HINDUSTHAN COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
COIMBATORE - 641 028
M.S.W (MASTER OF SOCIAL WORK)
SCHEME OF EXAMINATION – CBCS PATTERN
(For the students admitted from the Academic year 2016- 2017 and onwards)

CODE NO	SUBJECT	LECTURE HOURS PER WEEK	EXAM DURATION HOURS	MAXIMUM MARKS			CREDIT POINTS
				IE	EE	TOTAL	
First Semester							
16SWP01	Introduction to Social Work	4	3	25	75	100	4
16SWP02	Sociology for Social Work Practice	4	3	25	75	100	4
16SWP03	Psychology for Social Work Practice	4	3	25	75	100	4
16SWP04	Social Case Work	4	3	25	75	100	4
16SWP05	Social Work Perspectives for Persons with Disabilities	4	3	25	75	100	2
16SWP06	Field Work Practicum –I (Observation visit)	16 (10 + 6)	-	40	60	100	4
Second Semester							
16SWP07	Social Group Work	3	3	25	75	100	3
16SWP08	Community Organisation	4	3	25	75	100	4
16SWP09	Social Work Research and Statistics	4	3	25	75	100	4
16SWP10	**Elective -I**	4	3	25	75	100	4
16SWP11	Human Rights	3	3	25	75	100	2
16GSP01	**Skilled Based - Cyber Security**	2	-	100	-	100	2
16SWP12	Field Work Practicum –II (Including Rural Camp)	16 (10 + 6)	-	40	60	100	4
Third Semester							
16SWP13	Social Welfare Administration and Social Legislations	4	3	25	75	100	4
16SWP14	**Elective –II**	4	3	25	75	100	4
16SWP15	**Elective –III**	4	3	25	75	100	4
16SWP16	Corporate Social Responsibility	4	3	25	75	100	2
16SWP17	Disaster Management	4	3	25	75	100	2
16SWP18	Field Work Practicum –III	16 (10 + 6)	-	40	60	100	4
16SWP19	Institutional Training	-	-	100	-	100	2

Fourth Semester							
16SWP20	**Elective –IV**	5	3	25	75	100	5
16SWP21	**Elective –V**	5	3	25	75	100	5
16SWP22	Counselling and Guidance	5	3	25	75	100	3
16SWP23	Field Work Practicum –IV	16 (10 + 6)	-	40	60	100	4
16SWP24	Block Placement	-	-	100	-	100	2
16SWP25	Project work	1	-	50	150	200	4
							90

Two full days per week of 7 hours/day duration which accounts for 14hours/week; besides 2 hours/ week shall be allotted for individual conference to guide the students.

There are three broad fields of Specializations that are offered to the students of M.S.W, viz Human Resource Management, Medical and Psychiatry and Community Development from II, III and IV semesters. The students have to choose only one specialization field out of three specializations in the II and the same specialization in the III & IV semesters. Each specialization has one elective paper in the II semester and two elective papers in the III and IV semesters.

Broad Field of Specialization and Elective Papers

S.No	Specialization Field	Elective for II Semester	Elective for III Semester		Elective for IV Semester	
		Elective –I	Elective –II	Elective -III	Elective -IV	Elective -V
1	**Human Resource Management**	Labour Welfare (16SWP10A)	Labour Legislations (16SWP14A)	Industrial Relations (16SWP15A)	Human Resource Management (16SWP20A)	Organizational Behaviour (16SWP21A)
2	**Medical and Psychiatry**	Medical Social Work (16SWP10B)	Mental Health (16SWP14B)	Community Health (16SWP15B)	Hospital Administration (16SWP20B)	Psychiatric Social Work Practice (16SWP21B)
3	**Community Development**	Rural and Urban Social Structure (16SWP10C)	Rural Community Development (16SWP14C)	Welfare of the Weaker Sections (16SWP15C)	Urban Community Development (16SWP20C)	Management of Non-profit Organizations (16SWP21C)

REGULATIONS

1. Breakup Marks for IE (Theory papers)

One Test   - 5 Marks
Model Exam - 10 Marks

Assignments - 5 Marks

Seminar   - 5 Marks

Total   - 25 Marks

Question Paper Pattern for IE test I

(for 50 Marks) (2 hours)

Section-A (18 Marks)   3 x 6=18 Marks

Answer **ALL** Questions

Either or Type

ALL questions carry EQUAL Marks

Section-B (32 Marks)   2 x 16=32 Marks

Answer any **TWO** Questions out of three questions.

ALL questions carry EQUAL Marks

Total   50 Marks

Question Paper Pattern for IE Model Exam
(for 75 Marks) (3 hours)
Section-A (30 Marks)   5 x 6=30 Marks
Answer **ALL** Questions

One Question from each unit with **Either or Type**

ALL questions carry EQUAL Marks

Section-B (45 Marks)   3 x 15=45 Marks

Answer any **THREE** Questions out of five questions.

ALL questions carry EQUAL Marks

Total   75 Marks
                                               ----

2 a) Components for Field Work I.E

Components	Marks
Attendance	20
Review	20
Total	**40**

2 b) Components for Field Work E.E

Components	Marks
Report	40
Viva – Voce	20
Total	**60**

3. Institutional/ Industrial Training, Mini and Major Project Work

Institutional / Industrial Training		Mini Project	Project Work		
Components	Marks		Components		Marks
I.E Work Diary Report Viva –voce Examination	25 50 25	- 50 50	*I. E* a) Attendance Marks 20 b) Review Marks 30		50
Total	**100**	**100**			
			E.E[1] a) Final Report Marks 120 b) Viva-voce Marks 30		150
				Total	**200**

[1]Evaluation of report and conduct of viva voce will be done jointly by Internal and External Examiners

3a) Block Placement I E Marks: 100

Report   :   40 marks
Viva-voce   :   60 marks
             _____
             100 marks
             _____

4. Components for Cyber Security Paper

Components	Marks
Two Tests (2 x 40)	80
Two assignments (2 x 10)	20
Total	**100**

The question paper pattern is as follows:

a) Test I – 2 hours [4 out of 7 essay type questions]   4 x 10 = 40Marks
b) Test II – 2 hours [4 out of 7 essay type questions]   4 x 10 = 40 Marks

                                                              ----
                                                              Total =   80 Marks
                                                              ----

- The passing minimum for Cyber Security is 50
- In case the candidate fails to secure 50 marks which is the passing minimum, he/she may have to reappear for the same in the subsequent semesters.

5. Question Paper Pattern for EE Theory
(for 75 Marks) (3 hours)
Section-A (30 Marks)   5 x 6=30 Marks
Answer **ALL** Questions
One Question from each unit with **Either or Type**
ALL questions carry EQUAL Marks

Section-B (45 Marks)   3 x15=45 Marks
Answer any **THREE** Questions out of five questions.

ALL questions carry EQUAL Marks

                                                              Total   75 Marks
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Code No	Subject	Semester No
16SWP01	INTRODUCTION TO SOCIAL WORK	I
Objective:	To develop understanding about basic concepts, functions and methods of Social Work.	

Unit No	Topics	Hours
Unit I	**Social Work** Definition, Objectives, Scope and Principles of Social Work – Historical development of Social Work in USA, UK and in India. Concepts related to Social Work: Social Welfare, Social Service, Social Reform, Social Defence, Social Security, Social Justice and Social Assistance.	9
Unit II	**Methods of Social Work** Methods of Social Work- Concepts, Objectives and Principles. Approaches in Social Work. Models of Social work -Relief model, Welfare model, Clinical model, Systems model, Radical model and Developmental model.	9
Unit III	**Social Work Profession** Social Work as a Profession – Philosophy, values and code of ethics - professional social work – Knowledge and Skills base of social work – Trends in the social work profession. Function of professional associations: IFSW, ASSWI, ISPSW and NAPSWI.	10
Unit IV	**Fields of Social Work** Family and Child Welfare, Correctional Social Work, Industrial Social Work, Medical and Psychiatric Social Work, Youth welfare, Community Development (Rural and Urban), School Social Work, Social Work intervention with Refugees and Elders.	10
Unit V	**Emerging Areas of Social Work** Environmental Protection, Disaster Management, Child Rights, Transgender, Gender Equality, HIV/AIDS, Gerentological Social Work and Human Rights.	10

Text Book: *Sanjay Bhattacharya B.K. "Social Work an Integrated Approach", Deep & Deep, New Delhi (2004).*
Reference Books

1. *Desai, Murali. "Ideologies and social work (Historical and Contemporary Analysis)" Rawat Publications, Jaipur. (2002).*
2. *Hepworth, Dean H. "Direct social work practice-Theory and skills (8th edition". Brooks/Cole Publishers, New York. (2010).*
3. *Nitin Batra. "Dynamic of Social Work in India", Raj publishing House, Jaipur. (2004).*
4. *Rameshwari Devi and Ravi Prakash. "Social Work Methods, Practices & Perspectives", Mangal Deep, Jaipur. (2004).*
5. *Yagna J. Stephen and Johnson C. Louise. "Social work practice - A generalist Approach" Pearson Education, New Delhi. (2007).*

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Code No	Subject	Semester No
16SWP02	SOCIOLOGY FOR SOCIAL WORK PRACTICE	I
Objective:	To facilitate the students to learn the various aspects of Society, Socialization, and Social Stratification in India.	

