S.N.R. SONS COLLEGE (Autonomous)
(Affiliated to Bharathiar University)
(Re-Accredited with 'A' Grade by NAAC)
(An ISO 9001:2000 Certified Institution)
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SCHEME OF EXAMINATION (CBCS PATTERN)

PG COURSES (WITH PROJECT)

MASTER OF SOCIAL WORK (MSW)

For the students admitted during the academic year 2015 - 2016 Batch onwards

Study Components	Course Title	Ins. hrs / week	CIA @	CE	Total	Credit
			Exam			
SEMESTER I						
Core – 1	Introduction to Social Work	4	25	75	100	4
Core – 2	Sociology for Social Work Practice	4	25	75	100	4
Core – 3	Psychology for Social Work Practice	4	25	75	100	4
Core – 4	Social Case Work	4	25	75	100	4
CCR*	Students Social Action Forum	-	-	-	-	-
Core – 5	Concurrent Field Work Practical – I	15	40	60	100	4
	Total				500	20
SEMESTER II						
Core – 6	Social Welfare Administration and Social Legislation	4	25	75	100	4
Core – 7	Social Group Work	4	25	75	100	4
Core – 8	Community Organization and Social Action	4	25	75	100	4
Core – 9	Social Work Research and Statistics	4	25	75	100	4
Supportive	Supportive: Course - I	4	25	75	100	4
CCR*	Rural Camp	-	-	-	-	-
Core – 10	Concurrent Field Work Practical – II	15	40	60	100	4
	Total				600	24
SEMESTER III						
Core – 11	Science and Technology Applications for Social Work	4	25	75	100	4
Elective I	(HR/MP/CD)	4	25	75	100	4
Elective II	(HR/MP/CD)	4	25	75	100	4
Elective III	(HR/MP/CD)	4	25	75	100	4
CCR*	Industrial Visit	-	-	-	-	-
Core – 12	Block Placement	-	40	60	100	4
Core – 13	Concurrent Field Work Practical – III	15	40	60	100	4
IDC- Self Study	NGO Registration Procedures	4	-	-	100[#]	4[#]
	Total				600	24

SEMESTER IV						
Elective IV	(HR/MP/CD)	4	25	75	100	4
Elective V	(HR/MP/CD)	4	25	75	100	4
Supportive	Supportive – Course II	4	25	75	100	4
Core – 14	Concurrent Field Work Practical – IV	15	40	60	100	4
Core – 15	Project Work & Viva-Voce	8	80	20	100	6
CCR*	Pre-employment Training with Internal Viva-Voce	-	-	-	-	-
	Total				500	22
	Grand Total		680	1520	2200	90

Note: # *The marks and credits awarded for IDC /Self Study paper will not be accounted for CGPA.*

* CCR : Course Completion Requirement which do not carry marks / credits

Supportive: List of papers offered under supportive

S.No.	Course – I	Course - II
1	Computer Applications for Social Work	Indian Legal System
2	Statistical Package for Social Sciences (SPSS)	Corporate Social Responsibility
3	Social Work in Educational Settings	Human Rights

Elective: List of papers offered as Electives

	GROUP A (HR)	**GROUP B (MP)**	**GROUP C (CD)**
Paper I/Sem I	Nil	Nil	Nil
Paper II/Sem II	Nil	Nil	Nil
Paper III/Sem III	1. Labour Welfare 2. Labour Legislation 3. Human Resource Management	1. Introduction to Medical Social Work 2. Hospital Administration 3. Psychiatric Social Work Practice	1. Rural and Urban Social Structure 2. Rural Community Development 3. Welfare of Weaker Sections
Paper IV/Sem IV	1. Industrial Relations 2. Organizational Behavior	1. Mental Health and Social Work 2. Counselling Theories and Practice	1. Urban Community Development 2. NGO Formation and Management

Split-up for 40 marks (Internal) of practical

1.	Attendance	5 Marks
2.	Planning and Execution	10 Marks
3.	Regularity & participation in Individual Conference	5 Marks
4.	Initiative and resourcefulness	5 Marks
5.	Content & Regularity in submission of report	10 Marks
6.	Rapport with the agency	5 Marks
	Total	40 Marks

Split-up for 60* marks (viva-voce) of practical

1.	Content of the Report	20 Marks
2.	Professional Knowledge	15 Marks
3.	Application of Social Work skills in the agencies	10 Marks
4.	Language Standard	5 Marks
5.	Presentation	5 Marks
6.	Genuineness of the Report	5 Marks
	Total	60 Marks

*marks will be awarded based on evaluation by internal and external examiner in the viva-voce

Split-up for 80 marks (Internal) of Project Work & Viva-Voce

1.	Usefulness & Relevance of Topic	10 Marks
2.	Planning and Execution	10 Marks
3.	Regularity in participation in Individual Conference	10 Marks
4.	Methodology	15 Marks
5.	Content of the Report	25 Marks
6.	Regularity in submission	10 Marks
	Total	80 Marks

Split-up for 20* marks (viva-voce) of Project Work & Viva-Voce

1.	Content of the Report	10 Marks
2.	Subject Knowledge	5 Marks
3.	Presentation	5 Marks
	Total	20 Marks

*marks will be awarded based on evaluation by internal and external examiner in the viva-voce

SUMMARY OF CREDIT POINTS

Subject		Credit	Total Credits
Core Papers	- 14	4	56
Core Papers	- 1	6	6
Supportive	- 2	4	8
Elective Papers	- 5	4	20
Total	**22**	**-**	**90**
Self-Study Paper #:	*1*	*4*	*4*

 # The marks and credits awarded for IDC /Self Study paper will not be accounted for CGPA.

CCR – 1   STUDENT SOCIAL ACTION FORUM

This is a unique kind of activity under which the students are expected to form a forum to initiate actions that will bring growth and development in the society. Though formation of this forum is done during the I semester, activities under the forum may continue till the end of the programme by each batch of students. It is envisaged that this sort of programme will enhance the leadership quality and self initiative-ness of the students pursuing MSW. Though this is a non credit course, there will be an internal viva-voce to be conducted by a panel of two faculty members and the report will be forwarded to the Controller of Examinations.

SEMESTER I

CORE – 1 INTRODUCTION TO SOCIAL WORK

Course Code: 15MSW101;   **4 Hours / Week;**   **4 Credits**

Objective:

> ❖ To make the students proficient about the history, philosophy, fields and methods of Social Work profession
>
> ❖ To orient the student trainees towards the profession of Social Work.

UNIT I   **Introduction to Social Work**

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

UNIT II   **Social Work Profession**

Social Work Profession – Concept, Philosophy, Traits, Values, Principles and Responsibilities. Qualities, Responsibilities and Roles of Social Work of professional Social Worker. Models of Social Work; Approaches of Social Work - Relief model, Welfare model, Clinical model, Systems model, Radical model, and Developmental model.

UNIT III   **Fields of Social Work**

Fields of Social Work – Family and Child Welfare, Industrial Social Work, Medical and Psychiatric Social Work, Community Development, Correctional Social Work, School Social Work, Youth welfare.

UNIT IV   **Social Work Education**

Social Work Education: Beginning of Social Work education in India. Professionalisation of Social Work education. **Knowledge and skill base** of Social Workers. Importance of Fieldwork and Supervised Field Work / Practicum in Social Work. Professional Associations and Organizations.

UNIT V   **Emerging Areas of Social Work**

Rights of Differently Abled Persons, Child Rights, Women Empowerment, Environmental Protection, Disaster Relief, Psychosocial Intervention and

Management, Health Care, Gerontological Social Work, HIV / AIDS, Human Rights and Legal Aid. **International Social Work**: meaning and scope.

REFERENCES:

Arthur Fink et. al.	The Field of Social Work, Holt Rinehart And Winston, New York,
Dasgupta, S	Towards A Philosophy of Social Work in India, Popular Book Service.
Gore, M.S	Social Work And Social Work Education, Asia Publishing House
Jainendra Kumar Jha	An Introduction to Social Work Anmol Publication Pvt. Ltd., New Delhi
Paul Choudry	Introduction to Social Work, Atma Ram and Sons, New Delhi.
Wadia, A.R.	History and Philosophy of Social Work in India, Allied Publishing House.
Banerjee. G.R	Papers On Social Work: An Indian Perspective. Tata Institute of Social Sciences, Mumbai.
Bradford N.Sheafor	Techniques and Guidance for Social Work Practice, Allyn and Bacon, Boston.
Compton, Beulah, R.	Introduction to Social Welfare and Social Work: Structure, Function and Process, Homewood, III, The Dorsey Press.
Ministry of Welfare	Encyclopedia for Social Work in India, Govt. in India, New Delhi.
Gangrade, K.D	Dimensions of Social Work, Marwah Publications,
Kinduka, S, K (Ed.)	Social Work in India, Sarvodaya Sahitya Samaj,
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

Soares, I.E.,   The Evaluation of Welfare of the Govt. of India.,
                            Delhi School of Social Work, Delhi.

Strup, H.H.   Social Work – An Introduction to the field Eurasia
                            Publishing, New Delhi.

Singh, P.R.   Fieldwork in Social Work Education (Ed) Concept
                            Publishers, New Delhi.

Walter A. Friedlander   Introduction to Social Welfare, Prentice. Hall Inc.

CORE – 2   SOCIOLOGY FOR SOCIAL WORK PRACTICE

Course Code: 15MSW102;   4 Hours / Week;   4 Credits

Objectives

❖ On successful completion of the course the students should enrich their knowledge about (i) the elements of society, (ii) socialization and social groups, (iii) marriage and family system, (iv) caste system and social change, and (v) social problems with special reference to India.

UNIT I   Basic Concepts in Society

Society: Definition, concept, characteristics, structure and functions of society, Relationship between individual and society. Community: concept, definition; Characteristics of rural, urban and tribal communities; Relevance of sociological aspects for Social work profession.

UNIT II   Socialization, Social Control and Social Groups

Socialization: Concept, importance and functions, agencies of socialization; Social control: meaning, mechanisms of social control agencies – formal and informal; Culture: concept, influence on individuals; Cultural change; Social Groups: concept, definition, characteristics and classification of social groups

UNIT III   Marriage and Family System

Marriage: functions, forms, changes in mate choice and ceremonies; Family system in India: functions, forms, and contemporary changes, conflict, break down and adjustments

UNIT IV   Social Stratification and Social Change

Social stratification: definition and characteristics, caste and class; Caste system: traditional Varna system, theories on the origin and development, modern trends of caste system in India Social change: concept, definition and factors leading to social change

UNIT V   Social Problems

Social problems: concept, definition, nature and extent of social problems and issues in India; Poverty, Corruption, Delinquency, Alcoholism and Drug Addiction, Illiteracy, Population Explosion, Trafficking and Prostitution, Terrorism, Crime, Suicide, and Problems of the Aged and Disabled, Goondaism and Khap Panchayats; Role of Social worker in Tackling Social Problems.

REFERENCES:

Ghurye. G.S., Caste,   Class and Occupation, Bombay, Popular Prakashan

Elliot and Merril**, 1980**   Society and Culture. Princeton Hall Inc.

