# MASTER OF SOCIAL WORK (MSW)

## SYLLABUS

## "Under Choice Based Credit System (CBCS)"




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**Nallamuthu Gounder Mahalingam College**
**(Autonomous)**
**(Re-Accredited By NAAC, an ISO 9001:2015 Certified Institution)**
**Pollachi – 641 001**

**2023-2025**

## NGM COLLEGE

## DEPARTMENT OF SOCIAL WORK

**Vision**

Catering the Community and Social needs and serving the Community as a whole by training and develop ping the future Social Workers built with Professional knowledge, Value and Ethics.

**Mission:**

- To impart better Learning, Quality Education and Practical Training.
- To provide opportunities for development of Skills ,competencies and creativity
- To include Good Values, Professionals Ethics and Human Excellence
- To motivate the students towards participating and presenting papers in State/National level Seminars and Conferences
- To encourage the students towards Extension And Extracurricular activities for their overall personality development
- To produce 100% Results And Placements

**NGM COLLEGE (AUTONOMOUS)**
**DEPARTMENT OF SOCIAL WORK (MSW)**
**SCHEME OF EXAMINATION**
**(With effect from 2023-2025)**

**Semester – I**

| Subject Code | Subjects | Ins.hours Per Week | Examinations | | | | Credit |
|---|---|---|---|---|---|---|---|
| | | | Dur. HRS | CIA | ESE | Total | |
| 23PSW101 | Core -1: Introduction to Social Work | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW102 | Core -2: Social Case Work | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW103 | Core -3: Personality Development and Human Behavior | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW104 | Core -4:Indian Society and Social Problems | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW1F1 | Core -F1:Concurrent Field Work Practicum – I (Including Group Project) | 12 | - | 25 | 75 | 100 | 5 |
| | Total | 18 | - | - | - | 500 | 21 |

**Semester – II**

| Subject Code | Subjects | Ins.hours Per Week | Examinations | | | | Credit |
|---|---|---|---|---|---|---|---|
| | | | Dur. HRS | CIA | ESE | Total | |
| 23PSW205 | Core- 4: Social Group Work | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW206 | Core-5: Community Organization | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW207 | Core- 6: Social Work Research and Statistics | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW2A1<br>23PSW2B1<br>23PSW2C1 | Core Elective- A1: Labour Welfare and Labour Legislation<br>Core- Elective B1: Medical Social Work<br>Core Elective - C1: Rural Community Development | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW2N1/ 23PSW2N2 | Non Major Elective – Introduction to Psychology/ Introduction to Intellectual Property Rights (IPR) | 2 | 3 | 25 | 75 | 100 | 2 |
| 23PSW2F2 | Core- F2: Concurrent Field Work Practicum – II (Including Rural/Tribal Camp) | 12 | - | 25 | 75 | 100 | 5 |
| | Total | 29 | - | - | - | 600 | 23 |

**Semester – III**

| Subject Code | Subjects | Ins.hours Per Week | Examinations | | | | Credits |
|---|---|---|---|---|---|---|---|
| | | | Dur. HRS | CIA | ESE | Total | |
| 23PSW308 | Core -8: Social Welfare Administration | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW309 | Core-9: Corporate Social Responsibility | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW3A2<br>23PSW3B2<br>23PSW3C2 | Core Elective - A2 : Human Resource Management<br>Core Elective - B2 : Hospital Management<br>Core Elective - C2 : Social Development | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW3A3<br>23PSW3B3<br>23PSW3C3 | Core Elective - A3 : Industrial Relations<br>Core Elective - B3 : Psychiatric Social Work<br>Core Elective - C3 : Tribal Community Development | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW3F3 | Core- F3: Concurrent Field Work Practicum – III | 12 | - | 25 | 75 | 100 | 5 |
| | Total | 28 | - | - | - | 500 | 21 |

**Semester – IV**

| Subject Code | Subjects | Ins.hours Per Week | Examinations | | | | Credit |
|---|---|---|---|---|---|---|---|
| | | | Dur. HRS | CIA | ESE | Total | |
| 23PSW410 | Core – 10: Counseling Theory & Practices | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW4A4<br>23PSW4B4<br>23PSW4C4 | Core Elective - A4: Human Resource Development<br>Core Elective - B4: Mental Health<br>Core Elective - C4: Urban Community Development | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW4A5<br>23PSW4B5<br>23PSW4C5 | Core Elective - A5: Organizational Behaviour<br>Core Elective - B5: Community Health<br>Core Elective - C5: Management of Non-Governmental Organizations | 4 | 3 | 25 | 75 | 100 | 4 |
| 23PSW4F4 | Core- F4: Concurrent Field Work Practicum – IV | 14 | - | 50 | 50 | 100 | 5 |
| 23PSW4P1 | Core- P1: Research Dissertation | 4 | - | 100 | 100 | 200 | 8 |
| | Total | 30 | | - | - | 600 | 25 |
| | **Grand Total** | | | | | **2200** | **90** |

| CO-SCHOLASTIC COURSES | | | | | | | |
|---|---|---|---|---|---|---|---|
| **EMESTER** | **COURSES** | **Hours/ week** | **Total hours** | **Internal mark** | **External mark** | **Total** | **Credits** |
| **ADVANCED LEANER COURSE(Optional)** | | | | | | | |
| **III** | Family and Child Welfare | - | - | 50 | 50 | 100 | 2 |
| **IV** | Correctional Social Work | - | - | 50 | 50 | 100 | 2 |
| **ONLINE COURSES** | | | | | | | |
| **I/II** | MOOC Courses offered by Swayam, NPTEL, Coursera, etc | - | - | - | - | - | 2 |
| **VALUE ADDED COURSES** | | | | | | | |
| **III/IV** | Stress Management and Coping Skills | 2 | 30 | 50 | 50 | 100 | 2 |
| | Non-Governmental Organization– Formation and Management | 2 | 30 | 50 | 50 | 100 | 2 |
| **CERTIFICATE COURSES (Optional)** | | | | | | | |
| **III** | Social Work With Families And Senior Citizens | 2 | 40 | 50 | 50 | 100 | Grade |
| | Performance Management | 2 | 40 | 50 | 50 | 100 | Grade |
| **FACULTY BASED RESEARCH COURSE (Optional)** | | | | | | | |
| **IV** | Organizational Commitment and Organizational Citizenship Behaviour | - | - | - | - | 100 | Grade |
| | Reproductive Health | - | - | - | - | 100 | Grade |
| | The scholastic courses are only counted for the final grading and ranking. However for the award of the degree, the completion of co- scholastic one online course is mandatory. All other co-scholastic courses are optional only. | | | | | | |

**CORE ELECTIVES**

Three electives are offered for the students **(A-**HRM, **B-** M&P, **C-**CD) and each elective will have five courses each spread over the four semesters. Students have to opt any one core elective before the commencement of second

semester. The opted core elective cannot be changed later and students have to undergo the rest of the courses under the same elective chosen by them in rest of the semesters.

| No. of Courses | A- Human Resource Management (HRM) | B -Medical and Psychiatry (M&P) | C- Community Development (CD) |
|---|---|---|---|
| 1 | A1: Labour Welfare and Labour Legislation | B1: Medical Social Work | C1: Rural Community Development |
| 2 | A2 : Human Resource Management | B2: Hospital Management | C2: Social Development |
| 3 | A3 : Industrial Relation | B3: Psychiatric Social Work | C3: Tribal Community Development |
| 4 | A4: Human Resource Development | B4: Mental Health | C4: Urban Community Development |
| 5 | A5: Organizational Behaviour | B5: Community Health | C5: Management of Non-Governmental Organizations |

**COURSE REQUIREMENT**

**The students who compile the following course requirements are only eligible to get the degree.**

**1. Internship Training**

The students have to undergo 15 days internship training at the end of their II semester in their respective field of specialization and submit a report of the same to their concerned faculty supervisor. Viva –voce will be conducted and based on the performance, the students will be classified as **VERY GOOD/GOOD/AVERAGE/SATISFACTORY/POOR**. The same will be submitted to the controller of examination and included in the mark sheet.

**2. Block placement**

The students have to undergo one month block placement training at the end of their IV semester examinations in their respective field of specialization and submit a report of the same to their concerned faculty supervisor. Viva –voce will be conducted and based on the performance the students will be classified as **VERY GOOD/GOOD/AVERAGE/SATISFACTORY/POOR**. The same will be submitted to the controller of examination and included in the mark sheet.

**3. Value Added Course**

| Subject Code | Subjects | Examinations | Credits |
|---|---|---|---|
| 23PSWVA1 | Basic Statistics and SPSS | 100 | 2 |
| 23PSWVA2 | Non-Governmental Organization– Formation and Management | 100 | 2 |

**Note: Value added courses** are offered to the students of other departments students in the III or IV Semesters. The total instruction hour for each course is 30 hours. The value added courses will be included in grading. This Course is considered as a requirement for the award of degree of social work.

**4. MOOC Online Courses**

| Subject Code | Subjects | Examinations | Credits |
|---|---|---|---|
| - | MOOC Courses offered by Swayam, NPTEL, Coursera, etc | - | 2 |

**Note:** Students have to complete minimum one MOOC course offered by Swayam, NPTEL, Coursera, etc in any of the four semesters. The option for undergoing MOOC course is provided in all the four semesters. The certificate has to be submitted to the department before the end of the IV semester. The completion of the course will be included in grading. This Course is considered as a requirement for the award of degree of social work.

**OPTIONAL COURSES**

The following courses are optional for students and it is not a course requirement. These courses are offered to support the advanced learners and students who are interested to pursue higher studies like Ph.D.

**1. Advance Learners Course (Optional)***

| Subject Code | Subjects | Examinations | Credits |
|---|---|---|---|
| 23PSWAL1 | Disability Management | 100 | 2 |
| 23PSWAL2 | Green Social Work | 100 | 2 |

**Note: Advance learner's course** is offered in the III & IV -semester and it is purely optional for the students and can earn a maximum of 10 additional credits. The students have to learn themselves and attend the exams. No classes will be handled by the faculty for this course at the same the students can get the support and guidance on the course from the faculty. The students who clear this course will get an additional 5 credits for each course which will be considered while grading.

**2. Faculty Based Research Course (Optional) ***

| Subject Code | Subjects | Examinations | Credits |
|---|---|---|---|
| 23PSWRB1 | Organizational Commitment and Organizational Citizenship Behaviour | 100 | Grade |
| 23PSWRB2 | Reproductive Health | 100 | Grade |

**Note: Faculty Based Research Course** is offered in the IV-semester and the students have to opt any one course which is purely optional. The students have to learn themselves and attend the exams. No classes will be handled by the faculty for this course at the same the students can get the support and guidance on the course from the faculty. The completion of the course will be included in the grading. The students, who aspire to go for higher education like Ph.D, will be given preference in admission based on completion of this course when they opt for Ph.D admission in our college.

3. **Certificate Course ***

| Subject Code | Subjects | Hours | Examinations | Credits |
|---|---|---|---|---|
| 23PSWCC1 | Child Rights, Child Protection and Welfare | 40 | 100 | Grade |
| 23PSWCC2 | Project Proposal Writing | 40 | 100 | Grade |

**Note: The certificate course will be offered** to the students in the III and IV semesters students have to opt any one course which is purely optional. The courses will be offered by the department of social work in collaboration with external agencies who are expertise in the field. The certificates will be offered by the department. The completion of the course will be included in the grading. This Course is considered as a requirement for the award of degree of social work.

**Question Paper Pattern**

**(Based on Bloom's Taxonomy)**

**K1**-Remember; **K2**- Understanding; **K3**- Apply; **K4**-Analyze; **K5**- Evaluate

## 1. Theory Examinations: 75 Marks (Part I, II, & III)

**(i) Test- I & II, ESE:**

| Knowledge Level | Section | Marks | Description | Total |
|---|---|---|---|---|
| K1 & K2 (Q1 - 10) | A (Q1 – 5 MCQ)<br>(Q6 – 10 Define / Short Answer / MCQ) | 10 * 1 = 10 | MCQ / Define | **75** |
| K3 (Q11-15) | B (Either or pattern) | 5 * 5 = 25 | Short Answers | |
| K4 & K5 (Q16 – 20) | C (Either or pattern) | 5 * 8 = 40 | Descriptive/ Detailed | |

## 2. Theory Examinations: 38 Marks (3 Hours Examination) (Part III: If applicable)

| Knowledge Level | Section | Marks | Description | Total |
|---|---|---|---|---|
| K1 & K2 (Q1 - 10) | A (Q 1 – 10 MCQ) | 10 * 1 = 10 | MCQ | **50 (Reduced to 38)** |
| K3 (Q11 – 15) | B (Either or pattern) | 5 * 3 = 15 | Short Answers | |
| K4 & K5 (Q16-20) | C (Either or pattern) | 5 * 5 = 25 | Descriptive/ Detailed | |

## 3. Theory Examinations: 38 Marks (2 Hours Examination) (Part IV: If applicable)

| Knowledge Level | Section | Marks | Description | Total |
|---|---|---|---|---|
| K1 & K2 (Q1-10) | A (Q1 – 5 MCQ)<br>(Q6–10 Define / Short Answer) | 10 * 1 = 10 | MCQ / Define | **50 (Reduced to 38)** |
| K3, K4 & K5 (Q11-15) | B (Either or pattern) | 5 * 8 = 40 | Descriptive/ Detailed | |

## 4. Practical Examinations:

| Paper | Maximum Marks | Marks for | | Components for CIA | | |
|---|---|---|---|---|---|---|
| | | CIA | CEE | Tests | Observation Note | Record Note |
| **Practical (Core / Elective)** | 50 | 20 | 30 | 10 | 05 | 05 |
| **Practical (Core / Elective)** | 75 | 30 | 45 | 20 | 05 | 05 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Practical (Core / Elective)** | 100 | 40 | 60 | 30 | 05 | 05 |

## 5. Project:

| Paper | Maximum Marks | Marks for | | |
|---|---|---|---|---|
| | | CIA | CEE | |
| | | | Evaluation | Viva-voce |
| **Project** | 100 | 25 | 50 | 25 |
| **Project** | 150 | 40 | 75 | 35 |
| **Project** | 200 | 50 | 100 | 50 |

***** CIA – Continuous Internal Assessment & CEE – Comprehensive External Examinations

**Components of Continuous Internal Assessment (CIA)**

**THEORY**

## Maximum Marks: 100; CIA Mark: 25; CEE Mark: 75;

| Components | | Calculation | CIA Total |
|---|---|---|---|
| **Test 1** | 75 | (75+75+15+10)/7 | 25 |
| **Test 2 / Model** | 75 | | |
| **Assignment / Digital Assignment** | 15 | | |
| **Others*** | 10 | | |

*Others may include the following: Seminar / Socratic Seminars,Group Discussion, Role Play, APS, Class participation, Case Studies Presentation, Field Work, Field Survey, Term Paper, Workshop / Conference Participation, Presentation of Papers in Conferences, Quiz, Report / Content Writing, etc.

## Maximum Marks: 50; CIA Mark: 12; CEE Mark: 38; (Part III: If applicable)

| Components | | Calculation | CIA Total |
|---|---|---|---|
| **Test 1** | 50 | (50+50+10+10)/10 | 12 |
| **Test 2 / Model** | 50 | | |
| **Assignment / Digital Assignment** | 10 | | |
| **Seminar** | 10 | | |

## PROJECT

## Maximum Marks: 100; CIA Mark: 25; CEE Mark: 75;

| Components | | Calculation | CIA Total |
|---|---|---|---|
| **Review I** | 5 | 5+5+5+10 | |
| **Review II** | 5 | | |

| | | | |
|---|---|---|---|
| **Review III** | 5 | | 25 |
| **Report Submission** | 10 | | |

## Maximum Marks: 200; CIA Mark: 50; CEE Mark: 150;

| Components | | Calculation | CIA Total |
|---|---|---|---|
| **Review I** | 10 | 10+ 10+10+20 | 50 |
| **Review II** | 10 | | |
| **Review III** | 10 | | |
| **Report Submission** | 20 | | |

** Components for 'Review' may include the following:*

Originality of Idea, Relevance to Current Trend, Candidate Involvement, and Presentation of Report for Commerce, Management & Social Work.

Synopsis, System Planning, Design, Coding, Input form, Output format, Preparation of Report & Submission for Computer Science cluster.

# Continuous Internal Assessment for Project

## For Commerce, Management & Social Work Programme

The Final year Commerce, Management & Social Work students should undergo a project work during (V/VI) semester

- The period of study is for 4 weeks.
- Project / Internship work has to be done in an industrial organization (or) work on any industrial problem outside the organization is allowed.
- Students are divided into groups and each group is guided by a Mentor.
- The group should not exceed four students, also interested student can undergo individually.
- A problem is chosen, objectives are framed, and data is collected, analyzed and documented in the form of a report / Project.
- Viva – Voce is conducted at the end of this semester, by an External Examiner and concerned
- Mentor (Internal Examiner).
- Project work constitutes 100 marks, out of which 25 is CIA and 75 is CEE Marks.
- **Mark Split UP**

| CIA | CEE | Total |
|---|---|---|
| 25 | 75 | 100 |

| S. No | Components for CIA | Marks |
|---|---|---|
| 1 | Review – I * | 5 |
| 2 | Review – II * | 5 |
| 3 | Review – III * | 5 |
| 4 | Rough Draft Submission | 10 |
| **Total** | | **25** |

* Review includes Objectives and Scope, Research Methodology, Literature Review, Data Analysis and Results, Discussion and Interpretation, Recommendations and Implications, Presentation and Format, Creativity and Originality, and Overall Impact and Contribution.

| S. No | Components for CEE | Marks |
|---|---|---|
| 1 | Evaluation* | 50 |
| 2 | Viva-Voce | 25 |
| **Total** | | **75** |

* Evaluation includes Originality of Idea, Relevance to Current Trend, Candidate Involvement, Thesis Style / Language, and Presentation of Report.

