

**SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV
COLLEGE FOR WOMEN (AUTONOMOUS)**

CHENNAI - 600044

Re accredited with A+ Grade by NAAC

MASTER OF SOCIAL WORK

(Shift – I)

Under the faculty of Arts

PG Department of Social Work



CHOICE BASED CREDIT SYSTEM (CBCS)

OUTCOME BASED EDUCATION (OBE)

(Effective from the Academic Year 2020-21)

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RULES AND REGULATIONS

PG DEPARTMENT OF SOCIAL WORK

Revised Syllabus of 2020 – 2021

Master of Social Work

OBJECTIVES OF THE COURSE:

Master of Social Work is to ensure quality education to the aspirants foreseeing the developmental trends in higher education, incorporating multi-disciplinary skills, making professional education and practice of social work more attractive, preparing the youth for life-long learning in a competitive world and ultimately increasing the chances of their employability on the one hand and shaping their personality to take up new challenges, new assignments and new responsibilities comfortably on the other, and thus ultimately contributing in the mitigation of the problems of suffering humanity.

PG REGULATIONS

- 1. ELIGIBILITY FOR ADMISSION:** Candidate with any Bachelor Degree is eligible for admission

2.ELIGIBILITY FOR THE AWARD OF DEGREE:

A candidate shall be eligible for the award of the Degree only if she has undergone the prescribed course of study in a College affiliated to the University for a period of not less than two academic years, passed the examinations all the four-Semesters prescribed earning a minimum of 91 Credits (in Parts-I & II)

3.DURATION:

- a. Each academic year shall be divided into two semesters. The first academic year shall comprise the first and second semesters and the second academic year the third and

fourth semesters.

- b. The odd semesters shall consist of the period from June to November of each year and the even semesters from December to April of each year. There shall be not less than 90 working days for each semester.

4.COURSE OF STUDY:

The main Subject of Study for Master Degree Courses shall consist of the following

PART – I CORE SUBJECTS, PROJECT/ELECTIVES

PART – II SOFT SKILLS & INTERNSHIP

1. Skill based subjects (Four) -
 - a) Teaching Skills
 - b) Research Skills
 - c) Soft Skill – SWAYAM COURSE (MOOC)
 - d) Soft Skill – SWAYAM COURSE (MOOC)

Recommended Credits Distribution: (Total should not be less than 91 Credits)

Course Type	No. of Papers	Credits / Paper	Credits
Core (Theory)	15	4	60
Core (Practical)			
Core (Project)			
Elective	5	3	15
Internship		2	2
Skill based courses	2	3	6
Swayam Courses	2	4	8
Total			91

5.ATTENDANCE

CATEGORY-A: ATTENDANCE REQUIREMENT

All candidates must put in 75% and above of attendance for Arts, Science, Commerce courses both UG/PG including MBA/MCA Degree courses for appearing the University Examination. (Theory/Practical)

CATEGORY –B: CONDONATION OF SHORTAGE OF ATTENDANCE

If a candidate fails to put in the minimum attendance (Percentage stipulated), the Principals shall condone the shortage of attendance up to a maximum limit of 10% (i.e. between 65% and above and less than 75%) for all UG/PG courses. (i.e. Arts Science, Commerce, MBA and MCA) after collecting the prescribed fee of RS.250/-each for Theory/Practical examination separately, (Theory Rs.250/- Per semester/Per Candidate: Practical Rs.250/- Per semester/ Per Candidate) towards the condonation of shortage of attendance.

CATEGORY-C: NOT ELIGIBLE FOR CONDONATION OF SHORTAGE OF ATTENDANCE

Candidates who have secured less than 65% but more than 50% of attendance are NOT ELIGIBLE for condonation of shortage of attendance and such candidates will not be permitted to appear for the regular examination, but will be allowed to proceed to the next year/next semester of the course and they may be permitted to take next University examination by paying the prescribed condonation fee of Rs.250/- each for Theory/Practical separately. Names of such candidates should be forwarded along with their attendance details in the prescribed format mentioning the category(3copies). Degree Wise/Year wise/Branch wise/semester wise/together with the fees collected from them. So as to enable them to get permission from the University and to attend the Theory/Practical examination subsequently without any difficulty.

CATEGORY-D: DETAINED STUDENTS FOR WANT OF ATTENDANCE

Candidate who have put in less than 50% of attendance have to repeat the course (by re-joining) for which they lack attendance without proceeding for II/III year as the case may be. Until they re-join the course and earn the required attendance for that particular semester/year, no candidates shall be permitted to proceed to the next year/next semester of the course under any circumstances. They have to obtain prior permission from the University to re-join the course.

Provided in case of candidates who are admitted form the academic year 2003 -2004 earning less than 50% of attendance in any one of the semesters due to any extraordinary circumstances such as medical ground, such candidates shall produce Medical Certificate issued by the authorized, Medical Attendant (AMA), duly certified by the Principal of the college shall be permitted to proceed to the next semester and to complete the course of study. Such candidates shall have to repeat the semester, which they have missed by re-joining after completion of final semester of the course, by paying the fee for the break of study ad prescribed by the University from time to time.

CATEGORY-E: CONDONATION OF SHORTAGE OF ATTENDANCE FRP MARRIED WOMEN STUDENTS

In respect of married women students undergoing UG/PG course, the minimum attendance for condonation (Theory/Practical) shall be relaxed and prescribed ad 55% instead of 65% if they conceive during their academic career. Medical certificate form the Doctor attached to the Government Hospital (D.G.O) and the prescribed fee of Rs.250%- therefor together with the attendance details shall be forwarded to this off ice to consider the condonation of attendance mentioning the category.

0% Attendance

The candidates who have earned 0% of attendance, have to repeat the course (by re-joining) without proceeding to succeeding semester and they have to obtain prior permission

form the University to re-join the course immediately for which applications issued for the academic year.

6. BREAK IN STUDY:

After enrolling into any of the courses offered by the college a student is allowed to be absent continuously for period of FIVE years (Max. Condonable period- from the day of enrolment) after which she forfeits her admission.

A student who wants to continue her study within the condonable break period can rejoin in the same semester in the EXISTING VACANCY after getting the permission from the Principal and subsequently from University of Madras. Such students should also get a letter from the respective Head of the Department stating that she is not repeating any paper which she has already completed in other semesters.

7. TRANSFER OF STUDENTS AND CREDITS:

Transfer from other Autonomous or Non-Autonomous college or from other University is allowed for the same program with same nomenclature provided there is a vacancy in the respective program of study and the student has passed all the examinations under the previous system. **Students with standing arrears are NOT eligible for transfer.**

The marks obtained in the previous system will be converted and grades will be assigned as per the University norms.

Such students **are eligible** for classification.

Such student is NOT eligible for ranking, prizing and medals on qualifying the PG degree.

8. REQUIREMENTS FOR PROCEEDING TO SUBSEQUENT SEMESTERS

1) Candidate shall register their names for the First Semester Examination after the admission in the Master of social Work Course.

2) Candidates shall be permitted to proceed from the first semester up to the final Semester irrespective of their failure in any of the Semester Examinations subject to the condition that the candidate should register for all arrear subjects of earlier semesters along with current (subject) semester subjects.

3) Candidates shall be eligible to proceed to the subsequent semester, only if they earn sufficient attendance as prescribed by the University/College.

9. PASSING REQUIREMENTS

1. There shall be no passing minimum for Internal. But 0 also should not be awarded. In case a student absents herself for all the CIA exams and ends in getting 0 in internal in a particular subject, she will be awarded 1 or 2 marks for attendance.

2. For all subjects (Theory/Practical/Project) the passing requirement is as follows:
i) candidate should secure not less than 50% of marks in End Semester Examination (ESE) and not less than 50% in aggregate of the total internal and external marks.

3. A candidate who passes in all subjects earning 91 credits within the maximum period of four years reckoned from the date of admission to the course shall be declared to have qualified for the degree.

4. A student who fails in either Project work or Viva-voce shall be permitted to redo the project work for evaluation and re-appear for the Viva-voce on a subsequent occasion, if so recommended by the examiners.

5. Grading shall be based on overall marks obtained (Internal + External)

10. MEDIUM OF INSTRUCTION AND EXAMINATIONS

The medium of instruction and examinations for the papers of Part I & II shall be the language concerned. For part I subjects other than modern languages, the medium of instruction shall be either Tamil or English and the medium of examinations is in English/Tamil irrespective of the medium of instruction. For modern languages, the medium of instruction and examination will be in the languages concerned.

11. SUBMISSION OF RECORD NOTE BOOKS FOR PRACTICAL EXAMINATIONS

Candidates appearing for practical examinations should submit bonafide Record Note Books prescribed for practical examinations, otherwise the candidates will not be permitted to appear for the practical examinations.

12. CLASSIFICATION OF SUCCESSFUL CANDIDATES

- 1. A Candidate who qualifies for the Degree and secures CGPA between 9.0 – 10.0 shall be declared to have passed the examination in FIRST CLASS - EXEMPLARY provided she has passed the examination in every subject she has registered as well as in the project work in the first appearance.**
- 2. A Candidate who qualifies for the Degree and secures CGPA between 7.5 – 8.9 shall be declared to have passed the examination in FIRST CLASS WITH DISTINCTION provided she has passed the examination in every subject he/she has registered as well as in the project work in the first appearance.**
3. A candidate who qualifies for the degree as per the regulations for passing requirements and secures CGPA between 6.0 – 7.4 shall be declared to have passed the examination in FIRST CLASS
4. A candidate who qualifies for the degree as per the regulations for passing requirements and secures CGPA between 5.0 –5.9 shall be declared to have passed the examination in SECOND CLASS
5. Only those candidates who have passed all the papers including practical and project work in the first appearance shall be considered for the purpose of RANKING.

13. RANKING

1. Candidates who pass all the examinations prescribed for the course in the first appearance itself alone are eligible for Ranking / Distinction.
2. Provided in the case of candidates who pass all the examinations prescribed for the course with a break in the First Appearance due to lack of attendance are only eligible for classification.

14. GRADING SYSTEM

The term grading system indicates a SEVEN (7) point scale of evaluation of the performance of students in terms of marks obtained in the Internal and External Examination, Grade points and letter grade.

Minimum Credits to be earned:

For TWO year PG Programme: Best 91 Credits (Part I: Major/Elective, Part –II: Soft skills)

Conversion of Marks to Grade Points and Letter Grade

RANGE OF MARKS	GRADE POINTS	LETTER GRADE	DESCRIPTION
90-100	9.0-10.0	O	Outstanding
80-89	8.0-8.9	D+	Excellent
75-79	7.5-7.9	D	Distinction
70-74	7.0-7.4	A+	Very Good
60-69	6.0-6.9	A	Good
50-59	5.0-5.9	B	Average
40-49	4.0-4.9	U	Re-appear
ABSENT	0.0	AAA	ABSENT

(Performance in a Course / Paper)

15. CLASSIFICATION & CALCULATION OF GPA AND CGPA

For a Semester :

GRADE POINT AVERAGE [GPA]

Sum of the multiplication of grade points by the credits of the courses

GPA =

Sum of the credits of the courses in a semester

For the entire programme:

CUMULATIVE GRADE POINT AVERAGE [CGPA]

Sum of the multiplication of grade points by the credits of the courses
for entire programme

CGPA= -----

Sum of the credits of the courses of the entire programme

CGPA	GRADE	CLASSIFICATION OF FINAL RESULT
9.5-10.0	O+	First Class - Exemplary *
9.0 and above but below 9.5	O	
8.5 and above but below 9.0	D++	First Class with Distinction *
8.0 and above but below 8.5	D+	
7.5 and above but below 8.0	D	
7.0 and above but below 7.5	A++	First Class
6.5 and above but below 7.0	A+	
6.0 and above but below 6.5	A	
5.5 and above but below 6.0	B+	Second Class
5.0 and above but below 5.5	B	
0.0 and above but below 5.0	U	Re-appear

* The candidates who have passed in the first appearance and within the prescribed semester of the PG Programme (Major, Elective/Project and Non-Major Elective courses alone) / M.Phil. are eligible.

16.ESE REVALUATION

A student is eligible to appeal for revaluation of the paper only **if she secures a minimum of 10 in the internal tests (CAT) of that paper** if the internal maximum marks is 25 and **a minimum of 6 in the internal tests (CAT) of that paper** if the internal marks is 15. This has to be done within 10 days from the publication of results. She also has to pay the prescribed fee. The revaluation will be done by an external examiner appointed by the Principal.

17.ARREAR / REPEAT EXAMINATIONS

1. A candidate having arrear paper(s) shall have the option to appear along with the regular semester papers.
2. Candidates who fail in any of the papers in Part I & II of PG degree examinations shall complete the paper concerned within **four** years from the date of admission to the said course.

18.SUPPLEMENTARY / INSTANT EXAMINATION

1. Final year students (PG – II year 4th semester) are **only** eligible to apply for Supplementary / Instant Examination.
2. Students who have only one paper as arrear in the final semester are allowed to take up supplementary / instant examination.
2. Supplementary / Instant Examination will not be conducted for practical papers and projects.

19. CONCESSIONS FOR DIFFERENTLY-ABLED STUDENTS

1. Students who are mentally disabled, learning disability and mental retardation, who are slow learners, who are mentally impaired having learning disorder and seizure disorder and students who are spastic and cerebral palsy the following concessions shall be granted obtaining prior permission from the University
 - a. One-third of the time of paper may be given as extra time in the examination.
 - b. Leniency in overlooking spelling mistakes
2. Students who are visually challenged

- a. Exempted from paying examination fees.
- b. A scribe shall be arranged by the college and the scribe be paid as per the college decision.

20. MALPRACTICE

The College views malpractice of any kind very seriously. The college has a Malpractice committee consisting of four senior staff members. Students found to be directly or indirectly involved in malpractice of any kind during examinations will be subject to penalty of very high proportions.

21. MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAMME TO QUALIFY FOR A DEGREE:

1. A student who for whatever reasons is not able to complete the programme within the normal period (N) or minimum duration prescribed for the programme, may be allowed **TWO** year period beyond the normal period to clear the backlog to be qualified for the degree. (Time span is $N + 2$ years for completion of the programme)
2. In exceptional cases like major accidents and child birth, an extension of **ONE** year be considered beyond maximum span of time that is $N + 2 + 1$. Students qualifying during the extension period are **NOT** eligible for ranking.

22. REGULATORY BODIES

Under autonomy, the college is free to frame its curriculum and conduct examinations. These functions are monitored by the **Board of Studies, Board of Examiners and the Academic Council.**

Board of Studies

Separate Board of studies are constituted for each programme offered by a department. Each Board of Studies will meet at least once a year to design courses, modify syllabi / examination pattern and recommend the same to the Academic Council.

The Board of Studies is composed of:

- Head of the respective department (Chair person)

- One subject expert from within parent University – as nominated by the Vice- Chancellor from a panel of recommended members. **(University nominee)**
- Two senior staff members of each specialization apart from Chair person.
- Two subject experts from outside the parent University.
- One representative from Industry / Corporate sector / allied area.
- One alumnus
- One student representative from current batch (preferably a meritorious final year student).

The tenure of the external experts is for TWO years.

Board of Examiners

A list of board of examiners is obtained by circulating the details of courses offered by the college to other colleges and through the list provided by the departments. Single valuation is done for UG courses and double valuation, one Internal and one External, for PG courses.