Jayaraman, Raja   Caste and Inequality in India, New Delhi, Hindustan

Kapadia, K.M., 1966   Marriage and Family in India. New Delhi, Oxford University Press

Maclver, RM. & Page,   Society: An Introductory Analysis. London, MacMillan O.C.H. 1985

Ian Roberston, 1980   Sociology. New Delhi: Worth Publishers Inc.

Srinivas, M.N. 1966   Social change in Modern India. Bombay, Allied Publi.

Ram Ahuja 1997   Social Problems in India. Jaipur, Rawat Publications.

Madan, G. R. 1982   Indian Social Problems. New Delhi: Allied Publishers

Nagpaul, Hans   Study of Indian Society: A Sociological Analysis of Social Welfare and Social Work Education.
New Delhi, S. Chand & Co.

CORE – 3   PSYCHOLOGY FOR SOCIAL WORK PRACTICE

Course Code: 15MSW103;   4 Hours / Week;   4 Credits

Objectives:

❖ On successful completion of the course the students should enrich their knowledge about (i) the socio-psychological aspects of human growth and development and (ii) personality development.

UNIT I   Introduction

Psychology: Meaning and Definition; Various Schools of Psychology; Scope of application Psychology in various fields. Current Relevance of psychology for Social Workers. Current perspectives.

Stages in Human Development: Physical and Psychological aspects of various Developmental Stages, Prenatal and Childbirth, Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood, Middle Age, Old Age.

UNIT II   Personality Development

Personality: Nature and theories of personality – a brief overview of Psychodynamic and humanistic theories, factors influencing personality Development, Heredity and Environment; Intelligence: Concept, Theories and Assessment.

UNIT III   Socio-psychological bases of Human Growth and Development - I

Learning: Concept, types, theories of Learning; Motivation: Concept, nature and types of Motives with special reference to Social Motives; Basic Theories of Motivation

UNIT IV   Socio-psychological bases of Human Growth and Development - II

Perception: Meaning, Types and Principles; Errors in Perception; **Emotion:** Meaning, function and types; Development of emotions: Individual and Group Emotions, **Attitudes:** Concept and nature, formation of Attitudes and Attitudes Change in Individuals and Groups, Collective / Crowd Behaviour

UNIT V   Mental Health

Stress: Meaning, causes and effects; Conflict: Meaning, types, coping drives, defense mechanism; **Mental Illness / Health:** Concept and definition, types, role of Social Workers in promoting mental health

REFERENCES

Aaron. F.	Witting and Psychology: An Introduction, McGraw Hill Inc.,USA Gurrey Williams 1984
Bhatia, H. R., 1972	Abnormal Psychology, Oxford IBH Publications, Bombay.
Hurlock, E.B. 1974	Personality Development, Tata McGraw Hill Publishers Ltd., New Delhi.
Kuppusamy, B.	Child Behaviour and Development
Irvin G. Sarason	Abnormal Psychology, Prentice Hall, Engle Woods Cliffs.N.J. Barbara R.Sarason
Linda L. David Off	Introduction to Psychology, McGraw Hill Inc. USA.
Page, James, D. 1982.	Abnormal Psychology, Tata McGraw Hill Co. Ltd., New Delhi
Young Kimbal 1952.	Personality and Problems of Adjustment, Routledge & Koged Paul, London

CORE – 4   SOCIAL CASE WORK

Course Code: 15MSW104;   4 Hours / Week;   4 Credits

Objective:

❖ To impart knowledge about the primary and direct method of the Social Work namely Social Case Work

❖ To train the Social Work trainees gain practical knowledge in application of Social casework

UNIT I   Introduction to Case Work

Social Case Work: Definition, Meaning and Objectives; **Importance** of social Case Work; **Principles** of case work **Impact** of socio-cultural factors on individual and Relevance of Case Work; **Relationship** with other methods of Social Work,.

UNIT II   Components and Processes

Basic components of Social Case Work: person, the problem, the place and the process. **Case Work Process**: Study, Diagnosis and Treatment. **Tools and techniques**: Interview, Observation, Home Visits and Collateral Contacts. **Interventions:** Direct and Indirect multidimensional intervention. Goal attainment, Termination, Evaluation and Follow up.

UNIT - III   Case Work Approaches and Recording

Approaches in Social Case Work: Psychosocial approach, functional approach, diagnostic Approach and Crisis Intervention. Recording in Social Casework: Need, Importance & Types of Recording.

UNIT - IV   Case Work Applications

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   Trends and Research

Recent Trends in Social Case Work. Problems and limitations of Social Case Work Practice in India. Practice and research in Social Case Work. Use of Single Case Evaluation and Ethnography as research methods in Social Case Work.

REFERENCES:

Aptekar, H.R.   Dynamics of Case Work and Counselling

Benjamin, Alfred   The Helping Interview, Houghton Mifflin Company,
                             New York

Goldstein H. 1979.   Social Work Practice: A Unitary Approach, Carolina,
                             University of Carolina Press.

Grace Mathew, 1946.   Introduction to Social Case Work,
                             Columbia Uni. Press, N.Y.

Grace Mathew1992   An Introduction to Social Case Work, TISS, Mumbai

Hamilton, G., 1954   Theory & Practice in Social Case Work,
                             Colombia Uni. Press

Harris, F.J., 1970   Social Case Work, Oxford University Press, Nairobi.

Hollis, F., 1964   Case Work: A Psychosocial Therapy, Random House,
                             New York.

Kadushin Alfred, 1972   The Social Work Interview, Colombia University Press,
                             New York.

Kumar, Hajira, 1995   Theories in Social Work Practice, Friends Publications,
                             New Delhi.

Mathew, G. 1992   An Introduction to Social Case Work, TISS, Mumbai.

Nursten J. 1975   Process of Case Work, Pitma Publications, G.B.

Perlman, H.H., 1957   Social Case Work: A Problem Solving Process,
                             University of Chicago Press, Chicago.

Pippins, J., 1980   Developing Case Work Skills, Sage Publications, Calif.

Richmond, M.E., 1972   What is Social Case Work: An Introduction
                             Description, Russel, Sage Publications, New York.

Russel, M. N., 1990   Clinical Social Work and Practice, Sage Publications.

CORE – 5   CONCURRENT FIELD WORK PRACTICAL – I

Course Code: 15MSW105;   **15 Hours / Week;**   **4 Credits**

Objectives:

❖ To enrich the knowledge of the students on various fields of social work.

❖ To make the students aware, through observation visits, about various field work agencies, their specialization, their functioning and procedures and projects implemented.

The first semester students will be taken on Observation Visits during the first semester to various NGO's / Hospitals / Industries and Social welfare agencies in and around Coimbatore to get exposure in various settings and functioning. The students will be evaluated on the basis of a viva – voce examination.

CCR -2   RURAL CAMP

A Rural Camp will be organised during the II Semester. Participation in rural camp will give the students exposure to life in a village for a 7 days period. It will provide opportunities to learn and practice skills for conducting cultural, developmental and recreational activities. The rural Camp is organise with the object of exposing students to life in a village for a 7 days period to provide an opportunities to learn and practice skills for conducting culture and recreational activities. Though this is a non credit course, there will be a internal viva-voce to be conducted by a panel of two faculty members and the report will be forwarded to the Controller of Examinations.

SEMESTER II

CORE – 6   SOCIAL WELFARE ADMINISTRATION & SOCIAL LEGISLATION

Course Code: 15MSW201;   4 Hours / Week;   4 Credits

Objectives:

- ❖ To impart knowledge of social welfare administration in India

- ❖ To equip the students with the knowledge of various social legislation and measures for seeking remedies for the victims of oppression and violation

UNIT I   Introduction to Social Welfare Administration

Social Welfare Administration – Concept and Scope –Nature of Social Welfare Administration in Government and Non Government Organizations – Social Welfare Boards and Its Functions. Social Policies – aims and objectives. Social Welfare Planning in India.

UNIT II   Social Legislation

Social Legislation – Meaning and scope, Indian Constitution and Social Legislation, Fundamental Rights – **Directive Principles of State Policies** – Social Legislation as an Instrument of Social Control – Social Change – Social Justice and Social Defense- Policies for marginalized and vulnerable sections.

UNIT III   Personal Laws

Personal Laws–Hindu Laws related to Marriage–Divorce–Dowry–Widow remarriage – Child Marriage and Inheritance. **Laws Related to Children**–Adoption–Guardianship and Maintenance- education. Right of Children (Free and Compulsory Education) Act, 2009. Laws related to Scheduled Castes, Scheduled Tribes, Juvenile Delinquency, Mentally Ill; Introduction to Indian Penal Code, Criminal Procedure Code, Courts, Prison. Laws relating to Probation and Parole. Legal Aid – Meaning, Organization, Uses. Right to Information Act, 2005. Laws protecting Senior Citizens. Public Interest Litigation.

UNIT IV   Laws related to NGO Administration

Societies Registration Act, 1860, Procedure under the Tamil Nadu 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 V   **Social Policy**

Evolution of social policy in India – Source and Instrument of Social Policy – Policies regarding other backward classes, Scheduled Caste/ Scheduled Tribes and other de-notified communities – provision of safe guarding the welfare of the weaker section- social welfare service for women and children and minority community-Current Amendments.

REFERENCES:

Dr. Suchdeva	Social welfare Administration in India. Kitab Ghar publications, New Delhi
J'Gangarde.Y.D.	Social Legislation in India V611&II Concept Publishing Co. Delhi, 1978.
Kulkarni.P.D	Social Policy and Social Development in India.
Constitution of India	Government. India Press New Delhi

      i.   Bare Acts And Legislation

      ii.   Encyclopedia of Social Work

     iii.   The Hindu Marriage Act 1955,

     iv.   The Hindu Succession Act, 1956,

      v.   The Hindu Adoption And Maintenance Act 1956,

     vi.   The Hindu Minority And Guardianship Act 1956,

    vii.   The suppression of Immoral Traffic in women and girls Act 1956,

   viii.   The untouchability offences Act 1955,

     ix.   The Dowry Abolition Act 196 1,

      x.   The Special Marriage Act 1954,

     xi.   Medical Termination of Pregnancy Act 1971.

CORE – 7 SOCIAL GROUP WORK

Course Code: 15MSW202;   **4 Hours / Week;**   **4 Credits**

Objectives:

❖ On successful completion of the course the students should enrich their knowledge about (i) the fundamentals of social group work, (ii) process of social group work, (iii) theories of social group work, and (iv) techniques of social group work including their application.

UNIT I   Fundamentals of Social Group Work

Social Group Work: Definition, characteristics, nature and objectives, purpose and principles of working with groups, historical development and current application of group work as a method; Basic assumption and philosophy behind Social Group Work; Psychological needs that are being met in groups.

UNIT   II   Theories in Social Group Work

Knowledge base for group work: Psycho-analytic theory, learning theory, filed theory, social exchange theory and systems theory; Group dynamics: Definition, functions and basic assumptions.

