITY ORGANISATION AND SOCIAL ACTION
(MAJOR CORE)**

Semester: II	Course Code: 215SW2M01
Teaching Hours: 45	Credits: 3

Learning Objectives:

1. To provide knowledge to understand the community as unit of society.
2. To develop insights on the methods and techniques of working with communities and social action to sort out the social problems in the society.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Classify the concepts of Community Organisation and Community Development.	PSO 1 PSO 2	E
CO 2	Critically examine the models of Community Organisation.	PSO 2 PSO 3	E
CO 3	Assess Community Needs through the application of the Techniques of Participatory Rural Appraisal.	PSO 2 PSO 3	Ap
CO 4	Critically evaluate the efficacy and relevance of various models of Social Action and Appraise contemporary Social Action Movements.	PSO 3	E
CO 5	Develop the Skills of Campaigning, Lobbying and Network Building.	PSO 3	C

UNIT I

(10 hours)

Community: Concepts, Elements, Types, Community as Social System, Community Power Structure and Community Dynamics. **Community Organisation:** CO as a Method of Social Work, Principles, Scope and Approaches. Community Organisation Process- Problem Identification (Study), Discussion (Assessment and Analysis), Action Plan, Determination of Strategy, Implementation, Evaluation, Building Counter Systems. **Community Development:** Meaning, Definition, Similarities and Differences between Community Organisation and Community Development.

UNIT II

(10 hours)

Models of Community Organisation: Jack Rothman's Model- Locality Development Model, Social Planning Model, Social Action Model. Murray G. Ross' Model- General Content

Approach, Specific Content Approach and Process Content Approach. **Methods of Community Organization:** Awareness Creation, Planning and Organizing, Education, Networking, Participation, Public Interest Mobilization, Litigation, Protests and Demonstrations.

UNIT III (10 hours)

Participatory Rural Appraisal: PRA as a method of Community Organisation. Techniques of PRA – Transect Walk, Social Mapping, Resource Mapping, Venn-Diagram, Seasonal Calendar, Historical Timeline. **Community organization with vulnerable communities:** Women, Migrants, Refugees, Slum dwellers, Resettlement Colonies and Alternative Sexuality.

UNIT IV (10 hours)

Social Action: Meaning, Definition, Objectives, Principles, and Strategies. Models of Social Action- Elitist Social Action and Popular Social Action models. Approaches to Social Action - Paulo Freire, Saul Alinsky, Mahatma Gandhi, E.V.R. Periyar and Ambedkar. **Contemporary Social Action Movements:** Narmada Bachao Aandolan, Lokpal Movement, Farmer’s Protest, Delta, Hydrocarbon, Anti-Sterlite, Kudankulam Nuclear Project, Jallikattu Protest and 8 Lane Greenways Project.

UNIT V (5 hours)

Advocacy: Strategy for advocacy – Campaigning, Lobbying, Use of Media and Public Opinion building in advocacy – Coalition and Network building, linking up protest movements with development work.

Teaching Learning Activities	Lecture, Think Aloud, Review of Social Action through Newspaper articles, Case Study Analysis, Practicing Community organizing skills through Rural Camp, Field Work and discussions based on Field Visits.
Assessment Task	Essay Exam, Reflective Journal, Portfolio, seminar/ presentation, assignment, PRA

Text Books:

- Christopher A.J. and William, T. (2018). Community Organisation and Social Action. New Delhi: Himalaya Publishing House.
- Raju, M. L. (2012). *Community Organization and Social Action: Social Work Methods and Practices*. Regal Publications.

References:

- Alinsky, Saul. (1971). Rules for Radicals: A Practice Primer for Realistic Radicals. Vintage Books.
- Bhatia, K. (2012). Social Work and Community Development. New Delhi: Sonali Publications.
- Gangrade, K. D. (1971). Community Organisation in India. Mumbai: Popular Prakashan.

- Gunjal, B. S. (2013). Community Organization and Social Action (Methods of Social Work). Bangalore: IBH Prakashana Publications.
- Gunjal, B. S. (2017). Community Organisation and Social Action. Bangalore: IBH Prakashana.
- Harper, E. H. and Dunham, A. (1959). Community Organization in Action. New York: Association Press.
- Joseph, Sheeba. (2012). Community Organization in Social Work. Discovery Publishing House.
- Joshi, S. C. (2008). Handbook of Social Work. New Delhi: Akansha Publishing house.
- Menon, S. (2011). Principles of Social Work Practice. New Delhi: Y king Books.
- Narayanasamy, N. (2013). Participatory Rural Appraisal - Principles, Methods and Applications. New Delhi: SAGE Publications India Pvt. Ltd.
- Patil, A. R. (2012). Community Organization and Development: An Indian Perspective. New Delhi: Prentice Hall India Learning Private Limited.
- Rampal, V. (2009). Social Work and Community Development. New Delhi: Alfa Publications.
- Sachdev, S. (2012). A Textbook of Social Work. New Delhi: Dominant Publishers and Distributors Pvt. Ltd.
- 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.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- <http://www.egyankosh.ac.in/bitstream/123456789/50437/1/Block-2.pdf>
- <http://www.bahaistudies.net/neurelism/library/community-organization.pdf>
- https://www.academia.edu/24410385/Social_Work_with_Community_Organization_A_Method_of_Community_Development
- <http://egyankosh.ac.in/bitstream/123456789/59016/1/Unit3.pdf>

SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATION

Semester: II	Course Code: 215SW2M02
Teaching Hours: 45	Credits: 3

Learning Objectives:

1. To develop in students the ability to understand the concepts of social policy and social welfare administration to emphasize its importance.
2. To enable students to understand the various social legislations in India.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Critically examine various provisions of the Constitution, Policies and Programs of the State which promote Social Welfare.	PSO 2 PSO 4	E
CO 2	Examine legal provisions pertaining to the registration and administration of an NGO.	PSO 2 PSO 4	E
CO 3	Develop the skill of writing a Project Proposal on the basis of needs identified of a clientele group.	PSO 2 PSO 4	C
CO 4	Demonstrate understanding of Social Legislations with respect to special groups such as women, children & senior citizens.	PSO 2 PSO 4	U
CO 5	Appraise and apply the knowledge of various social legislations to mitigate social problems in India.	PSO 2 PSO 4	E

UNIT I

(10 hours)

Social Welfare Administration: Concept, History, Objectives, Philosophy and Principles. Models of Social Welfare. Functions of Social Welfare. India as a Welfare State. Indian constitution and Social Welfare- Fundamental Rights, Directive Principles of State Policy, Duties, Planning Commission, Five year Plans, Programmes and Policies, NITI Aayog, Millennium Development Goals and Sustainable Development Goals.

UNIT II

(10 hours)

Administration of NGO's: Administration in Voluntary Organization, Constitution and Bye-laws, Boards and Committees. Registration – Advantages and Disadvantages, Legislations for Registration- Societies Registration Act 1860, Tamil Nadu Societies Registration Act 1975, Public Trust Act, Foreign Exchange & Regulation Act 1973, Foreign Contribution and

Regulation Act 1976, Income Tax for NGO's. Fund Raising and Resource building-Accountability, Transparency, and Social audit.

UNIT III (8 hours)

Programme Development: Writing a Need- Based Project Proposal, Public Relations – Need & Significance of promoting it. Networking with Public, Corporate & Voluntary sector. **Social Welfare Boards:** Role and functions of - Central Social Welfare Board; Tamilnadu Social Welfare Department; Block Development Office and Voluntary agencies in Social Welfare.

UNIT IV (10 hours)

Social legislation: Meaning, Objectives and Scope. The Law making Process. Social Legislations Pertaining to Specific Groups: Children- Child Marriage Restraint Act, 2006, Right to Education (RTE), 2009, Child Labour (Prohibition and Regulation) Act, 1986, The Juvenile Justice (Care and Protection of Children) Act, 2015, The Protection of Children from Sexual Offences (POCSO) Act, 2012. Women - The Dowry Prohibition Act, 1961, The Immoral Traffic (Prevention) Act, 1996, The Protection of Women from Domestic Violence Act, 2005, Tamil Nadu Prohibition of Eve Teasing Act, 1998.

UNIT V (7 hours)

Significant Legislations: Prevention of Crimes and Atrocities against Scheduled Caste and Scheduled Tribes, 1979, The Maintenance and Welfare of Parents and Senior Citizens Act, 2007, Right To Information Act, 2005, Inter-State Migrant Workmen Act 1979, The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013. Role of Social Workers in promoting Legal Rights.

Teaching Learning Activities	Lecture, Think aloud, Learning Partners, Group Discussion, and News articles analysis, and Analysis of current policies.
Assessment Task	Essay Exams, Practicum, Critical Incidents, News analysis, assignment

Text Books:

- Sachdeva, D. R. (2015). *Social Welfare Administration in India*. Allahabad: Kitab Mahal.
- Chowdhry, D. Paul. (2005). *Social Welfare Administration*. New Delhi : Atma Ram & Sons.

References:

- Chaturvedi, T. N., and Jain, R. K. (1980). *Social Administration: Development and Change*. NewDelhi: Shanta Chandra Kohli (eds.).
- Coudhary, D. P. (1983). *Social Welfare Administration*. Delhi: Atma Ram and Sons.
- Dean, Paul, and Appleby, H. (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., and Jain, R. K. (1988). *Social Welfare Administrative Vol.I & II*. New Delhi: Deep and Deep Publications.
- Haimann, A. (1982). *Professional Management and Practice*. Delhi: Eurasia Publications.
- Katalia and Majumar. (1981). *The Constitution of India*. New Delhi: Orient Publishing Company.
- Kohil, A. S. (1996). *Social Welfare*. New Delhi: Anmol Publication.
- Kohli, A.S., and Sharma, S. R. (1997). *The Welfare State*. New Delhi: Anmol Publication.
- Kulkarni, P.D. (1979). *Social Policy and Social Development in India*. Madras: ASSWI.
- Lewis, D., and Ravichandran, N. (2008). *NGOs and Social Welfare: New Research Approaches*. New Delhi:Rawat Publications.
- Nagendra, Shilaja. (2005). *Social Work and Social Welfare in India*. Jaipur:ABD Publishers.
- Pathak, S. (1981). *Social Welfare: An Evolutionary and Development Perspective*. Delhi: McMillan.
- Ramphal. (2001). *Perspectives in Human Rights*. New Delhi: Rajat Publications.
- Rosalie, Ambrosino, et.al. (2015). *Social Work and Social Welfare: An Introduction (7thEds)*. New Delhi: Rawat Publications.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- <http://www.ignou.ac.in/upload/Bswe-003%20Block-2-UNIT-6-small%20size.pdf>
- <http://egyankosh.ac.in/handle/123456789/17228>
- <https://ddceutkal.ac.in/Syllabus/MSW/Paper-6.pdf>
- <http://www.igntu.ac.in/eContent/IGNTU-eContent-642461769227-MSW-2-DrRameshB-SocialWelfareAdministrationandSocialLegislations-1,2,3,4,5.pdf>

**ESSENTIALS OF PSYCHOLOGY
(MAJOR CORE)**

Semester: II	Course Code: 215SW2M03
Teaching Hours: 45	Credits: 3

Learning Objectives:

1. To impart understanding of human behaviour in relation to society and equip students with better understanding of human behaviour and personality development models.
2. To introduce the students to the various fields of psychology.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Critically examine the various fields, methods and schools of Psychology.	PSO 3	E
CO 2	Reflect upon the insights of psychological processes in understanding Human Behaviour.	PSO 3	Ap
CO 3	Compare the milestones and salient features pertaining to various stages of Human Development.	PSO 3	C
CO 4	Classify the symptoms, antecedents, course and treatment of various Mental Disorders.	PSO 3	U
CO 5	Develop diagnostic skills based on knowledge of Human Behaviour and processes for effective practice of Professional Social Work.	PSO 3	U

UNIT I

(8 hours)

Introduction to Psychology: Meaning and Definition, Fields and Methods, Schools of Psychology- Structural, Functional, Gestalt, Psychoanalytic, Behaviorist and Humanistic. Scope and Relevance of Psychology to Social Work Profession.

