BHARATHIAR UNIVERSITY,COIMBATORE-641 046
M.S.W (Master of Social Work) with Diploma in Counseling & Guidance (CBCS Pattern)
(for the students admitted during the academic year 2008-2009 & onwards)

SCHEME OF EXAMINATIONS

Study Components	Course Title	Ins. hrs / week	Examinations				Credit
			Dur.Hrs	CIA	Marks	Total	
Semester I							
Introduction to Socail Work		5	3	25	75	100	4
Indian Society		5	3	25	75	100	4
Human Growth and Development		5	3	25	75	100	4
Social Case Work		5	3	25	75	100	4
Concurrent Field Work – Practical-I		6	3	40	60	100	5
Elective/Diploma-I: Introduction to Counseling & Guidance		4	3	25	75	100	3
Semester-II							
Social Group Work		5	3	25	75	100	4
Community Organization and Social Action		5	3	25	75	100	4
Social Work Research and Statistics		5	3	25	75	100	4
Labour Welfare (Special.Paper-I) (or) Medical Social Work (Special.Paper-I) (or) Rural and Urban Social Structure (Special.Paper-I)		5	3	25	75	100	4
Concurrent Field Work–Practical-II (including Rural Camp)		6	3	40	60	100	5
Elective/Diploma : II : Counseling Practice		4	3	25	75	100	3
Semester-III							
Social Welfare Administration and Social Legislation		6	3	25	75	100	4
Labour Legislation (Special Paper-II) (or) Hospital Administration (Special.Paper-II) (or) Rural Community Development (Special Paper-III)		6	3	25	75	100	4
Industrial Relations (Special.Paper-III) (or) Foundation of Psychiatry-I (Special.Paper-III) (or) Welfare of Weaker Section (Special.Paper-III)		6	3	25	75	100	4
Concurrent Field Work – Practical-III		6	3	40	60	100	5
Office Automation		2	-	-	-	-	-
Elective/Diploma-III : Counseling Theories		4	3	25	75	100	3
Semester-IV							
Human Resource Mangament (Special.Paper-IV) (or) Foundation of Psychiatry-II (Special.Paper-IV) (or) Urban Community Development (Special.Paper-IV)		7	3	25	75	100	4
Organizational Behaviour (Special.Paper-V) (or) Psychiatric Social Work Practice (Special.Paper-V) (or) Management of Non-Profit Organization (Spl.Paper-V)		7	3	25	75	100	4
Concurrent Field Work - Practical-IV		6	3	40	60	100	5
Block Field Work		-	-	-	-	-	-
Project Report		6	3	25	75	100	6
Elective/Diploma-IV : Counseling Techniques		4	3	25	75	100	3
TOTAL						**2200**	**90**

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SWP 01   <u>INTRODUCTION TO SOCIAL WORK</u>

UNIT I

Social work - Definition, Objectives, History, Philosophy and scope. Concept of related terms: Social welfare, Social service, Social reform, Social Security, Social Justice and Introduction to the Methods of Social Work.

UNIT II

Trends of Social Work profession in India – Traits, Principles, Values, Ethics and Goals. Approaches and Models' of Social work - Relief model, Welfare model, Clinical model, Systems model, Radical model, and Developmental model.

UNIT III

Development of Social Work Education in India. Fieldwork and Profession – Importance of Fieldwork and Supervision. Problems faced by the social work profession in India. Need for social science knowledge for professional social workers. Functions of Professional Associations.

UNIT IV

Fields of social work - Family and child welfare, Correctional social work, Industrial social work, Medical and Psychiatric social work, youth welfare, Community development(Rural and Urban)

UNIT V

Emerging Areas of Social Work-Environmental Protection, Disaster management, HIV/AIDS Gerentological Social Work and Human Rights.

BIBLIOGRAPHY:

Reference:

Paul Choudry	Introduction To Social Work, Atma Ram And Sons,
Kadushin	Supervision in social work
	Rawat publications, Jaipur
I.S.Subhedar	Field work training in social work
	Rawat publications
	Jaipur and new Delhi
Shaikh Azhar Igbal	Principles and practices of social work
	Sublime publications, Jaibur, India
Rameshwari Devi	Social work practices
Ravi Prakash	Mangal Deep Publications, Jaipur
Gangrade, K. D	Dimensions Of Social Work, Marwah
	Publications, New Delhi
Gore, M.S	Social Work And Social Work Education, Asia
	Publishing House
Wadia, A-R	History And Philosophy Of Social Work In India,
	Allied Publishing House.

Other Reference

Arthur Fink &. Co.	The Field Of Social Work, Holt Rinehart And Winston, New York
Banerjee. G.R.	Papers On Social Work: An Indian Perspective. Tata. Institute Of Social Sciences, Mumbai.
Dasgupta, S	Towards A Philosophy Of Social Work In India, Popular Book Service.
Hans, Nagpaul	The Study Of Indian Society, S, Chand & Co.
Kinduka, S, K (Ed.)	Social Work In India, Sarvodaya Sahitya Samaj, Rajeshtan.
Kulkarni V. M	Voluntary Action In Developing Society, Indian Institute Of Public Administration, New Delhi.
Kuppusamy, B	Social Change In India, Vikas Publ. House, New Delhi
Natarajan, S	Century Of Social Reformers In India, Asia Publishing House
Planning Commission	Social Welfare In India, Publication Division, New Delhi
Radhakrishnan, R	Indian Philosophy 11 Vols., London.
Rex Skidmore And Milton G	Introduction To Social Work, Appleton Century Crofts, New York
Soares, I.E.,	The Evaluation Of Welfare Of The Govt Of India., Delhi School Of Social Work, Delhi.
Brenda Dubois and Karla Krogsrud Miley	Social Work an Empowering Profession, III.Edn. Allan and Baken, Boston.

SWP 02   **INDIAN SOCIETY**

UNIT I

Concept of Society. Individual and Society. Basic Elements- Group, Community. Complexity of Indian Society: Demographic Characteristics of Indian Society. Demographic variables and Malthusian Theory.

UNIT II

Socialization: concept, Importance and Functions. Agencies of Socialization.

Culture : concept, Influence on Individuals, Cultural Conflict, Impact of Cultural Change,

UNIT III

Indian family system: Marriage - forms, functions, changes in mate choice and ceremonies. Family - forms, functions and contemporary changes Conflict, break down, adjustments.

UNIT IV

Caste system: Traditional Verna system, theories on the origin and development. Modern Trends of Caste System in India. Social Stratification – Definition and Characteristics. Caste and Class.

Social Control – meaning - Agencies Formal and informal means- social sanctions.

UNIT V

Welfare state: Concept, need, characteristics- India as a welfare state- Social Change: Definition, concept, types and theories of social change in India. Gender roles and inequalities.

BIBLIOGRAPHY:

Elliot And Merril	Society And Culture, Prentice Hall Inc
Ghurye, G.S. Caste,	Class And Occupation, Bombay, Popular Prakashan
Jayaraman, Raja	Caste And Inequality In India, New Delhi, Hindustan
Kapadia K.M	Family Marriage In India, New Delhi, Oxford University Press
Mac-1ver And Page	Society, An Introductory Analysis, London, Macmillan
Madan G. R	Indian Social Problems, Vol 1 11
Nagpaul, Hans	Study Of Indian Society, A Sociological Analysis Of Social Welfare And Social Work Education, S. Chand & Co. New Delhi.
Natarajan, S,	Century Of Social Reforms, Bombay, Asia Publishing House
Prabhu, Radharinath	Hindu Social Organization, Bombay, Popular Prakashan
Rao M.S.A	Urban Sociology On India, New Delhi Orient Longman
Srinivas, M.N.,	Social Change In India, New Delhi, Orient Longman

SWP 03   **HUMAN GOWTH AND DEVELOPMENT**

UNIT I

Definition, nature and scope of psychology - a brief idea on various schools of psychology - relevance of psychology for social work profession

UNIT II

Physical and psychological aspects of various stages of Human growth and development: Infancy, Babyhood, childhood, puberty, adolescence, adulthood, middle age and old age.

UNIT III

Personality: concepts, and factors influencing personality development - heredity and environment - measurement of personality. Intelligence:' Concept, theories and assessment. Emotions-development of emotions - individual and group emotions - crowd behavior.