STUDENT SEMINAR EVALUATION RUBRIC

Grading Scale:

| A | B | C | D |
|---|---|---|---|
| 8-10 | 5-7 | 3-4 | 0-2 |

| CRITERIA | A - Excellent | B - Good | C - Average | D - Inadequate |
|---|---|---|---|---|
| **Organization of presentation** | Information presented as an interesting story in a logical, easy-to-follow sequence | Information presented in logical sequence; easy to follow | Most of the information is presented in sequence | Hard to follow; sequence of information jumpy |
| **Knowledge of the subject & References** | Demonstrated full knowledge; answered all questions with elaboration **&** Material sufficient for clear understanding **AND** exceptionally | At ease; answered all questions **but** failed to elaborate **&** Material sufficient for clear understanding | At ease with information; answered most questions **&** Material sufficient for clear understanding **but** not clearly presented | Does not have a grasp of information; answered only rudimentary Questions **&** Material not clearly related to the topic **OR** |

| | | | | |
|---|---|---|---|---|
| | presented | **AND** effectively presented | | background dominated seminar |
| **Presentation Skills using ICT Tools** | Uses graphics that explain and reinforce text and presentation | Uses graphics that explain the text and presentation | Uses graphics that relate to text and presentation | Uses graphics that rarely support text and presentation |
| **Eye Contact** | Refers to slides to make points; engaged with the audience | Refers to slides to make points; eye contact the majority of the time | Refers to slides to make points; occasional eye contact | Reads most slides; no or just occasional eye contact |
| **Elocution –** (Ability to speak English language) | Correct, precise pronunciation of all terms<br>The voice is clear and steady; the audience can hear well at all times | Incorrectly pronounces a few terms<br>Voice is clear with few fluctuations; the audience can hear well most of the time | Incorrectly pronounces some terms<br>Voice fluctuates from low to clear; difficult to hear at times | Mumbles and/or Incorrectly pronounces some terms<br>Voice is low; difficult to hear |

# WRITTEN ASSIGNMENT RUBRIC

Grading Scale:

| A | B | C | D | F |
|---|---|---|---|---|
| **13-15** | **10-12** | **7-9** | **4-6** | **0-3** |

| CRITERION | A - Excellent | B - Good | C - Average | D - Below Average | F - Inadequate |
|---|---|---|---|---|---|
| **Content & Focus** | Hits on almost all content exceptionally clear | Hits on most key points and the writing is interesting | Hits in basic content and writing are understandable | Hits on a portion of content and/or digressions and errors | Completely off track or did not submit |
| **Sentence Structure & Style** | * Word choice is rich and varies<br>* Writing style is consistently strong<br>* Students own formal language | * Word choice is clear and reasonably precise<br>* Writing language is appropriate to the topic<br>* Words convey intended message | * Word choice is basic<br>* Most writing language is appropriate to the topic<br>* Informal language | * Word choice is vague<br>* Writing language is not appropriate to the topic<br>* Message is unclear | * Not Adequate |

| | | | | | |
|---|---|---|---|---|---|
| **Sources** | Sources are cited and are used critically | Sources are cited and some are used critically | Some sources are missing | Sources are not cited | Sources are not at all cited |
| **Neatness** | Typed; Clean; Neatly bound in a report cover; illustrations provided | Legible writing, well-formed characters; Clean and neatly bound in a report cover | Legible writing, some ill-formed letters, print too small or too large; papers stapled together | Illegible writing; loose pages | Same as below standard |
| **Timeliness** | Report on time | Report one class period late | Report two class periods late | Report more than one week late | Report more than 10 days late |

**PROGRAMME OUTCOMES**
**PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)**
The objectives of the MSW programme is to enable students to

| | |
|---|---|
| PEO1 | Prepare to take up carriers related to human services in the area of human resource management, medical & psychiatry and community development |
| PEO2 | Take up employment in different fields of social work like schools, hospitals, correction settings, industries, etc. |
| PEO3 | Become entrepreneurs and start their own NGOs to help needy people in society. |
| PEO4 | Take up higher studies leading to academic and research carriers. |
| PEO5 | Become social activists and work for bringing social change in society. |

**PROGRAMME OUTCOMES (POs)**
After completing MSW program within five to seven years the students will be able to:

| | |
|---|---|
| PO1 | Apply the social work knowledge and skills for sustainable changes in society through ethical and professional behaviour. |
| PO2 | Practice in diverse social work settings and also address contemporary issues and concerns such as of marginalized and exclusive population |
| PO3 | Demonstrate the skills and art of organizing and managing activities and events to enhance the quality of life of individuals and society at large. |
| PO4 | Carry out social work research for achieving desirable social change and empowerment of people. |
| PO5 | Formulate and influence social policies for the social and economic wellbeing in the society. |
| PO6 | Critically analyze and understand the existing social issues in the right perspective using Interdisciplinary Approach. |
| PO7 | Advocate for client access to the service of social work and social welfare agencies. |

| | |
|---|---|
| PO8 | Apply the provisions of various social legislations in the process of helping people. |

**PROGRAMME SPECIFIC OUTCOMES (PSOs)**

After the successful completion of MSW program, the students will be able to:

| | |
|---|---|
| PSO1 | Adhere to social work ethics, values and ensure social justice in both personal and professional life for the well being of the society. |
| PSO2 | Have a strong research foundation and take-up individual and funded research projects for social development. |

## Mapping

| PEOs / POs \ PSOs | PEO1 | PEO2 | PEO3 | PEO4 | PEO5 |
|---|---|---|---|---|---|
| **PO1** | M | M | S | M | S |
| **PO2** | S | M | M | S | S |
| **PO3** | S | S | M | M | M |
| **PO4** | M | S | S | S | M |
| **PO5** | S | S | M | M | M |
| **PO6** | S | S | S | S | M |
| **PO7** | M | M | S | S | M |
| **PO8** | M | M | S | S | S |
| **PSO1** | S | S | M | M | M |
| **PSO2** | M | M | S | S | M |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW101 | **Title** | **Batch :** | 2023-2025 |
| | | Introduction to Social Work | **Semester** | I |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Objectives**

- To learn the basics of Social work including History, Principles and Tools
- To understand the methods of Social Work
- To understand areas of Social Work Profession
- To understand the relevance of sociological concepts in social work practice
- To be able to analyze social problems and look for possible solutions in Indian context.

**Course Outcomes**

On the successful completion of the course, students will be able to

| | | |
|---|---|---|
| K1 | CO1 | To have knowledge on social work concept and historical development. |
| K2 | CO2 | To have understanding on various methods and field of social work practice. |
| K3 | CO3 | To apply the methods, approaches and models in solving the individual, family and community problems. |
| K4 | CO4 | To analyze the impact of social welfare, social service, social reform, social security and social justice and choose the appropriate approach to solve the problem. |
| K5 | CO5 | To understand International Social Work and also about various perspectives. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Social Work**: Definition, Objectives, Principles, Philosophy and Scope. **Concepts and Related Terms:** Social Welfare, Social Service, Social Reform, Social Security, Social Justice. **Methods of Social Work**: Concepts and Objectives of Social Case Work, Social Group Work, Community Organization, Social Work Research, Social Welfare Administration and Social Action. | 12 |
| **Unit II** | **Social Work Profession**: Social Work as a Profession, Professional Values, Ethics, Skills of Social Worker, Tools and Techniques of Social Work. **Approaches and Models of Social work**: Relief model, Welfare model, Clinical model, Systems model, Radical model, and Developmental model. *Field Work and its importance.* | 12 |
| **Unit III** | **Fields of Social Work**: Family, Child & Women Welfare, Correctional Social Work, Industrial Social Work, Medical And Psychiatric Social Work, Youth Welfare, Community Development (Rural And Urban), Geriatric, Disability and Social Work in School setting. | 11 |
| **Unit IV** | **Emerging Areas of Social Work:** Environmental Protection, Disaster management , School Settings, Child rights, Marginalized Community, Gender equality, HIV/AIDS and CSR. Social Work and Human Rights. - Problems and Prospects of Professional Social Worker. **Association of Social Work:** NASW, IFSW, ISPSW and NAPSWI - Evidence Based Practice - | 12 |
| **Unit V** | **International Social Work:** Definition and Scope of International Social work; Integrated perspectives of International Social Work– Global Perspective, Human Rights Perspective, Ecological Perspective, Social Development Perspective; Strength Based Social Work; Evidence Based Practice; Spirituality Based Social Work: Basic Programmes and Strategies for International Social Work– Empowerment, Capacity building. Self–help and self–reliance, Enhancing Social Cohesion, Use of Modern Technology. Sustainable development Goals. Recent trends in Social Work. | 13 |

| | | |
|---|---|---|
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

| |
|---|
| **Teaching Methodology**: Lecture, Power point Presentations, Group discussions, Seminar and Assignment |

**Books for Study:**

- Banks, Sara, *Ethics and Values in Social Work*, Macmillan, Hound Mills, 1995.
- Gilbert Pascal,*Fundamental of Sociology*, Orient Longmans, Madras. 1956.
- Jacob K.K., *Social Work Education in India*, HimanshuPub., New Delhi., 1994.
- Shaw, Ian and Lishman, Joiyce, *Evaluation and Social Work Practice*, Sage, London, 1990.

**Books for Reference:**

- Bhushan, Vidya&Sachdeva D.R., *An Introduction to Sociology*, Kitabmahal, Allahabad, 1995.
- Compton, Beulah R., *Introduction to Social Welfare and Social work*, The Dorsey press, Illionis, 1980. Delhi,1994.
- Francis Nicholas, Handbook for *Professional Practice & Career Development in Social Work*, Francis Publications, Madurai, 2015
- Hans Nappaul, *The Study of Indian society*, S. Chand & Co., 1972.
- Madan G.R.,Indian *Social Problems* vol. 2, Allied publishers., 2013. Semester :I Credits 4 Course Code : P16SW101 Total Hrs. : 75 2
- Memoria C.B., *Social Problems and Social disorganization in India*, KitabMahal, New Delhi., 1987.
- Ram Ahuja,*Social Problems in India*, Rawat Publishers Ltd., Jaipur, Bombay., 1992.
- Stanley. S, *Social Problems in India*, Allied Publishers, New Delhi 2005.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | M | L | L | M | L | M | L | M | L |
| **CO2** | M | M | L | L | L | L | M | L | L | L |
| **CO3** | H | H | M | L | L | H | M | L | L | L |
| **CO4** | M | L | L | L | H | H | L | L | L | M |
| **CO5** | H | H | M | L | L | H | M | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

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|---|---|---|---|---|
| **Programme Code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW102 | **Title** | **Batch :** | 2023-2025 |
| | | Social Case Work | **Semester** | I |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objective**

- To acquire the knowledge of Social Case Work
- To learn the importance of Case Work in terms of tools, models, components and therapies for diagnosing the individuals

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Social Case Work**: Definition, Objectives, Scope of Social Case Work, Basic principles of Social Case Work. **Relationship:** Skills in Building Relationship, Communications, Empathy, use of relationship in the helping process - Problems in professional relationship, transference, counter transference - relationship with other methods. | 12 |
| **Unit II** | **Components of Social Casework**: Person, Problem, Place, and Process Professional Self – Case Work Process: Intake, Study, Diagnosis, Treatment - Developing Treatment Methods – Administration of Practical services - Indirect treatment and Direct treatment and Multidimensional treatment. Termination: Monitoring, Evaluation, Follow-up and Termination. | 12 |
| **Unit III** | **Case Work Tools: Verbal & Non – Verbal communication:** Observation, Interview, Collateral Contact, Home Visit – **Interviewing process:** principles, process and **Types:** Social History, Assessment and Therapeutic Interview, Skills In Interview - Psycho Drama - **Recording:** Principles, Types, Structure, Content, use of Genogram, Eco maps and family tree in records. | 13 |
| **Unit IV** | **Social Casework Models & Therapies**: Psycho – social, Functional, Problem solving model - Psycho therapy, Behavior modification therapy, Environmental modification , Family therapy, Existential therapy- Crisis intervention and Counseling- *single case evaluation.* | 12 |
| **Unit V** | **Social Casework in different Setting**: Family and Child Welfare – School setting – Medical and Psychiatric setting – Community, Correctional and Industrial setting – Differently abled - *Problems & limitations of social case work practice in India.* | 11 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology**: Lecture, Power point Presentations, Group discussions, Seminar , Assignment and Case study

**Books for Study:**


- Upadhyay R.K. (2010) *Social Case Work A Therapeutic Approach, SAGE Publications.*
- Sanjay Bhattacharya, (2003) *Social Work – An Integrated Approach,* Deep and Deep Delhi.


**Books for References:**

- Upadhyay.P.K,(2003) *Social Case Work*, New Delhi.
- Mishra.P.D, (1994*) Social Work – Philosophy and Methods,* Inter India, New Delhi.Mathew Grace, (1992) *An Introduction to Social Casework*, Tata Institution of Social Sciences,Bombay
- Sheafer,Bradford,W.Horejsi,Charles, R. and Horejsi, Gloria, A. (1988) *Techniques and guidelines for Social Work Practice*, Allen and Bacon. Boston,
- Aptekar, Herbet.H, (1982) *Dynamic of Casework and Counseling*, Boston, Houghton, Mifflin.
- Mehr. Joseph (1980) *Human Services: Concepts and Intervention Strategies* ,Allen and Bacon., Boston.
- Hamilton Gordon: (1954*) Theory And Practice Of Social Case Work* , Colombia University Press, New York.


**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | H | H | M | L | L | M | L | L | L | H |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

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|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW103 | **Title** | **Batch :** | 2023-2025 |
| | | Personality Development and Human Behaviour | **Semester** | I |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Courses Objectives**

- To understand Human growth and Personality
- To learn importance of Perception, Learning , Attitude in Human growth

**Course Outcomes (CO)**

On the successful completion of the course, students will be able to

| | | |
|---|---|---|
| K1 | CO1 | Have knowledge on various psychological traits of a human being. |
| K2 | CO2 | Have understanding on basic concepts of psychology which helps to understand the client's psychology. |
| K3 | CO3 | To apply the psychological knowledge to bring changes in the individual to solve the problem. |
| K4 | CO4 | To analyze the impact of personality on the clients problem and bring suitable changes to solve it. |
| K5 | CO5 | To know about the role of social work in promoting mental health |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Psychology**: Definition, Meaning, Nature and Scope. **Basic Schools of Psychology:** Structuralism, Functionalism, Psychoanalysis, and Behavioural Gestalt. **Human Growth and Development**: Developmental tasks, physical and psychological development of a) Infancy, b) Babyhood, c) Childhood, d) Puberty, e) Adolescence, f) Adult, g) Middle age, h) Old age. *Application of Psychology in Social Work.* | 13 |
| **Unit II** | **Personality**: Definition and Characteristic. Theories of Personality - Psychoanalysis, Behavioral, Cognitive and Humanistic theories of Personality; Assessment of Personality - Influence of Heredity and Environment in one's personality development. | 12 |
| **Unit III** | **Perception**: Definition, Characteristics, Principles of perception – Perceptual processes – Factors influencing perception, **Attitude:** Definition and Nature – Components of Attitude. | 12 |
| **Unit IV** | **Learning**: Concept and types of learning: Cognitive, Sensory, Motion and Verbal learning –**Intelligence**: Definition - Types of intelligence**. Emotions:** Meaning, Nature**. Motivation**: Definition, Types of motives, Measurement of motives, Interaction of motives. | 11 |
| **Unit V** | **Abnormal Psychology:** Outline regarding Abnormal Psychology- Stress and conflict - Meaning, Causes and Effects- Types of conflict, Stress Management, Mental Illness –Types. Defense mechanism, *Role of SW in Promoting Mental Health* | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology**: Lecture, Power point Presentations, Seminar and Assignment.

**Books for Study:**

- Mangal S.K.,(2007) *General Psychology*, Sterling New Delhi.

**Books for References:**

- Pathak Shalini, (2007*) Human Development,* Sonali, New Delhi.
- Feldman Robert. S, (2006*) Introduction to Psychology,* Tata Mc Graw Hill, New Delhi,
- Pankajam , G. (2005) *Know your Child*, New Delhi.
- Sharma. K.K., (2003) *Principles of Developmental Psychology*, Sublime, Jaipur.
- Hurlock Elizabeth .B (1995) *Developmental Psychology*, Mc Graw hill, New Delhi.
- Bhatia H R 1972 Abnormal Psychology - Bombay- Oxford IBH Publications.
- Colurn J C 1978 Abnormal Psychology And Modem Life, Bombay –
- Hurlock E B (1975) Developmental Psychology
- Munal (1969) Introduction to Psychology-Bombay Oxford- IBM

**Mapping**

| PSO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | M | M | L | M | L | M | L | L | M | M |
| **CO2** | H | H | M | M | L | M | M | L | H | M |
| **CO3** | H | H | L | M | M | L | H | L | H | H |
| **CO4** | H | H | H | M | M | H | M | L | M | M |
| **CO5** | H | H | H | M | M | L | H | M | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

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|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW104 | **Title** | **Batch :** | 2023-2025 |
| | | Indian Society and Social Problems | **Semester** | I |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To comprehend the basic concept of Indian society
- To understand the Social Institution in our country
- To identify the Social Changes acquiring in India and also the social problems faced

**Course Outcomes (CO)**

On the successful completion of the course, students will be able to

| | | |
|---|---|---|
| K1 | CO1 | To have knowledge on various sociological concepts for understanding the individuals, groups and society. |
| K2 | CO2 | To understand the causes and consequences of various social problems in the society. |
| K3 | CO3 | To apply knowledge of sociology to understand the emerging social problem. |
| K4 | CO4 | To analyze the impact of social structure and social process and bring desirable changes in the society. |
| K5 | CO5 | To Understand basic knowledge about cyber security. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Society**: concepts, characteristics, functions. Concept, definition and characteristics of Community, Institution and Association– **Social Structure**: Meaning, Elements – **Social System**: Meaning, Characteristics, Elements - Demographic Characteristics of Indian Society; Relevance of Sociology for Social Work Profession. | 12 |
| **Unit II** | **Socialization**: Importance and Functions; Agencies of Socialization - **Social process**: Integrative (Cooperation, Accommodation, Assimilation) and Disintegrative (Competition and Conflict) –**Social Groups**: Definition, Characteristics, Classifications - **Culture**: Meaning, Characteristics, Functions – Cultural Lag – Cultural diffusion - **Social Control**: Definition, types and Agencies of Social Control | 12 |
| **Unit III** | **Marriage:** Meaning, functions, types, Changes in mate choice and ceremonies – **Family:** Meaning, Characteristics, Functions, and Types, Recent trends in family relationships (gay, lesbians, dating, living together relationship) - **Social Stratification:** Meaning, Characteristics, Functions, Caste, Class – *Social mobility* -**Social Change:** Meaning, Theories, Causes | 12 |
| **Unit IV** | **Social Problems:** Meaning, Characteristics. Meaning causes and effects of Unemployment, Beggary, Poverty, Sexual violence, Child Abuse, Untouchability, Environmental Pollution, Divorce, Corruption, Alcoholism, Terrorism, Women Harassment, Cyber-crime. | 11 |

| | | |
|---|---|---|
| **Unit V** | **Overview of Cyber Security**: Confidentiality, integrity, and availability –**Threats and Cryptography. Network Security** – network intrusion detection and prevention systems, **Firewalls Software Security** : Vulnerability auditing, penetration testing, sandboxing, control flow integrity – **Web Security**: User authentication – **Legal Ethical Issues**: cybercrime, intellectual property rights, copyrights, patent, trade secret, hacking and intrusion, privacy, identity Theft. | 13 |
| | **TOTAL** | 60 |

**** Italicized* texts are for self study**

| |
|---|
| **Teaching Methodology**: Lecture, Power point Presentations, and Group discussions, Seminar, Assignment and Experience Discussion. |

**Books for Study**

- Baviskar B S, Tulsi Patel (2018) *Understanding Indian Society*, Publisher Orient Black Swan.
- Vidyabhushan and Sachdeva D.R, (2014) *An Introduction to Sociology*, Kitab Mahal, New Delhi.
- Shankar Rao, (2006) *Sociology*, New Delhi, S.Chand

**Books for Reference**

- Ahuja Rao, (2002) *Social Problems in India*, Rawat, Jaipur.
- N.Jayapalan (2001)Indian Society And Social Institutions.
- Rajendra K. Sharma (2004) Indian Society and Change.
- Chwan-Hwa (John) wu, J.David Irwin,*computer networks &cyber security* (2016) CRC Press.
- Jeff Kramer. Nicolas Burrus, Florain Editler , Matt Parker, "*Hacking the Kinect ",* (2016), Technology in cation Publishers.
- Matt Bishop, Computer *Security Art and Science*, Second Ed., Pearson/PHI,.
- Intoduction to Network Security: Neal Krawetz, CENGAGE Learning

**Mapping**

| PSO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | L | M | H | L | L | M | L |
| **CO2** | H | H | L | L | M | H | M | L | M | L |
| **CO3** | H | H | L | L | M | H | M | L | M | L |
| **CO4** | M | H | L | L | L | H | M | L | M | L |
| **CO5** | H | H | L | L | M | H | M | L | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

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|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW1F1 | **Title** | **Batch :** | 2023-2025 |
| | | Field Work Practicum – I | **Semester** | I |
| **Hrs/Week:** | 12 | | **Credits:** | 05 |

**Courses Objectives**

- To provide an exposure on various field of Social Work.
- To understand the functioning of various agencies of Social Work.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To recollect the concepts and various fields of Social Work |
| K2 | CO2 | To understand the functions of various Social Work agencies |
| K3 | CO3 | To verify the roles of Social Work agencies in Social Development |
| K4 | CO4 | To have a practical demo about the agencies processes |
| K5 | CO5 | To develop knowledge about the particular field |

**Methodology**: Visiting various Social Work agencies like NGOs, Government organizations, industries, etc., Report submission, Individual conference, Group conference and Power point presentation.