UNIT II

(12 hours)

Psychological Processes: Perception: Meaning, Definition, Process, Selectivity, Factors affecting Perception. **Learning:** Meaning, Definition, Process, Theories of Learning – Classical Conditioning, Operant Conditioning, Social Cognitive Theories. **Memory:** Theories of Memory, Types of Memory, Theories of forgetting. **Intelligence:** Meaning and Theories of Intelligence.

UNIT III (10 hours)

Psychological Processes in Behaviour: Motivation: Meaning, definition, types and characteristics of motives, theories of motivation. **Personality:** Meaning, Definition, Theoretical Approaches– Type and Trait theories, Behavioral Theories, Psychodynamic Theories and Humanistic Theories. **Emotion:** Definition and Theories of Emotion. **Attitude:** Definition and Theories of Attitude Formation and Attitude Change.

UNIT IV (10 hours)

Developmental Psychology: Nature Vs Nurture - Lifespan Perspective. **Development:** Concept and Principles; Developmental Stages and Developmental Tasks - Prenatal, Infancy, Babyhood, Childhood - Early and Late, Puberty, Adolescence, Early Adulthood, Middle Age and Old Age. Areas of Human Development - Physical, Social, Emotional, Moral and Cognitive.

Theories of Growth and Development: Psychosexual - Freud's, Psychosocial - Erickson's, Spiritual - Fowler's, Cognitive - Piaget, Moral - Kohlberg's Theory.

UNIT V (5 hours)

Abnormal Psychology: Meaning and Characteristics, Concept of Normality and Abnormality, Mental Health, Factors affecting Mental Health, Mental retardation, Childhood Disorders, Anxiety Disorders, Personality Disorders, Psychotic Disorders, Eating Disorders, Substance induced Disorders.

Teaching Learning Activities	Lecture, Think aloud, Learning Groups, Metacognitive Learning Skills, Role Plays, Audio- Visuals, Review of Journals.
Assessment Task	Essay Exams, Reflective Journal, Critical Incidents.

Text Books:

- Mangal, S.K. (2009). *An Introduction to Psychology*. Sterling Publishing Private Limited.
Reeta Kumari. (2019). *Introduction to Psychology Text Book*. Vinita Publishing House.

References:

- Clifford, T.M. (1993). *Introduction to psychology*. New Delhi: Tata McGraw Hill.
Clifford, T. M. (2005). *A Brief Introduction of Psychology*. New Delhi: Tata McGraw Hill Publishing Company Limited.
Dash, B. N. (2005). *A Textbook of Educational Psychology*. New Delhi: Dominant Publishers and Distributors.
Elizabeth, B.H. (2007). *Child Growth and Development*. New Delhi: Tata McGraw – Hill.
Flexner, W. (2004). *Elements of Social Psychology*. New Delhi: Sarup and Sons.
Flexner, W. (2004). *Elements of Clinical Psychology*. New Delhi: Sarup and Sons.

- Frank, W.S., Jamie, A. G., Larry, M. C. (2012). *Applied Social Psychology*. New Delhi: SAGE Publications India Pvt Ltd.
- Irwin, G. S., Barbara, R. S. (2005). *Abnormal Psychology*. New Delhi: SAGE publications.
- Kumar, N. (2009). *Essentials of Psychology*. New Delhi: A.I.T.B.S Publishers.
- Murthy, M. R. (2003). *Human Behaviour and Personality Disorders*. Pointer Publisher.
- Rather, A. R. (2005). *Psychology of Learning and Development*. Discovery Publishing House.
- Shukla, K. C. (2000). *Abnormal Psychology*. New Delhi: Patience Hall of India Private Limited.
- Shyam, S. S. (2008). *Child Development*. New Delhi: Rawat Publications.
- Tandon, R. K. (2007). *Child Psychology*. New Delhi: A.P.H Publishing Corporation.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- https://www.academia.edu/30954382/INTRODUCTION_TO_PSYCHOLOGY
- https://www.academia.edu/40861009/Essentials_of_Understanding_Psychology_EIGHTH_EDITION
- https://www.academia.edu/40623319/Introduction_to_Psychology_Adapted_by
- https://www.academia.edu/20355464/Psychology_of_Human_Behavior

**HUMAN RESOURCE MANAGEMENT
(MAJOR CORE)**

Semester: II	Course Code: 215SW2M04
Teaching Hours: 45	Credits: 3

Learning Objectives:

1. To help students acquire knowledge on the various functions of human resource management.
2. To develop in student skills and attitudes required for a HR professional.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Demonstrate an understanding of the basic concepts of Human Resource Management.	PSO 1 PSO 2 PSO 3 PSO 4	E
CO 2	Develop skills for sourcing candidates for recruitment and design Job description and Job specification.	PSO 2 PSO 3 PSO 4	C
CO 3	Identify Training needs and evaluate a Training program.	PSO 2 PSO 3	R
CO 4	Criticize the various techniques of Performance Appraisal and its implementation.	PSO 2 PSO 4	E
CO 5	Argue the scope and issues pertaining to International Human Resource Management.	PSO 2 PSO 4	E

UNIT I (10 hours)

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

UNIT II (10 hours)

Job Analysis: Concept, Objectives, uses and Process & Techniques of Job Analysis. Job Description and Specification. Job Design & its methods. Job Rotation, Job Enlargement and Job Enrichment. **Recruitment:** Meaning, Definition, Process and Sources. **Selection:** Meaning, Definition, Steps and Types.

UNIT III (10 hours)

Employee Training: Objectives, Need & Importance. Identifying Training Needs, Methods & Techniques of Training, Evaluation of Training. **Executive Development:** Meaning, Objectives, and process. **Career Planning:** Objectives, Process, Advantages and limitations of Career Planning. Succession Planning. Mentoring and Coaching, **HRIS:** Concept, Objectives, Designing and Uses.

UNIT IV (10 hours)

Performance Appraisal: Concept, Definition, Objectives, uses of Performance Appraisal, Methods of Performance Appraisal, 360 Degree Appraisal, Management by Objective, Behaviourally Anchored Rating Scales (BARs), Performance Review. Limitations of Performance Appraisal. **Compensation:** Concept, Objectives of Wage and Salary Administration, Factors affecting Compensation, Methods of Wage Payment, Executive Compensation, Promotion, Demotion, Employee Separations.

UNIT V (5 hours)

International HRM: Impact of Globalisation on HRM, Difference between Domestic HRM and IHRM. Model of IHRM. Scope and issues in IHRM, Expatriation & Repatriation – Process, Issues & Challenges.

Teaching Learning Activities	Lecture, Think aloud, Advanced Organiser, Case study Analysis, Observation visits to Different sectors to study the functions of Human Resources and Review of Journals.
Assessment Task	essay exams, seminar/ presentation, Case study, Interview with a HR professional

Text Books:

- Aswathappa, K. (2010). *Human Resource Management*. New Delhi: Tata McGraw Hill Education Pvt. Ltd.
- Gupta, S., & Gupta, S. (2005). *Human Resource Management – Concepts and Practices*. New Delhi: Deep and Deep Publication Pvt. Ltd

References:

- Aswathappa, K. (2009). *Human Resource Management – Text and Cases*. New Delhi: Tata McGraw Hill Education Pvt Ltd.
- Aswathappa, K., & Dash, S. (2013). *International Human Resource Management*. New Delhi: Tata McGraw Hill Education Pvt Ltd.
- Brewster, C., Sparrow, P., and Verner, G. (2009). *International Human Resource Management*. Hyderabad: Universities Press.
- Dessler, G., & Varkkey, B. (2011). *Human Resource Management*. Dorling Kindersley Pvt Ltd India.
- Goel, V. (2009). *Human Resource Development*. New Delhi: Saurabh Publishing House.
- Gupta, C. B. (2009). *Management - Theory and Practice*. Sultan Chand and Sons.

Harzing, A. W. (2011). *International Human Resource Management*. New Delhi: Sage publications India Pvt Ltd.

ICFAI Center of Management Research (2004). *Introduction to Human Resource Management*. The Institute of Chartered Financial Analysis of India.

ICFAI Center of Management Research (2004). *Introduction to Human Resource Management*. The Institute of Chartered Financial Analysis of India.

Khanka, S. (2009). *Human Resource Management – Text and Cases*. S.Chand and Company Ltd.

McGuire, D. & Jorgensen, K. M. (2011). *Human Resource Development – Theory and Practice*. New Delhi: Sage publications India Pvt Ltd.

Shahbaz, Alam, M. (2009). *Human Resource Management*. Atlantic Publishers and Distributors Pvt Ltd.

Online Resources:

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>

<https://brauss.in/hrm-basic-notes.pdf>

<https://old.mu.ac.in/wp-content/uploads/2014/04/Human-Resource-Management-Paper-I-English-Book.pdf>

<http://icdeolhpu.org/downloads/course203.pdf>

<https://ddceutkal.ac.in/Syllabus/Human-Resource-Management.pdf>

**FIELD WORK PRACTICUM – II
(MAJOR PRACTICAL)**

Semester: II	Course Code: 215SW2M05
Total Hours: 180	Credits: 5

Learning Objectives:

1. To help the students to develop the knowledge and the importance of Field Work Training.
2. To help students acquire practical skills by applying theory to practice in different fields of Social Work.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Examine the structure and functions of the Field Work Agency and its relation with its clientele group.	PSO 2 PSO 4	E
CO 2	Identify the administrative procedures, Program Management, and Project Development.	PSO 2 PSO 4	R
CO 3	Apply professional skills in Case Work, Group Work and Community Organisation towards addressing the needs of the Clientele Group.	PSO 2 PSO 4	Ap
CO 4	Develop insights required for sensitization, Consultation and Facilitation of clientele group in various social work settings.	PSO 2 PSO 4	C
CO 5	Design and execute a Research Project relevant to the Projects/Programs of the NGO.	PSO 2 PSO 4	C

Components of Field Work Practicum- II

1) Understanding the Organization:

- To understand the Field Work Agency, its Philosophy, Goals, Structure and Functioning.
- To identify the Agency's Geographical Area of Intervention.
- To understand the administrative structure, the communication patterns, leadership, power structure, decision –making and functions of personnel.
- To understand programmes and programme management.