UNIT 1V

Learning: concept, types, transfer of learning, -theories of learning. Perception: Concept, types, errors in perception principles of organization. Motivation: classification of motives - motivation and behviour - hierarchy of motives interaction of motives - theories.

UNIT V

Stress: Meaning, Causes and Effects. Conflict – Meaning, Type, Coping Derives, Defense Mechanism. Mental Illness – Definition and Type, Role of Social Workers in Promoting Mental Health.

BIBLIOGRAPHY:

Bhatia H R 1972	Abnormal Psychology - Bombay- Oxford IBH Publications.
Colurn J C 1978	Abnormal Psychology And Modem Life, Bombay -Tarapuriwala
English 0 S & Pearson	Emotional Problems Of Living-London:George Allen and Alwin Ltd.
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Page, James D (1982)	Abnormal Psychology, New Delhi - Tata McGraw Hill Co Ltd.
Young Kimbal (1952)	Personality and Problems for Adjustment,London:Routledge&Koged Paul
Abraham Spering & H S Gill	Psychology Made Simple
Ruch E L	Psychology And Life
Rayner E B	Human Development
Kuppuswamy B	Child Behaviour And Development
Murfatia J C	Emotional Problems Of Children
Linda L David Off	Introduction To Psychology

SWP 04   SOCIAL CASE WORK

UNIT I

Social-Case Work: definition and objectives, its importance and relationship with other methods of Social Work, Principle of case work. Basic components of Social Case Work: the person, the problem, the place and the process. Client - case worker relationship and the use of professional self.

UNIT 11

Social Case Work process: study, diagnosis and treatment. Tools-and techniques in the study process: Interview, observation, home visits and collateral contacts. Social Case Work intervention -direct and indirect multidimensional intervention. Goal attainment, Termination, Evaluation and follow up.

UNIT III

Approaches in Social Case Work: Psychosocial approach, functional approach, diagnostic approach, and crisis -intervention. Social casework recording: need, importance & types of recording.

UNIT IV

Social Case Work in different settings: Family and child welfare, School, Community, Medical and Psychiatric institutions, correctional settings, care of aged, Case work in foster home.

UNIT V

Recent trends in Social Case Work. Problems and limitations of Social Case Work practice in India. Impact of social, cultural factors on individual and families. Practice and research in Social Case Work. Use of single case evaluation and ethnography as research methods in Social Case Work.

BIBLIOGRAPHY

Aptekar.H.H.	The Dynamics Of Case Work And Counseling
Banerjee,G.R.	Articles In USW. (1967 & 1971)
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Friedlander W.A.	Concepts And Methods Of Social Work. Englewood Cliffs; Prentice Hall (1978)
Gangarade, K.D.	Dimensions Of flklal Work In India, (1976) Marwah Publications. New Delhi.
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	Publication Div. Govt. Of India. (1987)
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Hamilton Gordon	Theory And Practice Of Social Case Work 1954) New York- Colombia University Press.
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Irvine, E.E. 1966	"Transference & Reality In The Case Work Relationships" In New Development In Case Work Compiled By E. Younghusband. London: George Allen 8r, Unwin Ltd.
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Kadustein Alfred 1972 University Press	The Social Work Interview.N.Y. Columbia
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Kumar Hajira, 1995 Publication, Delhi	Theories In Social Work Practice; Friends
Martin, RJ 1983	Skills & Strategies Handbook For Working With People Englewood Cliffs: Prentice Hall Inc
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Roberts & Nee (Eds) 1970	Theories Of Social Case Work Chicago: University Of Chicago Press
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COMPULSORY DIPLOMA FOR M.S.W. (AFFILIATED COLLEGES)
DIPLOMA IN COUNSELLING & GUIDANCE

PAPER I : INTRODUCTION IN COUNSELLING

Unit I
Guidance and Counseling onToday's Perspective
Introduction –Meaning of guidance. Basic principles and assumptions underlying guidance-Definitions of counseling-Characteristics of a counselor.

Unit II
Foundations of counseling: History and Research
The identify of counseling- History of Therapeutic Counseling: The ancient Philosophers- The first Psychiatrists-Influences from psychology- The Guidance era. The counseling era-The era of the therapeutic counseling –Licensing and regulation in counseling –Research foundation of counseling ; Counselors as scientist-practitioners; counseling research process –research for the counselor

Unit III
Settings for counseling
What counselors have in common: A unique identity-many different roles –a set of generic skills-a set of common goals –developmental and remedial orientation-team work-counseling process :steps in counseling

Unit V
The therapeutic relationship-
Qualities of counseling relationships-perspectives on helping relationships: congruence –positive regard and empathy-working alliance-counselors as relationship specialists-conflict, resolution in relationships –practical dimension of therapeutic relationships –commitment –trust-empaty-confidentiatity –benevolentpower –creating a relationship in the initial interview;establishing rules –planning hope –assuring confidentiality- assessing expectations –collecting information,identifying problems-beginning intervention-first session agenda review reciprocal influence

Unit V
Assessment , testing and the diagnostic process
Meaning of assessment –role of testing in the assessment process-standardized measures :test of ability, aptitude ,achievement and test of typical performance Selecting tests-non standardized measures: observational assessment –case study, rating scale-self assessment –using assessment methods. Formal and functional diagnosis-diagnosis-ethical concerns-Behavioral Diagnosis

SOCIAL GROUP WORK

UNIT I

Social Group Work - Definition, characteristics, historical development, current trends its relevance and scope. Basic assumption and philosophy behind Social Group. Psychological Needs that are being

met in Groups.

UNIT IL

Knowledge base for group work - psychoanalytic theory, learning theory, field theory, social exchange theory, system theory. Group dynamics - definition, functions and basic assumptions

UNIT III

Social Group Work process: planning stage, beginning stage, middle stage, ending stage. Principles of Social Group Work. Group process: bond, acceptance, Isolation, Rejection, types of group, subgroups, conflict and control. Leadership Development and Team Building.

UNIT IV

Social Group Work recording - use of social group work records. Principles and problems of group work recording, supervision in group work. Group therapy - significance of group therapy. programme planning in Social Group Work-Programme laboratory. Use of psychodrama and socio drama.

UNIT V

Group work in various setting: correctional, hospital, educational, old age homes and communities. Use of socio-metry for group work. Skills of the Social Group Worker. Scope and limitations of group work in different fields of social work-Group work model.

BIBLIOGRAPHY.

Alissi, A-S. 1980   Perspectives On Social Group Works Practice A Book Of Readings. The Free Press, New York.

Ba1gopal,P.R.AndVassiI,T.V.1983 :Group In Social Work -An Ecological Perspective. Macmillan Publishing Co., New York.

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SWP 07   COMMUNITY ORGANISATION AND SOCIAL ACTION.

UNIT I

Community Organization - Definition, Objectives. Historical Background of Community organization. Community Organization as a method of social work. Community Organization in UK and USA. Concept of community development. Similarities and differences between Community Organization and community development. Community Organization – Scope, Philosophy, and Goals and models of community organization

UNIT II

Methods of Community Organization: Planning, Education, Communication, Community participation, Collective decision-making, leadership development.. Resource mobilization, Community action, Promotion, Co-ordination. Phases of Community Organization: Study, Analysis, Assessment, Discussion, Organization of Action, Evaluation, Modification, and Continuation.

UNIT III

Skills in Community _-Organization -Organizing conferences, committee meetings, training, communication, consultation, negotiation, conflict resolution, networking and use of relationship.

UNIT IV

Application of Community Organization in different fields - health, correctional, educational, rural and urban, industrial etc. Community welfare councils and community chest.

UNIT V

Social Action: Definition Objectives Principles, Methods and Strategies. Social action and social movement, social action for social development. Scope of social action in India. Enforcement of social legislation through social action.

BIBLIOGRAPHY:

Agarwal R.C 1994 Vol.20, No.10	Women's lib In India, social Welfare, January,
Arthus Dunham Kant.K (1987) Publications.	Community Organization New Delhi; Arnold
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Bhatia H.R :	Elements Of Social Psychology, 3rd Revised Edition, Somaiya Publications Pvt. Ltd.Bombay.
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Chetana, Kalbagh :   Social And Economic Dimensions Of Women's Development. Women's Struggles For EqualityAnd Emahicipation

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De Souza, Alfred: The Politics Of Change And Leadership Development. The New Leader In India &, Africa.