Unit No	Topics	Hours
Unit I	**Introduction to Sociology** Sociology-Definition, Nature and Scope. Sociology as a social science, Linkage between Sociology and Social Work. Concept of Society - Basic elements – Group and Community. Complexity of Indian Society: Demographic Characteristics of Indian Society.	9
Unit II	**Socialization and Social Process** Socialization - Concept, Importance, Functions and Stages. Agencies of Socialization. Culture- Concept- Characteristics, Influence on Individuals, Cultural conflict, Impact of Cultural change, Cultural Lag and Cultural Shock. Social Processes-Co-operation, Competition, Conflict, Accommodation and Assimilation.	9
Unit III	**Indian Family System** Marriage – Concept, Characteristics, Functions, Ceremonies and Types. Contemporary changes in marriage. Family - Concept, Forms, Functions. Contemporary changes in Indian Family System and its impact on Society and Individual.	10
Unit IV	**Social Stratification** Social Stratification – Origin, Definition, Characteristics and functions. Caste and Class- Meaning and Characteristics. Traditional Varna system, Social Mobility – Concept and types of social mobility, Theories on the origin and development.	10
Unit V	**Social Change and Control** Social Change - Concept, Definition, Types, Causes, Sources, Need, Characteristics and Theories of social change in India. Social Control – Meaning, definition, Nature, Purpose, Agencies, Types -Formal and Informal means and Social sanctions.	10

Text book: Shankar Rao C. N. "Sociology principles of Sociology with an introduction to social thought" , S. Chand & company, New Delhi, (2015).

Reference books:
1. *Horton P.S and Hunt C. L. " Sociology", Tata McGraw Hill, New Delhi, (2005).*
2. *Kuppusamy. B. "Social Change in India", Konark Publishers, New Delhi, (2010).*
3. *Murthy. C.S.V. "Indian Society", Himalaya Publishing House, New Delhi, (2006).*
4. *Shankar Rao C.N. "Sociology of Indian Society", S. Chand & company, New Delhi, (2014).*
5. *Subramanya. G. "Social Problems", Sapna Book House, Bangalore, (2012).*

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Code No	Subject	Semester No
16SWP03	PSYCHOLOGY FOR SOCIAL WORK PRACTICE	I
Objective:	To learn about human growth and behavioral processes, personality and theoretical approaches.	

Unit No	Topics	Hours
Unit I	**Psychology** Psychology - Definition, Nature and Scope. History and Development of Psychology. Schools of Psychology- Structuralism, Functionalism and Behaviorism. Branches of Psychology, Relevance of Psychology for Social Work Profession.	9
Unit II	**Human Growth & Development** Nature & Nurture: Physical, Emotional, Cognitive and Social aspects of development from Prenatal (Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood, Middle Age) to Old Age.	9
Unit III	**Personality Development** Personality: Concepts - Factors Influencing Personality Development - Heredity and Environment. Theories and Measurement of Personality. Intelligence – Nature, Approaches - Psychometric approach, Information Processing Approach, Neuroscience Approach - Measurements of Intelligence. Emotions - Concept, Theories of Emotion.	10
Unit IV	**Learning , Motivation & Perception** Learning: Concept, Principles and Theories. Attention, Remembering Recall, Retention and Forgetting. Motivation: - Classification, Theories of Motives. Perception: Concept, Process and Factors affecting the accuracy of perception.	10
Unit V	**Concept of Abnormality** Stress: Meaning, Causes and Effects - Types of Stressors. Defense Mechanism. Conflicts – Types of conflicts. Concept of Abnormality- Symptoms, Causes and Treatment of Major and Minor Mental Illnesses. Role of Social Workers in Promoting Community Mental Health.	10

Text Book: *Mangal.S. K. "General Psychology", Sterling Publishers Pvt. Ltd, New Delhi, (2013).*

Reference:

1. *Crawford, Karen and Janet Walker. "Social Work and Human Development", Learning Matters Pvt Ltd. (3rd Edition). UK (2010).*
2. *Feldman Robert. S. "Introduction to Psychology", Tata Mc Graw Hill, New Delhi, (2006).*
3. *Hurlock Elizabeth .B. "Developmental Psychology", Mc Graw Hill, New Delhi, (2002).*
4. *Paula Nicolson, Rowan Bayne and Jenny Owen). "Applied Psychology for Social Workers", Palgrave Macmillan Ltd, UK, (2006).*
5. *Shalini Pathak. "Human Development", Sonali Publishers, NewDelhi, (2007).*

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Code No	Subject	Semester No
16SWP04	SOCIAL CASE WORK	I
Objective:	To enhance understanding about the basic concepts, tools and techniques in working with individuals in problem solving.	
Unit No	Topics	Hours
Unit I	**Social Case Work** Social Case Work: - Meaning, Definition, Objectives, Nature, Scope, Importance and its Relationship with other methods of Social Work. Historical Development of Social Case Work in West and in India. Principles of Case Work, Components of Social Case Work (4P's). Client - Case worker relationship and the use of Professional self.	9
Unit II	**Social Case Work process** Initial contact, Case study, Diagnosis, Treatment, Termination and Follow-up. Tools and techniques in the study process: Interview, Observation, Home visits and Collateral contacts. Social Case Work recording: Need, Importance and Types of recording. Social Case Work intervention: Direct and Indirect and multidimensional intervention.	9
Unit III	**Approaches / Theories in Social Case Work** Approaches in Case Wok: Psycho-Social approach, Functional approach, Diagnostic approach, Problem-solving model, Crisis intervention, Family therapy and Counselling.	10
Unit IV	**Social Case Work in different settings** Family and child welfare, School, Industry, De-addiction Centers, Community, Medical and Psychiatric institutions, Correctional Settings, Care of aged, Case work in foster home. Role of Social Case worker as an enabler, facilitator and guide.	10
Unit V	**Problems and limitations of Social Case Work practice** Problems and limitations of Social Case Work practice in India. Impact of social, cultural factors on individual and families. Practice and Research in Social Case Work. Use of Single case evaluation and Ethnography as Research methods in Social Case Work.	10

Text book: *Grace Mathew. "An Introduction to Social Case Work", Tata Institute of Social Sciences, Mumbai, (2011).*

Reference Book

1. *Bhattacharya, S. "Social case work administration and development" Rawat Publications, New Delhi, (2009).*

2. *Perlman, H. H. "Social Case Work: A Problem Solving Process", Rawat Publications, New Delhi, (2011).*

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

4. *Segal, E. A. "Professional Social Work" Cengage Learning India Pvt. Ltd, New Delhi, (2010).*

5. *Upadhyay R.K. "Social Case Work", Rawat Publications, New Delhi, (2012).*

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Code No	Subject	Semester No
Objective:	SOCIAL WORK PERSPECTIVES FOR PERSONS WITH DISABILITIES	I
16SWP05	To enrich knowledge about forms, rehabilitative measures & role of the social workers in dealing with persons with disability	
Unit No	Topics	Hours
Unit I	**Disability** Definition, Causes, Types and Prevalence of various Disabilities. Disability and Gender. Societal attitudes towards Disability and Persons with Disability. Historical Perspective (Psychological and Sociological) in India and in abroad (UK, USA). Prevention and Management of Disability at Primary, Secondary and Tertiary Levels.	9
Unit II	**Empowerment of Persons with Disabilities** Schemes / Programmes, Assistance to Disabled Persons for Purchase / Fitting of Aids and Appliances (ADIP Scheme), Deendayal Disabled Rehabilitation (DDRS) Scheme, National Awards for Empowerment of Persons with Disabilities, Scheme of National Scholarships for Persons with Disabilities, Trust Fund for Empowerment of Persons with Disability.	9
Unit III	**Legislations related to Persons with Disability** Persons with Disability Act-1995, Rehabilitation Council of India Act - 1992, National Policy on Persons with Disabilities, Salient Features of UN Conventions and Declarations of Persons with Disabilities(Equality and Non-Discrimination, Women & Children with disability, Equal Recognition before Law, Education, Health, Rehabilitation, Work and Employment).	10
Unit IV	**Models** Models (Social, Medical, Institutional and Charity), Millennium Development Goals, Community Based Rehabilitation (CBR) Guidelines and Matrix, Information on Referral Services, Diagnostic Services, Production Services. Nationalized Institutions for The PWD (NIVH, NIPH, NIOH, NIMH), Right based Twin Track Approach.	10
Unit V	**Rehabilitation** Role of Team Management in Working with Disability: Process of Rehabilitation, Early identification, Treatment, Education, Vocational Rehabilitation, Role of Non Governmental Organization's and International Non-governmental Organization. Role of Social Workers with Disabled. Intervention Methods and Strategies at Individual, Family and Community Level.	10

Text Book: *Mani M.N.G. and Jaiganesh M.B. "Source Book on Disability for Social Workers", UDIS Forum, Coimbatore, (2010).*

Reference

1. *Albrecht G.L, Katherine D Seelman and Michael Bury. "Hand Book of disability" Sage, London. (2001).*
2. *Bacquer, A. and Sharma, A. "Disability: Challenges vs Responses", CAN Publications, Delhi. (2007).*
3. *Grant. "Learning disability: A lifecycle approach to valuing people", Open University Press, London. (2005).*
4. *Hegarty Seamus and Mithu Alur. "Education and Children with special needs", sage, London, (2002).*
5. *Moore. "Researching disability issues", Open University Press, London, (2005).*

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Code No	Subject	Semester No
16SWP06	**FIELD WORK PRACTICUM- I**	I
Objective:	To get acquainted with structure, functioning, staffing pattern and activities of various Social Welfare Organizations, Industrial Units and Hospitals.	**Hours 16 (10 + 6)**

The first year students will be accompanied by faculty members for the observation visits to various NGO's/Hospitals/Industries in and around Coimbatore to get exposure about various welfare agencies and their functioning. Field work training is mandatory as it is the integral part of social work education. Field work training enables the students to acquire professional skills, values, and ethics by integrating theory into practice.

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Code No	Subject	Semester No
16SWP07	SOCIAL GROUP WORK	II
Objective:	To facilitate the students to learn about the importance of Social Group Work Process and its application in Social Work Profession.	