UNIT III   Process of Social Group Work

Social Group Work process: Planning state, beginning stage, middle stage and ending stage; Principles of Social Group Work: Group process, bond, acceptance, isolation, rejection, sub-groups scapegoats, conflict and control; Leadership development and Team building; Factors of Group formation.

UNIT IV   Techniques of Social Group Work

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 in Social Group Work, Use of psychodrama and socio-drama; Different Therapeutic approaches: Transactional analysis, Tgroups, gestalt, role play, buzz group and brain storming.

UNIT V   Application of Social Group Work

Social Group Work in various settings: 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; Knowledge and skills of a group worker, group worker as an enabler, guide, facilitator and therapist.

REFERENCES:

Alissi, A.S., 1980   Perspectives on Social Group Works Practice: A Book of Readings, Free Press, New York.

Balgopal, P.R and Vassil, T.V.,   Group in Social Work: An Ecological Perspective, Macmillan 1980 Publishing Co. New York.

Douglas, Tom, 1979   Group Process in Social Work: A Theoretical Synthesis, N.Y.

Garwin, C., 1987 Contemporary Group Work, Prentice Hall Inc., New York.

Kemp, C.G., 1970   Perspectives on Group Process, Houghton Mifflin Co., Boston.

Ken, Harp, 1977   Group Theory for Social Work: A Introduction, Pergmon.

Klein, A.F., 1970   Social Work through Group Process, School of Social Welfare, State University of New York, Albany.

Konapka, 1963   Social Group Work: A Helping Process, Prentice Hall, Inc., JJ.

Northen, H., 1969   Social Work with Groups, Columbia University Press, N.Y.

Parihar B.S., 1968   Group Process: Helping in a Group, Kitab Mahal, Allahabad

Robert W. Roberts   Theories of Social Work with Groups, Helen Northern (Eds.), Columbia University Press, New York.

Shephard R. Claris, 1964   Small Groups: Some Sociological Perspective, Chardler Publishing Company, California.

Sundef, M., Glasser, P.   Individual Change through Small Groups, The Free Press, N.Y.

Toseland, W. Rivas,1984   An Introduction to Group Work Practice, Macmillan Publishing Co., New York.

Trecker, J. Herleigh, B.   Social Group Work Principles and Practice, Association Press, 1970 New

CORE – 8   COMMUNITY ORGANIZATION AND SOCIAL ACTION

Course Code: 15MSW203;   4 Hours / Week;   4 Credits

Objectives:

> ❖ To understand need assessment as an approach in community work along with the different steps to assess the community needs and to link them with the resources.

> ❖ To bring changes in the social structure and to modify the malfunctioning of the Social and economic institution through social action

UNIT I   Introduction to Community Organization

Community Organization – Definition, objectives and a brief historical development of Community Organization in UK, USA and India -Concept of community development- Similarities and differences between Community Organization and Community development

UNIT II   Phases of Community Organization

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

UNIT III   Approaches in Community Organization

Approaches in Community Organization,(Specific, General, Process).**Skills in Community Organization:** Organizing conferences, committee meetings, training, communication, consultation, negotiation, conflict resolution, networking and use of relationship. Community welfare councils and community chest **Recent Trends** (Developmental based, Right based and Approach based)**.** Principles of Community Organization

UNIT IV   Methods of Community Organisation and Social Action

Social Action – definition, objectives, social action as a method of Social Work,-Social action for social reform, social action and social movement, social action for social development Social action for social justice. Application of Social Case Work and Social Group Work in Community Organization. Use of Community Organization in the various fields of Social Work with special reference to India

UNIT V   **Process of Social Action**

Processes of social action – Principles, methods and strategies. Scope of social action in India, Social Action to deal with social problems in India, **Role of civil society movements** in Social Action and Emerging Trends in civil society Movement in India; Veteran Civil Society Activists of contemporary India: **Social Legislation** as a measure of social action. **Enforcement of Social Legislation** through social action.

REFERENCES:

Agarwal R.C 1994	Women's liberation in India, social Welfare, January, V.20. N.10
Arthus Dunham **Kant.K (1987)**	Community Organization New Delhi; Arnold Publications.
Berger & Specht	Community Organizing New York University School Social Work
Bhatia H.R	Elements of Social Psychology, 3rd Revised Edition, Somaiya Publications Pvt. Ltd.Bombay.
Biddle Willims W	Encouraging Community Development. Light And Life Publishers. New Delhi, 1976.
Biklen, Bouglas P	Community Organizing - Theory & Practice, Prentice. New Jersey.
Brara J. S. (1983)	The Political Economy of Rural Development New Delhi. Allied Publications.
Brishco, C. & David. Thomas	Community Work - Learning And Supervision, George Allen and Unwin Ltd. London.
Chetana, Kalbagh	Social And Economic Dimensions of Women's Development. Women's Struggles For EqualityAnd Emahicipation
Clarance Kind Cox, M. et al. (Eds) 1974	Working With People in Community Action Strategies Of Community Organization A Book of Readings Illaxa. Illinoscis P.E.Peacock Publishers Inc.
D'abreo Desmond.A	From Development Worker For Activist Mangalore; Deeds.
De Souza, Alfred:	The Politics of Change And Leadership Development. The New Leader in India &, Africa.

Sundaram. K.S.   Anti Poverty Rural Development in India. L.K. Publications.

Taylor Samuel H   Theory And Practice of Community Work

Thoman David N   Organizing For Social Change London: George Allen and Unwin

Walter A F   Concepts And Methods of Social Work; 1977 2nd Ed.,Prentice - Hall of India Pvt. Ltd.,Delhi.

Walter A. F.   Concepts Arid Methods of Social Work: 2n Ed., Prentice Hall of India Pvt. Ltd., Delhi.

Zaltman, G.,   Creating Social Change

Chowdhry, D. P..   Introduction to Social Work, Atma Ram, New Delhi

Friedlander, W. A.   Concepts and Methods of Social Work, Prentice Hall of India Pvt. Ltd., New Delhi.

Gangrade, K.D.   Community Organisation in India, Popular Prakashan, Mumbai.

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CORE – 9 SOCIAL WORK RESEARCH AND STATISTICS

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Course Code: 15MSW204;   **4 Hours / Week;**   **4 Credits**

Objectives:

> ❖ To enrich the students Knowledge on Social Work research and practice
> ❖ To understand the concept of Hypothesis, Research Design and Scaling Techniques
> ❖ To give an opportunity to learn various aspects of sampling, sampling tools and various sources of data collection.
> ❖ To learn Social Work research in application aspect of data process and data analysis
> ❖ To familiarize the students with the concepts of Social Work research and statistics.
> ❖ To give opportunity to learn various aspects of Social Work research and it practice.

UNIT I   **Concept and Purpose of Research**

Social science Research: Definition and scope; Social Work Research: Definitions, objective, functions, Characteristics, scope and limitations. Scientific method in Social Work Research. Basic elements of Research - Concept, Variable, Facts and Theory.

UNIT II   **Research Design & Scaling Techniques**

Hypothesis: Sources-Definition, Characteristics, Types, Problem Identification and Formulation. **Research Design:** concept, Type, Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Case Study, Multi Design, Participatory Research and Single Subject Research. **Scaling techniques:** Rating, Ranking, Attitude, Socio-economic status scales; **Reliability Techniques:** Pre- test & Pilot Study: Meaning, Need, Purpose and Procedure. **Content validity**.

UNIT III   **Types of Sampling**

Sampling: Meaning, and objectives. Sampling Types: Probability Sampling: simple random, systematic, stratified, cluster, proportionate, disproportionate sampling – non- probability Sampling method: Purposive, judgment, quota, snowball sampling– multi phase sampling. Tools of data Collection: Observation, interview schedule& questionnaire. Sources of Data collection-Primary and Secondary Sources

UNIT IV   **Data Processing & Data Analysis**

Editing, coding, classification - types of classification: geographical, chronological, qualitative, quantitative – class intervals and frequency distribution: discrete &

Grouped, continuous and cumulative – Tabulation: Meaning , Importance, Parts of Table, Types of Tabulations. Method of Analysis: Simple Quantitative Analysis and Simple Qualitative Analysis, Statistical Treatment and Analysis.

UNIT V   **Statistical Analysis**

Averages: Arithmetic Mean, Median, Mode; **Dispersion:** Mean Deviation, Standard deviation; **Correlation:** Karl Pearson's Co–efficient of Correlation and Spearmen's Rank Order Correlation; **Testing of hypothesis:** Chi–Square Test, T-Test–**Use of computer for Social Work Research**: Use of SPSS; Use of MS Office in Social Work Research including MS Word, Ms Excel and MS Presentation. **Reporting**: Format and References.

REFERENCES:

Data, C.J. (1990)   An Introduction to Data base system Massachusohs, Addition Wesley

Casdey KJ Kury D.A (1989) Data Collection in Developing Countries New York: Henry Holt And Company

Goode, William, J.   Methods in Social Research (New York: McGraw Hill)
and Paul, K. Hatt (1998)

Gopal, M.B.   An Introduction To Research Procedure in Social Sciences Bombay: Asia Publishing House

LaIdas DK (2000)   Practice of Social Research. New Delhi: Rawat Publications

Labovitz, Sanford   Introduction in Social Research New York, Robert
and Hagedorn,   McGraw Hill

Mc Millen, Wayne   Statistical Methods for Social Workers (Chicago: The University of Chicago press)

Moser, C. A.   Survey Methods in Social Worker (London: Heinemann)

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,   Research Methods for Social Work.(USA **Wadsworth**)
Ear(2001)

Selltiz, et al   Research Method in Social Relation

Young, Pauline, V.   Scientific Social Surveys and Research

CORE – 10   CONCURRENT FIELD WORK PRACTICAL – II

Course Code: 15MSW206;   **15 Hours / Week;**   **4 Credits**

Objectives

❖ To place every student in different agencies to undergo fieldwork training twice a week throughout the semester.

❖ To enable student to get an in-depth understanding of the working of an agency.

❖ To equip the students with skills of reporting their observation and develop the art of writing narrative and descriptive records.

Field Work Contents

❖ At early stage ensure the students to understand the philosophy, objectives, organizational setup, rules and regulations of the organization, nature of services of the agency.

❖ The middle stage is planned to understand the programme of the agency, and the extent of field coverage in complete detail and are planned to provide opportunities to develop the skills of planning and organizing out reach activities suitable to the agency and its beneficiaries.

❖ By the final Stage of the field work training, students are expected to get sufficient knowledge and skill of preparing consolidated report of the activities in the agency.

SUPPORTIVE -   COMPUTER APPLICATIONS FOR SOCIAL WORK

Course Code: **4 Hours / Week;**   **4 Credits**

Objectives:

> ❖ To make the students understand the computer fundamentals and its application in different Social Work settings including day to day administration of agencies / NGOs/ Industries / Hospitals..