**Mapping**

| PSO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | M | M | H | M | H | M | M | H | M |
| **CO2** | M | H | H | H | M | M | H | H | L | M |
| **CO3** | H | H | H | H | H | M | L | M | M | H |
| **CO4** | M | H | H | M | H | M | M | L | M | M |
| **CO5** | H | H | H | H | H | M | L | M | M | H |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

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|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW205 | **Title** | **Batch :** | 2022-2023 |
| | | Social Group Work | **Semester** | II |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- Be acquainted with Social Group Work processes.
- Helps the students to understand the basic structure of group as well as to organize themselves

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To learn theoretical approaches that inform group work practice |
| K2 | CO2 | To understand of group work as a method of professional social work |
| K3 | CO3 | To gain insight into dimensions of group processes and group work practice |
| K4 | CO4 | To develop competencies for working with groups in diverse settings |
| K5 | CO5 | To know about the different settings for social group work |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Social Group Work:** Definition, Concepts, Objectives, Principles, History of Social Group Work, Basic assumptions and functions – **Theories of Group Work:** Psychoanalytic theory, Learning theory, Field theory, Social Exchange theory, System theory. | 11 |
| **Unit II** | **Social Group processes:** New comers, Bond, Acceptance, Role, Status, Power, Isolation, Rejection, Sub-groups and Cliques - **Group dynamics:** Group and group membership, group cohesiveness, group norm, group culture, group control, group morale, group attraction, communication and interaction pattern, Theories of group - **Assessment of Group interaction:** Sociometry, Socio-gram and *network analysis*. | 13 |
| **Unit III** | **Social Group Work Process: Pre-group planning:** Composition of the group, size of the group, nature of the group membership, duration of the group, frequency of group meeting, place of meeting - **The beginning stage:** Induction, purpose clarification, setting goals, setting routine, distributing roles and responsibilities - **Middle stage:** Monitoring, preparing a profile of the members and evaluation - **Termination stage - Group work Models:** Social goal, Remedial, Reciprocal and Developmental models. | 13 |
| **Unit IV** | **Social Group Work Recording:** Use of Social Group Work records, Principles and Problems of Group Work Recording; Group therapy: Significance of Group therapy, Programme planning and its principles in Social Group Work, Use of Psychodrama and Socio-drama; Different Therapeutic approaches Transactional analysis, T-groups, Gestalt, Role play, Buzz group and Brain storming. | 11 |
| **Unit V** | **Social Group Work in various settings:** Correctional, Hospital, Educational, Industries, Old age homes and Communities; Skills of the Social Group Worker; Scope and Limitations of Group Work in different fields of Social Work in India; Knowledge and skills of a Group worker; Group worker as an Enabler, Guide, Facilitator and Therapist. | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology**: Lecture, Power point Presentations, Group discussions, Seminar and Assignment.

**Books for Study**

- H.Y.Siddigy, *Social Group Work*, Rawat Publications
- Rameshwari Devi Ravi (2008) *Social Group Work – Theory and Practice*, New Delhi.
- Garrin,(2006) *Handbook of Social Work with Groups*, Rawat Book Sellers, Jaipur.
- P.D.Misra, Peena Misra, Social Group Work Practice
- Social group work: a helping process, Gisela Konopka, Prentice-Hall, 1983

**Books for reference**

- Allan Brown, (2005), *Group Work 3rd Edition*, Rawat Book Sellers, Jaipur.
- Dirvedi, (2005) *Group Work with Children and adolescent,s,* Rawat Book Seller, Jaipur Tracker. Misra, Prayag Din, (1994*) Social Work Philosophy and Methods,* Inter India, New Delhi.
- Trucker.H.B, (1970) *Social Group Work - Principles and Practice,* Association Press, New Delhi.
- Doel, Mark & Sawda, Catherine (2003) The Essentials of Group Worker, London : Jessica Kingsley Pub.
- Gravin, Charles D., Lorriae M. Gulier (Ed.) (2007) A Hand Book of Social Work with Groups, Rawat Publication
- Reid E. Kenneth (1996) Social Work Practice with Groups - A Clinical Perspective, , USA : Brook/Cole Publishing Company

**Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | L | M | L | M | M | L | L | L | L |
| **CO3** | M | H | M | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | H | L | M | L | M | M | L | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

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|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW206 | **Title** | **Batch :** | 2022-2023 |
| | | Community Organization | **Semester** | II |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To be acquainted with the Community organization its phases and methods
- To prepare the students to learn and develop the skills needed in Community organization
- To give them the knowledge of Social action and social activist contribution to the society

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To gain knowledge about the primary method of social work practice with communities |
| K2 | CO2 | To understand the techniques and approaches of social work practice with communities |
| K3 | CO3 | To acquire the skill of working with communities |
| K4 | CO4 | To familiarize the emerging trends and experiments in Community Organization and Social Action |
| K5 | CO5 | To have knowledge about social movements and about social activists |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Community Organization**: Definition, Objectives, Principles, Approaches of Community Organization – Scope, Philosophy and Goals and models of community organization. Historical Background of Community organization. Community Organization as a method of social work. Similarities and differences between Community Organization and Community development. Community Organization in India | 12 |
| **Unit II** | **Phases & Methods of Community Organization: Phases:** a) Reconnaissance b) Social Study or diagnostic c) Planning or developmental d) Implementation - **Other phases:** Relationship, Assessment, Discussion, Organization, Reflection, Modification and Continuation - **Methods:** Planning, Education, Communication, Community participation, Collective decision making, Leadership development, Resource Mobilization, Community Action, Legislative and Non-legislative promotion and co-ordination, *Participatory Rural Appraisal / Participatory Learning Appraisal* | 13 |
| **Unit III** | **Skills in Community Organization: Skills:** Organizing - Conference and Committee, communication, Training, Consultation, Negotiation, Conflict resolution, Public relations, Resource mobilization, Writing reports, Documentation, Networking – Roles of Community Organizer - **Community Welfare Organization:** Nature, Types – 1) Community Welfare Council 2) Community Chest - **Community organization practice:** Rural, Urban, Tribal, Minority groups - Problems faced by Community organizer. | 12 |
| **Unit IV** | **Social Action**: Definition, Objectives, Principles, Methods and Strategies. Social action for Social Development. Scope of social action in India. Enforcement of Social Legislation through social action. Social action approach of Paulo Freire and Saul Alinsky, Role of social worker, Social action in Indian context. | 11 |

| | | |
|---|---|---|
| **Unit V** | **Social movements & Social activist:** Swadeshi Movement, Chipko movement, Narmada Bachao Andolan Movement, LGBT movement, Silent Valley movement. Solidarity Youth Movement. Save Soil Movement, **Social activist noted personalities:** Gandhiji, Ambedkar, VinobhaBhave, Nelson Mandela, Jayaprakash Narain, EVR, Anna Hazarre, Mehta Patkar, Baba Amte, Bunker Roy, Narendhran Tablocker, Malala, Kailash Sathiyarthi | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology**: Lecture, Power point Presentations, Seminar , Assignment and Experience Discussion

**Books for Study:**

- Donna Hardina (2013) *Innovative Approaches for Teaching Community Organization Skills* published by Routledge, New York.
- Christopher A.J & Willium Thomas.A (2006*) Community Organization & Social Action,* Himalaya, Mumbai

**Books for Reference:**

- Delgado Melvin (2000) *Community Social Work Practice in an Urban Context,* Oxford, New York.
- Brisco Catherine & Thomas David.N (1977) *Community Work, Learning and Supervision,* George Allen & Unwin, Boston,
- Biklen, Bouglas.P, *Community Organizing - Theory & Practice*, New Jersey Prentice.
- Beher A and Samuel J (2006) Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
- Kettner, P and Moroney, Robert (2007) Designing and Managing Programs: An Effectiveness-Based Approach, University ofFlorida
- Ledwith Margaret (2005) Community Development: A Critical Approach, Policy Press
- Somesh Kumar (2002) Methods for Community Participation: A complete guide for practitioners, New Delhi : Sage Publication Vista

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | M | L | H | L | L | M | L | M | L |
| **CO2** | L | H | M | M | L | M | L | L | L | L |
| **CO3** | M | L | H | L | M | H | L | L | L | H |
| **CO4** | L | H | M | M | L | M | L | L | L | L |
| **CO5** | H | M | L | L | M | L | H | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW207 | **Title** | **Batch :** | 2023-2025 |
| | | Social Work Research And Statistics | **Semester** | II |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To understand the basic concept of Social Work Research
- To acquire knowledge on types of Research Design, Sampling, Questionnaire ,Scaling Technique

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To acquire basic concepts and scientific knowledge of Research |
| K2 | CO2 | To understand the various methods, types in Research |
| K3 | CO3 | To Develop an appreciation of the value and approach in social work research in addressing problems in the field of professional practice |
| K4 | CO4 | To know about sampling ,its procedure and also research reporting |
| K5 | CO5 | To Explain with statistics software and its application in research |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Research:** Definition, Characteristics, Purpose - **Basic Concepts:** Theories, Variables, Hypothesis –**Scientific method:** Basis of Scientific method, Epistemology, Induction and deduction - Requisites of a good scientific method – **Social Work Research:** Definition, *scope of social work research in India* | 12 |
| **Unit II** | **Problem Identification:** Steps in research, Criteria for the selection of the research problem, problem formulation **Research Design:** Descriptive, Exploratory, Experimental, analytical and Mixed Method. | 11 |
| **Unit III** | **Data**: meaning, types. Methods of Data collection: **Qualitative** -Interviews, focused group discussion, Participant Observation case study. **Quantitative**: survey, interview, questionnaire, interview schedule, checklist, scales: Concept, Types: Bogardus and Likert. Method of qualitative Analysis: Thematic Analysis, Content Analysis, Grounded Theory , Narrative Analysis, Discourse Analysis | 12 |
| **Unit IV** | **Sampling:** Population, Sample, Sample frame, Census - Principles of sampling – **Sampling procedure:** Probability and non - probability sampling - **Tabulation and presentation of data:** Editing, coding, classification, tabulation, frequency distribution, diagrammatic and graphic presentation - **Research reporting:** Interpretation of data, contents of research report, *Difference between reference and bibliography*. | 12 |
| **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, **types:** Product Moment Correlation and Rank Correlation - **Chi-square:** uses and applications – **T test:** Student's T – test – **ANOVA:** Uses and applications. (Parametric and non parametric test), Software Package for Social Science Research (SPSS), MANOVA, ANACOVA, MANCOVA .Microsoft Word &Excel, SPSS Data Entry.**(Practical's only).** | 13 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Seminar, Quiz and Assignment.

**Books for study:**

- Wajliman, Nicholas (2001) *You're Research Project,* Sage and Baiche, Bonsmahu, New Delhi.
- Kothari, C.R,(1998) *Research Methodology, Techniques and Trends,* New Delhi.

**Books for Reference:**

- Sadhu F. Singh (1998) *Research Methodology in Social Science,* Himalaya, Babbie, New Delhi. Ear J.R.(1995) *The Practice of Social Research*, Woodworth, New York
- Sirkin.R.K (1995) *Statistics for the Social Sciences,* Sage, New Delhi.
- Krishnaswami.O.R, (1993) *Methodology of Research in Social Sciences,* Himalaya, Bombay.
- Ramachandran.P, (1993) *Survey Research for Social Work,* A Primer, Bombay.
- Kothari.C.R( 1992) *Research Methodology Methods and Techniques*, Wiley Esfern, Madras.
- Sioberg.F, Nett, (1992) *A Methodology for Social Research,* Rawat, New Delhi.
- Baipai .S.R.(1992) *Methods of Social Survey and Research,* Kitab Ghar Kanpur.
- Ghosh.B.N (1992) *Scientific Methods and Social Research,* Sterling, New Delhi

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | M | L | L | H | M | L | M | L |
| **CO2** | L | L | L | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | L | H | L | M | L | L | L | M |
| **CO5** | L | L | L | L | L | M | L | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW2A1 | **Title** | **Batch :** | 2023-2025 |
| | | Labour Welfare and Labour Legislation | **Semester** | II |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To Understand the Indian Labour and the problems they meet in organization
- To acquire the knowledge Labour Welfare in India.
- Make the students to comprehend Social Security Legislation in order to protect the employee's rights

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To understand the concept of labour and labour problems. |
| K2 | CO2 | To demonstrate the various legislations related to labour welfare. |
| K3 | CO3 | To apply the provisions of legislations in handling the labour and labour welfare issues. |
| K4 | CO4 | To have knowledge about wages and various acts passed. |
| K5 | CO5 | To have a knowledge about other legislation acts passed. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Concept of labour** – Labour, Characteristics of Indian Labour- Labour in unorganized and organized sector. Labour Problems - Schemes and programmes of ILO - Recommendations of National Commission on Labour I & II on various issues. *Labour mobility and Labour market.* Introduction to New Labour Codes. | 12 |
| **Unit II** | **Labour Welfare:** Concept, Principles, Theories, Types of Welfare. The Factories Act 1948, Apprentices Act 1961, Contract Labour Act (Regulation and Abolition Act) 1970**.** The concept of **Labour Welfare Fund:** The Tamilnadu Labour Welfare Fund, Act 1972. | 12 |
| **Unit III** | **Social Security:** Concept of social security– The E.S.I Act 1948 – The Employees Provident Fund and Miscellaneous Provisions, Act 1952 – The Employees Pension Scheme, Act 1995 – The Payment of Gratuity, Act 1972 – The Employee Compensation, Act 2010 - The Maternity Benefit, Act 1961, *Social insurance & social* assistance. | 12 |
| **Unit IV** | **Wage:** The concept, meaning of wage, factors of wage fixation, Theories of wages, Functions of wage boards –The Payment of Wages, Act 1936 – The Minimum Wages, Act 1948 – The Equal Remuneration, Act 1976 – Concept of bonus: The Payment of Bonus, Act 1965. | 12 |
| **Unit V** | **Others Labour legislations**: The Plantation Labour, Act 1951, The Mines Act 1952 – The Motor Transport Workers, Act 1961 – The Tamilnadu Manual Workers Act 1999– The Tamilnadu Industrial Establishment (National & Festival Holidays) Act 1951. The Interstate Migrant Workers, Act 1979. | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Seminar , Assignment and Experience Discussion

**Books for Study:**

- Reddy.J. (2004) Labour Legislations, APH Publications, New Delhi.
- Tripathi.P.C & Gupta.C.B, (2002) *Industrial Relations and Labour Laws*, Sultan Chand & sons, New Delhi.

**Books for Reference :**

- Subramanian.V, (2002) *Factory Laws Applicable in Tamilnadu,* Madras book agency,
- Chennai Volume I II III IV and V.
- National Commission on Labour (2003) Academic Foundation, Reports of National Commission on Labour, New Delhi.
- Kapoor ND (2000) *Elements of Industrial Law,* Sultan Chand & Sons, New Delhi.
- Kannan &Sowri Rajan (1996) *Industrial and Labour Laws*, Taxman Allied Services, New Delhi.
- Kannan & Sowri Rajan (1996) *Industrial and Labour Laws*, Taxman Allied Services, NewDelhi.
- Bhatnagar Deepak (1986) *Labour and Industrial Laws,* Pioneer Books, New Delhi.
- Misra SN (1986) *Labour and Industrial Laws*, Alahabad Law Agency, New Delhi.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | M | M | L | L | L | M | L | L | M | L |
| **CO2** | H | H | M | L | L | H | H | H | M | L |
| **CO3** | H | H | H | L | M | H | M | H | M | L |
| **CO4** | M | M | M | L | H | H | M | M | M | L |
| **CO5** | M | M | L | L | H | M | L | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW2B1 | **Title** | **Batch :** | 2023-2025 |
| | | Medical Social Work | **Semester** | II |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To gain the basic knowledge of Medical Social work
- Understand the Organization and Administration work by the Medical Social Worker

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To develop the knowledge of Medical social work |
| K2 | CO2 | To acquire knowledge about various illnesses and understand its psychosocial impact |
| K3 | CO3 | To apply the knowledge about application of Medical Social works in various settings. |
| K4 | CO4 | To have basic knowledge on public health |
| K5 | CO5 | To evaluate public health programme in India |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Concepts**: Health, Hygiene, Illness, Disability and Handicap - Medical Social Work: Definition, Scope, Historical development of Medical Social Work in the West and in India. Medical Social Work Practice in different settings: Hospitals - Outpatient Department - Emergency Care- Special Clinics and Community Health - Blood banks - Eye Banks - Special Schools - Palliative Care. Professional Challenges and Issues of Medical Social Worker in the field. | 12 |
| **Unit II** | **Clinical social work practice in Hospital settings**-Hospitals, Inpatient and Outpatient department, Emergency care, Special clinics and *Community health.* Patient's rights in health care. | 11 |
| **Unit III** | **Major Communicable Diseases**: Symptoms, Etiology, Transmission, Prevention and Treatment of: Leprosy, Tuberculosis, STD, HIV, Polio, Malaria, Typhoid, Dengue, H1N1 and Hepatitis. **Major Non-Communicable Diseases**/Lifestyle Diseases: Cancer, Diabetes, Hypertension, Asthma, Cardiac Disorders and Obesity. **Occupational Health:** Health Hazards, Common Occupational Diseases, Palliative Care. | 12 |
| **Unit IV** | **Concept of public health** - Preventive medicine, levels of prevention; primary, secondary and tertiary prevention. Food and nutrition: importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures, Malnutrition, Food adulteration –causes, prevention and measures. Pollution, Causes, Types and Impact of pollution on health. *Blood bank, Organ Donation*. | 13 |
| **Unit V** | **Rehabilitation and Other Health Programmes:** Rehabilitation: Concept, Areas of Rehabilitation ,Principles of Rehabilitation – Role of Medical Social Worker in rehabilitating a person with disability –Team Work and Involvement of family members – Importance of Family planning -Sex Education and School health Programmes | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

| |
|---|
| **Teaching Methodology:** Lecture, Power point Presentations, Seminar, Assignment and Experience Discussion |

**Books for study:**

- Webb John Webb (2012), *Medical Social Work,* Publisher Trafford Publishing

**Books for reference:**

- Dora, Gold Stien (1954) Expanding Horisons in Medical Social Work, Chicago :The University of Chicago Press
- Dora, Goldstain (1954) Readings in Theory and Pr actice in Medical Social Work, Chicago:The University of Chicago Press
- Park, J. E & Park, K.(1997) Preventive and Social Medicine, Jabalpur : Banaridas Bhanot
- Colin Pritchard (2006), Mental Health Social Work, USA : Routledge
- Javeri D. R. (1996)Social Work in Hospital Set up, KEM Hospital, Mumbai
- Pathak, S. H. (1961) Medical social Work in Indi a, Delhi : School of Social Work

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | M | M | H | L | L | M | L | M | L |
| **CO2** | M | H | L | L | L | M | L | L | L | L |
| **CO3** | L | L | H | H | M | H | L | L | L | H |
| **CO4** | H | M | M | H | L | L | M | L | M | L |
| **CO5** | M | H | L | L | L | M | L | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| Programme code: | MSW | Programme Title : | Master of Social Work | |
|---|---|---|---|---|
| Course Code: | 23PSW2C1 | Title | Batch : | 2023-2025 |
| | | Rural Community Development | Semester | II |
| Hrs/Week: | 4 | | Credits: | 04 |

**Objectives**

- To acquire knowledge on Community Organization and Community Development
- To get the student more acquainted on Community Development Administration and Planning

**Course Outcomes**

| | | |
|---|---|---|
| K1 | CO1 | To gain knowledge about rural realities and problems in rural communities |
| K2 | CO2 | To understand the local self administration of rural development and various development agencies working for rural development |
| K3 | CO3 | To apply the community development programmes and policies in India. |
| K4 | CO4 | To acquire knowledge about planning and community development administration |
| K5 | CO5 | Appraise different programs related to Rural Community Development in India |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Introduction**: - **Rural Community:** Definition, Meaning, Characteristics Types of Villages and problems of Rural Community: Poverty, Illiteracy, Community Health, Unemployment, problems related to agriculture and infrastructure - **Rural Community Development:** Definition, Objectives, Scope, Theories and Approaches, Community Based Rehabilitation. | 11 |
| **Unit II** | **Origin and Rural Community development**: Rural Community development in India – origin and background **Early experiments:** Srinikethan, Marthandam, Gurgaon – **Pilot Projects:** Etawah project, Nilokheri experiment, Firka Development Scheme – **Extension:** Principles and Techniques - Extension department at block level. | 11 |
| **Unit III** | **Panchayat Raj**: Concept, Objectives, Local Self Government in ancient India- Moguls Period and British Period **Development of Panchayat Raj after Independence:** Constitutional Provisions, Balwant Roy Metha Committee, Ashok Metha Committee - Main Features of Panchayat Raj Legislation (73rd Amendment)- **Structure of Panchayat Raj System:** Village Panchayat, Block Panchayat, District Panchayat - **Functions and duties of Panchayat Raj Institution ( PRI)** Civic amenities, Social welfare activities and Development work, Resources and Revenues of Panchayat – State Control over Panchayat Raj Institution – *Problems of Panchayatraj system.* | 13 |
| **Unit IV** | **Community Development Administration & Planning**: Organization setup and Administration from National, State, District Level and Block Level - **Planning for rural development:** Planning process, Multi level planning, National, State, District and block level planning – Role of Panchayat Raj Institutions in Planning – *Grama Sabha - Meaning powers and Procedures* | 12 |
| **Unit V** | **Community Development Programme**: **Training Institution:** NIRD, SIRD – Role of CAPART and NABARD in Rural Development – **Salient features of Rural Development Programmes: (Central and State Government Programme).** SGSY (Swarnajayanti Gram Swarzar Yojana),SGRY (Sampoorana Gram Rojan Yojana), PMAY (Prathan Mantri Awaas Yojana), | 13 |

| | | |
|---|---|---|
| | PMSG (Prime Minister Gramiya Sutak Yojana), IWDP (Integrated Watershed Development Programme), Housing (Up gradation of Hutcha Houses) GTT (Gram Thaniraivu Thittam) , THADCO Schemes (Tamilnadu Housing and Adi Dravida Development Corporation), MGNREGS (Mahatma Gandhi National Rural Employment Guarantee Scheme), SFDA (Small Farmer's Development Agency), MFDA (Marginal Farmer's Development Agency), ICDS (Integrated Child Development Scheme) and Tamilnadu Government Social Welfare Programme | |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Seminar, Assignment and Experience Discussion

**Books for Study:**

- Jerry W. Robinson, Jr., Gary Paul Green (2010) *Introduction to Community Development***,** edited by Sage Publications.
- Vasnt Desai (2005) *Rural Development in India – Past, Present and Future a Challenge in the Crisis*, Himalaya Publishing House, Mumbai.