Unit No	Topics	Hours
Unit I	**Social Group Work** Definition, Characteristics, Scope and Relevance of Group Work. Historical Development of Group Work - Basic assumption and Philosophy of Group work - Relation with other methods of Social Work. Psychological Needs in Group – Affiliation, Power, Inclusion and Interpersonal needs.	7
Unit II	**Knowledge base for group work** Psychoanalytic theory, Learning theory, Field theory, Social Exchange theory, System theory. Group dynamics - Definition, Functions, Basic assumptions, Group Membership, Group norms, Group cohesiveness, Group culture and Group Morale.	7
Unit III	**Social Group Work process, Planning and Supervision** Planning stage, Beginning stage, Middle stage, Ending stage - Principles of Social Group Work. Group process - Bond, Acceptance, Isolation, Rejection- Types of group, Subgroups, Conflict and Control. Group work Supervision: Concepts, Needs, Tasks, Types, Purpose, Functions and Techniques. Leadership Development and Team Building.	7
Unit IV	**Social Group Work recording and Group therapy** Purpose, Types and use of Social Group Work records. Principles and problems of group work recording. Group Therapy - Significance of Group Therapy. Programme planning in Social Group Work-Programme laboratory. Use of psychodrama and socio drama.	7
Unit V	**Group work in various setting** Correctional setting, Hospital setting, School setting, old age homes and in Community setting. Use of Sociometry- Skills of the Social Group Worker, Limitations of group work in different fields of Social Work and Group work models.	8

Text book: Siddiqui H.Y. *"Group work theories and practice"*, Rawat Publications, New Delhi (2008).

Reference books:
1. Anand Sirohi. *"Social Work- Welfare Plans and Projects for Social Groups"*, Wisdom Press, Delhi, (2012).
2. Charles D Garvin, Lorraine. *"Handbook of Social Work with Groups"* Rawat Publication, New Delhi, (2007).
3. Doel, M. and Sawda, C. *"The essentials of group work"*, Jessica Kingsley Publishers, London, (2003).
4. Julie Phillips. *"Group Work in Social Care: Planning and Setting up Groups"*, Jessica Kinglsely Publishers, London, (2001).
5. Ronald W Toseland, Robert F Rivas. *"An Introduction to Group Work Practice"* Paramount Publishing, Massachusetts, (2001).

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Code No	Subject	Semester No
16SWP08	COMMUNITY ORGANISATION	II
Objective:	To facilitate the students to learn about different dimensions of Community Organization and Social Action and its importance in Social Work.	
Unit No	Topics	Hours
Unit I	**Community Organization** Definition, Objectives, Scope, Philosophy, Goals and models of community organization. Historical Background of Community organization in UK and USA. Community Organization as a method of Social Work. Similarities and differences between Community Organization and Community Development.	9
Unit II	**Methods of Community Organization** Planning, Education, Communication, Community participation, Collective decision-making and Leadership development. Resource mobilization, Community action, Promotion, Co-ordination. Phases of Community Organization: Study, Analysis, Assessment, Discussion, Evaluation, Modification, and Continuation.	9
Unit III	**Skills of Community Organizer** Organizing conferences, Committee meetings, Training, Communication, Consultation, Negotiation, Conflict resolution, Networking and Use of relationship. Community organization as an approach to Community Development.	10
Unit IV	**Application of Community Organization in different fields** Health, Correctional, Educational, Rural and Urban and Industrial Field. Community Organization during Disaster (fire, famine, flood, tsunami, earthquake and war). Community Welfare Councils and Community Chest.	10
Unit V	**Social Action** Social Action - Definition, Objectives, Principles, Methods and Strategies. Social Action and Social Movement. Social Action for Social Development. Scope of Social Action in India. Enforcement of Social Legislation through Social Action.	10

Text book: *Christopher A. J. and Thomas William A. "Community organization and Social action, Concept, Principle and Methods" Himalaya publishing house, Bombay, (2009).*

Reference books:
1. Cox M. Fred et. al. "Strategies of community organization", 4th Edition, Peacock Publishers, New Delhi, (2005).

2. Gupta S. K. "Management and Organization in Social Work", Centrum press, New Delhi, (2013).

3. Johri, Pradeep Kumar. "Social Work and Community Development", Anmol Publications Pvt. Ltd, New Delhi, (2005).

4. Kumar and Somesh. "Methods for community participation", Vistar Publications, New Delhi, (2008).

5. Kumaran, and Hyma Wood. "Community action planning", T. R. Publications, Chennai, (2004).

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Code No	Subject	Semester No
16SWP09	**SOCIAL WORK RESEARCH AND STATISTICS**	**II**
Objective:	To facilitate the students to learn the essential concepts of Social Work Research, its application and statistics.	

Unit No	Topics	Hours
Unit I	**Research** Social Work Research- concept, definitions, objectives, functions, Purpose, Characteristics, Scope and limitations. Social Work Research and Social Research. Social Work Research in India. – Scientific methods in Social Work Research. Elements of Research- Concept, Variable, Facts and Theory, Hypothesis.	9
Unit II	**Research design** Methods and Types of Social Research- Pure and Applied – Qualitative and Quantitative- Survey and Case study- Participatory research and Evaluation research- Types of Research Design- Exploratory, Descriptive, Diagnostic and Experimental research designs.	9
Unit III	**Sampling** Purpose of sampling – Concepts related to sampling – Population, Universe, Sampling frame and Sampling unit – Meaning and types of Probability and Non-probability sampling – Techniques and Procedures in sample selection – Methods and Tools of Data Collection – Interview, Questionnaire, Observation.	10
Unit IV	**Data Processing & Report Writing** Data processing, Coding and Tabulation, Scale- Content analysis- Hypothesis testing- Analysis and Interpretation, Contents of Research report, Reference and Bibliography.	10
Unit V	**Statistics** Definition, Importance, Functions and Limitations - Measures of Central Tendency: Mean, Median, Mode - Measures of Dispersion: Range, Quartile and Standard deviations - Correlations: Meaning - Rank Order Correlation - Chi-square: uses and applications, ANOVA and t- test. Statistical Package for Social Sciences (SPSS). Use of computer for data analysis.	10

Text book: *Kothari, C.R. "Research Methodology Methods and Techniques", New Age International publishers, New Delhi, (2014).*

Reference books:

1. *Dipak kumar Bhattacharyy., "Research Methodology", published by Anurag Jain for books, New Delhi, (2010).*
2. *Kumar. "Methods and Techniques of Social Research", published by Lakshmi Narain Agarwal, agra, (2013).*
3. *Krishnaswami. O. R. "Methodology of Research in Social Science", Himalaya publishing house, Bombay, (2014).*
4. *Ram Ahuja. "Research Methods", Rawat publications, New Delhi, (2013).*
5. *Santhakumaran. A . "Research Methodology", Anuradha publications, Kumbakonam, (2008).*

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Code No	Subject	Semester No
16SWP10A	**LABOUR WELFARE**	II
Objective:	To enable the students to learn about the welfare measures pertaining to employees in organizations.	
Unit No	**Topics**	**Hours**
I	**Indian Labour** Concept of Labour - Characteristics of Indian Labour- Labour in unorganized sector - Recommendations of National Commission on Labour on various issues. Absenteeism – Causes of absenteeism, Cost of absenteeism. Labour Turnover – Cost of Labour Turnover – Methods and Measures to control Labour Turnover. Factors influencing productivity. Impact of Liberalization, Privatization and Globalization on Labour Welfare.	9
II	**Labour Welfare Measures** Concept and Scope of Labour Welfare – Principles of Labour Welfare - Theories of Labour Welfare. Agencies for Labour Welfare in India. Labour Welfare Schemes –Statutory and Non-Statutory Welfare. The Tamil Nadu Labour Welfare Fund Act 1972. Labour Welfare Officer –- Duties and Functions of LWO – Employee Counselling.	9
III	**Workers Education and Industrial Housing** Workers Education - Central Board for Workers Education - Objectives – Structure – Schemes- International projects – Programmes - Concept of Industrial Housing – Importance – Housing conditions in the industrial cities in India – Problems of Housing –Different housing schemes – Role of HUDCO – Tamil Nadu Housing Board	10
IV	**Industrial Health** Concept and Importance of Industrial Health - Safety, Health Hazards (Physical, Biological and Psychological) - Occupational Health & Safety Management System – Occupational Hazards and Occupational Diseases. Environment Management System- Industrial Pollution and Issues.	10
V	**Labour Welfare at various Level** Role of International Labour Organization (ILO) for Labour Welfare – Mission and Objectives – Functional areas of ILO- - Impact of Labour Legislations on Labour Welfare - Implementations and Recommendations of ILO in India.	10

Text Book: *Padhi P. K. "Labour and Industrial Law", Prentice Hall of India, New Delhi, (2007).*

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1. *Mishra, S.N. "Labour and Industrial Laws", Central law Publications, Allahabad, (2007).*
2. *Sarma A.M. "Aspects of Labour Welfare and Social Security", Himalaya Publications, Mumbai, (2005).*
3. *Punekar S.D, Deodhar S.B., Saraswathi Sankara. "Labour Welfare, Trade Unionism and Industrial Relations Hardcover", Himalayan Publishing House, Mumbai, (2012).*
4. *Sarma A.M. "Aspects of Labour Welfare and Social Security", Himalayan Publishing House, Mumbai, (2015).*
5. *Sivarethinamohan, R. "Industrial Relations and Labour Welfare: Text and Cases", Phi Learning Pvt. Ltd, New Delhi, (2012).*

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Code No	Subject	Semester No
16SWP10B	MEDICAL SOCIAL WORK	II
Objective:	To facilitate the students to learn about the importance of Medical Social Work and its application in Social Work Profession.	