- To understand the financial management, including source of funds, efforts at fundraising and appreciate the need for networking.
- 2) **Case Work:** Minimum three Clients should be dealt with for case work sessions. Case Work Reports for each client should be submitted on the termination of the Case Work.
- To identify problems and analyse them.
 - Analyse the causative factors and dynamics in the problem situations.
 - Establish and maintain Professional relationship.
 - To help the students understand and apply Models of Case Work in Different Settings.
 - To develop the ability to involve the client system in problem solving and utilizing skills of Social Work Intervention.
 - Identify and utilize resources.
 - To integrate theory and practice and utilize the integrated approach in Social Work Practice.
- 3) **Group Work:** One Group Work with minimum five group sessions. Group Work Report should be submitted on the completion of the Group Work Process.
- To enable students to study the Group which is in existence and take steps to identify and form one or two Groups.
 - To help the students understand the significance of Group on Life of Individuals.
 - To understand the integration of Group Work with other Methods of Social Work.
 - To enhance skills of working with groups, to meet their needs and goals.
 - Identify and utilize resources.
 - To integrate theory and practice and utilize the integrated approach in Social Work Practice.
- 4) **Community Organisation:** One Community Organisation with minimum three programmes should be organized using any Model of Community Organisation. The report should also contain photos and other relevant appendices.
- To help students study the Community and their Problems.
 - To expose students to problem situation and to enable them to identify solutions through Community Organisation Programmes.
 - Identify and utilize resources.
 - To integrate theory and practice and utilize the integrated approach in Social Work Practice.
- 5) **Research Project:** 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. A research report should be submitted on its completion.
- To help students to conceptualise a research Problem.
 - To develop the skill of conducting a Social Research.

- To enhance the research report writing skill.

Teaching Learning Activities	Experiential learning, Learning Partners, Spontaneous collaboration, content study skills, generic study skills
Assessment Task	Practicum, Reflective Journal, Critical Incidents, Project, Viva voce

**FUNDAMENTALS OF BUSINESS MANAGEMENT
(ELECTIVE)**

Semester: II	Course Code: 215SW2E06
Teaching Hours: 60	Credits: 5

Learning Objectives:

1. To help the students to learn basic facts about Management and Business.
2. To introduce to students the different components of Business functions and help them understand the various domains in Business Management.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Critically examine various Schools of Management.	PSO 1 PSO 2	E
CO 2	Demonstrate an understanding of the basic concepts and forms of Business organisations.	PSO 1 PSO 2	U
CO 3	Examine the basic concepts of Production, Sales and Marketing Management and Retail Management.	PSO 1 PSO 2	E
CO 4	Illustrate the basic concepts of Cost Accounting and Management Accounting.	PSO 1 PSO 2	Ap
CO 5	Appraise the process involved in Supply Chain Management and Software Management.	PSO 1 PSO 2	E

UNIT I **(12 hours)**

Basics of Management: Management- Definition and Principles of Management, Management thoughts by F. W Taylor, Henri Fayol, Elton Mayo. Functions of Management – Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting their Meaning, Types, Process and Importance.

UNIT II **(12 hours)**

Basics of Business: Business - Definition, Features, Objectives and Functions of Business. Difference between Profession and Business. Forms of Business Organizations - Sole Proprietorship, Partnership Firm, Joint Hindu Family Business, Joint Stock Company and Co-Operatives.

UNIT III **(12 hours)**

Production & 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.

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

UNIT IV (12 hours)

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

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

UNIT V (12 hours)

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

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

Teaching Learning Activities	Lecture, Peer Learning, Group Discussion, Video Discussions, Guest Lecture and Presentation.
Assessment Task	Essay Exam, Case study, Assignment, Seminar Presentation

Text Books:

Bhushan Y. K. (2009). *Fundamentals of Business Organization and Management*. New Delhi: Sultan Chand & Sons.

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

Gupta, C. B. (2009). *Business Management*. New Delhi: Sultan Chand & Sons.

References:

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

Anurag, S., and Kaawshik, S. (2008). *Logistics & Supply Chain Management*. Mumbai: Jaico Publishing House.

Arora M.N. (2006). *Cost Accounting- Principles and Practice*. Vilas Publishing House Pvt. Ltd

Balu V. (2007). *Marketing Management*. Chennai: Sri Venkateshwara Publication.

Balu V. (2007). *Production Management*. Chennai: Sri Venkateshwara Publication.

Bhabotosh, Banerjee. (2009). *Fundamentals of Financial Management*. PHI learning pvt Ltd.

Dermot, Duff., John, Quilliam. (2015). *Project Management- A Practical Guide (1st Eds)*. Viva Books Pvt Ltd.

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

- Gibson G. Vedamani (2009). *Retail Management Functional Principles & Practices*. Mumbai: Jaico Publishing House.
- Gopalakrishnan P., and Sundaresan, M. (2008). *Materials Management an Integrated Approach*. New Delhi: Prentice Hall of India Pvt Ltd.
- Prasad, L. M. (2009). *Principles and Practices of Management*. New Delhi: Sultan Chand & Sons, New Delhi.
- Rajan, Nair., and Sanjith, R. Nair. (2009). *Marketing*. New Delhi: Sultan Chand & Sons.
- Sharad, S. (2010). *Strategic Brand Management for B2B Markets*. New Delhi: Sage Publications India Pvt. Ltd.
- Singla, R. K. (2010). *Business Organisation and Management*. New Delhi: V. K India Enterprise.
- Trevor, L. Young. (2013). *Successful Project Management*. UK: Kogan Page Limited.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- <https://www.businessmanagementideas.com/management/useful-notes-on-management-introduction-and-concept-of-management/2587>
- <http://www.universityofcalicut.info/syl/ManagementConceptsBusinessEthics.pdf>
- https://www.managementstudyguide.com/management_functions.htm
- <https://backup.pondiuni.edu.in/sites/default/files/Project%20Managementt200813.pdf>

**LABOUR LEGISLATION AND CASE LAWS
(MAJOR CORE)**

Semester: III	Course Code: 215SW3M01
Teaching Hours: 60	Credits: 3

Learning Objectives:

1. To make the students aware about the existing labour administrative set up both at the Center and the State Level.
2. To help students understand the various labour legislation available in India.
- 3.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Examine the historical development of Labour Legislation in India.	PSO 1 PSO 4	E
CO 2	Critically examine the provisions of various legislations pertaining to conditions of employment in India.	PSO 1 PSO 4	E
CO 3	Compare the provisions of various legislations related to Payment of Wages in India.	PSO 1 PSO 4	An
CO 4	Interpret the provisions of Social Security in India and assess their adequacy and relevance in the contemporary context.	PSO 1 PSO 4	U
CO 5	Qualify with the skill of citing sections and clauses of Labour Legislations appropriate for dealing with a Labour Issue.	PSO 1 PSO 4	Ap

UNIT I

(5 hours)

Labour Legislations: Concept, need and historical development of Labour Legislation in India. Labour in the Indian Constitution. **Labour Administration and Judicial Administration:** Administrative Set Up and Functions of the Factory Inspectorate - Central and State. Jurisprudence & Industrial Jurisprudence.

UNIT II

(15 hours)

hours)

Legislations pertaining to Conditions of Employment: The Factories Act, 1948, The Tamil Nadu Shops and Establishments Act, 1947, The Contract Labour (Regulation and Abolition) Act, 1970, The Apprentices Act, 1961, The Industrial Employment (Standing Orders) Act, 1946 and Relevant Case Laws & Case Studies.

UNIT III (10 hours)
Legislations pertaining to Payment of Wages: The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, Payment of Gratuity Act, 1972, Minimum Wages Act 1948 and Relevant Case Laws & Case Studies.

UNIT IV (15 hours)
Legislations pertaining to Social Security: The Employees Provident Fund and Miscellaneous Provisions Act, 1952, The Employees' Compensation Act, 1923, The Employees' State Insurance Act, 1948, The Maternity Benefit Act, 1961 and Relevant Case Laws & Case Studies.

UNIT V (15 hours)
Labour Codes 2020- Code on Wages, 2019, the Industrial Relations Code, 2020, the Occupational Safety, Health and Working Conditions Code, 2020 and the Code on Social Security, 2020. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Teaching Learning Activities	Lecture, Questioning, Advanced Organizer, Case Studies, Case Laws, Multiple choice questions, and Quiz
Assessment Task	Essay exams, seminar/ presentation, multiple choice questions, case study analysis

Text Books:

Kapoor, N, D. (2019). Elements of Industrial Law. New Delhi: Sultan Chand and Sons
 Srivatsava, S.C. (2012). *Industrial Relations and Labour Laws*. New Delhi: Publishing House and Educational Books.

References:

Ajay,Garg. (2012). Labour Laws One Should Know. New Delhi: Nabhi Publishing House.
 Kumar, H. L. (2013).*Labour Laws Everyone should Know*.New Delhi: Universal Law Publishing.
 Kumar, H.L. (2003).*Labour Law (2ndEds)*. New Delhi: Universal Law Publishing Pvt Ltd.
 Kumar, H.L. (1997).*Employees Rights under Labour Laws*. New Delhi: Universal Law Publishing Pvt Ltd.
 Malik, P. L. (1999).*Industrial Law, Vol 1 (18thEds)*.Lucknow: EBC Publishing Pvt Ltd.
 Sinha, P. R. N., InduBala,Sinha, and Seema, Priyadarshini, Shekhar. (2006).*Industrial Relations Trade Unions and Labour Legislation(8thEds)*. New Delhi: Dorling Kindersley India Pvt ltd.
 Tripathi, P.C., Gupta, C. B., and Kapoor, N.D.(2009). *Industrial Relations and LabourLaw (4thEds)*. New Delhi: Sulthan Chand and Sons.

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.

Online Resources:

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>

https://ncib.in/pdf/ncib_pdf/Labour%20Act.pdf

https://ebooks.lpude.in/management/mba/term_3/DMGT516_LABOUR_LEGISLATIONS.pdf

https://www.icsi.edu/media/webmodules/Labour_Laws&_Practice.pdf

<https://blog.ipleaders.in/labour-laws/amp/>

**ORGANISATIONAL BEHAVIOUR
(MAJOR CORE)**

Semester: III	Course Code: 215SW3M02
Teaching Hours: 60	Credits: 03

Learning Objectives:

1. To help students build a knowledge base so as to understand human behaviour in an Organisation.
2. To enable students to understand the various dynamics which exist in an Organisation.
- 3.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Develop critical insights on the scope, opportunities and argue the challenges of Organisational Behaviour.	PSO 1 PSO 3	E
CO 2	Distinguish major Job Attitudes and reflect on their implications to Organisational Behaviour.	PSO 1 PSO 3	U
CO 3	Interpret the propositions of various motivational theories at workplace.	PSO 1 PSO 3	U
CO 4	Criticize the various dimensions of Leadership at organisations.	PSO 1 PSO 3	E
CO 5	Develop critical skills of understanding, predicting and managing the dynamics of employee behaviour in organisations towards Organisational effectiveness and efficiency.	PSO 1 PSO 3	Ap

UNIT I

(12 hours)

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

UNIT II

(12 hours)

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**(12 hours)**

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**(12 hours)**

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 Blake’s Model, Situational Leadership Theory, Leader Member Exchange Theory, Transactional and Transformation Leadership.

UNIT V**(12 hours)**

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, Organisational Climate.

