

ST. XAVIER'S COLLEGE (AUTONOMOUS)
PALAYAMKOTTAI - 627 002

(Recognized as "College with Potential for Excellence" by UGC)

(Accredited by NAAC at "A⁺⁺" Grade with a CGPA of 3.66 out of 4 in IV Cycle)

(Star College Programme by DBT, Govt. of India.)

Affiliated to Manonmaniam Sundaranar University, Tirunelveli

SYLLABUS



*Preserve this copy of the syllabus until you complete the course, as it is
an important document of your present course of study.*

Name: _____

M.A. SOCIAL WORK

Choice Based Credit System (CBCS)

(w.e.f. June 2023-2024)

PROGRAMME NAME : SOCIAL WORK

PROGRAMME CODE : PSW

ST. XAVIER'S COLLEGE (Autonomous), PALAYAMKOTTAI - 627 002

Post-Graduate Department of Social Work

Master of Social Work (MSW)

St. Xavier's college was started in 1923 by the dedicated French Jesuit Missionaries in Palayamkottai with an aim to take higher education to the poor and the downtrodden people of the southern part of Tamil Nadu. Their zeal had created a tradition of academic excellence and universal service.

The P.G. programme in Social Work was established by **Rev. Dr. G. Lawrence Amalraj S. J.**, in the Academic Year **2009-2010** with a view to solve socio-economic problem of people in professional manner, with a special reference to the southern districts of Tamil Nadu. It has two specializations namely, **Community Development (CD) and Human Resource Management (HRM)**. This includes the issues related to the welfare of the disadvantaged sections and human rights.

Scope

Social Work Profession promotes social change, problem-solving in human relationships and the empowerment and liberation of people to enhance human well-being. Utilizing theories of human behaviour and social systems, Social Work intervenes at the points where people interact with their environments. Principles of human rights and social justice are fundamental to Social Work (Source: International Association of Social Workers).

Core Competencies of Social Work

1. Communicate and Engage
2. Promote and Enable
3. Assess and Plan
4. Intervene and Provide Services
5. Work in Organizations
6. Develop Professional Competence

Post- Graduate students of Social Work are trained to plan and execute an extensive range of social services, social welfare activities, and work in Welfare Departments of the Government, Civil Society Organizations, Commercial and Industrial Establishments. Qualifying candidates can register as Professional Social Workers as per the requirements of Professional Social Work Councils in India and Abroad.

Course Content and Structure

The Post Graduate programme in Social Work is a two-year full time Professional Course. In the First year, students acquire the knowledge of Science of Human Behaviour, Skills in Human Relationship, functioning of Social Systems and Institutions, practising the different methods of Social Work and values of the profession. In the Second year, students specialize in any one of the following fields:

- (a) Community Development (CD)
- (b) Human Resource Management (HRM)

The curriculum has three important components; Theory, Field Work and Research. It enables the students to acquire necessary knowledge of Sociology, Psychology, Philosophy and methods of Social Work and practical experience in Social Work Research. To facilitate the above complex learning process, the components of the course include independent study, lectures, seminars, research, Concurrent Field Work, Summer Internship, Block Field Work Training, Rural camp and Educational tour.

Professional Social Workers are employed in a variety of settings such as:

1. Social Welfare Agencies: Supervisors, Coordinators, Directors or Welfare Officers,
2. Companies and Industries: Human Resource Managers, Labour Welfare Officers or Project Officers for Corporate Social Responsibilities.
3. Colleges and Universities: Student Counsellors, Counsellors in Hospitals or Coordinators of N.S.S & Y.R.C.S., or Social Development Professional
4. Schools Social Work: Human Rights Defenders or Educators
5. Research and Development: Research officers and investigators.
6. Central and State Government Services: Government Servants by writing competitive examinations.

Apart from these many Professional Social Workers function as Independent Consultants in areas of Human Resource Training and Development, Project Evaluation of CSOs, Psychotherapists and Family Therapists.

Conditions of Admission

The candidate shall be admitted to pursue the course of Study for Master of Social Work (MSW) if: He / She has previously qualified for a three year degree programme Arts or Science or Commerce of Manonmaniam Sundaranar University (10 + 2 + 3) or of any other university approved by Manonmaniam Sundaranar University.

Conditions for Eligibility for the Degree

A Candidate shall be eligible for the Master's Degree in Social Work provided he / she undergoes the course of study extending over Four Semesters in St. Xavier's College and passes the Examinations and meets the credit requirements prescribed by the Course in relation to Field Work, Research Project, Block Field Work, Educational Tour, Rural Camp and Co-curricular requirements of the Department.

Duration of the Course

As an Autonomous College, St. Xavier's College has adopted the Four Semester-cum-Credit System. At the Post-Graduate level, the curriculum of Master of Social Work is for two academic years. Each year is divided into Two Semesters. The duration of each Semester is 90 contact days.

Scheme of Evaluation

The performance of students in each subject will be evaluated on the basis of Continuous Internal Assessment (CIA) and Semester Examination. Equal weightage (50%) will be given to Continuous Internal Assessment (CIA) and Semester Examination.

A minimum for a pass is 23 marks out of 50 in the external examination and 50 marks out of 100 for internal and external components in aggregate.

For conducting the Semester Examinations, the question papers will be set by external examiners and the question papers will be approved by the chairperson. There is double valuation for answer scripts with the subject teacher as one of the examiners and an external examiner as the other.

Association of Social Workers

The Staff and Students of the Department of Social Work shall constitute the Association of Social Workers otherwise called General Body of the Association (GB). The GB formulates a Plan of Action for the whole year and empowers the Executive Committee to execute the Plan.

The Aims of the Association:

1. To provide opportunities for students to promote Social Work as a profession especially in matters relating to professional values, standards, ethics and Human Rights.
2. To collaborate with Academic Institutions and Organisations in promoting the participation of Social Workers in the enhancement of Social Work Knowledge, Training,

Skills, Values and Professional standards of Social Work.

3. To provide opportunities for discussion and exchange of ideas and experience through meetings, study visits, research projects, publications and other methods of communication.
4. To establish and maintain relationships, and to promote the views relevant to social development and welfare of social work organisations and their members.

CONSTITUTION OF THE ASSOCIATION

Secretary and Principal	-	Patrons of the Association
Head of the Department	-	Chairperson of the Association
President	-	Faculty Member nominated by the Department

Executive Committee

The Executive Committee comprises of the President of the Association, Teaching Staff members of the Department and elected Student Office Bearers. The Association shall have the following Student Office Bearers: Vice-President, Secretary, Treasurer, Joint-Secretary elected by the General Body of the Association and respective Class Representative of I & II year students. In case, no girl student is elected as an office bearer, the Department has the discretionary power to nominate a girl representative.

The **Vice-President** shall maintain close contact with all members and elicit their co-operation for the smooth functioning of the Association and active participation in all the programmes of the Association.

The **Secretary**, assisted by the Joint Secretary organizes and executes the activities of the Association and maintains Records of the Association.

The **Treasurer** is responsible for maintaining Accounts and preparation of all financial documents necessary for the Audit.

Activities of the Association

1. The association will provide opportunities to study important aspects of Social Work by conducting seminars and symposia involving experts in the field. A Study Conference on Social Work shall be held each year in which students from other colleges where Social Work is taught will be invited to take part. In addition, UG students and staff from other colleges where Social Work is not taught could also be invited to take part in some socially relevant seminars.
2. Emphasis is laid on the principles and techniques and to enable the members to apply them to the real problems in the field. For this purpose, the Association shall undertake some minor welfare activities through Social Case Work practice for the needy and the

maladjusted, social surveys of the backward areas through the welfare centres visited by the students, leadership training programmes and cultural entertainment programmes wherever they are needed.

Activities of the Association and the involvement of each member should be recorded and submitted along with the Field Work report.

Rights and Obligations of Membership: All Members shall

1. Endorse and promote the Document "The Ethics of Social Work, Principles and Standards" adopted by the International Association of Schools of Social Workers (IASSW).
2. Apply the Ethical Principles of the Association.
3. Contribute to and promote Association Activities.
4. Participate in the work of Committees.
5. Be entitled to full participation in Association Elections.
6. Attendance is compulsory for all members at Association Meetings and Programmes.
7. Membership subscription is Annual.

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

	<p>PO 10: Moral and ethical awareness/reasoning Ability to embrace moral/ethical values in conducting one's life.</p>
<p>Programme Specific Outcomes (PSOs)</p>	<p>PSO1 – Placement To prepare the students who will demonstrate respectful engagement with others' ideas, behaviors, beliefs and apply diverse frames of reference to decisions and actions.</p> <p>PSO 2 - Entrepreneur To create effective entrepreneurs by enhancing their critical thinking, problem solving, decision making and leadership skill that will facilitate start-ups and high potential organizations.</p> <p>PSO3 – Research and Development Design and implement HR systems and practices grounded in research that complies with employment laws, leading the organization towards growth and development.</p> <p>PSO4 – Contribution to Business World To produce employable, ethical and innovative professionals to sustain in the dynamic business world.</p> <p>PSO 5 – Contribution to the Society To contribute to the development of the society by collaborating with stakeholders for mutual benefit.</p>

Template for P. G., Programmes

Semester-I	Credit	Hours	Semester-II	Credit	Hours	Semester-III	Credit	Hours	Semester-IV	Credit	Hours
1.1. Core-I	5	7	2.1. Core-IV	5	6	3.1. Core-VII	5	6	4.1. Core-XI	5	6
1.2 Core-II	5	7	2.2 Core-V	5	6	3.2 Core-VIII	5	6	4.2 Core-XII	5	6
1.3 Core – III	4	6	2.3 Core – VI	4	6	3.3 Core – IX	5	6	4.3 Project with viva voce	7	10
1.4 Discipline Centric Elective -I	3	5	2.4 Discipline Centric Elective – III	3	4	3.4 Core – X	4	6	4.4 Elective - VI (Industry / Entrepreneurship) 20% Theory 80% Practical	3	4
1.5 Generic Elective-II:	3	5	2.5 Generic Elective -IV:	3	4	3.5 Discipline Centric Elective - V	3	3	4.5 Skill Enhancement course / Professional Competency Skill	2	4
			2.6 NME I	2	4	3.6 NME II	2	3	4.6 Extension Activity	1	
						3.7 Internship/ Industrial Activity	2	-			
	20	30		22	30		26	30		23	30
Total Credit Points -91											

Choice Based Credit System (CBCS), Learning Outcomes Based Curriculum Framework (LOCF) Guideline Based Credits and Hours Distribution System for all Post – Graduate Courses including Lab Hours

First Year – Semester – I

Part	List of Courses	Credits	No. of Hours
	Core – I	5	7
	Core – II	5	7
	Core – III	4	6
	Elective – I	3	5
	Elective – II	3	5
		20	30

Semester-II

Part	List of Courses	Credits	No. of Hours
	Core – IV	5	6
	Core – V	5	6
	Core – VI	4	6
	Elective – III	3	4
	Elective – IV	3	4
	Skill Enhancement Course [SEC] - I	2	4
		22	30

Second Year – Semester – III

Part	List of Courses	Credits	No. of Hours
	Core – VII	5	6
	Core – VIII	5	6
	Core – IX	5	6
	Core (Industry Module) – X	4	6
	Elective – V	3	3
	Skill Enhancement Course - II	2	3
	Internship / Industrial Activity [Credits]	2	-
		26	30

Semester-IV

Part	List of Courses	Credits	No. of Hours
	Core – XI	5	6
	Core – XII	5	6
	Project with VIVA VOCE	7	10
	Elective – VI (Industry Entrepreneurship)	3	4
	Skill Enhancement Course – III / Professional Competency Skill	2	4
	Extension Activity	1	-
		23	30

Total 91 Credits for PG Courses

METHODS OF EVALUATION		
Internal Evaluation	Continuous Internal Assessment Test	50Marks
	Assignments / Snap Test / Quiz	
	Seminars	
	Attendance and Class Participation	
External Evaluation	End Semester Examination	50 Marks
Total		100 Marks
METHODS OF ASSESSMENT		
Remembering (K1)	<ul style="list-style-type: none"> • The lowest level of questions require students to recall information from the course content • Knowledge questions usually require students to identify information in the textbook. 	
Understanding (K2)	<ul style="list-style-type: none"> • Understanding of facts and ideas by comprehending organizing, comparing, translating, interpolating and interpreting in their own words. • The questions go beyond simple recall and require students to combine data together 	
Application (K3)	<ul style="list-style-type: none"> • Students have to solve problems by using / applying a concept learned in the classroom. • Students must use their knowledge to determine an exact response. 	
Analyze (K4)	<ul style="list-style-type: none"> • Analyzing the question is one that asks the students to break down something into its component parts. • Analyzing requires students to identify reasons causes or motives and reach conclusions or generalizations. 	
Evaluate (K5)	<ul style="list-style-type: none"> • Evaluation requires an individual to make judgment on something. • Questions to be asked to judge the value of an idea, a character, a work of art, or a solution to a problem. • Students are engaged in decision-making and problem – solving. • Evaluation questions do not have single right answers. 	
Create (K6)	<ul style="list-style-type: none"> • The questions of this category challenge students to get engaged in creative and original thinking. • Developing original ideas and problem solving skills 	

First Year

Sem	Category	Course Code	Title of the Course	Credits	No. of Hours
I	Core 1	23PSWC11	Social Work Profession	4	4
	Core 2	23PSWC12	Social Case Work	4	4
	Core 3	23PSWC13	Social Group Work	4	4
	Core 4	23PSWC14	Field Work – I	6	8+1
	EC 1	23PSWE11	Society and Human Behaviour	3	4
	EC 2	23PSWE12	Counselling in Social Work	3	4
	SEC 1	23PSWS11	Skills for Competitive Examinations	2	1
Sub Total				26	30

Sem	Category	Course Code	Title of the Course	Credits	No. of Hours
II	Core 5	23PSWC21	Community Organization and Social Action	4	4
	Core 6	23PSWC22	Social Work Research and Statistics	4	4
	Core 7	23PSWC23	Social Welfare Administration and Social Legislation	4	4
	Core 8	23PSWC24	Field Work – II	6	8+1
	EC 3	23PSWE21	Entrepreneurship Development	3	4
	EC 4	23PSWE22	Corporate Social Responsibility	3	4
	SEC 2	23PSWS21	Alternate Media / Theatre for Transformation (Outside the Class Hour)	2	1
	PCC 1	23PSWP21	Rural Camp	1	-
Sub Total				27	30

Second Year

Sem	Category	Course Code	Title of the Course	Credits	No. of Hours	
III			<u>Specialization – CD</u>			
	Core 9	23PSWC31	Rural Community Development	4	5	
	Core 10	23PSWC32	Rural Economy and Cooperation	4	5	
	Core 11	23PSWC33	Tribal Development in India	4	5	
				<u>Specialization – HRM</u>		
	Core 9	23PSWC34	Human Resource Management	4	5	
	Core 10	23PSWC35	Labour Legislation	4	5	
	Core 11	23PSWC36	Industrial Relations	4	5	
	Core 12	23PSWC37	Field Work – III	6	8+1	
	Project	23PSWC46	Research Project Work with Viva-Voce	Allotted in sem IV	6	
Internship	23PSWI31	Internship (30 Days)	2	-		
Sub Total				20	30	

Sem	Category	Course Code	Title of the Course	Credits	No. of Hours	
IV			<u>Specialization – CD</u>			
	Core 13	23PSWC41	Urban Community Development	4	7	
	Core 14	23PSWC42	NGO Management	4	7	
				<u>Specialization – HRM</u>		
	Core 13	23PSWC43	Organizational Behaviour	4	7	
	Core 14	23PSWC44	Employee Welfare	4	7	
	Core 15	23PSWC45	Field Work – IV	6	8+1	
	Project	23PSWC46	Research Project Work with Viva-Voce	5	7	
	Block Field Work	23PSWI41	Block Field Work Training (30 Days)	2	-	
	PCC 2	23PSWP41	Study Tour	1	-	
Sub Total				23	30	
Total				91	120	

- C - Core
 EC - Elective Course
 SEC - Skill Enhancement Course
 I - Internship
 PCC - Professional Competence Course

CREDIT DISTRIBUTION FOR POST GRADUATE IN SOCIAL WORK [MSW/MA (SW)]

S. No.	Course Details	Credit
1	Core Course [15 Courses x 4 Credits]	60
2	Elective Course [4 Courses x 3 Credits]	12
3	Skill Enhancement Course [2 Courses, 1+2 = 3 Credits]	3
4A	Professional Competence Course (2 Courses x 1 Credit)	2
4B	Project Work with Viva-Voce	4
5	Ability Enhancement Compulsory Course [3 Courses x 2 Credits]	6
6	Internship (Summer Placement Training)	2
7	Block Placement Training	2
	Total	91

NOTE FOR CORE COURSE – FIELD WORK

1. Field Work Conference = 1 Hour
2. Instructional / Input Hours in the Field Work Organization
(2.5 Hours per day x 2 Days) = 5 Hours

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

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

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

SOCIAL WORK PROFESSION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC11	Social Work Profession	Core Course - I	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		I									
Prerequisites		Any Undergraduate course									
Learning Objectives											
LO 1	To understand the evolution of Social Work and its emergence as a Profession.										
LO 2	To enable the students to comprehend the significance of professional values, ethics in both micro and macro social work practice										
LO 3	To develop an understanding of the role of Social Workers in various fields.										
LO 4	To facilitate the students to understand the importance of Field Work in Social Work Education.										
LO 5	To learn and apply the methods and approaches of Social Work practice in different settings										

Course Outcomes

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

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

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

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

CO5: To evaluate implication of Social Work Education and Field Work.

CO 6: To develop the Social Workers to apply the methods and techniques of Social Work in various settings.

SYLLABUS

Unit – I **(8 Hours)**

Fundamental Concepts of Social Work: - Social Work - Definition, Objectives, Philosophy and Scope. Concept of related terms: Social Service - Social Development - Social Transformation - Social Reform - Social Defence. Difference between Social Service and Social Work. Introduction to the Methods of Social Work.

Unit – II **(10 Hours)**

Historical Development of Social Work in England, USA and India:- Evolution of Social Work in the West (UK and USA): The Elizabethan Poor Law 1601, Charity Organisation Society 1869, Settlement House Movement, The Poor Law Commission of 1905, The Beveridge Report of 1941.

Social Work in India: Religious Foundation of Social Work in India. Gandhian Thoughts of Social Work.

Unit – III **(10 Hours)**

Philosophies and Ethics of Social Work:- Social Work as a Profession: Nature and Characteristics of a Profession. Social Work Values, Code of Ethics in Social Work Practice, Social Work Principles, Models of Social work. Roles and Responsibilities of a Professional Social Worker.

Unit – IV **(7 Hours)**

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

Unit – V **(4 Hours)**

Social Analysis for Social Change: - Social Awareness: meaning and levels - social analysis: definition, characteristics, theoretical framework for Social Analysis - analyses: Structural Analysis, System Analysis, historical and cultural analysis - tools for Social Analysis.

Unit – VI**(6 Hours)**

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

Text Books

1. Albin Joseph, G and Thomas William, A (2016), Professional Social Work Practice, Authors Press, New Delhi, (ISBN 978-93- 5207-058-9)
2. Thomas William, A (2014), Thoughts And Practices Of Social Transformation, Authors Press, New Delhi, (ISBN: 978-81-7273-797-1)
3. Encyclopedia of Social work in India, 1987 Vol.1, 2, 3. Director, publication division, ministry of information and broadcasting, New Delhi.
4. Hajira, Kumar 1995 Theories in social work practice, New Delhi: Friends Publication, India.
5. Paul Chowdary, 2018 Social Work –Introduction to Social Work - History, Concept, Methods and Fields, Atma Ram & Sons, New Delhi.
6. Sanjay Bhattacharya, 2013. Social Work Interventions and Management. New Delhi: Deep and Deep Publications.
7. Sanjay Bhattacharya, 2018. Social Work an Integrated Approach, Deep and Deep Publications Pvt., Ltd., New Delhi.

Books for References

1. Antony, A. Vass 1996 New directions in social work – social work competencies – core knowledge values and skills, New Delhi: sage publications.
2. Banks, S. 1995 Ethics and values in social work; practical social work series, London: Macmillan press Ltd.
3. Bogo, Marion. 2007. Social Work Practice – Concepts, Processes & Interviewing. Jaipur: Rawat Publications.
4. Cox, David & Manohar Pawar. 2006. International Social Work – Issues, Strategies and Programs. New Delhi: Vistar Publications.

6. Desai, M. 2000, Curriculum Development on history of ideologies for social change and social work, Mumbai.
7. Desai, Murali 2002 Ideologies and Social Work: Historical and Contemporary Analysis, Jaipur: Rawat Publication.
8. Dominelli, Lena. 2004. Social Work: Theory and Practice for a Changing Profession. London: Polity Press
9. Fink, Arthur E., Wilson, Everett E. - Third Edition, 1959, The Fields of Social Work, New York: Henry Holt and Company.
10. Friedlander, Walter A. 1977 Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.
11. Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey: Prentice Hall.
12. Jha, Jainendra Kumar. 2002. Practice of Social Work. New Delhi: Anmol Publications
13. Gangrade, K.D. 1976 Dimensions of Social Work in India, Marwah, New Delhi.
14. Narendra Mohan, 2017, Philosophy of Social Work, Centum Press, New Delhi
15. Reamer, F.G. 1995 Social work values and ethics, New York: Columbia University press.
16. Roy, Bailey and Phil, Lee 1982 Theory and Practice in Social Work, London: Oxford Pub. Ltd.
17. Sheldon, B., & Macdonald, G., 2010 A Textbook of Social Work, London: Routledge.
18. Singh, R.R. 1985 Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi: Concept Publishing Company.
19. Wadia, A. R. (Ed.) 1961 History and Philosophy of Social Work in India, Bombay: II Allied Publisher Private Ltd.

Web Resources

1. <https://www.ifsw.org/what-is-social-work/global-definition-of-social-work/>
2. <https://www.socialworkers.org/News/Facts/Types-of-Social-Work>
3. <https://www.cswe.org/Students/Discover-Social-Work/What-is-social-work>
4. <https://www.socialworktoday.com/>
5. <https://www.iassw-aiets.org/>
6. <https://www.socialworker.com/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIAL CASE WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC12	Social Case Work	Core Course - II	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		I									
Prerequisites		To understand Social Case Work									
Learning Objectives											
LO 1	To gain the knowledge of conceptual foundations of social Case Work										
LO 2	To understand the basic concepts of casework as a primary method of social work										
LO 3	To develop the skill to analyze problems of individuals and families and factors affecting them.										
LO 4	To know the values, principles, tools and techniques of social case work										
LO 5	To impart knowledge of the scope of using the social work methods in various settings										

Course Outcomes

CO1: To get all the approaches and theories of social case work.

CO2: To understand the significance of social case work and as an effective method to deal different individual problems.

CO3: To learn to critically examine, select, apply and different intervention techniques of social case work practice with individuals in a culturally competent manner.

CO4: To imbibe values and attitudes; develop necessary skills to work with individuals.

CO5: To analyse the linkage between assessment and intervention, the critical evaluation of self and the use of empirical knowledge applied with the clients

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

SYLLABUS

Unit – I **(8 Hours)**

Social Case Work: - Concepts, Meaning, Objectives, Purpose, Nature and Scope, Its relation to other methods of professional social work, Philosophy and Principles of Social Case Work; Historical Developments of Case Work:- West and India.

Unit – II **(8 Hours)**

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

Unit – III **(10 Hours)**

Case Work Components and Process: The Person, the Place, the Problem. Process of Case Work: Initial Contact (Intake), Study, Analysis and Assessment, Diagnosis, Treatment, Termination and Follow up and Case Work Techniques of each Phase. Social Case Work intervention: Direct and indirect multi –dimensional intervention. Transference and counter-transference in social case work

Unit – IV **(9 Hours)**

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

Unit – V **(10 Hours)**

Case Work practice in different settings:- Case work practice in different settings in India. Social case work practice with Family and Child Welfare, Educational settings, Industrial settings, De-addiction, Community, Medical and Psychiatric institutions. Correctional settings: geriatric care & aged and the terminally ill, persons with disability, de-addiction, Rehabilitation Centers, Delinquency, LGBT and Foster Home and non-institutional services such as adoption, sponsorship.

Use of single case evaluation and ethnography as research method in social case work. Limitations of Social Case Work practice in India in current scenario.

Text Books

1. Upadhyay, R. K, 2003 Social Casework: A Therapeutic Approach, Rawat Publications, India.

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

Books for References

1. Thomas William, A (2008), A, Child Trafficking, Kanishka Publishers, New Delhi, (ISBN: 978-81-8457-088-5)
2. Healy, K. 2012, Social Work Methods and Skills, Palgrave MacMillan
3. Bogo, M. (2007). Social work practice: Concepts, process & Interviewing, Rawat Publication.
4. Misra P.D. 1994, Social Work Philosophy and Methods, Inter-India Publications, New Delhi
5. Misra P.D., Beena Misra, 2004, Social Work Profession in India, New Royal book Com. Lacknow
6. Mathew, Grace (1992) An Introduction to Social Casework. Bombay: Tata Institute of Social Sciences.

Web Resources

1. https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf
2. <http://ddceutkal.ac.in/Syllabus/MSW/Paper-5.pdf>
3. <https://www.socialworkfootprints.org/videos/social-casework-philosophy-principles-and-components>
4. <https://www.yourarticlelibrary.com/sociology/social-casework-processes-study-and-diagnosis/36564>

5. <https://www.slideshare.net/surendrashah6/complete-note-of-casework>
6. <https://www.socialworkfootprints.org/videos/social-casework-practice-in-indian-society-relevance-scope-and-influence-of-culture>
7. <http://www.ignou.ac.in/upload/bswe-02-block1-unit-3-small-size.pdf>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIAL GROUP WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC13	Social Group Work	Core Course - III	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		I									
Prerequisites		Basic Understanding of Social Group Work									
Learning Objectives											
LO 1	To understand group work as a method of social work and to understand concept, values, principles of Social Group Work										
LO 2	To acquire skills and techniques required for group worker										
LO 3	To develop the ability to critically analyse problems of groups and provide suitable intervention.										
LO 4	To apply the models of Social Group Work in different settings.										
LO 5	To identify the settings and fields for the practice of Social Group Work method										

Course Outcomes

CO1: To recall concepts, principles, objectives, dynamics, theories and models of social group work.

CO2: To understand different types of groups and their characteristics.

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

CO4: To develop skills in identifying, analyzing and implementing group interventions and evaluating group effectiveness

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

CO6: To develop competencies to use the appropriate programme as to tool for the group development.

SYLLABUS

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

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

Unit – IV **(9 Hours)**

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

Unit – V **(9 Hours)**

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

Books

1. Alissi,A.S (1980) Perspectives on social group work practice; A book of Reading, New York: The free press.
2. Dave Capuzzi, Douglas R.Gross, Mark D. Stauffer (2010) Introduction to Group Work, New Delhi, Rawat Publication.
3. David, C., Douglas, R.G. & Mark, D.S. (2010) Introduction To Group Work, New Delhi, Rawat Publication
4. Gravin, Charles. D. Lorriae& M. Gulier. (2007). A Hand Book of Social Work with Groups. New Delhi: Rawat Publications.
5. Toseland, Ronald & Rivas, Robert (2001), Introduction to Group Work Practice, Allyn and Bacon, London.

References

1. Bradler, S and Roman C.P (2016) Group work Skills and strategies for effective Interventions New York: The Howorth Press.
2. Delbecq, A. L. and Van de Ven, A. H. (1977) 'A group process model for problem identification and program planning', in N. Gilbert and H. Specht (eds), Planning For Welfare, Englewood Cliffs, NJ, Prentice-Hall.
3. Gerald Corey (2000) Theory and practice of group counseling, Wordsworth, London.
4. Siddiqy, H Y (2008), Group Work: Theories and Practices, Rawat Publications.
5. Trecker, Harleigh B (2020) Social Group Work: Principles and Practice, New Delhi, Pranava Books.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - I

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									Int.	External	Total
23PSWC14	Field Work - I	Core Course - IV	Y	-	-	-	6	8+1	50	50	100
Year		I									
Semester		I									
Prerequisites		Basic Understanding of Non-Governmental Organizations									
Learning Objectives											
LO 1	To understand different fields / settings of Social Work practice										
LO 2	To understand basic skills required to practice Social Work										
LO 3	To learn to apply classroom theories in the field										
LO 4	To demonstrate competencies to face challenging tasks in the field from a social work perspective										
LO 5	To identify the challenges of individuals, groups and communities from a Macro and Meso perspective										

Course Outcomes

- CO1: To integrate the classroom learning with field practice - the knowledge related to different field settings- establishment of NGO'S and its work with the beneficiaries
- CO2: To understand the application of different skills related to case work, Group work and other methods of Social Work
- CO3: To realise one's development of self and conduct oneself professionally in the field
- CO4: To apply and practice skills acquired in the process of learning in handling various types of clientele
- CO5: To assess the concept of field learning and learn about working in different settings
- CO6: To apply social work competencies to resolve Social problems

SYLLABUS

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

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

Unit – IV **(9 Hours)**

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

Unit – V **(9 Hours)**

Social Legislation: Legislations applicable to the Organization, Legislations for women and children.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIETY AND HUMAN BEHAVIOUR

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWE11	Society And Human Behaviour	Elective Course – I	N	-	-	-	3	4	50	50	100
Year		I									
Semester		I									
Prerequisites		Basic Understanding of Society and Psychology									
Learning Objectives											
LO 1	To understand basic social concepts in the context of changing social phenomenon										
LO 2	To apply the concepts of Sociology in Social Work practice.										
LO 3	To understand the basic concepts in Psychology and understanding Human Behaviour										
LO 4	To understand the realm of Social issues and its Socio – economic linkages and its link with human behavior										
LO 5	To analyse various dimensions of social problems and sociological response to it										
LO 6	To acquire social work knowledge and competencies										

Course Outcomes

CO1: To recall the concepts and theories of growth and development of human life spanning from conception to senescence.

CO2: To develop the ability to predict the personalities and behaviours of human beings.

CO3: To use the theories of personality, behavioural and humanistic theories in one's own life and the life of others.

CO4: To gain confidence to identify and analyse the interactions between individuals and groups.

CO5: To make correct judgements on different personalities, and normal and abnormal behaviours of people in the given contexts.

CO6: To develop the ability to relate the theories of human growth and behaviour while helping individuals, groups and communities find solutions to their problems.