Unit No	Topics	Hours
Unit I	**Concept of Health** Physical, Social, Mental and Spiritual dimensions of health - Positive health - Determinants of health - Health and development - Indicators of health- Medical Social Work: Meaning, Definition and Scope. Historical Development of Medical Social Work in the West and in India. Problems encountered by Medical Social worker in the field.	9
Unit II	**Organization and Administration** Organization and Administration of Medical Social Work department in Hospitals. Medical Social Work in relation to different disciplines, multi-disciplinary approach and team work. Medical Social Work practice in different settings-Hospitals, Outpatient department, Emergency care, Special clinics, Blood banks, Eye banks and Organ transplant Center. Patients right in health care.	9
Unit III	**Role of Medical Social Worker** The Role of Medical Social worker in dealing patients with TB, STD, AIDS, Polio, Malaria, Leprosy, Typhoid, Cancer, Hyper tension, Cardiac disorders, Asthma, Diabetes, Swine flu and Dengue. Psycho-Social Problems of patients and families during the Treatment and Hospitalization, Palliative care and Pain Management.	10
Unit IV	**Rehabilitation** Rehabilitation – Meaning, Definition, Types, Principles and Process. Social Work interventions in Clinical Setting - working with individuals, groups, families and community –Application of Social Work Methods. Family Planning and School health programmes.	10
Unit V	**Prevention of Disease and Promotion of Health** Preventive medicine, Levels of prevention: Primary, Secondary and Tertiary prevention, Role of Medical Social Worker in the Prevention of disease and promotion of health. Food and Nutrition: Importance of nutritional constituent of food, Balanced diet, Nutritional deficiency diseases and preventive measures; Problems of malnutrition in India.	10

Text Book: Park .J.E. "Preventive and Social Medicine", Banarsidas Bhanot, Jaipur, (2005).
Reference Book

1. Ajit. "Social Dimensions of Health", Rawat Publications, New Delhi, (2005).
2. Drinka, T. J. K. & Clark, P.G. "Health Care Teamwork: Interdisciplinary Practice and Teaching" Westport, Auburn House, Chicago, (2000).
3. Mishra ."Indian Health Report", Oxford University Press, Delhi, (2000).
4. Ramasamy. "General and Medical Sociology" New Millennium Publications, Chennai, (2008).
5. Sarah Gehlert, Browne. "Handbook of Health Social Work" John Wiley & Sons Ltd, USA, (2011).

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Code No	Subject	Semester No
16SWP10C	**RURAL AND URBAN SOCIAL STRUCTURE**	II
Objective:	To impart the basic concept of Rural and Urban Social Structure.	

Unit No	Topics	Hours
Unit I	**Rural Sociology** Scope of Rural Sociology - their relation to general sociology. Folk and peasant societies, types of villages in India and physical structure. Indian village as a Community, Family, Kinship, Caste, Class and Occupation in an Indian Village; Traditional Village Organization and The Village Panchayat. Leadership in Indian villages: Social Change in Rural India; major problems of Rural Communities.	9
Unit II	**Urban Sociology** Scope of urban sociology and their relation to general sociology. Urbanization: concept and theories, industrialization and urbanization. Ancients, medieval and modern Indian Cities. Urbanization in modern India: demographic and occupational, characteristics of urban India; characteristics of town, city, metropolis, suburbs, satellite towns and slums.	9
Unit III	**Rural Economy** Rural Economy: Definition, and scope; pattern and problems of Indian rural economy. Economics of agriculture: methods of cultivation, problems of organization and management. Land reform measures since independence and their effectiveness; Bhoodan and Gramadan Movements.	10
Unit IV	**Rural Unemployment And Under-Employment** Rural Unemployment and Under-Employment: utilization of rural manpower, rural works project, cottage and village industries; rural economic development measures and their evaluation - agencies for the development of small and marginal agricultural labourers - Green Revolution and its socio economic implications.	10
Unit V	**Cooperative Institution:** Cooperative Institution: Constitution, Organization Set-up Cooperative Legislation, Classification Of Cooperative Societies, Characteristics of different types of Cooperatives. Cooperative Management and Administration State and Cooperatives, Role of Reserve Bank in Cooperative Movement.	10

Text Book: S.L. Doshi, P.C. Jain. *"Rural Sociology"*, Rawat publications, New Delhi, (2000).

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1. Alex B Fernandez and Geethakumari K. *"Social work and Rural Development"*, pacific books international, New Delhi, (2014).
2. Das Basanti. *"Governmental Programmes of Rural Development"*, Discovery Publication, New Delhi, (2007).
3. Khosla R.K. *"Rural and Urban Development of India"*, India publisher and distributers, New Delhi, (2000).
4. Narwani G.S. *"Training for Rural Development"*, Rawat publications, New Delhi, (2002).
5. Narasaiah M.L. *"Poverty Alleviation through Rural development"*, Sonali publications, New Delhi, (2004).

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Code No	Subject	Semester No
16SWP11	HUMAN RIGHTS	II
Objective:	To understand about Human Rights and acquire knowledge about statutory Institutions for protection of human rights.	

Unit No	Topics	Hours
Unit I	**Human Rights** Human Rights: Concept, Scope – Classification of Human rights – Universal Declaration of Human Rights – International Covenant on Economic, Social and Cultural Rights – International Covenant on Civil and Political Rights.	7
Unit II	**Constitution and Human Rights** Human Rights in the Constitution of India. Constitutional Vision: Constituent Assembly, Nature of Constitution, Preamble, Fundamental Rights, Right to Constitutional remedies and Directive Principles of State Policy.	7
Unit III	**Human Rights for Target Population** The protection of Human Rights Act 1993. Structure, Function and Importance of National Human Rights Institutions: National Human Rights Commissions – National Commission for women-National Commission for Minorities- National Commission for SC&ST- National Commission for the protection of the rights of the child. Role of Social Worker in Creating awareness on Human Rights.	7
Unit IV	**Human Rights Issues** SC/ST, Religious Minorities, Physical, Visual and Mentally Handicapped. AIDS victims, Refugees, War victims, Prisoners, Custodial Violence, Women and Children, Senior Citizens and Work situations.	7
Unit V	**International Monitoring Mechanisms** Monitoring and Documentation: Amnesty International – Human Rights Watch –. The UN Commission on Human Rights – UN High Commissioner for Human Rights- UN Special Procedure: Country Rapporteurs & Thematic Procedures - International Criminal Court.	8

Text book: Nameema.C. *"Human Rights Education – Theory and Practice"*, Shipra Publication, New Delhi, (2007).

References book:

1. Adamantia Pollis and Peter Schwab. *"Human Rights: New Perspectives"*, New Realities, Lynne Rienner Publishers, (2000).
2. Chakraborty and Somen. *"Human Rights Trainer's Manual"*, Indian Social Institute, New Delhi, (2004).
3. Mathew P.D and Mathew P.M. *"Indian Legal System: An Overview"*, Indian Social Institute, New Delhi, (2005).
4. Sachhar and Rajindar. *"Human Rights: Perspectives and challenge"*, Gyan Publishing House, New Delhi, (2004).
5. Srivastava and Narayan,. *"United Nations on Human Rights"*, Indian Publishing Distributors, New Delhi, (2002).

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Code No	Subject	Semester No
16SWP12	FIELD WORK PRACTICUM- II	II
Objective:	To get acquainted with structure, functions, staffing pattern and activities of various Social Welfare Organizations.	Hours 16 (10 + 6)

The students will be placed in various NGO's/ Social welfare agencies/ Schools in Coimbatore to practice Social Work. The First Year Students have to undergo Rural /Tribal Camp to experience the rural living. To develop understanding about the problems of Rural / Tribal Community, analyze rural dynamics and observe the functioning of local self government. Students have to submit a report of their camp activities along with field work record.

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Code No	Subject	Semester No
16SWP13	SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATIONS	III
Objective:	To facilitate the students to learn various aspects of Social Welfare Administration, and Social Legislation.	

Unit no	Topics	Hours
Unit I	**Social Welfare Administration** Concept, Meaning, Definition, Need, Scope and functions. Social welfare administration -Voluntary and Governmental organizations- Central and State Social Welfare Boards and their functions. Directorate of Social Welfare and Handicapped welfare.	9
Unit II	**Evolution of social welfare, Methods and Models** Evolution of Social Welfare Administration in India, Social policy - Definition, Need and Evolution. Methods and Models- Family and child welfare , Youth welfare, Services for the handicapped, Disaster relief, School social services, Models- Familial model, Residual model, Mixed economy model, Model of state control.	9
Unit III	**Social instrument, Social Planning and Social Development** Social legislation: Concept, Meaning, Definition, Needs and Scope. Social legislation as an Instrument for Social Control, Social Change, Social Justice, Social Defense and Social Reform. Indian Constitution: Importance, Fundamental Rights and Directive principles of State Policy, Indian Constitution and Social Legislation. Social Planning and Social development: Need and Importance.	10
Unit IV	**Society Registration** Societies Registration Act 1860, Procedure under The Tamil Nadu Societies Registration Act 1975, Registration, Need and Importance. Foreign Contribution (Regulation) Act 1985, Indian Trust Act 1881.	10
Unit V	**Social Legislations** Social Legislation relating to Women and Children - The Juvenile Justice (Adoption, Care and Protection of Children) Act, (2006) - Child Labour Prohibition and Regulation Act (1986) - Prevention of Immoral Traffic Act (1986) - The Protection of Children from Sexual Offences Act 2012- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 - Protection of Women from Domestic Violence Act, 2005	10

Text book: Sachdeva D. R. "Social Welfare Administration in India" ,Kitab Mahal Publisher, USA, (2009).