**Books for Reference:**

- Goel, S.L. and Shalini Rajneesh (2003) *Panchayati Raj in India – Theory and Practice*, Deep and Deep Publications, New Delhi.
- Dubey, M.K, (2000)*Rural and Urban Development*,Common Wealth, New Delhi.
- Mathur,B.L,(2000)*Rural Development and Cooperation*,RBSA Publishers,Jaipur.
- Ram K. Verma, (1996) *Development Infrastructure for Rural Economy*, , Print well , Jaipur.
- Aruna Sharma and Rajagopal (1995) *Planning for Rural Development Administration*, Rawat, New Delhi.
- Mahajan, J.M, (1993) *Employment Through Rural Development towards Sustainability*, Deep and Deep, New Delhi.
- Singh.Dr, (1990) *Panchayat Raj and Rural Organisations*, Ministry of Information and Broadcasting, New Delhi.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | H | H | M | L | L | M | L | L | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW2NI | **Title** | **Batch :** | 2023-2025 |
| | | Introduction to Psychology | **Semester** | II |
| **Hrs/Week:** | 2 | | **Credits:** | 02 |

**Objectives**

- To Gain basic insight on human behavior and life stages
- To Inculcate knowledge on the theories of personality and its influence on human behavior
- To Facilitate to apply theory into practice in the field of Social Work

**Course Outcomes**

On the successful completion of the course, students will be able to

| | | |
|---|---|---|
| K1 | CO1 | To Develop an understanding on the relevance of Psychology in Social Work Practice |
| K2 | CO2 | To Understand the Psychology of Human Behavior |
| K3 | CO3 | To Value human beings and their emotions |
| K4 | CO4 | To Identify the scope and role of social workers with various sectors of people in health practice |
| K5 | CO5 | To Understand Psychological Intervention with individuals and groups |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Psychology:** Meaning, Definition, Nature and Scope, Human growth and Development: Infancy, Babyhood, Early and Late childhood, Adolescence, Early and Middle Adulthood and Old age. | 7 |
| **Unit II** | **Personality:** Definition-Nature- Types- Factors influencing Personality Development-Heredity and Environment. | 6 |
| **Unit III** | **Perception:** Concept and Nature, Types, Factors influencing Perception; Memory & Intelligence: Concept and Assessment, Emotions: Development of Emotions - Individual and Group Emotions. | 5 |
| **Unit IV** | **Learning:** Concept, Types, and Motivation: Concept and Nature; Types of motives Attitudes: Concept and Nature. | 5 |
| **Unit V** | **Abnormality:** Basic Concept: Normality vs. Abnormality, Mental Illness and Mental Health - Psychological Intervention with individuals and groups- Role of Social Workers in promoting Mental Health. | 7 |
| | **TOTAL** | 30 |

**Teaching Methodology**: Lecture, Power point Presentations, Group discussions, Seminar and Assignment

**Books for Study:**

- Mangal S.K.,(2007) *General Psychology*, Sterling New Delhi.

**Reference Materials:**

- Bhatia H R 1972 Abnormal Psychology - Bombay- Oxford IBH Publications.

- Colurn J C 1978 Abnormal Psychology And Modem Life, Bombay –
- Hurlock E B (1975) Developmental Psychology
- Munal (1969) Introduction to Psychology-Bombay Oxford- IBM


**Mapping**

| PSO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | M | L | L | M | H | L | L | M | L |
| **CO2** | L | H | L | L | M | H | M | L | L | L |
| **CO3** | H | H | L | L | M | H | M | L | M | L |
| **CO4** | M | H | L | L | L | H | M | L | M | L |
| **CO5** | H | H | L | L | M | H | M | L | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW2N2 | **Title** | **Batch :** | 2023-2025 |
| | | Introduction to Intellectual Property Rights (IPR) | **Semester** | II |
| **Hrs/Week:** | 2 | | **Credits:** | 02 |

**Course Objectives**

- Provide basic knowledge about intellectual property rights.
- Provide knowledge in the field of copyrights, trademarks, patents, trade secrets etc.
- To provide understanding on issues related to intellectual property rights.
- To provide knowledge on various technological supports available regarding intellectual property rights.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | Have knowledge on intellectual property rights. |
| K2 | CO2 | Have understanding on various the field of copyrights, trademarks, patents, trade secrets etc |
| K3 | CO3 | Demonstrate the Infringement regarding the copyrights, trademarks, patents, trade secrets etc |
| K4 | CO4 | To have knowledge of trademark procedures, rights of owner, etc... |
| K5 | CO5 | To have a basic knowledge about plagiarism. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | Basics of Intellectual Property - Need for Intellectual Property Rights- Types of Intellectual Property Rights - Advantages of Intellectual Property Rights- Infringement of Intellectual Property Rights. | 6 |
| **Unit II** | Patent System: An Overview – Patentability- Drafting a Patent Specification- Patent Procedure in India- Patent Infringement. | 6 |
| **Unit III** | Introduction to Copyright - Core Principles - Authorship, Ownership, Transfer of Rights and Registration of Copyright - Rights of Copyright Owner- Infringement of Copyright - Remedies: Civil, Criminal and Administrative | 6 |
| **Unit IV** | Trademark: Principles of Trademark - Procedure for Obtaining Registration of Trademark and Rights of the Owner of Trademarks - Infringement of Trademark - Domain Name Protection- Protection of Geographical Indication | 6 |
| **Unit V** | Academic integrity and Plagiarism : Types of Plagiarism - Consequences of Plagiarism - Avoiding Plagiarism - Copyright vs. Plagiarism – Software for plagiarism check | 6 |
| | **TOTAL** | 30 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Group discussions, Seminar and Assignment

**Text Book :**

- Lionel Bently & Brad Sherman, Intellectual Property Law (2014)

**Reference Books:**

- Banbridge, D. (2006) Intellectual Property (6th Edition) Longman, UK.

- Bently, L. and Sherman, B. (2004) Intellectual Property Law (2nd Edition) Oxford University Press, Oxford.
- Lawson, F. and Rudden, B. (2002) The Law of Property (3rd Edition) Oxford University Press, UK.
- Panesar, S. (2001) General Principles of Property Law (1st Edition) Pearson, UK.
- Halsbury's Laws of England and Wales (2006) Copyright, Design Patent and Related Rights "Nature of Copyright" (Volume 9 (2) Paragraph 3)


**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | H | H | M | L | L | M | L | L | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW2F2 | **Title** | **Batch :** | 2022-2023 |

| | | | | |
|---|---|---|---|---|
| | | | **Semester** | II |
| **Hrs/Week:** | 12 | Concurrent Field Work Practicum – II | **Credits:** | 05 |

**Courses Objectives**

- To develop the Skills and Knowledge of understanding clients. .
- To practice the theory in the field.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To recollect the nature and behavior of clients |
| K2 | CO2 | To understand the development and relationship with client |
| K3 | CO3 | To Practice the Social Work methods in different settings |
| K4 | CO4 | To know about the processes in places visited |
| K5 | CO5 | To have a practical experience |

**Methodology**: Placement of students in agencies like Schools, NGOs, Government organizations, etc., Report submission, Individual conference, Group conference and Power point presentation.

**Mapping**

| PSO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | M | L | L | H | M | M | H | H | M | M |
| **CO2** | M | M | H | M | H | H | L | L | M | L |
| **CO3** | M | H | H | M | H | H | M | M | L | M |
| **CO4** | M | M | H | M | H | H | L | L | M | L |
| **CO5** | M | M | L | L | H | M | L | M | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW308 | **Title** | **Batch :** | 2023-2025 |
| | | Social Welfare Administration | **Semester** | III |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To be acquainted with the Social Welfare Policies in India

- To understand the Social Welfare Administration and its process

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To gain knowledge about social policy and the administration of Human service organizations |
| K2 | CO2 | To understand the welfare policies of the government |
| K3 | CO3 | To analyze the existing major Social issues and problems in India |
| K4 | CO4 | To understand about social legislation and certain acts passed. |
| K5 | CO5 | To have an overview of legislations in India |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Social Welfare Administration:** Concept, Nature and Scope – Functions of Social Welfare Administration - History of Social Welfare Administration in India - Social Welfare Administration Structure in Central level, State level and District level. Basic Administration processes -Monitoring and Evaluation. | 11 |
| **Unit II** | **Process of Social Welfare Administration:** Planning machineries at the State & National levels; Five year plans – An Overview, Policy formulation Programmes, Implementation Strategy, Personnel Administration, Supervision, Staff Development, Financial administration, public relation and publicity communication, co-ordination, evaluation, reporting _- problems of voluntary organizations in India. | 12 |
| **Unit III** | **Social Policy:** Definition, Concept, Nature, Scope, Principle, Need and Evolution, Constitutional base and Implications, Sources and Instrument of Social policy. - **Policies regarding:** Health, Women, Family, Child, Youth Welfare, Elderly, Differently Able, Disaster relief, Backward classes, Scheduled castes, Scheduled tribes and De-notified communities, **Welfare organizations:** Central and State social welfare boards and their functions. Role of Social Workers in promoting of Social Policies. | 12 |
| **Unit IV** | **Social legislation:** Concept need and scope. Social legislation as an instrument for social control, social change, social justice, social defense and social reform. History of social legislation in India - **Legislations pertaining to women – An over view of the Act:** Dowry Prohibition Act,1961, Immoral Traffic Prevention Act, Amended 2006, Tamil Nadu Prohibition of Harassment of Women Act, 2002, Sexual Harassment of Women (Prevention, Prohibition and Redressal) Act 2013, Medical Termination of Pregnancy Act,1971,The Domestic Violence Act, 2005. | 12 |
| **Unit V** | **Overview of Major Social Legislations in India: Legislations pertaining to marriage and divorce:** Hindu Marriage Act 1955, The Indian Christian Marriage Act, 1872, The Muslim Marriage Act, 1954, and Special Marriage Act, 1954 - **Legislations pertaining to children:** Hindu Adoption and Maintenance Act, 1956, The Guardian and Wards Act 2010, Child Labour (abolition & regulation) Act 1986. Juvenile Justice (Care and Protection) Act revamped 2015, Child Marriage Restraint Act, 1929, Right to Education Act, 2010 - **Legislations pertaining to social problems:** Protection of Civil Rights Act, 1976, The Mental Health Act, 1987, The Bonded Labour Abolition Act 1976, Transplant of Human Organs Act 1994, Rights of Persons with Disabilities Act, 2016, Right to Information Act 2005 - *Legal Aid and Public Interest litigation (PIL).* | 13 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Group discussions, Seminar and Assignment

**Books for Study:**

- S.Rengasamy (2009), *Social Welfare Administration* Madurai institute of social science
- Baldock John & Manning Nick (1999) *Social Policy*, Oxford University, Delhi.
- Goel, S.L and Jain, R.K (1998) *Social welfare Administration Vol .I-III*, Deep and Deep, New Delhi.
- Sachdeva, D.R, (1993) *Social Welfare Administration in India*, Kitab Mahal, Allahabd. Delhi.

**Books for Reference:**

- Rameswari Devi & Ravi Prakash (1998) *Social Work and Social Welfare Administration: Methods and Practice (Vol. I – III)*, Mangal Deep, Jaipur.
- Kulkarni.P.D, (1996) *The Central Social Welfare Board*, Asia, New Delhi.
- Devi Laxmi, (1993) *Encyclopaedia of Women's Development and Family Welfare (Vol. I-V)*, Anmol, Lucknow.
- Rupa.C, (1992) *Reservation Policy – Mandal Commission and After*, Sterling, New Delhi.
- Prashad.R.K, (1990) *Population Planning Policy and Programme*, Deep & Deep, New Delhi.
- Batattacharia sanjay (2006) *Social work administration and development*, Rawat NewDdelhi.
- Choudry D.Paul; (2000) Social *Welfare Administration*, Atmaram and sons, Lucknow.
- Choudry .D. Paul (1991) *Voluntary social welfare in India*, Sterling, New Delhi.

**Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | M | L | L | L | M | L | M | L |
| **CO2** | H | M | L | L | L | M | L | L | L | L |
| **CO3** | L | M | H | M | M | H | L | L | L | H |
| **CO4** | M | L | M | H | L | M | L | L | L | M |
| **CO5** | H | M | L | L | L | M | L | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 20PSW309 | **Title** | **Batch :** | 2023-2025 |
| | | Corporate Social Responsibility | **Semester** | III |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To gain knowledge about Corporate Socio Responsibility in India & International

- To understand the concept of Marketing and their tools

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To gain knowledge on the impact of CSR implementation on corporate culture |
| K2 | CO2 | To understand the scope and complexity of corporate social responsibility (CSR). |
| K3 | CO3 | To apply the skills to frame CSR policies and practices appropriate to the Indian workplace |
| K4 | CO4 | To have knowledge about marketing tools |
| K5 | CO5 | To analyze the case studies |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Corporate Social Responsibility in Indian context and International:** CSR – Definition, concepts, overview of corporate social responsibility in India and International, Concentration areas- Health, Education and Environment need to be social responsible - Legislation. | 11 |
| **Unit II** | **Corporate community participation-** 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. **CSR policies** and activities: ISO –Standard on CSR, International standards and norms – *Government Policies on CSR and proper guidance*. | 12 |
| **Unit III** | **CSR in Global Scenario:** Business Ethics and Corporate Social Responsibility in Global Scenario: CSR – Business Ethics, Corporate Governance across the Nations. Ethical Decision – making in Different Culture, Consumer Protection, Environment Protection, and Gender Issues in Multiculturalism, Ethics and Corruption, Ethics and Safety. | 12 |
| **Unit IV** | **Role of Social Work In CSR:** Corporate Community Participation and Role and 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. | 13 |
| **Unit V** | **Case Study:** L&T,ACC,INFOSYS, Bharat petroleum CORPORATION LTD, Maruti Suzuki India Ltd. Hindustan Unilever Ltd, Reliance Industries Ltd, GAIL (India) Ltd. | 11 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Group discussions, Seminar , Assignment and Case study

**Books for Study:**


- CV. Baxi (2005) *Corporate Social Responsibility – concepts and cases.*
- Dr.M.Mahmoudi, (2005) *Global Strategic Management*, Deep & Deep Publications Pvt.Ltd, Delhi.

**Books for Reference:**


- SK.Bhatia, (2005) *International Human Resource Management – Global Perspective*, Deep & Deep Publications Pvt. Ltd, Delhi.
- Harsh Shrivastava, (2000) *The business of social responsibility – books for change*, Bangalore.
- Kotler, *Marketing – An Introduction*, Pearson Education
- Gupta, Dr. S.L & Varshney .R.L Dr, *Marketing Management*, Sultan Chand & Co, New Delhi.
- Natarajan.L. Dr, *Service Marketing*, Margham Publications, Chennai.
- Balu. V. Dr, *Marketing Management*, Sri Venkateshwara Publications, Chennai.
- Gupta C.B Dr and Rajan Nair, N. Dr, *Marketing Management*, Sultan Chand & Co, New Delhi Social Marketing by Philip Kotlaw.


**Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | M | M | L | L | M | L | M | L |
| **CO2** | M | M | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | H | H | M | M | L | H | M | M | L | L |
| **CO5** | M | M | L | L | H | L | M | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

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|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW3A2 | **Title** | **Batch :** | 2023-2025 |
| | | Human Resource Management | **Semester** | III |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To obtain basic knowledge about Human Resource Management.
- To develop the knowledge and skills in handling Human Resource in an organization.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To understand the concepts of human resource management for managing employees. |
| K2 | CO2 | To demonstrate the operative and managerial functions to effectively utilize the human resources. |
| K3 | CO3 | Apply the management knowledge and skills to recruit right person for the right job and effectively administer them. |
| K4 | CO4 | To analyze the salary administration of wages . |
| K5 | CO5 | To have a knowledge about EAP – Employee Assistance Programme. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Management**: Concept, Elements, Principles and Functions of Management- Operative and Managerial. Management Schools of Thoughts: Henry Fayol, F.W.Taylor, Peter Drucker. | 11 |
| **Unit II** | **Human Resource Management:** Definition, Importance and Objectives. Evolution of HRM, Human Resource Manager- Roles, Responsibilities and Qualities. Challenges and Emerging Trends and HRM, Overview of Strategic Human Resource Management, Talent Management. | 12 |
| **Unit III** | **Human Resource Planning:** Definition, Need, Process – **Job analysis:** Job Description, Job specification, Job evaluation – **Recruitment:** Meaning, Sources of Recruitment (internal and external), Recent trends in Recruitment - **Selection:** Meaning and Steps – *Placement and Induction* | 12 |
| **Unit IV** | **Wage and Salary Administration:** Concept and Methods – Types of Wages, Theories – Incentives – Other Benefits. Concepts-profit sharing –**performance linked compensation**, payroll software - **career development** strategies-importance –objectives-principles compensation packages-registers and records - HR Documents - HR audit - HR research , Social compliance and Social audit. | 12 |
| **Unit V** | **Industrial Social Work** – Definition, Scope; **Employee Assistance Programme (EAP**) – Origin, Meaning, Definition, Underlying Assumptions, Core Components, Features, Models, Services, Consultancies, Designing EAP, Current trends and scope in India, Role of HR in implementation of EAP in the Indian workplace, EAP as an area of Social Work practice, EAP vs. counselling, Role of Social Worker in the Workplace. | 13 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Group discussions, Seminar and Assignment.