SYLLABUS

Unit – I, Introduction to Psychology

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

Unit – II, Human Growth and Development

Developmental Psychology - Meaning and principles of growth and development, heredity, environment and ecological influences – family and community - Brief outline of Human Development: Characteristics, developmental tasks, personal and social adjustments, vocational, family / marital adjustments and hazards in each stage. Developmental stages with special reference to Indian Conditions:- a) Infancy, b) Babyhood, c) Early Childhood, d) Late Childhood, e) Adolescence, f) Early Adulthood, g) Late Adult hood, h) Middle Age and i) Old Age in line with physical, emotional and cognitive.

Unit – III, Introduction to Society

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

Unit – IV, Introduction to Groups

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

Unit – V, Social Institutions: Types of Social institutions

Marriage, Family, Kinship, Religion, Education, Economic system and Judiciary Structural aspects - Norms, Values, Folkways & Mores - Family, Marriage, Education, Economy, Polity, Religion

Social Problems - Major Social Problems in India- Causes and factors responsible for Social problems, Untouchability, Slavery, Domestic violence, Dowry, Social Movements

Text Books

1. Elgin, F.H & David, C (2017), Social Science- An Introduction to the Study of Society. (13th ed.) New York: Pearson
2. Francis, Abraham, M. (2006). Contemporary Sociology. Oxford Oxfordshire: Oxford University Press
3. Madan, G.R. (2002). Indian Social Problems, Mumbai: Allied Publishers Pvt.. Ltd
4. Shankar Rao, C. N. (2007). Sociology: Principles of Sociology with an Introduction to Social Thought. New Delhi: S Chand & Co. Ltd.
5. MacIver, R.M., Page, C.H. (2000). Society an Introductory Analysis. New Delhi: Macmillan Publishers India

Books for References

1. Ponnuchamy, M and Thomas William, A (2021), Corona Pandemic: Arunthathiars' Endemic, Authors Press, New Delhi (ISBN: 978-93-90891-82-5)
2. Thomas William, A (2011), Sexual Integrity & Awareness, Kanishka Publishers, New Delhi, (ISBN: 978-81-. 8457-285-8)
3. Thomas William, A, and A.J. Christopher (2004), Women Criminals In India, Anmol Publishers, New Delhi, (ISBN:81-261-1601-3)
4. Feldman, R.S. (2004). Understanding Psychology (6th Edition), New Delhi, Tata-McGraw Hill.
5. Haralambos. (2014). Sociology: Themes and perspectives. Harper Collins; Eight edition
6. Madan, G.R. (2002). Indian Social Problems, Mumbai: Allied Publishers Pvt. Ltd
7. Morgan, C.T., King, R.A., Weisz, J.R., & Schopler, J (2004) Introduction to Psychology. New Delhi: Tata Mc Graw-Hill book Co.
8. Ram Ahuja (2014) Social Problems in India, Third Editio, Rawat Publications
9. Hutchison, E. (2007). *Dimensions of Human Behaviour: Person and Environment*. Thousand Oaks: Sage Publications, Inc
10. Rajendra K Sharma (2007), Social change and Social Control, New Delhi, Atlantic Publishers.

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

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

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

COUNSELLING IN SOCIAL WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWE12	Counselling In Social Work	Elective Course – II	Y	-	-	-	3	4	50	50	100
Year		I									
Semester		I									
Prerequisites		Basic understanding of Counselling, techniques & process of Counselling in different settings.									
Learning Objectives											
LO 1	To understand Counselling Basics										
LO 2	To learn the Process and Skills in Counselling										
LO 3	To gain Theoretical Foundations of Counselling										
LO 4	To aware about Counselling in different settings										
LO 5	To learn Counselling in Special Situations										

Course Outcomes

CO1: To demonstrate ethics in Counselling.

CO2: To use various Counselling skills required and Counselling process.

CO3: To design Counselling techniques based on the social background of the client.

CO4: To use Counselling as a tool for managing changes and situations.

CO5: To apply Counselling skills at different settings.

CO6: To apply Counselling in emergency situations

SYLLABUS

Unit – I

Introduction to Counselling: Counselling – Definition, Objectives, Goals, Principles of Counselling, Difference between Counselling, Case Work & Psycho-therapy, Code of Ethics.

Unit – II

Process & Skills in Counselling: Steps for Counselling, Types of Counselling: Directive, Non-Directive & Eclectic. Qualities of an effective counselor, Counselling skills & techniques.

Unit – III

Theoretical foundations of Counselling: Psychoanalytic theory (Freud), Person Centered (Roger), Cognitive Behaviour Therapy (CBT), Rational Emotive Behavioural Therapy, Gestalt Therapy, Humanistic approach (Carl Rogers & Maslow).

Unit – IV

Counselling in Different Setting: Industrial/Work place, Martial, Family, De-addiction Counselling. Terminal Illness (Palliative, Hospice, AIDS, Cancer), School Counselling, Career Counselling, Grief Counselling. Suicidal Counselling.

Unit – V

Crisis & Trauma Counselling: Counselling in emergency and Disaster Situations (Migrants, Refugees, Trauma CARE, Victims of Communal Riots, Pandemic), Crisis Intervention.

Text Books

1. Antony John (2003) Skills of Counselling, Guru Publications
2. Egan, Gerard, 2006. The skilled helper: A problem management opportunity, Development Approach to helping, Wadsworth publishers, Boston
3. Ramanth, Sharma. & Rachana, Sharma. (2004). *Guidance and Counselling in India*. New Delhi: Atlantic publishers and Distributors.
4. Rao, Narayana, 2003 Counselling and Guidance, Tata McGraw Hill, New Delhi. India
5. Ray, Wolfe & Windy Dryden. (1996). *Handbook of Counselling Psychology*. New Delhi, New Delhi: Sage Publications

Books for References

1. Dave, Mearns. (1997). Person Centered Counselling Training. New Delhi, New Delhi: Sage Publications.
2. David Murphy · 2017, Counselling Psychology: A Textbook for Study and Practice, John Wiley & Sons Ltd.
3. Joyce & Charlotte, Sills; (2002). Skills in Gestalt Counselling & Psychotherapy. New Delhi, New Delhi: sage publications.
4. Michael, Carroll. (1996). Workplace Counselling: A systematic approach to employee care. New Delhi, New Delhi: Sage publications.
5. Palmer, 2004 Counselling, The BAC Counselling reader, British Association for Counselling, Vol.1&2, Sage publications, New Delhi, India

Web Resources

1. <https://www.scitechnol.com/international-journal-of-mental-health-and- psychiatry.php>
2. <https://journals.sagepub.com/home/HPO>
3. <https://journals.sagepub.com/home/JHV>
4. <https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental- psychiatry>
5. <https://www.apa.org/pubs/journals/abn/index>
6. <https://www.scitechnol.com/traumatic-stress-disorders-treatment.php>
7. <https://www.journals.elsevier.com/journal-of-experimental-social-psychology>
8. <https://www.journals.elsevier.com/mental-health-and-physical-activity>
9. <http://learnmem.cshlp.org/>
10. <https://journals.sagepub.com/toc/SPP/7/1>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SKILLS FOR COMPETITIVE EXAMINATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CI A	External	Total
23PS WS 11	Skill For Competitive Examinations	Skill Enhancement Course – I	Y	-	-	-	2	1	50	50	100
Year		I									
Semester		I									
Prerequisites		To enhance the ability for Competitive Examination									
Learning Objectives											
LO 1	To enrich the knowledge about the various complete exams.										
LO 2	To understand various skills required for Competitive exam										
LO 3	To enhance various soft skills to succeed the competitive examination										
LO 4	To use the time effectively To become aware about the goals of life										
LO 5	To enable them to develop aptitude and problem solving skills to win Competitive examinations.										

Course Outcomes

- CO1: To acquire Skills and knowledge for successful completion for competitive exam
- CO2: To enhance the attitudinal and aptitude skills
- CO3: To enhance the student to improve their emotional intelligence and interpersonal skills.
- CO4: To motivate them for successful Goal setting and effective planning
- CO5: To impart skills for students about building logical reasoning and self-esteem.
- CO 6: To strength their general knowledge and relevant knowledge for successful face their competitive examination

SYLLABUS

Unit – I

Introduction of Competitive Examinations: Basics of competitive exams, history, Purpose, objectives, types of competitive exams.

Skills for Competitive examination- Communication: Body Language, Presentation skills, Interpersonal Skills Time and Stress Management, Planning, Preparation, Focus group discussion- Preparation for a group discussion, Skills for effective participation, Non-verbal communication in group discussion, Types of group discussions.

Interviews: Developing an Interview Strategy, practicing for the Interview, During the Interview Stress Interviews, Traditional Interviews Writing Skills, Basics of writing, writing paragraphs, Writing research articles and Report writing.

Unit – II

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

Unit – III

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

Unit – IV

Listening, Problem Solving, thinking out of the Box, Teamwork, Being Independent, Decision Making, Be Organised, Positive Attitude, Collaboration, Understanding Learning Style, Reading. Emotional Intelligence skills: Self Awareness, self-Regulation, Social Skills, Empathy, Motivation.

Spatial and perceptual abilities, situation reaction test, Memory and inductive reasoning, Logical reasoning, Coding and Decoding, Direction Test, Syllogism, English Language/ Verbal Ability, Comprehension.

Unit – V

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

Text Books

1. Verbal & Non-Verbal Reasoning by R. S. Agarwal
2. A Modern Approach to Reasoning by R. S. Agarwal
3. A New Approach to Reasoning: Verbal & Non-Verbal by B. S. Sijwali and Indu Sijwali
4. Analytical Reasoning by M.K. Pandey
5. Multi-Dimensional Reasoning by Dr. Lal
6. Reasoning for Competitive Exams by Nishit K. Sinha

Quantitative Aptitude:

1. Quantitative Aptitude by R.S. Agarwal
2. Quantitative Aptitude for Competitive Exams by R.S. Agarwal
3. Data Interpretation by Arun Sharma
4. Objective Mathematics for Competitive Exams by Tarun Goyal

General Awareness:

1. India Year Book by Publications Division
2. Manorama Yearbook
3. Banking Awareness by Arihant Publications
4. Daily Newspapers for Current Affairs

Computer knowledge:

1. Objective Computer Knowledge by Kiran Prakashan
2. Computer NCERT Class IX, X, XI & XII

Books for Reference

1. Current Affairs by Arihant Experts (suggested for IBPS (PO / Clerk), NDA/CDS, SSC (CGL & 10+2), Railways & other state-level competition exams)
2. Current Affairs for Competitive Examination by Disha Experts (suggested for UPSC, SSC, Banking, Insurance, Railways, Engg. Services and AFCAT, etc.)
3. Speedy Current Affairs 2022 by Spark Publications (suggested for UPSC, SSC, Railways, etc.)
4. Drishti Current Affairs Today by Drishti Publications (suggested for UPSC, State PSC, SSC CGL, etc.)
5. Manorama Year Book 2022 by Malayala Manorama Co. Ltd. (suggested for SSC, Bank Clerk, Civil Services Examination, state PCS, etc.)
6. India Yearbook – Publications Division Government of India (suggested for Railways, SSC, Banking, TET, etc.)
7. Pratiyogita Darpan (Magazine) by Upkar Prakashan publications (suggested for SSC CGL, SSC CHSL, UPSC, State PSC, etc.)

Web Resources

- pib.gov.in.

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 21	Community Organization And Social Action	Core Course - V	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Community Organization and Social Action									
Learning Objectives											
LO 1	To understand the use and practice of community organization in various fields of social work										
LO 2	To understand various phases and models of Community Organization										
LO 3	To learn to apply Community Organization and Social Action as Methods of Social work.										
LO 4	To apply the models of Community										
LO 5	To develop skills and attitudes for participatory Community work and Social Action										
Course Outcomes											
CO1: To be aware of the concepts related to Community Organization.											
CO2: To apply community Organization as a method of Social work in various settings.											
CO3: To understand and apply various Models of Community Organization.											
CO4: To understand the role of social work in Social Action and Social Reform for Social development.											
CO5: To critically analyze Social Movements from various dimensions.											
CO6: To apply Social Action as a method of Social Work.											

SYLLABUS

Community Organisation

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

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

Social Action

Unit – IV **(9 Hours)**

Social Action- As a method of Social Work: Social Work and Social Action: Concept, Objectives, Principles of Legitimization, Credibility Building, Multiple Strategies and Dramatization. Social Action in relation to Case work, Group Work, Social Work Research, Community Organization and Social Welfare Administration, Methods and Means of Social Action - Research, Propoganda, Use of Mass media. Scope of Social Action in India.

Unit – V **(9 Hours)**

Social Problems and Social Action: Role of Social Worker in Social Action: Social Activists and Social Action Groups with their significance of existence in India.

Skills involved in Social Action- Analytical & Research Skills, Managerial, Intervention skills, Problem Skills and Training Skills. Social Movements. Approaches to Social Action- Paulo Freire, Gandhi (Sarvodaya), Saul Alinsky, Allen Smith, Radical social work; Rights based

approach. Strategies for Social Action from various Social Movements. Indian Social Movements -Bhoodan, Satyagraha Gramdan, Narmada Bachao Andolan, E.V.R Periyar –The Singur Issue, Bodo and Gurkhaland Issues, Anna Hazare and the Aam Admi Movement.

Text Books

1. Christopher, A.J, & Thomas William, A (2018). Community Organization and Social Action, Himalaya Publishing, Mumbai, 3rd Edition (ISBN: PPSO81)
2. Chowdhry, D. Paul (1992), Introduction to Social Work, Atma Ram & Sons, Delhi.
3. Datar et al. 2010. Skill Training for Social Workers: A Manual. New Delhi: Sage Publications
4. Erlich L, J. (1987). Strategies of Community Organisation. Illinois: F.E. Peacock Publishers
5. Gamble, D. N., and Weil, M. 2010. Community Practice Skills: Local to Global Perspectives. New York: Columbia University

Books for References

1. Gangrade, K.D. 2001. Working with Community at the grass root level: Strategies and programmes. New Delhi: Radha Publications
2. Hardcastle, D., Powers, P. and Wenocur, S. (2011). Community Practice: Theories and Skills for Social Workers. New York: Oxford University Press.
3. Jack Rothman, et al. (2001). Strategies of community interventions & Macro practices – Peacock Publications, 6th Edition
4. Ross Murray G, Community Organisation: Theory and Principles, Harper and Row Publication New York, 1985
5. Siddhiqui, H.Y. (1997). Working with community. New Delhi: Hira Publications.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIAL WORK RESEARCH AND STATISTICS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC22	Social Work Research And Statistics	Core Course - VI	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Social Problems									
Learning Objectives											
LO 1	This course will deal with research problems, construction of hypotheses, testing, research designs, sampling concepts, etc.										
LO 2	The probability and non-probability methods are used to help a researcher make conclusions or arrive at decisions at a larger group.										
LO 3	This course will help in learning the types of social work research that are commonly used.										
LO 4	This course is the process that throws light on the research works during data collection, and codification and interpretation of the data.										
LO 5	This explains and interprets a variety of hypotheses to aid the decision making process in a research context										

Course Outcomes

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

CO1: To recollect the meaning, nature and scope of research, social science research and social work research.

CO2: To obtain the ability to orderly arrange the major steps in the research process.

CO3: To classify and analyse the data, and interpret those data.

CO4: To calculate and apply statistics and examine the data for making inferences.

CO5: To make arguments based on the data by applying logical reasoning.

CO6: To develop the ability to draw conclusions using the logical reasoning and to complete the research projects.

SYLLABUS

Unit – I, Introduction

(6 Hours)

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

Unit – II, Research Process 1

(7 Hours)

Identification and Formulation:- Concepts, Meaning, Identification of Research Problems and Researchable Problems, Literature Review, Construction of Research Title and Theoretical Framework, Formulation of Objectives and Hypotheses; Research Design, Approaches and Methods:- Concepts relating to Research Design, Types of Research Design, Qualitative and Quantitative Research Approaches, Mixed Research.

Unit – III, Research Process 2

(10 Hours)

Sampling: - Definition, Purpose and Importance; Types of Sampling:- Probability and Non-probability Sampling, Sampling Error; Sources, Methods and Tools for Data Collection:- Primary and Secondary; Questionnaire, Interview Schedule - Construction and Qualities, Scaling Techniques, Observation and Interview techniques.

Unit – IV, Research Process 3

(7 Hours)

Data Processing and Analysis using SPSS:- Editing, Coding, Data Entry and Processing, Classification, Tabulation and Diagrammatic and Graphical Presentation, Qualitative Analysis, Case Analysis, Content Analysis, Focus Group Discussion (FGD); Data Interpretation:- Meaning, Techniques, Drawing Inferences.

Unit – V, Basic Statistics

(8 Hours)

Descriptive Statistics:- Measures of Central Tendency: Mean Median and Mode, Measures of dispersion: Range, Standard Deviation, Coefficient of Variance; Correlation:- Pearson's Coefficient of Correlation (ungrouped data), Rank Correlation; Testing of Significance:- Pearson's Chi square test, 'T' test and 'F' test.

Unit – VI, Research Report Writing

(7 Hours)

Report Writing: - Purpose, Structure, and Procedures of Research Report Writing; Research Report: - Styles, Steps and Presentation of Research Report, References & Bibliography, Citing, Research Ethics and Plagiarism.

Text Books

1. Thomas William, A (2021), Research Methods – Quantitative, Qualitative and Mixed, Authors Press, New Delhi (ISBN: 978-93-90459-89-6)
2. Alston M, Bowles W, 2012, Research for Social Workers, An introduction to methods, 3rd Edition, Australian Publications, Australia.
3. Adams J, Khan, Robert and David, 2007, Research methods for Graduate Business and Social Science Students, SAGE Publications, New Delhi.
4. Chakraborty D, 2009, Research Methodology, Saurabh Publishing, New Delhi.
5. Chandra S, Sharma Kr.M, 2013, Research Methodology, Narosa Publications, New Delhi.
6. Jain G L, 2003, Research Methodology, Methods, Tools and Techniques, Mangal Deep Publications, Jaipur.
7. Kothari C R, 2006, Research Methodology Methods and Techniques, New Age International, New Delhi.
8. Pathak R P, 2007, Statistics in Educational Research, Kanishka Publishers, New Delhi.

Books for References

1. Anand S, 2002, Research Methods and Techniques in Social Science, Commonwealth Publishers, New Delhi.
2. Ahuja R, 2010, Research Methods, Rawat Publications, Jaipur.
3. Anderson, D. R. (2014). Statistics for learners of Economics and Business. Boston: Cengage Learning.
4. Bryman A, 2004, Social Research Methods, Oxford University Press, New York.
5. Babbie E, 2013, The Practice of Social Research, 13th Edition Cengage Learning, USA.
6. Babbie E, Hally F, Zaino J, 2000, Adventures in Social Research, Data Analysis Using SPSS For Windows 95/98, Pine Forge Press, California.
7. Bhandariar P L, Wilkinson T S, Das Lal D K, 2000, Methodology and Techniques of Social Research, 16th Edition, Himalaya Publishing House, Mumbai.
8. Bryderup M I, 2008, Evidence Based and Knowledge Based Social Work: Research Methods and Approaches in Social Work Research, Aarhus University Press, Denmark.
9. Chhapekar R, 2004, A Text book of Social Research, Dominant Publishers and Distributors, New Delhi.
10. Corby B, 2006, Applying Research in Social work Practice, Tata McGraw Hill

Education, New Delhi.

11. Cohen L, Manion Land Morrison K, 2007, Research Methods in Education (6th Edition), Routledge, London, UK.
12. Dawson C, 2010, Introduction to Research Methods, A practical guide for anyone undertaking a Research Project, Viva Books, New Delhi.
13. Das Lal, 2008, Research Methods for Social work, Rawat Publications, New Delhi.
14. Deshpabhu S, 2000, Sociological Research, Kanishka Publishers & Distributors, New Delhi.
15. Garg, Renu, Slochana, Umesh, 2002, An Introduction to Research Methodology, RBSA Publishers, Jaipur.
16. Gupta B L, 2010, Research studies in Staff Development, Mahamaya Publishing house, New Delhi.
17. Gupta, S. P., & Gupta, A. (2014). Business Statistics: Statistical Methods. New Delhi: S. Chand Publishing.
18. Gopalan R, 2005, Thesis Writing, Vijay Nicole imprints Pvt. Ltd. Chennai.
19. Kumar R, 2005, Research Methodology, SAGE Publications, London.
20. Mukherji P N, 2000, Methodology in Social Research, Dilemmas and Perspectives, SAGE Publications, New Delhi.
21. Majumdar P K, 2005, Research Methods in Social Science, Viva Books Pvt. Ltd, New Delhi.
22. Pawar B S, 2009, Theory building for Hypothesis Specification in Organizational Studies, Response Books, New Delhi.
23. Rajathi A, Chandran P, 2010, SPSS for you, MJP Publications, Chennai
24. Ruane JM, 2005, Essentials of Research Methods, Blackwell Publishing, Australia.
25. Ravilochanan P, 2002, Research Methodology, Margham Publications, Chennai.
26. Singh S P 2002, Research Methods In Social Sciences, A Manual for Designing Questionnaires, Kanishka Publishers, New Delhi
27. Tripathi PC, 2010, Research Methodology in Social Sciences, Sultan Chand and Sons, New Delhi.
28. Uwe Flick, 2009, An Introduction to Qualitative Research, 4th Edition, SAGE Publications, New Delhi.
29. Vijayalakshmi G, Sivapragasam C, 2008, Research Methods, Tips and Techniques, MJP Publishers, Chennai.

Web Resources

1. www.campbellcollaboration.org
2. www.cochrane.org
3. www.rip.org.uk
4. <https://abhath@usf.edu>
5. <https://www.cengage.com>
6. <https://oxfordbibliographies.com>
7. <https://www.ignou.ac.in>
8. <https://www.jsscacs.edu.in>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong**M – Medium****L - Low**

SOCIAL WELFARE ADMINISTRATION & SOCIAL LEGISLATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 23	Social Welfare Administration, Social Legislations	Core Course - VII	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of social policies & legislations									
Learning Objectives											
LO 1	To understand the basic concepts of social welfare administration.										
LO 2	To make aware of the registration of NGOS										
LO 3	To acquire knowledge about social work agencies										
LO 4	To describe social policy, planning and programmes										
LO 5	To know the social legislation										

Course Outcomes

- CO1: To acquire knowledge about social welfare administration and structure of social welfare administration in India.
- CO2: To acquire application knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession
- CO3: To describe the structure of social welfare administration in India and social welfare programmes and policies.
- CO4: To describe the understanding of the nature of social policy, planning and development in India
- CO5: To inculcate critical analysis social legislation enforcement and challenges
- CO6: To enhance the knowledge on the government department and NGOs function for development of the people

SYLLABUS

Social Welfare Administration

Unit – I **(7 Hours)**

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

Unit – II **(7 Hours)**

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

Unit – III **(8 Hours)**

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

Social Legislation

Unit – IV **(8 Hours)**

Legislation:- Meaning, Legislation as an Instrument of Social Change and Social Welfare; Social Legislation:- Legislation relating to Hindu, Muslim and Christian; Personal Laws:- Laws on Marriage, Divorce, Maintenance, Guardianship and Succession; Legislation for Public Good:- Protection of Human Rights Act 1993, Right to Information Act 2005, MGNREGA 2005.

Unit – V **(10 Hours)**

Legislation and Guidelines pertaining to Children:- Child Labour (Prohibition and Regulation) Act 1986, The Prohibition of Child Marriage Act 2006, The Juvenile Justice (Care and Protection of Children) Act, 2000, The Right of Children to free and compulsory Education Act, 2009, The Protection of Children from Sexual Offences Act, 2012; Legislation and Guidelines related to Women:- Dowry Prohibition Act 1961, Medical Termination of Pregnancy Act 1971, Indecent Representation of Women Act 1986, Domestic Violence Act 2005, Sexual Harassment Act 2013;

Legislation and Guidelines concerning Socially Disadvantaged:- The Maintenance and welfare of Parents and Senior Citizens Act, 2007, The SC/ST (Prevention of Atrocities) Act 1989 & M.A. SOCIAL WORK 2023

Rules 1995.

Unit – VI

(5 Hours)

Social Legislation and Social Work:- Public Interest Litigation, Legal Aid in India, Role of Social Workers in the Enactment and Implementation of Social Legislation and Promotion of Social Justice; Contemporary Social Issues:- Cyber-crime, Eve Teasing, Ragging, Honour Killing and related Legislations and Guidelines.

Text Books

1. Thomas William, A (2023), Social Welfare Administration, Authors Press, New Delhi (ISBN: 978-93-5529-729-7)
2. Thomas William, A (2023), Social Policy, Authors Press, New Delhi (ISBN: 978-93-5529-728-0)
3. Thomas William, A (2023), Social Legislation, Authors Press, New Delhi (ISBN: 978-93-5529-727-3)
4. Karen M. Sowers Catherine N. Dulmus (2008) Comprehensive Handbook of Social Work and Social Welfare, published by united states ISBN 978-0-471-76997-2
5. [Paul D Chowdhry](#) (1992) Social Welfare Administration, Atma Ram & Sons, ISBN-13 : 978-8170431145.
6. [Sachdeva](#), D.R.social welfare administration in India (2018) Kitab Mahal; Standard Edition , ISBN-13 : 978-8122500851
7. Sanjay Bhattacharya (2006) Social Work Administration and Development Rawat Publication, ISBN-13 : 978-8170339267
8. Shunmugavelayutham K (1998) Social Legislations and Social Change, Valga Valamudan pub, Chennai.

Books For References

1. Choudry, Paul (1979), Social Welfare Administration, Atma Ram & Sons, Delhi.
2. Choudry Paul, (1979) Hand book on social welfare in India, Sterling Pub, New Delhi.
3. Dennison.D & Chepman, Valeries Social policy and Administration, George A and Unwin, London.
4. Dubey S.N. (1973) Administration of social welfare programmes in India, Somaiya Pub, Bombay.

5. Dubey S.N. & Murdia (1976) Administration of policy and programmes for Backward classess in India, Somaiya Pub, Bombay.
6. Gangrade, K.D(2011) Social legislation in India Vol.I&II, New Delhi: Concept publishing Company
7. Goel. S L & R K Jain (2000) Social Welfare Administration (Vol. I & II); Deep & Deep Publications
8. Jagadeesan.P.(1990) Marriage and Social legislations in Tamil Nadu, Elachiapen Pub, Chennai.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - II

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CI A	External	Total
23PSWC24	Field Work- II	Core Course - VIII	Y	-	-	-	4	8+1	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Non-Governmental Organizations									
Learning Objectives											
LO 1	To observe and understand the dynamics of setting up a social welfare Organisation										
LO 2	To observe the nature of their functioning and funding resources										
LO 3	To learn about the staff functioning and of application of Social Work methods										
LO 4	To document and learn the process of recording										
LO 5	To Understand basic skills required to practice Social Work										

Course Outcomes

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

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

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

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

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

CO6: To learn the process of documentation and recording

SYLLABUS

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

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

Unit – IV **(9 Hours)**

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

Unit –V **(9 Hours)**

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

ENTREPRENEURSHIP DEVELOPMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWE 21	Entrepreneurship Development	Elective Course - III	Y	-	-	-	3	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Interest and Basic Understanding in business									
Learning Objectives											
LO 1	To understand the concept of Entrepreneur and Entrepreneurship development in India.										
LO 2	To acquire skills and techniques required for successful entrepreneur.										
LO 3	To develop the ability to critically analyse scope and challenges of entrepreneurship.										
LO 4	To develop and understanding about different schemes and program related to entrepreneurship in India.										
LO 5	To identify the settings and fields to start up a social enterprise for social change.										

Course Outcomes

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

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

CO3: To relate to theories of entrepreneurship development.

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

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

CO6: To create an enterprise to solve a social problem

SYLLABUS

Unit – I

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

Unit – II

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

Unit – III

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

Unit – IV

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

Unit – V

Entrepreneurship Development and Government: Entrepreneurship as a tool for social change, Innovation and inventions, Skills of an entrepreneur Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants, programs, schemes and challenges. Government initiatives and inclusive entrepreneurial Growth.

Text Books

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

Books for References

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

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

CORPORATE SOCIAL RESPONSIBILITY

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWE22	Corporate Social Responsibility	Elective Course - IV	Y	-	-	-	3	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Corporates									
Learning Objectives											
LO 1	To learn the models and strategies of Corporate Social Responsibility.										
LO 2	To enhance understanding of the basic concepts, tools and techniques in Community Participation and Corporate –Community Collaboration working.										
LO 3	To Acquire knowledge on legal Provision related to CSR.										
LO 4	To enrich the knowledge on Business ethics and Corporate Governance.										
LO 5	To obtain skills and understand the role of Social Worker in the field of CSR.										

Course Outcomes

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

CO2: To understand steps and strategies in attaining CSR.

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

CO4: To appraise the various CSR Programmes in an Organization

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

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

SYLLABUS

Unit - I

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

Unit - II

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

Unit - III

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

Unit - IV

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

Unit - V

Role and Skills of Social Worker: Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting and Supervising. Format for Annual report on CSR activities. CSR Audit & Reporting Guidelines by Companies act 2013.

Case studies of successful CSR Initiatives:- AMM Foundation, Bajaj Auto, CII, Zoho, HMT, Hindustan lever, Infosys, Azim Premji Foundation, Ford Foundation, NLC, Ranbaxy, Super Tannery, TATA, Taj Group of Hotels, Titan, TVS, MRF, Saint Gobain, Orchid and other Corporates involved in CSR Activities; Evaluation and Impact Studies on CSR Initiatives.

Text Books

1. Benn & Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.
2. Chatterjee, M. (2015). Corporate Social Responsibility. Delhi: Oxford University Press
3. Maya. R. J., Vanitha, S., Kamala, Padmavati, D., SangarMithirai and Padmavathy, M. (2008). Issues and Challenges of Sustainable Development in India. New Delhi: Serials publications.
4. Reddy, Sumati and Stefan Seuring. (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.
5. Werther, W. B. & Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage publications.

Books for References

1. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company
2. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.
3. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.
4. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.
5. Das, Chandra, Subash. (2010). Corporate Governance. New Delhi: PHI Learning Pvt.Ltd.
6. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers
7. Grace, D. and S. Cohen (2005). Business ethics: Australian problems and cases. Oxford: Oxford University Press.
8. Neil, H. (1973). Corporate Power Social Responsibility. New York: Macmillan Publishing Co., Inc.