Academic Council

The Academic Council is composed of:

- ◆ The Principal (Chairman)
- ◆ All heads of the department in the college
- ◆ Four senior teachers of the college representing different categories of teaching
- ◆ Four representatives from the Industry / Corporate sector / allied area relating to placement / Commerce / Law / Education / Medicine / Engineering nominated by the Governing Body
- ◆ Three nominees of the University of Madras
- ◆ A faculty member nominated by the principal (Member Secretary)
- ◆ The term of the nominated members shall be TWO years.

23. PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

PEO1: To hone their critical intelligence, professional behaviour and strive towards creative endeavour.

PEO2: To augment research and entrepreneurial skills supplemented with rich skills of communication, teamwork and leadership to excel in their profession.

PEO3: To imbibe a deep sense of rationality and in depth knowledge of the various contemporary issues that would elevate their comprehension in the global context.

24. PROGRAMME OUTCOMES (POs)

PO1: Identify and analyze the complex problems reaching substantiated conclusions using domain knowledge.

PO2: Apply investigative research, specialize in problem identification, formulate research design, utilise analytical tools, draw valid inferences and provide suggestions leading to nation building initiatives.

PO3: Strengthen professional ethics and career planning with systematic building of intrapersonal and interpersonal skills to participate in the intellectual diasporas.

PO4: Establish oneself as a self-reliant, empowered individual to have an inclusive, healthy and compassionate understanding towards life and society.

PO5: Equipped with technical / managerial expertise to innovate and critically analyse various attributes which constitute pivotal issues in a multidisciplinary scenario.

PO6: Emerge as innovators and pioneers to create new avenues of employment catering to the global trends as well as demands.

25. PROGRAMME SPECIFIC OUTCOMES (PSOs)

PSO1: Equip students with in depth knowledge, values, and skills and to prepare competent Social Work professionals.

PSO2: Enable students to Identify and analyze existing and emerging social problems and develop interventions.

PSO3: Prepare Students to apply various techniques, skills, approaches and model of social work practice which leads to the employment opportunities

PSO4: Inculcate students to have a diverse Technical Knowledge on various Acts and Legislation related to Social, Industrial and Medical & Psychiatric for better service, Advocacy & Employment.

PSO5: Imbibe various social work attributes like communication skills, Problem solving, Analytical thinking, research skills, Moral and ethical knowledge and life-long learning.

PSO6: Equip students with both academic and field based experiences that allow the student to integrate theoretical and applied knowledge to engage in the planned change process at the micro, mezzo, and macro levels of practice.

26.QUESTION PAPER PATTERN:

QUESTION PAPER PATTERN FOR OBE (2020-21 onwards)

Theory PG –Question paper Pattern- conventional on- paper mode

Bloom's Category Level	Sections	Marks	Word limit	Total	Meaning of K's
K1, K2	Multiple Choice Questions 15questions *2 Marks	30	Correct choice		
K3, K4	Section B 5 Questions out of 7 questions *5 Marks	25	Short answers {approx. 500 Words)		

K4, K5,k6	Section C 1 out of 3 Questions *10 Marks + Compulsory Question 10 Marks	20	Elaborate answers (approx. 1000 Words)	75	K 1 & K2 - Understanding Level K 3 - Apply Level K 4 - Analyze Level K 5 – Evaluate Level K 6 – Create Level
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*** 75 marks to be converted as 60 marks.**

UG/PG QUESTION PAPER PATTERN FOR OBE ONLINE ASSESSEMENT

(2020 - 2021)

Bloom's Category Level	Sections	Marks	Description of answer	Total	Meaning of K's
INTERNAL SETTING					
K1,K2,K3	Section A Multiple Choice Questions 25 Questions *1 Marks (No Choice)	25X1=25	Choose the write option.	50	K 1 & K2 - Understanding Level K 3 - Apply Level K 4 - Analyze Level K 5 – Evaluate Level K 6 – Create Level
EXTERNAL SETTING					
K2,k3,K4,K5 ,K6	Section B 5 out of 7 Questions *5 Marks	25	Short answers/500 Words		

*** 50 marks to be converted as 60 marks.**

BLOOM'S CATEGORY LEVEL (ANNEXURE chart)

S.No	K component scale	Verbs for question
I.	K 1& K2 Verbs	Verbs to be used for questioning are “choose, find, identify, indicate, match, name, state, what, when, where, which, who, cite, label, reproduce, define, list, quote, revise, explain, show, sketch, illustrate, interpret, describe, substitute, convert, give example, rephrase
2.	K2 &k3	The questions may contain the verbs such as explain, show, sketch, illustrate, interpret, describe, substitute, convert, examFle, rephrase, apply, relate, solve, classify, predict, compute, prepare
3.	K4	The questions may contain verbs - Apply, relate, solve, classify, predict, compute, prepare.
4.	K5	The questions may contain any of the following verbs : Ascertain, diagnose, distinguish, infer, associate, examine, differentiate, reduce, discriminate, dissect, determine, justify, organize, recommend, solve.
5	K6	The questions may contain any of the following verbs: Appraise, conclude, critique, judge, assess, contrast, deduce, weigh. Compare, criticize, evaluate.

Question paper pattern for Continuous Assessment Test (CAT)

(The online assessment pattern)

U.G/P.G PROGRAMME

SHRIMATHI DEVKUNVAR NANALAL BHATT VAISHNAV COLLEGE FOR WOMEN

B.Sc/M.Sc/B.A/M.A/B.Com/M.com DEGREE EXAMINATION,, 2020.

..... YEAR SEMESTER

CAT – I/II/III

Sub Title:

Max. Marks: 50

Sub Code:

Date:

Time: 2hrs.

Question paper Pattern-Two Components: (Max marks=50) - 3hrs

I. Multiple Choice Questions (MCQ) - 20 marks (10x2=20)

II. Google Class Room (GCR) - 30 marks (Structured)

A. Section A: 5 out of 6 – each carries 2 marks (5x2=10)

B. Section B: 4 out of 5 – each carries 5 marks (4x5=20)

- The answers for the questions for QP uploaded in GCR will be as uploads (images of hand written answer sheets converted to .pdf) in Google Class Room.
- The duration for each GCR session (answering and uploading) would be 3 hours (maximum).
- The structured component (30 marks) SHOULD be conducted in GCR as per the CAT schedule. MCQ (10X2=20) CAN be conducted out of schedule also, but should be completed during the CAT examination scheduled.

Note: The GCR question paper and MCQ assessment links to be shared with the COE office for approval and validity on or before the respective allotted dates.

PROGRAMME PROFILE

MASTER OF SOCIAL WORK

TOTAL CREDITS: 91

TOTAL TEACHING HRS:

PA R T	COURSE	TITLE OF THE PAPER	CODE	L	T	H	C
I SEMESTER							
I	CORE MAJOR -I	SOCIAL WORK PROFESSION	20PSWCT1001	3	2	5	3
I	CORE MAJOR- II	SOCIAL WORK WITH INDIVIDUALS	20PSWCT1002	3	2	5	3
I	CORE MAJOR- III	SOCIAL WORK WITH GROUPS	20PSWCT1003	3	2	5	3
I	ELECTIVE- I	INTRODUCTION TO PSYCHOLOGY	20PSWCE1B01	3	2	5	3
I	CORE MAJOR PRACTICAL - I	FIELD WORK PRACTICUM	20PSWFP1A01	3	12	15	5
II	SKILL BASED ELECTIVE	TEACHING SKILLS	18PSSTS1001	2		2	3
II SEMESTER							
I	CORE MAJOR – IV	COMMUNITY ORGANISATION AND SOCIAL ACTION	20PSWCT2A04	3	2	5	3
I	CORE MAJOR – V	SOCIAL WORK RESEARCH AND STATISTICS	20PSWCT2005	3	2	5	3
I	ELECTIVE - II	SOCIAL WELFARE ADMINISTRATION	20PSWCE2B02	3	2	5	3
I	ELECTIVE - III	COUNSELLING THEORY AND PRACTICE	20PSWCE2B03	3	2	5	3
I	CORE MAJOR PRACTICAL-II	FIELDWORK PRACTICUM	20PSWFP2A02	3	12	15	5
II	INTERNSHIP	SUMMER PLACEMENT	20PSWIP3001				2
II	SOFT SKILLS	SWAYAM (MOOC)	18MOOC2002	2		2	4
III SEMESTER							
I	CORE MAJOR VI	INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE	20PSWCT3AA6	3	2	5	3
		COMMUNITY HEALTH	20PSWCT3BA6				
I	CORE MAJOR VII	HUMAN RESOURCE MANAGEMENT	20PSWCT3AA7	3	2	5	3
		MENTAL HEALTH	20PSWCT3B07				
I	CORE MAJOR VIII	LABOUR LEGISLATION	20PSWCT3AA8	3	2	5	3
		MEDICAL SOCIAL WORK	20PSWCT3B08				
I	ELECTIVE - IV	SOCIAL POLICY AND SOCIAL LEGISLATION	20PSWCE3B04	3	2	5	3
I	CORE MAJOR PRACTICAL III	FIELD WORK PRACTICUM & STUDY TOUR	20PSWFP3B03	3	12	15	6
II	SKILL BASED ELECTIVE	RESEARCH SKILLS	18PSSRS3003	2		2	3
IV SEMESTER							
I	CORE MAJOR - IX	CONTEMPORARY PRACTICES IN HRM	20PSWCT4AA9	3	2	5	4
		WORKING WITH FAMILIES, CHILDREN AND ELDERLY	20PSWCT4BA9				
I	CORE MAJOR - X	ORGANISATIONAL BEHAVIOUR AND ORGANISATIONAL DEVELOPMENT	20PSWCT4C10	3	2	5	4
		PSYCHIATRIC SOCIAL WORK	20PSWCT4D10				
I	ELECTIVE V	CORPORATE SOCIAL RESPONSIBILITY	20PSWCE4B05	3	2	5	3

I	CORE MAJOR PRACTICAL – IV	FIELD WORK PRACTICUM	20PSWFP4B04	3	12	15	6
I	CORE MAJOR	RESEARCH PROJECT	17PSWPR4A01	4	2	6	6
I	INTERNSHIP	BLOCK PLACEMENT					4
II	EXTRA DISCIPLINARY	SWAYAM (MOOC)	18MOOC4004	2		2	4

L=LectureHrs;

T=TutorialHrs;

H= Hrsperweek;

C =Credits

RUBRICS FOR CONTINUOUS ASSESSMENT

Assignment	
Seminar	
Field visit	
Participatory Learning	
Group Discussion	
Flipped/Blended Learning	

Assessment Model (from 2020 – 21 onwards) - Post graduation programme
40% Internal 60% External

S.No.	Assessment Component	Marks	Weighted %
A.	Theory		
1	INTERNAL ASSESSMENTS		
	Continuous Assessment Test(best two out of three)	2 x 50 = 100	15
2	Quiz/Group Discussion/Seminar/Assignment/Role Play/ Case Study/ Open Book/ snap Test/ Video Presentation/ Review (any three to be considered)	3 x 10 = 30	15
3	MCQ (one test to be conducted online during the semester)	20	10
4	EXTERNAL ASSESSMENT		
	End semester examinations	75	60
	Grand Total		100
B	Practical		
1	INTERNAL ASSESSMENTS		
	Continuous Assessment Test(best two out of three)	2 x 50 = 100	15
2	Record + Observation	10 +10 = 20	15
3	MCQ (one test to be conducted online during the semester)	20	10
4	EXTERNAL ASSESSMENT		
	End semester Examinations	60	60
	Grand Total		100

DEPARTMENT OF SOCIAL WORK

SDNB VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600044.

(MASTER OF SOCIAL WORK)

COURSE FRAME WORK

SEMESTER I

PART	COURSE CODE	COURSE TITLE	TITLE OF THE PAPER	HRS	CRED-ITS	CA	SE	T
I	CORE MAJOR -I	SOCIAL WORK PROFESSION	20PSWCT1001	5	3	40	60	100
I	CORE MAJOR-II	SOCIAL WORK WITH INDIVIDUALS	20PSWCT1002	5	3	40	60	100
I	CORE MAJOR-III	SOCIAL WORK WITH GROUPS	20PSWCT1003	5	3	40	60	100
I	ELECTIVE- I	INTRODUCTION TO PSYCHOLOGY	20PSWCE1B01	5	3	40	60	100
I	CORE MAJOR PRACTICAL - I	FIELD WORK PRACTICUM	20PSWFP1A01	15	5	40	60	100
II	SKILL BASED ELECTIVE	TEACHING SKILLS	18PSSTS1001	2	3	50		50

SOCIAL WORK PROFESSION

TOTAL HOURS: 60 hours

SUBJECT CODE: 20PSWCT1001

CREDIT : 3

L-T-H:40-20

COURSE OBJECTIVES :

- To acquire knowledge of the history and philosophy of social work and its emergence as a profession.
- To provide an awareness on various methods and fields in social work practice.
- To appreciate social work as a profession and to recognize the need and importance of social work education, training and practice.

Course Outcomes : on completion of the course the students will be able to

CO No.	CO Statement
CO1	Examine the basic concepts of Social Work and various models in social work.
CO2	Gain information about evolution of Social Work in west and in India and its emergence as a profession.
CO3	Recognize the need and importance of Social Work education and training.
CO4	Relate the social welfare programmes and the current trends in social work.
CO5	Analyse the role of various organisation towards welfare programmes.

SYLLABUS

Unit I –Introduction

(12 hours)

Social Work: Definition, Characteristics, Values and Principles. Concepts related to Social Work: Social Service, Social Reform, Social Welfare, Social Development, Social Empowerment, Social Defence and Social Security; Social Work Models.

UNIT II-Historical development of social work

(12 hours)

Historical Development of Social Work in UK, USA and India. Religio-Philosophical Foundation of Social Work in India. Voluntary Social Work in India. Objectives, Need and Importance of Social Work in India. Contribution of Indian social reformers to social Welfare. Concept of International Social Work.

UNIT III - Social Work Practice

(12 hours)

Scope, Functions and Methods of Social Work, Fields of Social Work, Micro , Macro Level of Social Work Intervention .Skills and Techniques. Ideologies of Professional Social Work - Ethics; Need and Purpose of Ethical Behavior in Social Work – Code of Ethics for Indian Social Worker towards Clients, Colleagues, Agency, Professionals.

UNIT IV - Social Work Education

(12 hours)

Social Work Education in India. Current trends and Different Professional Status Of Social Workers in India. Professional Associations; International Level, National Level and State level. Social Work Profession; - Field work and importance of Field Work Supervision.

UNIT V - Social Welfare Programmes

(12 hours)

Role of Government & Voluntary Organization, role of social workers in promoting Social Welfare. Development Planning – Social Welfare Program From First To Tweleth Five Year Plans and NITI AYOOG.

Text Books:

- Bhattacharya, S. (2003). *Social work Intergrated Approach*. New Delhi: Deep & Deep Publications.
- Misra P.D(2015) *Social Work Philosophy and methods* inter India Publications. New Delhi.
- Misra P.D&Beena Misra (2015). *Socia work profession in india*
- Mizrani, T. and E. Davis, L. (2008). In: *Encyclopedia of social work*, 20th ed. Vol: 1-4. Oxford University Press, New York: NASW press,

- Payne, M. (2005). *Modern Social Work Theory*. 3rd ed. New York: Palgrave Macmillan.