Reference books:

1 Batattacharia Sanjay. 'Social work administration and development", Rawat publications, New Delhi, (2006),

2. Batra, Nitin. "Administration of social welfare in India, Raj Publishing House, Jaipur, (2004).

3. Choudry D. Paul. "Social Welfare Administration",Atma Ram & Sons, Delhi, (2000).

4. Mamta Rao. "Laws relating to women and Children", Eastern Book Company, New Delhi, (2005).

5. Sanjoy Roy. "Social welfare administration development and Prospects", Discovery Publishing house, New Delhi, (2013).

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Code No	Subject	Semester No
16SWP14A	**LABOUR LEGISLATIONS**	III
Objective:	To understand the Labour Legislations and acquire the knowledge about Labour Legislations related to wages, welfare and working conditions.	
Unit No	**Topics**	**Hours**
Unit I	**Labour Legislation Concepts** Concept, Meaning, Objectives, Need, Importance and Principles. Historical Development of Labour Legislation in India – Judicial set up and administration of Industrial and labour Judiciary, Administrative set up and functions of the Factory Inspectorate, Central and State. International Labour Organization and Labour Legislation	9
Unit II	**Legislations Relating to Protection** Factories Act, 1948 - The Contract Labour (Regulations and Abolition) Act, 1970 – Tamil Nadu Payment of Subsistence Allowance Act 1981 - Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act, 1981 - Sexual Harassment of Women at Work place (Prevention, Prohibition, Redressal) Act, 2013.	9
Unit III	**Legislations Relating to Wages** The Payment of Wages Act, 1936 - The Minimum Wages Act, 1948- The Equal Remuneration Act, 1976 - The Payment of Bonus Act, 1965.	10
Unit IV	**Legislations Relating to Social security** Legislations relating to Social Security: The ESI Act, 1948, The Employees Provident Fund and Miscellaneous Provisions Act, 1952 - The Payment of Gratuity Act, 1972 - The Maternity Benefit Act, 1961- Employees Compensation Act, 1923.- National festival and Holidays Act ,1951. Employee Pension Scheme, 1995.	10
Unit V	**Legislations Relating to Working conditions** The Plantation Labour Act, 1951 – The Mines Act, 1952 – The Motor Transport Workers Act, 1961 – Tamil Nadu Shops and Establishment Act , 1947	10

Text book: Tripathi. P. C and Gupta.C.B. "*Industrial Relations and Labour Laws*", Sultan Chand & Sons, New Delhi, (2002).

Reference books:

1. Arora .R. "*Labour Laws*", Himalaya Publishing House Mumbai, (2000).
2. Kapoor N. D. "*Elements of Industrial Law*", Sultan Chand & Sons, New Delhi, (2000).
3. Nandhakumar B. "*Labour Laws*", Vijay Nicole Imprints (P) ltd, Chennai, (2015).
4. Subramanian. V. "*Factory Laws Applicable in Tamilnadu*", Madras book agency, Volume I II III, Chennai (2002).
5. Saroj Kumar. "*Labour Legislations*", Thakur Publication,Chennai, (2011).

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Code No	Subject	Semester No
16SWP14B	MENTAL HEALTH	III
Objective:	To learn about the concepts related to Mental health and develop skills to identify mental disorders.	
Unit No		Hours
Unit I	**Concept of Mental Health** Concept of Mental Health, Characteristics of Mentally healthy individual. Psychiatry -Definition, Historical Development and Growth of Psychiatry. Mental illness- Signs and Symptoms- Disorders of Perception, Cognition, Speech, Memory, Emotion and Motor Disorders. Classification in Psychiatry-ICD-10 and DSM V- Mental Status Examination, Psychiatric interview.	9
Unit II	**Mental Disorders - Minor** Etiology, Prevalence, Clinical manifestations and Treatment of Minor Mental Disorders (Neurosis) – Anxiety, Phobia, Panic disorder, OCD, Conversion and Dissociative disorders, Post-Traumatic Stress Disorders and Psycho-somatic disorders.	9
Unit III	**Mental Disorders - Major** Etiology, Prevalence, Clinical manifestations and Treatment of Major Mental Disorders (Psychosis) – Organic psychosis – Dementia, Delirium, Organic Amnestic syndrome. Functional Psychosis – Schizophrenia and Affective disorder.	10
Unit IV	**Childhood Disorders** Etiology, Prevalence, Clinical manifestations and Treatment of Childhood Disorders – Development disorders – Habit disorder, Conduct disorder, - Attention deficit hyper activity disorder - Intellectual Disability (Mental retardation).	10
Unit V	**Personality disorders** Personality disorders – three Clusters – symptoms and management. Psycho-active Substance abuse disorders - Alcohol – Drug. Psycho-sexual disorders – types and management –Transcultural psychiatry – Cultural bound syndrome.	10

Text Book: *Niraj Ahuja . "A Short Textbook of Psychiatry", Third Edition, Jaypee Brothers, Medical Publishers, New Delhi, (2011).*

Reference Book
1. *Bhatia. M. S. "Essentials of Psychiatry CBS", New Delhi, (2001).*
2. *Gelder, M. Gath D. Mayon, R. Cowen P. "Oxford Textbook of Psychiatry (3rd Ed)", Oxford University Press, New Delhi, (2000).*
3. *Namboodir V.M.D. "Concise Textbook of Psychiatry", Elsevier Publishing, Gurgaon, (2009).*
4. *Poole Rob, Hugo Robert. "Psychiatric Interviewing and Assessment", Cambridge University Press, Cambridge, (2006).*
5. *Sadock, B, J, & Sadock, V. "A Comprehensive Textbook of Psychiatry", Philadelphia: Lippincott Williams and Wilkins, (2005).*
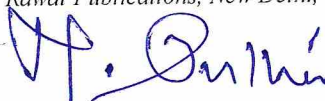
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Code No	Subject	Semester No
		III
16SWP14C	**RURAL COMMUNITY DEVELOPMENT**	
Objective:	To facilitate the students to have broader understanding about various aspects of Rural Community Development with special reference to its programmes in Indian context.	
Unit No	Topics	Hours
Unit I	**Rural Community:** Definition, meaning, Characteristics of Rural Community, Rural poverty. Rural development approach: Spatial Planning approach, Multipurpose approach, Integrated development approach, Area development approach, Multilevel district planning approach, Target group approach – India's strategy for rural development – Rural community development: Definition, meaning, objectives, scope & theories – Extension: concept, objectives, methods, techniques and limitations.	9
Unit II	**Origin and development:** Rural Community Development in India and Asia – orgin and background – Early Experiments: Sriniketan, Marthandom, Gurgaon – Pilot projects: Etawah project, Nilolkheri experiment, Firka scheme – Rural Community development after independence: Constitutional Provisions – overview on Five year plan policies in Rural development.	9
Unit III	**Panchayat Raj:** Local Self Government in ancient India: Mughal Period and British Period – Panchayat Raj after independence: Constitutional Provisions, Balwant Roy Metha Committee Report, Ashok Metha Committee Report, Main features of Panchayat Raj legislation (73rdAmendment), structure of panchayat raj system (Two Tier and Three Tier systems), Functions of Panchayat: Civic amenities, social welfare activities and Development work, resource of panchayat – State Control over Panchayat Raj institution – Problems of Panchayat raj.	10
Unit IV	**Community development administration:** Organizational and administration from National to local level – Planning machinery at the National, State and District level – Role of Panchayat Raj institution in planning – Planning by Zilla Parishad – Planning at block level – Planning at village level – "E" Panchayat (Electronic knowledge based panchayat) – Functions of BDO/Commissioner, Extension officers at block level – People's participation – Role of NGO'S and PRA in rural community development.	10
Unit V	**Training and community development programme:** Training: Meaning, Objectives, Scope and Importance of training - Training Institutions: NIRD, SIRD – Panchayat development and training (PD&T) – Role Of CAPART and NABARD in rural development – Rural Development Programmes: IRDP, DWACRA, TRYSEM –Central and State programmes: Swarna Jayathi Gram Swarozgar Yojana, Sampoorana Gram Rozgar Yojana (SGRY), Indra Awas Yojana (IAY), IWDP, THADCO,Rajiv Awas Yojana (RAY) schemes – Namathu Gramam – Tamil Nadu Government Social Welfare Schemes.	10

Text Book: *Mudgal Rahul. "Rural Development policies and Management", Sarup and Sons, New Delhi, (2006).*

Reference Book
1. *Debroy and Kaushik. "Emerging Rural Development through Panchayats", Academics Foundation, New Delhi, (2005).*
2. *Palanithurai. "Dynamics of New Panchayati Raj System in India", (Vol. 5), Concept Publications, New Delhi, (2006).*
3. *Rao P. K. "Sustainable Development: Economics and Policy", Wiley- Blackwell Publications, UK, (2000).*
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Code No	Subject	Semester No
16SWP15A	INDUSTRIAL RELATIONS	III

Objective:	To understand the network between the Employee, Employer, Union and Government through Industrial Relations.	
Unit No	**Topics**	**Hours**
I	**Industrial Relations** Definition, Concept, Need, Importance, Scope, Objectives of Industrial Relations. Challenges in Industrial Relations - Factors Influencing Industrial Relations – Bipartite: Works Committee and Joint Management Council. Tripartite Bodies: Indian Labour Conference, Standing Labour Committee, Wage Boards.	9
II	**Industrial Disputes** Nature and Characteristics of Grievance – Forms – Effect – Grievance handling Procedure – Machinery for Redressal of Grievance. Discipline – Definition, Nature and Characteristics – Causes of Indiscipline and Misconduct – Procedure of Disciplinary Action – Forms of Disciplinary Action – HOT STOVE Rule. Essentials of good Disciplinary Practice in Industry. Inter- Union Rivalry - Industrial Peace. Problem of Short-term Employment and Out Sourcing -.	9
III	**Settlement Machineries** Conflict – Causes and Effects. Industrial Disputes Act 1947 - Strikes, Lockout, Layoff, Retrenchment and Closure. Settlement Machineries: Mediation, Negotiation, Conciliation, Arbitration and Adjudication. The Industrial Employment (Standing Orders) Act 1946.	10
IV	**Role Of Trade Unions** Trade Unions- Definition and Objectives - The Indian Trade Union Act 1926 - Emerging Trends in Trade Unions- Major Trade Unions in India (AITUC, INTUC, CITUC, and HMS). Positive Role of Trade Unions.-Problems and Weaknesses of Trade Unions.	10
V	**Proactive &Reactive Industrial Relations** Concept of Collective Bargaining - Objectives, Principles, Process, Subject Matter for Collective Bargaining, Administration of Collective Agreements and Difficulties. Observations of the National Commission on Labour 1969 - Workers Participation in Management - Concept, Objective, Importance, Forms of Participation. Workers Participation in India - Limitations to Workers Participation.	10

Text Book: Mamoria C.B, Satish Mamoria, Gankar S.V. "Dynamics of Industrial Relations", Himalaya Publishing House, Mumbai, (2008).