**Books for Study:**


- Maike Andresen, Christian Nowak *Human Resource Management Practices: Assessing Added Value* Springer international publishing Switzerland
- Chanra Harish ( 2006) *Human resource Development*, Rawat, New Delhi.

- Sharma Vijay (2006) *Dyanamics of Human resource Development*, ABD, Jaipur

**Books for Reference:**

- Tripathi.P.C, (2005) *Personnel Management and Industrial Relations*, New Delhi.
- Manoj Kumar Sekar (2000) *Personnel Management*, Crest, New Delhi.
- Mathur.B.L (1989) *Human Resource Development Strategies Approaches And Experiences*, Jaipur
- Katju.M, (1982) *Domestic Enquiry – Bombay*, Tripathi (P) Ltd, New Delhi.
- Memoria.C.B,(1980) *Personnel Management*, Himalays, Bombay
- Davar.R.S, (1977) *Personnel Management And Industrial Relations*, Rawat, New Delhi.
- Dale. H . Besterfield *Total quality management* III Edition.

**Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | M | M | M | M | L | L | L | L | M | L |
| **CO2** | H | H | M | M | L | M | M | M | M | M |
| **CO3** | H | H | H | M | M | M | M | L | M | M |
| **CO4** | M | M | M | H | H | H | M | L | L | M |
| **CO5** | M | M | H | M | H | M | M | M | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

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|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW3B2 | **Title** | **Batch :** | 2023-2025 |
| | | Hospital Management | **Semester** | III |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To understand types of Hospitals in India and their work.
- To acquaint the knowledge on Health Law and modern trends in Hospital Administration.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To know about Hospitals administration |
| K2 | CO2 | To understand the types of Hospital and its planning |
| K3 | CO3 | To acquire the knowledge on Health Law & modern trends in Hospital Administration |
| K4 | CO4 | To analyze major Health issues. |
| K5 | CO5 | To have an overview on budget required. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Meaning of Hospital -** Evolution of Hospitals from charity to modem hospital- classification of hospitals - Public, Private, Teaching –cum Research Hospital, General, Special, Multi specialty, Super specialty, Trust, - Small or Large Size Hospitals. Hospital Organization: Governing Boards, Committees, Hospital Administrator – Roles, Functions and Duties. | 12 |
| **Unit II** | **Planning a Hospital –** SWOT analysis and approvals from various departments. The Planning Process - Choosing a Site, Location and Access, Building - Space Utilization, Physical Facilities - residential facilities requirements of various types of Wards; Emergency services in Hospital - Different departments required in the hospital, *Outpatient services and In-patient services.* | 12 |
| **Unit III** | **Hospital Management–** Nursing Care and Ward Management –Meaning – Importance -Documentation and records. Emergency Services: Ambulance service -Meaning -Importance. Housekeeping –General rules of safety in the laboratory - Blood bank management. Linen and Laundry: Meaning – Importance -Type of service. Dietary Services and Hospital Diets: Important and functions –Food distribution. Disaster management in hospitals: Internal and External Management -Patient safety - Factors affecting, CHIS Competitive Hospital Informative System. | 12 |
| **Unit IV** | **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 & Bio medical waste (Management and Handling Rules) 1998. | 12 |
| **Unit V** | **Quality Management and Budget:** 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. | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

Teaching Methodology; Lecture, Power point Presentations, Group discussions, Seminar and Assignment

**Books for Study:**


- Sharma Yashpal (2013) Hospital Administration: Principles and Practices PHI Learning Pvt.Ltd Publications

- Rabick & Jonathan (1983) *Hospital Organization and Management*, London.

**Books for Reference:**

- Goal.S.L, (1981) *Health care Administration*, Sterling, New Delhi.
- WHO Expert Committee (1968) *Hospitals Administration*, WHO Technical Report.
- Davies.R Lewelyn etal, (1966) *Hospital Planning & Administration*, WHO, Geneva.
- WHO Expert Committee (1957) *Role of Hospital in Programme of Community Health Protection*, WHO Technical Report Services.
- Benjamin Robert,etal(1983) *Hospital Administration Desk Book* Prentice hall, Newjerky
- Davies R Lewelynetal(1966) *Hospital planning &administration* Geneva.
- Goal S L(1981) *Health care Administration*, Sterling, New Delhi.
- Rabick & Jonathanetal(1983) *Hospital organizationand Management*,Spectrum, Lomdon
- WHO Expert Committee (1968) *Hospitals Administration* WHO Technical Report Services.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | M | H | M | L | L | M | L | L | L | L |
| **CO3** | L | L | H | M | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | H | L | M | L | H | M | L | M | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW3C2 | **Title** | **Batch :** | 2023-2025 |
| | | Social Development | **Semester** | III |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To acquire the basic concept of Social development

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To obtaining the knowledge of Social Development |
| K2 | CO2 | To understand the development factors in Social Development |
| K3 | CO3 | To apply the various theories in Social development |
| K4 | CO4 | To know about globalization and also empowerment. |
| K5 | CO5 | To have knowledge about the various life skills |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Development**: Concept, Dimensions and approaches to development – Growth and Progress – Differences between growth and Development – **Sustainable development:** Meaning, strategy – Social Change and Sustainable development - problems of developing countries – Marginalization of Human values. | 11 |
| **Unit II** | **Social Development**: Definition, Characteristics, Models, and Strategies – **Measurement of Social Development:** Social and Economic indicators – Social cost benefit analysis – Challenges of Social Development – Measures to promote Social Development — Social Work and Social Development-*Voluntary Action for Social Development.* | 12 |
| **Unit III** | **Economic Development**: Meaning, Factors, Determinants and barriers of Economic Development – **New Economic Policy:** Meaning and Objectives of New economic policy and its impacts on society, culture, education and labour - Liberalization**:** Meaning, Features, evaluation of Liberalization – **Privatization:** Definition, Objectives, Argument in favour and against privatization. | 12 |
| **Unit IV** | **Globalization:** Definition, Purpose, effects – Pros and Cons of Multinational Companies in social development, Impact of globalization in India – Sustainable Development Goals (SDGs), 17 goals, Roles and functions of Niti Aayog. **Empowerment:** Meaning, importance, empowerment of women, children, minorities, depressed class, challenged people - programme. | 12 |
| **Unit V** | **Life Skills**: Meaning, Concept and Definition - Ten Core life skills recommended by WHO- advantages of life skills – Difference between Life Skills and other Skills - Interaction between Life – Skills - Implications of Theories for Developing Life Skills- Life Skills and Counseling, Capacity Building- Life skills approaches/ intervention for Children, Adolescences, Youth - *Gender Equality and life skill based education* | 13 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentation, Seminar, Assignment, Experience Discussion and Brain storming.

**Books for Study:**

- James Midgley 2013 *Social Development: Theory and Practice* SAGE Publications Ltd
- Tripathi.P.C, (2005) *Human Resource Development*, Sultan Chand & Sons, New Delhi.

**Books for reference**

- Goel.S.L, & Kumar.R, (2004) *Administration and Management of NGO's,* Deep and Deep
- Harishkumar, (2004) *Social Work Vol. II & III*, ISHA, New Delhi.
- Kumar(Harish) (2004) Social Work: Issues of Civic Society Vol.I, Isha Books, New Delhi.
- Sanjay Bhattacharya (2003) *Social Work: An Integrated Approach*, Deep and Deep, New Delhi.
- Sapru.R.K, (2002) *Development Administration*, Sterling Publishers Pvt. Ltd, New Delhi.
- Kulkarni.D (1979) *Social Policy and Social Development in India,* Association of Schools of Social Work , Madras.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | M | M | L | L | M | L | M | L |
| **CO2** | M | M | L | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | L | M | M | H | L | M | L | L | L | M |
| **CO5** | H | M | L | M | M | L | L | L | M | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW3A3 | **Title** | **Batch :** | 2023-2025 |
| | | Industrial Relations | **Semester** | III |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To gain the knowledge on Industrial Relations and the factors influencing it.
- To understand The Industrial Disputes and Machineries available for settlement of disputes.
- To gain knowledge on Legislations related to Industrial Relations.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To have a clear understanding on industrial relations and able to make a smooth functioning of the organization. |
| K2 | CO2 | To demonstrate the skills in bringing the employees to participate in decision making for successful functioning. |
| K3 | CO3 | To apply the legislative provisions related to industrial dispute and settle the dispute accordingly. |
| K4 | CO4 | To analyze the problems and weakness of trade unions |
| K5 | CO5 | To know the concept of collective bargaining and also few case studies. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Industrial Relation-** Definition - Concept - Need, Importance, Scope, Objectives of industrial Relations – Factors influencing Industrial Relations, Bipartite and Tripartite bodies in Industrial Relations – Joint management committee - Works committee- Indian labour conference - Standing labour committee- Settlement wage. | 12 |
| **Unit II** | **Industrial Conflict**: Industrial Conflict: Types, Causes, Consequences, Standing Orders, Industrial Disputes, Settlement Machineries, Industrial Peace and Harmony, Grievance, Discipline-Hot Stove Rule, Domestic Enquiry – Recent Trends. **Ethical codes**: of Industrial Relations code of discipline in industry. | 12 |
| **Unit III** | **Legislation** -The Industrial Disputes Act- 1947. The Industrial Employment (Standing Order Act) 1946, The Tamilnadu Subsistence Allowance, Act 1981. The Industrial Relations Code. | 11 |
| **Unit IV** | **Trade Union** -Definition, Concept, Structure and objectives of trade unions- Growth of Trade unionism in India -positive role of trade unions - major trade unions in India - problems and weaknesses of trade unions- measures to strengthen the functioning of trade unions, Indian Trade Unions Act- 1926. | 12 |
| **Unit V** | **The Concept of Collective Bargaining -** Objectives- Principles, Process -subject matter for Collective Bargaining -administration of collective agreements - Concept, objective, importance - forms of participation - workers participation in management in India - limitations to workers participation.<br>**Case studies:**<br>[i] Arrangement could be made for role-play / case study and discussion.<br>(ii) Questions paper setter may be requested to give at least a case study analytical Critical answer. | 13 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Group discussions, Seminar ,Assignment and Case study

**Books for Study:**

- Paul Edwar (2012) *Industrial Relations: Theory and Practice* John Wiley & Sons publication, Bratain.
- Memoria.C.B,(1999)*Dynamics Of Industrial Relationship in India,* Himalaya, Bombay.
- Sinha P.R.N. (2012) *Industrial Relations Trade Unions*, kindle edition. Publisher PHI Learning Private Limited.Tripathi.P.C, (2005) *Personnel Management and Industrial Relations,* Sulatan Chand and Sons New Delhi.

**Books for Reference:**

- Kumar, Anil. (2003) Labour Welfare and Social Security: Awareness, Implementation and Utility of Labour Laws, Deep and Deep Publications, New Delhi.
- Narindar, K. J. (2006) India: Manpower, Employment Policy and Labour Welfare, Eastern Book Corporation, New Delhi.
- Subba Rao P, (1999) *Essentials of Human resource and Industrial Relations*, Himalaya, New Delhi.
- Srivathsava.V, (1998) *Industrial relations and Labour Laws,* Vikas, New Delhi.
- Sharma.A.M, (1984) *Industrial Relations Conceptional And Legal Frame Work*, Himalaya, Bombay.
- Sharma A M, (1984) *Industrial Relations Conceptional and Legal Frame Work*, Himalaya Bombay.

**Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | M | L | L | M | L | L | L | L |
| **CO2** | H | H | H | L | M | M | L | L | L | L |
| **CO3** | H | H | H | L | L | M | L | H | M | M |
| **CO4** | M | M | M | M | M | H | L | M | M | M |
| **CO5** | M | M | M | M | M | M | L | M | M | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW3B3 | **Title** | **Batch :** | 2023-2025 |

| | | | | |
|---|---|---|---|---|
| | | Psychiatric Social Work | **Semester** | III |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objective**

- To understand the basic concepts of Psychiatric Social Work
- To learn the Psychological Methods and Treatment used in Psychiatric Social Work
- To gain Knowledge on laws and policies related to Mental health

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To attain the basic concept of Psychiatric Social Work |
| K2 | CO2 | To precise the knowledge on Psychological treatment and therapies |
| K3 | CO3 | To acquire the knowledge of various Policies and Legislation on Mental Health |
| K4 | CO4 | To apply the various techniques in psychiatric settings |
| K5 | CO5 | To know about the policies and legislations in India regarding mental health |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Psychiatric social work:** Concept, Definition, History and Scope in India and in the West; Psychiatric assessment - Psychiatric interview Psychosocial and multidimensional assessment of Mental Disorders - Mental Health problems among marginalized and vulnerable groups in urban, rural and tribal. | 12 |
| **Unit II** | **Psychological methods / treatment:** Psychotherapy and types –-Group therapy – Yoga – Meditation – Occupational and Recreational therapies. Chemotherapy. Anti psychotic drugs, Anti depressant – ECT – Psychosurgery. | 12 |
| **Unit III** | **Therapy:** Contemporary Theories and Therapy – Client Centered Therapy – Reality therapy – Gestalt therapy – Rational Emotive Behavior Therapy – Cognitive Behavioral Therapy (CBT)-Transactional analysis. | 12 |
| **Unit IV** | **Role of psychiatric social worker-** Half way homes – Day care centers – Child guidance clinics, De-addiction Centre, Psychiatry Hospitals – Admission procedures in admitting Mentally Ill, Governing ,Treatment, Follow up. *Role of social worker in Community mental health program.* | 12 |
| **Unit V** | **Policies and legislations related to Mental Health in India:** National Mental Health Programme, 1982; Mental Health Care Act 2017; Mental Health in State level, National level, *and District level and administration service*. | 12 |
| | **TOTAL** | 60 |

***Italicized texts* are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Group discussions, Seminar and Assignment

**Books for Study:**

- Bhatia M.S 2001 Essentials of psychiatry, New Delhi: CBS.
- D.K Niraj Ahuja (1998) *Introduction to psychiatry*, Rawat, New Delhi

**Books for Reference:**

- Robert Holman Coombs(Ed) (2000) *Addiction Counseling Review*, London, Lawrence Eribaun Associates
- Robert.J.W, (1998)*Psychiatry for medical students*, Chennai Medical publishers.
- Pregest, (1971), *Psychiatry self Assessment Review*, Methrayl, New Delhi
- Abraham Varghese(1982) *Introduction to psychiatry*, New Delhi: BI
- Bhatia M.S (2001) *Essentials of psychiatry*, CBS New Delhi.
- James H.Seully (1979) *Psychiatry*,New Delhi
- Omkarnath G. (1977) *Psychiatry- P.G.Test review*, CBS, New Delhi.
- Robert J Walter (1998) *Psychiatry for medical students*, Medical publishers, Chennai.
- Samson G Irwin (2003) *Abnormal Psychology*, Prentice Hall, New Delhi.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | H | M | H |
| **CO2** | L | L | M | L | L | M | L | L | L | L |
| **CO3** | M | M | H | M | M | H | H | H | M | H |
| **CO4** | M | M | M | H | L | M | L | M | L | M |
| **CO5** | H | M | M | L | L | M | L | M | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW3C3 | **Title** | **Batch :** | 2023-2025 |
| | | Tribal Community Development | **Semester** | III |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To facilitate the students to have broader understanding about Tribal Community, Tribal Culture and their development
- To enrich the knowledge of the students on Tribal programmes and projects
- To improve analyzing skills of the students on Tribal issues and solutions

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | Understand Tribal community, Tribal culture and to make them understand various aspects relating to Tribal life |
| K2 | CO2 | Identify the need and have the ability to find the barriers and solve the Tribal problems |
| K3 | CO3 | Analyze the programs related to Tribal Community Development |
| K4 | CO4 | To know about the functions of Tribal communities in India and role of voluntary agencies |
| K5 | CO5 | To know about various Tribal Development Programs. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Tribes**: Definition, concept, characteristics of the Tribal community; nomadic, semi-nomadic and de-notified tribes; History of Indian Tribes and Tribes in Tamil Nadu; Regional distribution of Tribes and Nehru's Panchsheel Principles of tribes. Major Tribes of Western Ghats. | 11 |
| **Unit II** | **Social System of Tribes**: Socio economic conditions; Cultural and religious aspects; Status of Tribal women: Dress, Food, &Marriage - Polygamy, Polyandry, Dormitory marriage; Status of Children; Tribal leadership and Political Participation - Local, State, and National levels. | 11 |
| **Unit III** | **Problems of Tribes**: Child Marriage, Poverty, Ill-health, Illiteracy, Communicable and Non communicable diseases, Exploitation and Atrocities on Tribes; Immigration and its related problems. Lack of infrastructure facilities and amenities; Tribal Resettlement and Rehabilitation and its related problems. **Scheduled tribes**: Definition, characteristics, problems of Scheduled tribes, Particularly vulnerable tribal group (PVTG) – Types of tribal movements – Causes of tribal unrest – Approaches to solve tribal problems – Welfare programmes of the government and outcomes. | 13 |
| **Unit IV** | **Tribal Development Administration:** Administrative structure at Central, State and | 12 |

| | | |
|---|---|---|
| | District levels; Hill Development Councils; Functions of Tribal Development Blocks / Agencies; Constitutional provisions for the protection of tribes; Research and Training in Tribal Development. Role of Voluntary Agencies in Tribal Development. | |
| **Unit V** | **Tribal Development Programmes:** Tribal Development Policies, Tribal Area Development Programme; Hill Area Development Programmes; Tribal Sub -Plans, Forest land cultivation, Programmes of NAWA, Eco-tourism and Tribal Development. Forest Rights Act 2006; Need and Importance of social work practice in Tribal areas, Application of social work methods in Tribal development, Problems in implementation of tribal development programs in India. | 13 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Group discussions, Seminar ,Quiz and Assignment

**Books for Study:**

- Sahoo, Rajan Kumar, 2005, Tribal Development in India, Mohit Publications, New Delhi
- KannongoSanghamitra, 2011, Tribal and Human Rights, Swastik Publications, New Delhi
- Dash, K.N, 2015, Health and Tribes in India: Challenges and Opportunities, Sarup Book
- Publishers Pvt Ltd, New Delhi
- Rani, Midatala, 2009, Problems of Tribal Education in India: Issues and Prospects, Kanishka
- Publishers & Distributors, New Delhi

**Books for Reference:**

- Bhuyan, Dasarathi, Singh, Amit Kumar, 2010, Naxalism-Issues and concerns, Discovery Publishing House Pvt. Ltd., New Delhi
  Lokhande, Dhananjay, Gupta, PuvvadaViswanandha, 2014, Perspectives of Tribal
- Ram Ahuja, 2009, Sociology In India- Concepts, Theories & Recent Trends, Rawat Publications.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | H | L | M | L | M | L | M | L |
| **CO2** | L | M | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | H | M | M | H | L | M | L | L | L | M |
| **CO5** | H | M | M | L | H | M | L | L | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name: | Name: | Name: | Name: |

| | | | |
|---|---|---|---|
| Signature: | Signature: | Signature: | Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW3F3 | **Title** | **Batch :** | 2023-2025 |
| | | Field Work Practicum – III | **Semester** | III |
| **Hrs/Week:** | 12 | | **Credits:** | 05 |

**Courses Objectives**

- To practice and apply the theoretical knowledge in the field.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To recollect the nature and Behavior of clients |
| K2 | CO2 | To understand the development and relationship with client |
| K3 | CO3 | To Practice the Social Work methods in different settings |
| K4 | CO4 | To know about the basic processes |
| K5 | CO5 | To have a practical experience in the field |

**Methodology**: Placement of students in agencies like Schools, NGOs, Government organizations, industries , etc., Report submission, Individual conference, Group conference and Power point presentation.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | L | H | H | M | H | L | L | L | H |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
|---|---|---|---|---|
| **Course Code:** | 23PSW410 | **Title** | **Batch :** | 2023-2025 |
| | | Counselling Theory and Practice | **Semester** | IV |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To have basic understanding on Counseling and characteristics of counselor & counselee
- To acquire knowledge of theories which would help the students to implement in Counseling
- To study the different settings of Counseling

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To acquire the fundamentals of Counseling |
| K2 | CO2 | To understand the Counseling process and types |
| K3 | CO3 | To analyze the knowledge of various theories and approaches in Counseling |
| K4 | CO4 | To analyze different approaches to counselling |
| K5 | CO5 | To apply the Counseling skills in different setting |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Counselling:** Meaning and definition, characteristics, goals of counseling and elements of counseling- Evolution/ Development of counseling as a profession - present status of counseling - prospect of counseling practice – Difference between Counseling, Advice and Guidance. | 12 |
| **Unit II** | **The Portrait of a Counselor and Counselee:** Personal and professional characteristics / qualities of a counselor; Values and ethics in counseling, checklist for counselor. Characteristics of a counselee (client); skills of a client – self-exploration, non-defensive listening and dynamic self-understanding. Counseling Relationship: Regard, Respect, Authenticity, Empathy and Genuineness | 13 |
| **Unit III** | **Counseling Skills & Process:** Counseling Skills -Attending & listening, communication, confrontation, concreteness, paraphrasing, focusing, summarizing, reflection of the feelings, self-disclosure, identification of attitudes and feelings Counseling process- Problem exploration & identification - Analysis and diagnosis -Intervention strategies - *Evaluation and termination of session* | 12 |

| | | |
|---|---|---|
| **Unit IV** | **Theories/ Approaches to Counseling:** Psychoanalytical approach, Client - centered approach, REBT, Transactional Analysis, Cognitive approach, Eclectic approach. | 11 |
| **Unit V** | **Counseling in Different Settings:** Counseling in Educational institutions, industry, career counseling, HIV/AIDS counseling, de-addiction counseling, death and bereavement counseling, Suicide counseling, Marital counseling (Premarital and post marital) Family counseling, *crisis intervention.* | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Group discussions, Seminar and Assignment

**Books for Study:**

- Gururani, (2005) *Guidance & Counselling: Educational, Vocational & Career Planning*,
- Akansha Publishing House, New Delhi.
- Sharma, Ram Nath, (2001) *Counselling and Guidance*, Surjeeth Publications, New Delhi. Gelso, Charles J, *Counselling Psychology*, Prism Book Pvt. Ltd, Bangalore.