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Hunter Schaffer And Ira Kaufman   Community Organization Action Holt Renchart &. Winston, Inc. Sydney.

Jain.P (1985)   Gandhian Ideas, Society Movement On Creativity Jaipur; Rawat Publication

Jain.S.C   Rural Development Institutions And Strategies Jaipur; Rewat Publications.

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Kramer, Ralph M. & Specht Harry: Readings In Community Organization Practice, Prentice - Hall, Inc. Englewood Cliffs, New Jersey

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Nanda- B.R.   Indian Women From Purdah To Modernity Vikas Publishing House, New Delhi.

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Sangeeta Dasgupta	Towards A Post Development Era
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Siddiqui	Working With Commitees
Singh 1986	Rural Development Principles Policies Management New Delhi: Saga Publication
Soloman Bardara B. 1976 :	Black Empowerment Social Work In Oppressed Communities, New York- Columbia University Press.
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Sundaram. K.S. 1984 Publications.	Anti Proverty Rural Development In India. L.K.
SWDCAP And ASSWI :	Mforldng With The Poor Mahila SWDCAP
Taylor Samuel H :	Theory And Practice Of Community Work
Thoman David N 1976, : Allen And Unwin	Organizing For Social Change London: George
Walter A- Friedlander :	Concepts And Methods Of Social Work; 1977 2nd Ed.,Prentice - Hall Of India Pvt. Ltd.,Delhi.
Water A. Friedlander 1977	Concepts Arid Methods Of Social Work: 2n Ed., Prentice Hall Of India Pvt. Ltd., Delhi.
Zaltman, G., Philip Kotler,	Creating Social Change

SWP 08   <u>SOCIAL WORK RESEARCH & STATISTICS</u>

UNIT I

Introduction - Concept and Purpose of research. Social work research - Concept, definitions, objective, functions, Characteristics, scope and limitations. social work research and social research. SWR in India.; Scientific method in social work research. Basic elements - concept, variable, facts and theory.

UNIT 11

Problem Identification and Formulation of Hypothesis. Research Design- concept, Type, Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Case Study, Multi Design, Participatory Research and Single Subject Research.

UNIT III
Sampling - Its importance - types of sampling Tools of Data Collection - Sources of data: Primary and secondary. Observation, Mailed questionnaire and Interview schedule - meaning, construction, advantages and limitations. interview - Nature and importance, type- of interviews. Uses of scaling techniques.

UNIT IV
Method of Analysis: Quantitative Analysis and Qualitative Analysis, Content Analysis and case analysis. Statistical Analysis. Use of computer for SWR, SPSS. Reporting: Format and references.

UNIT V
Statistical application: Measures of central tendency - Mean, median, mode. Measures of dispersion - Standard Deviation. Testing of hypothesis - Chi-square test, T-test, Coeff. of Association and correlation. (Product moment correlation and rank order correlation).

BIBLIOGRAPHY.

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Casdey KJ Kury D.A 1989	Data Collection In Developing Countries New York: Henry Holt And Company
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Polansky, Nonnan, A. (Ed)	Social Work Research (Chicago: The University Of Chicago Press)
Ramachandran.P-1990	Issues In Social Research In India, TISS, Bombay.
Ramachandran, P. -1993	Survey Research For Social Work Bombay, Institute For Community Organization Research
Rubin, Allen and Babbie, Earl2001	Research methods for 'social work.(USA Wadsworth)
Selltiz, et al	Research Method In Social Relation
Young, Pauline, V.	Scientific Social Surveys And Research

SWP 09A **LABOUR WELFARE**
(special paper 1)

UNIT I
Concept of labour - characteristics of Indian labour- labour in unorganized sector - recommendations of national commission on labour on various issues, absenteeism and labour turnover - factors Influencing productivity.

UNIT II
Concept and scope of labour welfare - classifications of labour welfare – labour welfare officer - role of labour welfare officer - impact of automation, globalization &liberalization on labour welfare. Role of Trade Unions in Labour Welfare.

UNIT III
Labour welfare - principles of labour welfare - administration of labour welfare at central and state level -. The scheme of workers education - the objectives of workers education

UNIT IV

Significant labour welfare measures - housing - industrial housing policy and housing programmes - family benefit schemes - children education - cooperative society - canteen - transport facilities and recreation facilities.

UNIT V

Industrial accidents -. causes and prevention - industrial health & hygiene occupational diseases - treatment and prevention - pollution control and environmental protection'

BIBLIOGRAPHY:

Bhagoliwal T.N	Economics Of Labour And Social Welfare
Charles B	An Introduction To Industrial Sociology D.B. Taraporele Sons.-Bombay (1970
Giri V V	Labour Problems In Indian Industry Bombay; Asia Publishing House
Government Of India	Dept. Of Labour And Employment, Report Of The National Commission On Labour Delhi: Manager Of Publications.
Honter, Donald	The Diseases Of Occupations
Karnik V B	Indian Labour
Mongia J.L	Readings In Indian Labour And Social Welfare
Moorthy M. V	Principles Of Labour Welfare Vishakapatnam
Gupta Brothers.	
Norman R- E	Psychology In Industry - New Delhi.
Pani S C	Indian Labour Problem -Allahabad: Chaitanya
Publishing House.	
Saxene R C	Labour Problems And Social Welfare Meeruat: The Oxford Publishing Co.
Singh R & Singhal I C	Labour Problems
Vaid K N	Labour Welfare In India

SWP09B   <u>MEDICAL SOCIAL WORK</u>
(special paper 1)

UNIT I

The meaning of health, hygiene, illness and handicap. Historical development in medical social work in the west and in India. Medical social work practice in different settings-hospitals, out patient department, emergency care, special clinics and community health. Problems encountered by medical social worker in the field.

UNIT II

Organization and administration of medical social work department in hospitals. Medical social work in relation to different disciplines, multi-disciplinary approach and team work, patients right in health care.

UNIT III

The psycho social problems and the role of medical social worker in dealing patients with TB STD, AIDS, POLIO, Malaria, Leprosy, Typhoid, cancer, Hyper tension, cardiac disorders, and asthma.

UNIT IV

Concept of public health and 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, problems of mal nutrition in India and measures to tackle it.

UNIT V

Role of medical social worker in rehabilitating a physically challenged patient, team work - involvement of the family members, importance of family planning, sex education and school health programmes.

<u>BIBLIOGRAPHY:</u>

Anderson R 8r. Bury M (Eds):	Living With Chronic Illness-The Experience of Patients and their Families
Bajpai P K (Ed):	Social Work Perspective On Health
Bartlatt H M	Social Work Practice In Health Field 27
Chalkley A M	A Text Book For Health Workers New Delhi
Field M	Patients Are People - A Medico Social Approach To Prolonged Illness.
Ghai O P	Management Of Primary Health Care
Goldstein D	Expanding Horizons In Medical Social Work
Lee Grace	Helping The Troubled Child
Park.J.R	Textbook Of Preventive And Social Medicine
Pathak S H	Medical Social Work In India
Prasad L	Rehabilitation Of The Physically Handicapped

SWR 09C   **RURAL AND URBAN SOCIAL STRUCTURE**
                          [Special Paper]

UNIT I

Scope of rural sociology - their relation to general sociology. Folk and peasant societies, types of villages in India and their physical structure the Indian village as a community, family, kinship, caste, class and occupation in an Indian village; traditional village organization and the village panchayat, leadership in Indian villages: social change in rural India; major problems of rural communities.

UNIT II

Scope of urban sociology and their relation to general sociology. Urbanization: concept and theories, industrialization and urbanization. Ancients, medieval and modern Indian Cities. Urbanization in modern India: demographic and occupational, characteristics of urban India; characteristics of town, city, metropolis, suburbs, and satellite towns.

UNIT III

Rural economy: definition, and scope; patten and problems of Indian rural economy. Economics of agriculture: methods of cultivation, problems of organization and management. Land reform measures since independence and their errectiveness; Bhoodan and Gramadan. Movements

UNIT IV

Rural unemployment and under-employment: utilization of rural manpower, rural works project, cottage and village industries; rural economic development measures and their evaluation - agencies for the
Development of small and marginal agricultural labourers - green revolution and its socio economic implications.