UNIT I   Computer Fundamentals

History of Computers; Components of Computers: Central Processing Unit; Mother Board, Memory; Storage Devices; Input devices: Key board, Mouse, Scanner, Pen Drives, CD RoM, Output Devices: Printer, Monitor, Latest Developments in Computers; Laboratory Demonstration;

UNIT II   Operating Systems

MS Windows: Versions, Components, Applications, Major changes; Future Developments;   Open Source Operating Systems; Linux; Versions, Components, Applications, Major changes; Future Developments; Laboratory Demonstration;

UNIT III   Office Applications

Types of Files: Types, and difference between various formats and utilities;

MS Office – MS Word, MS Excel, MS Powerpoint: Document, Creating and preserving documents and information, Basic Operations in a file: Open, edit, save; Documents Formatting: Paragraph, Indenting, Preview and Printing; Laboratory Demonstration with exercise;

Open Office (Open Source / Free Wares) **SPSS** – History, Versions, Scope and Applications;

UNIT IV   Web Based Applications

World Wide Web or Internet: History, Service Provider, Connectivity, Viewing and Information Retrieval; Search Engine Services and Locating Information, Down load, E-mail Service – Basics of Email; Routing of mails; Inbox, email creation and sending, Mail Retrieval, Account creation and Security;   Social Media and Social Networking; Instant Messaging; Chatting; Laboratory Demonstration;

UNIT V   **Social Relevance of Information Technology**

Telecommunication: Concepts, History and Development; Advantages of modern day communication technology; Office Automation; Commercial and Social Utilities; Role of Technology in Social Development; Role of Social Media in Social Transformation;

REFERENCES:

Data, C.J. (1990)	An Introduction to Data base system Massachusetts, Addition Wesley
Dinener, Sneila, S	Microsoft Office, Professional for Windows Instant References, Delhi, BPB
Harly Hann. (1990)	Intercept complete REFERENCES, New Delhi PHI
Rajaraman V (2000)	Fundamentals of Computer, New Delhi Addisionweslly.
SPSS (2001)	SPSS Base 18.0 User's Guide Chicago, U.S.A, SPSS Inc.

SUPPORTIVE - I   SOCIAL WORK IN EDUCATIONAL SETTINGS

Course Code: ;   **4 Hours / Week;**   **4 Credits**

Objectives

- After the completion of the course, students will
    i. Have know the history, roles and responsibilities of social work in schools
    ii. Be able to analyze current critical issues regarding school settings and effectively practice School Social Work
    iii. Demonstrate the use critical self reflection, grounded in social work ethics, to evaluate one's actions and consequences in order to promote social justice in school settings.

UNIT I   The Context of Social Work Practice in Schools

The Societal Function of Education; Social Work in Schools; History, Objectives, and Scope; The Organizational Context of Social Work Practice in Schools - The School as a Social System, Characteristics of the School's culture; Right to Education; Special Education, Interface of School and Community;   The School's External and Internal Environment; Students' Rights and Legislation;

UNIT II   School social work Practice

Defining, Planning and Implementing The Social Work; Delivery of School Social Work Services; Evaluating Practice and Programs; Engaging with culturally and racially diverse clients;

UNIT III   Effective interventions and resources for working with student

Effective interventions with student with ADHD; Effective interventions with student with ODD; Effective interventions for adolescent depression; School based, adolescent suicidality; Resources: Child guidance clinics; Students Clubs and Associations; Parent- Teacher Associations. Out Door Activities; Leadership Development programmes;

UNIT IV   Promoting Health and Well-being

Effective interventions for substance abuse prevention; Effective interventions for preventing STD and HIV infection; Effective interventions for primary prevention of teen pregnancy; School based practices for family intervention: Promoting parental involvement, Building family support programs; Personal Hygiene; .

\UNIT V   Prevention of School Dropout & School Violence and Relationships Management in school settings

Dropout prevention program design; Increasing school attendance; Violence prevention programming; Relationship Building and Action against Ragging, Eve

Teasing, Drug Abuse, Bullying, Harassment, Gender Expression, Linking school social work intervention to student educational outcomes

REFERENCES:

Franklin, C., Harris, M. B.,   *The school services sourcebook: A guide for school-*
& Allen-Meares, P. (Eds.)(2006)   *based professionals*. New York: Oxford Press.

Allen-Meares, P. (Ed.). (2007).   *Social Work Services in Schools*. New York:

Allyn & Evans, S.W.   Mental health services in schools: Utilization, effectiveness, and consent, *Clinical Psychology Review,19*(2), 165-178

Lynn, C. J.,   School social work: meeting the mental health needs of
McKay, M. M., Atkins   students through collaboration with teachers. *Children and Schools, 25*(4), 197-209.

WEB RESOURCES

1. http://schools.nyc.gov/childrenfirst/CFParentGuide.pdf
2. http://schools.nyc.gov/Academics/SpecialEducation/ParentResources/default.htm
3. http://www.emsc.nysed.gov/deputy/nclb/parents/facts/eng/engoverview.

SUPPORTIVE -   STATISTICAL PACKAGE FOR SOCIAL SCIENCES (SPSS)

Course Code: ;   **4 Hours / Week;**   **4 Credits**

Objectives:

- This is an introductory course that aims to familiarize students with the basics of research design and quantitative (large-N) analysis. After the completion of this course, students will be able to analyze and evaluate statistical data with a view toward addressing contemporary social science questions.

UNIT I   Elements of Research Design
Social Science Research: Definition and Objectives; Basic concepts: Hypotheses and Theories; Variables: Independent, Intervening, Dependent Variables; Data, Variables, Values; Qualitative versus Quantitative Analysis;

UNIT II   The Basics of Data Analysis
Descriptive Inferential Data Analysis; Measuring Variables: Validity, Reliability, Replicability; Types of Variables (nominal, ordinal, interval; Common Terms (dataset, population sample, parameter, statistic), Univariate (Descriptive) Statistics**:** Sample Size (N); Range; Frequency Distributions; Histograms, Other Charts, Measures of Central Tendency and Dispersion, Means, medians, modes, Variance, standard deviation;

UNIT III   Introduction to SPSS for Windows
Starting an SPSS Session: Creating a New Dataset, Using an Existing Dataset, Manipulating and Merging Datasets, Importing and Exporting Data, Printing Datasets, Descriptive Statistics in SPSS (mean, standard deviation, variance, range, frequencies)

UNIT IV   Manipulating Data in SPSS
Recoding and Transforming Variables; Graphs and Charts; Scatter plots, Histograms, Box Plots and Other Charts, Cross-tabulations, Printing and Saving Output;

UNIT V   Probabilities, Sampling and Analysis
Binomial and Normal Random Variables; Methods of Sampling: Systematic Sampling, Random Sampling; Sampling Error;
Hypothesis-testing; Confidence Intervals; Estimation Procedures; Null and Alternative Hypotheses; One and Two-Tailed Tests;
Bivariate Correlation and Regression**;** Bivariate Regression Analysis in SPSS; Multivariate Regression Analysis in SPSS;

REFERENCES:

Joseph F. Healey	*Statistics—A Tool for Social Research* (Belmont, CA: Wadsworth Publishing, (1996).
Jane Fielding and Nigel Gilbert	*Understanding Social Statistics*, (London: Sage Publications,
Stephen Van Evera,	Guide *to Methods for Students of Political Research* (Ithaca, NY: Cornell University Press, (1997).
Zina O'Leary	*The* Essential *Guide to Doing Research* (London, Thousand Oaks, New Delhi: Sage Publications, 2004).
Laurence F. Jones and Edward C. Olson,	*Researching the Polity: A Handbook of Scope and Methods* (Cincinnati, OH: Atomic Dog Publishing, 2005).
Department of Statistics and Actuarial Science	*SPSS Instruction Manual*, University of Waterloo, September 1, 1998.

SEMESTER III

CORE: SCIENCE AND TECHNOLOGY APPLICATIONS FOR SOCIAL WORK

Course Code: 15MSW301 **4 Hours / Week;** **No. of Credits: 4**

Objectives:
- On successful completion of the course the students should enrich their knowledge about the basics of science and technology, develop scientific attitude and aptitude, have a appropriate knowledge about application of science and technology

UNIT - I Science and Technology: Introduction

Science: Definition, Objectives, Scope; Scientific Attitude; Scientific Development over the period; **Technology**: Definition, Objectives, Scope; Role of Technology in Social Development;

UNIT - II Information and Communication Technology & Social Development

ICT: Definition, History, Computers and Telecommunication in India; scope for ICT in various fields namely Education, Public Health, and Welfare Administration.

UNIT - III e-Governance

e-Governance: Definition, meaning, and objectives; Policy Development; e-Governance Application.

UNIT - IV Space Technology Applications

Space Explorations; Indian and Foreign Space Missions - Peaceful Space Technology Application: Rural Development – Agriculture, Climate Forecast, Deep Sea Exploration & Forecast for fishing and navigation: Geographic Information System (GIS); Global Positioning System (GPS).

UNIT - V Emerging Fields of Modern Day Science and Technology

Technology Advancement in various fields; Science and Technology Applications Initiatives by Department of Science and Technology, Govt. of India

REFERENCES
Glenn Schweitzer, Editor (2005). Science and Technology and the Future Development of Societies: International Workshop Proceedings. National Academics Press, Washington D.C.

Wickremasinghe, Science And Technology For Rural
Seetha I. & Abilay, Development/Nam S&T Centre
Ma. Josefina P. & Gunaratne ISBN: 9788170358015

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WEB RESOURCES

- http://www.english/features/China2005/142243.htm

- http://www.nap.edu/catalog.php?record_id=12185

- http://www.openbook.php?record_id=12185&page=5

- http://www.Science-technology-society-and-environment-education-Wikipedia-the-free-
- encyclopedia.htm

- http://www.wiki/Science_and_technology_studies

ELECTIVE - LABOUR WELFARE

Course Code: 15MSW302   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

- On successful completion of the course the students should enrich their knowledge about the fundamentals of labour welfare, (ii) theories and administration of labour welfare, (iii)labour welfare measures, and (iv) occupational hazards and hygiene.

UNIT - I   Introduction

Labour: Concept, Characteristics of Indian labour, labour in unorganized sector; Recommendations of National Commission on Labour on various issues, Absenteeism and Labour turnover, and Factors influencing Productivity; Impact of automation and globalization on labour welfare.

UNIT - II   Basics of Labour Welfare

Labour Welfare: Concept and scope of labour welfare, classifications of labour welfare; Labour Welfare Officer: Role of labour welfare officer; Role of Trade Unions in Labour Welfare.

UNIT - III   Labour Welfare: Theories and Administration

Theories of and principles of labour welfare; Administration of labour welfare at central and state level; The Scheme of Workers Education: Objectives, Uses and limitations.

UNIT - IV   Labour Welfare Measures

Importance and need for labour welfare measures; Housing: Industrial housing policy and housing programmes; Family Benefit Schemes: Children's education, co-operative society, canteen, transport facilities and recreation facilities.

UNIT - V   Occupation Hazards and Health

Industrial Accidents: Causes and prevention; Industrial Health and Hygiene: Occupational diseases, treatment and prevention, pollution control and environmental protection.

REFERENCES

Bhagoliwal, T.N., 1966   Economics of Labour and Social Welfare, Salityta Bhawan.