REFERENCES:

- Fook, J. 2003. *Social Work: Critical Theory and Practice*. London: Sage Publications.
- Friedlander, W.A. 2012. *Concepts and Methods of Social Work*. New Jersey: Prentice Hall.
- William E. Gordon *journal of Education for Social Work* Vol. 1, No. 2 (FALL 1965), pp. 19-26

E resources:

<http://www.jstor.org>

<http://www.socialworkers.org>.

journals.sagepub.com.

MAPPING OF PSOs and COs

PSO/CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	2	3	1	1	3
CO2	2	1	1	1	1	2
CO3	2	3	3	1	2	2
CO4	3	3	2	1	3	3
CO5	3	3	2	3	2	3

Key :

PEDAGOGY (TEACHING METHODOLOGY):Teaching through Lecture method, Seminars, Group discussions, case study etc.

SOCIAL WORK WITH INDIVIDUALS

TOTAL HOURS: 60

SUBJECT CODE: 20PSWCT1002

CREDIT: 3

L.T.P: 40-20

COURSE OBJECTIVES

- To enhance understanding of the basic concepts, tools and techniques in working with individuals in problem solving and in developmental work.
- To demonstrate the ability to critically evaluate one's practice through the use of theoretical frameworks in a variety of client situations.
- To be exposed to the approaches of social work practice with individuals, acquire the skills and techniques of working with individuals and also comprehend the diversity of practice setting.

COURSE OUTCOME on completion of the course the students will be able to...

Course No:	COURSE OUTCOME STATEMENT
CO1	Define social case work and understand its processes and analyze different principles of case work. Demonstrate the ability to assess the impact of multiple oppressions, cultural, economic and environmental factors on human functioning.
CO2	Demonstrate effective written and oral communication in working with individuals, families, and groups.
CO3	Understand generalist practice skills of engagement, assessment, intervention, evaluation and termination in working with clients in direct practice settings.
CO4	Utilize the bio-psycho-social-spiritual framework to guide processes of assessment, intervention, and evaluation and also Analyze models of assessment, prevention, intervention, and evaluation.
CO5	Incorporate social case work ethics into professional practice situations functionally within clearly defined professional roles and boundaries.

SYLLABUS

UNIT I – Social Case Work

(9hours)

Concepts, Objectives, Purpose, and Importance of Social Casework, Historical Development, Nature and Scope, Components, Values and Principles of Case Work Practice Socio Cultural Factors Affecting the Case Work Practice in India; Relationship with Other Method of Social Work.

UNIT II – Case worker- Client Relationship

(9 hours)

Meaning, Purpose, Need, Significance and Components of Professional relationship,

Characteristics of Professional Relationships: Empathy, Transference, Counter Transference, Resistance; Obstacles in Client Worker Relationship. Tools and techniques in casework: listening, observation, Interview – home visits, collateral contacts, referral.

UNIT III - Case Wok Process and Recording

(9 hours)

Phases of social case work: **Phase 1-** Initial phase- study/ exploration of person-in – environment, **Phase2-** Multidimensional Assessment, **Phase 3-** Multidimensional intervention, **Phase 4-**Termination, **Phase 5-**Evaluation, **Phase 6** Follow-up.

UNIT IV - Approaches to Practice

(9hours)

Approaches to Practice: Psycho Social, Problem-Solving, Crisis-Intervention, Behavior Modification, Functional and Eclectic Model for practice. Understanding Similarities and Differences between Casework, Counseling & Psychotherapy. Recording in Case Work: Meaning, Principles, Sources and Types

Unit V-Application of social casework in different setting &clientele groups (9 Hours)

Family and Child Welfare Setting, Medical/Hospital Setting, Psychiatric/Mental Health Setting, Industrial Setting, De Addiction Setting, Community Setting, School Setting, Correctional Setting, Geriatric Care, People with Terminal Illness, Children with Special Needs,

TEXT BOOK:

- Boyd-Franklin, Nancy (2013). *Therapy in the Real World: Effective Treatments for Challenging Problems*. Guilford Press.

- Brems, Christiane (2001). *Basic Skills in Psychotherapy and Counseling*. Belmont, CA: Brooks/Cole.
- David, C. and Pawar, M. (2006). *International Social Work*. New Delhi: Vistaar.
- Greenstone, James L.; and Sharon C. Leviton (2011). *Elements of Crisis Intervention: Crises and How to Respond to Them*. Cengage Learning. ISBN 0-4950-078-11.
- Hamilton, G. (2013). *Theory and practice of social case work*. New York u.a: Columbia Univ. Pr.

REFERENCES:

- Misra, P. and Misra, B. (2015). *Social work profession in India*. Lucknow: New Royal Book Co.
- Trevithick (2005) *Social Work Skills, A Practice Hand Book*, Open University Press, London.
- Sanjay Bhattacharya, (2003) *Social Work – An Integrated Approach*, Deep and Deep Delhi. Books for References:
- **Upadhyay R.K. (2010) *Social Case Work A Therapeutic Approach*, SAGE Publications.**
- **Upadhyay, (2003) *Social Case Work*, New Delhi.**

E-RESOURCES:

- www.ignou.ac.in
- <https://www.iaswg.org>
- files.drdeen.webnode.com

MAPPING OF CO WITH PSO

PSO CO	PSO1		PSO2	PSO3	PSO4	PSO-5	PSO6
CO1	3		3	3	2	3	2
CO2	2		3	3	3	2	3
CO3	3		3	3	3	3	3
CO4	3		3	3	3	3	3
CO5	3		2	2	2	3	3

KEY : Pedagogy (TEACHING METHODOLOGY)

Field based case studies, Guest Lecture, Group discussion, Assignment, Movie screening, Seminar, Short film, Role play, interactive discussions, Group Activities, Article/news item reviews, Power Point Presentation and debate.

SOCIAL WORK WITH GROUPS

TOTAL HOURS: 60hours

SUB.CODE:20PSWCT1003

CREDIT: 3

L-T-P: 40-20

COURSE OBJECTIVE:

1. To Provide insight about the social group work
2. To Impart the knowledge of group work process
3. To Orient about application of group work practice in different settings.

COURSE OUTCOME:

On completion of this course, student will be able to :

CO No.	CO Statement
CO1	Outline the theoretical concept of Social work with groups
CO2	Develop concepts of group dynamics, process and characteristics of group worker
CO3	Gain knowledge about group work process and its significance
CO4	Identify the concept of various fundamental models of social group work and significance of recording
CO5	Develop skills to work with groups and applicability of group work and group work processes in different settings.

SYLLABUS

UNIT I-Social Group Work

(12 hours)

Definition, Assumptions, Purpose, Principles and Values Of Group Work and Historical Development of Group Work; Group Work as a Method Of Social Work; Theoretical Basis Of Group Work Group: Definition, Characteristics, Types Of Group and Characteristics Of Effective Groups, Group Formation Phases: Forming – Storming, Norming, Performing, Adjourning.

UNIT II - Group Dynamics and Process

(12 hours)

Group Dynamics-Definition, Functions and Basic Assumptions Of Group Dynamics. Group Process: Bond, Acceptance, Isolation, Rejection, Sub Group Formation, Clique And New Comers In The Group. Leadership in Group: Definition, Functions, Qualities of Leader, Types and Theories of Leadership. Communication within Groups. Sociometry and Sociogram.

UNIT III - Group Work Process

(12 hours)

- Planning Phase –Selection of Members, Composing Group Orienting the Members, Preparing the Environment
- Beginning Phase- Preparing For Group Work, First Meetings-Interviewing, Ground Rules For Group Work Meeting, Goal Setting, Motivation, Assessment of Communication and Interaction.
- Middle Phase- Interviewing With Group Members, Problem Solving, Dealing With Difficult Members
- Ending Phase- Evaluation, Group Work Evaluation and Criteria for Good Group Work, Termination, Follow Up.

UNIT IV - Models of Social Group Work

(12 hours)

Models: Social Goal, Remedial and Reciprocal Models, Treatment Groups: Support, Educational, Growth, Therapy and Socialization Groups. Task groups: Teams, Committees,

Social Action and Coalition Groups. Group Work Recording: Purpose, Types and Principles of Group Work Recording.

UNIT V - Group Work Settings and Practice

(12 hours)

Skills of a Group Worker, Application of Group Work Method In Different Settings; Community Settings, Medical and Psychiatric Settings: Hospitals, De- addiction and Physically Challenged, Family and Child, Welfare Settings, Aged Homes, Schools, Correctional Institution, Industries.

TEXT BOOKS:

- Charles Zastrow – February 2008 *Social Work with Groups: A Comprehensive Workbook, 7th Edition*
- Charles D. Garvin, Lorraine M. Gutiérrez , Maeda J. Galinsky (2017), *Handbook of Social Work with Groups, Second Edition*
- P.D. Mishra, Bina Mishra (2008) *Social Group Work: Theory and Practice*
- Ronald W. Toseland, Robert F. Rivas2011, *An Introduction to Group Work Practice (Connecting Core Competencies)*
- Siddiqui, H. (2008). *Group work Theories and Practices*. Jaipur: Rawat Publications.

REFERENCES:

- **Bradley T Erford 2010 *Group Work: Processes and Applications***
- Joseph Lassner -2013*Social Group Work: Competence and Values in Practice*
- Helen Northen, Roselle Kurland - 2001 *Social Work with Groups* 3rd Edition
- Paul H Ephross , Geoffrey L Greif – 2004 *Group Work with Population at Risk*
- Roberta K Graziano, Robert Salmon -2005 *Group Work and Aging: Issues in Practice, Research, and Education*.

E-RESOURCE:

- www.ignou.ac.in
- <https://www.iaswg.org>
- files.drdeen.webnode.com

MAPPING OF CO WITH PSO:

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	3	3	1	1	3
CO2	3	3	1	1	3
CO3	3	3	1	1	3
CO4	3	3	2	3	3
CO5	3	3	2	2	3
AVG	3	3	1.4	1.6	3

KEY:**PEDAGOGY (TEACHING METHODOLOGY):**

Lecture, Group discussion, Seminar, Playing videos by experts, Role play, Group Activities.

INTRODUCTION TO PSYCHOLOGY

Sub Code: 20PSWCT2005

Teaching Hours- 45

Credits : 3

L-T-H : 2-1-3

COURSE OBJECTIVES:

To provide insight about basic concepts of Psychology and its relevance to Social Work

1. To impart knowledge about human developmental stages and various theories on human personality.
2. To orient about integration of knowledge of Psychology in Social Work practice in different settings.

COURSE OUTCOMES:

On completion of the course the students will be to

CO No.	CO STATEMENT
CO 1	Demonstrate the theoretical concept of Psychology and its relevance to Social Work
CO 2	Understand determinants and processes of human development and personality development at various phases in the life span
CO 3	Gain knowledge about various theories and its relevance in formation of psycho-social attitudes and behaviour
CO4	Identify the concept of various human behavior process and its usage in handling challenging situations / persons
CO5	Outline the concept of various models of Health Psychology and educate community people on health related concepts

SYLLABUS

UNIT I –Psychology and psychological functions

(9hours)

Psychology: Definition, Meaning, Fields and Methods, Major Schools of Thought in Psychology: Cognitive, Humanistic, Psycho-analysis, Behaviourism, Gestalt psychology. Modern perspectives: behavioural, social, developmental. Relevance of Psychology to Social WorkPractice.

UNIT II- Human growth and development

(9 hours)

Growth- Development- Life Span of an Individual – Conception – Old Age (Conception, Infancy, Babyhood, Childhood, Adolescence, Adulthood, Middle Age, Old Age) - Definition of the Period, Developmental Tasks, Physical, Emotional and Social Development. Personality Development: Physical, Social, Emotional, Moral and Cognitive growth and Theories – Cognitive Development – Piaget, Moral Development – Kohlberg

UNIT III -Personality Theories

(9 hours)

Personality Theories- Psycho dynamic theory, Sigmund Freud’s Psychoanalytic Theory, Trait theory, Eric Erikson’s Stage theory, Skinner’s Behaviour Theory and Individual/ Humanistic Theories – Maslow and Carl Roger.

UNIT IV – Human Behaviour Processes

(9 Hours)

Human Behaviour Processes – Psychological Functions- Perception, Learning, Memory, Motivation and Emotion, Attitude and Intelligence- Characteristics, process and factors influencing. Definition, Concept, Nature of attitudes, stereotypes and prejudice, formation of attitudes and attitudinal change, leadership.

UNIT V- Health Psychology

(9 hours)

Health Psychology - Concept of Health and Hygiene, Models of Health (Clinical Role Performance, Adaptive, High level Wellness model, Holistic Health and Prevention model) Stress and Disease, Social Support and Other Moderators of Life Stress.

TEXT BOOK:

- Barlow, D., Durand, V., & Hofmann, S (2011), *Abnormal psychology*, USA: Wordsworth Cenange Learning, Belmont.
- Lauren, Manos, (2006), *Abnormal Psychology*, New Delhi:Tata McGraw- Hill.
- Park, K.(2011), Park's. *Textbook of preventive and social medicine*, Jabalpur Madhya Pradesh:,BanarsidasBhanot Publishers.
- Ramakrishna Rao. K, (2008), *Handbook of Indian Psychology* , Cambridge University Press, Chennai.
- Tara L. Kuther, (2003) *The Psychology Major's Hand Book*. U.S.A: Thomson Learning, Belmont.

BOOKS FOR REFERENCE:

- Clifford Morgan, Richard King, John Weisz, John Schopler. July 2017.*Introduction to Psychology*. Seventh edition. New York. Mc. Graw Hill Education.
- Cenage, S.K. Mangal, Nolen hoeksema, Fredrickson, Loftus, Lutz. Nov.2015.*An Introduction to Psychology Learning* : U.K. Sterling Publishers Pvt. Ltd.
- Davey Graham (2017), *Complete Psychology* : U.K.Taylor & Francis Ltd.
- David Brooks(2011), *The Social Animal*: U.K., Random House.
- Porter Alan (2016), *A Degree in a Book: Psychology*: Canterbury, Arcturus Publishing Ltd.

E- RESOURCES:

- ocw.mit.edu
- learn.saylor.org
- <https://www.learnpsychology.org>

MAPPING OF CO WITH PSO:

CO / PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
CO 1	3	2	1	2	2	2
CO 2	3	3	2	1	3	3
CO 3	3	3	2	2	3	3
CO 4	3	3	3	2	3	3
CO 5	3	1	1	2	1	3

KEY:**PEDAGOGY (TEACHING METHODOLOGY):**

- Lecture, Group discussion, Seminar, Playing videos by experts, Case discussions.

FIELD WORK PRACTICUM

TOTAL HOURS: 180 hours

SUBJECT CODE: 20PSWFP1001

CREDIT : 5

L-T-H: 30-150

General Objectives:

- 1.To get exposed to wider area of social realities at the micro level
- 2.To develop analytical and assessment skills of social problems at the level of individual, group and community.
- 3.To acquire documentation skills to ensure professional competence
- 4.To develop the right values and attitudes required for a professional social worker.

Components:

1.Practice Skill Laboratory – 3Days

The Lab provides structured experiences which gives an opportunity of “learning by doing” in a supervised environment. Training are given in the areas like Street play, Puppetry, Mime, Mimicry, Theme Choreography to enhance their skill in dealing social issues.