UNIT V

Cooperative institution: constitution, organization set-up cooperative legislation, classification of cooperative societies, characteristics of different types of cooperatives. Cooperative management and administration state and cooperatives, role of reserve bank in cooperative movement

BIBLIOGRAPHY:

Anderson Nels, 1961	Rural Sociology In India Bombay: The Indian Society Of Agricultural Economics.
Ahish Bose 1973	Studies In India's Urbanization 1901 -1971. New Delhi Mcgraw Hill
Charless L &, Filan J 1957	Hand Rural Sociology Strategy Of Change, By Prentice Hall Inc.
Desai A R 1961	Rural Sociology In India Bombay: The Indian Society Of Agricultural Economics.
John P 1975	The Urban World New York Mc Graw Hill.
Agarwal A N	Indian Economy, Nature -Problern And Progress. New Delhi: Vikas Publishing House.
Mathur B	Cooperation In India: A Critical -Analysis Of The Cooperative Movement In India's Planned Economy.
Nanavathy And Others	Indian Rural Problems Bombay: Vora & Co.
Quinn James	Urban Sociology New Delhi: Eurosis Publishing House.
Gist, Noal And Halbert L	Urban Society Ed. New York:Thomas Y, Growell Co.

Diploma Paper II : Counselling Practice

Unit I

Group counseling

Survey of groups: encounter groups-guidance groups –counseling groups-therapy groups-self help and support groups. Some consideration in the use of group modalities –counteracting potential limitation-advantages of group work –cost efficiency- spectator effects-stimulation values-feedback-support-structured practice-basic assumptions about groups. Group process stages-cues of intervention –abusive behavior –rambling anddigressions-w8thdrawal and passivity-lethargy and boredom-semantic error-specialized skills of group work

Unit II

School counseling in School

For new entrants-elementary stage-specific objectives and activity-middle stage-specific objectives-general and specific activities-lower secondary stage –specific objectives and activities-senior secondary stage

Unit III

Career counseling

Functions of work –roles of counseling –facilitating awareness –becoming familiar with the world of work –teaching decision making skills-teaching employability skills- theories of career development-caplow – super-holland-hoppock-roe-karumboltz-career education :abilities – interest-values-career d\decision making –trend and issues in career counseling: changes in work place-work and leisure-use of technology-counseling in industries

Unit IV

Marrital ,family and sex counseling

Family VS individual counseling-therioes of family counseling –power in relationship-symptoms as solution –interpreting symptoms as solutions-diagnostic questions-reframing –directives: forcing the spontaneous –position through compliance-pretending-slowing down. Ethical issues in family counseling.

Sex counseling: clinical assessment interview –physical examination and medical history-exploration of relationship –sensate focuses exercise-specialized techniques –evaluation

Unit V

Addiction counseling

Symptoms of addiction-drug use and abuse-drug culture-types of drugs-marijuna –depressants-stumulants-narcotics-halucinogens -effects of drug abuse-adolescent drug use-prevention –abuse in special population-the elderly-the disabled principles for counseling the chemically dependent: Medical model – AA / NA model. Therapeutic model.

SWP 11   SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATIONS

Sub Description:

This subject deals with basic knowledge on social welfare administration and social legislations.

Goal:

To enrich the students' Knowledge on Social welfare administration.

Objectives:

To help students understand the basics of social welfare administration.
To facilitate in fieldwork training.

Contents:

UNIT I

Social welfare administration – concept, meaning, definition, need, scope and functions. Social welfare   administration – Voluntary and Governmental organizations- Central and State social welfare boards and their functions.

UNIT II

Evolution of social welfare administration in India, Methods and models- Family and child welfare , youth welfare, services for the handicapped, disaster relief, school social services – Models- familial model, residual model, mixed economy model, model of state control.

UNIT III

Societies Registration Act, 1860, Procedure under the Tamilnadu Societies Registration Act, 1975-registration, need and importance. Foreign Contribution (regulation) Amendment Act 1985, Indian Trust Act, 1881,- the duties and responsibilities of office bearer and the executives, the role of the general body and the governing board.

UNIT IV

Social legislation: concept, meaning, definition, needs and scope. Social legislation   as an instrument for social control, social change, social justice, social defense and social reform. Indian constitution: importance, fundamental rights and directive principles of state policy, Indian constitution and social legislation

UNIT V

Personal laws: Laws related to children: Adoption, Guardianship and Maintenance, Laws related to women: dowry, Immoral Traffic, Domestic violence. Hindu laws related to marriage and divorce, Special Marriage Act, Laws to safeguard SC / ST   , Juvenile delinquency and Mentally ill,

Introduction to Indian penal code - criminal procedure code, court, prisons, probation and parole. Legal aid-Public Interest litigation (PIL)- Right to Information Act.

References:

Batattacharia sanjay   2006   Social work administration and
                                development, NewDdelhi, Rawat.

Choudry .D. Paul   1991 : Voluntary social welfare in India,
                                New Delhi, sterling.

Choudry D.Paul;   2000   Social Welfare Administration, Lucknow,
                                Atmaram and   sons

Friedlander.W.A   1958   Introduction to social welfare
                                New Delhi., Prentice Hall.

Gangarde,Y.D.	1978	Social Legislation in India Vol I andII, New Delhi, concept .
Goel .S.L& Jain R.K:	1998	Social Welfare Administration (Vols I&II)
Kulkarni.P.D	1978	The central social welfare Board New Delhi: Asia.
Pandey S.K.	2007	Social welfare Administration, New Delhi, Mahaveer and sons
Rameshwari Devi	2001	Social welfare Administration, Jaipur, Mangal deep publication, Jaipur.
Sachdeva :D.R.	1978	Social Welfare Administration in India, Allahabad, Kitab Mahal.

SWP 12 A   LABOUR LEGISLATION
(spl paper II)

Subject description

This subject portrays various aspects of labour legislations,legislations relating to working conditions, safety, welfare, wages and social security.

Goals

To facilitate the students to learn about various labour laws

Objectives

On successful completion of the course the students should enrich their knowledge about a) laws relating to working conditions and safety b) laws relating to welfare c) laws relating to wages d) laws relating to social security.

Contents:

Unit I

Labour Legislation – concept – meaning – objectives – importance-principles.
Labour Legislation: The apprentices Act **1961**, The Contract Labour regulation and abolition Act 1970- The Industrial Establishment national and Festival holidays Act 1951

Unit II

Legislation (Provisions) relating to working conditions and safety: The
Factories act 1948-The Mines act 1952-The Plantation Labour Act 1951-The
Motor Transport Act 1961-The Shops and Establishments Act 1947.

Unit III

Legislation (Provisions) relating to Welfare: The Factories Act 1948-The
Mines Act 1952-The Plantation Labour Act 1951-The Catering Establishment
Act1958 – The Tamil Nadu Labour Welfare Fund Act 1972.

Unit IV

Legislation relating to Wages: The Payment of Wages Act 1936-The
Minimum Wages Act 1948-The Equal Remuneration Act 1976-The
Contract Labour Regulation Act 1970-The Payment of Bonus Act 1965.

Unit V

Legislation Relating to Social Security: The workmen's Compensation
Act1923 - The Employees State Insurance Act 1948 - The Provident Fund Act
1952 - The Employees Pension Scheme 1995- The Payment of Subsistence
Allowance Act 1981- The Payment of Gratuity Act 1972 - The Tamilnadu conferment of
permanent status of workmen Act 1981

References:

Bhatnagar Deepak	1986	Labour and Industrial Laws New Delhi: Pioneer Books
Kannan and Sowri Rajan	1996	Industrial and Labour Laws New Delhi: Taxman Allied Services
Kapoor ND	2000	Elements of Industrial Law New Delhi: Sultan Chand & sons.
Misra SN	1986	Labour and Industrial Laws. New Delhi: Alahabad Law Agency
Subramanian V.	2002.	Factory Laws Applicable in Tamilnadu. Chennai: Volume I II III IV and V, Madras book agency.
Tripathi PC and Gupta CB	2002	Industrial Relations and Labour Laws. New Delhi: Sultan Chand & sons.