Charles, B., 1970.   An Introduction to Industrial Sociology, D.B. Taraporele Sons, Bombay.

Giri, V.V., 1972   Labour Problems in Indian Industry, Asia Publishing House, Bombay.

Karnik, V.B. 1974   Indian Labour Problems and Prospects, Minerva Associates, Calcutta.

Mongia, J.N. 1981   Readings in Indian Labour and Social Welfare, Atma Ram and Sons, New Delhi.

Murthy, M.L., 1958	Principles of Labour Welfare, Gupta Brothers, Visakhapatnam.
National Commission on Labour,	Labour, 2003 Academic Publications, New Delhi. 1991-1997,
Pani, S.C.	Indian Labour Problem, Chaitanya Publishing House, Allahabad.
Saxena, R.C. 1974	Labour Problems and Social Welfare, Gutpa Printing Press, Meerut.
Sharma, R.N. 1993	Labour Problems & Social Welfare and Security, Surjeet Publications, New Delhi.
Vaid, K.N. 1970	Labour Welfare in India, Sri Ram Centre for Industrial Relations, New Delhi.

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ELECTIVE - INTRODUCTION TO MEDICAL SOCIAL WORK

Course Code: 15MSW303   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

- On successful completion of the course the students should enrich their knowledge about (i) the basics of medical social work, (ii) organization and administration of social work departments at formal setting, and (iii) role of medical social worker in dealing with chronically ill patients including physically challenged, and prevention of diseases and promotion of health.

UNIT - I   Basics of Medical Social Work

Concepts 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 filed.

UNIT - II   Organization and Administration of Medical Social Work

Organization and administration of medical social work department in hospitals; Medical social work in relation to different disciplines; Multi-disciplinary approach and team work in hospitals and Patients' right in health care.

UNIT - III   Medical Social Worker – Patients' Interaction

The psycho-social problems and the role of medical social worker in dealing patients with TB, STD, HIV/AIDS, Polio, Malaria, Leprosy, Typhoid, Cancer, Hyper tension and Cardiac disorders, asthma, arthritis and diabetes; Training of the volunteers to work with the chronically ill in the community.

UNIT - IV   Rehabilitation and Other Health Programmes

Rehabilitation: Concept, types, principles of rehabilitation; Role of medical social worker in rehabilitating a physically challenged person; Team Work and involvement of family members; Importance of family planning, sex education and school health programmes.

UNIT – V   Public Health and Nutrition

Concept of public health and preventive medicine; Levels of Prevention: Primary, secondary, and tertiary prevention; Role of medical social worker in the prevention of diseases and promotion of health; Food and Nutrition: Importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures; Problems of malnutrition in India and measures to tackle it.

REFERENCES

Anderson R. and Bury M. (Eds.) 1978	Living with Chronic Illness: The Experience of Patients and their Families, Princeton Hall.
Bartlatt, H.M. 1932	Social Work Practice in Health field, National Association of Social Workers, New York.
Borkar, G., 1961.	Health in Independent India, Ministry of Health Publications, New Delhi.
Goldstein, D., 1955	Readings in the Theory and Practice of Medical Social Work, University of Chicago Press, Chicago.
Hamilton, K.W., 1986	Counselling the Handicapped, Ronal Press, New York.
Pathak, S.H.,	Medical Social Work in India, Delhi School of Social Work, New Delhi.
Park and Park, 2005	Preventive and Social Medicine, Banarsidas Bhanot, Jaipur.

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ELECTIVE - RURAL AND URBAN SOCIAL STRUCTURE

Course Code: 15MSW304   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

- On successful completion of the course the students should enrich their knowledge about (i) the basics of rural and urban social structure, (ii) organization and administration of social work rural and urban setting, and (iii) role of social worker in dealing with issues and problems of rural and urban areas of India.

UNIT - I   Scope for Rural Sociology

Rural Sociology – Meaning, Definition, Scope. Characteristics of Rural Community; Social Stratification: Family, Kinship, Caste, Class and Occupation; Village Panchayat and Leadership; Social Control;

UNIT - II   Scope of Urban Sociology

Urban Sociology: Meaning, Definition, Scope. Urban Community: Characteristics; Types of Urban areas; Agencies of Social Control

UNIT - III   Rural and Urban Social Problems

Major problems of Rural Communities: Poverty, Unemployment, Illiteracy, Health and Nutrition, Infrastructure, Major problems of Urban Communities: Poverty, Housing, Drugs, Delinquency, Prostitution, Family disorganization.

UNIT - IV   Rural and Urban Economy

Indian Economy: Meaning and concept; **Rural Economy:** Agriculture; Agro based industries, Cottage Industries, Animal Husbandry; Problems of Rural Economy; Urban **Economy:** Small scale industries, Organized and unorganized sectors; Problems of urban Economy.

UNIT - V   Developmental Measures

Government Policy; Foreign Direct Investments; Economic Liberalization; Employment Guarantee Schemes; Urban Renewal Mission; Self Help schemes;

REFERENCES

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.

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ELECTIVE - LABOUR LEGISLATION

Course Code: 15MSW305   **4 Hours / Week;**   **No. of Credits**: 4

Objectives:

- On successful completion of the course the students should enrich their knowledge about i) Laws relating to labourers' working conditions and safety ii) Laws relating to Labour Welfare iii) Laws relating to wages of workers, and iv) Laws relating to Social Security of labourers.

UNIT - I   Labour Legislation: An Introduction
Labour Legislation: Concept, Meaning, Objectives and Importance. Labour Legislations relating to The Apprentices Act 1961, The Contract Labour Regulation and Abolition Act 1970, The Industrial Employment (Standing Orders) Act 1946, The Industrial Establishment National and Festival Holidays Act 1951

UNIT - II   Legislations Relating to Working Conditions and Safety

The Factories Act 1948, The Mines Act 1952, The Plantations Labour Act 1951, The Motor Transport Workers Act 1961, Tamilnadu Shops and Establishments Act 1947.

UNIT - III   Legislations Relating to Labour Welfare
The Factories Act 1948, The Mines Act 1952, The Plantations Labour Act 1951, The Catering Establishment Act 1958, The Tamilnadu Labour Welfare Fund Act 1972.

UNIT - IV   Legislations Relating to Wages
Legislation relating to Wages: The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Equal Remuneration Act 1971, The Contract Labour Regulation Act 1970, The Payment of Bonus Act 1965.

UNIT - V   Legislations Relating to Social Security of Labourers
The Workmen's Compensation Act 1923, 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

Deepak Bhatnagar, 1986   Labour and Industrial Laws. New Delhi: Pioneer Books

Kannan and Sowri Rajan, 1996   Industrial and Labour Laws. New Delhi: Taxman Allied Services

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Kapoor, N. D., 2000   Elements of Industrial Law. New Delhi:
                                           Sultan Chand and Sons.

Misra, S. N., 1986   Labour and Industrial Laws. New Delhi:
                                           Allahabad: Law Agency.

Subramanian, V., 2002.   Factory Laws Applicable in Tamilnadu. Volume
                                           I - V. Chennai: Madras Book Agency.

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ELECTIVE -   HOSPITAL ADMINISTRATION

Course Code : 15MSW306   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

- On successful completion of the course the students should enrich their knowledge about i) Classification and Planning of Hospitals ii) Functions of various departments of hospitals iii) Financial administration in hospital settings.

UNIT - I   Introduction
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 and Patient Care System
Staffing the hospital – selection and recruitment - medical professional and technical staff - social workers – physiotherapist - 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   Budgeting, Expenditure Management and Automation
Hospital Budget - departmental budget as a first step - specific elements of a departmental 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,et al   1983   Hospital Administration Desk Book New Jercy
                                          Prentice hall

Davies R Lewelyn et al. 1966   Hospital planning &. administration Geneva:WHO

Goal S L 1981   Health care Administration New Delhi: Sterling

Rabick & Jonathan et al. 1983   Hospital organization and Management, London: Spectrum

WHO Expert Committee 1957   Role of Hospital in Programme of Community Health Protection.

WHO Technical Report Services   Hospitals Administration WHO Technical

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ELECTIVE - RURAL COMMUNITY DEVELOPMENT

Course Code : 15MSW307   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

- On successful completion of the course the students should enrich their knowledge regarding the (i). Basic elements and approaches of Rural Community Development, (ii). Panchayati Raj system and other administrative aspects related to rural development and (iii). Different progammes related to Rural Community Development in India.

UNIT - I   Rural Community Development: Fundamentals and Approaches

Rural Community: Definition, Meaning, Characteristics of Rural Community and Rural poverty. **Rural Development Approaches:** Spatial Planning Approach, Multipurpose Approach, Integrated Development Approach, Area Development Approach, Multilevel District Planning Approach, Target Group Approach. **Rural Community Development:** Definition, Meaning, Objectives. **Extension:** Concept, Objectives, Methods, Techniques and Limitations.

UNIT - II   Rural Community Development: Origin and Development
Rural Community Development in India and Asia: Origin and Background, Early Experiments; Rural Community Development after Independence: Constitutional Provisions; Five Year Plans and Rural Development.

UNIT - III   Panchayati Raj
Local Self-Government in Ancient India: Moghuls' Period and British Period. Panchayati Raj after Independence: Constitutional Provisions, Balwant Rai Mehta Committee Report, Ashok Mehta Committee Report, Main features of Panchayati Raj legislation (73rd Amendment), Structure - Two Tier and Three Tier systems; Functions of Panchayats: Resources of Panchayats, State Control over Panchayati Raj Institution; Problems of Panchayats.

UNIT - IV   Community Development Administration
Organizational Set-up and Administration from National to Local level; Role of Panchayati Raj Institution in Planning: 'E' Panchayati (Electronic knowledge based Panchayat). Functions of BDO / Commissioner, Extension Officers at Block Level, People's Participation and Role of NGOs and PRI in Rural Community Development.

UNIT - V   Training and Community Development Programmes
Training: Meaning, Objectives, Scope and Importance. Training Institutions: NIRD, SIRD, CAPART and NABARD in Rural Development. **Early Rural Development Programmes:** A brief idea on IRDP, DWCRA and TRYSEM. **Current RD Programmes:** Government of India Programmes; Tamil Nadu Government's Rural Development Programmes; State Social Welfare Schemes.

REFERENCES

Agarwal and Singh, 1984   The Economics of Underdevelopment. Delhi: Oxford University

Aruna Sharma Rajagopal, 1995   Planning for Rural Development Administration. and New Delhi: Rawat Publications

Bhadouria and Dua, 1986   Rural Development: Strategies and Perspectives. Delhi: Anmol Publications

Brashmanda, P.R   Development Process of the Indian Economy. Bombay: Himalaya Publishing Company Ltd.

Dahama, O. P., 1982   Rural and Urban Development. New Delhi: Common Wealth.

Dubey, M. K., 2000   Technological Change for Rural Development in India. Delhi: B. R. Publications.

Gopalakrishna Asari, V., 1985   Social Issues in Development. New Delhi: Uppal

Nanavati Mehar.D., 1997   Social Welfare. New Delhi: Sage Publications.