2.Observation Visits – 8 Visits

The Observation Visits aim to make the students get oriented to the objectives, administrative structure and process and the client system of various organisations in the field of social work, such as non-governmental organisations involved in welfare and development activities, government bodies involved in development work, hospitals and health care organisations, organisations in the care of aged, women and children and Corporate Social Responsibility initiatives of corporate organizations.

3.Rural Camp – 8 Days

1. To develop an understanding of the rural social structures and cultural processes with special reference to specific groups experiencing poverty and deprivation

2. To develop an understanding of the level of government intervention in relation to below the poverty line groups in the area and the related structure of decision-making and intervention
3. To develop the capacity to make a critique of the intervention of both the voluntary organisations and the Government Agencies in relation to the specific Below the poverty line group
4. Through experience in group living, appreciate its value in terms of self-development, interpersonal relationships sense of organisation, management and mutual responsibility
5. To acquire skills in planning, organizing, implementing and evaluating the camp

DEPARTMENT OF SOCIAL WORK

SDNB VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600044.

(MASTER OF SOCIALWORK)

COURSE FRAME WORK

SEMESTER II

PART	COURSE CODE	COURSE TITLE	TITLE OF THE PAPER	HRS	CREDITS	CA	SE	T
I	CORE MAJOR – IV	COMMUNITY ORGANISATION AND SOCIAL ACTION	20PSWCT2A04	5	3	40	60	100
I	CORE MAJOR – V	SOCIAL WORK RESEARCH AND STATISTICS	20PSWCT2005	5	3	40	60	100
I	ELECTIVE - II	SOCIAL WELFARE ADMINISTRATION	20PSWCE2B02	5	3	40	60	100
I	ELECTIVE - III	COUNSELLING THEORY AND PRACTICE	20PSWCE2B03	5	3	40	60	100
I	CORE MAJOR PRACTICAL-II	FIELDWORK PRACTICUM	20PSWFP2A02	15	5	40	60	100
II	INTERNSHIP	SUMMER PLACEMENT	20PSWIP3001	6	2	40	60	100
II	SOFT SKILLS	SWAYAM (MOOC)	18MOOC2002	2	4	50		50

COMMUNITY ORGANISATION AND SOCIAL ACTION

TOTAL HOURS: 60 hours

SUBJECT CODE: 20PSWCT2A04

CREDIT : 3

L-T-H: 40-20

COURSE OBJECTIVES:

- To develop an understanding about Social Work concepts involved in working with communities and processes involved in it.
- To understand the use and practice of community organization in various fields of social work and to familiarize the emerging trends and experiments in community organization.
- To provide the knowledge about the role of social worker in social change and social development.

Course Outcomes : on completion of the course the students will be able to

CO No.	CO Statement
CO1	Examine the community organization as a method in concentrate the community problems.
CO2	Analyse the dynamics of social problems and mechanism to solve them.
CO3	Application of Community Organization in Different Fields
CO4	Evaluate the skills and intervention techniques for social change and development
CO5	Apply social action as a tool for solving mass Problems and role of social workers in society.

SYLLABUS

UNIT I - Introduction

(12hours)

Community: Meaning, Types, Structure and Dynamics. Community Organization: Definition, Objectives, Principles, Approaches, Historical Development, Community Organization as a Method of Social Work. Similarities and Dissimilarities between Community Organization and Community Development. Community Leadership: Concept, Types of Leadership and Power Structure of the Community.

UNIT II - Phases in Community Organization

(12 hours)

Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification and Continuation. Methods: Locality Development, Social Planning and Social Action. Skills of Community Organization.

Unit III -Application of Community Organization in Different Fields

(12 hours)

Emerging Trends and Experiments in Community Organization. Models of Community Organization: Saul-Alinsky, Paulo-Freire and Gandhian Model.

UNIT IV - Social Action

(12 hours)

Meaning, Definition, Objectives, Principles, Scope, Processes, Methods, Skills And Strategies of Social Action such as PIL, Advocacy, Lobbying etc., Social Action for Social Change and Development.

UNIT V – Social Movement and Social Action

(12 hours)

Social Movements, Social problems and Social Action. Role of Social Worker in Social Action. Contributions of Contemporary Social Activists.

Text Books:

- Gangrade, K. (2001). *Community organization in India*. Bombay:PopularPrakashan.
- Harper. E &Dunham.A(2001), *Community Organization in Action*. New York: Association Press,
- Thomas William, A. J. (2012), *Christopher Community Organisation And Social Action* Himalaya Publishing House
- Walter, F. (2012). *Concepts and Methods of Social Work*. 2nd ed. New Delhi: Prentice Hall of India Pvt., Ltd.,

References:

- Capraro, J. (2004). Community organizing + community development = community transformation. *Journal of Urban Affairs*, 26(2), 151-161.
- Encyclopedia of Social Work, New Delhi, Government of India,
- Sheeba Joseph (2012) *Community Organization in Social Work*, Discovery Publishing house.

E Resources:

- www.IJPH.in
- www.iapsmupuk.org
- www.ijcm.org.in
- [http:// www.researchgate.net](http://www.researchgate.net)
- <http://oxfordre.com>

MAPPING OF PSOs and COs

PSO/CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	3	3	2	1	2	3
CO2	3	3	3	1	2	2
CO3	3	3	2	3	2	3
CO4	3	3	3	2	2	2
CO5	3	2	3	2	3	3
Avg	3	2.8	2.6	1.8	1.5	2.6

Key:

PEDAGOGY (TEACHING METHODOLOGY):Teaching through Lecture method, Seminars, Group discussions, case study etc.

SOCIAL WORK RESEARCH AND STATISTICS

Sub Code: 20PSWCT2005

Teaching Hours- 45

Credits : 3

L-T-H : 2-1-3

COURSE OBJECTIVES:

3. To provide insight about importance of Research for Social Work.
4. To impart knowledge about various facets of the Research Process with Special emphasis on quantitative research.
5. To orient about integration of knowledge and skills of Research.

COURSE OUTCOMES:

On completion of the course the students will be able to

CO No.	CO STATEMENT
CO 1	Understand the theoretical concepts of Research and understand different areas of its application in various social work settings
CO 2	Develop understanding of research problem and gain opportunity in finding contemporary fields of social work problems
CO 3	Gain knowledge about various data collection methods and develop skills of data collection
CO 4	Understand the steps involved in data processing and analysis and able to develop organisation, presentation and analysis and report writing
CO 5	Understand the concept of Research Writing and application of different methods and tools

SYLLABUS

UNIT I - Introduction

(12 hours)

Meaning, Definition: Research, Social Research and Social Work Research; Scope and Objectives of Social Work Research; Research Ethics; Relevance of Research for Social Work; Approaches to Research: Quantitative and Qualitative Research. Introduction to qualitative research: meaning, characteristics.

UNIT II - Problem Conceptualization and Research Design

(12 hours)

Research Process: Identifying the Research Issue- Selecting the Specific Research Problem- Reviewing Literature- Formulating the Objectives- Clarifying the Concepts, Variables: Conceptualization and Operationalisation – Formulating Hypothesis. Research Design: Meaning and Types.

III - Data Collection

(12 hours)

Data: Meaning, Sources: Primary And Secondary, Tools: Observation, Questionnaire, Interview Schedule, Guide, Group Interviews, Focused Group Discussion, case study, diaries, documents. Pilot study, Pretesting of the Tool: Scaling Techniques – Concepts and Types (Likert, Thurston). Reliability and Validity of The Tool. Selection of Sample: Meaning of Sample, Universe, Sampling Methods (Probability Vs Non- Probability) and Techniques. Usage of Internet in Data Collection.

UNIT IV - Data Processing and Analysis

(12 hours)

Content Checking, Editing Data, Clarification, Coding, Tabulation, Presentation & interpretation. Levels of Measurements (Nominal, Ordinal, Interval and Ratio). Types of Data Analysis - Univariate, Bivariate, Multivariate Analysis. Descriptive Statistics: Percentages, Measures Of Central Tendency (Mean, Median and Mode), Hypothesis Testing: Measures of Dispersion (Range, Mean Deviation and Standard Deviation); Measures of Association: Correlation. Chi-Square Test and T- Test. Use of Computers for Statistical Analysis- Statistical Packages Available for Social Sciences.

UNIT V - Data Presentation and Interpretation and Research Writing (12 hours)

Data Presentation and Data Interpretation: Meaning and Need. Research Writing. Research Reporting: Format of a Research Report. Writing Research Proposals- Writing Research Abstracts- Referencing Styles.

TEXT BOOKS:

- Bruce A. Thyer (2009), *Handbook of Social Work Research Methods*, Sage Publications Second edition.
- Kothari C. (2004). *Research methodology: Methods and Techniques*, New Delhi: Vishwaprakash.
- Rubin, A. and Babbie, E. (2011.). *Research methods for social work*. California:Thompson and wadsworth publishing
- Thimothy J. stocks (2001), *The Handbook of social work research methods*, Sage Publishers.
- Young, P. (2012). *Scientific Social Surveys And Research*. Literary Licensing: California.

BOOKS FOR REFERENCE:

- Alston Margaret (2009), *Research for Social Workers*: Taylor & Francis, Australia.
- Anne E. Fortune and William J. Reid (2017), *Research in Social Work*: Rawat Publications, Jaipur.
- Bruce Thyer (2001), *The Handbook of Social Work Research Methods*: SAGE Publications.
- Joseph F. Healey (2018), *STATISTICS: A Tool for Social Research*: Rawat Publications, Jaipur.
- Tom Lawson, (2019), *Research and Statistics for Social Workers* : Routledge, Milton Park.

E- RESOURCES:

- Socialwork.org
- <https://guides.lib.umich.edu>
- [ssrn \(Social Science Research Network\)](#)

MAPPING OF CO WITH PSO

CO \ PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO6
CO 1	3	3	3	0	2	3
CO 2	3	3	3	1	3	3
CO 3	3	1	1	1	2	3
CO 4	3	1	1	1	3	3
CO 5	3	3	3	3	3	3
AVG.	3	2.2	2.2	1.1	1.6	3

KEY:

PEDAGOGY (TEACHING MEHTODOLOGY): Video Lectures, Group discussions, Statistical Analysis.

SOCIAL WELFARE ADMINISTRATION

TOTAL HOURS: 60

SUBJECT CODE: 20PSWCT2006

CREDIT:3

L.T.P: 40-20

COURSE OBJECTIVES:

- To acquire knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession.
- To develop the ability to see the relationship between policy and programmes, analyze the process as applied in specific settings and specific programmes.
- To understand critically the concept, content/indicators of the social development and study social policies, plans and programmes to be able to interpret, enforce and challenge them.

COURSE OUTCOME on completion of the course the students will be able to...

CO NO	COURSE OUTCOME STATEMENT
CO1	Develop the basic concept of the administration process and its components
CO2	Analyse the social welfare administration and welfare programme at various levels and also skills required for a social worker.
CO3	acquire the skill of establishing a human service organization and to gain knowledge about various fundamental social policy and the administration of human service organizations
CO4	Understand the role and function of the constitutional system and relevant legislation in protecting social justice and human rights
CO5	Understand the concept, process, indicators and determinants concerning social development

SYLLABUS

Unit I -Social Welfare Administration

(12 Hours)

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

Unit II -Social Welfare Programme

(12 Hours)

Social Welfare Administration at national, state and local levels; CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare and Handicapped Welfare. Evolution of Social Welfare in India; Voluntary Social Work, role of social worker in welfare program.

Unit III - Social Agencies

(12 Hours)

Meaning, definition, type and models of NGOs; Roles of NGOs in National Development. Governmental Schemes on Social Welfare; Registration of Social Agency: Methods, advantages, preparation of bye-laws, memorandum of association, rules, regulation and registration procedures; Registration of Societies and Trusts: Governing Board, committees. Executives: Qualities, functions and roles.

Unit IV-Social Policy

(12 Hours)

Definition, need, evolution and constitutional base; Sources and instrument of social policy, policies regarding Other Backward Castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs) and De-notified Communities. Policies and programmes for women, Children, aged and disabled, development and implementation of programmes for weaker sections.

Unit V- Social Planning and Social Development

(12 Hours)

Social planning and community planning, Need and importance. Planning machineries at the state & National levels; Social development: Concept and indicators for social change and social development in India.

TEXT BOOKS:

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

- Bhattachary, Sanjay. (2009). Social work administration and development. New Delhi: Rawat Publications.
- Gangrade, K. (2011), *Social legislation in India Vol.I &II*. New Delhi: Concept Publishing Company Pvt. Ltd.
- Patel, N Vinod & Rana, K, Girish. (2007). Personnel Management. Jaipur: Oxford Book Company. 12. Sarita Sharma, Basotia G. R. Popalia A.K.
- S. Rengasamy (2009), Social Welfare Administration Madurai institute of social science

BOOKS FOR REFERENCES:

- Bhattacharya sanjay (2006) Social work administration and development, Rawat New Delhi.
- Bose A.B., Social Welfare planning in India, U.N. publishers, Bangkok.
- Choudhry D. Paul; (2000) Social Welfare Administration, Atmaram and sons, Lucknow.
- Kohli, A.S & S.R. Sharma. (1998). Encyclopedia of Social Welfare and Administration. New Delhi:
- Paul Chowdary, Social Welfare Administration

E-RESOURCES:

- www.ignou.ac.in
- <https://www.iaswg.org>
- files.drdeen.webnode.com

MAPPING

PSO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO						
CO1	2	2	3	2	2	3
CO2	2	2	3	2	3	3
CO3	3	2	3	2	2	3
CO4	2	3	3	3	2	3
CO5	3	3	3	3	3	3

KEY:

Pedagogy:

Guest Lecture, Group discussion, Group assignment, Seminar, Short film, Role play, Group Activities and Power point presentation and case studied related to current policy and debate.

COUNSELLING - THEORY AND PRACTICE

TOTAL HOURS: 60hours

SUBJECT CODE:20PSWET2002

CREDITS: 3

L-T-P: 40-20

COURSE OBJECTIVE:

- To Inculcate knowledge regarding Concepts of Counselling as a tool for social work assessment.
- To Impart value orientation regarding various theories of counselling and its application in different settings.
- To Demonstrate the importance of counselling in their career through professional development of skill and practical training.

COURSE OUTCOME:

On completion of this course, student will be able to :

CO No.	CO Statement
CO1	Explain the basic concept of counselling and its importance
CO2	Inculcate the knowledge of theories of counselling
CO3	Demonstrate the skills required for a counsellor and its application in counselling process
CO4	Compile the application of counselling practice in different settings of social work practice.
CO5	Apply counselling ethics in practice and its relevance to social work profession

SYLLABUS

Unit I- Introduction

(12 hours)

Introduction to Counselling: Meaning, Definition, Need and importance of counselling and professional counselling. Basic Principles of Counselling and Qualities required for a counsellor. Characteristics of client- voluntary and in voluntary clients. Difference between Counselling and Guidance.

Unit II-Theories of Counselling

(12 hours)

Theoretical foundations of counselling: Psychoanalysis, Adlerian, Client centred, Transactional analysis, Existential, Gestalt approach, Behavioural, Rational Emotive Behaviour Therapy, CBT Reality.

Unit III-Skills and Counselling process

(12 hours)

Skills: Empathy, Therapeutic alliance, listening skills, observational skills, non-verbal behavior, understanding emotions, interviewing skills.