Teaching Learning Activities	Lecture, Seminar, Group Discussion, Role play, Video Discussions, Case Study Analysis and Presentation.
Assessment Task	Essay Exams, Ordered outcome, Case study, assignment, seminar/ presentation.

Text Books:

- Ashwathappa, K. (2017). *Organisational Behaviour (12thEds)*. Mumbai: Himalaya Publishing house Pvt. Ltd.
- Prasad, L, M. (2014). *Organisational Behaviour*. New Delhi: Sultan Chand & Sons
- Robbins, Stephen, P. (2013). *Essentials of Organisational Behaviour*. New Delhi: Prentice Hall of India

References:

- Ashwathappa, K. (2017). *Organisational Behaviour (12thEds)*. Mumbai: Himalaya Publishing house Pvt. Ltd.
- Ghanekar, Anjali, (2011). *Organisational Behaviour*. New Delhi: Everest Publishing House.
- Hersey, Paul & Blanchard, H., Kenneth & Johnson, E., Dewey. (2009). *Management of Organisational Behaviour – Leading Human Resources (9thEds)*. New Delhi: PHI Learning Pvt. Ltd.
- ICFAI.(2003). *Introduction to Organisational Behaviour- 2 volumes* .ICFAI University Publications.
- Jones , R., Gareth, Mathew, Mary. (2010). *Organisational Theory, Design and Change (6thEds)*. New Delhi: Dorling Kindersley India Pvt Ltd.
- Khanka, S.S. (2004). *Organisational Behaviour*. New Delhi: Sultan Chand & Sons.

- Kinichi, Angelo & Kreitner, Robert. (2012). *Organisational Behaviour – Key concepts, skills and best practices (4th Eds)*. New Delhi: Tata McGraw Hill Edition.
- Kumar, Sunil. (2011). *Organisational Behaviour – A Research and Theory Based Text Book*. New Delhi: Global Vision Publishing House.
- Leonard, A., Schlesinger, Robert, G., Eccles & John J. Gabarro. (1983). *Managing Behaviour in Organisation*. Tokyo: McGraw Hill Book Company.
- Luthans, Fred. (2010). *Organisational Behaviour*. Singapore: McGraw Hill Inc.
- Mullinns, Laurel & Gill, Christy. (2017). *Management and Organisational Behaviour (10th Eds)*. Noida: Pearson India education services Pvt. Ltd.
- Newstrom, W., John. (2007). *Organisational Behaviour - Human Behaviour at Work (12th Eds)*. New Delhi: McGraw Hill Education India Pvt Ltd.
- Northhouse, G., Peter. (2013). *Leadership Theory and Practice (6th Eds)*. New Delhi: Sage Publications
- Prasad, L, M. (2014). *Organisational Behaviour*. New Delhi: Sultan Chand & Sons
- Robbins, Stephen, P. (2013). *Essentials of Organisational Behaviour*. New Delhi: Prentice Hall of India
- Seijte, H., Gerard. (2006). *Cases in Organisational Behaviour*. New Delhi: Sage Publications.
- Singh, Pratap, Vijay. (2004). *Personality and its Development*. New Delhi: Sarup and Sons 2004.
- Steven L. McShane & Marry Ann Von Glinow (2015). *Organisational Behavior – Emerging Knowledge, Global Reality (6th Eds)*. New Delhi: McGraw Hill Edition.
- Wendell, French, L., Bell, H., Cecil, Vohra, Veena. (2013). *Organisational Behaviour*. New Delhi: Pearson.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- <https://old.mu.ac.in/wp-content/uploads/2014/04/Management-PAPER-II-Organizational-Behavior-final-book.pdf>
- <https://2012books.lardbucket.org/pdfs/an-introduction-to-organizational-behavior-v1.1.pdf>
- <https://ddceutkal.ac.in/Syllabus/MBA-BOOK/OB.pdf>
- <http://www.bdu.ac.in/cde/docs/ebooks/mba/IP16MBA5%20-%20ORGANIZATIONAL%20BEHAVIOUR.pdf>

**INDUSTRIAL RELATIONS AND LABOUR WELFARE
(MAJOR CORE)**

Semester: III	Course Code: 215SW3M03
Teaching Hours: 60	Credits: 3

Learning Objectives:

1. To help the students learn the basic facts concerning Industrial Relations and Labour Welfare.
2. To sensitize the students to adopt suitable attitudes and skills required for the practice of Industrial Relations and Labour Welfare.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Compare & contrast the various Models and Approaches of Industrial Relations in India.	PSO 2 PSO 4	An
CO 2	Argue the nature, causes and consequences of Industrial Conflict.	PSO 2 PSO 4	E
CO 3	Rate the role played by Trade Unions in Contemporary labour issues.	PSO 2 PSO 4	E
CO 4	Illustrate various of statutory and non statutory labour welfare provisions.	PSO 2 PSO 4	Ap
CO 5	Develop professional Social Work Skills for effective resolution of Labour issues and Problems.	PSO 2 PSO 4	C

UNIT I

(12 hours)

Industrial Relations: History, Characteristics, Definition, Principles & Approaches. 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.

Social Security: Concept & Scope of Social Security, Social Assistance and Social Insurance. Social Security Measures in India.

UNIT II

(12 hours)

Industrial Discipline at Plant and Shop Floor Level: Discipline, Domestic Enquiry and Grievance Settlement Procedure. **Industrial Conflict:** Concepts of Industrial Peace and Industrial Conflict, The Industrial Disputes Act, 1947, Causes and Consequences of Industrial Conflict, Statutory and Non-Statutory Machinery for Prevention and Settlement of Disputes. Tamilnadu Payment of Subsistence Allowance Act 1981.

UNIT III (10 hours)
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.

UNIT IV (14 hours)
Trade Unionism: Origin, Objectives & Functions. Structure and Administration of Trade Unions, The Trade Union Act, 1926 , Theories on Trade Union. Growth of Trade Unions in India. Indian and International Labour Movements. **International Labour Organization:** History, Objectives, Structure, Functions and Achievements. World Trade Organisation and Indian Labour Force. Impact of Globalization, Liberalization & Privatisation on Indian Industrial Relations.

UNIT V (12 hours)
Labour Welfare: Concept, Philosophy, Need, Objectives, Types, Principles, Scope and Limitations. Statutory and Non-Statutory Welfare Provisions - Health, Education, Family Planning, Housing, Canteen, Crèche, Transport, Safety, Insurance, Additional Health Facilities and Better Conditions of Work. Tamilnadu Labour Welfare Fund Act 1972, Labour Welfare Officer – Need, Role & Functions.
Scope for Social Work in Industry: Problems related to Job Dissatisfaction, Indiscipline, Disablement, Indebtedness, Alcoholism, Substance Addiction, Absenteeism, Family Problems etc. Social Work intervention using Counselling, Recreation, Sports, Co-operative and Credit Society.

Teaching Learning Activities	Lecture, Various Groups, Peer Teaching, Practicum, Seminar, Group Discussion, Case Study Analysis, Situation Analysis and Presentation.
Assessment Task	Essay Exam, Case study, Assignment, Seminar, Presentation

Text Books:

Tripathi, P C. (2009). *Personnel Management and Industrial Relations (20thEds)*. Sulthan Chand and Sons.
Mamoria, C.B., SatishMamoria, Gankar. S.V. (2004). *Dynamics of Industrial Relations in India*. Mumbai: Himalaya Publishing House.

References:

Gupta, P. (2019). *Industrial Relations and Labour Laws for Managers*. SAGE Publications India Pvt Ltd.
Jain, J. N. and Bhola, A. (2009). *Modern Industrial Relations and Labour Laws: Principles and Techniques*. Regal Publications.
Monappa, Arun, et. al. (2012). *Industrial Relations and Labour Laws (2ndEds)*. Tata McGraw-Hill Education.

- Monappa, Arun. (2004). *Industrial Relations*. New Delhi: Tata McGraw-Hill Publishing Company Limited.
- Padhi, P. K. (2019). *Labour and Industrial Laws* (2ndEds). PHI Learning Private.
- Raj, Aparna.(2003). *Industrial Relations in India, Issues, Institutions and Outlook*. New Delhi: New Century Publications.
- Sarma, A. M. (2002). *Industrial Relations - Conceptual and Legal Framework*. Mumbai: Himalaya Publishing House.
- Sen, Ratna. (2010). *Industrial Relations - Texts and Cases*.Macmillan Publishers.
- Sharma, R. C. (2016). *Industrial Relations and Labour Legislation* (2ndEds). PHI Learning Private.
- Sinha, P. R. N, Sinha, Bala, Indu and Priyadarshini, ShekharSeema. (2006). *Industrial Relations Trade Unions and Labour Legislation* (8thEds). New Delhi: Dorling Kindersley India PvtLtd .
- Sivarethinamohan, R. (2010). *Industrial Relations and Labour Welfare: Text and Cases*. PHI Learning Private.
- Srivastava, Suresh C. (2012). *Industrial Relations and Labour Laws*(6thEds). Vikas Publications.
- Tripathi, P. C., Gupta, C. B., and Kapoor, N. D. (2009).*Industrial Relations and LabourLaw*, (4thEds). New Delhi:Sulthan Chand and Sons.
- Venkata, C. S. & Dhal, M. (2017).*Industrial Relations*(2ndEds). Oxford University Press

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- <http://www.sasurieengg.com/e-course-material/MBA/II-Year-Sem-3/BA7034%20INDUSTRIAL%20RELATIONS%20AND%20LABOUR%20WELFARE.pdf>
- https://www.ilo.org/wcmsp5/groups/public/---dgreports/---dcomm/documents/publication/wcms_067588.pdf
- [http://www.universityofcalicut.info/SDE/BBA%20\(Specialization%20-%20HRM\)%20-%20VI%20Sem-Industrial%20Relations.pdf](http://www.universityofcalicut.info/SDE/BBA%20(Specialization%20-%20HRM)%20-%20VI%20Sem-Industrial%20Relations.pdf)
- <https://indiankanoon.org/search/?formInput=cases%20of%20industrial%20disputes>

**FIELD WORK PRACTICUM- III
(MAJOR PRACTICAL)**

Semester: III	Course Code: 215SW3M04
Total Hours: 180	Credits: 5

Learning Objectives:

1. To provide hands on experience in the HR department of a company and to learn the current Human Resources practices.
2. To give practical exposure in the field of Human Resource Management and equip students to learn employability skills.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Recognize the various HR functions of an Organisation during the Summer placement.	PSO 2 PSO 4	R
CO 2	Distinguish between the HR practices followed in different Sectors.	PSO 2 PSO 4	An
CO 3	Relate the knowledge and skills of HR learnt in the classroom in the field work organisation.	PSO 2 PSO 4	Ap
CO 4	Examine all statutory & non statutory legal Provisions applied in Organisations.	PSO 2 PSO 4	An
CO 5	Identify emerging trends in business which support HR functions.	PSO 2 PSO 4	R

Components of Field Work Practicum- III

- 1) **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 (II year) along with the photocopy of the Placement completion certificate issued by the organization. A presentation on the learning during the summer placement should be done on the reopening day (for II year).