SWP 12B **HOSPITAL ADMINISTRATION**
(Spl. Paper – II)

Sub Description:

This subject deals with basic knowledge on hospital administration.

Goal:

To enrich the students' Knowledge on Hospital administration.

Objectives:

To help students understand the basics of hospital administration.
To facilitate in fieldwork training.

Contents:

UNIT I:

Meaning of hospital - Evolution of Hospitals from charity to modem hospital classification of hospitals - General, special, public, private, Trust, Teaching –cum Research Hospital - Small or Large Size Hospitals.

UNIT II:

Planning a Hospital - The Planning Process - Choosing a Site, Location and Access, Building - Space Utilization, Physical Facilities - residential facilities requirements of various types of Wards; out patient services and in-patient services, emergency services in Hospital - Medico Legal cases - Different departments required in the hospital.

UNIT III:

Hospital Administration – Meaning, Nature and Scope Management of Hospitals - principles of Management - need for Scientific management. Human resource management in - Hospitals personnel policies - Conditions of Employment Promotions and Transfers- Performance appraisal. Working hours - leave rules and benefits –safety conditions - salary and wage policies, Training and development.

UNIT IV:

Staffing the hospital - selection and requirement of medical professional and technical staff - social workers -physiotherapist and occupational therapist Pharmacist -Radiographers - Lab technicians - dieticians - record officer -mechanics - electricians. Role of Medical Records in Hospital Administration - Content and their needs in the patient care system.

UNIT V:

Hospital Budget - departmental budget as a first step - specific elements of a department al budget including staff salary - supply costs - projected replacement of equipment - energy expenditures - contingency funds. Uses of computers in Hospital - purchase centralization- Shared Building system purchase agreements.

References:

Benjamin Robert,etal	1983	Hospital Administration Desk Book Newjerky Prentice hall
Davies R Lewelyn etal.	1966	Hospital planning &. administration Geneva:WHO
Goal S L 1981 -		Health care Administration New Delhi: Sterling
Rabick & Jonathan etal 1983:		Hospital organization and Management, London: Spectrum
Who Expert Committee 1957		Role of Hospital in Programme of Community health protection. WHO technical Report services.
Who Expert Committee 1968		Hospitals Administration WHO Technical Report Services No.395.

SWP 12C   **RURAL COMMUNITY DEVELOPMENT**
                     (spl paper II)

Sub Description:

This subject deals with basic knowledge on Rural community and panchayat Raj and community development administration.

Goal:

To enrich the students Knowledge on Rural community

Objectives:

To familiarize the students with the concepts of rural community and its features.
To give opportunity to learn various aspects of rural community development,
Panchayat Raj, its administration and community development programmes.

UNIT I

Rural Community: Definition, meaning, Characteristics of rural Community, rural poverty,– rural development approach: Spatial Planning approach, Multipurpose approach, Integrated development approach, Area development approach, Multilevel district planning approach, Target group approach – India's strategy for rural development – Rural community development: Definition, meaning, objectives, scope & theories – Extension: concept, objectives, methods, techniques and limitations.

UNIT II

Orgin and development: Rural Community Development in India and Asia – orgin and background – Early Experiments: Sriniketan, Marthandom, Gurgaon – Pilot projects: Etawah project, Nilolkheri experiment, Firka scheme – Rural Community development after independence: Constitutional Provisions – overview on Five year plan policies inrRural development.

UNIT III

Panchayati Raj: Local Self Government in ancient India: Moguls Period and British Period – Panchayati Raj after independence: Constitutioal Provisions, Balwant Roy Metha Committee Report, Ashok Metha Committee Report, Main features of Panchayati Raj legislation (73[rd]Amendment),structure of panchayati raj system (Two Tier and Three Tier systems),Functions of Panchayati: Civic amenities, social welfare activities and Development work, resource of panchayati – State Control over Panchayati Raj institution – Problems of Panchayati.

UNIT IV

Community development administration :Organizational set-up and administration from National to local level – Planning machinery at the National, State and District level – Role of Panchayati Raj institution in planning – Planning by Zilla Parishad – Planning at block level – Planning at village level – "E" Panchayat (Electronic knowledge based panchayat) – Functions of BDO/Commissioner, Extension officers at block level – People's participation – Role of NGO'S and PRI in rural community development.

UNIT V

Training and community development programme:Training: Meaning, Objectives, Scope and importance of training - Training Institutions: NIRD, SIRD – Panchayati development and training (PD&T) – Role Of CAPART and NABARD in rural development – Rural Development Programmes: A very brief idea on IRDP, DWACRA, TRYSEM – Indepth study on Central and State current programmes: Swarna Jayathi Gram Swarozgar Yojana, Sampoorana Gram Rozgar Yojana (SGRY), Indra Awas Yojana (IAY), IWDP, THADCO schemes – Namathu Gramam – Tamil Nadu Government social welfare schemes – Suggestions to improve the qualitative impact of the government programmes.

References:

Agarwal and Singh	1984	The Economics of under development, Delhi: Oxford University.
[Aruna sharma and Rajagopal	1995	Planning for rural development Administration, New Delhi: Rawat
Bhadouria And Dua	1986	Rural Development Strategies Perspectives, Delhi: Anmol.
Brashmanda P.R Panchamuki V.R(Ed	1987	Development process of the Indian economy, Bombay:Himalaya.
Dahama O.P.	1982	Extension and rural welfare, Agra: Ram Prasad and Sons.
Das Basanti	2007	Governmental programmes of rural Development, New Delhi: Discovery.
Dubey M.K	2000	Rural and urban Development, New Delhi, Common wealth.
Gopalakrishna Asari.V.	1985	Technological change for Rural Development in India, Delhi ,B.R.
Kulkarani,P.D and Nanavati mehar.D.	1997	Social Issues in Development, New Delhi: uppal.
Jain, Sures Chandra	2005	Indigenous for rural development New Delhi: concept.
Joshi R.B. and Narwani G.S	2005	Panchayat Raj in India New Delhi: Rawat.

Ledwith Margret	2006	Community Development New Delhi: Rawat.
Midgely,James	1995	Social Development: The development perspective in social welfare, New Delhi:Sage
Mudgal Rahul	2006	Rural Development policies and Management, New Delhi: Sarup and Sons.
Publication Division in India	2000	India: A reference manual, New Delhi: Ministry of Information and Broad Casting.
Rajeswari Dayal	1962	Community Development Programme in India, Allahabad: Kitab Mahal
Singh. D .R.	1990	Panchayati Raj and Rural Organizations: Allahabad, Charugh.
Thakur,B.N	1988	Sociology of Rural Development, New Delhi: Ashish.
Vijay C.M	1989	Rural Development Administration in India, Jaipur :prateeksha.

SWP 13A   **INDUSTRIAL RELATIONS**
                       (Spl Paper III)

Subject description:

This course portrays various aspects of Industrial relations such as ethical codes and factors of industrial relations , industrial disputes and settling machinery. Collective bargaining and workers participation.

Goals:

To facilitate the students to learn about Industrial relations

Objectives:

On successful completion of the course the students should enrich their knowledge about bipartite and tripartite bodies in Industrial relations, ethical codes of industrial relations, collective bargaining and workers participation.

Contents:

UNIT I

Definition - concept - need, importance, scope, objectives of industrial relations - Factors influencing industrial relations, bipartite and tripartite bodies in industrial relations - joint management council - works committee- Indian labour conference - standing labour committee-. Wage settlements.

UNIT II

Ethical codes of industrial relations concept code of discipline in industry, causes and effects of industrial conflicts –problem of short term employment and out sourcing– strikes, lock outs, lay off, retrenchment, closure – need for industrial peace

UNIT III

The Industrial Disputes Act 1941 concepts of standing order - content - procedure for certification. The Industrial Employment (Standing Orders Act) 1946. Employee discipline- Domestic enquiry.

UNIT IV

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

UNIT V

The Concept of collective bargaining - objectives- principles, process -subject matter for collective bargaining -administration of collective agreements - difficulties observations of the National Commission on Labour 1969) Workers participation in Management - Concept, objective, importance - forms of participation - workers participation in management in India - limitations to workers participation.

Case studies:

[i]   Arrangement could be made for role-play / case study and discussion.