Counselling Process: Initiating counselling, attending skills, Steps, Techniques, interventions and Counselling evaluation.

Unit IV- Counselling practice in different settings

(12 hours)

Work Place Counselling, Family Counselling, Marital Counselling, Student Counselling and Industrial Counselling, bereavement counselling, trauma counselling, counselling family members of people with mental health issues, counselling parents of children with special needs, De-addiction counselling, school counselling, counselling rape victim, suicide victims, counselling people with terminal illness.

Unit V- Counselling Ethics and Practice

(12 hours)

Counselling as a profession- counsellor as a professional, ethical standards, relevance of counselling in Social Work practice.

b. Application of test (only for practice not for Examination) the following standardized tests must be practiced in counselling settings. Personality, intelligence, interpersonal relations, stress, anger, self-esteem, anxiety, assertiveness, depression, adjustment, mental health. (Mock Counselling Sessions)

TEXT BOOKS:

- Antony, J. (2005). *Trauma Counselling. Tamil Nadu: Anugraha publications.*
- Antony, J. (2009). *Principles and Techniques of Counselling. Tamil Nadu: Anugraha publications.*

- Augustine Meier - Micheline Boivin (2010) *Counselling and Therapy Techniques Theory & Practice*
- Jones-Nelson(2008), *Basic counseling Skills, A helper's Manual*, Sage Publication India pvt.ltd
- Joyce, P. and Sills, C. (2002). *Skills in Gestalt Counselling & Psychotherapy*. New Delhi: Sage publication.

BOOKS FOR REFERENCES:

- A. John Rush, Jr., Michael B. First, Deborah Blacker ; associate editors, Barbara J. Burns (2008) *Handbook of psychiatric measures*
- Gerald Core (2013), *Theory and Practice of Counselling and Psychotherapy* Perfect Paperback.
- Martin Donohoe (2012), *Public Health and Social Justice*.
- Ms. Maggie Reid (2004) *Counselling in Different Settings: The Reality of Practice*
- Sarah Parry(2019) *Handbook of Brief Therapies: A practical guide* 1st Edition, Kindle Edition.

E-RESOURCES:

Psychotherpay.net

<https://www.psychologytools.com/downloads/cbt-worksheets-and-therapy-resources>

<http://www.lianalowenstein.com/e-booklet.pdf>

MAPPING OF CO WITH PSO

CO/PO	PO1	PO2	PO3	PO4	PO5
CO1	3	3	1	1	3
CO2	3	3	1	3	3
CO3	3	3	2	3	3
CO4	3	3	2	3	3
CO5	3	3	3	2	3
AVG	3	3	1.8	2.4	3

KEY:

PEDAGOGY (TEACHING METHODOLOGY):Lecture, Group discussion, Seminar, Playing videos by experts, Practical Sessions on theories, Group Activities

DEPARTMENT OF SOCIAL WORK

SDNB VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600044.

(MASTER OF SOCIAL WORK)

COURSE FRAME WORK

SEMESTER III

SEM	COURSE CODE	COURSE TITLE	TITLE OF THE PAPER	HRS	CREDITS	CA	SE	T
I	CORE MAJOR VI	INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE COMMUNITY HEALTH	20PSWCT3AA6 20PSWCT3BA6	5	3	40	60	100
I	CORE MAJOR VII	HUMAN RESOURCE MANAGEMENT MENTAL HEALTH	20PSWCT3AA7 20PSWCT3B07	5	3	40	60	100
I	CORE MAJOR VIII	LABOUR LEGISLATION MEDICAL SOCIAL WORK	20PSWCT3AA8 20PSWCT3B08	5	3	40	60	100
I	ELECTIVE - IV	SOCIAL POLICY AND SOCIAL LEGISLATION	20PSWCE3B04	5	3	40	60	100
I	CORE MAJOR PRACTICAL III	FIELD WORK PRACTICUM & STUDY TOUR	20PSWFP3B03	15	5	40	60	100
II	SKILL BASED ELECTIVE	RESEARCH SKILLS	18PSSRS3003	2		50		50

SUBJECT TITLE: INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE

TOTAL HOURS: 60

SUBJECT CODE: 20PSW/CT/3AA7

CREDITS: 3

L.T.P: 40-20

COURSE OBJECTIVE:

1. To deal with analyzing both the traditional pluralistic perspectives of industrial relations (IR) as they have evolved over the years and the transformation that the subject has undergone at the global level.
2. To develop students' skills in managing these issues in general and in the Indian context in particular
3. To provide tools and other resources for students who will be pursuing further instruction and research in industrial relations

COURSE OUTCOME on completion of the course the students will be able to...

CO NO:	COURSE OUTCOME STATEMENT
CO1	Define the terminology, history, and models of industrial relations system.
CO2	Apply IR systems, the external environment affecting IR, management and trade union activity at the strategic, functional and workplace levels, collective bargaining, industrial democracy.
CO3	Compile some of the economic effects of unions on wages, employment, and other aspects of the employment relationship.
CO4	Discuss various issues in management of IR in the HR-dominated context of the modern business environment.
CO5	Prepares to take a more applied focus by covering some of the mediums available to resolve disputes between labor and management.

SYLLABUS

UNIT I – Introduction-Industrial Relations (12 hours)

Introduction: Background of Industrial Relations – Definition, scope, objectives, factors affecting IR, importance of IR. Approaches to Industrial relations, system of IR in India – Historical perspective & post-independence period and historical initiatives for harmonious IR, Government policies relating to labor, **ILO** – History, aims, objectives, structure and functions, and its influence on Legal enactments in India.

UNIT II – Collective Bargaining & Negotiation (12 hours)

Collective Bargaining & Negotiation: Collective Bargaining: Definition, Meaning, Nature, essential conditions for the success of collective bargaining, functions of collective bargaining, importance of Collective Bargaining, collective bargaining process, prerequisites for collective bargaining. **Negotiations-Types of Negotiations-** Problem solving attitude, Techniques of negotiation, negotiation process, essential skills for negotiation.

UNIT III- Industrial Democracy (12 hours)

Trade Unions: Meaning, trade union movement in India, Objective, role and functions of the Trade Unions in Modern Industrial Society of India, Procedure for registration of Trade Unions, union structure, Rights and responsibilities of TUs, Problems of trade unions. **Workers Participation:** Concept, Objectives, importance, forms of participation and - limitations of workers participation. Joint Management Councils and works committee.

UNIT IV- Mechanisms of Industrial Relation (12 hours)

Grievance procedure: Grievance - Meaning and forms, sources of grievance, approaches to grievance machinery, Grievance procedures and model grievance procedure. **Discipline** - Causes of Indiscipline, Disciplinary procedures, approaches to manage discipline in Industry, Principles of Hot stove rule. Judicial approach to discipline, Domestic enquiries.

UNIT V - Industrial Conflict and Disputes Resolution (12 hours)

Industrial Conflicts: Industrial conflict – perspectives, Nature of conflicts and its manifestations causes and types of Industrial conflicts, prevention of Industrial conflicts, and settlement Machinery of Industrial disputes. Paradigm shift from industrial relations to employee relations – shift in focus, difference, employee relations management at work, culture and employee relations, future of employee relations. **Industrial Conflict and Disputes Resolution**

TEXT BOOK:

- Gough.R (2006) 'Employee relations, the labour market and work organisation' in J. Teicher, P. Holland and R. Gough (eds), *Employee Relations Management: Australia in a Global Context*, 2nd ed, Prentice Hall, Frenchs Forest.
- Julian Teicher, Peter Holland and Richard Gough (eds) (2013) *Australian Workplace Relations*, CUP, Cambridge.
- Kumar, H.L. (2010). *Practical Guide to Labour Management*, New Delhi: Universal Publication law publishing.
- Nikola Balnave, Janine Brown, Glenda Maconachie and Raymond Stone (eds) (2007) *Employment Relations in Australia*, John Wiley and Sons, Brisbane.
- Robyn Alexander, John Lewer and Peter Gahan (2008) *Understanding Australian Industrial Relations*, Thomson, South Melbourne.

REFERENCES:

- Charles Myer. *Industrial Relations in India*
- Julian Teicher, Peter Holland and Richard Gough (eds) (2006) *Employee Relations Management: Australia in a Global Context*, 2nd ed, Prentice Hall, Frenchs Forest.
- Mamoria, S. (2007). *Dynamics of Industrial Relations*, Himalaya publishing House.
- Michael V.P *Industrial Relations and workers involvement*, Himalaya Pub. House, Mumbai. 3. Agarwal S.L. *Labour Relations Law in India*
- Schil Jawed *Trade Union Movement in India*, Sundeep Publication, New Delhi. 8. Karnik V.B., *Indian Unions –problems and Prospects*, Minerva Associates, Kolka

E.RESOURCES:

- The Australian Council of Trade Unions: <http://www.actu.org.au/>
- Australian Chamber of Commerce & Industry: www.acci.asn.au The Department of Employment: <http://employment.gov.au/>
- The International Labour Organisation: <http://www.ilo.org/global/>

MAPPING

PSO CO	PSO1	PSO2	PSO3	PSO4	PSO-5	PSO6
CO1	2	2	3	2	2	2
CO2	2	3	3	2	2	3
CO3	2	2	3	2	2	2
CO4	2	2	2	2	2	3
CO5	2	3	2	2	3	2

MY KEY:

Pedagogy:

Case Studies, Lecture, Group discussion, Group assignment, Group projects, Seminar, Short film, Role play, Group Activities, Power Point Presentation and debate.

Case Studies: Use Cases to supplement learning from the course.

COMMUNITY HEALTH

TOTAL HOURS: 60hours

SUB.CODE: 20PSWCT3BA6

CREDIT: 3

L-T-P: 40-20

COURSE OBJECTIVE:

1. To provide insight about community health, policies, programs and provisions relating to health at community level.
2. To identify the role of Inter-sectoral coordination of organizations in order to promote health and also to curb issues related to public health
3. To understand the existing programs, policies and services to health from state to national level in-order to develop preventive approach to public health.

COURSE OUTCOMES:

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

CO No.	CO Statement
CO1	Outline the concepts of community/public health and health care delivery system in various level.
CO2	Analyse the role of government and all related sectors in promotion of public health
CO3	Explain the health programs and legislations pertaining to public health and also to explain structure of health administration and planning at different levels.
CO4	Demonstrate the role of National and International agencies in health initiatives and also can explain about the role of mass communication in preventive and promotion aspect of health.
CO5	Understand health-related statistics and reports of all organisations working in the field of health.

SYLLABUS

UNIT I – Community Health

(12 hours)

Community Health: Principles, Models of Intervention and the role of Professional Social Worker. Health work in the community; Assessing community health needs, mobilizing core groups and community participation – Training of multipurpose workers in community health programmes. Health care delivery system at the National and state levels, primary health centre, models of community health.

UNIT II-Introduction to public health

(12 hours)

Concept of Public health, Challenges confronting public health ,Role of government for public health in India,Introduction to Inter-sectoral Coordination for Public Health Issues in India (Living conditions, Urban planning, Revival of rural infrastructure and livelihood, Education, Nutrition and early child development, Social security measures, Food security measures, social assistance programs, Population stabilization). Human resources for health.

UNIT III -National and State Health programmes

(12 hours)

National Health Programmes-Health Policies and Committees. Legislations pertaining to Health – A critical review. Health administration and Planning: Structure and Functions at National and State and District levels- Primary Health Centres - Corporation and Municipal health services. Hospital Administration and Management.

UNIT IV Health Initiatives

(12 hours)

Definition, need and importance of vital health statistics, concept of mortality, morbidity. Epidemiology: definition, concepts, uses and its role Role of National Health Initiatives (AYUSH, ICMR and NHFS), Role of WHO in Health initiatives, Understanding health from the Human Rights perspective – Environment issues and health – Media and health. Health Movements and Campaigns.

UNIT V Health Promotion

(12 hours)

Partners in Preventive, Promotive and Rehabilitative aspects of health care: Non-Governmental Organisations, Health Network, Corporate Sector, Educational and Religious Institutions. Latest reports of National and International Organisations working in the area of Health. Current review and analysis from scientific journals, health magazines.

TEXT BOOKS:

- Aschengrau, Ann (2020)., *Essentials of Epidemiology in Public Health*

- Fleming Phd Ma Bed Dip Teach, Mary Louise, Parker Edd Msw Ba, Elizabeth, Corra-velez Mbbs Phd, Ignacio (2019) *Introduction to Public Health*
- Johnson JA (2012) *Introduction to Public health organisations, management and policy*
- Madant (2016) *Introduction To Health Promotion & Behavioural Science In Public Health (public Health Basics)*
- Park, K.(2017) *..Parks textbook of preventive and social medicine Jabalpur Madhya Pradesh, Banarsidas Bhanot Publishers.*

REFERENCE BOOKS:

- Donald Lombardi and Joan E. Pynes (2012) *Human Resources Management for Health Care Organizations: A Strategic Approach.*
- Kishore.J (2014) *NATIONAL HEALTH PROGRAMS OF INDIA National Policies and Legislations Related to Health.*
- Madaboyina Gopi (2015) *Health Administration in India*
- Means. R, Richards. S, (2008). *Community care*, UK: Palm grove Macmillan publications.

E-RESOURCES:

- <http://egyankosh.ac.in/handle/123456789/47959>
- <https://courses.lumenlearning.com/atd-clinton-hsm111/chapter/functions-of-the-public-health-system/>
- <https://www.mohfw.gov.in/>

MAPPING OF CO WITH PSO:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	2	2	1	2	2
CO2	3	3	2	2	3	2
CO3	3	1	2	2	2	2
CO4	3	2	3	3	2	2
CO5	3	1	3	2	3	3
AVG	2.8	1.8	2.4	2	2.4	2.2

KEY:

PEDAGOGY (TEACHING METHODOLOGY):

Video lectures, group discussions, statistical analysis and public health topic discussions.

HUMAN RESOURCE MANAGEMENT

TOTAL HOURS: 60 hours

SUBJECT CODE: 20PSWCT3AA7

CREDIT : 3

L-T-H: 40-20

Course Objectives:

- To introduce the different functional areas of HRM & HRD.
- To gain competencies needed for a HR professionals.
- To sensitize on the emerging trends in the field of HR.

Course Outcomes : on completion of the course the students will be able to

CO No.	CO Statement
CO1	Analyse the basic concepts of Human resource Management, Scope of HRM and HRD.
CO2	Demonstrate on the various aspects of Human resources planning, man power sourcing, selection, placement etc.
CO3	Assess the wages and salary administration, incentives and international compensation
CO4	Apply knowledge on the various aspects of Human resources planning, man power sourcing, selection, placement etc.
CO5	Evaluate the various methods of Performance Appraisal and quality of Work Life.

SYLLABUS

UNIT I – Introduction to Human Resource and Management (12 hours)

Concept, Meaning, scope, origin and growth, Functions of HRM, HRM Vs personnel management, HRD- objectives and scope – HRM and HRD as a part of general management. HR-challenges and opportunities. HR policies, procedure and programs; Skills for HR Manager.

UNIT II – Human resource planning (12hours)

HRP – Meaning, types and Components, Job Analysis; Job specification, Job Description. Job Design, Recruitment, Selection. Job changes, Employee retention; career planning and career Development. Succession planning, dual career. HR audit, HRIS, Employee separation: retirement, resignation, dismissal and VRS.