Objectives of Summer Placement:

- Experience direct practice in Management and its operations.
- Enhances and integrates practice of Human Resource Management Functions
- Experience self in the role of a professional Human Resource Manager.

- 2) Observation Visits: A minimum of six observation visits will be made to the Human Resource Department of different sectors such as a manufacturing industry, IT, ITES, Hospitality, Retail and Service.

Objectives of Observation Visits:

- To gain first-hand information on the various HR functions of the Human Resource department.
 - To help the students to be abreast with current Human Resources Practices in the Industries.
 - Experience the role played by the HR Manager in different settings.
- 3) Concurrent Field Work: Students would be placed in the HR department of an organization for 24 working days during the programme. Wednesdays and Fridays are designated days for Field Work.

Objectives of Field Work:

- Experience direct practice in Management and its operations.
- Enhances and integrates practice of Human Resource Management Functions
- Experience self in the role of a professional Human Resource Manager.

The students should have 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: Attrition calculation, Forecasting, job analysis, job description, job specification and other criteria used for MPP
- V. Recruitment & Selection, Training & 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 in Industrial set up, case work, counselling, dealing with alcoholism, absenteeism, indebtedness, family problems, stress etc.,
 - IX. Corporate Social Responsibility: Adoption of villages, community, School sponsorships, etc.
 - X. Corporate Quality: Quality Policy, ISO, Six Sigma, Kaizen, 5S, 6S, 7S, 8S, TPM, TQM, Quality Audits, Small group activities etc.
 - XI. Use of Technology in HRM – Gamification, SAP, ERP, HRIS etc.,
 - XII. Statutory Compliances
 - XIII. 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 and/or faculty supervisor.

Teaching Learning Activities	Experiential learning, Learning Partners, Spontaneous collaboration, content study skills, generic study skills
Assessment Task	Practicum, Reflective Journal, Critical Incidents, Project, Viva voce

**STRATEGIC MANAGEMENT
(ELECTIVE)**

Semester: III	Course Code: 215SW3E05
Teaching Hours: 60	Credits: 3

Learning Objectives:

1. To facilitate students to develop a critical sense of looking at business from a strategic perspective.
2. To enhance student's business knowledge and make them appreciate how Strategic HRM is vital to the business.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Demonstrate an understanding of the concepts and examine the process of Strategic Management.	PSO 2 PSO 3	Ap
CO 2	Assess critically the factors of environment and organisation which impact Business.	PSO 2 PSO 3	E
CO 3	Predict Corporate and Business Strategies appropriate for the stage of growth of Business.	PSO 2 PSO 3	Ap
CO 4	Develop skills for carrying out Gap Analysis and Portfolio Analysis of a Business.	PSO 2 PSO 3	C
CO 5	Critically evaluate the Implications of Strategic Human Resource Management to Business.	PSO 2 PSO 3	E

UNIT I (12 hours)

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 (12 hours)

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

UNIT III (12 hours)

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 (12 hours)

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 (12 hours)

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

Teaching Learning Activities	Group Discussions, Questioning, Meta Cognitive Learning Skills, Audio - Visuals Presentations, Discussion of Case Studies, Analysis of Business Magazines and Newspapers
Assessment Task	Essay Exam, Reflective Journal, Project, Case study, HR magazine article presentation

Text Books:

- Aswathappa, K., Sudarsana G. (2018). *Business Strategic Management (2nd Ed)*. Himalaya Publishing House Pvt. Ltd.
- Prasad, L.M. (2008). *Strategic Management*. New Delhi: Sultan Chand and Sons.

References:

- Budhiraja, S., Athreya, M. (2002). *Cases in Strategic Management*. New Delhi: McGraw Hill Education.
- Budhiraja, S., Athreya, M. (2002). *Cases in Strategic Management*. New Delhi: McGraw Hill Education.
- Fred, R. (2007). *Strategic Management: Concepts and Cases (10th Eds)*. New Delhi: Pearson.
- Fred, R. (2012). *Strategic Management: Concept and Cases (13th Eds)*. New Delhi: PHI Learning Pvt. Ltd.
- Gupta, S. L. (2009). *Strategic Marketing Management*. New Delhi: Atlantic Publishers & Distributor (P) Ltd.
- Gupta, S. L. (2011). *Advanced Human Resource Management: A Strategic Perspective*. Delhi: Ane Books Pvt. Ltd.
- Hitt, M., Ireland, R., and Hoskisson, R. (2016). *Strategic Management: A South-Asian Perspective*. New Delhi: Cengage Learning India Pvt. Ltd.
- Jayarathnam, M. (2015). *Strategic Management (6th Eds)*. Mumbai: Himalaya Publishing House Pvt. Ltd.
- Jeffrey, A. (2011). *Strategic Management of Human Resources (3rd Eds)*. New Delhi: Cengage Learning India Pvt. Ltd.

- John A., Pearce II., Richard B. (2000). *Strategic Management*. New Delhi: A.I.T.B.S. Publishers and Distributors.
- Kishore, M., Ravi. (2010). *Strategic Management: Text and Cases*. Delhi: Taxman Publications Pvt.ltd
- Lloyd, B. (1987). *Strategic Management: Planning & Implementation (2ndEds)*. New York: Harpa International Edition.
- Mason, A., Carpenter, W. M., Sarders, G., and Salwan, P. (2015).*Strategic Management: A Descriptive Perspective*. New Delhi: Pearson.
- Mellahi, G, F., and Finlay, P. (2005).*Global Strategic Management*. New York: Oxford University Press Inc.
- Ramswamy, V. S., and Namakumari, S. (2002). *Strategic Planning: Form of Corporate Strategy*. New Delhi: Macmillian India Ltd.
- Sanghvi, Ashok. (2006). *Strategic Management Process*. VakilsFeffer and Simons Ltd
- Srinivasan, R. (2002). *Strategic Management: The Indian Content*. New Delhi: Prentice Hall of India Pvt. Ltd
- Wheelen, L., Thomas and Hunger, J., David. (2010). *Concepts in Strategic Management and Business Policy*. Delhi: Pearson Publications Pvt.ltd.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- file:///C:/Users/Dell/Downloads/Strategic_Management.pdf
- <https://www.managementstudyguide.com/strategic-management.htm>
- <https://study.com/academy/lesson/the-strategic-management-process.html>
- <https://backup.pondiuni.edu.in/sites/default/files/Part%20I%20Startegic%20%20Management.pdf>

**ORGANISATIONAL DEVELOPMENT
(MAJOR CORE)**

Semester: IV	Course Code: 215SW4M01
Teaching Hours: 45	Credits: 3

Learning Objectives:

1. To prepare the students to take up the role of Organizational Change facilitators.
2. To develop skills, knowledge and attitudes for application of OD interventions in different situations.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Examine the propositions of various theories of organisational change.	PSO 2 PSO 3	E
CO 2	Develop the skill of carrying out Organisational Diagnosis.	PSO 2 PSO 3	C
CO 3	Propose the skills required of a Change Agent.	PSO 2 PSO 3	C
CO 4	Demonstrate the various skills of Team Building OD Interventions.	PSO 2 PSO 3	Ap
CO 5	Critically assess the application of various Structural Interventions.	PSO 2 PSO 3	E

UNIT I **(10 hours)**

Evolution of Organisational Development: Introduction, Evolution - Contributions of Robert Tanenbaum, Kurt Lewin, McGregor, Herbert Shepard. OD as an Applied Behavioural Science.
Organisational Development: Meaning, Definition, Features, Components, Objectives, Principles, Process, Values and their implications.
OD Practitioner: Meaning, Role of an OD Practitioner, Types of Practitioners & Competencies of an OD Practitioner, Role of Top Management in OD.

UNIT II **(10 hours)**

Organisational Change: Meaning, Definition, Concept of Planned Change. Organisational Growth and its implication for Change. Kurt Lewin's Model of Change, Force field Analysis, First Order and Second Order Changes, Mckinsey's Change Model, Kotter's Change Model, ADKAR's Model.

UNIT III**(10 hours)**

Organisational Diagnosis: Techniques of Organisational Diagnosis- Questionnaires, Interviews, Workshops, Task forces and other methods. Collecting & Analysing Diagnostic Information, Feedback of Diagnostic Information, Six Box Diagnostic Model.

UNIT IV**(10 hours)**

OD Interventions: Change agents- Role, Skills and Styles of Change Agents. Relation with the Client System. Survey Feedback, Grid O.D, Team building activities, Role Negotiation Techniques. Third Party Peace Keeping, Transactional Analysis and Sensitivity Training.

UNIT V**(5 hours)**

Structural Interventions: Work Redesign, Work Modules, Quality of Work Life (QWL), Quality Circles (QC).

Research in OD- Issues and Problems in OD, Challenges and Opportunities for the future.

Teaching Learning Activities	Lecture, Advance Organizer, Generic Study Skills, Role Play, Case Studies, Book Review, Video Discussions, Group Discussions.
Assessment Task	Essay Exam, Reflective Journal, Case study analysis, Project

Text Books:

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

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

References:

Burke, W. W. (2011). *Organization change theory (3rdEds)*. New Delhi: Sage publications.

Cummings, T. G., and Christopher, G. W. (2017). *Organisation Development and Change(10thEds)*. New Delhi: Cengage Learning India Private Limited.

Decenzo, D. A., Robbins, S. P., and Verhulst, S. L. (2010). *Human Resource Management(10thEds)*. New Delhi: John Wiley & Sons Inc., U.K.

French, W. L., Bell, C. H., Vohra, V. (2013). *Organizational development (6thEds)*. Dorling Kindersley Pvt Ltd.

Jain, P. C. (2008). *Organizational change & Intervention strategies*. New Delhi: AITBS Publishers India.

James, A. F., Stoner, R., Freeman, E., and Daniel, R. Gilbert. (2017). *Management(6thEds)*. New Delhi: Pearson India Education Services Private Limited.

Michael, Armstrong . (2009). *Improving Organisational Effectiveness*. Newyork: Kogan Page Ltd.