(ii)   Questions paper setter may be requested to give at least a case study analytical Critical answer.

References:

Memoria C B	1999	Dynamic . Of Industrial Relationship in India - Bombay: Himalaya.
Sharma A M	1984	Industrial Relations Conceptional And Legal Frame Work - Bombay: Himalaya.
Srivathsava v	1998	Industrial relations and Labour Laws,New Delhi: Vikas.
Subba Rao P.	1999	Essentials of Human resource and Industrial Relations, New Delhi, Himalaya.
Subramainan K N	1967	Labour Management Relations In Tamil Nadu - Madras: Book Agency. I, II,III.
Tripathi P.C	2005	Personnel Management and Industrial elations. New Delhi, Sulatan chand and Sons.

SWP 13 B   **FOUNDATIONS OF PSYCHIATRY-I**
                           (spl paper III)

Sub Description:

This subject deals with basic knowledge on brain, nervous system and various psychiatric disorders.

Goal:

To enrich the students Knowledge on Psychiatry.

Objectives:

To help students understand the basics of psychiatry.
To facilitate them in field work training

Contents:

UNIT I

Anatomy & physiology of brain, nervous system, endocrinal system and its functioning. Mental health: definition, factors affecting mental health. Definition of psychiatry, Historical development of psychiatry.

UNIT II

Mental illness – symptoms – disorders of perception, cognition, speech, motor and emotional disorders.
Mental disorders, classification of mental disorders, mental status examination, psychiatric interview.

UNIT III

Neurosis – symptoms of Neurosis – etiology and clinical manifestations and differential diagnosis of anxiety, phobia, panic disorder, OCD, post traumatic order, conversion & disassociative disorders, psychosomatic disorders.

UNIT IV

Psychosis – symptoms of Psychosis – Types-functional and organic Psychosis – their differences, etiology, clinical manifestations and differential diagnosis of functional Psychosis- Schizophrenia and Affective disorder.

UNIT V

Organic Disorders- etiology, clinical manifestations and differential diagnosis of Dementia, Delirium, organic amensitic Syndrome.

References:

Abraham Varghese   1982   Introduction to psychiatry, New Delhi: BI

Bhatia M.S   2001   Essentials of psychiatry,New Delhi: CBS.

James H.Seully   1979   Psychiatry,New Delhi: D.K

Niraj Ahuja   1998   Introduction to psychiatry, New Delhi:
                                 Rawat
Omkarnath G.   1977   Psychiatry- P.G.Test review,
                                New Delhi: CBS.

Kaplan   Synopsis of comprehensive text book of psychiatry

| Robert J Walter | 1998 | Psychiatry for medical students,Chennai:Medical publishers |
| Samson G Irwin | 2003 | Abnormal Psychology, New Delhi: Prentice Hall |

SWP 13C   WELFARE OF WEAKER SECTIONS
(sp paper III)

Sub Description:
> This subject deals with basic knowledge on Welfare of weaker section in the society.

Goal:
> To enrich the students Knowledge on weaker sections in the society

Objectives:

> To educate the students with regard to   scheduled   castes, scheduled tribes and other weaker sections

> To sensitize them on crucial problems like Untouchability bonded Labour and women related problems.

Contents:

UNIT I
> **Weaker section:** Definition, concept, criteria for classification of weaker sections; Meaning of Scheduled castes, Schedule tribes,Denotified communities, Nomadic and semi nomadic communities and Most backward classes – Administrative setup at the Central, State and District levels for the development of weaker sections.

UNIT II
> **Untouchability:** Historical, Sociological and Psychological Perspectives of Untouchability – Origin of Untouchability: Traditional Theory, Racial Theory, Theory of Ceremonial /Occupational Purity and Occupational Theory – Causes of Untouchability - Harmful effects of the practice of Untouchability – Role of Social reformers and voluntary agencies in the removal of Untouchability – Constitutional and legislative measures for the eradication of Untouchability – Failure of constitutional measures in abolishing Untouchability.

UNIT III
> **Scheduled caste:** Definition – Ecological distribution – Demographic, social and economic characteristics of Scheduled Castes – Problems of the Scheduled Castes - Ideologies relating to the development of weaker section – Programmes and policies of government and Non governmental organizations for the welfare measures of Scheduled Castes and its effects and impact.

> **Scheduled tribes:** Definition, characteristics, problems of Scheduled tribes – Types of tribal movements – Causes of tribal unrest – Approaches to solve tribal problems – Welfare programmes of the government and their beneficiaries and failures.

UNIT IV
> **Bondedlabour:** Definition, meaning, features, causes, measures taken by the government to abolish it - Differently abled: types, welfare and rehabilitative measures

taken by the government and NGO's – Role of Social Workers in the welfare of weaker sections.

UNIT V

Status of women and empowerment: Status of women in ancient age – Medieval age – Modern age – Problems of Women in modern India – Development and welfare of women – Empowerment of women – Constitutional provisions to safeguard the interest of women – Role of NGO's in the empowerment of women – Impact of globalization of Women development.

References:

Borede P.T	1968	Segregation and Desegregation in India – Socio Legal Study, Bombay: Man kolas.
Dabra C.D	1984	Development of Weaker Sections: New Delhi:
Dubey S.N and Mundra Ratna	1976	Adminstration of Policy and Programmes for Backward class in India, Bombay: Somaiya.
Government of India	1999	Economical and educational development of scheduled castes New Delhi: Govt of India.
Mukhepadhyaya Swapria	1998	Women's health on public policy and community action, New Delhi : Manohar.
Nair T. Krishnan	1975	Social work education and Development of weaker section, Madras school of social work
Puroshothaman Sangeetha	1998	The Empowerment of women in India, New Delhi: Sage.
Shankar Rao CN	2006	Sociology of Indian Society, New Delhi: S.Chand .

Dipoma Paper III : COUNSELLING THEORIES

Course Number: **SWD 03**   Number of Credits: **4 (Four)**

Subject Description:
This course presents different counselling theories.

Goals:
To facilitate the students to learn the need and importance of different counselling theories its applicability in the social work profession.

Objectives:
On successful completion of the course the students should enrich their knowledge about (i) different theories of counselling and (ii) Applicability of various therapies to multi-cultural perspective.

Unit   I   Psychoanalytic Therapy

Introduction: Key Concepts, The therapeutic proess and Application Therapeutic and Techniques, Procedures; Psychoanalytic Therapy from a Multi-cultural Perspective

Unit   II   Adlerian Therapy

Introduction, Key Concepts, The Therapeutic Process, Application, Therapeutic Techniques and Procedures, Adlerian Therapy from a Multi-cultural Perspective

Unit   III   Existential Therapy

Introduction, Key Concepts, The Therapeutic Process, Application Therapeutic Techniques and Procedures; Existential Therapy from a Multi-cultural Perspective

Unit   IV   Person–centered Therapy

Introduction, Key Concepts, The Therapeutic Process, Application Therapeutic Techniques and Procedures, Person-centered Therapy from a multi-cultural Perspective

Unit   V   Rational Emotive Therapy

Introduction, Key Concepts, The Therapeutic Process, Application Therapeutic Techniques and Procedures, Person-centered Therapy from a Multi-cultural Perspective

SWP 15A   **HUMAN RESOURCE MANAGEMENT**

(Special paper IV)

Subject Description:

This course portrays various aspects of human resource management and personnel management such as HR planning and various management systems.

Goals

To facilitate the students to learn about Human resource management and Human resource development.

Objectives

On successful completion of the course the students should enrich their knowledge on HRM and Personnel management, HR planning, various management systems and wage and salary administration.

UNIT I

Human resource management- concept–importance–scope-Human resources management and personnel management.
Personnel management- importance – functions.

UNIT II

Human resource management and human resource HRD –concept, meaning,philosophy,components,functions-HRD scene in India-Current trends-TEI-TQM-TBM-ISO.