Web Resources

1. <https://indiacsr.in/>
2. <https://csrcfe.org/about-csr-in-india-public-policy/>
3. <http://csr.gov.in/>
4. <https://bthechange.com/csr-in-india-is-now-a-law-2502aa6d0daa>
5. <https://csrbox.org/CSR-in-India>
6. <https://thecsrjournal.in/top-100-companies-india-csr-sustainability-2021/>
7. <https://www.financialexpress.com/industry/corporate-social-responsibility-how-indias-csr-rules-ensure-strict-compliance/2392017/>
8. <https://thecsruniverse.com/csr-in-india-csr-definition-and-csr-eligibility-in-companies-act-2013/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

ALTERNATE MEDIA / THEATRE FOR TRANSFORMATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWS21	Alternate Media / Theatre for Transformation	Skill Enhancement Course (SEC) - 2	Y	-	-	-	1	1			100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Alternate Media and Theatre									
Learning Objectives											
LO 1	To learn about appropriate Programme as a tool										
LO 2	To understand the importance of communication in the art form.										
LO 3	To equip the student with higher skills in programme planning										
LO 4	To help the students to perform in any stage										
LO 5	To make the students to address social issues with alternate media										

Course Outcomes

- CO1: To understand the appropriate Programme as a tool.
- CO2: To be a socially competent person.
- CO3: To apply creative skills in the art form.
- CO4: To develop more media and theatrical skills.
- CO5: To use appropriate programme as a tool to create more awareness.
- CO6: To identify and develop skills in programme planning.

SYLLABUS

Unit – I

Alternate Media / Theatre for Transformation: Creation of memes, production of short films, Street theatre presentations, composing awareness songs, Folk Dance programmes, Outdoor Awareness Programmes.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

RURAL CAMP

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWP21	Rural Camp	Professional Competence Course - I	-	-	Y	-	1	-			100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of the Social Work methods									
Learning Objectives											
LO 1	To understand the socio-economic and cultural conditions of rural life and work collaboratively as a team with a positive approach.										
LO 2	To integrate into practice, essential life values, like simple living, living with minimal facilities, and putting into practice the concept of dignity of labour and self-discipline.										
LO 3	To facilitate exposure by working with underprivileged citizens, including children, women, youth, and senior citizens, as well as oppressed groups including dalits, bonded laborers, and tribal people.										
LO 4	To develop suitable skills in processes like decision-making, planning, Organising, and executing plans of action, coordinating, recording and report writing.										
LO 5	To utilize street theatre and other types of traditional art forms to create awareness on social issues										

Course Outcomes

- CO1: To understand the key features of rural life and its realities
- CO2: To illustrate skills for group living and interpret its dynamics.
- CO3: To demonstrate skills for organizing, planning, execution of tasks, identifying and mobilizing resources.
- CO4: To be sensitive to the socio-political and cultural implications in rural life, more specifically among the marginalized and vulnerable groups.
- CO5: To design and create contextual programmes to address rural concerns affecting the locality.
- CO 6: To develop Professional Skills and utilised it in the field.

SYLLABUS

Phase – I: Pre-Camp and Form Committees

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

Phase – II: Pilot Visits & Finalization of Camp Site

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

Phase – III: Finalization of Camp Theme & Camp Schedule

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

Phase – IV: On-Camp Phase

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

Phase – V: Post Camp Phase

- Integrative Understanding on the Process and Procedures of Rural Realities & Group Living

- Reflective Evaluation
- Individual Analytical Report
- Group Presentation
- Consolidated Batch Report

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

RURAL COMMUNITY DEVELOPMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC31	Rural Community Development	Core Course – IX	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Rural Development									
Learning Objectives											
LO 1	The students are able to understand the issues prevailing in rural areas										
LO 2	The students will be able to invent solutions for better rural development.										
LO 3	To understand the rural development and panchayat Raj of both State and central										
LO 4	The rural development programme makes students to understand the socio economic conditions of rural folk.										
LO 5	To gain competencies needs for rural community development social workers										

Course Outcomes

CO1: Define the rural areas, rural economy and development and issues or Rural Development in general and address them through various development strategies.

CO2: Acquaint the knowledge on social political structure, economic structure, economic

CO3: Explain the rural local self-governance namely Panchayat Raj Institutions and its role in planning and development of rural areas

CO4: Elucidate the role of government, non-government and role of social workers in rural development.

CO5: To understand the suitable intervention for rural development.

CO6: To apply the various applications of social work methods in solving the rural problems.

SYLLABUS

Unit – I, Rural Economic Structure (8 Hours)

Principles of Rural Economic Development, Planning the Rural Development. Agriculture, Nature, Type of Agriculture, Subsistence, Commercial Agriculture, Rural Horticulture, Dairying. Land use – Land Holding, Land Reforms Marginal Lands. Poverty, BPL families, Agricultural labourers and Social Security. Agricultural Finance – Need for Agricultural Finance, Sources of Agricultural Finance Kisan Credit card, the role of NABARD in Rural Development. Agricultural Marketing – Marketing of Agricultural produces, Cooperative Marketing.

Unit – II, Rural Socio – Political Institutions and Processes (6 Hours)

Society and Social Structure, Social Mobility, Social Changes, Caste Structure. Rural Literacy, causes for Low Literacy Rate, Corrective measures to increase the literacy in rural area. PRI's the Grama Panchayats and Power and Functions, Decentralized Governance Impact of Decentralized Governance on Rural Development.

Unit - III, Concept of Village, Settlement Pattern, Factors for pattern of settlement.

(9 Hours)

The Problem of Housing, Rural Sanitation- Drinking water, Drainage, Toilets (Public and Private). Nirmala Grama, Rural Electrification- Adhesiveness' and targets. Community Buildings- Hospitals, Schools, Community Halls etc.,

Unit – V, Rural development programmes in India (12 Hours)

Concepts, approaches and strategies of Rural Development, Philosophy of Rural Development - A.T. Masher, Mahatma Gandhi and Lenin. Experiments in Rural Development. Rural development programmes in India: Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) 2005: Deen Dayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM): Pradhan Mantri Gram Sadak Yojana (PMGSY): Pradhan Mantri Awas Yojana – Gramin: Pradhan Mantri Adarsh Gram Yojana (PMAGY): Saansad Adarsh Gram Yojana (SAGY): National Rural Urban Mission (NRUM): The National Social Assistance Programme (NSAP) Mission Antyodaya.

Unit – VI, Rural Administration (10 Hours)

Rural development administration in local, block, state and national level. civil society and rural development; The World Bank, other International Agencies and the NGOs and paradigm shifts – their implications on Education, Women Empowerment, Health, Disaster management, Girl Child and Weaker Section. Role of information communication technology and rural development; Role of Communication in Rural Development, Channels of Rural Development Support Communication. 73rd amendment and its salient features; structure of PRIs Social work application and role of social worker in rural community development

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

Text Books

1. Thomas William, A (2014), Contemporary Social Development Paradigm, Authors Press Publishers, New Delhi, (ISBN: 978-81-7273-797-9)
2. Thomas William, A and A.J. Christopher (2011), Rural Development Programmes And Approaches, Rawat Publishers, New Delhi, (ISBN:978-81-3160-265-2)
3. Gupta K. R. (2010) Rural Development in India, Atlantic; Latest edition (1 January 2010); Atlantic Publishers & Distributors Pvt Ltd, ISBN-13: 978-8126913930
4. Madhusudan Ghose, & A.K (2013) Rural Development in India – Challenges and Prospects, Serials Publications, New Delhi, ISBN: 978-8183875929
5. Katar Singh (2009) Rural Development: Principles, Policies & Management Sage Publication, ISBN:978-81-8387-592-9
6. Sagar Mondal (2012) Text Book of Rural Development Entrepreneurship and communication skills, Kalyani Publishers, ISBN: 978-93-272-2069-8.
7. Shankar Rao, (2000), Sociology., S. Chand & Company, New Delhi., 6th Edition.

Books for References

1. Agarwal, Bina. 1994. A Field of One's Own; Gender and Land Rights in South Asia. Cambridge University Press. New Delhi.
2. Breman, Jan. 1974. Patronage and Exploitation; Changing Agrarian Relations in South Gujarat. University of California Press. Berkeley.
3. Breman, Jan. 1985. Of Peasants, Migrants and Paupers; Rural labour Circulation and Capitalist Production in West India. Oxford University Press. Delhi.
4. Chandrasekhar.Y.K, (2011), Rural Development Administration in India., Mohit Books International.
5. [Debarshi Mukherjee](#), Rajes Chatterjee, Sudkhina Mitra (2022) Rural Livelihood Development of Tripura: An MGNREGS Experience, Kaveri Books, New Delhi ISBN: 978-81-955493-0-6.
6. Goel, Shalini and Rajneesh, (2000), Panchayati Raj in India- Theory and Practice. Deep and Deep Publications.
7. Maheswari.S (1985) Rural Development in India - A Public Policy Approach, New Delhi: Sage

8. Subhakantha, Mohapatra, (2000), Planning for Integrated Area Development. Rajat Publications.

Web Resources

1. <https://drdpr.tn.gov.in/>
2. <https://www.yourarticlelibrary.com/india-2/rural-development/7-major-rural-development-policies-of-india/66724>
3. <https://www.vedantu.com/civics/rural-administration-in-india>
4. <https://www.ijert.org/research/problems-of-rural-system-in-india-need-for-addressing-them-in-rural-development-planning-IJERTV9IS110119.pdf>
5. https://nrega.nic.in/Nregahome/MGNREGA_new/Nrega_home.aspx

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

RURAL ECONOMY AND COOPERATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC32	Rural Economy and Cooperation	Core Course - X	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Rural Economy									
Learning Objectives											
LO 1	The students are able to understand the issues prevailing in rural economy										
LO 2	The students will be able to invent solutions for better rural development.										
LO 3	Able to Develop the communicative ability to interact with officials of concerned departments both central and state										
LO 4	To develop the ability to organize programmes and addressing agricultural issues.										
LO 5	To gain competencies needs for rural cooperation										

Course Outcomes

CO1: Define the rural areas, rural economy and development and issues or Rural Development in general and address them through various development strategies.

CO2: Acquaint the knowledge on social political structure, economic structure, economic

CO3: Explain the rural small and marginal farmers

CO4: Elucidate the role of government, non-government and role of social workers in developing rural economy and cooperation

CO5: To understand the suitable intervention for rural cooperation

CO6: To apply the various applications of social work methods in solving the rural problems.

SYLLABUS

Unit - I **(12 Hours)**

Rural Economics: - Definition, Characteristics, Concepts, Demand, Supply, Price Money Flow and Factors of Production; System, Reforms and Movements:- Land Tenure System, Land Reforms and Movements (Bhoodhan and Gramdhan), Issues in Agriculture:-, Landholdings, Irrigation and Water issues, Soil erosion, Fertilizers and Pesticides, Warehousing and Marketing

Unit - II **(9 Hours)**

Agriculture Labour:- Concept, Types and Characteristics of Agriculture labours; Problems of Agriculture Labour:- Low wages, Poor Standard of Living, Child Labour, Unemployment and Indebtedness, Farmers' Suicides, Migration; Programmes and Schemes:- MNREGA

Unit - III **(8 Hours)**

Small and Marginal Farmers: - Meaning, Concept and Characteristics; Problems and Issues:- Socio-economic, Political and Cultural issues; Rural Economic Measures and Evaluation:- Financial measures, Programmes and Evaluation; Cottage and Village Industries:- Roles in Economic Development of the Rural Poor

Unit - IV **(7 Hours)**

Cooperation: - Concept, Philosophy, Meaning, Scope and Principles; Co-operatives:- History, Scope and Types; Co-operative Movements:- Movements in India, Problems and Limitations,

Unit - V **(9 Hours)**

Cooperative Institutions: - Meaning, Concept, Scope and Principles, Organizational Set-up; Legislations on Cooperative: - Cooperative Societies Act, 1904 & 1912; Role of Financial Institutions:- Reserve Bank of India, NABARD, Micro and Macro Institutions (National, State and District levels, PACS, SIDBI); Case Studies:- Case Study of AMUL and IFFCO

Text Books

1. Agarwal, A.N, 2001 : Indian Economy: Nature, Problem & Progress, Vikas Publishing House, New Delhi.
2. Alak Ghosh, 1984 : Indian Economy, Asian Publication, New Delhi.
3. Bansil, P.C, 1981 : Agricultural Problems of India, Vikas Publishing House, New Delhi.
4. Bagai Krishnan, 2000 : The Cooperative Movement in India, Vijaya Press, New Delhi
5. Dutt & Sundaram, 2006 : Indian Economy, Sultan & Chand, New Delhi.
6. Dasai, A. R.1995 : Rural sociology in India, ISAE, Bombay.
7. Kishen, Ram, 2003 : Management of Co-operatives, Jaico Publishing House, Mumbai.
8. Mathur. B, 1998 : Co-operative in India: A Critical Analysis of the Co-Operative
9. Sankaran, S, 1981 : Economic Development of India, Progressive Co-operation, Bombay
10. Tyagi, R. B., 1968 : Recent trends in Co-operative Movements in India, Asia Publishing House, New Delhi.

Books for References

1. Agarwal, Bina. 1994. A Field of One's Own; Gender and Land Rights in South Asia. Cambridge University Press. New Delhi.
2. Breman, Jan. 1974. Patronage and Exploitation; Changing Agrarian Relations in South Gujarat. University of California Press. Berkeley.
3. Breman, Jan. 1985. Of Peasants, Migrants and Paupers; Rural labour Circulation and Capitalist Production in West India. Oxford University Press. Delhi.
4. Chandrasekhar. Y.K, (2011), Rural Development Administration in India., Mohit Books International.
5. [Debarshi Mukherjee](#), Rajes Chatterjee, Sudkhina Mitra (2022) Rural Livelihood Development of Tripura: An MGNREGS Experience, Kaveri Books, New Delhi ISBN: 978-81-955493-0-6.
6. Goel, Shalini and Rajneesh, (2000), Panchayati Raj in India- Theory and Practice. Deep and Deep Publications.
7. Maheswari.S (1985) Rural Development in India - A Public Policy Approach, New Delhi: Sage
8. Subhakantha, Mohapatra, (2000), Planning for Integrated Area Development. Rajat Publications.

Web Resources

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3. <https://www.vedantu.com/civics/rural-administration-in-india>
4. <https://www.ijert.org/research/problems-of-rural-system-in-india-need-for-addressing-them-in-rural-development-planning-IJERTV9IS110119.pdf>
5. https://nrega.nic.in/Nregahome/MGNREGA_new/Nrega_home.aspx

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

TRIBAL DEVELOPMENT IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 33	Tribal Development in India	Core Course – XI	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Tribal Development									
Learning Objectives											
LO 1	To train ‘development organizers’ for working with tribal communities.										
LO 2	To improve adequate skills to prepare and implement integrated development plan & projects for tribal Communities										
LO 3	To Enhance knowledge in Multi Media for development of the tribal people.										
LO 4	To develop understanding of good governance in the field of tribal development.										
LO 5	To develop trainees as competent change agent in the field of tribal development										

Course Outcomes

CO1: Understanding of tribal communities and its organisation.

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

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

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

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

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

SYLLABUS

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

Tribal Development Policies, Programmes & Movements: Historical perspective of tribal policy, National and international policies ‘Panchshil’ philosophy as strategy for implementation and its impact on tribal policy Constitutional identity. Historical glimpses of tribal movements in India. Impact of tribal movements on tribal policy. Contribution of tribal activists: Birsa Munda, Tantya Bhil, Ambar singh Maharaj. Contribution of Tribal reformers: ThakkarBappa, Dr. B.D Sharma, Verrier Elvin, Godavari Parulekar. Prevention violation and protection of Tribal Rights. United Nations Declaration of Rights of Indigenous people. ILO Convention 107 and 169 on rights of Indigenous people.

Unit – IV

(9 Hours)

Tribal Governance: Governance Meaning, Need and Scope of Governance Inter-relationship of Governance and Development Characteristics of Good Governance History of tribal governance, Institutions in Tribal Governance National Commission on Scheduled Tribe. National Council for Tribal Welfare. TRIFED Autonomous Councils. Tribal Advisory Councils Panchayati Raj Institutions & PESA Civil Society Organisations: Forms, level of participation.

Unit – V

(9 Hours)

Social Work Methods in tribal development: Skills of working with Individual: Individual: Intake & engagement Fact gathering & assessment Planning & Contracting Intervention & Monitoring Evaluation & Termination. Skill for working with group: Skill for working with group: Understanding group dynamics. Group identification or formation. Problems solving or group development. Focus group observation skills Use of various activities Observation & techniques of recording. Skills in community work. Rapport building. Identification of needs. Resource mobilisation. Programme planning. Programme Management. Recording Encouraging community participation Mobilising community action.

Communication Skill Definition & Concept Process, channels & types of communication Qualities essential in an effective development facilitator. Use of Audio – Visual media Use of Innovative Media Traditional Media-Tamasha, Powada, Folk Theatre, Folk lore, Music folk dance etc. Use of Social Networking & Social Media. Professional and Training skills.

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

Text Books

1. [Amrita Shah](#) ,[Jharna Pathak](#)(2015), Tribal Development in Western India, ISBN 9781138095977.
2. [Arvind Kumar](#) (2005) Tribal Development & Planning, ISBN-13 : 978-8126119660.
3. [Gowri Lakshmi](#) G M, [C Esther Buvana](#), (2020) A Study on Tribal Development Administration in Tamil Nadu, LAP Lambert Academic Publishing, ISBN-10 : 6202530332, ISBN-13 : 978-6202530330
4. Patil R.R, (2020) Tribal Development in India: Challenges and Prospects in Tribal Education, SAGE Publications Pvt. Ltd
5. Srinivasa Rao V (ed.) Challenges of Tribal Development: Contemporary Social Concerns, Rawat Publication, ISBN 978813161186

Books for References

1. Ahmad Shamshad and Nafees Ansari (2005), “Planning commission: Fifty-Five Years of Planned Development and Social Sector”,
2. AmitabhaSankar, Dasgupta (1990), Samira Frontiers of Social Anthropology, Gyan Books PVT LTD Delhi.
3. Chahar, S.S. (Ed.) (2005), Governance of Grassroots Level in India, New Delhi: Kanishka
4. Gare G M, (1974), Social Change, Among the tribal of western Maharashtra.
5. Mishra, G. P. and Bajpai, B. K. (2001). Community Participation in Natural Resource Management, Delhi: Rawat Publications
6. Mohanty P K, (2006), Encyclopaedia of scheduled Tribes - Gyan PVT LYD.
7. Ranjit Toppo (2007), Dynamics of Tribal Migration in India; Xavier Institute of Social Service, Ranchi, ISBN: 81-904112-2-5
8. Sachindra Narayan, (2002). The Dynamics of Tribal Development Issues and Challenges Gyan Books PVT LTD Delhi
9. Singh K S, (1972), Tribal situation in India, Indian Institute of Advanced Study, Simla
10. Vidarthi L P (1976). Tribal culture of India, Concept publishers New Delhi

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

HUMAN RESOURCE MANAGEMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC34	Human Resource Management	Core Course – IX	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Management and Industry									
Learning Objectives											
LO 1	To inculcate the knowledge on Human Resource Management.										
LO 2	To understand the various sub-system of Human Resource Management										
LO 3	To gain competencies needed for Human resources professional										
LO 4	To develop the methods for the Human Capital Development.										
LO 5	To enhance the knowledge of the process and recent trends in Human Resource Management.										

Course Outcomes

CO1: To become mastery over the concepts on management, functions of HR Management and the organisational structure of a HR department and an industry.

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

CO3: To initiate different methods towards the talent management of employees.

CO4: To identify the roles and responsibilities of a HR manager with the employees.

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

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

SYLLABUS

Unit – I, Management and Human Resource Management (7 hours)

Management: Concept, Principle Functions and Management Gurus.

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

Unit – II, Human Resource Planning and Talent Acquisition (8 hours)

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

Unit – III, Recruitment and Selection (10 hours)

Recruitment - Concept, Meaning, Objectives, Sources and Process. Employment terms Recruitment Policy. Selection: Concept, Meaning and Objectives. Selection Process, Psychometric Assessment. Induction, Placement, probation and confirmation.

Compensation Management: Salary Structure and Components of Compensation. Factors influencing compensation plans and policies. Types of Pay. Job Evaluation – Fixation of salary, Components of Salary. Pay for performance – Incentive Schemes, Principles and Types, Employees Stock Option Plan, compensation survey/ Review. Types of Employee Categories.

Unit – IV, Human Capital Development (10 hours)

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

Unit – V, Recent Trends and Advances in Human Resource Management (10 hours)

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

Human Resource Management in Global Perspective, Future of Human Resource Management.

Text Books

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

Books for References

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

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

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

LABOUR LEGISLATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst . Hrs	Marks		
									CI A	External	Total
23PSWC 35	Labour Legislations	Core Course – X	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Human Resource Management									
Learning Objectives											
LO 1	To learn the basic features of Labour Legislations										
LO 2	To understand the significance of the working of labour laws in various sectors										
LO 3	To acquire skills pertaining to the application of labour laws in industries										
LO 4	To develop a perspective to update the latest legal amendments pertaining to labour										
LO 5	To enhance the skills of understanding the various case laws										

Course Outcomes

- CO1: To recall all the labour legislations, types, amendments, policies and proceedings.
- CO2: To understand the development of judicial setup of labour laws.
- CO3: To apply the knowledge of labour legislations to regulate the working conditions in the industrial sector
- CO4: To implement the knowledge of social security legislations
- CO5: To analyze and apply the legislations pertaining to Industrial Relations
- CO6: To evaluate the working of the legislations in the State of Tamil Nadu

SYLLABUS

Unit - I **(8 Hours)**

Introduction to Labour Legislations:- Objectives, Types, History of labour legislations in India, Labour in the Indian Constitution, Structure and Administration of Industrial and labour Judiciary at the Centre and State levels; Administrative set-up and functions of the Directorate of Industrial Safety and Health (DISH)

Unit - II **(10 Hours)**

Legislations governing Health, Safety, Welfare and Working Conditions:- Factories Act, 1948, Plantations' Labour Act, 1951, Motor Transport Workers Act, 1961, Industrial Employment (Standing orders) Act, 1946, Apprentices Act, 1961, Employment Exchange (Compulsory Notification of Vacancies) Act, 1959, Contract Labour (Regulations and Abolition) Act, 1970

Unit - III **(14 Hours)**

Legislations concerning Payment of Wages and Compensation:- Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Employees' Compensation Act, 2010; Legislations relating to Protection of Employees:- Industrial Disputes Act, 1947, Trade Unions Act, 1926; Tamil Nadu Industrial Establishment (conferment of permanent Status to Workmen) Act, 1981

Unit – IV **(8 Hours)**

Legislations pertaining to Social Security Measures:- Employees' State Insurance Act, 1948, Employees' Provident Fund and Miscellaneous Provisions Act, 1952, Maternity Benefit Act, 1961, Payment of Gratuity Act, 1972, Tamil Nadu Labour Welfare Fund Act, 1972, Tamil Nadu Labour Welfare Officers Rules, 1953, Tamil Nadu Payment of Subsistence Allowance Act, 1981,

Unit - V **(5 Hours)**

Legislations related to Shops, Establishments and Miscellaneous Provisions:- Tamil Nadu Shops and Establishments Act, 1947, Tamil Nadu Catering Establishments Act, 1958, Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1951, Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Unit - VI

New Labour Codes: The Code on Wages, 2019, The Code on Social Security, 2020, The Industrial Relations Code, 2020, The occupational Safety, Health & Working Conditions Code, 2020.

Text Books

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

Books for Reference

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

Web Resources

1. <https://labour.gov.in/list-enactments-ministry>
2. https://www.icsi.edu/media/webmodules/Labour_Laws&_Practice.pdf
3. <https://www.mgkvp.ac.in/Uploads/Lectures/47/1424.pdf>
4. <https://www.shrm.org/shrm-india/pages/simpliance.aspx>
5. <https://www.whatishumanresource.com/employment--labour-laws-in-India>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

INDUSTRIAL RELATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC36	Industrial Relations	Core Course – XI	Y	-	-	-	4	6	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Industrial relations and Employee Welfare									
Learning Objectives											
LO 1	To understand the basic concepts of industrial relations										
LO 2	To be aware of the challenges faced by workers in various industries										
LO 3	To apply the knowledge of employer- employee dynamics and the role of various stakeholders concerned with industrial relations										
LO 4	To be aware of Industrial disputes, Prevention and settlement.										
LO 5	To familiarise with the recent trends in industrial relations										

Course Outcomes

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

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

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

CO4: To analyse the contemporary issues of industrial relations and develop skills and strategies in managing conflicts and develop negotiating skills.

CO5: To develop and apply skills in managing trade unions.

CO6: To apply and act as an industrial relation manager and build harmony and peace in and outside the industries.

SYLLABUS

Unit - I **(7 Hours)**

Introduction to Industrial Relations:- Meaning, Concepts, Objectives, Historical Development of Labour Movements in UK, USA and India; IR Approaches:- Social, Psychological, Socio-economic, Human Relations and political factors.

Unit - II **(15 Hours)**

Stakeholders of Industrial Relations:- Role of Govt. Employer, Employee and Trade Unions in regulating Industrial Relations; National Labour Policy; Workers' Participation in Management:- Meaning and Forms, Works Committee, Board Level Participation, Joint Management Councils; Standing Committee of Labour, National Labour Commission; Industrial Dispute Settlement Mechanisms:- Conciliation, Arbitration and Adjudication

Unit – III **(8 Hours)**

Trade Unionism in India:- Historical development of Trade Unions in India, Present State of Trade Unionism in India, Major Central Trade Union Organizations (AITUC, INTUC, CITU, HMS & BMS):- Organisational Structure, Membership, Financial Status, Leadership, Ideologies, Trade Union Rivalry and Challenges. Collective Bargaining: - Meaning, Theories, Need and Importance, Principles, Strategies and Skills.

Unit – IV **(7 Hours)**

Employee Discipline:- Meaning, Objectives, Approaches; Domestic Enquiry:- Principles of Natural Justice and Process of Holding Enquiry, Grievance Settlement Procedure; International Labour Organisation (ILO):- Structure, Functions and its Impact on Labour Policies in India

Unit – V **(8 Hours)**

Collective Bargaining:- Meaning, Theories, Need and Importance, Principles, Strategies, Skills, Subject Matters of Collective Bargaining, Factors Influencing Collective Bargaining, Administration of Collective Agreements; Charter of Demands (Trade Unions) and Management Proposal (Employer):- Problems pertaining to Parties involved in Collective Bargaining in India

Text Books

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

Books for References

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

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK – III

COMMUNITY DEVELOPMENT SPECIALIZATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC37	Field Work- III	Core Course – XII	Y	-	-	-	4	8+1	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of the community development specialization									
Learning Objectives											
LO 1	To know and understand the functions of an agency.										
LO 2	To study and comprehend the agency's goals, policies and philosophy										
LO 3	To understand and analyze the person in the environment										
LO 4	To gain professional interventions skills.										
LO 5	To improve the skills in documentation.										

COURSE OUTCOMES:

CO 1: Understanding the different types of communities and their issues.

CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the person environment context.

CO 3: Interrupt the theoretical knowledge with the activities of social work agencies.

CO 4: Discuss the roles, characteristics and skills of a student trainee in field work agencies.

CO5: Develop expertise in proposal writing, research and evaluation.

CO6: Help the students to identify various avenues of job placement and equip themselves with the right employability competency.

CO6: Understanding the Corporates role in the development of the communities.

Phases:

Tasks/ Activities Carried out

Orientation Phase:

1. Field work orientation on structure of the programme
2. Explaining the skills is required for social workers to face the challenges in the different communities.
3. Identification of the field of interest to develop the aptitude for the same.

Induction Phase:

The students are starting their training in their respective field work organisation.

1. Identify needs of the community and solve it with people s' participation.
2. Application of community social work practice
3. Applying their skill in solving the community problems.
4. Assessment on the role of industries contribution for community development

Implementation Phase:

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

Feedback and Evaluation:

The students will be evaluated bases on their contribution and participation in the agencies activities.

1. Detailed report on the community where they worked.
2. Report writing and documentation
3. Attendance (Field work and conferences attended by the trainee.
4. Internal & external Viva Vice examination

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - III

HUMAN RESOURCE MANAGEMENT (Manufacturing Sector)

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC37	Field Work - III	Core Course – XII	-	-	Y	-	4	8+1	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Human Resource Management									
Learning Objectives											
LO 1	To understand the business profile of the industries										
LO 2	To observe the practice of current trends in HR										
LO 3	To familiarize with Labour Legislations										
LO 4	To practically understand the concept of Industrial Relations and to acquire the related competencies										
LO 5	To observe the application of various Labour welfare measures										

Course Outcomes

- CO1: To integrate the classroom learning with field work practice - the knowledge related to types of employees, recruitment, selection, induction and placement, time office, bio- metric etc. in the industry
- CO2: To understand the application of the different types of labour welfare measure and the current trends in HR practices
- CO3: To demonstrate the knowledge and the skills of HRM, IR, and work as a HR professional in interdisciplinary teams
- CO4: To apply and practice in projects of the organization on employees' motivation, employees' absenteeism, collective bargaining and the role of trade unions
- CO5: To assess the concept of industrial relations and familiarize with labour legislation towards supportive business environment
- CO6: To develop the competencies required for the practice of Human Resource Management

SYLLABUS

Unit – I **(9 Hours)**

Organizational Profile: History of the Agency, Organization Chart, The Products, services, Branches/units, workforce, Line and Staff management, structure and functions of the Human Resource Department.

Unit – II **(9 Hours)**

Areas of Personnel Functions: Manpower Planning (Need Analysis), Recruitment (Advertisement/consultancies/Campus/other Bureaus/Sources), Types of Employees (Contract/Temporary/Permanent/part-time, Selection (interview/Written Test/Group Discussion/Physical examination, Induction and Placement, Promotion and Transfer, Training and Development (Need analysis/Types/outsourcing), Disengagement – Retention, Resignation/Termination and Retirement (Exit *interviews*), Time Office (Daily Attendance/swiping Cards/Attendance Register), Hours of Work (Time in/Break/Movement Register/Period of Rest/Time out), Leave and Holidays (Casual Leave/Medical Leave/National and Festival Holiday etc), Employee Service Register, Communication, Employee Appraisal(Ranking/Free Essay/360 degree Appraisal), Balance Score Card, Succession Planning

Unit – III **(9 Hours)**

Industrial Relations Functions: Industrial Relations at Shop Floor & Plant Level (Works Committee/Joint Production Committee/ Management Councils, Grievance Handling – Grievance Settlement Procedure Works, Standing Orders (Employee Discipline/ Domestic Enquiry/ Absenteeism/ Alcoholism/ Punishment), Employers Association, Trade Unions, Collective Bargaining - The Agreements, Strikes/Lock outs and Retrenchment

Unit – IV **(9 Hours)**

Labour Welfare Measures: Intra Mural and Extra Mural / Statutory and Non-Statutory Measures - Housing/ Crèche/Canteen/Credit and Consumer Cooperatives, Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/Stress/Fatigue/Burnout) Employee Counselling, Workers' education, Recreation, Other Welfare Measures

Unit – V

(9 Hours)

Labour Legislations: All Legislations applicable to the Organization

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

INTERNSHIP

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWI31	Internship	Internship	-	-	Y	-	2	-			100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of the Social Work Specialization									
Learning Objectives											
LO 1	To understand the social issues in the contemporary field.										
LO 2	To enable the students to recognize and display professional attitudes, workplace behaviours and communication skills appropriate to their setting.										
LO 3	To develop an understanding of the role of Social Workers in the respective field.										
LO 4	To facilitate the students to understand the connection of theories to practice with their respective specialized setting.										
LO 5	To learn and apply the methods of Social Work practice in their field work settings										

Course Outcomes

CO1: To acquire professional Social work skills in their respective social work setting.