Publication Division, MI&IB   India 2000: A Reference Manual. New Delhi, Ministry of Information and Broad Casting.

Singh, Dr., 1990   Panchayati Raj and Rural Organizations. Allahabad: Chugh.

Thakur, B. N., 1988   Sociology of Rural Development. New Delhi: Ashish.

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ELECTIVE -   HUMAN RESOURCE MANAGEMENT

Course Code : 15MSW308   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

• On successful completion of the course the students should their knowledge about HRM and Personnel Management, HR planning, various Management Systems and Wage and Salary Administration.

UNIT - I   Human Resource Management: An Introduction

Human Resource Management: Concept, Importance and Scope. Personal Management: Importance and Functions. Human Resources Management and Personnel Management.

UNIT - II   Human Resources Management / Development

Human Resource Management and Human Resources Development. Human Resources Development (HRD): Concept, Meaning, Philosophy, Components and Functions. HRD Scene in India: Current Trends, TEI, TQM, TBM, ISO.

UNIT - III   Human Resource Planning and Training

Human Resource Planning: Meaning, Need, Process and Forecasting Human Resource Requirement: Need for Human Resource Policies. Recruitment: Meaning, Source and Methods. Selection: Meaning, Steps, Use of Psychological Test and Placement and Induction. Training and Development: Meaning, Need, Importance, Objectives and Methodology. Concepts of Lean Management, Outsourcing, Promotion, Transfer, Redeployment and Retirement

UNIT - IV   Performance Management

Performance Management: Various System-needs for Performance Appraisal, Difficulties in Performance Appraisal, Job Analysis, Job Evaluation, Job Description, Job Specification, Job Enrichment, Job Enlargement and Job Rotation

UNIT - V   Wage / Salary Administration and Career Development

Wage and Salary Administration: New Concepts, Profit Sharing, Performance and Linked Compensation. Career Development: Strategies, Importance, Objectives, Principles, Compensation Packages, Succession Planning, Registers and Records, HR Audit, HR Research, HR Score Card, Employees' Satisfaction and Measures for Improvement, and Employees' Counselling.

REFERENCES

Dale. H . Besterfield   Total Quality Management. III Edition.

Carol Besterfield, 2004   Pearson Education.

Davar R S., 1977	Personnel Management and Industrial Relations. New Delhi: Vikas Publishing House.
Katju, M., 1982	Domestic Enquiry. Bombay: Tripathi (P) Ltd
Mamoria, C. B., 1980	Personnel Management. Bombay:Himalaya Publishing House
Manoj Kumar Sekar, 2000	Personnel Management. New Delhi; Crest Publishing House.
Mathur, B. L., 1989	Human Resource Development Strategies, Approaches and Experiences. Jaipur: Arinant Publishers.
Nadler, L., 1984 York: Wiley and Sons	Handbook of Human Resource Development. New
Tripathi, P. C., 2005	Personnel Management and Industrial Relations. New Delhi: Sultan Chand and Sons
Venkata Ratnam, C. S., and	Personnel Management and Human Resources.

ELECTIVE - PSYCHIATRIC SOCIAL WORK PRACTICE

Course Code : 15MSW309   **4 Hours / Week;**   **No. of Credits**: 4

Objectives:

- To help students understand basics of mental health problems.

- To facilitate in field work training

UNIT - I   Magnitude of Mental Health

Magnitude of mental health problems among men, women, aged, socioeconomically 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   Treatment Methods

Psychological methods / treatment – psychotherapy, Supportive Reconstructive psychotherapy – behaviour therapy, group therapy – yoga – meditation – occupational and recreational therapies.

UNIT - III   Therapies

Contemporary Theories of Therapy – Client Centered Therapy – Reality Therapy – Gestalt Therapy – Rational Emotive Behavior Therapy – Transactional Analysis

UNIT - IV   Mental Health Programmes

Community Mental Health Programmes; Admission procedures governing – admission and discharge from a psychiatric hospital; Role of Psychiatric Social Worker in Half Way Homes – Day Care Centers –Child Guidance Clinics;

UNIT - V   Policies and Legislations

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 Assessment Review. New Delhi:

Robert J.W   1998   : Psychiatry for Medical Students
Chennai Medical Publishers.

Robert Holman Coombs (Ed.) 2000 : Addiction Counseling Review, London:
Lawrence Eribaun Associates

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ELECTIVE - WELFARE OF WEAKER SECTIONS

Course Code : 15MSW310   **4 Hours / Week;**   **No. of Credits**: 4

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.

UNIT - I   Weaker Sections

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 – An Over view

Untouchability: Meaning and Definition; Causes of Untouchability - Ill effects of Untouchability – Role of Social Reformers and NGOs in eradication of Untouchability – Constitutional and legislative measures for the eradication of Untouchability;

UNIT - III   Scheduled Castes

Scheduled caste: Definition; Distribution and Characteristics and Problems of Scheduled Castes; Scheduled tribes: Definition, characteristics, problems of Scheduled tribes; Welfare programmes.

UNIT - IV   Bonded Labour

Bonded Labour: Definition, causes and measures taken by the Government to abolish Bonded Labour; Differently Abled: Types, welfare and rehabilitative measures;

UNIT - V   Women Empowerment

Women Empowerment: Meaning and Definition; Problems of Women in modern India: Empowerment of women – Constitutional provisions to safeguard the interest of women; Role of NGO's; Role of Social Workers in the welfare of weaker sections.

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   Administration of Policy and Programmes
Mundra Ratna. 1976   for Backward class in India, Bombay: Somaiya.

Government of India, 1999   Economical and Educational Development of
                                       Scheduled Castes. New Delhi: Govt of India.

Mukhepadhyaya   Women's Health, Public Policy
Swapria, 1998   and Community Action, New Delhi : Manohar.

Nair T. Krishnan, 1975   Social work education and Development of Weaker
                                       Section, Madras school of social work. Chennai

Puroshothaman   The Empowerment of women in India,
Sangeetha,1998   New Delhi: Sage.

Shankar Rao CN, 2006   Sociology of Indian Society, New Delhi: S.Chand.

CORE: BLOCK PLACEMENT

Course Code: 15MSW311;   **10 Days / Sem ;**   **4 Credits**

Objectives:

- To enrich the knowledge of the students about a particular, singled out NGO / Industry / Hospital according to their specialization.

- To ensure that students get a first hand information on the functioning of various departments in the placed agency / industry

BLOCK PLACEMENT

 The Social Work trainees will be placed in an agency appropriate to their specialization for a period of 10 working days during the III semester. This kind of block placement is a compulsory course carrying 4 credits. The second year students will be placed in an NGO / Industry / Hospital according to their specialization in and around Coimbatore to get exposure in the particular setting functioning. The students have to submit a report at the end of the placement training for which the viva-voce will be held along with field work viva for the III semester.

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CORE: CONCURRENT FIELD WORK PRACTICAL – III

Course Code: 15MSW312;   **15 Hours / Week;**   **4 Credits**

Objectives:

- To enrich the knowledge of the students about a particular, singled out NGO / Industry / Hospital according to their specialization.

- To ensure that students get a first hand information on the functioning of various departments in the placed agency / industry

The second year students will be placed in an NGO / Industry / Hospital according to their specialization in and around Coimbatore to get exposure in the particular setting functioning. The students will be evaluated on the basis of a viva –voce examination.

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INTER – DEPARTMENTAL COURSES

IDC - MANAGEMENT OF NON- PROFIT ORGANISATION

Course Number: **Number of Credits: 3**   **Self-study Paper**

Objectives:
On successful completion of the course the students would enrich their knowledge about the i) structure, development and establishment of NPOs, ii) contents of project identification, budgeting, and funding, iii) project personnel empowerment and monitoring and evaluation.

UNIT I Non-Profit Organizations / Non-Governmental Organizations

Non-Profit Organizations / Non-Governmental Organizations: Concept, Meaning, Need, Classification, Structure, Functions, Role of NGOs.

UNIT II Establishment of NPOs / NGOs

Registration and Establishment of NGOs: Societies Act, Trust Act, Company's Act (Sec. 25)

UNIT III Bylaws Preparation and Legal Status

Bylaws Preparation and Legal Status of NPO/NGO. FCR Act. Membership Classification, Executive Committee, Office Bearers and Governing Counsel, and Rights, Power and Duties.

UNIT IV Fund Mobilization for NPO/NGOs

Funding: Sources of Funding – Government Grants, Foreign Aid, Donations, Membership fees and Contribution. Project Approach to Funding: Donor Consortium Approach, Funding Criteria and Conditionality.

UNIT V Training, Monitoring and Evaluation

Training: Meaning, Need, Importance; NPO/NGO functions in different Fields; Role of NPOs/NGOs in Administering the Social Welfare Programmes. Project Evaluation and Monitoring; Management Information System; Project Appraisal; Logical Frame Analysis (LFA), Participatory Rural Appraisal (PRA); Network Analysis

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REFERENCES

Clark, John, 1991   Voluntary Organizations: Their Development. London, Earth Scan.

                                     The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.
Dorothea, Hilhorbt, 2003

                                     Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
Drucker, Peter, 1993

                                     Social Work Evaluation: Principles and Methods. Singapore: Allyn and Bacon.

Ginberg, Leon, H., 2001   Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.

                                     Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.
Julie Fisher, 2003

                                     Directory of Funding Organizations. New Delhi: Information and News Network.
Kandasamy, M., 1998

                                     Social Change through NGOs. New Delhi: Anmol Publishers.
Kapoor, K. K., (Ed.), 1986

                                     NGOs in Development. Jaipur: Rawat Publications.
Kumar, A., 2003

                                     Participatory Rural Appraisal: Methods and Application in Rural Planning. New Delhi: Vikas Publishing Co.
Lawant, B. T., 1999 Mukherjee, Amitara (Ed.), 1995

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

                                     Participatory Rural Appraisal and Questionnaire Survey. New Delhi
Mukherjee, Neela, 1995

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IDC -YOUTH AND DEVELOPMENT

Course Number: **Number of Credits: 3**   **Self-study Paper**

Objectives:
- Understand the situation of youth in India and the contributing factors influence of socio-economic & political situation on them
- Understand the needs and problems of youth in India
- Understand the political and social youth movements in India
- Understand youth related policies
- Understand the international, national Government and NGO initiatives for youth development.

Unit – I Situational Analysis of youth a. Concept, definition and characteristics of youth. b. Youth in India – Location – urban, rural, tribal, Role – student – non-student, gender, class, religion, caste, analysis of situation of youth. c. Influence of socio-economic and political situation on youth.

Unit – II Needs and Problems of youth – socialization, health, education, development – self-identity, employment, psycho-social needs. d. Problems of youth: unemployment, changing lifestyle, addictions (alcoholism, drug addition, smoking, gutka, gambling), Social Media, violence and crime, Sexuality – high risk behaviour, sexual exploitation and experiences, sexual preferences and variances.