- Patching, Keith. (1999). *Management and Organisation Development : Beyond Arrows, Boxes and Circles*. Bangalore: Palgrave Macmillan.
- Paton, A., Robert, McCalman, and James.(2000). *Change Management*. Chennai: Response Books.
- Prasad, L. M. (2015). *Human Resource Management*. New Delhi: Sulthan Chand and Company Private Limited.
- Robbins, S. P., Mathew, M. (2012).*Organisation Theory – Structure, Design and Applications(3rdEds)*. New Delhi: Dorling Kindersley (India) Private Limited.
- Sahgal, J. L. (1988). *Organisation Development*. Jaipur: Printwell Publication.
- Sheikh, A. M. (2009).*Human Resource Development and Management*. New Delhi: Excel Books.
- Singh,K. (2010). *Organisation Change and Development*.New Delhi: Excel Books.
- Ulrich, Karl, Chaudhry, R.S., and Rana, Kishan. S. (2000). *Managing Corporate Culture*, New Delhi: Macmillan India Ltd.
- Verma, P. (2007). *Organisation Development – Intervention Strategies*. Hyderabad: The Icfai University Press.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- <https://www.bkconnection.com/static/mcleanexcerpt.pdf>
- http://jtelen.free.fr/0MARINE%20bouquins/%5BEdgar_H._Schein,_Joan_V._Gallos%5D_Organization_Dev%28Bookos.org%29.pdf
- <https://www.infobooks.org/pdfview/296-organisational-change-and-interventions-universidad-guru-jambheshwar/>
- <https://www.infobooks.org/pdfview/297-organizational-development-manual-the-university-of-rhode-island/>

**CORPORATE SOCIAL RESPONSIBILITY
(MAJOR CORE)**

Semester: IV	Course Code: 215SW4M02
Teaching Hours:45	Credits: 3

Learning Objectives:

1. To provide knowledge about corporate social responsibility in the business scenario and make students understand business ethics and corporate social responsibility at the global level.
2. To familiarize the emerging trends in management of CSR activities and policies.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Compare & contrast the models of CSR.	PSO 2 PSO 6	An
CO 2	Critically evaluate various Legal Compliances and standards of CSR.	PSO 2 PSO 6	E
CO 3	Argue about the forms of Business Ethics as practiced by Organisations.	PSO 2 PSO 6	E
CO 4	Integrate the Concept of Business Sustainability with CSR.	PSO 2 PSO 6	C
CO 5	Apply the Skills of Professional Social Work to the practice of CSR.	PSO 2 PSO 6	Ap

UNIT I (9 hours)

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 (9 hours)

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 Provisions in Companies Act, 2013

UNIT III (9 hours)

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 Multiculturalism, Ethics and Corruption, Ethics and Safety.

UNIT IV (9 hours)

CSR and Business Sustainability: Concept, need and theories of Business Sustainable Development. Relation between Economic, Environmental and Social Development. Problem of Sustainability, Social Return on Investment and Sustainability Reports.

UNIT V (9 hours)

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. **Role and Skills of Social Worker:** Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public Speaking, Teaching, Supervising, Writing.

Teaching Learning Activities	Lecture, Group Discussion, Videos, Guest Lectures, Newspaper Analysis, Advance organizer, and Spontaneous Collaboration.
Assessment Task	Essay exams, seminar presentation, multiple choice questions, case study

Text Books:

Chatterjee, M. (2015). *Corporate Social Responsibility*. Delhi: Oxford University Press
 Das, Chandra, Subash. (2010). *Corporate Governance*. New Delhi: PHI Learning Pvt. Ltd.

References:

Blowfield, M. and Murray, A. (2008). *Corporate Responsibility: A Critical Introduction*. UP: Birohi Brothers (P) Ltd.
 Colley, L., John, Doyle, L. Jacqueline, Logan, W. George and Stettinius, Wallace. (2011). New Delhi: Tata McGraw Hill Education Pvt. Ltd.
 Ghuman, K., and Aswathappa, K. (2016). *Management: Concept, Practice and Cases*. Delhi: McGraw-Hill Education (India) Pvt. Ltd.
 Maya. R. J., Vanitha, S., Kamala, Padmavati, D., Sangar Mithirai and Padmavathy, M. (2008). *Issues and Challenges of Sustainable Development in India*. New Delhi: Serials Publication
 Mellahi, F., George, Finlay, P. (2005). *Global Strategic Management*. New York: Oxford University Press Inc.
 Moon, Chris and Bonny, Clive., et. al. (2002). *Business Ethics*. London: Profile books Ltd.
 Neil, H. (1973). *Corporate Power Social Responsibility*. New York: Macmillan Publishing Co., Inc.
 Sarkar, Jayati&Sarkar, Subrata.(2012). *Corporate Governance in India*. New Delhi: Sage Publications India Pvt. Ltd.

Seetharaman S., and Venkateswaraprasad, B. (2007). *Human Resource Management*. Chennai: Scitech Publication, India Pvt. Ltd.

Online Resources:

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http://www.untagsmd.ac.id/files/Perpustakaan_Digital_1/CORPORATE%20SOCIAL%20RESPONSIBILITY%20%20Management_Models_for_Corporate_Social_Responsibility.pdf

https://www.augstskola.lv/upload/CSR%20book_FINAL_01.2020.pdf

https://www.iisd.org/system/files?file=publications/csr_guide.pdf

<https://www.pwc.in/assets/pdfs/publications/2013/handbook-on-corporate-social-responsibility-in-india.pdf>

**HUMAN RESOURCE MANAGEMENT SYSTEMS
(MAJOR CORE)**

Semester: IV	Course Code: 215SW4M04
Teaching Hours: 45	Credits: 3

Learning Objectives:

1. To help students develop a knowledge base on different Human Resource Management Systems.
2. To gain insights on the various models, theories and methods of practice in Human Resource Management Systems.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Examine the concepts pertinent to Talent Management System.	PSO 2 PSO 3	E
CO 2	Outline the process of Compensation Management.	PSO 2 PSO 3	K
CO 3	Critically evaluate the Models of Knowledge Management Systems.	PSO 2 PSO 3	E
CO 4	Analyse the importance of Performance Management Systems.	PSO 2 PSO 3	An
CO 5	Develop the Skill to do Competency Mapping.	PSO 2 PSO 3	C

UNIT I

(9 hours)

Talent Management System: Concept, Definition, Objectives, Need & Importance. Stages of Talent Management. Process of Talent Management. Effective Talent Management System. Employee Engagement and Retention-Need for Retaining and Engaging Workers, Best Practices for Talent Engagement. Best Practices for Employee Retention. Challenges in Effective Talent Management System.

UNIT II

(9 hours)

Compensation Management System: Concept, Definition, Objectives, Need & Importance. Process of Compensation Management. Performance based Compensation Schemes. Wage Curve, Pay Grades, Salary Matrix. Types of Compensation Management - The Pay Model, Strategic Pay Policies, Strategic Perspectives of Pay, Strategic Pay Decisions, Pay for Performance (PFP). Methods of calculation of Compensation- Straight Halsey Premium Bonus

Plan, Emerson Efficiency Plan and Bordeaux Point Method. Challenges in Compensation Management System.

UNIT III (9 hours)

Performance Management System: Concept, Definition, Objectives, Need & Importance, Principles & Dimensions of Performance Management System. Performance Management Process/ cycle - Planning, Mid-cycle Review, End-cycle Review. Challenges in Performance Management System.

UNIT IV (9 hours)

Competency Management System: Concept of Competency and Competence. Difference between Competence & Competency. Types of Competencies, Benefits and Limitations of Implementing Competencies. Iceberg Model of Competency. Competency Management – Concept, Definition, Objectives and Importance. Challenges in Competency Management. Competency Mapping – Concept, Need and Importance of Competency Mapping. Process in Competency Mapping. Methods of Competency Mapping.

UNIT V (9 hours)

Knowledge Management System: Concept, Definition, Objectives, Need & Importance. Knowledge Management Models- Knowledge Management Framework, Bukowitz and Williams model, Gamble and Blackwell model, Botha et.al., model. Knowledge Management Process-Discovery and Detection, Organisation and Assessment, Knowledge Sharing, Knowledge Reuse, Knowledge Creation and Knowledge Acquisition, Knowledge Management Strategy. Challenges in Knowledge Management System.

Teaching Learning Activities	Lecture, Video Discussions, Advance organizer, Content study skills, Group Discussions, Case Study, Presentations, Role Play, Guest Lectures etc.
Assessment Task	Essay Exams, Portfolio, Concept maps, HR magazine article assignment, case study

Text Books:

Bhatia, S. K. (2003). *New Compensation Management In Changing Environment*. New Delhi: Deep and Deep, Publishers.
 Bhattacharya, S., Mousumi and Sengupta, Nilanjan.(2009). *Compensation Management*.New Delhi: Excel Books.

References:

Bhatawdekar, Kalpana and Bhatawdekar, Shyam. (2015). *Competency Management*. Create Space Independent Publishing Platform.
 Bhattacharyya, Kumar, Dipak. (2011). *Performance Management Systems and Strategies*.New Delhi: Pearson.
 Blokdyk, Gerardus . (2020). *Competency Management System: A Complete Guide*.

Fernandez, Becerra, Irma and Sabherwal, Rajiv. (2015). *Knowledge Management: Systems and Processes*. New York: Routledge

Kandula, R., Srinivas. (2013). *Competency-Based Human Resource Management*. PHI Learning Pvt Ltd 2013.

Mulkovich, T., George and Newmann, Jerry. (2017). *Compensation Planning*. McGraw Hill Publication.

Panda, K., Tapan. (2008). *Knowledge Management*. New Delhi: Excel Books.

Sahu, R., K. (2007). *Performance Management System*. New Delhi: Excel Books.

Schweyer, Allan. (2004). *Talent Management Systems*. Canada: Willey Publishing.

Shermon, Ganesh. (2004). *Competency Based HRM: A Strategic Resource for Competency Mapping*. New Delhi: TataMcGraw.

Shukla, Ravinder. (2009). *Talent Management: Process of Developing and Integrating Skilled Workers*. New Delhi: Global India Publications Pvt.Ltd.

Singh, B. D. (2012). *Compensation and Reward Management*. New Delhi: Excel Publication.

Online Resources:

<https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>

<https://www.managementstudyguide.com/talent-management.htm>

<https://www.managementstudyguide.com/compensation-management.htm>

<https://www.managementstudyguide.com/performance-management.htm>

<https://www.managementstudyguide.com/competency-management.htm>

**TRAINING LABORATORY FOR EMERGING HR PROFESSIONALS
(MAJOR PRACTICALS)**

Semester: IV	Course Code: 215SW4M03
Teaching Hours:45	Credits: 3

Learning Objectives:

1. To develop in students the capacity to independently conceptualize training programmes using various methodologies.
2. To develop professional competence to deliver training programmes independently.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Recommend trainings based on Training Need analysis.	PSO 2	C
CO 2	Design a Training Calendar according to the requirements of the Organisation.	PSO 2	C
CO 3	Manage technology & equipment for organising a Training Program.	PSO 2	Ap
CO 4	Design a Training Module based on Training Objectives.	PSO 2	C
CO 5	Demonstrate ability to conduct a Training Program Independently.	PSO 2	Ap

The Practical Skill Laboratory will include:

- Understanding One's Strengths and Weaknesses.
- Train the Trainer Module
- Various Training Methodologies
- Preparing Training Calendar.
- Developing Training Modules.
- Organizing & conduct Training Programme.
- Conducting Management Games & Activities and their role in Trainings.
- Usage of Audio & Video in Training Program
- Enhancement of Presentation Skills

Teaching Learning Activities	Lecture, Various Groups, Spontaneous Collaboration, Role Play, Preparation of Training Module, Conducting Training Programs through games, group exercises and Audio-Visual Presentations.
Assessment Task	Assignment, portfolio, training module preparation, conducting a training program

References:

- Ghosh, K, Asit, and Kumar, Prem. (2003). *Human resource Development Management*. New Delhi: Anmol Publication Pvt Ltd.
- Greenwich, Carolin. (2004). *Fun & Games*. New Delhi: Tata McGraw-Hill.
- Decenzo, A. David, Robbins, P, Stephen, Verhulst. L. Susan. (2010). *Human Resource Management (10thEds)*. New Delhi: John Wiley & Sons Inc.
- Harry, Alder. (2003). *CQ-boost your Creative Intelligence*. New Delhi: Kogan page India Pvt Ltd.
- Evancevich, M., John. (2008). *Human Resource Management (10thEds)*. New Delhi: Tata McGraw-Hill Edition.
- Bernardin, H., John (). *Human Resource Management – An Experimental Approach (4thEds)*. India: McGraw-Hill Publication
- Kapur, S. (2002). *Becoming an Effective Facilitator*. New Delhi: Infinity books.
- Ken Jones. (2009). *Ice Breakers*. Chennai: Viva books Pvt Ltd.
- Malcolm, Peel. (1992). *Career Development & Planning*. New Delhi: The McGraw – Hill book company.
- Malcolm, Peel. (2007). *Presentation in a week*. UK: Hodder & Stoughton publications.
- Seema, Sangi. (2007). *Towards Personal Excellence (2ndEds)*. Chennai: Response books Publishers.
- Seetharaman, S., Venkateswaraprasad, B. (2007). *Human Resource Management*. Chennai: Scitech Publication, India Pvt. Ltd.
- Sundararaja, N. (2006). *Gateway to winning a Job*. Chennai: Sura Books Publications.