CO2: To analyse the need and importance the role of Social Workers in professional practice.

CO3: To practice and demonstrate the Social Work methods in their respective settings.

CO4: To associate and integrate the Social Work theory in to practice in their field work organization.

CO5: To understand the application of Social Work approaches to handle the challenges in the field.

CO 6: To utilise the professional knowledge and skills in their respective field.

SYLLABUS

Phase – I: Orientation and Commencement

- Orientation on respective specialized fields.
- The objectives of summer placements are explained.

Phase – II: Approval and Confirmation of Summer placement organization

- Confirmation/Approval of summer placement organizations.
- Commencement of summer placement training in the approved organization.
- The summer training program falls between Semester II and III.

Phase – III: Induction and Learning

- Induction of students in the organization.
- Submission of Letter of induction to the respective guide.
- Submission of weekly reports (Learnings & Observations) along with daily time sheets.

Phase – IV: Social Work Practice in the Field

- Students gain knowledge about the Vision, Mission & objectives of the organization, organizational structure, functions of the organization, Dynamics of the organization, Skills Required to be a professional, laws pertaining to their specialized field, etc.
- Constant contact with the students to regulate the learning process.

Phase – V: Termination and Evaluation

- Monitoring the performance of the student.
- Submission of letter of completion from the organization duly signed by the authorities.
- After the Completion of training, the process of evaluation (Self & Staff) is executed based on the performance of the students through the submitted weekly Reports.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

URBAN COMMUNITY DEVELOPMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 41	Urban Community Development	Core Course – XIII	Y	-	-	-	4	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		To learn the recent trends in urban Community Deployment									
Learning Objectives											
LO 1	To facilitate the students to have broader understanding about various aspects of Urban Community										
LO 2	To Enhance students' knowledge on the available government policies and programmes.										
LO 3	To enrich the knowledge of the students on Urban local administration in India										
LO 4	To enable the students to improve analyzing skills of the urban community development Programmes										
LO 5	To enhance the knowledge of the process and recent trends in urban Community Deployment										

Course Outcomes

- CO1: To know various theories on urbanization, urban life, problems and development
- CO2: To enable the students to practice the values and principles of urban community development
- CO3: To learn urban local administrative structure and programmes for urban development and evaluate solutions for issues in Urban Community
- CO4: To critically analyze the growth and development of urban areas, the related problems and the challenges
- CO5: To acquire the skills to work with the urban community, and develop and implement programmes with them.
- CO6: Enable to practice Social Work Method in Urban Community

SYLLABUS

Unit - I **(8 Hours)**

Urban Community: Concept and Theories: Definition, Concept, Objectives and Historical background; Urban Community Development: Approaches, Principles, Process and Methods; Welfare extension projects of Central Social Welfare Board; Urban Development Planning; Town and Country Planning Act 1971, Importance of Community planning and Community participation in Urban Development; Role of Community Development Worker; Application of Social Work Method in Urban Development.

Unit – II **(7 Hours)**

Urban Problems in India: Population Density, Noise, Air and Water Pollution, Environmental issues, Urban Public Health, Urban informal sector, Trafficking and Delinquency. Sub urban issues and problems. Urban Poor: Cause and Conditions of Sub-standard Settlements (Slum), National Slum Development Programme, Displacement and Rehabilitation. Government Policies: Total Sanitation Policy, Poverty Alleviation Programme, Migration, Eviction, Resettlement and Adaptability. UN Standards on all the above issues.

Unit – III **(10 Hours)**

Urban Community Development: Meaning, Scope and Models. Urban Development Policy and Programmes, Trends in Town and Country Planning. Emerging patterns of urban social stratification in India, Early Development Interventions: SPARK Mumbai, People project of Action Aid, Oxfam – Urban Project, Delhi Pilot Project-Critical Analysis of a Planned Experiment, Urban Programmes in Five Year Plans, Historical Analysis of Government Programmes on Urban Community Development, NULM and recent urban infrastructure programme, Barriers to Urban Community Development. Urban development Institutions- Roles and Functions, Urban Renewal Missions in India

Unit - IV **(10 Hours)**

Administrative Structure and Governance: Urban Municipal Administration- structure, composition, functions and current issues. Democratic functioning of Urban local bodies, 74th Constitutional Amendment, Governance and citizen's participation. E-Governance in Urban Development, National Urban Information System (NUIS).

Unit - V **(10 Hours)**

Policies and Programmes: Housing for the urban poor – policy and practice in developing countries. Major National Missions: JNNURM (AMRUT), Housing for all 2022. Institutions and Government departments: CMDA, TNHB, TNSCB, CMWSSB. Commissionerate for Town and Country Planning. Urban training Institutions: TNIUS, NIUA. Role and skills of Community Development Worker in Urban Community Development. Mechanisms to address Urban Social concerns: 108 service, Women helpline, Child helpline.

Text Books

1. Bhattacharya, 2006, Urban Development in India: Since Pre-historic Times, Concept Publishing Company, New Delhi
2. Nagpaul, Hans, 2005, Social Work in Urban India, Rawat Publications, Jaipur
3. Patel, A.K., Dubey. M. V., Urban Social Work, Crescent Publishing Corporation, New Delhi
4. Singh, U.B. (2004) Urban Administration in India, New Delhi: Serial Publication
5. Thudipara. Z. Jacob, 2007, Urban Community Development, Rawat Publications, Jaipur

Books for References

1. Bhattacharya, S. N. Community Development- An Analysis of the Programme in India. Kolkata: Academic Publisher
2. Chahar, S.S (ed) (2005) Governance of Grassroots Level In India, New Delhi: Kanishka Publishers
3. Naik. N.T.K., Rahman, S. Mansoor, Urbanization in India, Serials Publications, New Delhi
4. Singh, Amita (Editor) (2005) Administrative Reforms (Towards sustainable practice) New Delhi: Sage Publications
5. Ram Ahuja, 2009, Sociology In India- Concepts, Theories & Recent Trends, Rawat Publications

Web Resources

1. <http://mohua.gov.in/>
2. <http://egyankosh.ac.in/bitstream/123456789/39212/1/Unit-3.pdf>
3. <https://vikaspedia.in/social-welfare/urban-poverty-alleviation-1/schemes-urban-poverty->
4. Page 57 of 122M. S. W. 2021-22 onwards - University Departments - Annexure No.76(A)
5. SCAA DATED: 23.06.2021alleviation
6. <https://www.scribd.com/doc/21976896/Understanding-Urbanization-Urban-Community-Development>

7. http://mospi.nic.in/sites/default/files/Statistical_year_book_india_chapters/local%20bodies.Pdf
8. <http://vidyamidra.inflibnet.ac.in/index.php/search>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

NGO MANAGEMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 42	Ngo Management	Core Course – XIV	Y	-	-	-	4	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of NGO Management									
Learning Objectives											
LO 1	To deliver the application for organisation development										
LO 2	To impart necessary skill for the management of organizations										
LO 3	To provide an understanding of the policies and procedures involved in establishing and maintaining Non-governmental organisation										
LO 4	To inspire students to adopt a critical perspective on NGO management										
LO 5	To provide an understanding about legal aspects of NGO management.										

Course Outcomes

CO1: To classify the fundamentals of management and distinguish between Profit and Non-Profit organisations.

CO2: To explain the different legislations for Non-profit organisation.

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

CO4: To prepare the fund raising techniques and develop proposal writing skills.

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

CO6: Apply a variety of tools to the development of NGO structure, personnel management, and other key areas in NGO management.

SYLLABUS

Unit – I (10 Hours)

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

Unit – II (10 Hours)

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

Unit – III (8 Hours)

Governance of NGOs: Principles for NGOs Management, Governing Body, Resolution, Minutes, AGBM, and Organizational Culture. Financial Management and Budgeting, Maintenance of Accounts and assets. Basics of Office Administration, Documentation of activities and projects.

Unit – IV, Project Management (10 Hours)

Development Project Proposal Writing and Stages:- Baseline Survey, Participatory Project Planning Approach, Need assessment, Methodology, Expectations; RBM:- Logical Framework Analysis (LFA): Importance, Need, Application and Formulation of LFA; Report writing:- Documentation and Maintenance of Records: Interim report and Completion report.

Unit – V, Projects and Programmes of Department and Donor Agencies (7 Hours)

Projects and Programmes:- Ministries and departments (Centre and State), International and National Donor Agencies, Procedure and Process of availing Grants.

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

Text Books

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

Books for References

1. Jayanthi, I & Thomas William, A (2017), Disaster & Tsunami A Psycho- Social Impact, KALPAZ Publications, New Delhi, (ISBN: 978-93- 5128-254-9).
2. Clark, John, (1991) Voluntary Organisations: Their Contribution to Development. London, Earth Scan.
3. Drucker, Peter, (1993) Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
4. Julie Fisher, (2003) Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
5. Kandasamy, M., (1998) Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.
6. Lawant, B. T., (1999) NGOs in Development. Jaipur: Rawat Publications
7. Nabhi, (2005), Handbook of NGOs Publication New Delhi, ISBN-13 : 978-8172749644
8. Natani Shobha (2011) Non-Government Organization-Management and Structure, Prism Publication Jaipur

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

ORGANISATIONAL BEHAVIOUR

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 43	Organisational Behaviour	Core Course – XIII	Y	-	-	-	4	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of how people work in Organizations.									
Learning Objectives											
LO 1	To enrich the knowledge about the basics of people management in Organizations										
LO 2	To apply techniques of working effectively with people										
LO 3	To understand the causes of conflict in Organisations and ways to manage them										
LO 4	To understand the factors that motivate people at work										
LO 5	To acquire knowledge on Organizational Change and resistance to Change										
LO 6	To identify the latest trends in Organizational Development										

Course Outcomes

CO1: To develop the ability to recall the dimensions and dynamics of individual and group behaviour in organisation.

CO2: To interpret various factors and issues affecting human behaviour in organisation.

CO3: To solve the interpersonal misunderstandings and conflicts in the organisation.

CO4: To analyze the competencies and skills required for overcoming resistance to change in Organizations

CO5: To identify the skills required for Interventions in Organizational Development

CO6: To relate the organisational process, conflict resolution strategies, organisational change and culture, organisational development and organisational transformation.

SYLLABUS

Unit – I, Introduction to Organisational Behaviour (6 Hours)

Organizational Behaviour:- Meaning, Concept, Approaches and Scope; Models and Contributions of Behavioural Science Disciplines; Contributions of Hawthorne Studies; Historical Background of Organizational Behaviour; Emerging Perspectives on Organizational Behaviour; Dimensions of Organizational Behaviour.

Unit – II, Individuals in Organisation (14 Hours)

Interpersonal and Intra-personal Behaviour:- Physical and Intellectual Ability, Emotional Intelligence, Attitude, Job Satisfaction, Job Involvement and Organizational Commitment, Personality, Perception, Assertiveness, Learning; Process and Theories:- Transactional Analysis, Johari Window; Motivation:- Concept, Theories and Techniques; Morale:- Meaning, Importance, Factors, Measures and Techniques of promoting positive morale.

Unit – III, Group Behaviour and Group Dynamic in Organisation (6 Hours)

Foundation of Group Behaviour at Workplace:- Concepts, Types of groups, Group structure; Group Dynamics:- Decision making, Team work, Communication; Leadership:- Meaning, Roles, Skills, Styles, Theories, Types of Leaderships; Power and Politics; Quality of Work Life; Work Life Balance, Employee Engagement.

Unit – IV, Organisational Process, Change, Development and Transformation (12 Hours)

Organizational Process:- Organizational Conflict: Concepts, Causes and Types; Conflict Resolution Strategies; Organizational Change:- Concept, Forces of Change and Resistance to Change, Managing Organisational Change and Diversity; Organizational Culture and Climate; Organisational Development:- Concepts, Emerging Approaches, Foundations and Techniques; Organizational Diagnosis and Organizational Development Interventions; Organizational Transformation.

Unit – V, Functional and Dysfunctional Behaviour in Organisation (7 Hours)

Functional Behaviour:- Job Satisfaction, Positive Mental Health, Stress Management; Dysfunctional Behaviour:- Frustrations, Employee Absenteeism, Alcoholism, Fatigue, Monotony, Industrial Accidents and Boredom; The role of Behavioural Scientist in Industry.

Text Books

1. Ahuja K.K. (1990) Organization Behaviour, Kalyani publication, New Delhi
2. Bhonsle, Y.B. (1999). Personnel Management Indian Scene. Mumbai: Deborah Prayer House.
3. Frence, Wendell and Cecil (1995). Organisation Development. New Delhi: Prentice-Hall of India Ltd.
4. Ghorpade M.B. (1980) Industrial Psychology, Himalaya publishing house, Mumbai
5. Ghosh P.K. and Ghorpade M.B. (1991) Industrial and Organizational Psychology, Himalaya publishing house, Mumbai

Books for References

1. Gilmer (1961) Industrial Psychology, McGraw hill, London
2. Gupta, Ananda Das (2014). Organizational Behaviour design, Structure and Culture: Biztantra
3. Margie Parikh and Rajan Gupta (2010), Organizational Behavior, Tata McGraw Hill Education Private Limited
4. Sinha Durganand (1992) Studies in Industrial Psychology, Sriram Mehar and co, Agra
5. Stephen P. Robbins (2002) Organizational Behaviour, Pearson education Asia New Delhi
6. Udai Pareek (2010) Understanding Organizational Behavior, Second Edition, Oxford University Press

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

EMPLOYEE WELFARE

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC44	Employee Welfare	Core Course - XIV	Y	-	-	-	4	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of Employee Welfare									
Learning Objectives											
LO 1	To understand the basic concepts of labour welfare										
LO 2	To know its relevance and applicability in the industry										
LO 3	To understand its implications on Indian labour										
LO 4	To understand the statutory and non-statutory welfare measures										
LO 5	To enhance the skills that are required to become labour welfare officer										

Course Outcomes

CO1: To recall principles, approaches and classifications of laws related to labour welfare

CO2: To describe the features and concepts and compliance of statutory and non-statutory welfare measures

CO3: To analyse the recent trends in labour welfare and develop skills accordingly

CO4: To critically analyse and compare the welfare measures provided and linkages between IT and Non-IT sectors

CO5: To implement strategic practices in HRM Department.

SYLLABUS

Unit - I **(8 Hours)**

Employee Welfare: Concept, Principles, Scope, Theories, Approaches and Philosophy of Employee Welfare, Areas of Employee Welfare, Statutory Welfare Programmes, Non-statutory welfare programmes

Major problems experienced by employees; migration, wages, poor housing, absenteeism, employee turnover, tardiness Alcoholism, diseases, accidents and working conditions

History: Historical Development of Labour Welfare in India; Role of Government, Employers and Trade Unions in promoting Labour Welfare

Unit - II **(13 Hours)**

Study of Working Conditions and Hazards in Factories, Mines, Plantations and Docks; Industrial Hygiene and Health:- Occupational Diseases; Industrial Accidents:- Causes, Prevention, Statistics and Records; Safety Administration:- National Safety Organizations (NSO), National Safety Council, Duties and Functions of Safety Officer; Statutory and Labour Welfare Measures:- Organization and Administration of Crèche, Canteen, Industrial Housing, Credit and Consumer Cooperatives in Industry; Labour Welfare Officer:- Qualification, Duties and Service Conditions

Unit - III **(7 Hours)**

Central Board of Workers' Education & Development (CBWE & D):- Objectives, Structure, Levels, Scope and Functions; Evaluation of Workers' Education Schemes

Unit - IV **(10 Hours)**

Social Security:- Meaning, Definition, Features and Forms of Social Security Measures; Social Insurance and Social Assistance; Scope of Social Security:- Social Security Measures in India

Unit – V **(7 Hours)**

Labour Welfare in IT, ITES and MNCs:- Scope and Implications, Critical analysis of Labour Welfare Measures in IT industries and MNCs in present Global Scenario, Comparison of Welfare Measures across Sectors

Text Books

1. Aswathappa, K. (2010) Human Resource Management – Text and Cases. New Delhi: Tata McGraw Hill
2. Gupta S C (2014). International Human Resource Management. Laxmi Publications
3. Gyanchandani, Rajni (2014). Strategic Human Resource Management. Nirali Prakashan
4. Monappa, Arun and Engineer, Mahrukh (1998). Liberalisation and Human Resource Management, Response Books, New Delhi
5. Porter, Michael S. (1998). Competitive Strategy: Techniques for Analysing Industries and Competitions, Free Press, New York

Books for References

1. Bascia, N., 1995 : Social security and labour welfare in India, Ashish Publishers, New Delhi.
2. Bhogoliwal, T. N., 1973 : Economics of Labour and Social Welfare, Sakithya Bavan, Agra.
3. Giri, V. V., 2000 : Labour Problems in Indian Industry, Asia Publishing House, New Delhi
4. Laldas, D. K., 1991 : Personnel management industrial relations and labour welfare, YK Pub, Agra.
5. Sarna, A. M., 1999 : Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Delhi.
6. Saxena, R. C., 2006 : Labour Problems and Social Welfare, K. Nath & Co. Educational Publishers, Meerut.
7. Vaid, K. N., 1970 : Labour welfare in India, Sriram Centre for Industrial Relations, New Delhi
8. Sarma. A.M (2014), Employee Welfare and Social Security, Himalaya Publishing House.
9. Saxena, R.C. (1961). Labour Problems and Social Welfare, Meerat: Jaiprakashnath and company
10. Srivastav, K.N (1954). Industrial Peace & Industrial Relations Allahabad: Kitab Mahal

Web Resources

1. <http://www.ignou.ac.in>
2. <https://www.aihr.com>
3. <https://www.hrmexam.com>
4. <https://www.shrm.org>
5. <https://www.whatishumanresource.com>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - IV

COMMUNITY DEVELOPMENT (CSR Settings)

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CI A	External	Total
23PSWC 45	Field Work - IV	Core Course – XV	-	-	Y	-	6	8+1	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of CSR									
Learning Objectives											
LO 1	To develop an understanding of the nature and structure of the Organisation										
LO 2	To develop an understanding of the Strategic CSR Functions in all kinds of industries.										
LO 3	To gain practical understanding of the CSR functions in the industries										
LO 4	To acquire an insight into the process of policy formulation and implementation										
LO 5	To observe the application of the various methods of social work.										

Course Outcomes

CO1: To demonstrate an understanding of the nature, structure and role of organisations.

CO2: To analyse the CSR functions of different kind of organisations

CO3: To Identify the strategic CSR Functions of different kinds of industries.

CO4: To demonstrate knowledge, skills, attitude and values required for working in the CSR sector.

CO5: To undertake projects unique to the communities.

CO6: To evaluate the CSR regulation act applicable to the industries.

SYLLABUS

Unit – I **(9 Hours)**

CSR: Concept, definition, scope, Evolution of CSR, CSR and social legitimacy, The evolving role of stakeholders, Moral and economic arguments for CSR.

Unit – II **(9 Hours)**

CSR Policy and Governance, Stakeholder Engagement, Environmental Assessments, Theories & Models of CSR.

Unit – III **(9 Hours)**

Community investment and evaluation, CSR and human resource management, Reporting and communications.

Unit – IV **(9 Hours)**

Introducing a systems-based approach to developing CSR, Assessing the current state of a company's CSR activities, Linking CSR to brands and reputation, Stakeholder Engagement.

Unit – V **(9 Hours)**

Implementing CSR Programmes, Monitoring and measuring the impact of CSR programs, Company Act: 2013.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - IV

HUMAN RESOURCE MANAGEMENT (Service Sectors)

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC45	Field Work - IV	Core Course - XV	-	-	Y	-	6	8+1	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of application of HRM									
Learning Objectives											
LO 1	To develop an understanding of the nature and structure of the Organisation										
LO 2	To develop an understanding of the Strategic HR functions in the Service Sector										
LO 3	To gain practical understanding of the business functions in the Service Organizations										
LO 4	To acquire an insight into the process of policy formulation and implementation										
LO 5	To observe the application of the various Labour Legislations										

Course Outcomes

CO1: To demonstrate an understanding of the nature, structure and role of organisations of the service sector

CO2: To analyse the business operations and functions of organisations of the service sector

CO3: To Identify the strategic Human Resource functions of the service sector

CO4: To demonstrate knowledge, skills, attitude and values required for working in service sector in the areas of personnel management, labour welfare, industrial relations

CO5: To undertake projects unique to the service sector

CO6: To evaluate the labour legislations applicable to service sector

SYLLABUS

Unit – I **(9 Hours)**

Understanding of the Organisation, its financial standing, Organisation structure, competitors and market share

Unit – II **(9 Hours)**

Understanding of Human Resource planning, job analysis, job description and Recruitment process; Establishing rapport with the personnel and understanding HRD functions

Unit – III **(9 Hours)**

Gain insights into HR policies related to Employee engagement, Employee relations, Grievance handling, talent management, Reward system, Compensation management, Performance Management etc.

Unit – IV **(9 Hours)**

Conducting research project, assignments pertinent to service sector; Undertake analysis/projects relevant to the Organisation

Unit – V **(9 Hours)**

Legislations applicable to the Organization

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

RESEARCH PROJECT WORK WITH VIVA - VOCE

Course Code	Course Name	Category	L	T	P	S	Credits	Inst Hrs	Marks		
									CI A	External	Total
23PSWC4 6	Research Project Work	Core Course - XVI	Y	-	-	-	5	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		Enhance the abilities to prepare project report.									
Learning Objectives											
LO 1	To develop Research Attitude and Aptitude in basic research process										
LO 2	To develop an ability to see the linkages between practice, research, theory and their roles.										
LO 3	To develop Research Attitude and Aptitude in basic research process										
LO 4	To develop ability to conceptualize, formulate and conduct research projects										
LO 5	To understand the research process, meaning, scope, and importance of social work research										
LO 6	To develop skills for use of statistics, library (inclusive of ICT) and documentation services for research										

Course Outcomes

- CO1: To students will be able to conceptualize, formulate and conduct research project.
- CO2: To enable to see the linkages between practice, research, theory and their roles
- CO3: To apply skills for use of library and documentation services for research.
- CO4: To acquire analytical skills within the field of Social Work research
- CO5: To understand the application of Statistics in Social Work Research
- CO6: To enhance abilities to prepare project report.

SYLLABUS

Unit – I

Aspects that need to be considered in designing and conducting a research study:

Selection and formulation of a Research problem

Identifying and defining concepts, variables Formulation of hypothesis and testing hypothesis Preparation of a study proposal Understanding Research Design patterns

Scope and Coverage; Population/Universe of a study. Need for studying a cross section of the Universe (Sample) Study of the Available, Sampling patterns (Probability/Non-Probability, Deciding the sample size and assessing error, Problems and advantages of sample studies.

Unit – II

Planning and Implementation of data collection

Identification of data need, Use of secondary data

Primary data collection schemes and choice of a scheme

Preparation of a tool of data collection, and Problems in data collection

Data processing methods

Steps involved in data processing Preparing a data processing scheme, Taking decision on how the data are to be organized and presented, Analysis of data and use of Statistics in data analysis, Use of technological tool in data processing and analysis.

Application of Logical Reasoning and Statistics

Use of logical reasoning, Application of Statistical modules

Study of available statistical programme and their application on research data, Understanding the uses and misuse of statistical procedures Study Designs (A student can carry out research by using one of the following methods or combination of methods: Case study, Survey and Experimental study)

Unit – III

Format of the Research Report

Each research shall consist of the following sections.

Section I Preliminaries

Section II Body of the Report

Section III Annexures

Section I Preliminaries: It is a formal general section and shall have following details

1. Title page
2. A Face sheet having details regarding the title of the study, name of the researcher, name of the guide, Head of the department, institution through which the study has been undertaken university and year of the work
3. Forward/ Acknowledgement
4. Table of contents with page Nos
5. List of tables charts and graphs
6. Certification from the guide

Section II Body of the Report: It is a formal technical section which shall consist of following chapters.

1. Introduction
2. Review of Literature
3. Methodology
4. Data presentation and Analyses
5. Major Findings and conclusion

However, the number of Chapters appearing in the body of report can be more, if the student decides to increase chapters. The aim of each chapter shall be considered while preparing the chapter

Section III Annexure: This section shall consist of all such additional information that are not disclosed in the body of the report

- a) A copy of the tool/tools of data collection.
- b) Additional statistical tables
- c) Bibliography
- d) Photographs etc.

Unit – IV

Chapter 1 - Introduction: The purpose of this chapter is to introduce the problem/topic of research. Here the student has to discuss the problem under analysis in relation to its importance and highlight need for undertaking the study. The concepts, variables, hypothesis used in the study have to be explained in this Chapter.

Chapter 2 - Review of Literature: The purpose of this chapter is to gather information review literature and studies conducted earlier on the same topic based on which one can draw out the relevance of the present study.

Chapter 3 - Methodology: In this chapter the student has to outline as clearly as possible the, procedure used by him/her in the project undertaking.

1. The objectives of the research should be clearly stated following which the other issues are to be discussed
2. Coverage i.e. Population and Sample.
3. Data collection: Time duration; methods and tools used, difficulties faced in data collection.
4. Scheme involved in data processing and mode of data presentation. (Editing, classification, coding tabulation, graphs). If processed by the computers, a brief discussion on the scheme has to be explained
5. Report Design: A brief discussion on the arrangement or chapterisation of the report could be included here.

Unit – V

Chapter 4 - Data Presentation and Analysis: This chapter shall present the findings of research. Appropriate mode of data presentation such as charts, graphs and diagrams and descriptive analysis/ interpretations of data are undertaken here.

Chapter 5 - Major Findings and Conclusion: This chapter shall present in a summarized form, the major findings as well as the conclusions arrived at, along with recommendations and suggestions if any for further research and intervention in the area of the study.

Text Books

1. Thomas William, A, (2021) Research Methods – Quantitative, Qualitative and Mixed, Authors Press, New Delhi (ISBN: 978-93-90459-89-6)
2. Ahuja, Ram (2001), Research Methods, Rawat publications, Jaipur
3. Alston, M Bocoles, W (Indian Edition 2003), Research for Social Workers- An Introduction to Methods, Rawat Jaipur.
4. Chauthary, C, M (1991), Research Methodology, Jaipur, RBSA Publishers
5. Costello, Patrick (2005), Action Research, London Continuum
6. Gillham, Bill (2000), Case Study Research Methods, London, Continuum
7. Kothari, C, R (2004), Research Methodology: Methods and Techiques, New Delhi, New age International

8. Krishnaswamy, O.R (1993), Methodology for Research in Social Science, Himalaya, Bombay

Books for References

1. Baker, Therese, I (1994) Doing Social Research, McGraw Hill, Singapore
2. Laldas, D, K (2000) Practice of Social Research, Rawat, Jaipur.
3. Mikkelsen, Britha (2005), Methods for Development Work and Research – A new Guide for
4. Practioners, Sage Publications, New Delhi.
5. Singh, Jaspal (2001), Methodology and Techniques of Social Research, New Delhi, Kanishka.

Web Resources

1. https://onlinecourses.nptel.ac.in/noc20_ge01/preview
2. https://onlinecourses.nptel.ac.in/noc20_hs78/preview
3. <https://academic.microsoft.com/>
4. <https://www.refseek.com/>
5. <https://core.ac.uk/>
6. <https://www.base-search.net/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

BLOCK FIELD WORK TRAINING

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWI41	Block Field Work Training	Block Field Work	-	-	Y	-	2	-			100
Year		II									
Semester		IV									
Prerequisites		Basic understanding to apply suitable Social Work Methods in the respective Field									
Learning Objectives											
LO 1	To develop enhanced practice skills and integrate learning.										
LO 2	To practice and greater understanding of reality situations through involvement in day to daywork.										
LO 3	To extend appreciation of other's efforts and develop sensitivity to gaps in the programme.										
LO 4	To enhance awareness of self in the role of professional social worker in the respective field.										
LO 5	To utilize the professional knowledge and skills in the respective field.										

Course Outcomes

- CO1: To explain the competencies required for practicing social work methods
- CO2: To evaluate challenges faced by clients and formulate social work intervention strategies based on specialization settings
- CO3: To demonstrate professional skills during on-the-job training
- CO4: To develop professional competence by adhering to professional standards
- CO5: To take initiative in the Block Field for the development of the Institution / Organization..
- CO 6: To prepare a module and report for the Block Field Work.

SYLLABUS

Phase – I, Identification of Organization

- The objectives of Block placements are explained.
- The agency for the placement has to be finalized appropriately before the end of the IV semester.
- In consensus with the specialization course teachers the student will identify the right organization for one month Block placement

Phase – II, Approval for the Organization

- Approaching the organization and getting Confirmation for Block Placement with a formal Confirmation Letter from the Organization.
- Submission of Letter of induction to the respective guide.

Phase – III, Induction and Training

- Induction of trainees in the organization with a formal orientation by the organization.
- The trainee will work in the organization for 30 working days.
- The day today supervision will be done at the agency/organization.
- Submission of weekly reports (Learning & Observations) along with daily time sheets

Phase – IV, Termination

- Monitoring the performance of the student will be done at the organization
- Submission of letter of completion from the organization duly signed by the authorities will be submitted

Phase – V, Evaluation and Report Preparation

- After the Completion of training, the process of evaluation is executed based on the performance of the students through the submitted weekly Reports.
- After the completion of the block placement the student has to submit a consolidated report of the activities undertaken and the experiences gained during the training period.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

STUDY TOUR

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWP41	Study Tour	Professional Competence Course - 2	-	-	Y	-	1	-			100
Year		II									
Semester		IV									
Prerequisites		Basic understanding about study tour									
Learning Objectives											
LO 1	To understand the structural knowledge of any business and its process										
LO 2	To assess the relevance of structure and functions of any organization / company										
LO 3	To develop necessary human resource competencies to collaborate with other departments specific to the industry.										
LO 4	To have hands on experiencing by visiting different organizations / companies										
LO 5	To utilize the professional knowledge and skills in the respective field.										

Course Outcomes

CO1: To understand the key functions of different organizations.

CO2: To develop skills required to be professional social worker.

CO3: To demonstrate professional skills during on-the-job training.

CO4: To develop professional competence by adhering to professional standards.