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1. Kulkarni, Hiremathi. "Participative Management and Industrial Performance", Anmol Publications Pvt Ltd, New Delhi, (2007).
2. Mishra .L. "Case Laws on Industrial Relations", Excel Books, New Delhi, (2008).
3. Nandhakumar B. "Industrial Relations Labour Welfares and Labour Laws", Vijay Nicol Imprints Private Limited, Chennai, (2015).
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Code No	Subject	Semester No
16SWP15B	COMMUNITY HEALTH	III
Objective:	To develop an understanding about multidimensional approach to Health in the Community perspective.	
Unit No	Topics	Hours
Unit I	**Community Health** Concept and Principles of Community health. Community health – need, assessment, developing mechanism for people's participation. Right to health and Responsibility for health – Individual, Community, State and International responsibility. Health and social development.	9
`Unit II	**Health Status** Health status and Health problems among people of India. Social, economic and cultural factors influencing the health status of Individuals, Groups and Communities - Poverty, Illiteracy, Industrialization, Migration, Food habits, Practices, Stress and Quality of services.	9
Unit III	**Health Administration** Health care system – Levels of health care - Primary health care- Secondary health care – Tertiary health care. Primary health care in India – Primary health centre, Sub centre. Health administration at National, State and District levels. Private health systems and Indigenous systems.	10
Unit IV	**Health Policy and Health Education** Health Policy and Planning - National health policy, 2002 - Five year plans. National Health Programmes- National Rural Health Mission (NRHM), National Urban Health Mission (NUHM). Health Education: Concept, principles, methods and techniques- Social action, empowerment, lobbying, advocacy, social marketing, PRA, Social mapping- Health Mapping.	10
Unit V	**Partners in Health Care** Health Networks- Corporate sector, Educational Institutions and– Preventive, Promotive and Rehabilitative aspects. Role of International Organizations in health care field- WHO, UNICEF, REDCROSS, UNIAIDS, UNDCP.	10

Text Book: *Park and Park. "Textbook of Preventive and Social Medicine", Banarsidas Bhanot Publishers, Jabalpur, (2003).*
Reference Book:

1. *Ajit. "Social Dimensions of Health", Rawat Publications, New Delhi, (2005).*
2. *Asif Khan. "Mastering Community medicine", Jaypee Brothers Medical Publishers, New Delhi, (2010).*
3. *Mishra. "Indian Health Report", Oxford University Press, Delhi, (2000).*
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5. *Yash Paul Bedi. "Hygiene and Public Health", Sage publication, New Delhi, (2006).*

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Code No	Subject	Semester No
16SWP15C	WELFARE OF THE WEAKER SECTIONS	III
Objective:	To know the weaker sections and their development in Indian context.	

Unit No	Topics	Hours
Unit I	**Weaker Sections** Definition, Concept and Criteria for classification of weaker sections; Meaning of Scheduled castes, Schedule tribes, De-notified communities, Nomadic and semi nomadic communities and Most backward classes – Administrative setup at the Central, State and District levels for the development of weaker sections.	9
Unit II	**Untouchability** Historical, Sociological and Psychological Perspectives of Untouchability – Origin of Untouchability: Traditional Theory, Racial Theory, Theory of Ceremonial Occupational Purity and Occupational Theory – Causes of Untouchability - Harmful effects of the practice of Untouchability – Role of Social reformers and voluntary agencies in the removal of Untouchability – Constitutional and legislative measures for the eradication of Untouchability – Failure of constitutional measures in abolishing Untouchability.	9
Unit III	**Scheduled Caste** Definition – Ecological distribution – Demographic, social and economic characteristics of Scheduled Castes – Problems of the Scheduled Castes - Ideologies relating to the development of weaker section – Programmes and policies of government and Non-governmental organizations for the welfare measures of Scheduled Castes and its effects and impact. Scheduled tribes: Definition, characteristics, problems of Scheduled tribes – Types of tribal movements – Causes of tribal unrest — Welfare Programmes of the Government and Outcomes.	10
Unit IV	**Bonded Labour and Disabled** Definition, meaning, features, causes, measures taken by the government to abolish it - Differently abled: types, welfare and rehabilitative measures taken by the Government and NGO's – Role of Social Workers in these issues.	10
Unit V	**Status of Women and Empowerment** Status of women in ancient age – Medieval age – Modern age – Problems of Women in modern India – Development and welfare of women – Empowerment of women – Constitutional provisions to safeguard the interest of women – Role of NGO's in the empowerment of women – Impact of globalization on Women development.	10

Text book: Krishnan Nair. T. "Social Work Education and Development of Weaker Sections", Association of Schools of Social Work in India, Chennai, (2009).

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1. Kumar. K. "Social Problems and Welfare",Lakshmi Narain Agarwal Publishers, Agra (2011).

2. Nirmala Jeyaraj. "Women and Society", ISPCK publishing, New Delhi, (2005).

3. Sankhdher M. M. and Sharadhha Jain. "Social Security, Welfare and Polity", Deep and Deep Publishers, New Delhi, (2004)

4. Shankar Rao C.N. "Sociology of Indian Society", S.Chand Publications, New Delhi, (2006)

5. Verma, B.M. "Welfare Measures for Weaker Sections" , Devika Publications, Rajasthan,(2009)

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Code No	Subject	Semester No
16SWP16	CORPORATE SOCIAL RESPONSIBILITY	III
Objective:	To provide the knowledge of Corporate Social Responsibility in the business world in the Social Work context.	

Unit No	Topics	Hours
Unit I	**Concept of Entrepreneurship** Concept of Entrepreneurship- Definition, characteristics and functions of entrepreneur- Types of Entrepreneur- Need for training and development- Entrepreneurship Development Programe - Phases of EDP- Development of Women Entrepreneurs and Rural Entrepreneurs.	9
Unit II	**Business Ethics and Corporate Social Responsibility** Business ethics and Corporate Social Responsibility in Global scenario: CSR – Business ethics, Corporate Governance across the Nations. CSR case study in India; Bajaj Auto, Hindustan Lever, Infosys, Wipro, Ranbaxy, TATA.	9
Unit III	**Corporate Community Participation** Role & Skills of Social Worker in CSR: Corporate, NGO, Government, Citizen, Need for Partnership, Need, Assessment, Corporate Perspective on Building Successful Partnership, Tools and Techniques. Roles and Skills – Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public Speaking, Teaching, Supervising, Writing.	10
Unit IV	**Corporate Social Responsibility Policies and Activities** Corporate Social Responsibility – Policies and Activities: ISO –Standard on CSR, International Standards and Norms. National and International CSR Activities. CSR in Companies Act 2013.	10
Unit V	**Corporate Social Responsibility in Indian Context** Corporate Social Responsibility in Indian and International context. CSR – Definition, Concepts, Overview of Corporate Social Responsibility, Concentration Areas and Need for Social Responsibility.	10

Text book: *Harsh Shrivastava. "The business of social responsibility", books for change, Bangalore, (2000).*

Reference books:
1. Bax C V. "Corporate social responsibility – concepts and cases" Excel books, (2005).
2. Bhatia S K. "International Human resource management – Global perspective", Deep & Deep Publications Pvt. Ltd., Delhi, (2005).
3. Grace, D. and S. Cohen. "Business ethics: Australian problems and cases", Oxford: Oxford University Press, (2005).
4. Mahmoud M. "Global strategic management", Deep & Deep Publications Pvt .Ltd., Delhi, (2005).
5. Reddy, Sumati and Stefan Seuring. "Corporate Social Responsibility: Sustainable Supply Chains", ICFAI University Press, Hyderabad, (2004).

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Code No	Subject	Semester No
16SWP17	**DISASTER MANAGEMENT**	III
Objective:	To acquire the knowledge of disaster and importance of Disaster Management.	
Unit No	**Topics**	**Hours**
Unit I	**Meaning of Disasters** Concept, Meaning, Types Differences and Similarities between Natural and Technological disasters, Characteristics of various Natural disasters –Impacts and Effects of Disaster.	9
Unit II	**Disaster management** Fundamental aspects of Disaster Management – Stages or phases of Disaster Management – Community responses for Disaster Management and Preparedness, Challenges in Disaster Management. Crisis Intervention Model.	9
Unit III	**Organization and Management** Role of Government in Disaster Management – Tamil Nadu Government Initiatives – Role of civil society organizations in Disaster Management – Rights of Disaster affected people – The Disaster Management Act 2005: Objectives, Organizational Body, Powers, Functions and Limitations.	10
Unit IV	**Disaster mitigation and psycho-social support** Planning for disaster mitigation – Hazard assessment and Vulnerability analysis – Risk: Risk management, Policy options for risk reduction – Importance of Psycho-social care – Principles of Psycho - social care – Post Traumatic Stress Disorder (PTSD).	10
Unit V	**Impact of Disaster on Women, Children, Aged and others** Impact on the individual, family and society; Mental health consequences of disaster; Specific psychosocial needs of vulnerable groups like children, women and older persons. Post trauma care and counselling including grief counselling with survivors, Integrated Disaster Management Approach, Institutional and Non-Institutional care for the survivors - Role of Professional Social Worker in Disaster Management.	10

Text Book: Sathish Modh. "Introduction to Disaster Management", Macmillan Publishers, New Delhi, (2010).

References:
1. Klinenberg Eric. "Heat Wave: A Social Autopsy of Disaster in Chicago", University of Chicago Press, Chicago, (2002).
2. Rajan Kumar, Sahoo, Thilothama, Senapati. "Disaster Management and Mitigaition", Dominent Publisherss, New Delhi, (2014).
3. Sahni,Aryabandu. " Disaster Risk Reduction in South Asia", PHI Learaning Pvt, Ltd, New Delhi, (2011).
4. Singh S.R. "Disaster Management", APH Publishing Corporation, New Delhi, (2010).
5. Singh S.K. "Natural Disasters Threats, Patterns and Social Work", Sublime Publication, Jaipur, (2012).