UNIT III – Compensation Management (12 hours)

Job Evaluation, - Assessing job worth and developing wage structure, wages and salary administration, wage policy, wage boards; Incentives , performance based pay and employee benefits; executive compensation and international compensation.

UNIT IV – Training and Development (12 hours)

Training: meaning, need, importance, types: on the job and of the job training, training effectiveness, evaluation of training programme. Competency mapping & competency building, Multi-skilling, Redundancy Management, Monitoring.

UNIT V - Performance Management System (12hours)

Meaning, Methods of Performance Appraisal- Traditional Method, Modern Method,360 degreeAppraisal. Performance counselling, quality of work life.

Text Books :

- Aswathappa K. (2005) *Human Resource and Personnel Management*,4th Ed,Tata Mc Graw Hill Publishing Co. Ltd

- Bhatia. S., (2006). *Human Resource Management – A Competitive advantage*, New Delhi: Deep and Deep Publications Pvt. Ltd.
- Dessler, G.&VarkkeyB.(2011) *Human Resource Management*, 12th Ed, Pearson Education
- Gupta. C.B, (2012). *Human Resource Management*, 14th ed,Sultan Chand & Sons, New Delhi.
- Memoria C.B and S.V. Gankar (2014) *Text book of human Resource Management* Himalaya Publishing house.

Reference:

- Bhattacharya. D., (2002). *Human Resource Management*, New Delhi: Excel Books.
- Durai, P. (2010), *Human Resource Management*, Pearson Education.
- Flipppo, Edwin B.(2007), *Personnel Management*, Tata McGraw Hill Publishing Co, New Delhi.
- John Bernardin.H (2007), *Human Resource Management*, McGraw Hill Publication.
- Jyothi. P, and Venkatesh. D., (2006). *Human Resource Management*, New Delhi: Oxford University Press.\

E Resources:

- [Anthony McDonnell](#) 2019*Human Resource Management Journal*: A look to the past, present, and future of the journal and HRM scholarship
- *The Encyclopedia of Human Resource Management VOLUME 1* by William J. Rothwell (Contribution by); Robert K. Prescott (Volume Editor)
- Evidence-based HRM 2013 : a global forum for empirical scholarship.Emerald Group Publishing

Mapping of CO with PSO:

CO / PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
1	3	1	2	2	3	2
2	2	2	3	1	1	3
3	2	1	2	1	3	3
4	2	3	1	3	1	3
5	2	1	3	1	2	2
Avg	2.2	1.2	2.2	1.4	2	2.6

KEY:

PEDAGOGY (TEACHING METHODOLOGY): Teaching through Lecture method, Seminars, Group discussions, case study etc.

MENTAL HEALTH

TOTAL HOURS: 60 hours

SUB.CODE: 20PSWCT3B07

CREDIT: 3

L-T-P: 40-20

COURSE OBJECTIVE:

1. To understand the theory and evolution of psychiatry in the field of mental health.
2. To understand the concept of mental health and to gain knowledge in various mental disorders and skills in assessing mental disorders using psychiatric tools in clinical practice.
3. To explore the concept of community psychiatry and its significance in the field of psychiatry.

COURSE OUTCOMES:

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

CO No.	CO Statement
CO1	Outline the concept of mental health and evolution of psychiatry in Indian Context.
CO2	Demonstrate various mental disorders and behavioural disorders with its related concepts.
CO3	Critically analyse and identify individuals with symptoms of mental disorders in clinical setting so as to provide appropriate interventions.
CO4	Skilled enough in applying various tools to assess mental disorders in clinical practice.
CO5	Demonstrate the concept and types of community psychiatry services and its significant impact on society.

SYLLABUS

UNIT I -Introduction

(12 hours)

Mental Health - Concept of Normality and Abnormality, Etiological factors influencing mental health-Historical aspects of Psychiatry, Classificatory System : ICD-10 and DSM V, Psychiatric interviewing and Evaluation. Role of social workers in promoting mental health

UNIT II-Neuroses and Psychoses

(12 hours)

Causes of Mental Disorders. Concept of Neuroses and Psychoses and Symptoms,Neurotic Stress related and Somatoform Disorders, Schizophrenia and related disorders, mood disorders, pharmacology and psychosocial management of disorders. Organic disorders.

UNIT III-Behavioural Disorders and Childhood Disorders

(12 hours)

Personality disorders, Alcoholism and Drug Dependency, sexual deviation and disorders, Eating disorders and Sleep disorders. Developmental and behavioural disorders of childhood

UNIT IV Clinical Practice

(12 hours)

Assessment tools in clinical practice: Mini Mental Status Examination (MMSE), IPDE ICD-10 module screening, Hamilton Depression Rating Scale (HDRS), Young Mania Rating Scale (YMRS), Hamilton Anxiety Rating Scale (HAM-A), Liebowitz Social Anxiety Scale (LSAS-SR), Activities of Daily Living (ADL), Raven's Standard Progressive Matrices, Sack's Sentence Completion Test; IP and OP Setting in Psychiatric Hospital, Various Therapies applicable in Clinical Practice and Case management.

UNIT V Community Psychiatry

(12 hours)

Concept, definition, advantages & disadvantages of Community Psychiatry, Types of Psychiatric services (Outpatient, Domiciliary Visit, Rehabilitation, support groups, group homes,hotlines & counselling Services). Role of various Socio-cultural factors in Psychiatry.

TEXT BOOKS

- Ahuja Niraj,(2006), *A short Text book of Psychiatry*, Jaypee Brothers, New Delhi
- Donald W. Black and Nancy C. Andreason (2014)., *Introductory Text Book of Psychiatry*.
- *Physiotherapy in Mental Health and Psychiatry: A Scientific And Clinical Based Approach* (2017)
- *The Icd-10 Classification of Mental &Behavioural Disorders: Clinical Descriptions and Diagnostic* (2007)

- Thornicroft, Graham/ Szmukler (2011) *Oxford Textbook of Community Mental Health*.

BOOK FOR REFERENCE

- Benjamin James Sadock, Virginia Alcott Sadock and Pedro Ruiz (2017) Kaplan And Sadocks *Concise Textbook Of Clinical Psychiatry*.
- Bloch (2014), *Psychiatry: Past, Present, And Prospect*.
- Francis.P.Abraham(2014), First edition,,*Social Work in Mental health Context, theories and Practice*, Sage Publications india Pvt Ltd, New Delhi
- **Lee Baer and Mark A.Blais (2010),,Handbook of Clinical Rating Scales and Assessment in Psychiatry and Mental Health (Current Clinical Psychiatry)**
- Shawn Christopher Shea Md (2017),*Psychiatric Interviewing: The art of Understanding*

E-RESOURCES:

- <http://www.ignou.ac.in/upload/Bswe-20Block-5-UNIT-23-small-size.pdf>
- <https://www.nimh.nih.gov/health/publications/index.shtml>
- Indian Journal of Psychiatry by Indian Psychiatric Society

MAPPING OF CO WITH PSO:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	2	2	1	1	1
CO2	3	3	3	2	2	3
CO3	3	3	3	2	3	3
CO4	3	2	3	2	2	3
CO5	2	3	2	1	2	2
AVG	2.6	2.6	2.6	1.6	2	2.4

KEY:PEDAGOGY (TEACHING METHODOLOGIES): Video lectures, group discussion, case study analysis, one on one assessment using psychological tools.

LABOUR LEGISLATION

TOTAL HOURS: 60 hours

SUBJECT CODE: 20PSWCT3AA8

CREDIT : 3

L-T-H: 40-20

Course Objectives :

- To familiarise the students to learn the basic facts concerning Labour Law.
- To assists the students to acquire attitudes that are apt in the practice of Labour Law.
- To enable them to realize the need to have suitable skills for the practice of Labour Law.

Course Outcomes: On completion of the course the students will be able to....

CO No.	CO Statement
CO1	Asses the labour in Indian constitution and differentiate Labour law and Industrial Law
CO2	Demonstrate the legislation pertaining to working condition for the welfare of labours
CO3	Apply aspects of industrial law to real workplace situations
CO4	Demonstrate the laws relating to Industrial Relations, Working conditions and also learns the enquiry procedural and industrial discipline.
CO5	Evaluate emerging trends in Industrial law

UNIT I - Introduction**(12 hours)**

Labour Legislation: Introduction and Objectives, Labour in Indian constitution; Labour Law distinguished from industrial Law; Labour Rights and policies.

UNIT II - Legislation pertaining to working conditions**(12 hours)**

The Factories Act, 1948(Amendments)

Industrial Employment (Standing Orders) Act, 1946

Tamil Nadu Shops and Establishment Act, 1947

Contract Labour (Regulations and Abolition) Act,1970

UNIT III - Wage Legislations**(12 hours)**

The Payment of Wages Act, 1936

The Minimum Wages Act, 1948

The Payment of Bonus Act, 1965

Payment of Gratuity Act, 1972

UNIT IV- Social Security Legislations**(12 hours)**

Employees Compensation Act, 1923

Employee's State Insurance Act, 1948

Employee Provident Fund and Miscellaneous Provisions Act, 1952

The Maternity Benefit Act, 1961

UNIT V-Industrial Relations Legislations**(12 hours)**

Trade Unions Act, 1926

Industrial Disputes Act, 1947

Text Book:

- Kapoor, N.D(2013). *Hand Book of Industrial Law*. New Delhi: Sultan Chand & sons.
- [P Saravanavel](#)(2011) *Industrial and Labour Laws* Galgotia Publications Pvt Ltd
- Srivastava, S.C (2006), *Industrial Relations& Labour Laws*, 5th Rev., Vikas Publication House, New Delhi.
- Singh B.D (2008), *Industrial relations and labor laws*, Excel books.
- Suryanarayanan,M.(1982), *Introduction to Labour Law & Industrial Law*, Agricultural Institute, Allahabad.

REFERENCES:

- Gupta,S. (1982), *Labour and Industrial Law*. Collins Publications.
- Kumar,H.(2011). *Labour Laws with model forms*. New Delhi: Universal Publication law publishing
- Kumar,H.(2010). *Labour problems and remedies*. New Delhi: Universal Publication law publishing.
- Puri,S.(1984). *Introduction to Labour Law & Industrial Law*. Allahabad: Agricultural Institute.
- Taxmann.S, (2010) *Industrial Law*. Taxmann Publications Pvt.

E Resources

- Simon Deakin and Gillian Morris, *Labour Law* (2005) Hart Publishing ISBN 978-1-84113-5601
- [Sulekha Kaul](#) 2017 India: A Brief Guide To Labour And Industrial Laws Of India
- National Journal of Labour and Industrial Law

Mapping of CO with PSO:

CO / PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
1	3	1	2	1	3	2
2	2	2	3	2	1	3
3	2	1	2	3	1	3
4	2	3	1	1	2	3
5	2	1	3	1	2	2
Avg	2.2	2.6	2.2	1.6	1.8	2.6

KEY:

PEDAGOGY (TEACHING METHODOLOGY): Teaching through Lecture method, Seminars, Group discussions, case Study etc.

MEDICAL SOCIAL WORK

TOTAL HOURS: 60 hours

SUBJECT CODE: 20PSWCT3B08

CREDIT: 3

L-T-H: 2-1-3

COURSE OBJECTIVES:

1. To provide insight about the history of social work in the medical setting and its development and current status.
2. To impart knowledge about social work practice in the field of health & develop a deeper understanding of common physical diseases and health problems of vulnerable groups.
3. To give orientation about bio-psycho-socio-environmental factors in the causation, treatment and prevention of diseases.

COURSE OUTCOMES: On completion of the course the students will be able to

CO No.	CO Statement
CO1	Demonstrate the origin of Medical Social Work abroad and in our country and its current status.
CO2	Understand the basic terminologies related to health and its models and use it as intervention of people with illness.
CO3	Gain knowledge about various diseases and its psycho social effects on people; simultaneously be able to practice interventions and skills needed for assessing techniques and intervention tools.
CO4	Educate various professionals and country people on various disabilities and policies and programmes relevant to it.
CO5	Co-ordinate and co-operate with other departments working for public health and able to bridge the gap in government policies related to health

SYLLABUS

UNIT I –Introduction (12 hours)

Medical Social Work - definition, objectives and Scope of Medical Social work, Historical development of Medical Social Work in west and in India, Changing concept of health, meaning of health, hygiene, diseases, illness and handicap, medicine as per WHO; Concept of patient as a person. Palliative care and pain management.

UNIT II - Health Care Models and Health Education (12 hours)

Health care models – Medical health Prevention and Promotion model, Integrative model and Development model; holistic approach to health;

Health education: Concept, principles, models, methods and techniques. Role of Social Worker, in Health education.

UNIT III –Hospitalization and Psycho Social Problems (12 hours)

Concept of hospitalization, impact of long term and short term hospitalization, Psycho social problems faced during hospitalization. Role of Medical Social Worker, in Hospital setting.

Communicable diseases, non-communicable diseases.

Role of social worker and Psycho social problems of people with cancer, diabetes, hypertension, cardiac disorders, neurological disorders, asthma, Nutritional disorders, Occupational health problems, Women's health problems, Pediatric health problems, Geriatric health problems

UNIT IV Disability (12 Hours)

Disability: Causes, types and Prevalence of various disabilities Prevalence of various disabilities.

– Needs and problems of Person with Disability and coping strategies. Learning Disabilities - Level of rehabilitation- Composition of the Multidisciplinary team (Roles of Family, Counsellor, Social Worker, Para Medical Professional, Physician/Doctors, Special Educator). PWD ACT 1995.

UNIT V (12 hours)

Organization and Administration of Medical Social Work in a Hospital Setting- Role of the Medical Social Workers in the Department, Application of various Social Work Methods in Hospital Setting- Specific skills required for Medical Social Work Practice.

TEXT BOOKS:

- Helen.R and Gary.R, (2006) *The Social Worker – Medicine Relationship*, U.S.A. Haw Worth Press.
- John, B. (2007) *Hospital Social Work*. New York: Taylor and Francis Group.
- John, W. (2002), *Medical Social Work The reference book*.USA: National Library of Canada Cataloguing & publishing.
- Mary, J. (2011), *Introduction to Public Health*, U.K: Jones and Bartlett publishers
- Park, K. (2011), *Textbook of preventive and social medicine*, Jabalpur Madhya Pradesh: Banarsidas Bhanot Publishers.

BOOKS FOR REFERENCE:

- Daniel Burrows (2020), *Critical Hospital Social Work Practice*, England; Taylor and Francis
- Jerrold R. Brandell (2010), *Theory and Practice in Clinical Social Work*, New York; SAGE Publications.
- John Weber (2002), *Medical Social Work: the Reference Book*, Canada; Trafford Publishers.
- Karen M. Allen, William J. Spitzer 2015, *Social Work Practice in Healthcare Advanced Approaches and Emerging Trends*, Los Angeles; Sage Publications.
- Kiya J Bentley (2014), *Psychiatric Medication Issues for Social Workers, Counselors, and Psychologists*, USA; Taylor & Francis Group.

E- Resources

- www.Indianjournalpsychiatry.org
- www.IJPH.in
- www.iapsmupuk.org

MAPPING OF CO WITH PSO:

CO\PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO6
CO 1	3	1	-	-	-	1
CO 2	3	3	1	1	3	1
CO 3	3	3	3	1	3	3
CO 4	3	3	3	3	3	3
CO 5	3	3	3	3	3	3
Avg.	5	2.6	2	1.6	2.4	2.2

KEY:

PEDAGOGY (TEACHING METHODOLOGY):

- Lecture, Group discussion, Seminar, Playing videos by experts, Outreach Visits.