CO5: To take initiatives to plan out tour, execute and evaluate activities.

CO 6: To prepare and develop the documenting skills.

SYLLABUS

Phase – I: Pre-Tour and Form Committees

- Identify & Form Committees
- Describe Committee Roles & Member's Responsibilities
- Engage in Committee Tasks
- Involve in Pre-Tour Planning

Phase – II: Pilot Visits & Finalization of industrial Sites

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

Phase – III: Finalization of Study tour Planning & Schedule

- Engage in analytical evaluation and finalization of study tour
- Draft the tour Schedule
- Demonstrate Leadership Initiatives

Phase – IV: On-Tour

- Accomplishment of Course Objectives
- Hands-on Exposure
- Engage in different activities
- Involve in Community Visits-Interaction with People
- Be part of Various Teams to execute
- Tour related tasks
- Participate in evolving need-based programmes using theatre skills & indigenous folk arts to address concerns observed in the community
- Appreciate the need for Group Living
- Practice the art of accommodative reciprocal symbiosis
- Contextual Self-Reflection Self-Analysis
- & Sharing of consolidated and cumulative understanding of the process and outcome
- Develop for Professional Development

Phase – V: Post Tour

- Reflective Evaluation
- Individual Analytical Report
- Group Presentation
- Consolidated Batch Report

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

Value Added Course (For I PG)

GREEN SOCIAL WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWVA1	Green Social Work	Value Added Course - 1	Y	-	-	-	3	30			100
Year		I									
Semester											
Prerequisites		Basic Understanding of Role of Social Worker in Environment									
Learning Objectives											
1	To understand the concepts of Green Social Work, Ecology, Environment, and Energy resources.										
2	To analyse the impact of Globalisation, Industrialization, and Urbanization										
3	To enhance the knowledge on various issues on the environment										
4	To enable the professional social workers to understand the roles and responsibilities to protect the Environment.										
5	To gain knowledge about Environment and Management.										

Course Outcomes

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

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

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

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

CO4: To analyze the Environmental management systems and justice.

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

CO6: To deal with environmental issues and apply suitable interventions

SYLLABUS

Unit – I **(6 Hours)**

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

Unit – II **(6 Hours)**

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

Unit – III **(6 Hours)**

Environmental Issues and Control measures: Environmental Pollution: Causes, effects and control of pollutions: – Air, Water, Soil, Noise, Radioactive. Waste Management; Pollution - Air, Water, Soil, Noise and Solid waste Management.

Use of Non-conventional sources of Energy. The Environment Protection Act 1986 - Air Pollution Act 1987 – Water Pollution Act 1974, Wildlife Protection Act, Forest Conservation Act. National Environment policies, National green tribunal, Environment Issues in India.

Unit – IV **(6 Hours)**

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

Unit – V **(6 Hours)**

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

Text Books

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

Books for References

1. Alka Verma (2015) Green Social Work Environmental Protection, Pentagon Press.
2. Andromeda. 1995. New Science encyclopedia: Ecology and environment. Oxford Publishers. London
3. Aravind Kumar. 2008. Environmental Resource Management. Daya Publishers. New Delhi:
4. Aray and Abbasi 1995. Urbanisation and its Environmental Impacts. New Delhi: Discovery
5. Asthana. D.K. 2001. Environmental Problems and solutions. S. Chand publishers. New Delhi.
6. Barrow CJ (2006) Environmental Management for Sustainable Development, Routledge Taylor & Francis Group
7. Dash Sharma P. 1998. Environment Health and development. Anmol Publishers. New Delhi.
8. Dominelli L(2012) Green Social Work: From Environmental Crises to Environmental Justice, Polity Press
9. GuhaRamchandra, 1991 The Unquietwoods, Ecological Change and Peasant Resistance in the Himalayas, New Delhi: Oxford University Press
10. Luoma Samuel N. 1984. Introduction to environmental Issues. Macmillan Publishers. Calcutta.
11. Maharajan V.S. 1986. Environment protection: challenges and Issues. Deep and Deep Publishers. New Delhi
12. Mohan I. 2002. Environmental Problems in 21stCentury. Anmol Publishers. New Delhi
13. Mohanty. S.K. 1997. Environment and pollution Law Manual. Universal Publishers. New Delhi.
14. Ravichand. M. 2007. Environmental Management. Concept Publishers. New Delhi.

Web Resources

1. <https://www.india.gov.in/official-website-ministry-environment-and-forests-0>
2. <https://moef.gov.in/en/rules-and-regulations/environment-protection/>
3. <http://www.indiaenvironmentportal.org.in/>
4. <http://www.envis.nic.in/>
5. <https://cpcb.nic.in/>
6. <https://www.aasw.asn.au/victoria/green-social-work-network>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L – Low

Extra Credit Course (For II PG)

MENTAL HEALTH

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWEC1	Mental Health	Extra Credit Course - 1	Y	-	-	-	3	30			100
Year		II									
Semester											
Prerequisites		Basic Understanding of Mental illness and Assessment									
Learning Objectives											
1	To acquire in-depth knowledge on Mental Health and Mental illness.										
2	To understand the attitudes and belief pertaining to mental illness										
3	To impart skills on psychiatric assessment										
4	To acquire knowledge of the phenomenology, symptomatology, and treatment of Common Mental Disorders.										
5	To acquire knowledge in legislation related to mental health.										

Course Outcomes

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

CO1: To understand the concept of Mental Health

CO2: To evaluate the client using psychiatric assessment tools

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

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

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

CO6: To effectively identify Mental Disorders

SYLLABUS

Unit – I, Mental Health: An Introduction (5 Hours)

Concept of Mental Health: Characteristics of Mentally Healthy individual; Changing trends in mental health. Psychiatry: Definition, Historical Development and Growth of Psychiatry. Signs and Symptoms of Disorders: Perception, Thought, Speech, Memory, Emotion and Motor Disorders.

Unit – II, Psychiatric Assessment & Treatment Modalities of Neurosis (5 Hours)

Psychiatric Interview, Case History taking; Mental Status Examination; Classification in Psychiatry (ICD10, DSM V) Etiology, Clinical manifestation and Treatment modalities of Neurosis: Anxiety, Phobia, OCD, Depression, Post-Traumatic Stress Disorders and Panic Disorders.

Unit – III, Treatment Modalities of Psychosis (5 Hours)

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis: Organic Psychosis, Functional Psychosis and Personality Disorders.

Unit – IV, Treatment Modalities of other Psychiatric illnesses (5 Hours)

Prevalence, Etiology, Clinical manifestation and Treatment Modalities of Psycho-somatic Disorders; Alcoholism and Substance Abuse and Psycho-Sexual Disorders.

Unit – V, Prevalence and Treatment Modalities of Childhood Disorders (5 Hours)

Prevalence, Etiology, Clinical manifestation and Treatment modalities of Childhood Disorders: ADHD, Autism, Learning Disabilities, Mental Retardation, Epilepsy, Adolescent Mental Health issues. Trans-cultural Psychiatry, Cultural bound Syndromes and Adolescent Mental Health.

Unit – VI

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

Text Books

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

Books for References

1. American Psychiatric Association (1994). *Diagnostic Criterion from DSM-IV*. Washington DC: American Psychiatric Association
2. Bhugra, Gopinath., & Vikram Patel., (2005). *Handbook of Psychiatry- A South Asian Perspective*. Mumbai: Byword Viva Publishers Pvt. Ltd.
3. Diagnostic Criteria for Research, AITBS Publishers and Distributors, Delhi
4. Kapur, M., (1995). *Mental Health of Indian Children*. New Delhi: Sage Publications.
5. Mane, & Gandevia., (1998). *Mental Health in India: Issues and Concerns*. Mumbai: Tata Institute of Social Sciences.
6. Mangal S.K(2015), Abnormal Psychology, Sterling Publishers (p) Ltd, New Delhi.
7. The ICD-10 Classification of Mental and Behavioural disorders (2004), A.I.T.B.S. Publishers & Distributors, New Delhi.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIAL WORK PROFESSION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC11	Social Work Profession	Core Course - I	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		I									
Prerequisites		Any Undergraduate course									
Learning Objectives											
LO 1	To understand the evolution of Social Work and its emergence as a Profession.										
LO 2	To enable the students to comprehend the significance of professional values, ethics in both micro and macro social work practice										
LO 3	To develop an understanding of the role of Social Workers in various fields.										
LO 4	To facilitate the students to understand the importance of Field Work in Social Work Education.										
LO 5	To learn and apply the methods and approaches of Social Work practice in different settings										

Course Outcomes

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

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

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

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

CO5: To evaluate implication of Social Work Education and Field Work.

CO 6: To develop the Social Workers to apply the methods and techniques of Social Work in various settings.

SYLLABUS

Unit – I **(8 Hours)**

Fundamental Concepts of Social Work: - Social Work - Definition, Objectives, Philosophy and Scope. Concept of related terms: Social Service - Social Development - Social Transformation - Social Reform - Social Defence. Difference between Social Service and Social Work. Introduction to the Methods of Social Work.

Unit – II **(10 Hours)**

Historical Development of Social Work in England, USA and India:- Evolution of Social Work in the West (UK and USA): The Elizabethan Poor Law 1601, Charity Organisation Society 1869, Settlement House Movement, The Poor Law Commission of 1905, The Beveridge Report of 1941.

Social Work in India: Religious Foundation of Social Work in India. Gandhian Thoughts of Social Work.

Unit – III **(10 Hours)**

Philosophies and Ethics of Social Work:- Social Work as a Profession: Nature and Characteristics of a Profession. Social Work Values, Code of Ethics in Social Work Practice, Social Work Principles, Models of Social work. Roles and Responsibilities of a Professional Social Worker.

Unit – IV **(7 Hours)**

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

Unit – V **(4 Hours)**

Social Analysis for Social Change: - Social Awareness: meaning and levels - social analysis: definition, characteristics, theoretical framework for Social Analysis - analyses: Structural Analysis, System Analysis, historical and cultural analysis - tools for Social Analysis.

Unit – VI **(6 Hours)**

Social Work Practice in Different settings:- Fields of Social Work Practice: Community Settings, Family and Child Welfare – Educational Settings - Medical and Psychiatric Settings

– Industrial Settings - Correctional Social Work - Social Work with Marginalized and Vulnerable Sections – Persons with Disability and Social Work, Geriatric Social Work.

Text Books

8. Albin Joseph, G and Thomas William, A (2016), Professional Social Work Practice, Authors Press, New Delhi, (ISBN 978-93- 5207-058-9)
9. Thomas William, A (2014), Thoughts and Practices Of Social Transformation, Authors Press, New Delhi, (ISBN: 978-81-7273-797-1)
10. Encyclopedia of Social work in India, 1987 Vol.1, 2, 3. Director, publication division, ministry of information and broadcasting, New Delhi.
11. Hajira, Kumar 1995 Theories in social work practice, New Delhi: Friends Publication, India.
12. Paul Chowdary, 2018 Social Work –Introduction to Social Work - History, Concept, Methods and Fields, Atma Ram & Sons, New Delhi.
13. Sanjay Bhattacharya, 2013. Social Work Interventions and Management. New Delhi: Deep and Deep Publications.
14. Sanjay Bhattacharya, 2018. Social Work an Integrated Approach, Deep and Deep Publications Pvt., Ltd., New Delhi.

Books for References

1. Antony, A. Vass 1996 New directions in social work – social work competencies – core knowledge values and skills, New Delhi: sage publications.
2. Banks, S. 1995 Ethics and values in social work; practical social work series, London: Macmillan press Ltd.
3. Bogo, Marion. 2007. Social Work Practice – Concepts, Processes & Interviewing. Jaipur: Rawat Publications.
4. Cox, David & Manohar Pawar. 2006. International Social Work – Issues, Strategies and Programs. New Deli: Vistar Publications.
6. Desai, M. 2000, Curriculum Development on history of ideologies for social change and social work, Mumbai.

7. Desai, Murali 2002 Ideologies and Social Work: Historical and Contemporary Analysis, Jaipur: Rawat Publication.
8. Dominelli, Lena. 2004. Social Work: Theory and Practice for a Changing Profession. London: Polity Press
9. Fink, Arthur E., Wilson, Everett E. - Third Edition, 1959, The Fields of Social Work, New York: Henry Holt and Company.
10. Friedlander, Walter A. 1977 Concepts and Methods of Social Work, New Delhi: Prentice Hall of India Pvt. Ltd.
11. Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey: Prentice Hall.
12. Jha, Jainendra Kumar. 2002. Practice of Social Work. New Delhi: Anmol Publications
13. Gangrade, K.D. 1976 Dimensions of Social Work in India, Marwah, New Delhi.
14. Narendra Mohan, 2017, Philosophy of Social Work, Centum Press, New Delhi
15. Reamer, F.G. 1995 Social work values and ethics, New York: Columbia University press.
16. Roy, Bailey and Phil, Lee 1982 Theory and Practice in Social Work, London: Oxford Pub. Ltd.
17. Sheldon, B., & Macdonald, G., 2010 A Textbook of Social Work, London: Routledge.
18. Singh, R.R. 1985 Field Work in Social Work Education, A Perspective for Human Service Profession, New Delhi: Concept Publishing Company.
19. Wadia, A. R. (Ed.) 1961 History and Philosophy of Social Work in India, Bombay: II Allied Publisher Private Ltd.

Web Resources

1. <https://www.ifsw.org/what-is-social-work/global-definition-of-social-work/>
2. <https://www.socialworkers.org/News/Facts/Types-of-Social-Work>
3. <https://www.cswe.org/Students/Discover-Social-Work/What-is-social-work>
4. <https://www.socialworktoday.com/>
5. <https://www.iassw-aiets.org/>
6. <https://www.socialworker.com/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIAL CASE WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC12	Social Case Work	Core Course - II	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		I									
Prerequisites		To understand Social Case Work									
Learning Objectives											
LO 1	To gain the knowledge of conceptual foundations of social Case Work										
LO 2	To understand the basic concepts of casework as a primary method of social work										
LO 3	To develop the skill to analyze problems of individuals and families and factors affecting them.										
LO 4	To know the values, principles, tools and techniques of social case work										
LO 5	To impart knowledge of the scope of using the social work methods in various settings										

Course Outcomes

CO1: To get all the approaches and theories of social case work.

CO2: To understand the significance of social case work and as an effective method to deal different individual problems.

CO3: To learn to critically examine, select, apply and different intervention techniques of social case work practice with individuals in a culturally competent manner.

CO4: To imbibe values and attitudes; develop necessary skills to work with individuals.

CO5: To analyse the linkage between assessment and intervention, the critical evaluation of self and the use of empirical knowledge applied with the clients

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

SYLLABUS

Unit – I **(8 Hours)**

Social Case Work: - Concepts, Meaning, Objectives, Purpose, Nature and Scope, Its relation to other methods of professional social work, Philosophy and Principles of Social Case Work; Historical Developments of Case Work:- West and India.

Unit – II **(8 Hours)**

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

Unit – III **(10 Hours)**

Case Work Components and Process: The Person, the Place, the Problem. Process of Case Work: Initial Contact (Intake), Study, Analysis and Assessment, Diagnosis, Treatment, Termination and Follow up and Case Work Techniques of each Phase. Social Case Work intervention: Direct and indirect multi –dimensional intervention. Transference and counter-transference in social case work

Unit – IV **(9 Hours)**

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

Unit – V **(10 Hours)**

Case Work practice in different settings:- Case work practice in different settings in India. Social case work practice with Family and Child Welfare, Educational settings, Industrial settings, De-addiction, Community, Medical and Psychiatric institutions. Correctional settings: geriatric care & aged and the terminally ill, persons with disability, de-addiction, Rehabilitation Centers, Delinquency, LGBT and Foster Home and non-institutional services such as adoption, sponsorship.

Use of single case evaluation and ethnography as research method in social case work. Limitations of Social Case Work practice in India in current scenario.

Text Books

1. Upadhyay, R. K, 2003 Social Casework: A Therapeutic Approach, Rawat Publications, India.

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

Books for References

1. Thomas William, A (2008), A, Child Trafficking, Kanishka Publishers, New Delhi, (ISBN: 978-81-8457-088-5)
2. Healy, K. 2012, Social Work Methods and Skills, Palgrave MacMillan
3. Bogo, M. (2007). Social work practice: Concepts, process & Interviewing, Rawat Publication.
4. Misra P.D. 1994, Social Work Philosophy and Methods, Inter-India Publications, New Delhi
5. Misra P.D., Beena Misra, 2004, Social Work Profession in India, New Royal book Com. Lacknow
6. Mathew, Grace (1992) An Introduction to Social Casework. Bombay: Tata Institute of Social Sciences.

Web Resources

1. https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf
2. <http://ddceutkal.ac.in/Syllabus/MSW/Paper-5.pdf>
3. <https://www.socialworkfootprints.org/videos/social-casework-philosophy-principles-and-components>

4. <https://www.yourarticlelibrary.com/sociology/social-casework-processes-study-and-diagnosis/36564>
5. <https://www.slideshare.net/surendrashah6/complete-note-of-casework>
6. <https://www.socialworkfootprints.org/videos/social-casework-practice-in-indian-society-relevance-scope-and-influence-of-culture>
7. <http://www.ignou.ac.in/upload/bswe-02-block1-unit-3-small-size.pdf>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIAL GROUP WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC13	Social Group Work	Core Course - III	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		I									
Prerequisites		Basic Understanding of Social Group Work									
Learning Objectives											
LO 1	To understand group work as a method of social work and to understand concept, values, principles of Social Group Work										
LO 2	To acquire skills and techniques required for group worker										
LO 3	To develop the ability to critically analyse problems of groups and provide suitable intervention.										
LO 4	To apply the models of Social Group Work in different settings.										
LO 5	To identify the settings and fields for the practice of Social Group Work method										

Course Outcomes

CO1: To recall concepts, principles, objectives, dynamics, theories and models of social group work.

CO2: To understand different types of groups and their characteristics.

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

CO4: To develop skills in identifying, analyzing and implementing group interventions and evaluating group effectiveness

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

CO6: To develop competencies to use the appropriate programme as to tool for the group development.

SYLLABUS

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

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

Unit – IV **(9 Hours)**

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

Unit – V **(9 Hours)**

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

Books

1. Alissi, A.S (1980) Perspectives on social group work practice; A book of Reading, New York: The free press.
2. Dave Capuzzi, Douglas R. Gross, Mark D. Stauffer (2010) Introduction to Group Work, New Delhi, Rawat Publication.
3. David, C., Douglas, R.G. & Mark, D.S. (2010) Introduction To Group Work, New Delhi, Rawat Publication
4. Gravin, Charles. D. Lorriae & M. Gulier. (2007). A Hand Book of Social Work with Groups. New Delhi: Rawat Publications.
5. Toseland, Ronald & Rivas, Robert (2001), Introduction to Group Work Practice, Allyn and Bacon, London.

References

1. Bradler, S and Roman C.P (2016) Group work Skills and strategies for effective Interventions New York: The Howorth Press.
2. Delbecq, A. L. and Van de Ven, A. H. (1977) 'A group process model for problem identification and program planning', in N. Gilbert and H. Specht (eds), Planning for Welfare, Englewood Cliffs, NJ, Prentice-Hall.
3. Gerald Corey (2000) Theory and practice of group counseling, Wordsworth, London.
4. Siddiqy, H Y (2008), Group Work: Theories and Practices, Rawat Publications.
5. Trecker, Harleigh B (2020) Social Group Work: Principles and Practice, New Delhi, Pranava Books.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - I

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									Int.	External	Total
23PSWC14	Field Work - I	Core Course - IV	Y	-	-	-	6	8+1	50	50	100
Year		I									
Semester		I									
Prerequisites		Basic Understanding of Non-Governmental Organizations									
Learning Objectives											
LO 1	To understand different fields / settings of Social Work practice										
LO 2	To understand basic skills required to practice Social Work										
LO 3	To learn to apply classroom theories in the field										
LO 4	To demonstrate competencies to face challenging tasks in the field from a social work perspective										
LO 5	To identify the challenges of individuals, groups and communities from a Macro and Meso perspective										

Course Outcomes

- CO1: To integrate the classroom learning with field practice - the knowledge related to different field settings- establishment of NGO'S and its work with the beneficiaries
- CO2: To understand the application of different skills related to case work, Group work and other methods of Social Work
- CO3: To realise one's development of self and conduct oneself professionally in the field
- CO4: To apply and practice skills acquired in the process of learning in handling various types of clientele
- CO5: To assess the concept of field learning and learn about working in different settings
- CO6: To apply social work competencies to resolve Social problems

SYLLABUS

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

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

Unit – IV **(9 Hours)**

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

Unit – V **(9 Hours)**

Social Legislation: Legislations applicable to the Organization, Legislations for women and children.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIETY AND HUMAN BEHAVIOUR

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWE11	Society And Human Behaviour	Elective Course – I	N	-	-	-	3	4	50	50	100
Year		I									
Semester		I									
Prerequisites		Basic Understanding of Society and Psychology									
Learning Objectives											
LO 1	To understand basic social concepts in the context of changing social phenomenon										
LO 2	To apply the concepts of Sociology in Social Work practice.										
LO 3	To understand the basic concepts in Psychology and understanding Human Behaviour										
LO 4	To understand the realm of Social issues and its Socio – economic linkages and its link with human behavior										
LO 5	To analyse various dimensions of social problems and sociological response to it										
LO 6	To acquire social work knowledge and competencies										

Course Outcomes

CO1: To recall the concepts and theories of growth and development of human life spanning from conception to senescence.

CO2: To develop the ability to predict the personalities and behaviours of human beings.

CO3: To use the theories of personality, behavioural and humanistic theories in one's own life and the life of others.

CO4: To gain confidence to identify and analyse the interactions between individuals and groups.

CO5: To make correct judgements on different personalities, and normal and abnormal behaviours of people in the given contexts.

CO6: To develop the ability to relate the theories of human growth and behaviour while helping individuals, groups and communities find solutions to their problems.

SYLLABUS

Unit – I, Introduction to Psychology

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

Unit – II, Human Growth and Development

Developmental Psychology - Meaning and principles of growth and development, heredity, environment and ecological influences – family and community - Brief outline of Human Development: Characteristics, developmental tasks, personal and social adjustments, vocational, family / marital adjustments and hazards in each stage. Developmental stages with special reference to Indian Conditions:- a) Infancy, b) Babyhood, c) Early Childhood, d) Late Childhood, e) Adolescence, f) Early Adulthood, g) Late Adult hood, h) Middle Age and i) Old Age in line with physical, emotional and cognitive.

Unit – III, Introduction to Society

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

Unit – IV, Introduction to Groups

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

Unit – V, Social Institutions: Types of Social institutions

Marriage, Family ,Kinship, Religion, Education ,Economic system and Judiciary Structural aspects - Norms, Values, Folkways & Mores - Family, Marriage, Education, Economy, Polity, Religion

Social Problems - Major Social Problems in India- Causes and factors responsible for Social problems, Untouchability, Slavery, Domestic violence ,Dowry, Social Movements

Text Books

1. Elgin, F.H & David, C. (2017), *Social Science- An Introduction to the Study of Society*. (13th ed.) New York: Pearson
2. Francis, Abraham, M. (2006). *Contemporary Sociology*. Oxford Oxfordshire: Oxford University Press
3. Madan, G.R. (2002). *Indian Social Problems*, Mumbai: Allied Publishers Pvt. Ltd
4. Shankar Rao, C. N. (2007). *Sociology: Principles of Sociology with an Introduction to Social Thought*. New Delhi: S Chand & Co. Ltd.
5. MacIver, R.M., Page, C.H. (2000). *Society an Introductory Analysis*. New Delhi: Macmillan Publishers India

Books for References

1. Ponnuchamy, M and Thomas William, A (2021), *Corona Pandemic: Arunthathiars' Endemic*, Authors Press, New Delhi (ISBN: 978-93-90891-82-5)
2. Thomas William, A (2011), *Sexual Integrity & Awareness*, Kanishka Publishers, New Delhi, (ISBN: 978-81-. 8457-285-8)
3. Thomas William, A, and A.J. Christopher (2004), *Women Criminals In India*, Anmol Publishers, New Delhi, (ISBN:81-261-1601-3)
4. Feldman, R.S. (2004). *Understanding Psychology (6th Edition)*, New Delhi, Tata-McGraw Hill.
5. Haralambos. (2014). *Sociology: Themes and perspectives*. Harper Collins; Eight edition
6. Madan, G.R. (2002). *Indian Social Problems*, Mumbai : Allied Publishers Pvt. Ltd
7. Morgan, C.T., King, R.A., Weisz, J.R., & Schopler, J (2004) *Introduction to Psychology*. New Delhi: Tata Mc Graw-Hill book Co.
8. Ram Ahuja (2014) *Social Problems in India*, Third Editio, Rawat Publications
9. Hutchison, E. (2007). *Dimensions of Human Behaviour: Person and Environment*. Thousand Oaks: Sage Publications, Inc
10. Rajendra K Sharma (2007), *Social change and Social Control*, New Delhi, Atlantic Publishers.

11. Shah, G. 1990. *Social Movements in India: A Review of Literature*. New Delhi: Sage Publications.
12. Zastrow, C & K. (2010). *Understanding Human Behavior and the Social Environment*. Chicago: Nelson-Hall.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

COUNSELLING IN SOCIAL WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWE12	Counselling In Social Work	Elective Course – II	Y	-	-	-	3	4	50	50	100
Year		I									
Semester		I									
Prerequisites		Basic understanding of Counselling, techniques & process of Counselling in different settings.									
Learning Objectives											
LO 1	To understand Counselling Basics										
LO 2	To learn the Process and Skills in Counselling										
LO 3	To gain Theoretical Foundations of Counselling										
LO 4	To aware about Counselling in different settings										
LO 5	To learn Counselling in Special Situations										

Course Outcomes

CO1: To demonstrate ethics in Counselling.

CO2: To use various Counselling skills required and Counselling process.

CO3: To design Counselling techniques based on the social background of the client.

CO4: To use Counselling as a tool for managing changes and situations.

CO5: To apply Counselling skills at different settings.

CO6: To apply Counselling in emergency situations

SYLLABUS

Unit – I

Introduction to Counselling: Counselling – Definition, Objectives, Goals, Principles of Counselling, Difference between Counselling, Case Work & Psycho-therapy, Code of Ethics.

Unit – II

Process & Skills in Counselling: Steps for Counselling, Types of Counselling: Directive, Non-Directive & Eclectic. Qualities of an effective counselor, Counselling skills & techniques.

Unit – III

Theoretical foundations of Counselling: Psychoanalytic theory (Freud), Person Centered (Roger), Cognitive Behaviour Therapy (CBT), Rational Emotive Behavioural Therapy, Gestalt Therapy, Humanistic approach (Carl Rogers & Maslow).

Unit – IV

Counselling in Different Setting: Industrial/Work place, Martial, Family, De-addiction Counselling. Terminal Illness (Palliative, Hospice, AIDS, Cancer), School Counselling, Career Counselling, Grief Counselling. Suicidal Counselling.

Unit – V

Crisis & Trauma Counselling: Counselling in emergency and Disaster Situations (Migrants, Refugees, Trauma CARE, Victims of Communal Riots, Pandemic), Crisis Intervention.

Text Books

1. Antony John (2003) Skills of Counselling, Guru Publications
2. Egan, Gerard, 2006. The skilled helper: A problem management opportunity, Development Approach to helping, Wadsworth publishers, Boston
3. Ramanth, Sharma. & Rachana, Sharma. (2004). *Guidance and Counselling in India*. New Delhi: Atlantic publishers and Distributors.
4. Rao, Narayana, 2003 Counselling and Guidance, Tata McGraw Hill, New Delhi. India
5. Ray, Wolfe & Windy Dryden. (1996). *Handbook of Counselling Psychology*. New Delhi, New Delhi: Sage Publications

Books for References

1. Dave, Mearns. (1997). Person Centered Counselling Training. New Delhi, New Delhi: Sage Publications.
2. David Murphy · 2017, Counselling Psychology: A Textbook for Study and Practice, John Wiley & Sons Ltd.
3. Joyce & Charlotte, Sills; (2002). Skills in Gestalt Counselling & Psychotherapy. New Delhi, New Delhi: sage publications.
4. Michael, Carroll. (1996). Workplace Counselling: A systematic approach to employee care. New Delhi, New Delhi: Sage publications.
5. Palmer, 2004 Counselling, The BAC Counselling reader, British Association for Counselling, Vol.1&2, Sage publications, New Delhi, India

Web Resources

1. <https://www.scitechnol.com/international-journal-of-mental-health-and- psychiatry.php>
2. <https://journals.sagepub.com/home/HPO>
3. <https://journals.sagepub.com/home/JHV>
4. <https://www.journals.elsevier.com/journal-of-behavior-therapy-and-experimental-psychiatry>
5. <https://www.apa.org/pubs/journals/abn/index>
6. <https://www.scitechnol.com/traumatic-stress-disorders-treatment.php>
7. <https://www.journals.elsevier.com/journal-of-experimental-social-psychology>

8. <https://www.journals.elsevier.com/mental-health-and-physical-activity>

9. <http://learnmem.cshlp.org/>

10. <https://journals.sagepub.com/toc/SPP/7/1>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SKILLS FOR COMPETITIVE EXAMINATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CI A	External	Total
23PSWS 11	Skill For Competitive Examinations	Skill Enhancement Course – I	Y	-	-	-	2	1	50	50	100
Year		I									
Semester		I									
Prerequisites		To enhance the ability for Competitive Examination									

Learning Objectives

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

Course Outcomes

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

CO2: To enhance the attitudinal and aptitude skills

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

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

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

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

SYLLABUS

Unit – I

Introduction of Competitive Examinations: Basics of competitive exams, history, Purpose, objectives, types of competitive exams.

Skills for Competitive examination- Communication: Body Language, Presentation skills, Interpersonal Skills Time and Stress Management, Planning, Preparation, Focus group discussion- Preparation for a group discussion, Skills for effective participation, Non-verbal communication in group discussion, Types of group discussions.

Interviews: Developing an Interview Strategy, practicing for the Interview, During the Interview Stress Interviews, Traditional Interviews Writing Skills, Basics of writing, writing paragraphs, Writing research articles and Report writing.

Unit – II

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

Unit – III

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

Unit – IV

Listening, Problem Solving, thinking out of the Box, Teamwork, Being Independent, Decision Making, Be Organised, Positive Attitude, Collaboration, Understanding Learning Style, Reading. Emotional Intelligence skills: Self Awareness, self-Regulation, Social Skills, Empathy, Motivation.

Spatial and perceptual abilities, situation reaction test, Memory and inductive reasoning, Logical reasoning, Coding and Decoding, Direction Test, Syllogism, English Language/ Verbal Ability, Comprehension.