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Code No	Subject	Semester No
		III
16SWP18	**FIELD WORK PRACTICUM- III**	Hours 16 (10+6)
Objective:	To develop critical understanding of the needs of people and practice social work interventions in the respective field of specialization.	

The students will be placed in the Industry/Hospital/NGO's *depending upon their specialization* for fieldwork. They have to gain knowledge about the Organizational structure, functioning and practice social work interventions. Students have to acquire skills through systematic observation, critical analysis and develop a spirit of inquiry during their training. They have to learn to imbibe values and ethics of the Social Work profession through field work practicum.

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Code No	Subject	Semester No
16SWP19	INSTITUTIONAL TRAINING	III
Objective:	To make the students understand the ethics and values of the Social Work Profession in various Social Welfare Organization.	

The students will be placed in Non-Governmental Organizations for Institutional Training to gain knowledge about the functions of the agency. Students will be placed for a period of **Fifteen days** after their second semester examinations. Students have to apply social work theories, knowledge and skills/techniques during their training. They have to understand the functions of multi – disciplinary teams in community health settings / counseling/ welfare agencies.

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Code No	Subject	Semester No
16SWP20A	HUMAN RESOURCE MANAGEMENT	IV
Objective:	To learn Human Resource Management and its essential components.	

Unit No	Topics	Hours
Unit I	**Evolution of Human Resource Management** Human Resource Management: Concept, Definition, Importance, scope, philosophy and objectives; Origin and Growth of Human Resource Management. Approaches, Structure and Functions.	9
Unit II	**Human Resources Management and Personnel Management** Meaning, objectives, Principles and Importance of Personnel policies in managing Human resource. Essential qualities, core competencies, role, Functions of HR managers in industrial organizations. Changing role and emerging challenges before HR managers in the context of HRM.	9
Unit III	**Human Resource Planning** Job Analysis & Job Design; Recruitment, Selection, Induction and Placement Procedures; E-recruitment, Psychometric tests; Job Changes & Employee retention; Career Development: Succession Planning; HR Audit; Consultancy and HR Outsourcing; Employee separation, Retirement, Resignation, Dismissal and VRS.	10
Unit IV	**Performance Management System and Compensation** Performance Appraisal & Potential Appraisal: Methods of Performance Appraisal; Performance Counseling; Employee motivation: Wage and Salary administration; Performance & Linked compensation; Wage policy, Wage boards; Incentives, Performance based pay and Fringe benefits –Compensation Management.	10
Unit V	**Strategic HRM & Current Trends in HR** Major trends in Organizations and Business environment in HRM; Emerging challenges to HRM; Strategic perspective in Human Resource Management; Concept, Aim and Foundation of Strategic HRM: TPM, TQM, 5S, KAIZEN, ISO, SIX SIGMA; Industrial Social Work practices and its relevance in the Indian Context.	10

Text Book: Tripathi.P.C. "Personnel Management and Industrial Relations", New Delhi, (2005).

Reference Book:

1. *Aswathappa K. "Human Resource Management Text and Cases", Tata McGraw Hill, New Delhi, (2010).*
2. *Chanra Harish. "Human Resource Development", Rawat, New Delhi, (2006).*
3. *Manoj Kumar Sekar. "Personnel Management", Crest, New Delhi, (2000).*
4. *Sharma Vijay. "Dyanamics of Human Resource Development", ABD, Jaipur, (2006).*
5. *Sabari Mondal. "Human Resource Management", Vrinda publications (P) Ltd, New Delhi, (2012).*

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Code No	Subject	Semester No
16SWP20B	HOSPITAL ADMINISTRATION	IV
Objective:	To obtain knowledge about the Hospital Functioning and Hospital Administration.	

Unit No	Topics	Hours
Unit I	**Meaning of hospital** Meaning of hospital - Evolution of Hospitals from charity to modern hospital, Classification of Hospitals - General, Special, Public, Private, Trust, Teaching – cum Research Hospital - Small or Large Size Hospitals.	9
`Unit II	**Planning a Hospital** The Planning Process - Choosing a site, location and access, Building, Space Utilization, Physical Facilities -Residential facilities requirements of various types of Wards; Outpatient services and In-patient services, Emergency services in Hospital - Different Departments required in the hospital.	9
Unit III	**Human Resource Management in hospital:** Hospital Administration, Meaning, Nature and Scope Management of Hospitals - principles of Management - need for Scientific management. Human resource management in Hospitals, Personnel policies - Conditions of Employment, Staffing, Promotions and Transfers- Performance appraisal. Working hours - leave rules and benefits –Safety conditions - Salary and Wage policies, Training and Development.	10
Unit IV	**Hospital Administration and Budgeting** Accreditation of Hospitals - Total Quality Management – Quality Assurance NIBH – JCI. Hospital Budget - Departmental budget as a first step - Specific elements of a Departmental budget — Energy expenditures - Contingency funds. Uses of computers in Hospital - Purchase centralization- Shared Building system purchase agreements. Medical Tourism –Needs and Importance.	10
Unit V	**Health Related Laws:** Medico Legal cases, Medical ethics-Code of Medical council of India, Medical Negligence-Birth and death registration act 1969-Drugs and cosmetics Act 1940 - Prenatal Diagnostic techniques (Regulation and Prevention of misuse) Act 1994. The Indian Medical council Act 1956-Consumer Protection Act 1986-The Environment Protection Act 1986.	10

Text Book: Goel. S.L. "Health Care system and Hospital Administration", Deep and Deep Publication, New Delhi, (2009).
Reference Book:
1. Donald Snook. "Hospitals What they are and How they work", Jones and Bartlett Publishers, Boston, (2004)
2. George .M.A. "The hospital Administration", Jaypee Brothers Publishers, New Delhi, (2008).
3. Goel. S. L, and Kumar. "Emerging areas in hospital Services" Deep and Deep Publication, New Delhi (2010).
4. Goyal. R. C. "Hospital Administration and Human Resource Management," Prentice Hall, India, New Delhi, (2013).
5. Sakharkar. "Principles of Hospital Administration and Planning" Jaypee Brothers Medical Publishers, (2009).

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Code No	Subject	Semester No
		IV
16SWP20C	**URBAN COMMUNITY DEVELOPMENT**	
Objective:	To enable the students gain theoretical knowledge about urbanization, urban administration, urban problems and programmes for Urban Community Development.	
Unit No	Topics	Hours
Unit I	**Urban Community:** Meaning, characteristics, rural – urban linkages-continuum and contrast. City – meaning, classification, urban agglomeration, suburbs, satellite towns, hinterlands, new towns, metropolis, megalopolis. Urban Problems – Housing, drug addiction, juvenile delinquency, prostitution/commercial sex, pollution; Slum – definition, causes, characteristics, functions, classification, approaches, theories and culture of slums. Migration – Concepts, causes, types and theories.	9
Unit II	**Urbanization and Urbanism:** Meaning and Characteristics, Trends in urbanization process, theories of urbanization, Unorganized/Informal sectors: concept, characteristics; Unorganized Labour: child labour, women labour and construction workers and the role of the urban poor in urban development.	9
Unit III	**Urban Community Development:** 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, Role of community development worker; Application of social work method in urban development.	10
Unit IV	**Urban Development Administration:** National, state and local levels; Urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration – Corporations, Municipalities. Town Panchayats; Metropolitan Development Authorities; Functions of officials and non-officials in Urban Self-Governments: Slum Clearance Board, Housing Board, Housing and Urban Development Corporation (HUDCO) and United Nation's Centre for Human Settlement (UNCHS); Role of voluntary agencies in Urban Development	10
Unit V	**Urban Development Programmes:** Five Year Plans and Urban Development, Madras Urban Development Projects (MUDP) I & II, Tamil Nadu Urban Development Project (TNUDP), Urban Basic Services Programmes (UBSP), Jawaharlal Nehru Urban Renewal Mission (JNNURM) Tamil Nadu Slum Area (Clearance and Improvement) Act 1971, Programmes of Slum Clearance Board, Slum Clearance and Improvement Programmes, Resettlement and Rehabilitation programme; Role of Community Development wing in implementation of UCD Programmes; Problems in implementation of Urban Community Development Programmes.	10

Text book: Khosla.R.K. "Rural and Urban Development of India", India Publisher, New Delhi, (2000).

Reference:
1. Insa Klasing. "Disability and Social Exclusion in Rural India", Rawat Publications, New Delhi, (2007).
2. Jacob Z. Thudipara. "Urban Community Development" (2nd Ed.), Rawat Publication, New Delhi, (2007).
3. Michael Spence, Patricia Clarke Annez and Robert M. Buckley (Eds.), "Urbanization and Growth Commission on Growth and Development", Rawat Publication New Delhi, (2010).
4. Menon, Ajit, et al. "Community Based Natural Resource Management- Issues and Cases from South Asia", Sage Publications, New Delhi (2007).
5. Vivkas Delgado (Melvin). "Community Social Work Practice in an urban context", Oxford University Press, New York, (2000).

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Code No	Subject	Semester No
16SWP21A	**ORGANIZATIONAL BEHAVIOUR**	IV
Objective:	To facilitate the students to learn about challenges in managing Organizational Behaviour.	
Unit No	**Topics**	**Hours**
I	**Organizational Behaviour** Definition, Objectives, Need, Background and Foundations of Organizational Behaviour - Models of Organization Behavior – Challenges related to Organizational Behaviour.	9
II	**Individuals and Groups in Organization** Individual Differences and Models of Man - Major Personality Attributes influencing Organizational Behavior - Perception and Learning- Decision Making – Values -Attitudes – Group Dynamics - Theories of Group Formation - Group Decision Making – Teams - Power – Politics - Conflicts.	9
III	**Motivation and Leadership** Motivation - Theories of Motivation- Application of Motivation Techniques – Emotional Intelligence. Leadership - Theories of Leadership - Concept of Communication - Communication Process - Effective Communication – Management Information System- Management Review Meeting.	10
IV	**Dynamics and Forms of Organization** Concept of Organization Structure - Basis of Departmentation - Span of Management - Delegation of Authority - Centralization and Decentralization – Forms of Organization Structure - Line and Staff, Functional, Divisional, Project Matrix Organization Structure. Job Stress- Causes and Effects of Stress-Coping with Stress.	10
V	**Organizational Change and Development** Organizational Culture – Organizational Effectiveness and Organizational Change. Organizational Development: Meaning – Characteristics – Models – Interventions – Cross Functional Teams - Quality Of Work Life.	10

Text Book: Robbins, Stephen P. "Organizational Behaviour", Prentice Hall of India, New Delhi, (2012).