**Books for Reference:**

- Sharma, Ram Nath, (2001) *Counselling and Guidance,* Surjeeth Publications, New Delhi.
- Woofe, R & Dryden.W, (1996) *Handbook of Counselling Psychology*, Sage, New Delhi.
- Dave, Indu, (1991) *The Basic Essentials of Counselling*, Sterling Publishers, N.D.
- Prahanthem.B.J, (1988) *Therapeutic Counselling*, Christian Counselling Centre, Vellore.
- Patterson, Lewis.E,(1981) *The Counselling Process*, Tata McGraw Hill Publishing CompanyLtd. New York.
- Kottler, J.A. and *Introduction to Therapeutic Counselling*,

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | M | M | L | H | M | L | H | L | M |
| **CO3** | L | L | H | H | M | H | H | M | H | H |
| **CO4** | M | M | M | H | L | M | L | L | M | M |
| **CO5** | H | M | M | L | H | M | L | H | M | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW4A4 | **Title** | **Batch :** | 2023-2025 |
| | | Human Resource Development | **Semester** | IV |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To obtain basic knowledge about Human Resource Management.
- To develop the knowledge and skills in handling Human Resource in an organization.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To gain the knowledge on concept of Human Resource Management. |
| K2 | CO2 | To understand the various Methods, Techniques and Process in handling Human Resource in an organization. |
| K3 | CO3 | To develop the ability on social work orientation as it relates to social issues in the workplace. |
| K4 | CO4 | To analyze that he two major types of planning. |
| K5 | CO5 | To know about ISO types and quality assurance |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Human resource development** – Nature and concept, Definitions, scope, objectives, Importance, principles, approaches, Recent scenario of HRD in India; **HRD strategies** – Designing HRD strategy, HRD Model; HRM vs. HRD; Code of ethics for HRD professionals. | 12 |
| **Unit II** | **Training and Development:** Meaning, Importance, Purpose, Principles and Methods – Training Need Analysis and training Evaluation. Policy Deployment Matrix, Competency **Mapping** and Talent development. | 12 |
| **Unit III** | **Performance Appraisal:** definition, Objectives, Uses and Methods: Traditional and Modern methods (360 Degree KRI, KPI), Balanced Score Card system, Barriers of Performance Appraisal. | 12 |

| | | |
|---|---|---|
| **Unit IV** | **Career planning** – Nature and concept, Definition, objectives and importance; Career Development – Nature, objectives, principles, characteristics, process; Role of HRD in career planning and development of employees; **Succession planning** – process and benefits. | 12 |
| **Unit V** | **Quality management Systems:** 5S, Six Sigma, Kaizen, TQM, TPM, QMS, Deming, ISO Systems, ISO Certification Schemes and **ISO types**– **Quality assurance:** Mckinesey's 7s frame work, HR out sourcing . | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Group discussions, Seminar and Assignment.

**Books for Study:**


- Rao, T. V. 1991*Reading in Human Resource Development*, New Delhi: Oxford and IBH Publishing Co. Pvt. Ltd
- Bhattacharyya, Dipak Kumar.1999 *Managing People*, New Delhi, Excel Books. 2. Jayagopal, R. 1990 *Human Resource Development: Conceptual Analysis and Strategies*, New Delhi: Sterling Publishers Pvt. Ltd


**Books for Reference:**


- Puranik M.V., *Human Resource Development in Research and Development Organization*, RawatPub., Jaipur, 1988.
- Chhabra TV, *Human Resource Management Concepts &Issues*, Dhanpat Raj, Publishes, New Delhi, 2000
- Rudrabasavaraj, M. N. 1984 *Human Factors in Administration*, Bombay: Himalaya Publishing House.
- Bhasant Mehta, Kothari Kiram, *Human Resource Development Role*.Discovery Publishes New Delhi, 1999.
- Bhatia B.S. Batra G.S. *Human Resource Development*, Deep & Deep Publication, New Delhi, 2000.
- BhawdeepSingh, Prem Kumar, *Current Trends in Human Resource Development* Deep & Deep Publishes, New Delhi, 1997.
- BiswajeetPattanayak, *Human Resource Management*, Prentice Hall New Delhi, 2002.
- Chandra Ashok *Human Resource strategy* is KabraSilpa, Response Publishes, New Delhi, 2000.
- Chandra S., *Human Resource Policy; A Blue Print in Alternative Approaches and Strategies of HRD*, T.V. RAO et.al., Rawat Pub., Jaipur, 1988.


**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | H | H | M | L | L | M | L | L | L | H |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
|---|---|---|---|---|
| **Course Code:** | 23PSW4B4 | **Title** | **Batch :** | 2023-2025 |
| | | Mental Health | **Semester** | IV |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To Know the facts of Mental disorders
- To study different types of Mental Disorder in brief manner.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To learn about the concepts related to mental health and mental illness and theoretical underpinnings related to it |
| K2 | CO2 | To understand concepts related to psychopathology, diagnosis and treatment |
| K3 | CO3 | To plan psycho-social interventions in preventive, promotive and curative services that work towards enhancing the dignity of persons living with mental illness. |
| K4 | CO4 | To identify various mental disorders |
| K5 | CO5 | To know about childhood disorders and trans-cultural psychiatry |

**Syllabus**

| **Unit** | **Content** | **Hours** |
|---|---|---|
| **Unit I** | **Introduction to Psychiatry:** Concept of Mental Health: Characteristics of Mentally healthy individual l: Magnitude of mental Health problems in India-Changing trends in mental health. Psychiatry: Definition, Historical Development and Growth of Psychiatry. Signs and Symptoms of Disorders: Perception, Thought, Speech, Memory, Emotion and Assessment in Psychiatry: Psychiatric Interview, Case History taking; Mental Status Examination; Classification in Psychiatry (ICD10, DSM V). | 13 |
| **Unit II** | **Neurotic, Stress-Related and Somatoform Disorders:** Etiology , Clinical manifestation and intervention modalities of Neurotic, Stress-related and Somatoform Disorders: Anxiety disorders, Phobic disorders, Obsessive- Compulsive disorder, Somatoform Disorders, Post-traumatic stress disorder, Adjustment disorders, Eating disorders, Sleep disorders. | 12 |
| **Unit III** | **Organic and Functional Psychosis:** Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis: Organic Psychosis: Delirium, Dementia, Amnestic syndrome; Functional Psychosis: Schizophrenia, Mood disorders-Manic episode, Depressive episode, Bipolar mood (affective) disorder, Personality Disorders | 12 |
| **Unit IV** | **Disorders of Psychoactive Substances And Adult Personality:** Psychoactive substance Use Disorders; Prevalence, etiology, Clinical | 12 |

| | | |
|---|---|---|
| | manifestation and Intervention Modalities of Alcoholism and Substance Abuse, Digital disorders. Sexual Disorders: Gender Identity Disorders, Paraphilias, Sexual Dysfunctions | |
| **Unit V** | **Childhood Disorders And Tran-cultural Psychiatry:** Childhood Developmental Disorders: Mental Retardation, -Autism, Attention Deficit Hyperactivity Disorder (ADHD), Down Syndrome, Learning Disabilities, Epilepsy, Adolescent Mental Health issues. Trans- cultural Psychiatry: Cultural bound Syndromes. | 11 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

Teaching Methodology: Lecture, Power point Presentations, Seminar , Assignment and Case study

**Books for Study:**


- Bhatia.M.S, (2001) *Essentials of Psychiatry*, CBS, New Delhi.
- Niraj Ahuja, (1998) *Introduction to Psychiatry*, New Delhi.
- Maxcy Rosenau John M. Last (2014) *Public Health and Preventive Medicine*, McGraw-Hill Publications.
- Samson.G.Irwin, (2003) *Abnormal Psychology*, Prentice Hall, New Delhi.


**Books for Reference:**


- Robert.J.Walter (1998) *Psychiatry for Medical Students*, Medical Publishers, Chennai
- Abraham Varghese (1982) *Introduction to Psychiatry*, BI, New Delhi.
- James H.Seully (1979) *Psychiatry*, D.K, New Delhi.
- Omkarnath.G (1977) *Psychiatry- P.G. Test review*, CBS, New Delhi.
- Francis, C. M. (1991) *Promotion of Mental Health with Community Participation*.
- Kerela: The Center for Health Care Research and Education.
- Mane P. & Gandevia K. (1994) *Mental Health in India Issues and Concerns* Tata Institute of Social Sciences, Mumbai.


**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | M | M | L | L | M | L | M | L |
| **CO2** | L | M | M | L | L | M | L | M | L | L |
| **CO3** | M | L | L | H | M | H | L | H | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | L | M | M | L | L | M | L | M | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
|---|---|---|---|---|
| **Course Code:** | 23PSW4C4 | **Title** | **Batch :** | 2023-2025 |
| | | Urban Community Development | **Semester** | IV |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To facilitate the students to have broader understanding about various aspects of Urban Community.
- To enrich the knowledge of the students on urban local administration in India.
- To enable the students to improve analyzing skills of the urban community development programmes.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To Know various theories on urbanization, urban life, problems and development. |
| K2 | CO2 | To Learn urban local administrative structure and programmes for urban development. |
| K3 | CO3 | To Acquire the skills to work with the urban community, and develop and implement programmes with them. |
| K4 | CO4 | To know about the basics of urban community development |
| K5 | CO5 | To have knowledge about various urban community development programmes and problems in implementing those programmes |

**Syllabus**

| **Unit** | **Content** | **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 -** Urban Poverty, Homeless, Solid Waste Management Housing, drug addiction, juvenile delinquency, prostitution / commercial sex, pollution, cyber crime unemployment and under Employment **Slum** – Definition, Causes, Characteristics, Functions, Classification, approaches, Theories and culture of slum. **Migration** – Concepts, causes, types and theories, Sub alten, Elite Migration. | 13 |
| **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 - the role of the urban Community Workers in urban development*. | 11 |
| **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, Importance of community planning and community participation in urban development; Role of community development worker; Application of social work method in urban development. | 12 |
| **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. | 12 |
| **Unit V** | **Urban Development Programme:** The Smart Cities Mission, Atal Mission for Rejuvenation and Urban Transformation (AMRUT), Pradhan Mantri Awas | 12 |

| | | |
|---|---|---|
| | Yojana (Urban) or Housing for All by 2022 Mission, Heritage City Development and Augmentation Yojana (HRIDAY), North Eastern Region Urban Development Program (NERUDP),Deendayal Antyodaya Yojana National Urban Livelihoods Mission (NULM) , National Slum Development Programme (NSDP) – Integrated Housing & Slum Development Programme (IHSDP), Housing and Urban Development Corporation ( HUDCO) - Jawaharlal Nehru National Urban Renewal Mission Scheme (JUNURUM), Prime Minister's Integrated Urban Poverty Eradication Programme (PMIUPES) – Swarna Jayanthi Shahari Rozhar Yojana (SJSRY) Nehru Rozgar Yojana (NRY), Tamil Nadu Slum Clerance Programme – Urban Health and Sanitation Programme - Swatch Bharath Abiyan - Challenges in implementation of UCD programme. | |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Books for Study:**

- Bhatttacharya B 2006 Urban Development in India New Delhi: Concept

**Books for Reference:**


- Delgado (Melvin), (2000) *Community Social Work Practice in an urban*, Oxford University Press New York.
- Thudipara Jacob.J, (1993) *Urban Community Development*, Rawat, New Delhi.
- Phadke .V.S, (2007) *Urbanisation,Development and Environment,* Rawat New Delhi.
- Sabir Ali (Ed) (2006) *Dimensions of Urban Poverty*, Rawat, New Delhi.
- Singh.R.B.(ed)(2006) *Sustainable Urban Development* New Delhi.
- Sinha Rekha and Sinha U.P (2007) *Ecology and quality of life in Urban Slums, New Delhi*
- Sudha Mohan (2005) *Urban Development and NewLocalism* Rawat, New Delhi.
- Stanly, Selwyn(2005) *Social problems and issues: Perspectives for Intervention.* Allied Publication, New Delhi.
- Thudipara, Jacob Z. (2009 *Urban Community Development*, Rawat, New Delhi.
- UN Habitat (2003). *The Challenges of Slums.* Earthscan Publications Ltd, London.
- UN Habitat (2003). *The Slums of the World: The Faces of Urban Poverty in the new Millenium*. United Nation's Centre for Human Settlement, Nairobi.


**Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | M | M | L | L | M | L | M | L | L |
| **CO3** | M | L | H | H | M | H | L | H | H | H |
| **CO4** | M | H | H | L | L | M | L | H | M | L |
| **CO5** | H | M | L | H | M | M | M | L | M | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW4A5 | **Title** | **Batch :** | 2023-2025 |
| | | Organizational Behaviour | **Semester** | IV |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To acquire the knowledge on the behavior of the employees in an organization.
- To learn the skills in understanding and managing the behavior of the employees.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To gain knowledge about organizational behavior. |
| K2 | CO2 | To understand the functions and activities of organizational behavior |
| K3 | CO3 | To apply the skills of working with organized sector |
| K4 | CO4 | To analyze the concept of motivation. |
| K5 | CO5 | To obtain overview of organization development |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Organization**: Definition and meaning, Theories of organization. Organizational Behavior: Definition, Objectives, Methods of Organizational Behavior – Contributions of Hawthorne studies – Models of Organization Behavior | 12 |
| **Unit II** | **Individual and groups in organization**: Individual difference – Models of man – personality (Enna Gram ) – Job Stress: Causes and Effects of stress, Coping with stress. Group Dynamics: theories of group formation, formal and informal behavior, *group behavior*. Enneagram, personality type of Enneagram, Johari window, Transactional Analysis. | 12 |
| **Unit III** | **Concept of organization structure**: Bases of Departmentation, Span of management, Delegation of authority, Centralization and Decentralization, Line and Staff organization. Bureaucratic form of organization - Remedies and evils of bureaucratic structure | 12 |
| **Unit IV** | **Motivation**: Theories, Process: Job Re-design, Job Enlargement, Job enrichment, Quality of Work Life, Work-Life Balance, goal setting – Leadership: Types and Theories of leadership –Leadership skills - Concept of Communication, *Communication Process, Effective communication.* | 12 |
| **Unit V** | **Organization Development**: Meaning, Characteristics, methods, Process, team building, management by Objectives, Approaches and Intervention. **Organizational change — Organizational effectiveness-** | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Power point Presentations, Seminar , Assignment and Experience Discussion

**Books for Study:**

- Jhon.W, Newstrom, (2007) *Organizational Behaviour*, Tata Mc Grow –Hill Publishing Company ltd.
- Stephen.P, Robins, (2005) *Organizational Behaviour,* Prentice – Hall of India Pvt Ltd, New Delhi.
- Khanka.S.S, (2000 )*Organizational Behaviour*, S.Chand and company, New Delhi.

**Books for Reference:**

- Misha, (2001) *Organizational Behaviour*, Vikas, Mumbai.
- P.Subba Rao, (1999) *Essentials of Human Resource Management and Industrial Relations* Himalaya publishing House.
- Kesho Prasad, (1996), *Organizational Development for Excellence*, S.Chand and company.
- Jhon .W. Newstrom (2007) *Organisational Behaviour* Tata Mc Grow –Hill Publishing company ltd.
- Kesho Prasad (1996) *Organisational development for excellence* S.Chand and company.
- Khanka .S.S (2000) *Organisationa behaviour* S.Chand and company, New Delhi.
- Misha (2001) *Organisation Behaviour*,Mumbai,
- Vikas.Stephen P. Robins (2005) *Organisational behaviour* Prentice – Hall of India Pvt Ltd, New Delhi.
- P.Subba Rao (1999) *Essentials of Human resource management and Industrial relations.* Himalaya publishing House.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | H | M | L | | M | L | L | L | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW4B5 | **Title** | **Batch :** | 2023-2025 |
| | | Community Health | **Semester** | IV |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**:

- To attain knowledge between Community Health and Public Health.
- To learn the Health Administration services of State and Central Government.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To attain the concepts of Community Health |
| K2 | CO2 | To understand the Health Administration at State and National level |
| K3 | CO3 | To apply the various Health Policies in Community Health |
| K4 | CO4 | To analyze health problems in India |
| K5 | CO5 | To have knowledge about the health care partners. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Concept:** Concept of Community health and Public health- Principle of Community health and Origin- Concept of Diseases, causation- Methods of intervention- community diagnosis and treatment. | 11 |
| **Unit II** | **Health work in the community: Major** health problems related to women and children; Socio-cultural practices, beliefs and myths influencing community health; Assessing community health needs, Mobilizing core groups; community participation: Principles and practice of Community Participation, Training of multipurpose workers in community health programmes. **Social Work Intervention in relation to:** Immunization, nutrition, family planning, maternal and child health, environmental issues (hygiene, pollution and sanitation), accident prevention, suicide prevention, alcoholism and drug abuse prevention. | 13 |
| **Unit III** | **Health administration** at the National and State and District levels- Primary Health Centers- Structure and functions – Corporation and Municipal health services, ICDS (Integrated Child Development Services). Health Policies and health planning – Shortcoming of Health policies, Review of current reports on health – Govt. of India and Govt. of Tamil Nadu | 11 |
| **Unit IV** | **Health planning in India :** Various health committee reports, Eleventh Five year plan and health, Rural health mission & Urban Health mission, Tamil Nadu Chief minister health scheme - Health policy - National health policy, National and State health programmes, Millennium Development Goals, National AIDS control policy , and other policies pertaining to health. | 12 |
| **Unit V** | **Partners in health care-** Role of NGOs, Health networks, Corporate sector, Educational institutions and religious institutions – Preventive, Promotive and Rehabilitative aspects of health. – Specific skills required for Medical Social Worker. National and International organizations working in the areas of health- MH&FW, NACO, TANSACS , FHI, Help age India, USAID,WHO, UNICEF, ASHA Worker, Asian Development Bank, *Role and function of Community Social Worker.* | 13 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

| |
|---|
| **Teaching Methodology:** Lecture, Power point Presentations, Group discussions, Seminar ,Quiz and Assignment |

**Books for Study:**

- Ajit, (2005) *Social Dimensions of Health*, Rawat Publications, New Delhi.