Unit – V

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

Text Books

1. Verbal & Non-Verbal Reasoning by R. S. Agarwal
2. A Modern Approach to Reasoning by R. S. Agarwal
3. A New Approach to Reasoning: Verbal & Non-Verbal by B. S. Sijwali and Indu Sijwali
4. Analytical Reasoning by M.K. Pandey
5. Multi-Dimensional Reasoning by Dr. Lal
6. Reasoning for Competitive Exams by Nishit K. Sinha

Quantitative Aptitude:

1. Quantitative Aptitude by R.S. Agarwal
2. Quantitative Aptitude for Competitive Exams by R.S. Agarwal
3. Data Interpretation by Arun Sharma
4. Objective Mathematics for Competitive Exams by Tarun Goyal

General Awareness:

1. India Year Book by Publications Division
2. Manorama Yearbook
3. Banking Awareness by Arihant Publications
4. Daily Newspapers for Current Affairs

Computer knowledge:

1. Objective Computer Knowledge by Kiran Prakashan
2. Computer NCERT Class IX, X, XI & XII

Books for Reference

1. Current Affairs by Arihant Experts (suggested for IBPS (PO / Clerk), NDA/CDS, SSC (CGL & 10+2), Railways & other state-level competition exams)
2. Current Affairs for Competitive Examination by Disha Experts (suggested for UPSC, SSC, Banking, Insurance, Railways, Engg. Services and AFCAT, etc.)
3. Speedy Current Affairs 2022 by Spark Publications (suggested for UPSC, SSC, Railways, etc.)
4. Drishti Current Affairs Today by Drishti Publications (suggested for UPSC, State PSC, SSC CGL, etc.)

5. Manorama Year Book 2022 by Malayala Manorama Co. Ltd. (suggested for SSC, Bank Clerk, Civil Services Examination, state PCS, etc.)
6. India Yearbook – Publications Division Government of India (suggested for Railways, SSC, Banking, TET, etc.)
7. Pratiyogita Darpan (Magazine) by Upkar Prakashan publications (suggested for SSC CGL, SSC CHSL, UPSC, State PSC, etc.)

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC21	Community Organization and Social Action	Core Course - V	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Community Organization and Social Action									
Learning Objectives											
LO 1	To understand the use and practice of community organization in various fields of social work										
LO 2	To understand various phases and models of Community Organization										
LO 3	To learn to apply Community Organization and Social Action as Methods of Social work.										
LO 4	To apply the models of Community										
LO 5	To develop skills and attitudes for participatory Community work and Social Action										
Course Outcomes											
CO1: To be aware of the concepts related to Community Organization.											
CO2: To apply community Organization as a method of Social work in various settings.											
CO3: To understand and apply various Models of Community Organization.											
CO4: To understand the role of social work in Social Action and Social Reform for Social development.											
CO5: To critically analyze Social Movements from various dimensions.											
CO6: To apply Social Action as a method of Social Work.											

SYLLABUS

Community Organisation

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

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

Social Action

Unit – IV **(9 Hours)**

Social Action- As a method of Social Work: Social Work and Social Action: Concept, Objectives, Principles of Legitimization, Credibility Building, Multiple Strategies and Dramatization. Social Action in relation to Case work, Group Work, Social Work Research, Community Organization and Social Welfare Administration, Methods and Means of Social Action - Research, Propoganda, Use of Mass media. Scope of Social Action in India.

Unit – V **(9 Hours)**

Social Problems and Social Action: Role of Social Worker in Social Action: Social Activists and Social Action Groups with their significance of existence in India. Skills involved in Social Action- Analytical & Research Skills, Managerial, Intervention skills, Problem Skills and Training Skills. Social Movements. Approaches to Social Action- Paulo Freire, Gandhi (Sarvodaya), Saul Alinsky, Allen Smith, Radical social work; Rights based approach. Strategies for Social Action from various Social Movements. Indian Social

Movements -Bhoodan, Satyagraha Gramdan, Narmada Bachao Andolan, E.V.R Periyar –The Singur Issue, Bodo and Gurkhaland Issues, Anna Hazare and the Aam Admi Movement.

Text Books

1. Christopher, A.J, & Thomas William, A (2018). Community Organization and Social Action, Himalaya Publishing, Mumbai, 3rd Edition (ISBN: PPSO81)
2. Chowdhry, D. Paul (1992), Introduction to Social Work, Atma Ram & Sons, Delhi.
3. Datar et al. 2010. Skill Training for Social Workers: A Manual. New Delhi: Sage Publications
4. Erlich L, J. (1987). Strategies of Community Organisation. Illinois: F.E. Peacock Publishers
5. Gamble, D. N., and Weil, M. 2010. Community Practice Skills: Local to Global Perspectives. New York: Columbia University

Books for References

1. Gangrade, K.D. 2001. Working with Community at the grass root level: Strategies and programmes. New Delhi: Radha Publications
2. Hardcastle, D., Powers, P. and Wenocur, S. (2011). Community Practice: Theories and Skills for Social Workers. New York: Oxford University Press.
3. Jack Rothman, et al. (2001). Strategies of community interventions & Macro practices – Peacock Publications, 6th Edition
4. Ross Murray G, Community Organisation: Theory and Principles, Harper and Row Publication New York, 1985
5. Siddhiqui, H.Y. (1997). Working with community. New Delhi: Hira Publications.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIAL WORK RESEARCH AND STATISTICS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC22	Social Work Research and Statistics	Core Course - VI	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Social Problems									
Learning Objectives											
LO 1	This course will deal with research problems, construction of hypotheses, testing, research designs, sampling concepts, etc.										
LO 2	The probability and non-probability methods are used to help a researcher make conclusions or arrive at decisions at a larger group.										
LO 3	This course will help in learning the types of social work research that are commonly used.										

LO 4	This course is the process that throws light on the research works during data collection, and codification and interpretation of the data.
LO 5	This explains and interprets a variety of hypotheses to aid the decision making process in a research context

Course Outcomes

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

CO1: To recollect the meaning, nature and scope of research, social science research and social work research.

CO2: To obtain the ability to orderly arrange the major steps in the research process.

CO3: To classify and analyse the data, and interpret those data.

CO4: To calculate and apply statistics and examine the data for making inferences.

CO5: To make arguments based on the data by applying logical reasoning.

CO6: To develop the ability to draw conclusions using the logical reasoning and to complete the research projects.

SYLLABUS

Unit – I, Introduction

(6 Hours)

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

Unit – II, Research Process 1

(7 Hours)

Identification and Formulation:- Concepts, Meaning, Identification of Research Problems and Researchable Problems, Literature Review, Construction of Research Title and Theoretical Framework, Formulation of Objectives and Hypotheses; Research Design, Approaches and Methods:- Concepts relating to Research Design, Types of Research Design, Qualitative and Quantitative Research Approaches, Mixed Research.

Unit – III, Research Process 2

(10 Hours)

Sampling: - Definition, Purpose and Importance; Types of Sampling:- Probability and Non-probability Sampling, Sampling Error; Sources, Methods and Tools for Data Collection:- Primary and Secondary; Questionnaire, Interview Schedule - Construction and Qualities, Scaling Techniques, Observation and Interview techniques.

Unit – IV, Research Process 3 (7 Hours)

Data Processing and Analysis using SPSS:- Editing, Coding, Data Entry and Processing, Classification, Tabulation and Diagrammatic and Graphical Presentation, Qualitative Analysis, Case Analysis, Content Analysis, Focus Group Discussion (FGD); Data Interpretation:- Meaning, Techniques, Drawing Inferences.

Unit – V, Basic Statistics (8 Hours)

Descriptive Statistics:- Measures of Central Tendency: Mean Median and Mode, Measurers of dispersion: Range, Standard Deviation, Coefficient of Variance; Correlation:- Pearson's Coefficient of Correlation (ungrouped data), Rank Correlation; Testing of Significance:- Pearson's Chi square test, 'T' test and 'F' test.

Unit – VI, Research Report Writing (7 Hours)

Report Writing: - Purpose, Structure, and Procedures of Research Report Writing; Research Report: - Styles, Steps and Presentation of Research Report, References & Bibliography, Citing, Research Ethics and Plagiarism.

Text Books

1. Thomas William, A (2021), Research Methods – Quantitative, Qualitative and Mixed, Authors Press, New Delhi (ISBN: 978-93-90459-89-6)
2. Alston M, Bowles W, 2012, Research for Social Workers, An introduction to methods, 3rd Edition, Australian Publications, Australia.
3. Adams J, Khan, Robert and David, 2007, Research methods for Graduate Business and Social Science Students, SAGE Publications, New Delhi.
4. Chakraborty D, 2009, Research Methodology, Saurabh Publishing, New Delhi.
5. Chandra S, Sharma Kr.M, 2013, Research Methodology, Narosa Publications, New Delhi.
6. Jain G L, 2003, Research Methodology, Methods, Tools and Techniques, Mangal Deep Publications, Jaipur.
7. Kothari C R, 2006, Research Methodology Methods and Techniques, New Age International, New Delhi.
8. Pathak R P, 2007, Statistics in Educational Research, Kanishka Publishers, New Delhi.

Books for References

1. Anand S, 2002, Research Methods and Techniques in Social Science, Common wealth Publishers, New Delhi.

2. Ahuja R, 2010, Research Methods, Rawat Publications, Jaipur.
3. Anderson, D. R. (2014). Statistics for learners of Economics and Business. Boston: Cengage Learning.
4. Bryman A, 2004, Social Research Methods, Oxford University Press, New York.
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20. Mukherji P N, 2000, Methodology in Social Research, Dilemmas and Perspectives,SAGE Publications, New Delhi.
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24. Ruane JM, 2005, Essentials of Research Methods, Blackwell Publishing, Australia.

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26. Singh S P 2002, Research Methods In Social Sciences, A Manual for Designing Questionnaires, Kanishka Publishers, New Delhi
27. TripathiPC, 2010, Research Methodology in Social Sciences, Sultan Chand and Sons, New Delhi.
28. Uwe Flick, 2009, An Introduction to Qualitative Research, 4th Edition, SAGE Publications, New Delhi.
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3. www.rip.org.uk
4. <https://abhath@usf.edu>
5. <https://www.cengage.com>
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MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

SOCIAL WELFARE ADMINISTRATION & SOCIAL LEGISLATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 23	Social Welfare Administration, Social Legislations	Core Course - VII	Y	-	-	-	4	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of social policies & legislations									
Learning Objectives											
LO 1	To understand the basic concepts of social welfare administration.										
LO 2	To make aware of the registration of NGOS										
LO 3	To acquire knowledge about social work agencies										
LO 4	To describe social policy, planning and programmes										
LO 5	To know the social legislation										

Course Outcomes

- CO1: To acquire knowledge about social welfare administration and structure of social welfare administration in India.
- CO2: To acquire application knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession
- CO3: To describe the structure of social welfare administration in India and social welfare programmes and policies.
- CO4: To describe the understanding of the nature of social policy, planning and development in India
- CO5: To inculcate critical analysis social legislation enforcement and challenges
- CO6: To enhance the knowledge on the government department and NGOs function for development of the people

SYLLABUS
Social Welfare Administration

Unit – I **(7 Hours)**

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

Unit – II **(7 Hours)**

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

Unit – III **(8 Hours)**

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

Social Legislation

Unit – IV **(8 Hours)**

Legislation:- Meaning, Legislation as an Instrument of Social Change and Social Welfare; Social Legislation:- Legislation relating to Hindu, Muslim and Christian; Personal Laws:- Laws on Marriage, Divorce, Maintenance, Guardianship and Succession; Legislation for Public Good:- Protection of Human Rights Act 1993, Right to Information Act 2005, MGNREGA 2005.

Unit – V **(10 Hours)**

Legislation and Guidelines pertaining to Children:- Child Labour (Prohibition and Regulation) Act 1986, The Prohibition of Child Marriage Act 2006, The Juvenile Justice (Care and Protection of Children) Act, 2000, The Right of Children to free and compulsory Education Act, 2009, The Protection of Children from Sexual Offences Act, 2012; Legislation and Guidelines related to Women:- Dowry Prohibition Act 1961, Medical Termination of Pregnancy Act 1971, Indecent Representation of Women Act 1986, Domestic Violence Act 2005, Sexual Harassment Act 2013;

Legislation and Guidelines concerning Socially Disadvantaged:- The Maintenance and welfare of Parents and Senior Citizens Act, 2007, The SC/ST (Prevention of Atrocities) Act 1989 & Rules 1995.

Unit – VI

(5 Hours)

Social Legislation and Social Work:- Public Interest Litigation, Legal Aid in India, Role of Social Workers in the Enactment and Implementation of Social Legislation and Promotion of Social Justice; Contemporary Social Issues:- Cyber-crime, Eve Teasing, Ragging, Honour Killing and related Legislations and Guidelines.

Text Books

1. Thomas William, A (2023), Social Welfare Administration, Authors Press, New Delhi (ISBN: 978-93-5529-729-7)
2. Thomas William, A (2023), Social Policy, Authors Press, New Delhi (ISBN: 978-93-5529-728-0)
3. Thomas William, A (2023), Social Legislation, Authors Press, New Delhi (ISBN: 978-93-5529-727-3)
4. Karen M. Sowers Catherine N. Dulmus (2008) Comprehensive Handbook of Social Work and Social Welfare, published by united states ISBN 978-0-471-76997-2
5. [Paul D Chowdhry](#) (1992) Social Welfare Administration, Atma Ram & Sons, ISBN-13 : 978-8170431145.
6. [Sachdeva](#), D.R. social welfare administration in India (2018) Kitab Mahal; Standard Edition , ISBN-13 : 978-8122500851
7. Sanjay Bhattacharya (2006) Social Work Administration and Development Rawat Publication, ISBN-13 : 978-8170339267
8. Shunmugavelayutham K (1998) Social Legislations and Social Change, Valga Valamudan pub, Chennai.

Books For References

1. Choudry, Paul (1979), Social Welfare Administration, Atma Ram & Sons, Delhi.
2. Choudry Paul, (1979) Hand book on social welfare in India, Sterling Pub, New Delhi.
3. Dennison. D & Chepman, Valeries Social policy and Administration, George A and Unwin, London.
4. Dubey S.N. (1973) Administration of social welfare programmes in India, Somaiya Pub, Bombay.

5. Dubey S.N. & Murdia (1976) Administration of policy and programmes for Backward classess in India, Somaiya Pub, Bombay.
6. Gangrade, K.D(2011) Social legislation in India Vol. I & II, New Delhi: Concept publishing Company
7. Goel. S L & R K Jain (2000) Social Welfare Administration (Vol. I & II); Deep & Deep Publications
8. Jagadeesan. P. (1990) Marriage and Social legislations in Tamil Nadu, Elachiapen Pub, Chennai.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - II

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CI A	External	Total
23PSWC24	Field Work- II	Core Course - VIII	Y	-	-	-	4	8+1	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Non-Governmental Organizations									
Learning Objectives											
LO 1	To observe and understand the dynamics of setting up a social welfare Organisation										
LO 2	To observe the nature of their functioning and funding resources										
LO 3	To learn about the staff functioning and of application of Social Work methods										
LO 4	To document and learn the process of recording										
LO 5	To Understand basic skills required to practice Social Work										

Course Outcomes

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

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

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

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

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

CO6: To learn the process of documentation and recording

SYLLABUS

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

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

Unit – IV **(9 Hours)**

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

Unit –V **(9 Hours)**

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

ENTREPRENEURSHIP DEVELOPMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWE 21	Entrepreneurship Development	Elective Course - III	Y	-	-	-	3	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Interest and Basic Understanding in business									
Learning Objectives											
LO 1	To understand the concept of Entrepreneur and Entrepreneurship development in India.										
LO 2	To acquire skills and techniques required for successful entrepreneur.										
LO 3	To develop the ability to critically analyse scope and challenges of entrepreneurship.										
LO 4	To develop and understanding about different schemes and program related to entrepreneurship in India.										
LO 5	To identify the settings and fields to start up a social enterprise for social change.										

Course Outcomes

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

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

CO3: To relate to theories of entrepreneurship development.

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

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

CO6: To create an enterprise to solve a social problem

SYLLABUS

Unit – I

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

Unit – II

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

Unit – III

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

Unit – IV

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

Unit – V

Entrepreneurship Development and Government: Entrepreneurship as a tool for social change, Innovation and inventions, Skills of an entrepreneur Role of Central Government and State Government in promoting entrepreneurship with various incentives, subsidies, grants, programs, schemes and challenges. Government initiatives and inclusive entrepreneurial Growth.

Text Books

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

Books for References

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

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

CORPORATE SOCIAL RESPONSIBILITY

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWE22	Corporate Social Responsibility	Elective Course - IV	Y	-	-	-	3	4	50	50	100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Corporates									
Learning Objectives											
LO 1	To learn the models and strategies of Corporate Social Responsibility.										
LO 2	To enhance understanding of the basic concepts, tools and techniques in Community Participation and Corporate –Community Collaboration working.										
LO 3	To Acquire knowledge on legal Provision related to CSR.										
LO 4	To enrich the knowledge on Business ethics and Corporate Governance.										
LO 5	To obtain skills and understand the role of Social Worker in the field of CSR.										

Course Outcomes

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

CO2: To understand steps and strategies in attaining CSR.

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

CO4: To appraise the various CSR Programmes in an Organization

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

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

SYLLABUS

Unit - I

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

Unit - II

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

Unit - III

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

Unit - IV

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

Unit - V

Role and Skills of Social Worker: Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting and Supervising. Format for Annual report on CSR activities. CSR Audit & Reporting Guidelines by Companies act 2013.

Case studies of successful CSR Initiatives:- AMM Foundation, Bajaj Auto, CII, Zoho, HMT, Hindustan lever, Infosys, Azim Premji Foundation, Ford Foundation, NLC, Ranbaxy, Super Tannery, TATA, Taj Group of Hotels, Titan, TVS, MRF, Saint Gobain, Orchid and other Corporates involved in CSR Activities; Evaluation and Impact Studies on CSR Initiatives.

Text Books

1. Benn & Bolton, (2011). Key concepts in corporate social responsibility. Australia: Sage Publications Ltd.
2. Chatterjee, M. (2015). Corporate Social Responsibility. Delhi: Oxford University Press
3. Maya. R. J., Vanitha, S., Kamala, Padmavati, D., SangarMithirai and Padmavathy, M. (2008). Issues and Challenges of Sustainable Development in India. New Delhi: Serials publications.
4. Reddy, Sumati and Stefan Seuring. (2004). Corporate Social Responsibility: Sustainable Supply Chains. Hyderabad: ICFAI University Press.
5. Werther, W. B. & Chandler, D. (2011). Strategic corporate social responsibility. Thousand Oaks, CA: Sage publications.

Books for References

1. Bradshaw, T. and D. Vogel. (1981). Corporations and their critics: Issues and answers to the problems of corporate social responsibility. New York: McGraw Hill Book Company
2. Brummer, J.J. (1991). Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Westport, CT: Greenwood Press.
3. Cannon, T. (1992). Corporate responsibility (1st ed.) London: Pitman Publishing.
4. Crane, A. et al., (2008). The Oxford handbook of corporate social responsibility. New York: Oxford University Press Inc.
5. Das, Chandra, Subash. (2010). Corporate Governance. New Delhi: PHI Learning Pvt.Ltd.
6. Ellington. J. (1998). Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers
7. Grace, D. and S. Cohen (2005). Business ethics: Australian problems and cases. Oxford: Oxford University Press.
8. Neil, H. (1973). Corporate Power Social Responsibility. New York: Macmillan Publishing Co., Inc.

Web Resources

1. <https://indiacsr.in/>
2. <https://csrcfe.org/about-csr-in-india-public-policy/>
3. <http://csr.gov.in/>
4. <https://bthechange.com/csr-in-india-is-now-a-law-2502aa6d0daa>
5. <https://csrbox.org/CSR-in-India>
6. <https://thecsrjournal.in/top-100-companies-india-csr-sustainability-2021/>
7. <https://www.financialexpress.com/industry/corporate-social-responsibility-how-indias-csr-rules-ensure-strict-compliance/2392017/>
8. <https://thecsr.universe.com/csr-in-india-csr-definition-and-csr-eligibility-in-companies-act-2013/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

ALTERNATE MEDIA / THEATRE FOR TRANSFORMATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWS21	Alternate Media / Theatre for Transformation	Skill Enhancement Course (SEC) - 2	Y	-	-	-	1	1			100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of Alternate Media and Theatre									
Learning Objectives											
LO 1	To learn about appropriate Programme as a tool										
LO 2	To understand the importance of communication in the art form.										
LO 3	To equip the student with higher skills in programme planning										
LO 4	To help the students to perform in any stage										
LO 5	To make the students to address social issues with alternate media										

Course Outcomes

CO1: To understand the appropriate Programme as a tool.

CO2: To be a socially competent person.

CO3: To apply creative skills in the art form.

CO4: To develop more media and theatrical skills.

CO5: To use appropriate programme as a tool to create more awareness.

CO6: To identify and develop skills in programme planning.

SYLLABUS

Unit – I

Alternate Media / Theatre for Transformation: Creation of memes, production of short films, Street theatre presentations, composing awareness songs, Folk Dance programmes, Outdoor Awareness Programmes.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

RURAL CAMP

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWP21	Rural Camp	Professional Competence Course - I	-	-	Y	-	1	-			100
Year		I									
Semester		II									
Prerequisites		Basic Understanding of the Social Work methods									
Learning Objectives											
LO 1	To understand the socio-economic and cultural conditions of rural life and work collaboratively as a team with a positive approach.										
LO 2	To integrate into practice, essential life values, like simple living, living with minimal facilities, and putting into practice the concept of dignity of labour and self-discipline.										
LO 3	To facilitate exposure by working with underprivileged citizens, including children, women, youth, and senior citizens, as well as oppressed groups including dalits, bonded laborers, and tribal people.										
LO 4	To develop suitable skills in processes like decision-making, planning, Organising, and executing plans of action, coordinating, recording and report writing.										
LO 5	To utilize street theatre and other types of traditional art forms to create awareness on social issues										

Course Outcomes

- CO1: To understand the key features of rural life and its realities
- CO2: To illustrate skills for group living and interpret its dynamics.
- CO3: To demonstrate skills for organizing, planning, execution of tasks, identifying and mobilizing resources.
- CO4: To be sensitive to the socio-political and cultural implications in rural life, more specifically among the marginalized and vulnerable groups.
- CO5: To design and create contextual programmes to address rural concerns affecting the locality.
- CO 6: To develop Professional Skills and utilised it in the field.

SYLLABUS

Phase – I: Pre-Camp and Form Committees

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

Phase – II: Pilot Visits & Finalization of Camp Site

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

Phase – III: Finalization of Camp Theme & Camp Schedule

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

Phase – IV: On-Camp Phase

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

Phase – V: Post Camp Phase

- Integrative Understanding on the Process and Procedures of Rural Realities & Group Living

- Reflective Evaluation
- Individual Analytical Report
- Group Presentation
- Consolidated Batch Report

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

RURAL COMMUNITY DEVELOPMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC31	Rural Community Development	Core Course – IX	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Rural Development									
Learning Objectives											
LO 1	The students are able to understand the issues prevailing in rural areas										
LO 2	The students will be able to invent solutions for better rural development.										
LO 3	To understand the rural development and panchayat Raj of both State and central										
LO 4	The rural development programme makes students to understand the socio economic conditions of rural folk.										
LO 5	To gain competencies needs for rural community development social workers										

Course Outcomes

CO1: Define the rural areas, rural economy and development and issues or Rural Development in general and address them through various development strategies.

CO2: Acquaint the knowledge on social political structure, economic structure, economic

CO3: Explain the rural local self-governance namely Panchayat Raj Institutions and its role in planning and development of rural areas

CO4: Elucidate the role of government, non-government and role of social workers in rural development.

CO5: To understand the suitable intervention for rural development.

CO6: To apply the various applications of social work methods in solving the rural problems.

SYLLABUS

Unit – I Rural Economic Structure (8 Hours)

Principles of Rural Economic Development, Planning the Rural Development. Agriculture, Nature, Type of Agriculture, Subsistence, Commercial Agriculture, Rural Horticulture, Dairying. Land use – Land Holding, Land Reforms Marginal Lands. Poverty, BPL families, Agricultural labourers and Social Security. Agricultural Finance – Need for Agricultural Finance, Sources of Agricultural Finance Kisan Credit card, the role of NABARD in Rural Development. Agricultural Marketing – Marketing of Agricultural produces, Cooperative Marketing.

Unit – II Rural Socio – Political Institutions and Processes (6 Hours)

Society and Social Structure, Social Mobility, Social Changes, Caste Structure. Rural Literacy, causes for Low Literacy Rate, Corrective measures to increase the literacy in rural area. PRI's the Grama Panchayats and Power and Functions, Decentralized Governance Impact of Decentralized Governance on Rural Development.

Unit - III Concept of Village, Settlement Pattern, Factors for pattern of settlement.

(9 Hours)

The Problem of Housing, Rural Sanitation- Drinking water, Drainage, Toilets (Public and Private). Nirmala Grama, Rural Electrification- Adhesiveness' and targets. Community Buildings- Hospitals, Schools, Community Halls etc.,

Unit – V Rural development programmes in India (12 Hours)

Concepts, approaches and strategies of Rural Development, Philosophy of Rural Development - A.T. Masher, Mahatma Gandhi and Lenin. Experiments in Rural Development. Rural development programmes in India: Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) 2005: Deen Dayal Antyodaya Yojana – National Rural Livelihoods Mission (DAY-NRLM): Pradhan Mantri Gram Sadak Yojana (PMGSY): Pradhan Mantri Awas Yojana – Gramin: Pradhan Mantri Adarsh Gram Yojana (PMAGY): Saansad Adarsh Gram Yojana (SAGY): National Rural Urban Mission (NRUM): The National Social Assistance Programme (NSAP) Mission Antyodaya.

Unit – VI Rural Administration (10 Hours)

Rural development administration in local, block, state and national level. civil society and rural development; The World Bank, other International Agencies and the NGOs and paradigm shifts – their implications on Education, Women Empowerment, Health, Disaster management, Girl Child and Weaker Section. Role of information communication technology and rural development; Role of Communication in Rural Development, Channels of Rural Development

Support Communication. 73rd amendment and its salient features; structure of PRIs Social work application and role of social worker in rural community development

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

Text Books

1. Thomas William, A (2014), Contemporary Social Development Paradigm, Authors Press Publishers, New Delhi, (ISBN: 978-81-7273-797-9)
2. Thomas William, A and A.J. Christopher (2011), Rural Development Programmes and Approaches, Rawat Publishers, New Delhi, (ISBN:978-81-3160-265-2)
3. Gupta K. R. (2010) Rural Development in India, Atlantic; Latest edition (1 January 2010); Atlantic Publishers & Distributors Pvt Ltd, ISBN-13: 978-8126913930
4. Madhusudan Ghose, & A.K (2013) Rural Development in India – Challenges and Prospects, Serials Publications, New Delhi, ISBN: 978-8183875929
5. Katar Singh (2009) Rural Development: Principles, Policies & Management Sage Publication, ISBN:978-81-8387-592-9
6. Sagar Mondal (2012) Text Book of Rural Development Entrepreneurship and communication skills, Kalyani Publishers, ISBN: 978-93-272-2069-8.
7. Shankar Rao, (2000), Sociology., S. Chand & Company, New Delhi., 6th Edition.

Books for References

1. Agarwal, Bina. 1994. A Field of One's Own; Gender and Land Rights in South Asia. Cambridge University Press. New Delhi.
2. Breman, Jan. 1974. Patronage and Exploitation; Changing Agrarian Relations in South Gujarat. University of California Press. Berkeley.
3. Breman, Jan. 1985. Of Peasants, Migrants and Paupers; Rural labour Circulation and Capitalist Production in West India. Oxford University Press. Delhi.
4. Chandrasekhar.Y.K, (2011), Rural Development Administration in India., Mohit Books International.

5. [Debarshi Mukherjee](#), Rajes Chatterjee, Sudkhina Mitra (2022) Rural Livelihood Development of Tripura: An MGNREGS Experience, Kaveri Books, New Delhi ISBN: 978-81-955493-0-6.
6. Goel, Shalini and Rajneesh, (2000), Panchayati Raj in India- Theory and Practice. Deep and Deep Publications.
7. Maheswari.S (1985) Rural Development in India - A Public Policy Approach, New Delhi: Sage
8. Subhakantha, Mohapatra, (2000), Planning for Integrated Area Development. Rajat Publications.

Web Resources

1. <https://drdpr.tn.gov.in/>
2. <https://www.yourarticlelibrary.com/india-2/rural-development/7-major-rural-development-policies-of-india/66724>
3. <https://www.vedantu.com/civics/rural-administration-in-india>
4. <https://www.ijert.org/research/problems-of-rural-system-in-india-need-for-addressing-them-in-rural-development-planning-IJERTV9IS110119.pdf>
5. https://nrega.nic.in/Nregahome/MGNREGA_new/Nrega_home.aspx

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

RURAL ECONOMY AND COOPERATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC32	Rural Economy and Cooperation	Core Course - X	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Rural Economy									
Learning Objectives											
LO 1	The students are able to understand the issues prevailing in rural economy										
LO 2	The students will be able to invent solutions for better rural development.										
LO 3	Able to Develop the communicative ability to interact with officials of concerned departments both central and state										
LO 4	To develop the ability to organize programmes and addressing agricultural issues.										
LO 5	To gain competencies needs for rural cooperation										

Course Outcomes

CO1: Define the rural areas, rural economy and development and issues or Rural Development in general and address them through various development strategies.

CO2: Acquaint the knowledge on social political structure, economic structure, economic

CO3: Explain the rural small and marginal farmers

CO4: Elucidate the role of government, non-government and role of social workers in developing rural economy and cooperation

CO5: To understand the suitable intervention for rural cooperation

CO6: To apply the various applications of social work methods in solving the rural problems.