References:

1. Aswathappa K. "Organisational Behaviour", Himalaya Publishing House, New Delhi, (2007).
2. Fred Luthans. "Organisational Behavior", McGraw Hill Publishing Company, New York, (2005).
3. Gene Burton & Manab Thakur. "Management Today-Principles & Practice", Tata McGraw Hill Public Company Ltd., New Delhi, (2005).
4. Khanka, S.S. "Organizational Behaviour", S Chand & Company, New Delhi, (2000)
5. Prasad, L.M. "Principles and Practice of Management", Sultan Chand & Sons, New Delhi, (2005).

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Code No	Subject	Semester No
16SWP21B	PSYCHIATRIC SOCIAL WORK PRACTICE	IV
Objective:	To facilitate the students to learn the importance of Psychiatric Social Work through Treatment and Rehabilitation.	
Unit No	Topics	Hours
Unit I	**Psychiatric Social Work** Psychiatric Social Work - Concept, Definition, Meaning and Scope. Historical Development of Psychiatric Social Work in India and Abroad. Skills, Techniques, Training, Supportive services and Networking for practice of Psychiatric Social Work.	9
Unit II	**Psychological Treatment Methods** Psychotherapy Types - Supportive Therapy, Re-educative and Reconstructive Psycho Therapy, Client Centered Therapy, Reality Therapy, Rational Emotive Therapy, Cognitive- Behavioral Therapy, Transactional Analysis.	9
Unit III	**Therapies** Drug Therapy- Anti- Psychotic Drugs, Anti-Depressant Drugs, ECT And Psycho-Surgery. Marital Therapy, Family Therapy, Recreational and Relaxation Therapies, Occupational Therapy.	10
Unit IV	**Role of Psychiatric Social Worker** Role of Psychiatric Social Worker in half way homes , Day care centers , Child guidance clinic, De-addiction, Suicide prevention, Community mental health programs; Admission and discharge procedures in a Psychiatric Hospital.	10
Unit V	**Rehabilitation and Legislation** Rehabilitation – Components, Psychosocial Rehabilitation, Psycho-Education, Case Management and Community Based Rehabilitation Matrix of WHO. Psychiatry and Legislation: Indian Lunacy Act, 1912, Mental Health Act, 1987.	10

Text Book: Namboodiri VMD. "Concise Textbook of Psychiatry", Elsevier (India) Pvt. Ltd. Gurgaon, (2009).

Reference Book:

1. *Bhargavi V Davar. "Mental Health from a Gender Perspective", Sage Publications, New Delhi, (2001).*
2. *Colin Pritchard . "Mental Health Social Work", Routledge, U S A, (2006).*
3. *Davar, Bhargavi. "Perspectives of Mental Health of Indian Women", Sage Publications, New Delhi, (2001).*
4. *Sebastia, B. "Restoring Mental Health in India – Pluralistic Therapies and Concepts", Oxford University Press, New Delhi, (2009).*
5. *Sekar .K et.al. "Handbook of Psychiatric Social Work" NIMHANS Publication, Bangalore, (2007).*

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Code No	Subject	Semester No
16SWP21C	MANAGEMENT OF NON – PROFIT ORGANISATIONS	IV
Objective:	To know the basic concepts of Non- profit organization and its administration process.	
Unit No	Topics	Hours
Unit I	**Non – profit organization** Definition, Meaning, Objectives, and Principles – Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, and Social Welfare Organizations – Non-Governmental Organizations: Formation of Societies, Trusts, and Non-Profit Companies	9
`Unit II	**Project identification** Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.	9
Unit III	**Budgeting** Meaning, Steps, important items in Budget – Resource Mobilization – Central and State Government Assistance and Other Assistance – Fund Raising: Meaning, techniques – Income Generation Programmes (IGP) – Financial Management – Financial Collaboration between Funding Organization and Non-Profit Organizations. Bilateral and multilateral agreement.	10
Unit IV	**Project Cycle Management** Aims, Objectives, Purposes – Creating Management information system – Project Appraisal: Meaning and techniques – Logical Frame Analysis (LFA) Participatory Rural Appraisal (PRA): Principles, methods of PRA – Network analysis.SIA – Social Impact Assessment. (M&E) Monitoring and Evaluation of the Project .	10
Unit V	**Project personnel empowerment** Training: Meaning, need, importance, purpose and significance – Training needs: Areas of health– Awareness on behavioral, environmental and social issues – Institution building of Non-Profit Organizations in administering the Social Welfare Programmes- Responsibility and Accountability of Non-profit Organizations and social audit.	10

Text Book: *Gregory Dees, Jed Emerson, Peter Economy. "Enterprising Non Profits – A Toolkit for Social Entrepreneurs", John Wiely and Sons, New Delhi, (2002).*
Reference Book:

1. Julie Fisher. "NON GOVERNMNETS", Rawat Publications, New Delhi, (2003).
2. Kumar A. "Social Change through NGO's", Anmol Publishers New Delhi, (2003).
3. Lewis and Wallance. "Development of NGO'S and the Challenges of Change", Rawat Publications, New Delhi, (2003).
4. Pawar, Ambekar, Shrikant. "NGO'S & Development", Rawat Publications, New Delhi,(2004).
5. Steven Ott. J. "Understanding Non Profit Organizations: Governance, Leadership and Management", Westview Press, (2001).

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Code No	Subject	Semester No
16SWP22	COUNSELLING AND GUIDANCE	IV
Objective:	To develop the knowledge in Counselling Process, Techniques, Methods and Skills.	

Unit No	Topics	Hours
Unit I	**Perspective of Guidance and Counseling** Introduction –Meaning , objectives , Importance of guidance - Basic principles and assumptions underlying guidance - Definitions of Counseling - Elements of Counseling - Characteristics of a counselor.	9
`Unit II	**Foundations of counseling: History and Research** Identity of counseling- History of Therapeutic Counseling: The ancient Philosophers- The first Psychiatrists-Influences from psychology- The Guidance era. The counseling era-The era of the therapeutic counseling –Licensing and regulation in counseling –Research foundation of counseling; Counselors as scientist-practitioners; counseling research process –research for the counselor	9
Unit III	**Settings for Counseling** Unique identity of Counselors - many different roles –a set of generic skills-a set of common goals – Developmental and Remedial Orientation -Team Work-Counseling Process: steps in counseling.	10
Unit IV	**The Therapeutic Relationship** Qualities of counseling relationships-perspectives on helping relationships: congruence – positive regard and empathy-working alliance - conflict, resolution in relationships - assuring confidentiality- assessing expectations – collecting information, identifying problems-beginning intervention-first session agenda review reciprocal influence	10
Unit V	**Assessment , Testing and the Diagnostic process** Meaning of assessment – role of testing in the assessment process-standardized measures: test of ability, aptitude, achievement and test of typical performance Selecting tests-non standardized measures: observational assessment –case study, rating scale-self assessment – using assessment methods. Formal and functional diagnosis-diagnosis-ethical concerns-Behavioral Diagnosis	10

Text Book: *Narayan Rao. "Counselling and Guidance", Tata McGraw Hill, New Delhi, (2003).*

Reference Book

1. Egan, Gerard. "The skilled helper: A problem management and opportunity, Development Approach to helping", Wadsworth publishers, Boston, USA, (2006).
2. Hough & Margaret. "Counselling skills and theory", Hodder Arnold publishers, UK, (2006).

3. Lapworth, Phil. "Integration in Counselling and Psychotherapy: Developing a personal approach", Sage publications, New Delhi, (2001).

4. Mcleod & John. "Introduction to Counselling", Open University Press, UK, (2003).

5. Malavika Kapur. "Counselling Children with Psychological Problems", Dorling Kindersley , New Delhi, (2011).

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Code No	Subject	Semester No
16SWP23	**FIELD WORK PRACTICUM- IV**	**IV**
Objective:	To gain knowledge about maintenance of records in the HR Department/ Hospital administration/ NGO's management.	**Hours** 16 (10 + 6)

The students have to understand the organizational functions, activities and the services rendered during their training. They have to apply social work theory, knowledge and techniques in the field of their respective specialization by acquiring skills through systematic observation, critical analysis and develop a spirit of inquiry. They have to learn to imbibe values and ethics of the Social Work profession through field work practicum.

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Code No	Subject	Semester No
16SWP24	BLOCK PLACEMENT	IV
Objective:	To gain experience of working as a trained social worker in an agency for a continuous period of time based on their respective specialization.	**Days 30**

The purpose of the Block placement is to make the students acquire professional skills in the field of their specialization. The Block placement provides an opportunity for the students to develop the professional preparedness for job situations. It helps them to develop their competency, professional behavior and skills. Students have to undergo **30 days training** in the **III semester holidays and** they will **appear for Viva – Voce** in the **IV Semester.**

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Code No	Subject	Semester No
16SWP25	PROJECT WORK	IV
Objective:	To enrich the students with research skills in their field of specialization and to gain practical knowledge about research process.	

Every student is required to complete a research project under the supervision and guidance of a faculty member of the department. Students have to practice Social Work Research by undertaking an independent project pertaining to the field of their specialization. Students have to acquire knowledge about research design, sampling techniques and data analysis & interpretation skills to document their research work.

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