**Books for Reference:**

- Park and Park (2003) *Text Book of preventive and social medicine*
- Mishara, (2000) *Indian Health Report* ,Oxford University Press, Delhi
- Bajpai, (1998) *Social Work Perspectives on Health,* Rawat Publications, New Delhi.
- Narayana, (1997) *Health and development* , Rawat Publications, New Delhi.
- Pokrana, (1994) *Social Beliefs, Cultural practices in Health and Disease,* Rawat Publications, New Delhi.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | M | H | H | M | L | L | M | L | M | L |
| **CO2** | H | M | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | H | L | M | L | H | M | M | L | L | H |
| **CO5** | H | M | L | L | M | M | L | M | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
|---|---|---|---|---|
| **Course Code:** | 23PSW4C5 | **Title** | **Batch :** | 2023-2025 |
| | | Management of Non – Governmental Organizations | **Semester** | IV |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Course Objectives**

- To facilitate the students to understand about the structure of NGOs and their management aspects Like Project Identification, Project Formulation, Monitoring and Evaluation, and Project Personnel empowerment and Fundraising.
- To establish NGOs under relevant Acts in India
- To identify and formulate projects on their working and interested fields or areas
- To evolve techniques for fund raising and resource mobilization for development of community or groups and Preparing monitor and evaluation process indicators in developmental projects.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To Identify relevant Acts in establishment of NGOs, needs of the project, sources of funding and indicators for a successful project |
| K2 | CO2 | To understand the importance of budgeting and project management |
| K3 | CO3 | To evaluate the personal empowerment |
| K4 | CO4 | To know about the sources of funds for NGO |
| K5 | CO5 | To know about the functioning, monitoring and evaluation methods in India |

**Syllabus**

| **Unit** | **Content** | **Hours** |
|---|---|---|
| **Unit I** | **Non – Government organization:** Definition, Meaning, Objectives, Principles, Concept, Need, Classification, Structure, Functions, Philosophies, Significance, Strategies, and Role of NGOs; Historical Development of NGOs in India; Community based organization: Concept and Development. Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, INGO and Social Welfare Organizations – Non-Governmental Organizations: Formation of Societies, Trusts, And Non-Profit Companies | 12 |
| **Unit II** | Registration and Establishment of NPOs: Societies Registration Act, 1860, Indian Trust Act, 1882, Company‘s Act, 1956 (Sec. 25); Memorandum of Association and Articles of Association; Legal Status of NPO; Monitoring Mechanism adopted by Governments; FCR Act; NGO-Administration; Policy Making; Aims and Objectives of the Executive Committee, Office Bearers and Governing Body and Rights, Power and Duties. | 12 |
| **Unit III** | **Project identification:** Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategy Formation and Preparation of Project Proposals and Project Implementation. **Budgeting:** Meaning, Steps and Important Items in Budget; Resource Mobilization: Central and State Government Assistance and other Assistance; Fund Raising: Meaning, Techniques and Income Generation Programmes (IGP); Financial Management; Financial Collaboration between Funding Organization and | 12 |

| | | |
|---|---|---|
| | Non-Profit Organizations. | |
| **Unit IV** | **Funding of NGOs: Sources of Funding -** Government Grants, Foreign Aid, Donations, Membership fees and NGOs Contribution; Project Approach to Funding; Donor Consortium Approach; Funding Criteria and Conditionality; Managing Relationships with Donors; Working with Governments; Networking Strategies for funding. Project Evaluation and Monitoring: Aims, Objectives, steps and Creating Management Information System; Project Appraisal: Meaning and Techniques; Logical Frame Analysis (LFA); Participatory Rural Appraisal (PRA): Principles, Methods of PRA and Network Analysis; Documentation and reporting; Public Relations. | 12 |
| **Unit V** | **Functions of NGOs, Project Monitoring and Evaluation Method: Training -** Meaning, Need, Importance, Purpose, Significance and Training Needs; NGO functions in different Fields: Health, Rural Development, Child Health and Welfare, Women Welfare, Youth Welfare and Welfare of the elderly people, Awareness on behavioral, environmental and social issues, Role of NGOs in Administering the Social Welfare Programmes; **Institution building** of Non-Profit Organisations in administering the Social Welfare Programmes- *Responsibility and Accountability of Non-profit Organisations and social audit* | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Group discussions, Seminar and Assignment

**Books for Study:**


- Eade Deborah and Literingen Ernst (Ed) (2006) *Debating development-NGOs and the Future*, Rawat, New Delhi.


**Books for Reference:**


- Kumar.A, (2003) *Social Change through NGO's,* Anmol Publishers, New Delhi.
- Ginbery, Leon.H (2001) *Social Work Evaluation - Principles and Methods*, Allyn and Bacon Singapore.
- Kandasamy.M, (1998) *Governance and Financial Management in Non – Profit Organization*, Caritas India, New Delhi,
- Jain, R.B (Ed.), (1995) *NGO's in Development Perspective*, Vivek Prakasan**,** New Delhi**.**
- Mukherjee, Amitarva(Ed) (1995) Participatory *Rural Appraisal: Methods and Application In Rural Planning*, Vikas, New Delhi.
- Clark, John, (1991) *Voluntary Organizations: Their Contribution to Development Earth Scan*, London,

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | M | H | M | H | L | M | H | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | M | M | H |
| **CO4** | H | M | H | L | L | L | M | L | M | L |
| **CO5** | H | M | L | H | M | M | L | M | H | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW4F4 | **Title** | **Batch :** | 2023-2025 |
| | | Field Work Practicum – IV | **Semester** | IV |
| **Hrs/Week:** | 14 | | **Credits:** | 05 |

**Courses Objectives**

- To practice and apply the theoretical knowledge in the field.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To recollect the nature and Behavior of clients |
| K2 | CO2 | To understand the development and relationship with client |
| K3 | CO3 | To Practice the Social Work methods in different settings |
| K4 | CO4 | To know about the basic processes |
| K5 | CO5 | To have a practical experience in the field |

**Methodology**: Placement of students in agencies like Schools, NGOs, Government organizations, industries , etc., Report submission, Individual conference, Group conference and Power point presentation.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | M | L | M | L | M | L |
| **CO2** | H | M | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | M | M | H | L | M | M | M | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSW4P1 | **Title** | **Batch :** | 2023-2025 |
| | | Research Dissertation | **Semester** | IV |
| **Hrs/Week:** | 4 | | **Credits:** | 04 |

**Courses Objectives**

- To apply and practice the theoretical research knowledge in the doing a research work.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To recollect the Research process. |
| K2 | CO2 | To understand the technical aspects of the Research in the field. |
| K3 | CO3 | To apply the statistical tools in testing the hypothesis and Research conclusion. |

**Methodology**: Lecture, Individual conference, Power point presentation and Field work.

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | M | M | H | L | M | M | M | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

## VALUE ADDED COURSE

| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
|---|---|---|---|---|
| **Course Code:** | 23PSWVA1 | **Title** | **Batch :** | 2023-2025 |
| | | Stress Management and Coping Skills | **Credits:** | 2 |
| **Hrs/Week:** | 2 | | | |

**Course Objectives**

•To develop the students ability to deal with stress

• To enable the use of coping techniques to manage stress.

• To have a proper understanding of stress and its related impacts.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | Recall the basic concepts and facts on stress |
| K2 | CO2 | Understand and recognize the problem of stress |
| K3 | CO3 | Solve the stress related problems using coping techniques. |
| K4 | CO4 | Examine the causes and sources of stress |
| K5 | CO5 | Appraise the coping mechanism to manage stress. |

**Syllabus**

| **Unit** | **Content** | **Hours** |
|---|---|---|
| **Unit I** | Introduction to stress: Meaning, Definition, Eustress, Distress, Types of stress: Acute stress, Episodic Acute stress and chronic stress, signs and Symptoms | 10 |
| **Unit II** | Sources of stress: Psychological, Social, Environmental, Academic, Family and Work stress. Physiological, Psychological and Social Impact of stress. Stress Response: 'Fight or Flight' Response, Stress warning signals. | 10 |
| **Unit III** | Stress and Coping: Coping Mechanisms: Appraisal focused, Emotional focused and Problem focused. Stress Reduction Techniques: 1. Autogenic Training 2. Biofeedback 3. Relaxation 4. Yoga and Meditation | 10 |
| | **TOTAL** | **30** |

**Books for Study:**


- Greenberg, Jerrold, S. Comprehensive Stress Management. NY: McGraw-Hill, latest edition.


**Books for References:**


- Lehrer, P. M., Woolfolk, R. L., & Sime, W. E. (2007). Principles and practice of stress management (3rd ed.). New York, NY US: Guilford Press
- Kabat-Zinn, J. (1990). Full catastrophe living: Using the wisdom of your body and mind to face stress, pain and illness. New York, NY: Dell.
- Seaward, Brian Luke. Stress Management Workbook. (4) Stress Reduction Workbook and CD.
- Sapolsky, R. (1998). Why zebras don't get ulcers: an updated guide to stress, stress-related diseases and coping (2nd ed.). New York: W. H. Freeman.

- Shapiro, S.L. & Carlson, L.E. (2009). The art and science of mindfulness: integrating mindfulness into psychology and the helping professions. Washington D.C.: APA Books.


| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
|---|---|---|---|---|
| **Course Code:** | 23PSWVA2 | **Title** | **Batch :** | 2023-2025 |
| | | Non-Governmental Organization– Formation and Management | **Semester** | IV |
| **Hrs/Week:** | - | | **Credits:** | 2 |

**Course Objectives**

- To know the basic concepts of Non-profit organization and their types
- To understand the importance of budgeting and develop their skill to use in future

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To acquire the basic concepts of non-profit organization |
| K2 | CO2 | To understand the importance of budgeting and project management |
| K3 | CO3 | To evaluate the personal empowerment |

**Syllabus**

| **Unit** | **Content** | **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: | 4 |
| **Unit II** | Formation of NGOs: Formation of Societies, Trusts, And Non-Profit Companies. Steps involved: Constituting society, Selection of Name, registering the name, deed of society, standing orders, Bye laws, obtaining NOC premises, Residence proof, submission of documents for registration, insurance of registration, PAN card and Bank Account, Exemption, Foreign fund clearance, Filing ITR. | 8 |
| **Unit III** | Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation. Budgeting: 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. | 8 |
| | Field visit to NGOs | 10 |
| | **TOTAL** | 30 |

***Italicized* texts are for self study**

**Teaching Methodology:** Lecture, Group discussions, Seminar and Assignment

**Books for Study:**

- Eade Deborah and Literingen Ernst (Ed) (2006) *Debating development-NGOs and the Future*, Rawat, New Delhi.

**Books for Reference:**

- Kumar.A, (2003) *Social Change through NGO's,* Anmol Publishers, New Delhi.
- Ginbery, Leon.H (2001) *Social Work Evaluation - Principles and Methods,* Allyn and Bacon Singapore.
- Kandasamy.M, (1998) *Governance and Financial Management in Non – Profit Organization*, Caritas India, New Delhi,
- Jain, R.B (Ed.), (1995) *NGO's in Development Perspective*, Vivek Prakasan**,** New Delhi**.**
- Mukherjee, Amitarva(Ed) (1995) Participatory *Rural Appraisal: Methods and Application In Rural Planning*, Vikas, New Delhi.
- Clark, John, (1991) *Voluntary Organizations: Their Contribution to Development Earth Scan*, London,

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | M | M | H | L | M | M | M | L | M |

H-High; M-Medium; L-Low

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | - | **Title** | **Batch :** | 2023-2025 |
| | | MOOC Course | **Semester** | I |
| **Hrs/Week:** | - | | **Credits:** | 2 |

**Courses Objectives**

- To develop the knowledge and skills related to social work practice.
- To provide an exposure on emerging fields of social work.

**Courses for study**

The students can take any one course related to social work and also other specified courses given under

1. Social Work – Case Work and Group Work
2. Human Resource Management
3. Medical Social Work
4. Psychiatric Social Work
5. Mental Health
6. Women Empowerment
7. Geriatric Social Work
8. Community Development
9. Participatory Rural Appraisal
10. Sociology
11. Psychology
12. NGO Management
13. Social Work Research
14. Social Action

## ADVANCE LEARNERS COURSE (OPTIONAL)*

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSWAL1 | **Title** | **Batch :** | 2023-2025 |
| | | **FAMILY AND CHILD WELFARE** | **Semester** | III |
| **Hrs/Week:** | - | | **Credits:** | 2 |

**Course Objectives**

- The purpose of this paper is to enable students to understand the various aspects related to family and child welfare.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To familiarize the students with the philosophy of family and child welfare along with the National Child Welfare Policy in India. |
| K2 | CO2 | To inform the students about the problems of children. |
| K3 | CO3 | To enlighten the students on family planning. |
| K4 | CO4 | To teach the students about the various family and child welfare services. |
| K5 | CO5 | To inform the students about the role of voluntary agencies in family and child welfare services |

**Syllabus**

| Unit | Content |
|---|---|
| **Unit I** | **Family:** meaning, philosophy, and child welfare- National child welfare policy in India |
| **Unit II** | **Problems of children:** child abuse, child labour, street children- female infanticide, girl children. |
| **Unit III** | **Family welfare planning:** programme and methods of family planning. |
| **Unit IV** | **Family and child welfare services:** role of government- central and state. |
| **Unit V** | **Role of voluntary agencies in family and child welfare services:** Institutional and Non- Intuitional services, national and international organizations working for children. |
| | **TOTAL** |

**Teaching Methodology:** Lecture, Group discussions, Seminar and Assignment

**Books for Study:**

- Devi, L (1988).Encyclopaedia of Child and Family Welfare. New Delhi: Institute for Sustainable Development, Lucknow and Anmol publication.
- **Books for Reference:**
- Beedell, C. (1972). Residential life with children. Taylor & Francis.
- Daridson, F., & Gornicki, B. (1964). Care of Children in day centers. Geneva: W.H.O. Publications.
- Khasgiwala, A. (1993). Family Dynamics: Social Work Perspective. Anmol Publications. Rao, D.B. (1997). Care the Child. New Delhi : Discovery Publishing House

**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | L | H | M | L | L | L | M | L | L |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSWAL2 | **Title** | **Batch :** | 2023-2025 |
| | | Correctional social work | **Semester** | IV |
| **Hrs/Week:** | - | | **Credits:** | 2 |

**Courses Objectives**

The aim of this course is to enlighten students on correctional social work and related aspects.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To inform the students about correctional social work and related aspects. |
| K2 | CO2 | To enlighten the students about penology, corrections, and related concepts. |
| K3 | CO3 | To teach the students about social defense in India. |
| K4 | CO4 | To enlighten the students on the concept of victim logy and related aspects. |
| K5 | CO5 | To make the students understand various correctional techniques. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Legislative:** police – judiciary and correctional system – origin and development of correctional social work in India. | 12 |
| **Unit II** | **Penology and corrections:** probation – parole – half way homes – open air prisons and welfare measures meant for prisons – prisoners rights UN minimum standard rules for prisons. | 12 |
| **Unit III** | **Social defense in India:** juvenile delinquency: institutional & non – institutional programmes for delinquency – juvenile guidance bureau – boys club – boot camps and other programmes meant for delinquents. | 12 |
| **Unit IV** | **Victim logy:** concept – philosophy – victim logy in India. | 12 |
| **Unit V** | **Preventive and curative measures:** role of social worker in correctional administration; social theory – psycho analysis and other therapeutic methods of correction. | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology**: Lecture, Power point Presentations, Seminar and Assignment.

**Books for Study:**

Panakal J.J., & Gokhale, S.D. (1989). Crime and Corrections in India. Bombay: Tata Institute of Social Sciences.

Tappan, P. W. (1960). Crime, justice and correction (Vol. 1221). New York: McGraw-Hill

**Books for References:**

Chakrabarthi, N.K. (1999). Juvenile Justice. New Delhi. Deep & Deep Publications, Pvt.Lt.

Sharma, R.K. (1998). Criminology and Penelogy. Delhi: Atlantic Publicshers and Distributors.
Ansari, M.A. (1996). Social Justice and Crime in India. Jaipur: Sunlime Publications.
Atri, P.K. (1998). Dimensions of Crime in India. New Delhi: Anmol Publications Pvt.Ltd.

**Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | M | M | H | L | M | M | M | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

**FACULTY BASED RESEARCH COURSE**

| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
|---|---|---|---|---|
| **Course Code:** | 23PSWRB1 | **Title** | **Batch :** | 2023-2025 |
| | | Organizational Commitment and Organizational Citizenship Behaviour | **Semester** | IV |
| **Hrs/Week:** | - | | **Credits:** | Grade |

**Courses Objectives**

1. To gain insight on the recent concepts related to organization commitment and OCB.
2. To gain the recent developments in the focused area.
3. To analyze the factors influencing OC and OCB.
4. To analyze the how OC and OCB influence other domains.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To understand about Organizational Commitment |
| K2 | CO2 | To understand the Organizational Citizenship Behavior Factors of Organization Citizenship Behavior |
| K3 | CO3 | To acquire the knowledge on Factors affecting OC and Factors of Organization Citizenship Behavior |
| K4 | CO4 | To understand Factors of Organization Citizenship Behavior |
| K5 | CO5 | To understand the Relationship between OCB and OC, mediating and |

| | | |
|---|---|---|
| | | moderating variables. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Organizational Commitment**: Concept, Definition, need and importance, advantages, Antecedents, theories, models, determinants, measurement of OC. | 12 |
| **Unit II** | **Factors affecting OC**: job burnout, job satisfaction, organization justice, organizational citizenship behavior, employee training, Workplace values, Job characteristics, Demographics, Career Progression, Personal Growth, Well-being, Ethical Standards, Independence, Relationship, leadership and management style, etc. | 12 |
| **Unit III** | **Organizational Citizenship Behavior**: origin of construct, concept, similar constructs, antecedents, advantages, theories, consequences and measures. | 12 |
| **Unit IV** | **Factors of Organization Citizenship Behavior**: Organizational Loyalty, Altruism, Civic Virtue, Sportsmanship, Courtesy, Conscientiousness, Organizational Compliance, Problem Concern, Individual Initiatives, Self development. | 12 |
| **Unit V** | **Organizational Citizenship Behavior and Organizational Commitment**: Relationship between OCB and OC, mediating and moderating variables. | 12 |
| | **TOTAL** | 60 |

***Italicized* texts are for self study**

**Teaching Methodology**: Lecture, Power point Presentations, Seminar and Assignment.

**References:**


- Meyer, J. P.; Allen, N. J. (1991). "A three-component conceptualization of organizational commitment". Human Resource Management Review. 1: 61–89. doi:10.1016/1053-4822(91)90011-Z.
- AL-Jabari, Basel & Ghazzawi, Issam. (2019). Organizational Commitment: A Review of the Conceptual and Empirical Literature and a Research Agenda. International Leadership Journal. 11. 78-119.
- Meyer, J. P., Morin, A. J. S., Stanley, L. J., & Maltin, E. R. (2019). Teachers' dual commitment to the organization and occupation: A person-centered investigation. Teaching and Teacher Education, 77, 100-111.
- Oludayo O. A., Akanbi, C. O., Falola, H. O., & Aluko, O. A. (2018). Data on perceived excessive workload on faculty members commitment. Data Brief, 20, 986-990. https://doi.org/10.1016/j.dib.2018.08.132
- Osafo, E. and Yawson, R. M. (2019). The role of HRD in university – community partnership. European Journal of Training and Development. https://doi.org/10.1108/EJTD-12-2018-0119