SYLLABUS

Unit - I **(12 Hours)**

Rural Economics: - Definition, Characteristics, Concepts, Demand, Supply, Price Money Flow and Factors of Production; System, Reforms and Movements:- Land Tenure System, Land Reforms and Movements (Bhoodhan and Gramdhan), Issues in Agriculture:-, Landholdings, Irrigation and Water issues, Soil erosion, Fertilizers and Pesticides, Warehousing and Marketing

Unit - II **(9 Hours)**

Agriculture Labour:- Concept, Types and Characteristics of Agriculture labours; Problems of Agriculture Labour:- Low wages, Poor Standard of Living, Child Labour, Unemployment and Indebtedness, Farmers' Suicides, Migration; Programmes and Schemes:- MNREGA

Unit - III **(8 Hours)**

Small and Marginal Farmers: - Meaning, Concept and Characteristics; Problems and Issues:- Socio-economic, Political and Cultural issues; Rural Economic Measures and Evaluation:- Financial measures, Programmes and Evaluation; Cottage and Village Industries:- Roles in Economic Development of the Rural Poor

Unit - IV **(7 Hours)**

Cooperation: - Concept, Philosophy, Meaning, Scope and Principles; Co-operatives:- History, Scope and Types; Co-operative Movements:- Movements in India, Problems and Limitations,

Unit - V **(9 Hours)**

Cooperative Institutions: - Meaning, Concept, Scope and Principles, Organizational Set-up; Legislations on Cooperative: - Cooperative Societies Act, 1904 & 1912; Role of Financial Institutions:- Reserve Bank of India, NABARD, Micro and Macro Institutions (National, State and District levels, PACS, SIDBI); Case Studies:- Case Study of AMUL and IFFCO

Text Books

1. Agarwal, A.N, 2001 : Indian Economy: Nature, Problem & Progress, Vikas Publishing House, New Delhi.
2. Alak Ghosh, 1984 : Indian Economy, Asian Publication, New Delhi.
3. Bansil, P.C, 1981 : Agricultural Problems of India, Vikas Publishing House, New Delhi.
4. Bagai Krishnan, 2000 : The Cooperative Movement in India, Vijaya Press, New Delhi
5. Dutt & Sundaram, 2006 : Indian Economy, Sultan & Chand, New Delhi.
6. Dasai, A. R.1995 : Rural sociology in India, ISAE, Bombay.
7. Kishen, Ram, 2003 : Management of Co-operatives, Jaico Publishing House, Mumbai.
8. Mathur. B, 1998 : Co-operative in India: A Critical Analysis of the Co-Operative
9. Sankaran, S, 1981 : Economic Development of India, Progressive Co-operation, Bombay
10. Tyagi, R. B., 1968 : Recent trends in Co-operative Movements in India, Asia Publishing House, New Delhi.

Books for References

1. Agarwal, Bina. 1994. A Field of One's Own; Gender and Land Rights in South Asia. Cambridge University Press. New Delhi.
2. Breman, Jan. 1974. Patronage and Exploitation; Changing Agrarian Relations in South Gujarat. University of California Press. Berkeley.
3. Breman, Jan. 1985. Of Peasants, Migrants and Paupers; Rural labour Circulation and Capitalist Production in West India. Oxford University Press. Delhi.
4. Chandrasekhar.Y.K, (2011), Rural Development Administration in India., Mohit Books International.
5. [Debarshi Mukherjee](#), Rajes Chatterjee, Sudkhina Mitra (2022) Rural Livelihood Development of Tripura: An MGNREGS Experience, Kaveri Books, New Delhi ISBN: 978-81-955493-0-6.
6. Goel, Shalini and Rajneesh, (2000), Panchayati Raj in India- Theory and Practice. Deep and Deep Publications.
7. Maheswari.S (1985) Rural Development in India - A Public Policy Approach, New Delhi: Sage
8. Subhakantha, Mohapatra, (2000), Planning for Integrated Area Development. Rajat Publications.

Web Resources

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3. <https://www.vedantu.com/civics/rural-administration-in-india>
4. <https://www.ijert.org/research/problems-of-rural-system-in-india-need-for-addressing-them-in-rural-development-planning-IJERTV9IS110119.pdf>
5. https://nrega.nic.in/Nregahome/MGNREGA_new/Nrega_home.aspx

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

TRIBAL DEVELOPMENT IN INDIA

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 33	Tribal Development in India	Core Course – XI	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Tribal Development									
Learning Objectives											
LO 1	To train ‘development organizers’ for working with tribal communities.										
LO 2	To improve adequate skills to prepare and implement integrated development plan & projects for tribal Communities										
LO 3	To Enhance knowledge in Multi Media for development of the tribal people.										
LO 4	To develop understanding of good governance in the field of tribal development.										
LO 5	To develop trainees as competent change agent in the field of tribal development										

Course Outcomes

CO1: Understanding of tribal communities and its organisation.

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

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

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

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

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

SYLLABUS

Unit – I **(9 Hours)**

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

Unit – II **(9 Hours)**

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

Unit – III **(9 Hours)**

Tribal Development Policies, Programmes & Movements: Historical perspective of tribal policy, National and international policies ‘Panchshil’ philosophy as strategy for implementation and its impact on tribal policy Constitutional identity. Historical glimpses of tribal movements in India. Impact of tribal movements on tribal policy. Contribution of tribal activists: Birsa Munda, Tantya Bhil, Ambar singh Maharaj. Contribution of Tribal reformers: ThakkarBappa, Dr. B.D Sharma, Verrier Elvin, Godavari Parulekar. Prevention violation and protection of Tribal Rights. United Nations Declaration of Rights of Indigenous people. ILO Convention 107 and 169 on rights of Indigenous people.

Unit – IV **(9 Hours)**

Tribal Governance: Governance Meaning, Need and Scope of Governance Inter-relationship of Governance and Development Characteristics of Good Governance History of tribal governance, Institutions in Tribal Governance National Commission on Scheduled Tribe. National Council for Tribal Welfare. TRIFED Autonomous Councils. Tribal Advisory

Councils Panchayati Raj Institutions & PESA Civil Society Organisations: Forms, level of participation.

Unit – V

(9 Hours)

Social Work Methods in tribal development: Skills of working with Individual: Individual: Intake & engagement Fact gathering & assessment Planning & Contracting Intervention & Monitoring Evaluation & Termination. Skill for working with group: Skill for working with group: Understanding group dynamics. Group identification or formation. Problems solving or group development. Focus group observation skills Use of various activities Observation & techniques of recording. Skills in community work. Rapport building. Identification of needs. Resource mobilisation. Programme planning. Programme Management. Recording Encouraging community participation Mobilising community action.

Communication Skill Definition & Concept Process, channels & types of communication Qualities essential in an effective development facilitator. Use of Audio – Visual media Use of Innovative Media Traditional Media-Tamasha, Powada, Folk Theatre, Folk lore, Music folk dance etc. Use of Social Networking & Social Media. Professional and Training skills.

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

Text Books

1. [Amita Shah](#) ,[Jharna Pathak](#)(2015), Tribal Development in Western India, ISBN 9781138095977.
2. [Arvind Kumar](#) (2005) Tribal Development & Planning, ISBN-13 : 978-8126119660.
3. [Gowri Lakshmi](#) G M, [C Esther Buvana](#), (2020) A Study on Tribal Development Administration in Tamil Nadu, LAP Lambert Academic Publishing, ISBN-10 : 6202530332, ISBN-13 : 978-6202530330
4. Patil R.R, (2020) Tribal Development in India: Challenges and Prospects in Tribal Education, SAGE Publications Pvt. Ltd
5. Srinivasa Rao V (ed.) Challenges of Tribal Development: Contemporary Social Concerns, Rawat Publication, ISBN 978813161186

Books for References

11. Ahmad Shamshad and Nafees Ansari (2005), “Planning commission: Fifty-Five Years of Planned Development and Social Sector”,
12. AmitabhaSankar ,Dasgupta (1990), Samira Frontiers of Social Anthropology , Gyan Books PVT LTD Delhi.
13. Chahar, S.S. (Ed.) (2005), Governance of Grassroots Level in India, New Delhi: Kanishka
14. Gare G M, (1974), Social Change, Among the tribal of western Maharashtra.
15. Mishra, G. P. and Bajpai, B. K. (2001). Community Participation in Natural Resource Management, Delhi: Rawat Publications
16. Mohanty P K, (2006), Encyclopaedia of scheduled Tribes - Gyan PVT LYD.
17. Ranjit Toppo (2007), Dynamics of Tribal Migration in India; Xavier Institute of Social Service, Ranchi, ISBN: 81-904112-2-5
18. Sachindra Narayan, (2002). The Dynamics of Tribal Development Issues and Challenges Gyan Books PVT LTD Delhi
19. Singh K S, (1972), Tribal situation in India, Indian Institute of Advanced Study, Simla
20. Vidarthi L P (1976). Tribal culture of India, Concept publishers New Delhi

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

HUMAN RESOURCE MANAGEMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC34	Human Resource Management	Core Course – IX	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Management and Industry									
Learning Objectives											
LO 1	To inculcate the knowledge on Human Resource Management.										
LO 2	To understand the various sub-system of Human Resource Management										
LO 3	To gain competencies needed for Human resources professional										
LO 4	To develop the methods for the Human Capital Development.										
LO 5	To enhance the knowledge of the process and recent trends in Human Resource Management.										

Course Outcomes

CO1: To become mastery over the concepts on management, functions of HR Management and the organisational structure of a HR department and an industry.

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

CO3: To initiate different methods towards the talent management of employees.

CO4: To identify the roles and responsibilities of a HR manager with the employees.

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

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

SYLLABUS

Unit – I, Management and Human Resource Management (7 hours)

Management: Concept, Principle Functions and Management Gurus.

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

Unit – II, Human Resource Planning and Talent Acquisition (8 hours)

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

Unit – III, Recruitment and Selection (10 hours)

Recruitment - Concept, Meaning, Objectives, Sources and Process. Employment terms Recruitment Policy. Selection: Concept, Meaning and Objectives. Selection Process, Psychometric Assessment. Induction, Placement, probation and confirmation.

Compensation Management: Salary Structure and Components of Compensation. Factors influencing compensation plans and policies. Types of Pay. Job Evaluation – Fixation of salary, Components of Salary. Pay for performance – Incentive Schemes, Principles and Types, Employees Stock Option Plan, compensation survey/ Review. Types of Employee Categories.

Unit – IV, Human Capital Development (10 hours)

Learning and Development: Concept, objectives, steps and Process - Types of Training Methods: On-the Job and off-the Job. Training need analysis – competencies: Expectation Vs Actual, Identifying gaps. Developmental Needs for current and future jobs. HR Compliances.

Performance Appraisal System: Concept, Objectives and Importance – Methods of Performance Appraisal: Traditional and Modern Methods. Talent Retention and Separation: Attrition: Concept and Factors influencing Attrition. Transfer: Concept and Types. Talent Retention: Concept, importance and strategies. Separation: concept and methods of Separation – Exit Interviews: Need and Importance. Voluntary Retirement Scheme.

Unit – V, Recent Trends and Advances in Human Resource Management (10 hours)

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

Text Books

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

Books for References

1. Andrew J. Dubrin, 2012 Essentials of Management, New York: Thomson Southwestern
2. Chatterjee, Bhaskar 1999 The Executive Guide to Human Resource Management, New Delhi: Excel Books.
3. Ivancevich, 2012, Human Resource Management, New York: McGraw Hill.
4. Gary Dessler, 2018, Fundamentals of Human Resource Management, Noida, Pearson Publications.
5. Gary Dessler and [Biju Varrkey](#), 2020, Human Resource Management, Noida, Pearson Publications.
6. [Mahajan](#). J P & [Reeta](#), 2016, Human Resource Management, Noida, Vikas Publishing house.
7. Mathur, B.L., 1989 Human Resource Development Strategies, Approaches and Experiences. Jaipur: Arihant Publishers.
8. Monir Tayeb. 2007, International Human Resource Management. New York : Oxford University Press.
9. Pareek, Udai and Rao, T. V, 1982, Designing and Managing Human Resources, New Delhi, Oxford & IBH.
10. Rao V.S.P 2000 Human Resource Management, New Delhi: Sage Publications.
- 11 Rudrabasavaraj, M. N. 1986, Cases in Human Resource Management, Bombay: Himalaya Publishing House.

12. Sandra M. Reed, Dave Ulrich, 2017, A Guide to the Human Resource Body of Knowledge, New Jersey, John Wiley & Sons Publishing Company.

13. Singh PN 1992, Developing and Managing Human Resource, Mumbai, Suchandra Publications.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

LABOUR LEGISLATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CI A	External	Total
23PSWC 35	Labour Legislations	Core Course – X	Y	-	-	-	4	5	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Human Resource Management									
Learning Objectives											
LO 1	To learn the basic features of Labour Legislations										
LO 2	To understand the significance of the working of labour laws in various sectors										
LO 3	To acquire skills pertaining to the application of labour laws in industries										
LO 4	To develop a perspective to update the latest legal amendments pertaining to labour										
LO 5	To enhance the skills of understanding the various case laws										

Course Outcomes

- CO1: To recall all the labour legislations, types, amendments, policies and proceedings.
- CO2: To understand the development of judicial setup of labour laws.
- CO3: To apply the knowledge of labour legislations to regulate the working conditions in the industrial sector
- CO4: To implement the knowledge of social security legislations
- CO5: To analyze and apply the legislations pertaining to Industrial Relations
- CO6: To evaluate the working of the legislations in the State of Tamil Nadu

SYLLABUS

Unit - I **(8 Hours)**

Introduction to Labour Legislations:- Objectives, Types, History of labour legislations in India, Labour in the Indian Constitution, Structure and Administration of Industrial and labour Judiciary at the Centre and State levels; Administrative set-up and functions of the Directorate of Industrial Safety and Health (DISH)

Unit - II **(10 Hours)**

Legislations governing Health, Safety, Welfare and Working Conditions:- Factories Act, 1948, Plantations' Labour Act, 1951, Motor Transport Workers Act, 1961, Industrial Employment (Standing orders) Act, 1946, Apprentices Act, 1961, Employment Exchange (Compulsory Notification of Vacancies) Act, 1959, Contract Labour (Regulations and Abolition) Act, 1970

Unit - III **(14 Hours)**

Legislations concerning Payment of Wages and Compensation:- Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Employees' Compensation Act, 2010; Legislations relating to Protection of Employees:- Industrial Disputes Act, 1947, Trade Unions Act, 1926; Tamil Nadu Industrial Establishment (conferment of permanent Status to Workmen) Act, 1981

Unit – IV **(8 Hours)**

Legislations pertaining to Social Security Measures:- Employees' State Insurance Act, 1948, Employees' Provident Fund and Miscellaneous Provisions Act, 1952, Maternity Benefit Act, 1961, Payment of Gratuity Act, 1972, Tamil Nadu Labour Welfare Fund Act, 1972, Tamil Nadu Labour Welfare Officers Rules, 1953, Tamil Nadu Payment of Subsistence Allowance Act, 1981,

Unit - V **(5 Hours)**

Legislations related to Shops, Establishments and Miscellaneous Provisions:- Tamil Nadu Shops and Establishments Act, 1947, Tamil Nadu Catering Establishments Act, 1958, Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1951, Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Unit - VI

New Labour Codes: The Code on Wages, 2019, The Code on Social Security, 2020, The Industrial Relations Code, 2020, The occupational Safety, Health & Working Conditions Code, 2020.

Text Books

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

Books for Reference

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

Web Resources

1. <https://labour.gov.in/list-enactments-ministry>
2. https://www.icsi.edu/media/webmodules/Labour_Laws&_Practice.pdf
3. <https://www.mgkvp.ac.in/Uploads/Lectures/47/1424.pdf>
4. <https://www.shrm.org/shrm-india/pages/simpliance.aspx>
5. <https://www.whatishumanresource.com/employment--labour-laws-in-India>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

INDUSTRIAL RELATIONS

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 36	Industrial Relations	Core Course – XI	Y	-	-	-	4	6	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Industrial relations and Employee Welfare									
Learning Objectives											
LO 1	To understand the basic concepts of industrial relations										
LO 2	To be aware of the challenges faced by workers in various industries										
LO 3	To apply the knowledge of employer- employee dynamics and the role of various stakeholders concerned with industrial relations										
LO 4	To be aware of Industrial disputes, Prevention and settlement.										
LO 5	To familiarise with the recent trends in industrial relations										

Course Outcomes

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

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

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

CO4: To analyse the contemporary issues of industrial relations and develop skills and strategies in managing conflicts and develop negotiating skills.

CO5: To develop and apply skills in managing trade unions.

CO6 : To apply and act as an industrial relation manager and build harmony and peace in and outside the industries.

SYLLABUS

Unit - I **(7 Hours)**

Introduction to Industrial Relations:- Meaning, Concepts, Objectives, Historical Development of Labour Movements in UK, USA and India; IR Approaches:- Social, Psychological, Socio-economic, Human Relations and political factors.

Unit - II **(15 Hours)**

Stakeholders of Industrial Relations:- Role of Govt. Employer, Employee and Trade Unions in regulating Industrial Relations; National Labour Policy; Workers' Participation in Management:- Meaning and Forms, Works Committee, Board Level Participation, Joint Management Councils; Standing Committee of Labour, National Labour Commission; Industrial Dispute Settlement Mechanisms:- Conciliation, Arbitration and Adjudication

Unit - III **(8 Hours)**

Trade Unionism in India:- Historical development of Trade Unions in India, Present State of Trade Unionism in India, Major Central Trade Union Organizations (AITUC, INTUC, CITU, HMS & BMS):- Organisational Structure, Membership, Financial Status, Leadership, Ideologies, Trade Union Rivalry and Challenges. Collective Bargaining: - Meaning, Theories, Need and Importance, Principles, Strategies and Skills.

Unit - IV **(7 Hours)**

Employee Discipline:- Meaning, Objectives, Approaches; Domestic Enquiry:- Principles of Natural Justice and Process of Holding Enquiry, Grievance Settlement Procedure; International Labour Organisation (ILO):- Structure, Functions and its Impact on Labour Policies in India

Unit - V **(8 Hours)**

Collective Bargaining:- Meaning, Theories, Need and Importance, Principles, Strategies, Skills, Subject Matters of Collective Bargaining, Factors Influencing Collective Bargaining, Administration of Collective Agreements; Charter of Demands (Trade Unions) and Management Proposal (Employer):- Problems pertaining to Parties involved in Collective Bargaining in India

Text Books

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

Books for References

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

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK – III

COMMUNITY DEVELOPMENT SPECIALIZATION

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC37	Field Work- III	Core Course – XII	Y	-	-	-	4	8+1	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of the community development specialization									
Learning Objectives											
LO 1	To know and understand the functions of an agency.										
LO 2	To study and comprehend the agency's goals, policies and philosophy										
LO 3	To understand and analyze the person in the environment										
LO 4	To gain professional interventions skills.										
LO 5	To improve the skills in documentation.										

COURSE OUTCOMES:

CO 1: Understanding the different types of communities and their issues.

CO 2: knowing the different kinds of NGOs working for the different kinds of communities in solving the problem in the person environment context.

CO 3: Interrupt the theoretical knowledge with the activities of social work agencies.

CO 4: Discuss the roles, characteristics and skills of a student trainee in field work agencies.

CO5: Develop expertise in proposal writing, research and evaluation.

CO6: Help the students to identify various avenues of job placement and equip themselves with the right employability competency.

CO7: Understanding the Corporates role in the development of the communities.

Phases:

Tasks/ Activities Carried out

Orientation Phase:

1. Field work orientation on structure of the programme
2. Explaining the skills is required for social workers to face the challenges in the different communities.
3. Identification of the field of interest to develop the aptitude for the same.

Induction Phase:

The students are starting their training in their respective field work organisation.

1. Identify needs of the community and solve it with people s' participation.
2. Application of community social work practice
3. Applying their skill in solving the community problems.
4. Assessment on the role of industries contribution for community development

Implementation Phase:

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

Feedback and Evaluation:

The students will be evaluated bases on their contribution and participation in the agencies activities.

1. Detailed report on the community where they worked.
2. Report writing and documentation
3. Attendance (Field work and conferences attended by the trainee.
4. Internal & external Viva Vice examination

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - III

HUMAN RESOURCE MANAGEMENT (Manufacturing Sector)

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 37	Field Work - III	Core Course – XII	-	-	Y	-	4	8+1	50	50	100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of Human Resource Management									
Learning Objectives											
LO 1	To understand the business profile of the industries										
LO 2	To observe the practice of current trends in HR										
LO 3	To familiarize with Labour Legislations										
LO 4	To practically understand the concept of Industrial Relations and to acquire the related competencies										
LO 5	To observe the application of various Labour welfare measures										

Course Outcomes

- CO1: To integrate the classroom learning with field work practice - the knowledge related to types of employees, recruitment, selection, induction and placement, time office, bio- metric etc. in the industry
- CO2: To understand the application of the different types of labour welfare measure and the current trends in HR practices
- CO3: To demonstrate the knowledge and the skills of HRM, IR, and work as a HR professional in interdisciplinary teams
- CO4: To apply and practice in projects of the organization on employees' motivation, employees' absenteeism, collective bargaining and the role of trade unions
- CO5: To assess the concept of industrial relations and familiarize with labour legislation towards supportive business environment
- CO6: To develop the competencies required for the practice of Human Resource Management

SYLLABUS

Unit – I **(9 Hours)**

Organizational Profile: History of the Agency, Organization Chart, The Products, services, Branches/units, workforce, Line and Staff management, structure and functions of the Human Resource Department.

Unit – II **(9 Hours)**

Areas of Personnel Functions: Manpower Planning (Need Analysis), Recruitment (Advertisement/consultancies/Campus/other Bureaus/Sources), Types of Employees (Contract/Temporary/Permanent/part-time, Selection (interview/Written Test/Group Discussion/Physical examination, Induction and Placement, Promotion and Transfer, Training and Development (Need analysis/Types/outourcing), Disengagement – Retention, Resignation/Termination and Retirement (Exit *interviews*), Time Office (Daily Attendance/swiping Cards/Attendance Register), Hours of Work (Time in/Break/Movement Register/Period of Rest/Time out), Leave and Holidays (Casual Leave/Medical Leave/National and Festival Holiday etc), Employee Service Register, Communication, Employee Appraisal(Ranking/Free Essay/360 degree Appraisal), Balance Score Card, Succession Planning

Unit – III **(9 Hours)**

Industrial Relations Functions: Industrial Relations at Shop Floor & Plant Level (Works Committee/Joint Production Committee/ Management Councils, Grievance Handling – Grievance Settlement Procedure Works, Standing Orders (Employee Discipline/ Domestic Enquiry/ Absenteeism/ Alcoholism/ Punishment), Employers Association, Trade Unions, Collective Bargaining - The Agreements, Strikes/Lock outs and Retrenchment

Unit – IV **(9 Hours)**

Labour Welfare Measures: Intra Mural and Extra Mural / Statutory and Non-Statutory Measures - Housing/ Crèche/Canteen/Credit and Consumer Cooperatives, Safety and Accident Prevention, Industrial Health and Hygiene (Occupational Diseases/Hazards), Industrial Mental Health (Screening and Detection/Stress/Fatigue/Burnout) Employee Counselling, Workers' education, Recreation, Other Welfare Measures

Unit – V **(9 Hours)**

Labour Legislations: All Legislations applicable to the Organization

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

INTERNSHIP

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWI31	Internship	Internship	-	-	Y	-	2	-			100
Year		II									
Semester		III									
Prerequisites		Basic Understanding of the Social Work Specialization									
Learning Objectives											
LO 1	To understand the social issues in the contemporary field.										
LO 2	To enable the students to recognize and display professional attitudes, workplace behaviours and communication skills appropriate to their setting.										
LO 3	To develop an understanding of the role of Social Workers in the respective field.										
LO 4	To facilitate the students to understand the connection of theories to practice with their respective specialized setting.										
LO 5	To learn and apply the methods of Social Work practice in their field work settings										

Course Outcomes

CO1: To acquire professional Social work skills in their respective social work setting.

CO2: To analyse the need and importance the role of Social Workers in professional practice.

CO3: To practice and demonstrate the Social Work methods in their respective settings.

CO4: To associate and integrate the Social Work theory in to practice in their field work organization.

CO5: To understand the application of Social Work approaches to handle the challenges in the field.

CO 6: To utilise the professional knowledge and skills in their respective field.

SYLLABUS

Phase – I: Orientation and Commencement

- Orientation on respective specialized fields.
- The objectives of summer placements are explained.

Phase – II: Approval and Confirmation of Summer placement organization

- Confirmation/Approval of summer placement organizations.
- Commencement of summer placement training in the approved organization.
- The summer training program falls between Semester II and III.

Phase – III: Induction and Learning

- Induction of students in the organization.
- Submission of Letter of induction to the respective guide.
- Submission of weekly reports (Learnings & Observations) along with daily time sheets.

Phase – IV: Social Work Practice in the Field

- Students gain knowledge about the Vision, Mission & objectives of the organization, organizational structure, functions of the organization, Dynamics of the organization, Skills Required to be a professional, laws pertaining to their specialized field, etc.
- Constant contact with the students to regulate the learning process.

Phase – V: Termination and Evaluation

- Monitoring the performance of the student.
- Submission of letter of completion from the organization duly signed by the authorities.
- After the Completion of training, the process of evaluation (Self & Staff) is executed based on the performance of the students through the submitted weekly Reports.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

URBAN COMMUNITY DEVELOPMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 41	Urban Community Development	Core Course – XIII	Y	-	-	-	4	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		To learn the recent trends in urban Community Deployment									
Learning Objectives											
LO 1	To facilitate the students to have broader understanding about various aspects of Urban Community										
LO 2	To Enhance students' knowledge on the available government policies and programmes.										
LO 3	To enrich the knowledge of the students on Urban local administration in India										
LO 4	To enable the students to improve analyzing skills of the urban community development Programmes										
LO 5	To enhance the knowledge of the process and recent trends in urban Community Deployment										

Course Outcomes

- CO1: To know various theories on urbanization, urban life, problems and development
- CO2: To enable the students to practice the values and principles of urban community development
- CO3: To learn urban local administrative structure and programmes for urban development and evaluate solutions for issues in Urban Community
- CO4: To critically analyze the growth and development of urban areas, the related problems and the challenges
- CO5: To acquire the skills to work with the urban community, and develop and implement programmes with them.
- CO6: Enable to practice Social Work Method in Urban Community

SYLLABUS

Unit - I **(8 Hours)**

Urban Community: Concept and Theories: Definition, Concept, Objectives and Historical background; Urban Community Development: Approaches, Principles, Process and Methods; Welfare extension projects of Central Social Welfare Board; Urban Development Planning; Town and Country Planning Act 1971, Importance of Community planning and Community participation in Urban Development; Role of Community Development Worker; Application of Social Work Method in Urban Development.

Unit – II **(7 Hours)**

Urban Problems in India: Population Density, Noise, Air and Water Pollution, Environmental issues, Urban Public Health, Urban informal sector, Trafficking and Delinquency. Sub urban issues and problems. Urban Poor: Cause and Conditions of Sub-standard Settlements (Slum), National Slum Development Programme, Displacement and Rehabilitation. Government Policies: Total Sanitation Policy, Poverty Alleviation Programme, Migration, Eviction, Resettlement and Adaptability. UN Standards on all the above issues.

Unit – III **(10 Hours)**

Urban Community Development: Meaning, Scope and Models. Urban Development Policy and Programmes, Trends in Town and Country Planning. Emerging patterns of urban social stratification in India, Early Development Interventions: SPARK Mumbai, People project of Action Aid, Oxfam – Urban Project, Delhi Pilot Project-Critical Analysis of a Planned Experiment, Urban Programmes in Five Year Plans, Historical Analysis of Government Programmes on Urban Community Development, NULM and recent urban infrastructure programme, Barriers to Urban Community Development. Urban development Institutions- Roles and Functions, Urban Renewal Missions in India

Unit - IV **(10 Hours)**

Administrative Structure and Governance: Urban Municipal Administration- structure, composition, functions and current issues. Democratic functioning of Urban local bodies, 74th Constitutional Amendment, Governance and citizen's participation. E-Governance in Urban Development, National Urban Information System (NUIS).

Unit - V **(10 Hours)**

Policies and Programmes: Housing for the urban poor – policy and practice in developing countries. Major National Missions: JNNURM (AMRUT), Housing for all 2022. Institutions and Government departments: CMDA, TNHB, TNSCB, CMWSSB. Commissionerate for Town and Country Planning. Urban training Institutions: TNIUS, NIUA. Role and skills of Community Development Worker in Urban Community Development. Mechanisms to address Urban Social concerns: 108 service, Women helpline, Child helpline.

Text Books

1. Bhattacharya, 2006, Urban Development in India: Since Pre-historic Times, Concept Publishing Company, New Delhi
2. Nagpaul, Hans, 2005, Social Work in Urban India, Rawat Publications, Jaipur
3. Patel, A.K., Dubey. M. V., Urban Social Work, Crescent Publishing Corporation, New Delhi
4. Singh, U.B. (2004) Urban Administration in India, New Delhi: Serial Publication
5. Thudipara. Z. Jacob, 2007, Urban Community Development, Rawat Publications, Jaipur

Books for References

1. Bhattacharya, S. N. Community Development- An Analysis of the Programme in India. Kolkata: Academic Publisher
2. Chahar, S.S (ed) (2005) Governance of Grassroots Level In India, New Delhi: Kanishka Publishers
3. Naik. N.T.K., Rahman, S. Mansoor, Urbanization in India, Serials Publications, New Delhi
4. Singh, Amita (Editor) (2005) Administrative Reforms (Towards sustainable practice) New Delhi: Sage Publications
5. Ram Ahuja, 2009, Sociology In India- Concepts, Theories & Recent Trends, Rawat Publications

Web Resources

1. <http://mohua.gov.in/>
2. <http://egyankosh.ac.in/bitstream/123456789/39212/1/Unit-3.pdf>
3. <https://vikaspedia.in/social-welfare/urban-poverty-alleviation-1/schemes-urban-poverty->
4. Page 57 of 122M. S. W. 2021-22 onwards - University Departments - Annexure No.76(A)
5. SCAA DATED: 23.06.2021alleviation
6. <https://www.scribd.com/doc/21976896/Understanding-Urbanization-Urban-Community-Development>

7. http://mospi.nic.in/sites/default/files/Statistical_year_book_india_chapters/local%20bodies.Pdf
8. <http://vidyamidra.inflibnet.ac.in/index.php/search>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

NGO MANAGEMENT

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 42	Ngo Management	Core Course – XIV	Y	-	-	-	4	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of NGO Management									
Learning Objectives											
LO 1	To deliver the application for organisation development										
LO 2	To impart necessary skill for the management of organizations										
LO 3	To provide an understanding of the policies and procedures involved in establishing and maintaining Non-governmental organisation										
LO 4	To inspire students to adopt a critical perspective on NGO management										
LO 5	To provide an understanding about legal aspects of NGO management.										

Course Outcomes

CO1: To classify the fundamentals of management and distinguish between Profit and Non-Profit organisations.

CO2: To explain the different legislations for Non-profit organisation.

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

CO4: To prepare the fund raising techniques and develop proposal writing skills.

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

CO6: Apply a variety of tools to the development of NGO structure, personnel management, and other key areas in NGO management.

SYLLABUS

Unit – I (10 Hours)

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

Unit – II (10 Hours)

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

Unit – III (8 Hours)

Governance of NGOs: Principles for NGOs Management, Governing Body, Resolution, Minutes, AGBM, and Organizational Culture. Financial Management and Budgeting, Maintenance of Accounts and assets. Basics of Office Administration, Documentation of activities and projects.