Online Resources:

- <https://www.shrm.org/resourcesandtools/tools-and-samples/how-to-guides/pages/conduct-training-needs-assessment.aspx>
- <https://www.lessonly.com/training-methods/>
- <https://www.iedunote.com/training>
- <https://www.iedunote.com/evaluation-of-training-program>

**FIELD WORK PRACTICUM- IV & BLOCK PLACEMENT
(MAJOR PRACTICAL)**

Semester: IV	Course Code: 215SW4M05
Total Hours: 180	Credits: 5

Learning Objectives:

1. To provide hands on experience in the HR department of a company and to learn the current Human Resources Practices.
2. To give practical exposure in the field of Human Resource Management and equip students to gain employability skills.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Compare & contrast the various HR functions in cross cultural settings.	PSO 2 PSO 3	An
CO 2	Examine the HR and IR Practices of various Sectors.	PSO 2 PSO 3	E
CO 3	Relate the Knowledge and Skills of HR learnt in the classroom in the field work organisation.	PSO 2 PSO 3	Ap
CO 4	Propose solutions for day-to-day functions of HR in the Field work organisation.	PSO 2 PSO 3	C
CO 5	Qualify to independently carry-on basic HR functions in the field work organisation.	PSO 2 PSO 3	C

Components of Field Work Practicum- IV

- 1) **Industrial Visit:** A study tour is organized for a maximum of eight days including travel to any one of other states of India. Each individual will write a day wise report highlighting on the learning achieved through the visits. A consolidated report along with required photographs and annexure need to be submitted within a month after the completion of the tour.

Objectives of Industrial Visit:

- To help the students gain first-hand information regarding the functioning of the industry.
- Provides an insight into the various functions, roles of the HR department in the industry.

- To understand the cross-cultural impact/practices which affect the HR practices.
 - To acquire information about new strategies and trends practiced in various organizations in relation of different issues.
 - To provide information about employment opportunities.
- 2) **Concurrent Field Work:** Students would be placed in the HR department of an organization for 24 working days during the programme. Wednesdays and Fridays are designated days for Field Work.

Objectives of Field Work:

- Experience direct practice in Management and its operations.
 - Enhances and integrates practice of Human Resource Management Functions
 - Experience self in the role of a professional Human Resource Manager.
- 3) **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 photo copy of the Placement Completion Certificate which has been duly signed by the Organisation Supervisor, submitted along with the last set of weekly reports.

Objectives of Block Placement:

- Develop enhanced practice skill and integrate learning.
- Develop greater understanding of reality situations through involvement in day-to-day activities.
- Develop appreciation of others efforts and develops sensitivity to gaps in programme.
- Enhance awareness of Self in the role of a Human Resource Professional.

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

- 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: Attrition calculation, Forecasting, job analysis, job description, job specification and other criteria used for MPP
 - V. Recruitment & Selection, Training & 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 in Industrial set up, case work, counselling, dealing with alcoholism, absenteeism, indebtedness, family problems, stress etc.,
 - IX. Corporate Social Responsibility: Adoption of villages, community, School sponsorships, etc.
 - X. Corporate Quality: Quality Policy, ISO, Six Sigma, Kaizen, 5S, 6S, 7S , 8S, TPM, TQM, Quality Audits, Small group activities etc.
 - XI. Use of Technology in HRM – Gamification, SAP, ERP, HRIS etc.,
 - XII. Statutory Compliances
 - XIII. 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 and/or faculty supervisor.

Teaching Learning Activities	Experiential learning, Learning Partners, Spontaneous collaboration, content study skills, Generic study skills
Assessment Task	Practicum, Reflective Journal, Critical Incidents, Project, Viva voce

Project Work

Semester: IV	Course Code: 215SW4M06
Total Hours: 30	Credits: 5

Learning Objectives:

1. To understand the nature and importance of the scientific method and appreciate the principles of Social Work Research in utilizing it in a HR setting.
2. To develop the capacity to independently conceptualize a problem and execute research akin to the area of HR.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Devise a Research Proposal appropriate to the Research Questions.	PSO 5	C
CO 2	Deduce objectives of the Research based on the Review of Literature.	PSO 5	C
CO 3	Identify appropriate Variables and Indicators for the Study.	PSO 5	R
CO 4	Formulate relevant Hypotheses for the Study.	PSO 5	C
CO 5	Decide upon Research Design, based on Research Objectives.	PSO 5	E
CO 6	Frame appropriate Tools to measure the Variables.	PSO 5	C
CO 7	Apply various Statistical Measures and Tools for validating Research Data.	PSO 5	Ap

Stages in Research:

Stage in Research	Minimum Requirement	Time Frame
Stage I	Research Proposal, Chapter 1- Introduction & Methodology	First Week of July
Stage II	Chapter –II Review of Literature Approved Tool for Data Collection	Second Week of September
Stage III	Collected Data-Code Book, Master sheet	First Week of December.
Project Submission	Hard Copy of the Research	Last working Day of February of every

Teaching Learning Activities	Questioning, Advance organizer, Concept mapping
Assessment Task	Project, Reflective Journal, Presentation, Viva voce

**CONCEPTS AND TRENDS IN HR AND BUSINESS
(ELECTIVE)**

Semester: IV	Course Code: 215SW4E07
Teaching Hours: 60	Credits: 5

Learning Objectives:

1. To keep students up to date about trends in the business scenario and create an urge in the students to acquire knowledge about the verticals in Human Resource practices.
2. To help the students develop their knowledge on Management Concepts.

Course Outcomes: Upon completion of the course the learner will be able to

CO Number	Course Outcome	PSO	CL
CO 1	Criticize the various Standards of Quality in Business.	PSO 2 PSO3	E
CO 2	Compare & contrast among various Business Processes.	PSO 2	An
CO 3	Evaluate the Current Trends in Business.	PSO 2	E
CO 4	Examine the New Age Concepts in Human Resource	PSO 2	E
CO 5	Defend the relevance of Various HR Models.	PSO 2	E

UNIT I

(12 hours)

Standards and Quality in Business: Total Quality Management, Total Production Maintenance, Six Sigma, Kaizen, Mura, Muda, Poka-Yoke, Kata, Gemba, Genchi, Gembutsu, 8S Work Place Management Methodology, Intellectual Property Rights, Just in Time, Quality Circle, Suggestion Scheme.

Corporate Assessments: Skill Matrix, HR Bench Marking, SWOT Analysis, LEAN methodologies, MBTI & DISC Assessments, Assessment and Development Centers, Human Resource Accounting, Human Resource Audit.

UNIT II

(12 hours)

Business Process and Plans: Business Process Outsourcing/Services, Knowledge Process Outsourcing, People Capability Maturity Model (PCMM), Emotional Intelligence, Employee Stock Option Plan/Programme, B2B, B2C.

Trends in Business: Gamification, Augmented Realty, Holocracy, Gig Economy, Teal Organisation, Agile Methodology, Industry/ Business 4.0, ISO Standards, Employer Branding, Workplace Agility, Volatile Uncertainty Complex Ambiguous (VUCA).

UNIT III (12 hours)

New age Concepts in Human Resources Management: Human Resource Information System (HRIS), HR Matrix, HR Analytics and Art of Story Telling, Design Thinking, Resource Management, Enterprise Resource Management, Green HRM, Stay Interview, Multigenerational Work Force.

UNIT IV (12 hours)

HR Models: Dave Ulrich HR Transformation Model, HR Value Creation Model, Harvard Framework for HRM, 8-Box HR Model, Diversity and Inclusion Model, Motley Fool HR Model.

Business Models: Alibaba Group – Online Retail Company, Freshworks – Software Product Company, Swiggy – Online Food Ordering Company, Flipkart – Ecommerce Company, Byju’s – Educational Technology & Tutoring Company, Paytm – Ecommerce Payment System, Uber – Ridesharing Company.

UNIT V (12 hours)

Management Gurus: Business thoughts and achievements of Peter Ferdinand Drucker, Henri Fayol, Joseph Moses Juran, William Edwards Deming, Philip B. Crosby, Dave Ulrich.

Business Gurus: Business Contribution and Achievements of Ratan Tata, former chairman of Tata Sons, Sundar Pichai, CEO Alphabet & Google, Satya Nadella, CEO, Microsoft Corporation, Jeff Bezos, CEO Amazon, Jack Ma, Co-founder Alibaba Group, Warren Buffet, Investor & Chairman of Berkshire Hathaway, Natarajan Chandrasekaran, Chairman Tata Sons.

Teaching Learning Activities	Lecture, Various Groups, Peer Teaching, Video Discussions, Group Discussions, Case Study, Presentations, Role Play, Guest Lectures etc.
Assessment Task	Essay Exam, Case study, Assignment, Seminar Presentation

Text Books:

- Sarkar, D. (2000). *Handbook for Total Quality Management*. New Delhi: Infinity Books.
- Chary, S. N. (2002). *Business Gurus Speak*. Delhi: Macmillan India Limited.

References:

- Dale, B., & Cooper, G. (2000). *Total Quality and the Human Resource*. New Delhi: Infinity
- Davenport, Thomas. H., & Harris, Jeanne.G. (2007). *Competing on Analytics*. Harvard Business
- Ekelund, B. Z. (2019). *Unleashing the power of diversity: How to open minds for good*. London and New York: Routledge, Taylor et Francis Group.
- Imai, M., & Heymans, B. (1999). *Gemba Kaizen*. San Francisco: Berrett-Koehler Communications.
- Kulkarni, Sarika. (2005). *BPO*. Mumbai: Jaico Publishing House.

- Lessem, R. (2000). *Manager's Handbook of Total Quality Learning*. New Delhi: Infinity
- Liker, J. K. (2004). *The Toyota Way: 14 Management Principles from The World's Greatest Manufacturer*. New York: Mc-Graw Hill.
- Mark, A. Thomas. (2007). *Gurus on Leadership*. UK: Thorogood Publishing. Publication.
- Ramani, V. V. (2005). *ESOP's – An Introduction*. Hyderabad: ICFAI University Press.
- Reinertsen, D. G. (2009). *Principles of product development flow*. United States: Celeritas Publishing.
- Ross, Reek. (2013). *The Engagement Formula*. New Delhi: Westland Limited.
- Sanghvi, Vir. (2013). *Men of Steel*. New Delhi: Roli Books Private Limited.
- Sarkar, Debashis. (2012). *Lessons in Lean Management*. New Delhi: Westland Limited.
- Shanthi, N. M., & Kumar, Naveen. E. (2007). *Knowledge Process Outsourcing Perspectives and Practices*. Hyderabad: ICFAI University Press.
- Ulrich, D., Brockbank, W., & Ulrich, D. (2014). *The HR Value Proposition*. Boston: Harvard Business Review Press.