Unit – III Youth movements in India – Political, social movements - International and National initiatives for Youth : Role of UN, Youth Exchange Programmes, Ministry of HRD, Nehru Yuva Kendra, Directorate of Sports and Youth Welfare

Unit – IV National – Youth policy, Education policy, Employment policy, H.R.D. policy and its impact - Student Welfare Centres at university and college levels, NSS, NCC, Employment Bureaus, Economic Development Corporations, Distance Education

Unit – V Initiatives for youth development Youth hostels, YMCA, YWCA, NGO efforts – sensitization and motivation of youth for change, youth leadership, CBOs and youth

REFERENCES

1. Agenda Jayaswal (1992) Modernization & Youth in India, Jaipur & New Delhi : Rawat Publications
2. Ahuja, Ram (1996) Youth & Crime, Jaipur & New Delhi : Rawat Publications

3. Altbach, Philip G. (1970) The Student Revolution – A Global Analysis, Bombay, New Delhi, Calcutta, Madras : Lalvani Publishing House
4. Anthony, A. D''souza (1979) Sex Education & Personality development, New Delhi ,Usha Publication

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5. Baja, Premed Kumar (1992) Youth Education & Unemployment, New Delhi : Hashish Publishing House
6. C. Engene Morris (1956) Counselling with Young People, New York : Association Press
7. Choudhary, D. Paul(1985)Child Welfare & Development, New Delhi, Atma Ram & Sons
8. Chowdhari, D. Paul (1967) Handbook of social welfare (Fields of social work), New Delhi
9. Erik H. Erikson (1965) The Challenge of Youth, Doubleday and Com. Inc, New York

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IDC - ECOLOGY, ENVIRONMENT AND SOCIAL WORK

Course Number: **Number of Credits: 3**   *Self-study Paper*

Objectives:
- Understand the Concepts and Perspectives of Ecology, Environment and Society.
- Understand the Technology and Development Processes and Environment.
- Understand the Environmental Issues and Consciousness in India
- Understand Environment Policies, Action and Management at the Governmental and NGO initiatives.

Unit I: The Concepts and Perspectives: Ecology, Environment and Society- their linkages; History of Man, Environment- Environment and Society; Changing patterns- from survival needs to emerging consumerism, Energy intensive Life-styles; Perspective on environment- Indian thought and Environment-traditional and Gandhian

Unit II: Development Processes and Environment: Technology, Industrialization, Urbanization and Globalization- their impact on Environment; Commercialization of Agriculture, changing land use patterns and the rural society;

Unit III: Environmental Issues and Consciousness: Environment degradation and pollution of Natural Resources- Air, Soil, Water, Population, Sanitation, Housing, Encroachments over Common Property Resources, Energy crisis and Rural Poverty; Construction of Dams and its consequences- displacement, relocation and rehabilitation; Deforestation and Ecological Imbalance.

Unit IV: Environment Consciousness- NGOs, Social Workers and Ecological Movements, Forestation programmes and policies. Environmental Legislation- needs and importance; Grassroots Organization, Women and Conservation of Environment; Panchyats and Environment.

Unit V: Environment Action and Management: State and the Environment preservation, Government Policies and programmes; Environment Management: Role of Traditional, State controlled, people controlled and jointly managed systems; and Waste Management.

REFERENCES

1. Arnold, David and Ramchandra Guha (eds.), Nature, Culture, Imperialism; Essays on the Environmental History of South Asia, Delhi, OUP, 199. 9
2. Centre or Science and Environment, The State of India's Environment: the Citizens Reports Vol. I-IV, New Delhi.
3. Chopra Ravi, natural Bounty-Artificial scarcity, Peoples Science Institute (PSI), Dehradun.

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4. Dansereau, Pierre, The Human Predicament 1. The Dimensions of Environmental quality in Human Ecology in the Common Wealth Proceedings of the First Common Wealth Conference on Development and Human Ecology, Malta 18-24, London, Charles Knight and Co. Ltd. P.1.

5. Dogra B, Forests and People, 1980.

6. Fukoka, One Straw Revolution.

7. Gadgil Madhav, Ecology, Penguin Books, New Delhi.

8. Gadgil, Madhav and Ramchandra Guha, This fissured Land: An ecological History of India, Delhi, OUP, 1994.

9. Gadgil, Madhav and Ramchandra Guha, Ecology and Equity; the use and Abuse of Nature in Contemporary India, Penguin, Delhi, 1995.

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SEMESTER IV

ELECTIVE -   INDUSTRIAL RELATIONS

Course Code : 15MSW401   **4 Hours / Week;**   **No. of Credits**: 4

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.

UNIT - I   Introduction to Industrial Relations

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 & Industrial Conflicts

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   Industrial Disputes & employee Discipline

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   Trade Unions

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   Collective Bargaining

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.

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.

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ELECTIVE - MENTAL HEALTH AND SOCIAL WORK

Course Code : 15MSW402   **4 Hours / Week;**   **No. of Credits**: 4

Objectives:

On successful completion of the course the students should enrich their knowledge about i) Concept and history of Mental Health, ii) Assessment of Mental Health, and iii) Prevalence, and Treatment modalities of related to Psychosis, Psycho-somatic and Childhood Disorders..

UNIT - I   Mental Health: An Introduction

Concept of Mental Health: Characteristics of Mentally Healthy Individual. Psychiatry: Definition, Historical Development and Growth of Psychiatry, Symptoms, Disorders of Perception, Thought, Speech, Memory, Emotion, and Motor Disorders.

UNIT - II   Assessment of Psychiatry

Assessment in Psychiatry: Psychiatric Interview, Mental Status Examination, Classification in Psychiatry. Etiology, Clinical Manifestation, Treatment modalities of Neurosis, Anxiety, Phobia, OCD, Depression, Post-Traumatic Stress Disorders and Panic Disorders.

UNIT - III   Prevalence and Treatment Modalities of Psychosis

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis, Organic Psychosis, Functional Psychosis and Personality disorders

UNIT - IV   Prevalence and Treatment Modalities of Psycho-somatic Disorders

Prevalence, Etiology, Clinical Manifestation and Treatment Modalities of Psycho-somatic Disorders: Alcoholism and Substance Abuse and Psycho-Sexual Disorders. STDs: Prevalence of HIV/ AIDS in India. Approach to Patients with suspected HIV Infection and Pre-test Counselling.

UNIT - V   Prevalence and Treatment Modalities of Childhood Disorders

Prevalence, Etiology, Clinical Manifestation and Treatment Modalities of Childhood Disorders: Mental Retardation, Epilepsy, Trans-cultural Psychiatry and Cultural bound Syndromes.

REFERENCES
Barker,   : Child Psychiatry, Granada Publishing Ltd
Bhatia, P   : Essentials of Psychiatry
M. S. Kaplan   : Synopsis of Comprehensive Text book of Psychiatry
James Soleman   : Abnormal Psychology and Human Life
Niraj Ahuja   : Introduction to Psychiatry.

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ELECTIVE - URBAN COMMUNITY DEVELOPMENT

Course Code : 15MSW403   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

• On successful completion of the course the students should enrich their knowledge regarding the i) Basic elements Urban Community including Urbanisation and Urban Problems, ii) Urban Community Development Administration and iii) Different progammes related to Urban Community Development in India.

UNIT - I   Urban Community

Urban Community: Meaning, Characteristics, Rural–Urban linkages and contrast. City: Meaning, Classification, Urban Agglomeration, Suburbs, Satellite towns, Hinterlands, New Towns, Metropolis and Megalopolis.

UNIT - II   Dimensions of Urbanisation and Urbanism

Urbanisation and Urbanism: Meaning and Characteristics, Trends in Urbanisation;
Process and Theories of Urbnisation.

UNIT - III   Urban Community Development: Fundamentals and Approaches

Urban Community Development: Definition, Objectives and Historical Background. Approaches, Principles, Urban Development Planning: Town and Country Planning Act 1971, Constitution (Seventy-Fourth Amendment) Act 1992; Importance of Community Planning and Community Participation in Urban Development,

UNIT - IV   Urban Development Administration

Urban Development Administration at National, State and Local levels; 74th Amendment and Salient Features of Nagarpalika Act. Structure of Urban Development Agencies: Municipal Administration – Corporations, Municipalities; Town Panchayats, Metropolitan Development Authorities; Functions of Officials and Non-officials in Urban Self-Governments;

UNIT - V   Urban Development Programmes

Urban Development Programmes: Importance of Five Year Plans; Jawahar Lal Nehru National Urban Renewal Mission (JNNURM), Urban Infrastructure Development Scheme for Small and Medium Towns(UIDSSMT), National Urban Information System (NUIS), Madras Urban Development Projects (MUDP) I & II; Tamil Nadu Urban Development Project (TNUDP); Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY), Slum Clearance - Resettlement and Rehabilitation Programme. Problems in Implementation of Urban Community Development Programmes.

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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 Publications

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

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

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

Sinha Rekha andSinha 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 Publications.

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

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

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.

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.

Aray and Abbasi, 1995   Welfare, New York. Tenants and Trustees. Delhi:
MacMillan. .

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ELECTIVE - ORGANIZATIONAL BEHAVIOUR

Course Code : 15MSW404   4 Hours / Week;   No. of Credits: 4

Objectives

- On successful completion of the course the students should enrich their knowledge relating i) the background and dynamics of Organizational Behaviour ii) to resolve conflicts in organizational environment, and iii) Organizational Changes and their impact on Organization Performance.

UNIT - I   Introduction

Organizational Behaviour: Definition, Objectives, Need, Background and Foundations of Organizational Behaviour. Models of Organization Behavior and Challenges in Organizational Behaviour.

UNIT - II   Individual and Group Organization

Individual and Groups in Organization: Individual - Differences and Models Man, Personality and Behavior: Perception and Learning, Values, Attitudes and Job Satisfaction. Group Dynamics: Theories of Group Formation - Formal and Informal Behavior and Group Behavior.

UNIT - III   Motivation and Leadership

Motivation: Theories of Motivation and Emotional Intelligence. Leadership: Theories of Leadership. Concept of Communication: Communication Process and Effective communication. Management Information system: Management Review Meeting, Power and Politics and Organizational Conflict.

UNIT - IV   Dynamics and Forms of Organization

Dynamics of Organization: Concept of Organizational Structure, Bases of Departmentation and Span of Management, Delegation of Authority: Centralization and Decentralization. Forms of Organization Structure: Line and Staff, Functional, Divisional, Project Matrix and Organization Structure. Job Stress: Causes and Effects of Stress and Coping with Stress.

UNIT - V   Organizational Change and Development

Organizational Change and Development: Organizational Culture, Organizational Effectiveness and Organizational Change. Organizational Development: Meaning, Characteristics, Models, Organizational Development Interventions, Cross Functional Teams and Quality of Work Life.

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REFERENCES

Jhon .W. Newstrom, 2007   Organisational Behaviour. New Delhi: Tata McGraw– Hill Publishing Company Ltd.

Keith Davis, Kesho Prasad, 1996   Human Behavior at Work. Louis Allen Management and Organization.

Khanka .S. S., 2000   Organisational Development for Excellence. New Delhi: S. Chand and Company.