Unit – IV Project Management (10 Hours)

Development Project Proposal Writing and Stages:- Baseline Survey, Participatory Project Planning Approach, Need assessment, Methodology, Expectations; RBM:- Logical Framework Analysis (LFA): Importance, Need, Application and Formulation of LFA; Report writing:- Documentation and Maintenance of Records: Interim report and Completion report.

Unit – V Projects and Programmes of Department and Donor Agencies (7 Hours)

Projects and Programmes:- Ministries and departments (Centre and State), International and National Donor Agencies, Procedure and Process of availing Grants.

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

Text Books

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

Books for References

1. Jayanthi, I & Thomas William, A (2017), Disaster & Tsunami A Psycho- Social Impact, KALPAZ Publications, New Delhi, (ISBN: 978-93- 5128-254-9).
2. Clark, John, (1991) Voluntary Organisations: Their Contribution to Development. London, Earth Scan.
3. Drucker, Peter, (1993) Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
4. Julie Fisher, (2003) Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
5. Kandasamy, M., (1998) Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.
6. Lawant, B. T., (1999) NGOs in Development. Jaipur: Rawat Publications
7. Nabhi, (2005), Handbook of NGOs Publication New Delhi, ISBN-13: 978-8172749644
8. Natani Shobha (2011) Non-Government Organization-Management and Structure, Prism Publication Jaipur

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

ORGANISATIONAL BEHAVIOUR

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC 43	Organisational Behaviour	Core Course – XIII	Y	-	-	-	4	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of how people work in Organizations.									
Learning Objectives											
LO 1	To enrich the knowledge about the basics of people management in Organizations										
LO 2	To apply techniques of working effectively with people										
LO 3	To understand the causes of conflict in Organisations and ways to manage them										
LO 4	To understand the factors that motivate people at work										
LO 5	To acquire knowledge on Organizational Change and resistance to Change										
LO 6	To identify the latest trends in Organizational Development										

Course Outcomes

CO1: To develop the ability to recall the dimensions and dynamics of individual and group behaviour in organisation.

CO2: To interpret various factors and issues affecting human behaviour in organisation.

CO3: To solve the interpersonal misunderstandings and conflicts in the organisation.

CO4: To analyze the competencies and skills required for overcoming resistance to change in Organizations

CO5: To identify the skills required for Interventions in Organizational Development

CO6: To relate the organisational process, conflict resolution strategies, organisational change and culture, organisational development and organisational transformation.

SYLLABUS

Unit – I Introduction to Organisational Behaviour (6 Hours)

Organizational Behaviour:- Meaning, Concept, Approaches and Scope; Models and Contributions of Behavioural Science Disciplines; Contributions of Hawthorne Studies; Historical Background of Organizational Behaviour; Emerging Perspectives on Organizational Behaviour; Dimensions of Organizational Behaviour.

Unit – II Individuals in Organisation (14 Hours)

Interpersonal and Intra-personal Behaviour:- Physical and Intellectual Ability, Emotional Intelligence, Attitude, Job Satisfaction, Job Involvement and Organizational Commitment, Personality, Perception, Assertiveness, Learning; Process and Theories:- Transactional Analysis, Johari Window; Motivation:- Concept, Theories and Techniques; Morale:- Meaning, Importance, Factors, Measures and Techniques of promoting positive morale.

Unit – III Group Behaviour and Group Dynamic in Organisation (6 Hours)

Foundation of Group Behaviour at Workplace:- Concepts, Types of groups, Group structure; Group Dynamics:- Decision making, Team work, Communication; Leadership:- Meaning, Roles, Skills, Styles, Theories, Types of Leaderships; Power and Politics; Quality of Work Life; Work Life Balance, Employee Engagement.

Unit – IV Organisational Process, Change, Development and Transformation

(12 Hours)

Organizational Process:- Organizational Conflict: Concepts, Causes and Types; Conflict Resolution Strategies; Organizational Change:- Concept, Forces of Change and Resistance to Change, Managing Organisational Change and Diversity; Organizational Culture and Climate; Organisational Development:- Concepts, Emerging Approaches, Foundations and Techniques; Organizational Diagnosis and Organizational Development Interventions; Organizational Transformation.

Unit – V, Functional and Dysfunctional Behaviour in Organisation (7 Hours)

Functional Behaviour:- Job Satisfaction, Positive Mental Health, Stress Management; Dysfunctional Behaviour:- Frustrations, Employee Absenteeism, Alcoholism, Fatigue, Monotony, Industrial Accidents and Boredom; The role of Behavioural Scientist in Industry.

Text Books

1. Ahuja K.K. (1990) Organization Behaviour, Kalyani publication, New Delhi
2. Bhonsle, Y.B. (1999). Personnel Management Indian Scene. Mumbai: Deborah Prayer House.
3. Frence, Wendell and Cecil (1995). Organisation Development. New Delhi: Prentice-Hall of India Ltd.
4. Ghorpade M.B. (1980) Industrial Psychology, Himalaya publishing house, Mumbai
5. Ghosh P.K. and Ghorpade M.B. (1991) Industrial and Organizational Psychology, Himalaya publishing house, Mumbai

Books for References

1. Gilmer (1961) Industrial Psychology, McGraw hill, London
2. Gupta, Ananda Das (2014). Organizational Behaviour design, Structure and Culture: Biztantra
3. Margie Parikh and Rajan Gupta (2010), Organizational Behavior, Tata McGraw Hill Education Private Limited
4. Sinha Durganand (1992) Studies in Industrial Psychology, Sriram Mehar and co, Agra
5. Stephen P. Robbins (2002) Organizational Behaviour, Pearson education Asia New Delhi
6. Udai Pareek (2010) Understanding Organizational Behavior, Second Edition, Oxford University Press

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

EMPLOYEE WELFARE

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC44	Employee Welfare	Core Course - XIV	Y	-	-	-	4	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of Employee Welfare									
Learning Objectives											
LO 1	To understand the basic concepts of labour welfare										
LO 2	To know its relevance and applicability in the industry										
LO 3	To understand its implications on Indian labour										
LO 4	To understand the statutory and non-statutory welfare measures										
LO 5	To enhance the skills that are required to become labour welfare officer										

Course Outcomes

CO1: To recall principles, approaches and classifications of laws related to labour welfare

CO2: To describe the features and concepts and compliance of statutory and non-statutory welfare measures

CO3: To analyse the recent trends in labour welfare and develop skills accordingly

CO4: To critically analyse and compare the welfare measures provided and linkages between IT and Non-IT sectors

CO5: To implement strategic practices in HRM Department.

SYLLABUS

Unit - I

(8 Hours)

Employee Welfare: Concept, Principles, Scope, Theories, Approaches and Philosophy of Employee Welfare, Areas of Employee Welfare, Statutory Welfare Programmes, Non-statutory welfare programmes

Major problems experienced by employees; migration, wages, poor housing, absenteeism, employee turnover, tardiness Alcoholism, diseases, accidents and working conditions

History: Historical Development of Labour Welfare in India; Role of Government, Employers and Trade Unions in promoting Labour Welfare

Unit – II

(13 Hours)

Study of Working Conditions and Hazards in Factories, Mines, Plantations and Docks; Industrial Hygiene and Health:- Occupational Diseases; Industrial Accidents:- Causes, Prevention, Statistics and Records; Safety Administration:- National Safety Organizations (NSO), National Safety Council, Duties and Functions of Safety Officer; Statutory and Labour Welfare Measures:- Organization and Administration of Crèche, Canteen, Industrial Housing, Credit and Consumer Cooperatives in Industry; Labour Welfare Officer:- Qualification, Duties and Service Conditions

Unit - III

(7 Hours)

Central Board of Workers' Education & Development (CBWE & D):- Objectives, Structure, Levels, Scope and Functions; Evaluation of Workers' Education Schemes

Unit - IV

(10 Hours)

Social Security:- Meaning, Definition, Features and Forms of Social Security Measures; Social Insurance and Social Assistance; Scope of Social Security:- Social Security Measures in India

Unit – V

(7 Hours)

Labour Welfare in IT, ITES and MNCs:- Scope and Implications, Critical analysis of Labour Welfare Measures in IT industries and MNCs in present Global Scenario, Comparison of Welfare Measures across Sectors

Text Books

1. Aswathappa, K. (2010) Human Resource Management – Text and Cases. New Delhi: Tata McGraw Hill
2. Gupta S C (2014). International Human Resource Management. Laxmi Publications
3. Gyanchandani, Rajni (2014). Strategic Human Resource Management. Nirali Prakashan
4. Monappa, Arun and Engineer, Mahrukh (1998). Liberalisation and Human Resource Management, Response Books, New Delhi
5. Porter, Michael S. (1998). Competitive Strategy: Techniques for Analysing Industries and Competitions, Free Press, New York

Books for References

1. Bascia, N., 1995 : Social security and labour welfare in India, Ashish Publishers, New Delhi.
2. Bhogoliwal, T. N., 1973 : Economics of Labour and Social Welfare, Sakithya Bavan, Agra.
3. Giri, V. V., 2000 : Labour Problems in Indian Industry, Asia Publishing House, New Delhi
4. Laldas, D. K., 1991 : Personnel management industrial relations and labour welfare, YK Pub, Agra.
5. Sarna, A. M., 1999 : Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Delhi.
6. Saxena, R. C., 2006 : Labour Problems and Social Welfare, K. Nath & Co. Educational Publishers, Meerut.
7. Vaid, K. N., 1970 : Labour welfare in India, Sriram Centre for Industrial Relations, New Delhi
8. Sarma. A.M (2014), Employee Welfare and Social Security, Himalaya Publishing House.
9. Saxena, R.C. (1961). Labour Problems and Social Welfare, Meerat: Jaiprakashnath and company
10. Srivastav, K.N (1954). Industrial Peace & Industrial Relations Allahabad: Kitab Mahal

Web Resources

1. <http://www.ignou.ac.in>
2. <https://www.aihr.com>
3. <https://www.hrmexam.com>
4. <https://www.shrm.org>
5. <https://www.whatishumanresource.com>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong**M – Medium****L - Low**

FIELD WORK - IV

COMMUNITY DEVELOPMENT (CSR Settings)

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CI A	External	Total
23PSWC 45	Field Work - IV	Core Course – XV	-	-	Y	-	6	8+1	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of CSR									
Learning Objectives											
LO 1	To develop an understanding of the nature and structure of the Organisation										
LO 2	To develop an understanding of the Strategic CSR Functions in all kinds of industries.										
LO 3	To gain practical understanding of the CSR functions in the industries										
LO 4	To acquire an insight into the process of policy formulation and implementation										
LO 5	To observe the application of the various methods of social work.										

Course Outcomes

CO1: To demonstrate an understanding of the nature, structure and role of organisations.

CO2: To analyse the CSR functions of different kind of organisations

CO3: To Identify the strategic CSR Functions of different kinds of industries.

CO4: To demonstrate knowledge, skills, attitude and values required for working in the CSR sector.

CO5: To undertake projects unique to the communities.

CO6: To evaluate the CSR regulation act applicable to the industries.

SYLLABUS

Unit – I

(9 Hours)

CSR: Concept, definition, scope, Evolution of CSR, CSR and social legitimacy, The evolving role of stakeholders, Moral and economic arguments for CSR.

Unit – II

(9 Hours)

CSR Policy and Governance, Stakeholder Engagement, Environmental Assessments, Theories & Models of CSR.

Unit – III

(9 Hours)

Community investment and evaluation, CSR and human resource management, Reporting and communications.

Unit – IV

(9 Hours)

Introducing a systems-based approach to developing CSR, Assessing the current state of a company's CSR activities, Linking CSR to brands and reputation, Stakeholder Engagement.

Unit – V

(9 Hours)

Implementing CSR Programmes, Monitoring and measuring the impact of CSR programs, Company Act: 2013.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

FIELD WORK - IV

HUMAN RESOURCE MANAGEMENT (Service Sectors)

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWC45	Field Work - IV	Core Course - XV	-	-	Y	-	6	8+1	50	50	100
Year		II									
Semester		IV									
Prerequisites		Basic Understanding of application of HRM									
Learning Objectives											
LO 1	To develop an understanding of the nature and structure of the Organisation										
LO 2	To develop an understanding of the Strategic HR functions in the Service Sector										
LO 3	To gain practical understanding of the business functions in the Service Organizations										
LO 4	To acquire an insight into the process of policy formulation and implementation										
LO 5	To observe the application of the various Labour Legislations										

Course Outcomes

CO1: To demonstrate an understanding of the nature, structure and role of organisations of the service sector

CO2: To analyse the business operations and functions of organisations of the service sector

CO3: To Identify the strategic Human Resource functions of the service sector

CO4: To demonstrate knowledge, skills, attitude and values required for working in service sector in the areas of personnel management, labour welfare, industrial relations

CO5: To undertake projects unique to the service sector

CO6: To evaluate the labour legislations applicable to service sector

SYLLABUS

Unit – I **(9 Hours)**

Understanding of the Organisation, its financial standing, Organisation structure, competitors and market share

Unit – II **(9 Hours)**

Understanding of Human Resource planning, job analysis, job description and Recruitment process; Establishing rapport with the personnel and understanding HRD functions

Unit – III **(9 Hours)**

Gain insights into HR policies related to Employee engagement, Employee relations, Grievance handling, talent management, Reward system, Compensation management, Performance Management etc.

Unit – IV **(9 Hours)**

Conducting research project, assignments pertinent to service sector; Undertake analysis/ projects relevant to the Organisation

Unit – V **(9 Hours)**

Legislations applicable to the Organization

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

RESEARCH PROJECT WORK WITH VIVA - VOCE

Course Code	Course Name	Category	L	T	P	S	Credits	Inst Hrs	Marks		
									CI A	External	Total
23PSWC4 6	Research Project Work	Core Course - XVI	Y	-	-	-	5	7	50	50	100
Year		II									
Semester		IV									
Prerequisites		Enhance the abilities to prepare project report.									
Learning Objectives											
LO 1	To develop Research Attitude and Aptitude in basic research process										
LO 2	To develop an ability to see the linkages between practice, research, theory and their roles.										
LO 3	To develop Research Attitude and Aptitude in basic research process										
LO 4	To develop ability to conceptualize, formulate and conduct research projects										
LO 5	To understand the research process, meaning, scope, and importance of social work research										
LO 6	To develop skills for use of statistics, library (inclusive of ICT) and documentation services for research										

Course Outcomes

- CO1: To students will be able to conceptualize, formulate and conduct research project.
- CO2: To enable to see the linkages between practice, research, theory and their roles
- CO3: To apply skills for use of library and documentation services for research.
- CO4: To acquire analytical skills within the field of Social Work research
- CO5: To understand the application of Statistics in Social Work Research
- CO6: To enhance abilities to prepare project report.

SYLLABUS

Unit – I

Aspects that need to be considered in designing and conducting a research study:

Selection and formulation of a Research problem

Identifying and defining concepts, variables Formulation of hypothesis and testing hypothesis Preparation of a study proposal Understanding Research Design patterns

Scope and Coverage; Population/Universe of a study. Need for studying a cross section of the Universe (Sample) Study of the Available, Sampling patterns (Probability/Non-Probability, Deciding the sample size and assessing error, Problems and advantages of sample studies.

Unit – II

Planning and Implementation of data collection

Identification of data need, Use of secondary data

Primary data collection schemes and choice of a scheme

Preparation of a tool of data collection, and Problems in data collection

Data processing methods

Steps involved in data processing Preparing a data processing scheme, Taking decision on how the data are to be organized and presented, Analysis of data and use of Statistics in data analysis, Use of technological tool in data processing and analysis.

Application of Logical Reasoning and Statistics

Use of logical reasoning, Application of Statistical modules

Study of available statistical programme and their application on research data, Understanding the uses and misuse of statistical procedures Study Designs (A student can carry out research by using one of the following methods or combination of methods: Case study, Survey and Experimental study)

Unit – III

Format of the Research Report

Each research shall consist of the following sections.

Section I Preliminaries

Section II Body of the Report

Section III Annexures

Section I Preliminaries: It is a formal general section and shall have following details

1. Title page
2. A Face sheet having details regarding the title of the study, name of the researcher, name of the guide, Head of the department, institution through which the study has been undertaken university and year of the work
3. Forward/ Acknowledgement
4. Table of contents with page Nos
5. List of tables charts and graphs
6. Certification from the guide

Section II Body of the Report: It is a formal technical section which shall consist of following chapters.

1. Introduction
2. Review of Literature
3. Methodology
4. Data presentation and Analyses
5. Major Findings and conclusion

However, the number of Chapters appearing in the body of report can be more, if the student decides to increase chapters. The aim of each chapter shall be considered while preparing the chapter

Section III Annexure: This section shall consist of all such additional information that are not disclosed in the body of the report

- a) A copy of the tool/tools of data collection.
- b) Additional statistical tables
- c) Bibliography
- d) Photographs etc.

Unit – IV

Chapter 1 - Introduction: The purpose of this chapter is to introduce the problem/topic of research. Here the student has to discuss the problem under analysis in relation to its importance and highlight need for undertaking the study. The concepts, variables, hypothesis used in the study have to be explained in this Chapter.

Chapter 2 - Review of Literature: The purpose of this chapter is to gather information review literature and studies conducted earlier on the same topic based on which one can draw out the relevance of the present study.

Chapter 3 - Methodology: In this chapter the student has to outline as clearly as possible the, procedure used by him/her in the project undertaking.

1. The objectives of the research should be clearly stated following which the other issues are to be discussed
2. Coverage i.e. Population and Sample.
3. Data collection: Time duration; methods and tools used, difficulties faced in data collection.
4. Scheme involved in data processing and mode of data presentation. (Editing, classification, coding tabulation, graphs). If processed by the computers, a brief discussion on the scheme has to be explained
5. Report Design: A brief discussion on the arrangement or chapterisation of the report could be included here.

Unit – V

Chapter 4 - Data Presentation and Analysis: This chapter shall present the findings of research. Appropriate mode of data presentation such as charts, graphs and diagrams and descriptive analysis/ interpretations of data are undertaken here.

Chapter 5 - Major Findings and Conclusion: This chapter shall present in a summarized form, the major findings as well as the conclusions arrived at, along with recommendations and suggestions if any for further research and intervention in the area of the study.

Text Books

1. Thomas William, A, (2021) Research Methods – Quantitative, Qualitative and Mixed, Authors Press, New Delhi (ISBN: 978-93-90459-89-6)
2. Ahuja, Ram (2001), Research Methods, Rawat publications, Jaipur
3. Alston, M Bocoles, W (Indian Edition 2003), Research for Social Workers- An Introduction to Methods, Rawat Jaipur.
4. Chauthary, C, M (1991), Research Methodology, Jaipur, RBSA Publishers
5. Costello, Patrick (2005), Action Research, London Continuum

6. Gillham, Bill (2000), Case Study Research Methods, London, Continuum
7. Kothari, C, R (2004), Research Methodology: Methods and Techniques, New Delhi, New age International
8. Krishnaswamy, O.R (1993), Methodology for Research in Social Science, Himalaya, Bombay

Books for References

1. Baker, Therese, I (1994) Doing Social Research, McGraw Hill, Singapore
2. Laldas, D, K (2000) Practice of Social Research, Rawat, Jaipur.
3. Mikkelsen, Britha (2005), Methods for Development Work and Research – A new Guide for
4. Practioners, Sage Publications, New Delhi.
5. Singh, Jaspal (2001), Methodology and Techniques of Social Research, New Delhi, Kanishka.

Web Resources

1. https://onlinecourses.nptel.ac.in/noc20_ge01/preview
2. https://onlinecourses.nptel.ac.in/noc20_hs78/preview
3. <https://academic.microsoft.com/>
4. <https://www.refseek.com/>
5. <https://core.ac.uk/>
6. <https://www.base-search.net/>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

BLOCK FIELD WORK TRAINING

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWI41	Block Field Work Training	Block Field Work	-	-	Y	-	2	-			100
Year		II									
Semester		IV									
Prerequisites		Basic understanding to apply suitable Social Work Methods in the respective Field									
Learning Objectives											
LO 1	To develop enhanced practice skills and integrate learning.										
LO 2	To practice and greater understanding of reality situations through involvement in day to daywork.										
LO 3	To extend appreciation of other's efforts and develop sensitivity to gaps in the programme.										
LO 4	To enhance awareness of self in the role of professional social worker in the respective field.										
LO 5	To utilize the professional knowledge and skills in the respective field.										

Course Outcomes

CO1: To explain the competencies required for practicing social work methods

CO2: To evaluate challenges faced by clients and formulate social work intervention strategies based on specialization settings

CO3: To demonstrate professional skills during on-the-job training

CO4: To develop professional competence by adhering to professional standards

CO5: To take initiative in the Block Field for the development of the Institution / Organization.

CO 6: To prepare a module and report for the Block Field Work.

SYLLABUS

Phase – I, Identification of Organization

- The objectives of Block placements are explained.
- The agency for the placement has to be finalized appropriately before the end of the IV semester.
- In consensus with the specialization course teachers the student will identify the right organization for one month Block placement

Phase – II, Approval for the Organization

- Approaching the organization and getting Confirmation for Block Placement with a formal Confirmation Letter from the Organization.
- Submission of Letter of induction to the respective guide.

Phase – III, Induction and Training

- Induction of trainees in the organization with a formal orientation by the organization.
- The trainee will work in the organization for 30 working days.
- The day today supervision will be done at the agency/organization.
- Submission of weekly reports (Learning & Observations) along with daily time sheets

Phase – IV, Termination

- Monitoring the performance of the student will be done at the organization
- Submission of letter of completion from the organization duly signed by the authorities will be submitted

Phase – V, Evaluation and Report Preparation

- After the Completion of training, the process of evaluation is executed based on the performance of the students through the submitted weekly Reports.
- After the completion of the block placement the student has to submit a consolidated report of the activities undertaken and the experiences gained during the training period.

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

STUDY TOUR

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWP41	Study Tour	Professional Competence Course - 2	-	-	Y	-	1	-			100
Year		II									
Semester		IV									
Prerequisites		Basic understanding about study tour									
Learning Objectives											
LO 1	To understand the structural knowledge of any business and its process										
LO 2	To assess the relevance of structure and functions of any organization / company										
LO 3	To develop necessary human resource competencies to collaborate with other departments specific to the industry.										
LO 4	To have hands on experiencing by visiting different organizations / companies										
LO 5	To utilize the professional knowledge and skills in the respective field.										

Course Outcomes

CO1: To understand the key functions of different organizations.

CO2: To develop skills required to be professional social worker.

CO3: To demonstrate professional skills during on-the-job training.

CO4: To develop professional competence by adhering to professional standards.

CO5: To take initiatives to plan out tour, execute and evaluate activities.

CO 6: To prepare and develop the documenting skills.

SYLLABUS

Phase – I: Pre-Tour and Form Committees

- Identify & Form Committees
- Describe Committee Roles & Member's Responsibilities
- Engage in Committee Tasks
- Involve in Pre-Tour Planning

Phase – II: Pilot Visits & Finalization of industrial Sites

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

Phase – III: Finalization of Study tour Planning & Schedule

- Engage in analytical evaluation and finalization of study tour
- Draft the tour Schedule
- Demonstrate Leadership Initiatives

Phase – IV: On-Tour

- Accomplishment of Course Objectives
- Hands-on Exposure
- Engage in different activities
- Involve in Community Visits-Interaction with People
- Be part of Various Teams to execute
- Tour related tasks
- Participate in evolving need-based programmes using theatre skills & indigenous folk arts to address concerns observed in the community
- Appreciate the need for Group Living
- Practice the art of accommodative reciprocal symbiosis
- Contextual Self-Reflection Self-Analysis
- & Sharing of consolidated and cumulative understanding of the process and outcome
- Develop for Professional Development

Phase – V: Post Tour

- Reflective Evaluation
- Individual Analytical Report
- Group Presentation
- Consolidated Batch Report

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low

Value Added Course (For I PG)

GREEN SOCIAL WORK

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWVA1	Green Social Work	Value Added Course - 1	Y	-	-	-	3	30			100
Year		I									
Semester											
Prerequisites		Basic Understanding of Role of Social Worker in Environment									
Learning Objectives											
1	To understand the concepts of Green Social Work, Ecology, Environment, and Energy resources.										
2	To analyse the impact of Globalisation, Industrialization, and Urbanization										
3	To enhance the knowledge on various issues on the environment										
4	To enable the professional social workers to understand the roles and responsibilities to protect the Environment.										
5	To gain knowledge about Environment and Management.										

Course Outcomes

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

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

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

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

CO4: To analyze the Environmental management systems and justice.

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

CO6: To deal with environmental issues and apply suitable interventions

SYLLABUS

Unit – I **(6 Hours)**

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

Unit – II **(6 Hours)**

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

Unit – III **(6 Hours)**

Environmental Issues and Control measures: Environmental Pollution: Causes, effects and control of pollutions: – Air, Water, Soil, Noise, Radioactive. Waste Management; Pollution - Air, Water, Soil, Noise and Solid waste Management.

Use of Non-conventional sources of Energy. The Environment Protection Act 1986 - Air Pollution Act 1987 – Water Pollution Act 1974, Wildlife Protection Act, Forest Conservation Act. National Environment policies, National green tribunal, Environment Issues in India.

Unit – IV **(6 Hours)**

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

Unit – V **(6 Hours)**

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

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

Text Books

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

Books for References

1. Alka Verma (2015) Green Social Work Environmental Protection, Pentagon Press.
2. Andromeda. 1995. New Science encyclopedia: Ecology and environment. Oxford Publishers. London
3. Aravind Kumar. 2008. Environmental Resource Management. Daya Publishers. New Delhi:
4. Aray and Abbasi 1995. Urbanisation and its Environmental Impacts. New Delhi: Discovery
5. Asthana. D.K. 2001. Environmental Problems and solutions. S. Chand publishers. New Delhi.
6. Barrow CJ (2006) Environmental Management for Sustainable Development, Routledge Taylor & Francis Group
7. Dash Sharma P. 1998. Environment Health and development. Anmol Publishers. New Delhi.
8. Dominelli L(2012) Green Social Work: From Environmental Crises to Environmental Justice, Polity Press
9. GuhaRamchandra, 1991 The Unquietwoods, Ecological Change and Peasant Resistance in the Himalayas, New Delhi: Oxford University Press
10. Luoma Samuel N. 1984. Introduction to environmental Issues. Macmillan Publishers. Calcutta.
11. Maharajan V.S. 1986. Environment protection: challenges and Issues. Deep and Deep Publishers. New Delhi
12. Mohan I. 2002. Environmental Problems in 21stCentury. Anmol Publishers. New Delhi
13. Mohanty. S.K. 1997. Environment and pollution Law Manual. Universal Publishers. New Delhi.
14. Ravichand. M. 2007. Environmental Management. Concept Publishers. New Delhi.

Web Resources

1. <https://www.india.gov.in/official-website-ministry-environment-and-forests-0>
2. <https://moef.gov.in/en/rules-and-regulations/environment-protection/>
3. <http://www.indiaenvironmentportal.org.in/>
4. <http://www.envis.nic.in/>
5. <https://cpcb.nic.in/>
6. <https://www.aasw.asn.au/victoria/green-social-work-network>

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L – Low

Extra Credit Course (For II PG)

MENTAL HEALTH

Course Code	Course Name	Category	L	T	P	S	Credits	Inst. Hrs	Marks		
									CIA	External	Total
23PSWEC1	Mental Health	Extra Credit Course - 1	Y	-	-	-	3	30			100
Year		II									
Semester											
Prerequisites		Basic Understanding of Mental illness and Assessment									
Learning Objectives											
1	To acquire in-depth knowledge on Mental Health and Mental illness.										
2	To understand the attitudes and belief pertaining to mental illness										
3	To impart skills on psychiatric assessment										
4	To acquire knowledge of the phenomenology, symptomatology, and treatment of Common Mental Disorders.										
5	To acquire knowledge in legislation related to mental health.										

Course Outcomes

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

CO1: To understand the concept of Mental Health

CO2: To evaluate the client using psychiatric assessment tools

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

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

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

CO6: To effectively identify Mental Disorders

SYLLABUS

Unit – I, Mental Health: An Introduction (5 Hours)

Concept of Mental Health: Characteristics of Mentally Healthy individual; Changing trends in mental health. Psychiatry: Definition, Historical Development and Growth of Psychiatry. Signs and Symptoms of Disorders: Perception, Thought, Speech, Memory, Emotion and Motor Disorders.

Unit – II, Psychiatric Assessment & Treatment Modalities of Neurosis (5 Hours)

Psychiatric Interview, Case History taking; Mental Status Examination; Classification in Psychiatry (ICD10, DSM V) Etiology, Clinical manifestation and Treatment modalities of Neurosis: Anxiety, Phobia, OCD, Depression, Post-Traumatic Stress Disorders and Panic Disorders.

Unit – III, Treatment Modalities of Psychosis (5 Hours)

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis: Organic Psychosis, Functional Psychosis and Personality Disorders.

Unit – IV, Treatment Modalities of other Psychiatric illnesses (5 Hours)

Prevalence, Etiology, Clinical manifestation and Treatment Modalities of Psycho-somatic Disorders; Alcoholism and Substance Abuse and Psycho-Sexual Disorders.

Unit – V, Prevalence and Treatment Modalities of Childhood Disorders (5 Hours)

Prevalence, Etiology, Clinical manifestation and Treatment modalities of Childhood Disorders: ADHD, Autism, Learning Disabilities, Mental Retardation, Epilepsy, Adolescent Mental Health issues. Trans-cultural Psychiatry, Cultural bound Syndromes and Adolescent Mental Health.

Unit – VI

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

Text Books

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

Books for References

1. American Psychiatric Association (1994). *Diagnostic Criterion from DSM-IV*. Washington DC: American Psychiatric Association
2. Bhugra, Gopinath. & Vikram Patel., (2005). *Handbook of Psychiatry- A South Asian Perspective*. Mumbai: Byword Viva Publishers Pvt. Ltd.
3. Diagnostic Criteria for Research, AITBS Publishers and Distributors, Delhi
4. Kapur, M., (1995). *Mental Health of Indian Children*. New Delhi: Sage Publications.
5. Mane, & Gandevia., (1998). *Mental Health in India: Issues and Concerns*. Mumbai: Tata Institute of Social Sciences.
6. Mangal S.K(2015), Abnormal Psychology, Sterling Publishers (p) Ltd, New Delhi.
7. The ICD-10 Classification of Mental and Behavioural disorders (2004), A.I.T.B.S. Publishers & Distributors, New Delhi.

Web Resources

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

MAPPING WITH PROGRAMME SPECIFIC OUTCOME

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

S – Strong

M – Medium

L - Low