UNIT III

Human resource planning – meaning, need, process, forecasting human resource requirement-need for HR policies. Recruitment-meaning source-methods. Selection – meaning –steps-use of psychological test. Placement and Induction. Training and development-meaning need –importance-objectives-methodology. Concept of lean management and outsourcing g. Promotion-transfer-redeployment-retirement

UNIT IV

Performance management –Various system-needs for performance appraisal-difficulties in performance appraisal-job analysis-job evaluation-job description-job specification-job enrichment-job enlargement-job rotation

UNIT V

Wage and salary administration –New concepts-profit sharing –performance linked compensation- career development strategies-importance –objectives-principles-compensation packages-succession planning –registers and records-HR audit-HR research-HR score cord-employees satisfaction and measures for improvement-employees counseling.

References

Chanra Harish   2006   Human resource Development, New Delhi: Rawat.

Dale. H . Besterfield   Total quality management III Edition
Carol Besterfield   (Pearson Education.

Davar R S   1977   Personnel Management And Industrial Relations
                                     New Delhi: Rawat.

Katju M   1982   Domestic Enquiry - Bombay: Tripathi (P) Ltd
                                     New Delhi – Vikas.

Memoria C B	1980	Personnel Management Bombay: Himalays
Manoj Kumar Sekar	2000	Personnel Management , New Delhi: Crest.
Mathur B L	1989	Human Resource Development Strategies, Approaches And Experiences Jaipur: Arinant
Nadler L	1984	Handbook Of Human Resource Development - New York : John Wiley And Sons
Sharma Vijay	2006	Dyanamics of Human resource Development Jaipur: ABD.
Venkata Ratnam C.S. Srivastva B.K.	1997	Personnel Management and Human resources New Delhi: Rawat.
Tripathi P.C	2005	Personnel Management and Industrial relations, New Delhi: Sultan's chand and sons

SWP 15 B   **FOUNDATIONS OF PSYCHIATRY –II**
(sp paper IV)

Sub Description:
This Course presents about various Childhood and Adult psychiatry disorders

Goals:
To facilitate the Students to be aware of various Childhood and adult psychiatric disorders which enable them in diagnosing & treating the mentally ill patients.

Objectives:
It enriches the knowledge of Students in psychiatric illnesses.
It enables the Students in managing the Patients.

Contents:

Unit I
Child psychiatry – their types –Developmental disorders, Specific developmental disorders, habit disorders, hearing disabilities, Mental Retardation and Conduct disorders.

Unit II
Personality disorders, three clusters of Personality disorders, their symptoms and management of Personality disorders.

Unit III
Psycho sexual disorders-types and treatment.
Epilepsy- types of epilepsy, management of epilepsy.

Unit IV
Alcoholic and substance abuse, Components of alcoholism, Causes of Alcoholism and Treatment of Alcoholism.
Drug dependence– different types of drugs –Barbiturates, sedatives, cocaine, Heroine, Steroids, Hypnotics.

Unit V

Trans cultural psychiatry- Cultural bound syndromes – their symptoms.

References:

Abraham Varghese   1982   Introduction to psychiatry, New Delhi: BI

Bhatia M.S   2001   Essentials of psychiatry,New Delhi: CBS.

James H.Seully   1979   Psychiatry,New Delhi: D.K

Niraj Ahuja   1998   Introduction to psychiatry, New Delhi:
                                         Rawat

Omkarnath G.   1977   Psychiatry- P.G.Test review,
                                        New Delhi: CBS.

Kaplan   Synopsis of comprehensive text book of
                                        psychiatry

Robert J Walter   1998   Psychiatry for medical
                                        students,Chennai:Medical publishers

Samson G Irwin   2003   Abnormal Psychology, New Delhi: Prentice
                                        Hall

SWP 15 C   URBAN COMMUNITY DEVELOPMENT

Subject Description:

This course deals with Urban community, urban administration, urban problems and programmes for Urban Community Development.

Goals:

To provide the students with theoretical knowledge of urbanization, urban administration, approaches to urban development, various urban problems, and programmes for Urban Community Development.

Objectives:

On successful completion of this course, the student should know various theories on urban life, problems and development.

The students learn administrative structure and programmes for urban development.

They acquire the skills to work with the urban community, and develop and implement programmes with them.

Contents:

UNIT I

Urban Community: Meaning, characteristics, rural – urban linkages and contrast. City – meaning, classification, urban agglomeration, suburbs, satellite towns, hinterlands, new towns, metropolis, megalopolis.

Urban Problems – Housing, drug addiction, juvenile delinquency, prostitution/commercial sex, pollution; Slum – definition, causes, characteristics, functions, classification, approaches, theories and culture of slums.

Migration – Concepts, causes, types and theories.

UNIT II

Urbanization and Urbanism**:** Meaning and Characteristics, Trends in urbanization process, theories of urbanization, Unorganized/Informal sectors: concept, characteristics; Unorganized Labour: child labour, women labour and construction workers and the role of the urban poor in urban development.

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.

Unit IV

Urban Development Administration: National, state and local levels; Urban services and urban deficiencies; 74th amendment and salient features of Nagarpalika Act; Structure and functions of urban development agencies: Municipal Administration – Corporations, Municipalities, Town Panchayats, metropolitan development authorities; functions of officials and non-officials in urban self-governments; slum clearance board, housing board, Housing and Urban Development Coroporation (HUDCO), and United Nation's Centre for Human Settlement (UNCHS); role of voluntary agencies in urban development.

Unit V

Urban Development Programmes: Five year plans and Urban development; Madras Urban development projects (MUDP) I & II; Tamil Nadu Urban development project (TNUDP); Urban Basic Services Programmes (UBSP); Nehru Rozgar Yojana (NRY), Tamil Nadu Slum Area (Clearance and Improvement) Act 1971, programmes of Slum Clearance Board; Slum clearance and improvement programmes, Resettlement and rehabilitation programme; Role of community development wing in implementation of UCD programmes; Problems in implementation of Urban Community Development Programmes.

References:

Aray & Abbasi	1995.	Urbanisation and its Environmental Impacts. New Delhi: Discovery.
Bhatttacharya B	2006	Urban Development in India New Delhi: Concept.
Clinard, Marshall B	1970	Slums and Community Development. New York : The Free Press.
Diddee, Jayamala	1993	Urbanisation – Trends, perspectives and challenges, Jaipur: Rawat.
Mitra, Arup	1994	Urbanisation, slums, informal sector employment and poverty. B.R. Publications, New Delhi.
Phadke .V.S, etal.	2007	Urbanisation,Development and Environment,New Delhi:Rawat.

| Ramachandran | 1989 | Urbanisation and Urban System in India. Oxford University Press, New Delhi. |

Sabir Ali (Ed)   2006   Dimensions of Urban Poverty, New Delhi: Rawat.

Singh.R.B.(ed)   2006   Sustainable Urban Development New Delhi:Concept.

Sinha Rekha and
Sinha U.P   2007   Ecology and quality of life in Urban Slums, New Delhi: Concept.

Sudha Mohan   2005   Urban Development and New Localism New Delhi: Rawat.

Stanly, Selwyn   2005   Social problems and issues: Perspectives for Intervention. Allied Publication, New Delhi.

Thudipara, Jacob Z. 2007   Urban Community Development. New Delhi:Rawat.

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.

Vibhooti, Shukla (1988).   Urban Development and Regional Policies n India. Himalaya Publication, Bombay.

Rangaswamy, Vimala (1967)   International Conference of Social Work: Urban Community Development – Its implications for Social Welfare, New York.

Wiepe, Paul (1981)   Tenants and Trustees. Mac Millan, Delhi.

SWP 16A   ORGANAIZATIONAL BEHAVIOUR

(Special paper v)

Subject description:

This course portrays various aspects of organizations behaviour, individuals and groups in organization, motivation, dynamics of organization, organizational change and development.

Goals:

To facilitate the students to learn more about challenges in organizational behaviour.

Objectives:

On successful completion of the course the students should enrich their knowledge to resolve conflicts in organizational environment, organizational changes and their impact on organization performance.

Contents:

UNIT I

Organizational Behaviour: definition - objectives – need, background and foundations of organizational behaviour - models of organization behavior-challenges in organizational behaviour.

UNIT II

Individual and groups in organization**:** individual difference - models of man Personality and behavior – perception and learning, values, attitudes and job satisfaction - group dynamics- theories of group formation - formal and Informal behavior - group behavior.

UNIT III

Motivation - theories of motivation – emotional intelligence, leadership, theories of ,leadership - concept of communication - communication process- effective communication – Management information system- management review meeting-Power and politics – organizational conflict.