Online Resources:

- <https://epgp.inflibnet.ac.in/Home/ViewSubject?catid=32>
- <https://www.educba.com/total-quality-management-notes/>
- <https://www.ibm.com/cloud/learn/knowledge-management>
- <https://www.bigcommerce.com/articles/ecommerce/types-of-business-models/>
- <https://kanbanize.com/lean-management/what-is-lean-management>

INTERNSHIP
(as per the TANSICHE Guidelines)

CO Number	Course Outcome	PSO	CL
CO 1	Compare & contrast the various HR functions in cross cultural settings.	PSO 2 PSO 3	E
CO 2	Examine the HR and IR Practices of various Sectors.	PSO 2 PSO 3	E
CO 3	Relate the Knowledge and Skills of HR learnt in the Classroom with Field Practice.	PSO 2 PSO 3	Ap
CO 4	Propose solutions for day-to-day functions of HR in the Field.	PSO 2 PSO 3	C
CO 5	Qualify to independently carry-on basic HR functions in the field.	PSO 2 PSO 3	C

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

A separate Placement Completion Certificate for the Internship period should be obtained from the Agency Supervisor. A photocopy of the certificate should be submitted along with the internship report.

The students should undertake all activities/ tasks assigned by the Agency Supervisor.

Teaching Learning Activities	Experiential learning, Learning Partners, Spontaneous collaboration, content study skills, generic study skills
Assessment Task	Practicum, Reflective Journal, Critical Incidents, Project, Viva voce

ESE QUESTION PAPER PATTERN

TOTAL MARKS: 100

TOTAL TIME: 3 HOURS

Part - A

Answer any Five out of Eight questions. Each answer should not exceed 600 words.

Each Question carries 8 marks **(5x8=40)**

Q.No.: 1 to 8

Part - B

Answer any Three out of Five questions. Each answer should not exceed 1200 words.

Each question carries 20 marks **(3x20=60)**

Q.No.9 to 13

DEPARTMENT OF SOCIAL WORK (SFS), MCC

TIME TABLE SEMESTER I /III /V JUNE 2021-OCT 2021

Day	Year	1	2	3	4	5
1	I	BS(SD)	PSY(JS)	ENG	VE(JJ)	LANG
	II	GG(JJ)	LANG	SWC(MR)	GG(JS)	ID(SD)
	III	SGW(MR)	SCW(SD)	SL(BV)	GE(MT)	CT(JJ)
	I PG	SWG(NL)	IS(MT)	SWI(AN)	SWR(SN)	FWC(ALL)
	II PG	SM(AN)	OB(SN)	LL(RB)	IR(NL)	SS-COMP
2	I	BS(MT)	ENG	ISW(MR)	LANG	GC(JJ)
	II	SEN(JJ)	SEN(JJ)	ENG	ID(SD)	SWC(MR)
	III	SCW(SD)	FWC	SL(BV)	SGW(JJ)	SWD(JS)
	I PG	SWP(BV)	SWR(SN)	SWG(NL)	SWI(AN)	IS(MT)
	II PG	IR(NL)	LL(RB)	SM(AN)	OB(SN)	FWC(ALL)
3	I	ISW(MR)	VE(JJ)	ENG	ISW(MR)	LANG
	II	SEN(JJ)	ENG	GG(JJ)	GG(JS)	ID(SD)
	III	SL(BV)	CFWC(SD)	FWC	GE(MT)	SWD(JS)
	I PG	SWG(NL)	SWR(SN)	SWI(AN)	SWP(BV)	IS(MT)
	II PG	LL(RB)	IR(NL)	OB(SN)	SM(AN)	PG(ALL)
4	I	PSY(JS)	BS(MT)	ENG	ISW(MR)	GC(JJ)
	II	GG(JJ)	LANG	GG(JS)	ENG	SWC(MR)
	III	SCW(SD)	SL(BV)	SGW(MR)	SWD(JS)	SCW(SD)
	I PG	SWP(BV)	SWG(NL)	IS(MT)	SWI(AN)	SWR(SN)
	II PG	SM(AN)	OB(SN)	FWC(ALL)	LL(RB)	IR(NL)
5	I	PSY(JS)	GC(JJ)	BS(MT)	ISW(MR)	LANG
	II	PD	PD	LANGL	SEN(JJ)	ID(SD)
	III	CT(JJ)	SWD(JS)	SGW(MR)	GE(MT)	SGW(MR)
	I PG	SWR(SN)	IS(MT)	SWP(BV)	SWG(NL)	FWC(ALL)
	II PG	LL(RB)	SM(AN)	IR(NL)	OB(SN)	SS-COMP
6	I	BS(MT)	BS(SD)	GC(JJ)	PSY(JS)	PSY(JS)
	II	SWC(MR)	LANG	SWC(MR)	ENG	SEN(JJ)
	III	SWD(JS)	SL(BV)	SCW(SD)	SGW(MR)	GE(MT)

I PG	SWI(AN)	IS(MT)	SWG(NL)	SWP(BV)	SWR(SN)
II PG	IR(NL)	SM(AN)	OB(SN)	LL(RB)	PG(ALL)

PAPERS - UG
I UG
Introduction to Social Work - ISW
Basics of Sociology - BS
Introduction to Psychology - PSY
Contemporary Indian Society -GC
Value Education- VE

II UG
Social Work with Communities- SWC
Community Sensitization - SEN
Social Responsibility and Good Governance - GG
Marriage and Family Life- ID
Personality Development- PD

III UG
Social Case Work -SCW
Social Group Work -SGW
Social Legislation- SL
Social Work with Differently Abled -SWD
Substance Abuse and Rehabilitation GE
Computer Training - CT
Field Work Conference- FWC

PAPERS - PG
I PG
Social Work Profession
Social Work with Individuals
Social Work with Groups
Social Work Research and Statistics
Introduction to Sociology
Field Work Practicum – I

II PG
Labour Legislation and Case Laws
Organisational Behaviour
Industrial Relations and Labour Welfare
Strategic Management
Field Work Practicum – III
Project Guidance- PG
Soft Skills- SS

Name of Staff and Abbreviation
Dr. R. Belinda - RB
Dr. Janice Shiji - JS
Dr. Baily Vincent - BV
Dr. Alban Nishanth - AN
Dr. Sylvia Daisy - SD
Prof. Thendral - MT
Prof. Mohanraj - MR
Prof. Naomi Lawrence - NL
Dr. Sankaranarayanan - SN
Dr. Joshua Jeyaseelan - JJ

DEPARTMENT OF SOCIAL WORK-SFS, MCC						
TIME TABLE SEMESTER II /IV /VI NOV 2021- APRIL 2022						
Day	Year	1	2	3	4	5
1	I	SCW(MT)	ENG	GC(MR)	VE(JS)	HR(SD)
	II	CONF(MR)	CFW	NGO(MT)	CONF(MR)	LANG
	III	HC(JS)	RES(AN)	HRM(NL)	FLY(SD)	FWC
	I PG	BM(BV)	SWA(JJ)	EOP(SN)	HRM(RB)	FWC(ALL)
	II PG	TL(RB)	TL(RB)	CSR(AN)	CTHR(NL)	OD(SN)
2	I	SEN(JJ)	SEN(JJ)	ENG	SCW(MT)	HR(SD)
	II	NGO(JS)	LANG	NGO(MT)	ENG	ID(MT)
	III	RES(AN)	HC(JS)	HRM(NL)	FLY(SD)	CFWC(JJ)
	I PG	EOP(SN)	HRM(RB)	SWA(JJ)	BM(BV)	COSA(MR)
	II PG	CTHR(NL)	CTHR(NL)	OD(SN)	CSR(AN)	FWC(ALL)
3	I	SCW(MT)	LANG	ENG	VE(JS)	SCW(MT)
	II	FW	FW	FW	FW	ENG
	III	HC(JS)	RES(AN)	FWC	HRM(NL)	CFWC(JJ)
	I PG	COSA(MR)	EOP(SN)	HRM(RB)	BM(BV)	PE
	II PG	TL(BV)	TL(BV)	CTHR(NL)	OD(SN)	PG(ALL)
4	I	LANG	HR(SD)	HR(SD)	SEN(JS)	GC(MR)
	II	CONF(MR)	ENG	ID(MT)	LANG	NGO(JS)
	III	HRM(NL)	FWC	RES(AN)	FLY(MT)	FLY(SD)
	I PG	SWA(JJ)	BM(BV)	EOP(SN)	COSA(MR)	FWC(ALL)
	II PG	TL(RB)	TL(RB)	CTHR(NL)	OD(SN)	CSR(AN)
5	I	SCW(MT)	LANG	SEN(JJ)	SEN(JJ)	GC(MR)
	II	PD	PD	ENG	ID(MT)	CONF(JJ)
	III	HRM(NL)	HC(JS)	HC(JS)	RES(AN)	FLY(SD)
	I PG	SWA(JJ)	HRM(RB)	COSA(MR)	BM(BV)	BM(BV)
	II PG	CSR(AN)	CSR(AN)	FWC(ALL)	OD(SN)	CTHR(NL)
6	I	HR(SD)	LANG	HR(SD)	GC(MR)	ENG
	II	LANG	ID(MT)	NGO(JS)	CONF(JJ)	CONF(MR)
	III	FWC	RES(AN)	HRM(NL)	HC(JS)	FLY(MT)
	I PG	EOP(SN)	SWA(JJ)	COSA(MR)	HRM(RB)	PE
	II PG	TL(BV)	TL(BV)	CSR(AN)	OD(SN)	PG(ALL)

I PG	Hrs	Total
Community Organisation and Social Action(COSA)	5	
Social Welfare Administration(SWA)	5	
Essentials of Psychology(EOP)	5	
Human Resource Management(HRM)	5	
Business Management(BM)	6	
Personality Enrichment(PE)	2	
FWC	2	30
II PG		
Current Trends in HR(CTHR)	6	
Organisational Development(OD)	6	
Corporate Social Responsibility(CSR)	6	
Training Laboratory(TL)	8	
FWC	2	
PG	2	30

I UG	Hrs	Total
Social Case Work(SCW)	5	
Human Rights(HR)	6	
Sensitization to social work(SEN)	5(4+1)	
Value Education(VE)	2	
General Course(GC)	4	
English (ENG)	4	
Language(LANG)	4	30
II UG		
NGO Management(NGO)	5(3+2)	
Conflict Resolution (CONF)	6(4+2)	
Field Work (FW)	5	
Personality Development(PD)	2	
Inter Disciplinary(ID)	4	
English(ENG)	4	
Language(LANG)	4	30
III UG		
Social Work and Health Care (HC)	6	
Social Work with Families(FLY)	6	
Social Work Research (RES)	6	
Human Resource Management(HRM)	6	
Field Work (FWC)	6	
		30