Prasad, L M., 2006   Organisational Behaviour. New Delhi: S. Chand and Company.

Stephen P. Robins, 2005   Organizational Behavior. New Delhi: Sultan Chand & Sons. Organisational Behaviour. New Delhi: Prentice–Hall of India Pvt. Ltd.

Subba Rao, P., 1999   Essentials of Human Resource Management and Industrial Relations. Mumbai: Himalaya Publishing House.

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ELECTIVE - COUNSELLING THEORIES AND PRACTICE

Course Code : 15MSW405   **4 Hours / Week;**   **No. of Credits: 4**

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 Counselling and therapeutic relationships, and (iv) Assessment, Testing and Diagnostic process.

UNIT - I   Concept of counseling

Concept of counseling - Definition, Elements, Characteristics And Goals; Evolution of counseling; Foundations of counseling - Philosophical foundations - dignity of the human - sociological foundation - Influence of social system–psychological foundations-concept of self, goal directed behavior, learning principles,

UNIT - II   Counselling Skills and Theories

Basic skills of counseling- Attending, listening, reflective skills and probing skills. Counseling as a process; Stages of counseling process. Counseling theories: Psychodynamics, Sigmund Freud, Alfred Adler. Humanistic counseling- Person Centered Counseling [Carl Rogers] Transactional Analysis, Cognitive theory and behaviour counseling.

UNIT - III   Counseling Approaches

Different approaches to counseling: Client Centered, Behavioural Cognitive, Solution Oriented The Egan Model of Counseling - The Skilled Approach

- **Stages of Counseling:**

Stage I: Problem exploration and clarification;

Stage II: Integrative understanding dynamic self understanding

UNIT – IV   Counselor-Counselee Relationship

Facilitating action; Helper's skills; Selective and integrative counseling- Multi Model Counseling, Counselor-Counselee Relationship. Counselor's needs in Counseling, Developing Self-Awareness – Personal Qualities of Counselor, Counselor as a Model.

UNIT – V   Group counseling

Group counseling – Definition Advantages of group counseling, process of group counseling ethical practices in counseling, counseling in school setting, palliative care counseling and rehabilitation counseling.

REFERENCES

Dr. Paul Hauck	: Depression
Eugene Kennedy 1977	: On Becoming A Counselor
Eugene Kennedy 1981	: Crisis Counseling
Fuster J M	: Helping In Personal Growth o
Gerard Egan 1982	: The Skilled Helper
Joe Currie 1985	: In The Path Of The Barefoot Counselor
Prahanthem B J	: Therapeutic Counseling
Student Counseling Center 1982	: Towards Effective Student Counseling

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ELECTIVE - NGO FORMATION AND MANAGEMENT

Course Code : 15MSW406   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

- On successful completion of the course the students would enrich their knowledge about the i) structure, development and establishment of NGOs, ii) contents of project identification, budgeting, and funding, iii) project personnel empowerment and monitoring and evaluation.

UNIT - I   Non-Governmental Organizations

Non-Governmental Organizations: Concept, Meaning, Need, Classification, Structure, Functions, Historical Development of NGOs in India.

UNIT - II   Establishment of NGOs

Registration and Establishment of NGOs: Societies Act, Trust Act, Company's Act (Sec. 25), Bylaws Preparation and Legal Status of NGO. FCR Act.

NGOs: General Body; Membership Classification; Admission and Removal of General Body Members; Office Bearers and Governing Counsel:

UNIT - III   Project Identification and Budgeting

Project Identification and Feasibility Studies / Base Line Surveys, Project Formulation, Planning and Policy-making, Strategy Formation and Preparation of Project Proposals and Project Implementation.

UNIT - IV   Funding of NGOs

Funding: Sources of Funding – Government Grants, Foreign Aid, Donations, Membership fees and Voluntary Contribution. Project Approach to Funding: Donor Consortium Approach, Funding Criteria and Conditionality. NGOs and Networking Strategies.

UNIT - V   Project Personnel Empowerment and Monitoring and Evaluation

Training: Meaning, Need, Importance, Purpose, Role of NGOs in Administering the Social Welfare Programmes. Project Evaluation and Monitoring: Management Information System. Project Appraisal:

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REFERENCES

Clark, John, 1991	Voluntary Organisations: Their Development. London, Earth Scan.
Dorothea, Hilhorbt, 2003	The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.
Drucker, Peter, 1993	Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
Ginberg, Leon, H., 2001	Social Work Evaluation: Principles and Methods.Singapore: Allyn and Bacon.
Julie Fisher, 2003	Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
Kandasamy, M., 1998	Governance and Financial Management in Non–Profit Organizations. New Delhi: Caritas India.
Kapoor, K. K., (Ed.), 1986	Directory of Funding Organizations. New Delhi: Information and News Network.
Kumar, A., 2003	Social Change through NGOs. New Delhi: Anmol Publishers.
Lawant, B. T., 1999	NGOs in Development. Jaipur: Rawat Publications.
Mukherjee, (Ed.), 1995	Participatory Rural Appraisal: Methods and Application in **Amitara** Rural Planning. New Delhi: Vikas Publishing Co.
Mukherjee, K. K, and Sutapa, 1986	Voluntary Organization: Some Perspectives. **Mukherjee** Hyderabad: Gandhi Peace Centre.
Mukherjee, Neela, 1995	Participatory Rural Appraisal and Questionnaire Survey. New Delhi.

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CORE – CONCURRENT FIELD WORK PRACTICAL – IV

Course Code: 15MSW407;   **15 Hours / Week;**   **4 Credits**

Objectives

❖ To place every student in different agencies to undergo fieldwork training twice a week throughout the semester.
❖ To enable student to get an in-depth understanding of the working of an agency.
❖ To equip the students with skills of reporting their observation and develop the art of writing narrative and descriptive records.

Field Work Contents

❖ At early stage ensure the students to understand the philosophy, objectives, organizational setup, rules and regulations of the organization, nature of services of the agency.
❖ The middle stage is planned to understand the programme of the agency, and the extent of field coverage in complete detail and are planned to provide opportunities to develop the skills of planning and organizing out reach activities suitable to the agency and its beneficiaries.
❖ By the final Stage of the field work training, students are expected to get sufficient knowledge and skill of preparing consolidated report of the activities in the agency.

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CORE – PROJECT WORK

Course Code: 15MSW408;   **8 Hours / Week;**   **6 Credits**

Every student is required to complete a Project Work under the supervision and guidance of a Faculty of the Department who will guide the students on topics related to Social Work practice and a Viva-Voce will be conducted at the end of the IV Semester by a board of examiners (one Internal and one External). For Project Work 6 credits are awarded.

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SUPPORTIVE – INDIAN LEGAL SYSTEM

Course Code: 4 Hours / Week;   **No. of Credits 4**

Objectives:

- On successful completion of the course the students would enrich their knowledge about the i) Contents of Project formulation, development and implementation, ii) Contents of project, iii) Implementation, recording, documentation, monitoring and evaluation.

UNIT - I   Jurisprudence

Meaning, definition of Jurisprudence, Administration of Justice: Sources of law legislation, judicial precedent and custom as source of law.

UNIT - II   Constitutional Law of India

Indian Constitution;:, Preamble, Federal Structure, Government, Citizenship, Fundamental Rights & Duties; Parliament; Executives: President, Prime Minister and Council of Ministers, Governor, Chief Minister. Legislative Relations; Distribution of Powers;

UNIT - III   Indian Judicial System

Structure of Indian Judiciary; Supreme Court; High Court; Sub-ordinate Courts; Types of Subordinate courts:

UNIT - IV   Laws of the Land

Family Laws for Hindus, Christians and Muslims; Civil Procedure Code; Criminal Procedure Code; Evidence Act; Indian Penal Code; Alternative Dispute Resolution Systems;

UNIT - V   Substantial & Procedural Laws

Certain Basic Knowledge about Human Rights, Fundamental Rights including Liberty, Freedom for Movement, Arrest, Bail, and Conviction.

REFERENCES

Baruah, Aparajita (2007):   : Preamble of the Constitution of India :
                                          An Insight & Comparison. Eastern
                                          Book Co. ISBN 978-81-7629-996-1.

Basu, Durga Das (1965)   : Commentary on the constitution of India :
                                          1–2. S. C. Sarkar & Sons (Private) Ltd.

Basu, Durga Das (1984)   : Introduction to the Constitution of India
                                          (10th ed.). South Asia Books.
                                          ISBN 0-8364-1097-1.

Basu, Durga Das (1981) : Shorter Constitution of India. Prentice-Hall of India. ISBN 978-0-87692-200-2.

Ghosh, Pratap Kumar (1966) : The Constitution of India: How it Has Been Framed. World Press.

Jayapalan, N. (1998) : Constitutional History of India. Atlantic Publishers & Distributors. ISBN 81-7156-761-4.

Menon, N. R. Madhava; Banerjea, D : West Bengal National University of Juridical Sciences (2005). Criminal Justice India Series: pts. 1-2. Chandigarh. Allied Publishers. p. 229.

Rahulrai, Durga Das (1984) : Introduction to the Constitution of India (10th ed.). South Asia Books. ISBN 0-8364-1097-1.

Sen, Sarbani (2007) : The Constitution of India: Popular Sovereignty and Democratic Transformations. Oxford University Press. ISBN 978-0-19-568649-4.

The Constituent Assembly Debates : Proceedings - 9th December,1946 to 24 January 1950)". The Parliament of India Archive. Retrieved 2008-02-22.

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SUPPORTIVE - CORPORATE SOCIAL RESPONSIBILITY

Course Code :   **4 Hours / Week;**   **No. of Credits: 4**

Objectives:

> On successful completion of the course the students would enrich their knowledge about the i) Corporate social responsibility, ii) History and development of CSR, iii) Legal measures and Role of Social Worker in CSR.

UNIT – I
Corporate Social Responsibility in Indian and International Context: CSR – Definition, Concepts, Approaches of CSR; Overview of Corporate Social Responsibility and Corporate Social Accountability, National and International CSR Activities.

UNIT – II
Business Ethics and Corporate Social Responsibility: Concept of Business Ethics – Meaning, Importance and Factors Influencing Business Ethics.

UNIT – III
Corporate Governance: Meaning, Significance, Principles and Dimensions. Legislative measures of CSR; Business benefits of CSR;

UNIT – IV
Stake holders in CSR: Corporate, Labour, NGOs, Government and Community / Citizens;. Social Accounting, Social Auditing, SA:8000 and Corporate Social Reporting

UNIT – V
Role and Skills of Social Worker in CSR : Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public Speaking, Teaching, Supervising, and Report Writing.

Reference:

1. The Business of Social Responsibility – Harsh Shrivastava , Books For Change, Bangalore, 2000.

2. Corporate Social Responsibility – Concepts and Cases, CV. Baxi, 2005.

3. Global Strategic Management, Dr.M.Mahmoudi, Deep & Deep Publications Pvt. Ltd, Delhi. 2005.

4. International Human Resource Management – Global Perspective, SK.Bhatia, Deep & Deep Publications Pvt. Ltd., Delhi, yr.2005.