UNIT IV

Dynamics of organization**:** concept of organization structure- bases of departmentation - span of management - delegation of authority -centralization and decentralization – Forms of organization structure line and staff, functional, divisional, project matrix organization structure. Job stress- causes and effects of stress- coping with stress.

UNIT V

Organizational change and Development - organizational culture – organizational effectiveness and organizational change. Organizational Development: meaning -characteristics – models – OD interventions – cross functional teams-Quality of work life.

References :

Jhon .W. Newstrom	2007	Organisationa Behaviour Tata Mc Grow –Hill Publishing company ltd.
Kesho Prasad	1996	Organisational development foe 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.

SWP 16B   **PSYCHIARTRIC SOCIAL WORK PRACTICE**
(Special Paper – V)

Sub Description:

This subject deals with basic knowledge on mental health problems, Psychological methods / treatment,

Goal:

To enrich the students Knowledge on Psychiatry social work practice.

Objectives:

To help students understand basics of mental health problems.

To facilitate in field work training

Contents:

UNIT - I

Magnitude of mental health problems among men, women, aged, socio-economically disadvantaged, urban and rural population and in disaster situations. Treatment for the mentally ill patients – chemotherapy.

Anti psychotic drugs, anti depressant – ECT – psychosurgery.

UNIT II

Psychological methods / treatment – psychotherapy, supportive, re-educative. Reconstructive psychotherapy – behaviour therapy, group therapy – yoga – meditation – occupational and recreational therapacies.

UNIT III

Contemporary theories of therapy – client centered therapy – reality therapy – gestalt therapy – rational emotive behavior therapy – transactional analysis

UNIT IV

Role of psychiatric social worker in half way homes – day care centers – child guidance clinics – community mental health programmes.

Admission procedures governing – admission and discharge from a psychiatric hospital.

UNIT V

Policies and legislations related to mental health in India: Indian lunacy act – mental health act – community participation in mental health.

Present mental health care services: identification of needs and related services in India. Training of psychiatric social work in India.\

References:

Bhatia M.S (2000)   : Essentials of psychiatry

Gorey   : Theory and Practice of counseling and psychotherapy

Government of India   : National mental Health Programme for India, Ministry of Health and Family Welfare.

Irwin .G.Samson   Abnormal psychology.

Kaplan   : Synopsis for comprehensive of psychiatry

Kruvilla K & Venkoba Rao A   : Psychiatry

Pregest   1971   : Psychiatry self Assesment review

New Delh: Methrayl.

Robert J.W   1998   : Psychiatry for medical students

Chennai medical publishers.

Robert Holman Coombs(ed) 200   : Addiction counseling review, London:

Lawrence Eribaun Associates

SWP16 C   MANAGEMENT OF NON – PROFIT ORGANISATIONS

Subject Description:

This subject deals with basic knowledge on non profit origanisation, project identification, budgeting and project evaluation and monitoring.

Goals:

To provide the students with theoretical knowledge of non profit organisation, project identification, budgeting, project evaluation and monitoring.

Objectives:

To help the students to understand basics of on Non-Profit Organizations and its administration.

To improve their knowledge content on project formulation, implementation, monitoring and evaluation

UNIT I

Non – profit organisation : Definition, Meaning, Objectives, and Principles – Types of Non-Profit Organization: Community based Organizations, Health Organizations, Educational Institutions, and Social Welfare Organizations – Non-Governmental Organizations: Formulation of Societies, Trusts, And Non-Profit Companies.

UNIT II

Project identification: Feasibility/Base Line studies – Project Formulation – Planning and Policy making – Strategic Formation – Preparation of project proposals – Project implementation.

UNIT III

Budgeting: Meaning, Steps, important items in Budget – Resource Mobilization – Central and State Government Assistance and Other Assistance – Fund Raising: Meaning, techniques – Income Generation Programmes (IGP) – Financial Management – Financial Collaboration between Funding Organization and Non-Profit Organizations.

UNIT IV

Project evaluation and monitoring: Aims, Objectives, Purposes – Creating Management information system – Project appraisal: Meaning and techniques – Logical Frame

Analysis (LFA) Participatory Rural Appraisal (PRA): Principles, methods of PRA – Network analysis.

UNIT V

Project personnel empowerment: Training: Meaning, need, importance, purpose and significance – Training needs: Areas of health – Rural development, child health and welfare, Women welfare, Youth welfare and aged welfare – Awareness on behavioural, environmental and social issues – Institution building of Non-Profit Organisations in administering the Social Welfare Programmes.

References:

Clark, John   1991   Voluntary Organisations: Their Contribution to Development, London, Earth Scan.

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

Ginbery, Leon.H   2001   Social Work Evaluation - Principles and Methods, Singapore, Allyn and Bacon.

Kandasamy.M   1998   Governance and Financial Management in Non – Profit Organization, New Delhi, Caritas India.

Kappor, K.K(Ed)   1986   Directory of Funding Organizations, New Delhi, Information and News Network.

Kumar, A   2003   Social Change through NGO's, New Delhi, Anmol Publishers.

Mukherjee, Amitarva(Ed)   1995   Participatory Rural Appraisal: Methods and Application In Rural Planning, New Delhi,Vikas.

Mukherjee, K.K and Mukherjee Sutapa   1986   Voluntary Organization: Some Perspectives, Hyderabad, Gandhi Peace Centre.

Mukherjee, Neela   1995   Participatory Rural appraisal and Questionnaire Survey, New Delhi:Concept.

Robin Lall   2004   The Dynamics of NGO's New Delhi, Dominant Publishers.

Sakararan and Rodrigues	1983	Hand Book for the Management of Voluntary Organisation Madras, Alfa.
Sooryamoorthy Rsnd Gangrade K.D	2006	NGOs in India-A cross Sectional study New Delhi: Rawat.
Vetrivel Surendra Kumar	1999	Participation – Concept, Approach and Techniques, New Delhi, Vetri.

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Diploma Paper IV : <u>COUNSELLING TECHNIQUES</u>

Course Number: **SWD 04**   Number of Credits: **4 (Four)**

Subject Description:

This course presents different counselling theories.

Goals:

To facilitate the students to learn the need and importance of different counselling theories its applicability in the social work profession.

Objectives:

On successful completion of the course the students should enrich their knowledge about (i) different theories of counselling and (ii) Counselling history and research, (iii) basics of couselling and therapeutic relationships, and (iv) Assessment, Testing and Diagnostic process.

Unit I

Behaviour Therapy

Introduction-Key concepts-The therapeutic proess-Appliction: Therapeutic techniques and procedures Behaviour Therapy from a multicultural perspective

Unit II

Cognitive Behaviour Therapy - Introduction-Key concepts-The therapeutic proess-Appliction: Therapeutic techniques and procedures- Aaron Beck's cognitive behaviour herrapy-Meichjenbaum's cognitive behaviour modification
from a multicultural perspective

Unit III
Reality Therapy

Introduction-Key concepts-The therapeutic proess-Appliction: Therapeutic techniques and procedures Reality Therapy from a multicultural perspective

Unit IV

Approaches cognative therapy Expressive therapy:Art Therapy-Music and dance therapy –play back therapy

References (For both the Papers):

Gelso, Charles J. & Fretz, Bruce R., 1995	Counselling Psychology, Prism Book Pvt. Ltd. Bangalore.
Dave, Indu, 1991	The Basic Essentials of Counselling, Sterling Publishers, N.D.
Gururani, 2005	Guidance & Counselling: Educational, Vocational & Career Planning, Akansha Publishing House, New Delhi.
Kottler, J.A. and Brown, R.W., 2000	Introduction to Therapeutic Counselling, Brooks/Cole, U.S.
Leigh, A. 1998	Referral and Termination Issues for Counsellors, Sage, N.D.
Patterson, Lewis E. 1981	The Counselling Process, Tata McGraw Hill Publishing Company Ltd., New York.
Prahanthem, B.J., 1988	Therapeutic Counselling, Christian Counselling Centre, Vellore
Sharma, Ram Nath, 2001	Counselling and Guidance, Surjeeth Publications, New Delhi.
Woofe, R & Dryden, W. 1996	Handbook of Counselling Psychology, Sage, New Delhi.