- Prasojo L. D., Fatmasari, R., Nurhayati, E., Darmadji, A., Kusumaningrum, F. A., & Andriansyah, Y. (2019). Indonesian state educational universities' bibliometric dataset. Data Brief, 22, 30-40. https://doi.org/10.1016/j.dib.2018.11.128
- Raharjo K., Nurjannah, Solimun, & Fernandes, A. R. A. (2018). The influence of organizational culture and job design on job commitment and human resource performance. Journal of Organizational Change Management, 31(7), 1346-1367. https://doi.org/10.1108/JOCM-07-2017-0286
- Ranjit.L (2014). A Study on Consumer Behaviour towards Branded Skin Care Products. A Chapter in the Book "Glimpses of Consumer Behaviour Towards 2020" Bonfring Publications, Coimbatore, pg: 35-40.
- Salin, A. S. A. P., Ismail, Z., Smith, M., Nawawi, A., & Futter, A. (2019). The influence of a board's ethical commitment on corporate governance in enhancing a company's corporate performance. Journal of Financial Crime, 00-00. https://doi.org/10.1108/JFC-04-2018-0035
- Natarajan,P and Ranjit.L (September, 2014). Study on Organizational Commitment of Employees. International Journal of Management Focus, Vol:4, Issue :3, Page 55-58.
- Wuryanti Kuncoro & Gunadi Wibowo, 2019. "The Increase of Organizational Citizenship Behaviour (OCB) Through Islamic Work Ethics, Affective Commitment, and Organizational Identity," International Business Research, Canadian Center of Science and Education, vol. 12(2), pages 181-190, February.
- Hazzi O.A. (2018) Organizational Citizenship Behavior: A Holistic Review. In: Farazmand A. (eds) Global Encyclopedia of Public Administration, Public Policy, and Governance. Springer, Cham
  23. Smith, S. S., Rohr, S. L., & Panton, R. N. (2018). Human resource management and ethical challenges: building a culture for organization success. International Journal of Public Leadership, 14(2), 66-79. https://doi.org/10.1108/IJPL-10-2016-0044
- Al Musadieq, M., Raharjo, K., Solimun, S., & Achmad Rinaldo Fernandes, A. (2018). The mediating effect of work motivation on the influence of job design and organizational culture against HR performance. Journal of Management Development, 37(6), 452-469. https://doi.org/10.1108/JMD-07-2017-0239


**Mapping**

| PO / CO | **PO1** | **PO2** | **PO3** | **PO4** | **PO5** | **PO6** | **PO7** | **PO8** | **PSO1** | **PSO2** |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | M | M | H | L | M | L | L | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |

| | | | |
|---|---|---|---|
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSWRB2 | **Title** | **Batch :** | 2022-2023 |
| | | Reproductive Health | **Semester** | IV |
| **Hrs/Week:** | - | | **Credits:** | (Grade) |

**Courses Objectives**

- To know the basic concepts of public health and re productive health
- To understand the importance of wellness

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | To learn about the concepts related to public health and disease |

| | | |
|---|---|---|
| K2 | CO2 | To understand concepts of Fundamentals of reproductive health |
| K3 | CO3 | To plan psycho-social interventions in preventive, promotive and curative services that work towards enhancing the dignity of persons living with disease |
| K4 | CO4 | To Understand the Fundamentals of reproductive health |
| K5 | CO5 | To understand about the Factors Influencing RH |

**Syllabus**

| Unit | Content |
|---|---|
| **Unit I** | **Public Health:** Genesis and Development of the concept, Healthcare versus Medical Care, Approaches to Public Health, Primary Health care, Millennium developmental Goals |
| **Unit II** | **Health and Disease:** Basic Concepts and Definition, Disease Control and Levels of Prevention, Determinants and Indicators of Health, Health situation and Trends in India. |
| **Unit III** | **Fundamentals of reproductive health:** Definition, Concepts, important, components, reproductive health education. |
| **Unit IV** | **Health administration** at the National and State and District levels- Primary Health Centers, Health Policies and health planning. |
| **Unit V** | **Factors** Influencing RH, Determinants of RH, Current Research On RH. |

References


- "WHO: Reproductive health". Retrieved 2008-08-19.
- Reproductive Health Strategy". World Health Organization. Retrieved 2008-07-24.
- Darroch JE, Frost JJ, Singh S et al.Teenage sexual and reproductive behavior in developed countries. Guttmacher Occasional Rep. 2001;3:1–120
- Winslow, Charles-Edward Amory (1920). "The Untilled Field of Public Health". Modern Medicine. 2 (1306):
- "What is Public Health". Centers for Disease Control Foundation. Atlanta, GA: Centers for Disease Control. Retrieved 27 January 2017.
- Richard G. Wilkinson; Michael G. Marmot, eds. (2003). The Solid Facts: Social Determinants of Health.
- https://dhsprogram.com/pubs/pdf/fr307/fr307.pdf
- "Maternal, newborn, child and adolescent health". World Health Organization.
- United Nations Population Division. "Adolescent fertility rate (births per 1,000 women ages 15-19)". Retrieved 16 March2019.
- "Global Strategy for Women's, Children's and Adolescents' Health (2016-2030) Key Statistics" (PDF).
- Raj An, Jackson E, Dunham S (2018). "Girl Child Marriage: A Persistent Global Women's Health and Human Rights Violation". Global Perspectives on Women's Sexual and Reproductive Health Across the Lifecourse. Springer, Cham. pp. 3–19. doi:10.1007/978-3-319-60417-6_1. ISBN 9783319604169.
- "Preventing early pregnancy and poor reproductive outcomes among adolescents in developing countries". World Health Organization. Retrieved September 23, 2017.
- Country Comparison: Maternal Mortality Rate in The CIA World Factbook. Date of Information: 2010
- Jump up to:a b c "Maternal mortality". World Health Organization. Retrieved 2018-04-26.

- Jump up to:a b c Alkema L, Chou D, Hogan D, Zhang S, Moller AB, Gemmill A, Fat DM, Boerma T, Temmerman M, Mathers C, Say L (January 2016). "Global, regional, and national levels and trends in maternal mortality between 1990 and 2015, with scenario-based projections to 2030: a systematic analysis by the UN Maternal Mortality Estimation Inter-Agency Group". Lancet. 387(10017): 462–74. doi:10.1016/S0140-6736(15)00838-7. PMC 5515236. PMID 26584737.

**Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | M | M | H | L | M | L | L | L | M |

H-High; M-Medium; L-Low

| Course Designed by | Verified by HOD | Checked by | Approved by |
|---|---|---|---|
| Name and Signature | Name and Signature | CDC | COE |
| Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: | Name:<br><br>Signature: |

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSWCC1 | **Title** | **Batch :** | 2022-2023 |
| | | Social Work with Families and Senior Citizens | **Semester** | III |
| **Hrs/Week:** | - | | **Credits:** | Grade |

**Course Objectives**

- Understand concept of child and rights for children based on UNCRC
- Get orientation of child related social institutions and homes
- Recognize magnitude of the problems of children physically, psychologically and socially
- Identify the services for children and supportive systems for strengthening role of social worker
- Provide knowledge and employability skills on handling children related issues, laws and Act

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | Knowledge on concepts of child rights, child protection and child welfare. |
| K2 | CO2 | Understand the need and significance of child rights, child protection and child |

| | | |
|---|---|---|
| | | welfare. |
| K3 | CO3 | Demonstrate the problems of children. |
| K4 | CO4 | Apply the provisions related to child rights, child protection and child welfare in dealing with problems related to children |
| K5 | CO5 | Analyze the causes and provide solutions for the problems of children. |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Theoretical and conceptual framework for understanding family** Family definition, Marriage, Types of families, Emerging families, Family ecology, Family functions, Family norms, Family patterns, Family structure, Family practices. | 10 |
| **Unit II** | **Family dynamics** Trends in the changing family systems, Family interactions, Family adaptability, Family cohesion, Role performance, Role commitment, Role conflict, Decision making, Family life cycle and Family development theory. Family life education: Scope, Focus, Definition, Positive Parenting and Oppressive parenting. | 10 |
| **Unit III** | **Challenges of family** Separation and divorce, Stress, Lack of adequate child care, inflexible work environment, infertility, Adoption, surrogate mothers Family Violence: Wife battering, Husband abuse, Child abuse, Elder abuse, Parent abuse. Family Intervention: Genogram, Methods of assessment, Rehabilitation, Crisis intervention, strengths and resilience | 10 |
| **Unit IV** | **Senior citizens and their Health status** Definition of Ageing, Demography, Changing roles and contemporary roles, impact of globalization, Longevity, Empty nest syndrome, Health Status of the senior citizens: Common Health problems, Health Services: Government, NGO, Health Insurance | 10 |
| **Unit V** | **Social work interventions** Social work interventions: Institutional services- Homes, Hospices, Non-Institutional Services –Day care, Recreation, Help line , Family counselling: Geriatric/ Gerontological Social Work. | 10 |
| | **Field work to NGO (2days x5hours)** | 10 |
| | **T OTAL** | 60hrs |

**Books for Study:**

- Desai M (1994) Family and Intervention: a course compendium, TISS Bombay
- Khargiwala (1993)Family dynamics: social work perspectives, Anmol, New Delhi

**Reference:**

- 3. Dandekar(1996)The Elderly in India, Sage, New Delhi
- 4. Desai and Raju(2000) Gerontological Social Work in India: Some issues and perspectives, BR Publishers, New Delhi
- 5. Krishnan & Mahadevan (1992)The Elderly Population in the Developed World: Policies, Problems and Perspectives, BR Publishing


- **Mapping**

| PO / CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PSO1 | PSO2 |
|---|---|---|---|---|---|---|---|---|---|---|
| **CO1** | H | H | L | M | L | L | M | L | M | L |
| **CO2** | H | H | M | L | L | M | L | L | L | L |
| **CO3** | M | L | H | H | M | H | L | L | L | H |
| **CO4** | M | M | M | H | L | M | L | L | L | M |
| **CO5** | M | M | M | H | L | M | M | M | L | M |

- H-High; M-Medium; L-Low

| | | | | |
|---|---|---|---|---|
| **Programme code:** | MSW | **Programme Title :** | Master of Social Work | |
| **Course Code:** | 23PSWCC2 | **Title** | **Batch :** | 2022-2023 |
| | | Performance Management | **Semester** | IV |
| **Hrs/Week:** | - | | **Credits:** | Grade |

**Course Objectives**

• To introduce the students to the concept of performance management.
• To train them in the performance management methods and techniques.
• To throw light on reward management.

**Course Outcomes (CO)**

| | | |
|---|---|---|
| K1 | CO1 | |
| K2 | CO2 | |
| K3 | CO3 | |
| K4 | CO4 | |
| K5 | CO5 | |

**Syllabus**

| Unit | Content | Hours |
|---|---|---|
| **Unit I** | **Introduction & Developing Performance Plan** Definition and basic concept of performance and performance management. Setting Relevant and Realistic Goals with Employees: Development and Contents of a | 6 |

| | | |
|---|---|---|
| | Performance Plan for group/team and individuals: Strategies in developing performance plan. Models and theories of performance management. Balance Score Card. | |
| **Unit II** | **Performance Feedback** Developing system to source feedback (Positive, Negative and Just Right); Classification of feedback (qualitative and quantitative); Evaluating and using feedback for improving employees performance. | 6 |
| **Unit III** | **Guidelines for Performance** Guidelines for conducting Performance Appraisals and reviews; Performance flow Chart based on Market Analysis: Conducting Employee 360 Degree Performance Reviews; Trends in performance appraisal. Standard Format for Performance Appraisal, Software Applications for Performance Appraisal. | 7 |
| **Unit IV** | **Employee Performance Appraisals** Preparatory steps for Employee Performance Appraisals, Formation of management Teams for Performance Reviews, Implementation of the Performance Appraisal Systems - Key Performance Indicator (KPI), Business Intelligence monitor, Focus Group discussion, Attitude Surveys, Competency Analysis, Performance measuring Scale (Numerator, Denominator and Exclusion), Quick score Performance Information System (Software). Performance Appraisal's Best Practices.. | 6 |
| **Unit V** | **Rewarding Mechanism in Performance Appraisal** Methods and techniques in Rewarding Employees Performance. Reward management Addressing Employee Performance problems / issues. Mentoring, coaching and training non performers improving employee's commitment. Linking performance with compensation. Performance Related Pay (PRP). | 5 |
| | **T OTAL** | 60 |

**Teaching Methodology**: Lecture, Power point Presentations, Seminar and Assignment.

**Books for Study:**


- Handy L., Devine, M and Health, L 360 – Degree Feedback: Unguided missile or powerful weapon? Ashridge Management Group, Berkhamsted (1996)
- Armstrong, M and Baron, A managing performance: Performance Management in action CIPD, London (2004).mance management, (2005)

- Armstrong, M, and Baron, A, performance Management: The new realities, Institute of Personnel and development, London (1998)


**Reference Books:**


- E-reward survey of performance Management Practice, E-reward, Stockport 118 Perfor1. E-reward survey of performance Management Practice, E-reward, Stockport 118 Performance management, (2005)
- Armstrong, M, and Baron, A, performance Management: The new realities, Institute of Personnel and development, London (1998)
- Ward P., 360- Degree Feed Back, Institute of Personnel and Development, London, (1997)

## ANNEXURE - I

## FIELD WORK

Mere theoretical knowledge does not make one a professional. Therefore, a distinctive feature of the instructional programs in Social Work is the emphasis laid on Field Work as an integral part of the total curriculum. The knowledge gathered in the class room is applied in the field under the effective supervision of teachers as well as agency to gain skills and technique. The Field Work program is planned in such a manner to provide an orderly sequence of learning.

Field work in the First Semester includes observation visit and concurrent field work leading to an awareness of the general functioning and nature of various welfare agencies. The students are then placed in agencies. In the Second Semester the students are reshuffled in order to familiarize to different settings. During the Third Semester and Fourth Semester students will placed based on their specialization. Those who opt Human Resources Management will undergo specialized training in Industrial Settings. Those who opt for Medical and Psychiatry will be placed in Hospital settings. Those who opt for Community Development will work with NGO's.

**Field Work Evaluation**

| S.NO | NORMS | MARKS |
|---|---|---|
| 1. | Attendance ( including regularity and punctuality) | 10 |
| 2. | Regularity in report Submission and Individual Conference | 15 |
| 3. | Application of theory and Social Work methods in Field | 10 |
| 4. | Work | 15 |
| 5. | Content of the record | 50 |
| | Viva voce | |
| | Total | 100 |

**WEIGHTAGE FOR FIELD WORK NORMS**

1. Attendance

| | | |
|---|---|---|
| Less than 75% | - | 0 |
| 75% to 79% | - | 1 |
| 80% to 84% | - | 2 |
| 85% to 89% | - | 3 |
| 90% to 94% | - | 4 |
| 95% to 100% | - | 5 |

2. Regularity in submission of Report and Individual Conference

| | | |
|---|---|---|
| More than 3 days | - | 0 |
| Late by 2 days | - | 1 |
| More than 2 days | - | 2 |
| Late by 2 days | - | 3 |
| Late by 1 day | - | 4 |

Exact date - 5

3. Application of theory and social work methods in field work

| | |
|---|---|
| Very good | 11 – 15 |
| Good | 06 – 10 |
| Satisfactory | 0 – 05 |

4. Content of the record

| | |
|---|---|
| Very good | 4 – 5 |
| Good | 2 – 3 |
| Satisfactory | 0 – 1 |

**Viva - Voce**

The Viva voce examination in the field work will be conducted by a board consisting of one External and one internal examiner at the each ester. Norms for viva voce examination will be prepared in consultation with the external examiner.

For instance

| | | |
|---|---|---|
| Report Content | - | 10 |
| Presentation | - | 10 |
| Communication Skills | - | 10 |
| Knowledge | - | 20 |
| Total | - | 50 |

## ANNEXURE - II
## RESEARCH PROJECT REPORT

Each student has to submit a Project report on a selected topic at the end of the fourth semester.

**Norms for evaluation of Project Report**

| | | |
|---|---|---|
| Punctuality and regularity | - | 20 |
| Report submission | - | 25 |
| Content of the report | - | 25 |
| Knowledge in research | - | 15 |
| Overall research work | - | 15 |
| Viva voce | - | 100 |
| Total | - | 200 |

**Viva Voce Norms**

The Project report will be evaluated and Viva Voce Examination will be conducted jointly by External Examination and Research Supervision concerned for 100 marks. The average marks of Internal and External Examiners will consultation with examiners.

For Instance

| | | |
|---|---|---|
| Content of the report | - | 20 |
| Presentation | - | 20 |
| Communication | - | 20 |
| Knowledge | - | 20 |
| Overall research work | - | 20 |
| Total | - | 100 |

# WRITTEN ASSIGNMENT RUBRIC

Grading Scale:

| A | B | C | D | F |
|---|---|---|---|---|
| 09 - 10 | 07- 08 | 05 - 06 | 03 - 04 | 01 - 02 |

| CRITERION | A - Excellent | B - Good | C - Average | D - Below Average | F - Inadequate |
|---|---|---|---|---|---|
| **Content & Focus** | Hits on almost all content exceptionally clear | Hits on most key points and writing is interesting | Hits in basic content and writing is understandable | Hits on a portion of content and/or digressions and errors | Completely off track or did not submit |
| **Sentence Structure & Style** | * Word choice is rich and varies<br>* Writing style is consistently strong<br>* Students own formal language | * Word choice is clear and reasonably precise<br>* Writing language is appropriate to topic<br>* Words convey intended message | * Word choice is basic<br>* Most writing language is appropriate to topic<br>* Informal language | * Word choice is vague<br>* Writing language is not appropriate to topic<br>* Message is unclear | * Not adequate |
| **Sources** | Sources are cited and are used critically | Sources are cited and some are used critically | Some sources are missing | Sources are not cited | Sources are not at all cited |
| **Neatness** | Typed; Clean; Neatly bound in a report cover; illustrations provided | Legible writing, well-formed characters; Clean and neatly bound in a report cover | Legible writing, some ill-formed letters, print too small or too large; papers stapled together | Illegible writing; loose pages | Same as below standard |
| **Timeliness** | Report on time | Report one class period late | Report two class periods late | Report more than one week late | Report more than 10 days late |

# STUDENT SEMINAR EVALUATION RUBRIC

**Grading Scale:**

| A | B | C | D |
|---|---|---|---|
| 5 | 4 | 2 - 3 | 0 - 1 |

| CRITERIA | A - Excellent | B - Good | C - Average | D - Inadequate |
|---|---|---|---|---|
| **Organization of presentation** | Information presented as interesting story in logical, easy to follow sequence | Information presented in logical sequence; easy to follow | Most of information presented in sequence | Hard to follow; sequence of information jumpy |
| **Knowledge of subject & References** | Demonstrated full knowledge; answered all questions with elaboration **&** Material sufficient for clear understanding **AND** exceptionally presented | At ease; answered all questions **but** failed to elaborate **&** Material sufficient for clear understanding **AND** effectively presented | At ease with information; answered most questions **&** Material sufficient for clear understanding **but** not clearly presented | Does not have grasp of information; answered only rudimentary Questions **&** Material not clearly related to topic **OR** background dominated seminar |
| **Presentation Skills using ICT Tools** | Uses graphics that explain and reinforce text and presentation | Uses graphics that explain text and presentation | Uses graphics that relate to text and presentation | Uses graphics that rarely support text and presentation |
| **Eye Contact** | Refers to slides to make points; engaged with audience | Refers to slides to make points; eye contact majority of time | Refers to slides to make points; occasional eye contact | Reads most slides; no or just occasional eye contact |
| **Elocution –** (Ability to speak English language) | Correct, precise pronunciation of all terms Voice is clear and steady; audience can hear well at all times | Incorrectly pronounces few terms Voice is clear with few fluctuations; audience can hear well most of the time | Incorrectly pronounces some terms Voice fluctuates from low to clear; difficult to hear at times | Mumbles and/or Incorrectly pronounces some terms Voice is low; difficult to hear |