SOCIAL POLICY AND SOCIAL LEGISLATION

TOTAL HOURS:6 0 hours

SUBJECT CODE:

20PSWCT3B04CREDIT: 3

L-T-H: 2-1-3

COURSE OBJECTIVES:

1. To provide insight about the beginnings of social policy and social legislations in India with respect to terms and deliveries.
2. To understand historical perspective of various social policies and legislations and demonstrate how it helped in the upliftment of vulnerable sections of population.
3. To analyse the mechanism of utilizing social legislation for transformation and influence policy making.

COURSE OUTCOMES:On completion of the course the students will be able to

CO No.	CO Statement
CO1	Understand the relationship between social values, social policy, social programs and how they shape the delivery of social services to the community and the clients.
CO2	Gain insight into emergence of Social legislations and Rights of vulnerable groups.
CO3	Understand the role and function of legal system and relevant legislation in protecting social justice and human rights.
CO4	Understand the political process and the role power plays in policy development, approval, implementation, and evaluation.
CO5	Understand the concept, process, indicators and determinants with respect to social development

SYLLABUS

UNIT- I -Social Policy and Social legislation

(12 Hours)

Social policy; Meaning, Definition, Social Welfare Policy, Evolution of social policy in India, Approaches to social policy, models of social policy. Concept of welfare state. Social legislation; meaning, Definition and Objectives, instrument of social change and role of social worker in legal assistance., Legal Provisions: Free Legal Aid, Public Interest Litigation, Lok Adalat.

UNIT – II – Policies and Planning Machinery

(12 Hours)

Policies in India – a historical perspective policy regarding backward classes, scheduled classes. Scheduled tribes, denotified communities, women, children, youth, handicapped, aged, populations, family welfare, urban & rural development, education, health, poverty alleviation.

Planning Machinery and Monitoring - The Machinery process of social planning in India, Implementation of social planning at various levels, Monitoring and evaluation of planning.

UNIT - III Children and Law

(12 Hours)

Juvenile Justice Act 2006, Child Labor Abolition & Regulation Act 1986, Central Adoption Resource Agency Guidelines 1991, Prenatal Diagnostic, Techniques Act 1954. Protection of Children from Sexual Offences 2012 & Child Marriage Restraint Act (1978), Rights of children to compulsory education Act 2009.

Unit – IV - Social Problems and Legislations

(12 hours)

Laws related to Social problems - I : Dowry Prohibition Act 1961, Medical Termination of Pregnancy 1971, Prevention of Immoral Traffic Act 1956, Indecent Representation of Women Act 1986, Domestic Violence Act 2005, Married Women Property Act 1959, Sexual Harassment in Work Place – Guidelines.

UNIT – V - Social Problems and Legislations

(12 Hours)

Laws related to Social problems – II: **Transplant** of Human Organs Act 1994, Person with Disabilities Act 1995, Mental Health Act 1986, Right to Information Act 2005, bonded labour system (Abolition) Act 1976, Rural Employment Guarantee Act 2005, Cyber Crime Laws. Protection of Human rights acts 1993.

TEXT BOOKS:

- Bakshi, P.M., 2007 , *Constitution of India*, Universal Law Publishing House.
- Drez J. and Sen A., (2007), *Indian Development*, Oxford University Press, New Delhi
- Dyson, T; Cassen, R, Leela ,Visaria (2004), *Twenty First Century India : Population, Economy Human Development and the Environment*. New York Oxford University Press.
- Ghai, Dharam, (2000), *Social development and public policy : A study of some successful experiences*, UNRISD, Geneva.
- Jonathan,D.(2009), *Social Work and Social Policy – An Introduction*, U.S.A. Routledge Publications.

BOOKS FOR REFERENCE:

- Gore, M.S., (2009), *Aspects of Social Development*, TISS, Bombay.
- Kulkarni, P.D., (2007), *Social Policy & Social Development in India*, ASSWI, Madras
- Midgle. J., (2012), *Social Development*, Sage Publications, Delhi.
- Midgle. J, Michelle Livermore (2009), *Handbook of social Policy*, SAGE Publications, Los Angeles.
- Frances Pinter, London Pathak, S.,(1981), *Social Welfare: An Evolutionary and Developmental Perspective*

E- RESOURCES:

- www.ignou.ac.in
- <https://www.iaswg.org>
- files.drdeen.webnode.com

MAPPING OF CO WITH PSO

PSO	PSO1	PSO2	PSO3	PSO4	PSO-5	PSO6
CO						
CO1	3	1	1	3	2	3
CO2	3	1	2	3	2	1
CO3	3	3	3	3	2	2
CO4	3	3	3	3	3	2
CO5	3	3	3	3	3	3
Avg.	5	2.2	2.4	5	2.4	2.2

KEY:

PEDAGOGY (TEACHING METHODOLOGY):

Case Study, Lecture, Group discussion, Seminar, Short film, Role play, Group Activities, PowerPoint Presentation and debate.

DEPARTMENT OF SOCIAL WORK

SDNB VAISHNAV COLLEGE FOR WOMEN (AUTONOMOUS)

CHENNAI-600044.

(MASTER OF SOCIALWORK)

COURSE FRAME WORK

SEMESTER IV

SEM	COURSE CODE	COURSE TITLE	TITLE OF THE PAPER	HRS	CREDITS	CA	SE	TOTAL
I	CORE MAJOR - IX	CONTEMPORARY PRACTICES IN HRM WORKING WITH FAMILIES, CHILDREN AND ELDERLY	20PSWCT4AA9 20PSWCT4BA9	5	4	40	60	100
I	CORE MAJOR - X	ORGANISATIONAL BEHAVIOUR AND ORGANISATIONAL DEVELOPMENT PSYCHIATRIC SOCIAL WORK	20PSWCT4C10 20PSWCT4D10	5	4	40	60	100
I	ELECTIVE V	CORPORATE SOCIAL RESPONSIBILITY	20PSWCE4B05	5	3	40	60	100
I	CORE MAJOR PRACTICAL - IV	FIELD WORK PRACTICUM	20PSWFP4B04	15	6	40	60	100
I	CORE MAJOR	RESEARCH PROJECT	17PSWPR4A01	5	6	40	60	100
I	INTERNSHIP	BLOCK PLACEMENT			2			
II	EXTRA DISCIPLINARY	SWAYAM (MOOC)	18MOOC4004	2		50		50
			TOTAL					

CONTEMPORARY PRACTICES IN HRM

TOTAL HOURS: 60 hours

SUBJECT CODE: 20PSWCT4AA9

CREDIT : 4

L-T-H: 30-30

Course Objectives:

- To facilitate students to the basic concepts and essentials of TQM and take them through the cases of different industries with special reference to India
- To familiarize the students with the latest trends in HR and business practices.
- To enable the students to enhance their skills and competencies required to be a successful organizational leader

COURSE OUTCOMES:on completion of the course the students will be able to...

CO No.	CO Statement
CO1	Learn the basic quality concepts and various tools of TQM
CO2	Asses the role ISO in managing the quality system
CO3	Analyse the contemporary business and concepts
CO4	Appraise the impact of cultural and contextual factors in shaping human resource practices in MNCs and evaluate best Practices in IHRM.
CO5	Apply on field through exposure on conducting group discussion, interview and managerial Skills.

UNIT –I TQM Essentials**(12 hours)**

Basic Quality Concepts: Definition of Quality, Total Quality Management, Quality Costs, Quality Control. TQM tools and Techniques: 7 tools of Quality, New 7 Management tools, Quality Circles, 5S, Six Sigma, Kaizen, JIT (Just In Time), Lean Manufacturing, Total Productive Maintenance, Bench Marking, Business Process Re-engineering

UNIT – II Quality Management Systems (QMS)**(12 hours)**

Need for Quality System, ISO 9000: Benefits, Implementation, Documentation & Registration. Environment Management System (EMS): Concept of ISO 14000, Requirements and Benefits. Case Studies of TQM in Indian organizations.

UNIT –III Contemporary Business Concepts/Practices**(12 hours)**

Knowledge Management, BPO, KPO, B2B, B2C, PCMM, ESOP, BPR, Ergonomics, Emotional Intelligence, Outplacement.

UNIT – IV IHRM**(12 Hours)**

Concept, meaning and definition history of International Human Resource Management (IHRM) – Difference between Domestic Human Resource Management and International Human Resource Management. Types of employees of an international firm.

UNIT – V International Recruitment and Selection

International Recruitment and Selection, Training and Development in Global organizations, Cultural factors/issues in Performance Management, Approaches to International Compensation, Repatriation and managing Expatriates, International Labour Standards.

HR Skills Lab (Internal Participation &Evaluation Only) (3 hours)

Mock Interview, GD, Presentations, Management Games, Leadership exercises, Managerial developmental activities.

TEXT BOOK :

- Bhatia, S. (2005). *International Human Resource Management : A Global Perspective : Practices and Strategies*. New Delhi: Deep and Deep.
- Charles, W. and Arun,J. (2008), *International Business*. New Delhi: Tata McGraw Hill Publication.
- Dale H. and Carol. B (2011). *Total Quality Management*. Pearson Education India
- Helen,D. (2008). *International Management – Managing Across Borders and Cultures*. Prentice Hall of India Pvt. Ltd.
- [Srinivas R. Kandula](#)(2018)*International Human Resource Management* sage publication

Reference:

- Brewster.C (2007), *International Human Resource management*. London: Oxford University press.
- Dowling.P and Welch, D.(2007). *International Human Resource management*,U.S.A:CENGAGE Learning.
- Dudeja.V., (2000). *International Business Management in the new millennium Challenges and opportunities*. New Delhi: Common wealth Publication.
- Liza Castro Christiansen (2017)*The Global Human Resource Management Casebook 2nd Edition*
- Michael Dickmann(2016)*International Human ResourceManagement:Contemporary HR Issues in Europe3rd Edition*.

Resources

- <https://study.sagepub.com/ihrm5e/student-resources/useful-weblinks>
- Javidan, M. and Dastmalchian, A. (2009) ‘Managerial implications of the GLOBE project: a study of 62 societies’, *Asia Pacific Journal of Human Resources*, 47(1): 41–58.
- www.global-dynamics.com/services/expatriate.htm

- www.global-integration.com
- www.mercer.com/expatmanagement
- Pena, Leticia "Values in International Business: Faces of a Faceless Labor Force," Journal of Human Values, 4: 1, Sage Publications.

Mapping of CO with PSO:

CO / PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO 6
1	3	1	2	1	3	2
2	2	2	3	1	1	3
3	2	1	2	1	1	3
4	2	1	1	1	1	3
5	2	1	1	1	1	2

KEY:

PEDAGOGY (TEACHING METHODOLOGY): Teaching through Lecture method, Seminars, Group discussions, case Study, HR lab etc.

WORKING WITH FAMILIES, CHILDREN AND ELDERLY

TOTAL HOURS: 60 hours

SUBJECT CODE:

20PSWCT4BA9CREDIT : 4

L-T-H: 2-

1-3

COURSE OBJECTIVES:

1. To provide insight about the theoretical & conceptual understanding of families, children and elderly.
2. To compile a deeper understanding of critical situations of vulnerable population and apply various social work intervention techniques in resolving it.
3. To demonstrate the skills learned for the enhancement of basic social units such as family, children, elderly and society at large.

Course Outcomes: On completion of the course the students will be able to

CO No.	CO Statement
CO1	Understand importance of family as a social institution and different functions performed by it.
CO2	Advocate assessing techniques and therapeutic interventions for people with illness or critical situations.
CO3	Understand various welfare services available for weaker section and able to involve professionals like teachers, Mental Health professionals, Geriatricians for the development of interventions and policies and programmes.
CO4	Demonstrate professional social work skills in diverse settings towards people in difficult/special circumstances.
CO5	Co-ordinate and co-operate with other departments working for betterment of weaker/vulnerable sections.

SYLLABUS

UNIT I- Family

(12 hours)

Family Definition: Meaning, Structure, Functions, Family Development Theory and Family Life Cycle, Family Life Education, Family Issue, Family Violence and Family Intervention. Parenting: Styles and Impact of Poor Parenting.

UNIT II- Therapeutic interventions

(12hours)

Family – Introduction to Family therapy, Family Dynamics, Family Systems Therapy, Structural Therapy, Children- Behavioural Analysis, introduction to Art therapy, parenting skills and techniques, importance of life skills.

Elderly – positive retirement, Recreational Therapy, Supportive Therapy, Psycho-Social Assistance for elderly with Alzheimer's, dementia.

UNIT III- Child welfare services

(12 hours)

Definition: concept of child welfare, Constitutional safeguard for children in India, National Policy for children, Introduction to UN Charter for child rights and laws relating to children. Health services- ICDS, MCH, SSA, Transit school, Open schools.

Social work with children

Introduction to School social work, school mental health programs, role of teachers and management in welfare of children, Importance of positive mental health in curriculum.

UNIT IV- Children in different circumstances

(12 hours)

Social work interventions for Children in special circumstances; destitute and abandoned children, Juvenile delinquent child, street children, children living with HIV/AIDS, children of sex workers, Children in needs of special care: children with developmental disabilities, physical disablement, slow learners, children with emotional disturbance, Children of refugees, children from displaced community, substance abuse among children.

UNIT V -Elderly and their health status

(12hours)

Definition of ageing, Gerontology, changing roles and contemporary roles, Impacts of globalization, longevity, empty nest syndrome, structural adjustments.

Health status of the elderly: common health problems: physical, mental and emotional health of elderly. Health services- Government, Non-Government, and Health insurance. Social work intervention with elderly people

TEXT BOOKS:

- Biswas K (2015), *Social Work and Human Psychology*, 1st ed. New Delhi; Vayu Education of India.
- Cynthia Crosson (2015), *Confronting Child and Adolescent Sexual Abuse*, Los Angeles; Sage Publications.
- Derek Kirton (2013), *Child Social Work Policy & Practice*, U.K, Sage Publications.
- Francis P(2014). *Social Work in Mental health Context, theories and Practice*. 1st ed. New Delhi: Sage Publications India Pvt Ltd.
- Maureen O' Loughlin, Steve O' Loughlin(2016), *Social work with children and Families*, 4thed. Los Angeles; Sage publications.

BOOKS FOR REFERENCE:

- Audinarayana N (2012), *Rural elderly in India perspectives and issues*, Delhi, B.R.Publishing Corporation.
- Francis K. O. Yuen (2015), *Social Work Practice with Children and Families A Family Health Approach*, e-book edition, New York; Taylor and Francis group
- Jill Michelle Chonody (2018), *Social Work Practice With Older Adults: An Actively Aging Framework for Practice*, California; Sage publications.
- Nancy Boyd-Webb (2019), *Social Work Practice with Children*, 4th ed., New York; Guilford Press.
- Penelope Welbourne, *Social Work with Children and Families*, UK; Webuy books.

E- RESOURCES:

- [www. Indianjournal psychiatry.org](http://www.Indianjournalpsychiatry.org)
- www.medfordlibrary.org/sites/default/files/OnlineResources.docx
- www.ignouhelp.in/ignou-msw-study-material

MAPPING OF CO WITH PSO:

CO/PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO6
CO 1	3	3	1	2	3	3
CO 2	3	3	3	-	3	3
CO 3	3	3	3	3	3	3
CO 4	3	3	3	2	3	3
CO 5	3	3	3	1	3	3
Avg.	5	5	2.6	1.8	5	2.6

KEY:

PEDAGOGY (TEACHING METHODOLOGY): Lecture method, integrated instructional methods involving Smart classroom, Seminars, Group discussion, Case study etc.

ORGANISATIONAL BEHAVIOUR AND ORGANISATIONAL DEVELOPMENT

TOTAL HOURS: 60

SUBJECT CODE: 20PSW/CT/4A10

CREDIT: 4

L.T.P: 40-20

COURSE OBJECTIVES

- To build knowledge on OB &OD Process and Its Intervention Techniques.
- To enable them to gain understanding on the factors influencing human behavior in organization.
- To import necessary skills essential for the management of human behavior in organizations.

COURSE OUTCOME on completion of the course the students will be able to...

Course No:	COURSE OUTCOME STATEMENT
CO1	Outline core, cross-functional and inter-disciplinary aspects of organization theories, models and frameworks with the real-world practices.
CO2	Use proficiency in Communication, Collaboration, Teamwork and also able to asses group behavior, power and politics.
CO3	Explain of the significance of early and contemporary theories and values in managerial decision making and ability to operate iindependently in new environment, acquire new knowledge and skills and assimilate them into the internalized knowledge and skills.
CO4	Asses the concept and dynamics of organizational development, Change management and implementing Change in the Organization.
CO5	Discuss various process of individuals, groups & organizational developments and its interventions.

CO-1

Students will be able to understand various methods and terms used

15

CO1: Students will be able to understand various methods and behaviour model

SYLLABUS

UNIT I – Introduction to OB and Individual Behaviour (12hours)

Organizational Behaviour (OB): Definition, Concept, Models, Factors affecting OB, Theoretical Framework of OB (Cognitive, Behaviour, Social Learning).

Individual Behaviour: Personality, Perception, Values, Attitudes, Learning and Stress

UNIT II- Group and Team Behavior (12 hours)

Foundations of **Group Behaviour**: (Definition, Types, Stages of Group Development, Properties). **Team**: Nature, features, difference between groups and teams, factors influencing effective functioning of team) and Group Decision Making. **Power**: (Meaning and Types) **Political Behavior** (meaning, characteristics, manifestations) Conflict Management, Inter Personal Dynamics

UNIT –III - Key pillars of Organizational Behavior (12 hours)

Motivation: Meaning, Needs, Early (Maslow's, Herzberg's, Alderfer's ERG,) and Contemporary (Vroom's, Adam's & Goal-setting) Theories of motivation, Organizational strategies for motivation. **Leadership**: Meaning, Styles, Attributes and skills of a good leader, Theories of Leadership (Trait, Behavioral and Contingency theories).

Organization System: Organizational Culture, Organizational Climate, Organization Citizenship Behaviour and Whistle-blowing behaviour.

UNIT IV-Organizational Development and Organizational Change (12 hours)

Introduction, Objectives, Characteristics, History and trends in organizational development.

Introduction to Management of Change: Process of Managing organizational change, managing resistance to change, Theories and Approaches to planned change.

UNIT V - Process of Organizational Development and Intervention (12 hours)

The process of organizational development, Human Process Intervention: Inter personal and group process approaches, organizational process Approach – Inter group relations Interventions, Techno Structural Interventions: Restructuring organization; Employee involvement; Work Design

TEXT BOOK:

- Aswathappa K. 2012. Organizational behaviour. Himalaya Publication house. Mumbai.
- Nilekani, V. and Ramnaryan, S. 2011, Managing Organizational Change, Response Books, New Delhi.

- Pippa Riley. 2011. Organizational behavior. Viva books publications. New Delhi.
- Robbins Stephen. P. et al. 2012. Organizational behaviour. Pearson publications. Delhi.
- Tupper. F. Cawsay, Gene Deszca, Cynthia Ingols. 2012. Organizational change. Sage Publications: New Delhi.

BOOKS FOR REFERENCE:

- Bhatia.S (2007) *Management of change and organizational development – innovative approaches and strategies*. New Delhi: Deep and Deep Publications.
- Dwivedi RS. 2006. Human Relations and Organization Behaviour- A Global Perspective. 5th Ed. Macmillan
- Hellrigal, Slocum and Woodman, Organizational Behavior, Cengage Learning, 11th Edition 2007.
- Kavitha Singh Organizational change and Development, Excel Books New Delhi, 2010
- Mc Shane & Von Glinov (2007), Organisational Behaviour, 4th Edition, Tata Mc Graw Hill.

E-RESOURCES:

- <https://libguides.northwestern.edu/c.php?g=114963&p=747170>
- <https://aus.libguides.com/c.php?g=299635&p=2001459>
- <https://onlinelibrary.wiley.com/journal/10991379>

MAPPING OF CO WITH PSO:

CO \ PSO	PSO1	PSO2	PSO3	PSO4	PSO-5	PSO6
CO1	2	2	3	2	2	3
CO2	2	2	2	2	3	2
CO3	3	2	3	2	3	3
CO4	2	2	2	2	2	3
CO5	2	3	2	2	2	3

KEY:

Pedagogy: Case Studies, Lecture, Group discussion, Group assignment, Group projects, Seminar, Short film, Role play, Group Activities, Power Point Presentation and debate.

PSYCHIATRIC SOCIAL WORK

TOTAL HOURS: 60 hours

SUB.CODE: 20PSWCT4D10

CREDIT: 3

L-T-P: 40-20

COURSE OBJECTIVE:

1. To understand the concept of psychiatric social work in the context of changing trends in mental health.
2. To recognise various psycho social interventions and their significance in the field of mental health.
3. To prescribe the various rehabilitative areas and role of a social worker in it.
4. To apply the psycho social intervention in various special settings to bring about change in individuals and also to recommend legislations pertaining to it to provide social justice.
5. To illustrate the psycho social aspects of disaster and apply concepts of interventions during post traumatic period.

COURSE OUTCOMES:

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

CO No.	CO Statement
CO1	Demonstrate the concept of psychiatric social work and its changing trends with special reference to care coordination.
CO2	Utilize various psychosocial interventions during clinical practice
CO3	Outline the concept, principles and application of rehabilitation and its application in different setting
CO4	Utilize psycho social interventions in wide range of settings where its application place a major role and also use legislations pertaining to mental health to create a discrimination free society.
CO5	Discuss the concept of disaster and psychosocial aspects of disaster with appropriate interventions.

SYLLABUS

UNIT I -Psychiatric Social Work

(12hours)

History and Scope of Psychiatric Social Work, in India, Changing perspective of Psychiatric Social Work, Total institutions, Therapeutic community. Changing trends in Mental Health care, Magnitude of Mental Health Problems. Human Rights in Mental Health.

UNIT II- Psychiatric social work interventions

(12 hours)

Expressed Emotions, Stigma and Discrimination Faced By Person With Mental Illness. Psycho Education, Supportive Psychotherapy, Social Skills Training, Cognitive Remediation, Activity Scheduling, Family Intervention, Referral Services.

UNIT III – Rehabilitation

(12 Hours)

Introduction to Psychosocial Problems, Psychosocial Rehabilitation -Definition, Concept and Component, Core Principles. Mental Health Team and Their Roles in Psychiatric Setting, Patient Centred Care. Important role of Psychiatric social worker in various setting, Role clarities between all mental health team members. Importance of Psycho-Social Rehabilitation in Social Work Practice.

Community Based Rehabilitation, Importance and Need of Early Identification, Treatment, Fitment of Aids and Appliances, Role of Social Worker. Concept of Vocational Rehabilitation, Correctional Rehabilitation

UNIT IV - Psychiatric social work in special settings

(12 hours)

Psycho Social Intervention with Person living with Mental Disorders , Suicide Victim, Rape Victim, Children With Special Needs, Emotional And Behavioural Disorders In Children, Epilepsy and Neurological Disorders, De-Addiction , Geriatric Care, Palliative Care, Stress Management. Wandering People with Mental Illness.

Mental Health Policy in India 2014 and Legislations Pertaining to Mental Health

UNIT V -Disaster Management

(12 hours)

Concept of Disaster, Disaster Management. Phases of Disaster Management, Community based Disaster preparedness, Psycho-Social Aspects of Disaster. National Policy on Disaster Management in India, Case Studies on Disaster Management.

TEXT BOOKS:

- Basavarajappa, Ahamed C., Geetha.D, Chaturvedi K. (2016), *Nuts and Bolts of Starting and Running psychiatric Rehabilitation services*. Bangalore: NIMHANS Publications.
- Carlos W. Pratt (2013) *Psychiatric Rehabilitation.*, Third edition
- Handbook of Psychiatric Social Work by NIMHANS
- Nick Gould (2009) *Mental Health in Social Work context*, Routledge; 2nd edition
- Robert King (2007) *Handbook of Psychosocial Rehabilitation*

BOOK FOR REFERENCES:

- *Brief Psychological Interventions in Practice* by Ann Williamson (2008)
- Jain Holmes (2007) *Vocational Rehabilitation.*
- *Mental Health Social Work* by Colin Pritchard (2006)
- Satya Bhushan Nagar (2017) *Essentials of Community-based Rehabilitation*, Jaypee Brothers Medical Publishers; First edition
- Sulphey M.M (2016) *Disaster Management* PHI learning Publishers.

E- RESOURCES:

- *Psychosocial Interventions for Mental and Substance Use Disorders: A Framework for Establishing Evidence-Based Standards*. Washington, DC: The National Academies Press. <https://doi.org/10.17226/19013>.
- <https://iasexamportal.com/ebook/national-disater-management-policy>

MAPPING OF CO WITH PSO:

CO/PSO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	2	2	2	1	2	2
CO2	3	2	3	1	3	3
CO3	3	2	3	3	2	2
CO4	3	3	3	3	2	3
CO5	1	2	2	2	2	2
AVG	2.4	2.2	2.6	2	2.2	2.4

KEY: PEDAGOGY (TEACHING METHODOLOGIES): Video lectures, group discussion, case study analysis, one on one assessment.

CORPORATE SOCIAL RESPONSIBILITY

TOTAL HOURS : 60

SUB CODE:20PSWCE4B05

Credits : 3

L-T-H: 40-20

COURSE OBJECTIVES:

1. To examine the scope and complexity of corporate social responsibility (CSR).
2. To evaluate the level of commitment to CSR of various national and international organizations
3. To analyze the impact of CSR and act as catalyst for the betterment of society.

COURSE OUTCOMES: On completion of the course the students will be able to

CO No.	CO Statement
CO1	Able to understand overview of CSR, its tools and activities.
CO2	Compare and contrast CSR activities in our country and other countries.
CO3	Able to understand the basic terminologies related to CSR ethics at different cultural background.
CO4	Gain knowledge about various legislative measures towards all stake holders
CO5	Analyse case studies of successful CSR initiatives and understand the skills required for a social worker in CSR

SYLLABUS

UNIT I: Corporate Social Responsibility: (12hours)

Corporate social responsibility in Indian context and International: CSR – Definition, concepts, Approaches of CSR, Models of CSR, Actual and Prescribed CSR overview of corporate social responsibility and corporate social accountability, SR Tools, National and International CSR activities.

UNIT – II Business ethics and corporate social responsibility (12 hours)

Business ethics and corporate social responsibility: Concept of business ethics – meaning, Importance and factors influencing business ethics. Corporate Governance – meaning, significance, principles and dimensions. Ethical decision – making in different culture, consumer protection, environment protection, gender issues in multiculturalism, ethics and corruption, ethics and safety. Business benefits of CSR

UNIT – III Legislative measures of CSR and Social Auditing (12 hours)

Legislative measures of CSR: Corporate, Labor, stake holders, Environmental and pollution. Social Accounting, Social Auditing, SA: 8000 and Corporate Social Reporting, Indian companies Act (Amendment 2013)

UNIT – IV Social work in CSR (12hours)

Corporate community participation and Role and skills of social worker in CSR: Corporate, NGO, Government, Citizen, need for partnership, need assessment, corporate perspective on Building successful partnership, tools and techniques. Roles and skills – Advocacy, administration, marketing, mediating, budgeting, organizing, documenting, presenting, public speaking, teaching, supervising, and Monitoring and evaluation

UNIT –V CSR initiatives in India (12hours)

Case Studies of Successful CSR initiatives of different sectors in India: Pharmaceutical, food manufacturers, IT sector, textile industry, Automobile, Health Care and Medical services, , Agro based Companies, Chemicals manufactures, Cement Industries, Oil refining industries, Steel and Metal manufacturers, Cosmetic manufacturers and service industries (Hotel, Travel and Tourism and entertainment).

TEXT BOOKS:

- Andrew Crane, Dirk Matten, Abigail McWilliams, Jeremy Moon, and Donald S. Siegel (2008) Oxford Handbook of CSR
- Baxi.C, (2005) , *Corporate social responsibility – concepts and cases*. New Delhi: Excel books.
- Bhatia.S, (2005), *International Human resource management – Global*

perspective. Delhi: Deep & Deep Publications.

- Harsh, S. (2000). *The business of social responsibility*. Bangalore: Books for change.
- Mahmoudi, M (2005), *Global strategic management*. Delhi: Deep & Deep Publications.

BOOKS FOR REFERENCE:

- BS Sahya, Styasiba Das, Bhaskar Chatterjee, Gayatri Subramaniam and R. Vendata Rao (2016) '*CSR: Corporate Social Responsibility: The New Paradigm*'
- Business Ethics and Corporate Social Responsibility January 2019 JSR publishing house New Delhi
- Corporate Social Responsibility: Doing the Most Good for Your Company Nancy Lee, Philip Kotler (2005) New York United States.
- Madhumita Chatterji (February 2011), *Corporate Social Responsibility*, Oxford University Press, New Delhi.
- Sanjay K Agarwal (2008), *Corporate Social Responsibility in India*

E- RESOURCES:

- Harvard business review: corporate social responsibility getting the logic right, vol 84, issue12, yr 2006.
- Indian journal of social work – CSR in the globalized business environment., vol 66, issue2, yr 2006.
- National CSR portal

MAPPING OF CO WITH PSO

CO / PSO	PSO 1	PSO 2	PSO 3	PSO 4	PSO 5	PSO6
CO 1	3	1	3	3	1	2
CO 2	3	3	3	3	1	2
CO 3	3	3	3	3	2	3
CO 4	3	3	3	3	3	3
CO 5	3	3	3	3	3	3
Avg.	5	2.6	5	5	2	2.6

KEY: PEDAGOGY (TEACHING METHODOLOGIES): Video lectures, Group discussion, Case Study analysis, one on one assessment

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Amendments in the regulations from 2020 – 2021 onwards

PG Changes in Part-II

Semester – I

Title	Internal Marks	External Marks	Credits
Skill based elective-Teaching Skills	50	-	3

Semester – II

Title	Internal Marks	External Marks	Credits
Soft Skills – SWAYAM (MOOC)	50	-	4

Semester – III

Title	Internal Marks	External Marks	Credits
Skill based elective -Research Skills	50	-	3

Semester – IV

Title	Internal Marks	External Marks	Credits
Extra Disciplinary– SWAYAM (MOOC)	50	-	4