

Master of Social Work

Sl. No	Course Code	Title of the Course	CIA Max	ESE Max.	TOT Max	C Max.
FIRST YEAR						
I Semester						
1.	34911	Social Work Profession	25	75	100	4
2.	34912	Social Science for Social Works	25	75	100	4
3.	34913	Psychology of Social Works	25	75	100	4
4.	34914	Social Case Work	25	75	100	4
5.	34915	Field Work Practicum - I	25	75	100	4
		Total	125	375	500	20
II Semester						
6.	34921	Social Group Work	25	75	100	4
7.	34922	Community Organization and Social Action	25	75	100	4
8.	34923	Social Work Research and Statistics	25	75	100	4
9.	34924	Social Welfare Administration and Legislations	25	75	100	4
10	34925	Field Work Practicum - II	25	75	100	4
		Total	125	375	500	20
SECOND YEAR						
III Semester						
11.	34931	Counseling : Theory and Practice	25	75	100	4
12.	34932	Human Resource Management	25	75	100	4
13.	34933	Specialization – I*	25	75	100	4
14.	34934	Specialization – II*	25	75	100	4
15.	34935	Field Work Practicum - III	25	75	100	4
		Total	125	375	500	20
IV Semester						
16.	34941	Disaster Management	25	75	100	4
17.	34942	Corporate Social Responsibility	25	75	100	4
18.	34943	Specialization – III*	25	75	100	4
19.	34944	Field Work Practicum - IV	25	75	100	4
20.	34945	Research Project Report	25	75	100	4
		Total	125	375	500	20
		Grand Total	500	1500	2000	80

e. 2. Detailed Syllabi:

**SOCIAL WORK PROFESSION
FIRST SEMESTER**

Course Code	Title of the Course
34911	Social Work Profession

Objectives:

- To develop an insight into the historical context of origin and development of social work profession.
- To impart social and religious ideologies of India for ensuring change.
- To cultivate an understanding of the theoretical framework of the subject.
- To imbibe an idea about the social structure and social problems.
- To infuse a philosophical foundation and value base of social work profession.

Outcomes of the course:

- This course aims at introducing the learners to the critical enquiry of the history and ideologies concerning Social Work
- To help the learners to understand fundamental objectives of social work profession, its values, and ethics as linked to contemporary ideology for social change

Contents:

BLOCK I: Concept and Definition of Social Work, Historical Development of Social Work

Unit I

Social Work: Concept, Definition, Objectives, Principles and Philosophy.

Unit II

Key Concepts of Social Work: Social Service, Social welfare, Social Security, Social Defense, Social Justice, Social Legislation, Social Development, and Social Reform.

Unit III

Historical development of Social Work in United Kingdom, United States of America - Emergence of Functions and Scope of Social Work in India –

BLOCK II: Social Work as a Profession, Methods

Unit IV

Social Work as a Profession: Traits, Values, Ethics, Objectives, Goals, Nature, Scope, Philosophy, Principles and Functions.

Unit V

Social Work Education: as a Profession, Professional Values – Training; Skills, Tools and Techniques - Professional Social Work and Voluntary Social Work.

Unit VI

Methods of Social Work: Social Case work – Social Group Work – Community Organization – Social Work Research – Social Welfare Administration – Social Action.

BLOCK III: Reform Movement in India and Theories and Approaches of Social Work

Unit VII

Social Reform movements in India- Concepts, Definitions, Importance - Impacts and Role of Theosophical society, Bakthi movements, Dalit movements, Naxalbari movements and D.K. Movement. Major Contribution of Social Reformers: Buddha, Gurunanak, Iyyankali, Jothiba Phule, Swami Vivekananda, Raja Ram Mohan Roy, Gandhi, Dr. B.R.Ambedkar and E.V. Ramaswamy.

Unit VIII

Theories & Approaches: Role Theory, Problem Solving Theory, Gestalt Theory, Systems Theory, Ecological Theory, Communication Theory and Existential Approach.

Unit IX

Radical and Marxist perspectives of Social Work, Feminist Approach; Relevance and Scope of eclectic/integrated approach to social work practice

BLOCK IV: Models and Trends of Social Work Profession in India

Unit X

Models of Social Work: Relief model, Welfare model, Clinical model, Systems model, Radical model, Remedial model, Preventive model and Developmental model

Unit XI

Social Work Profession: Trends in Social Work Profession in India - Development of Social Work Education in India. Integrated perspectives of International Social Work – Global Perspective, Human Rights Perspective, Ecological Perspective, and Social Development Perspective.

BLOCK V: Field Work Training, Fields of Social Work and Social Work Association

Unit XII

Field Work Training: Importance of Field Work and Supervision for Trained Social Workers - Problems faced by the Social Work Trainees in field work agencies - Need for Social Science knowledge for Professional Social Workers.

Unit XIII

Fields of Social Work: Family and Child Welfare, Women Welfare, Youth Welfare, School Social Work - Community Development (Rural, Urban & Tribal), Dalit Welfare, - Medical and Psychiatric Social Work, Correctional Social Work Geriatric Social Work, Persons with Disabilities, Industrial Social Work and Human Resource Management.

Unit XIV

Professional Associations in Social Work: Needs and Importance - National and International Professional Organizations: NASW, IASW, IFSW, ASSWI, ISPSW, NAPSWI, And PSWA - Problems faced by social work professionals in India.

References:

- **Albrecht, Gary L.** Encyclopedia of Disability (4 Volumes), Sage, Oaks. 2006
- **Banks, Sara (1995)** Ethics and Values in Social Work: Practical Social Work Series,

Macmillan, London.

- **Bhushan, Vidya & Sachdeva, D.R.** An Introduction to sociology, Kitalmahal, Allahabad. 1995
- **Chowdhry, Dharam Paul.** *Introduction to Social Work: History, Concept, Methods, and Fields.* Atma Ram, 1964.
- **Congress, E.P.** Social Work Values and Ethics, Nelson-Hall, Chicago, 1998
- **Desai, M.** Curriculum Development on History of Ideologies for Social Change and Social Work, TISS, Mumbai. 2000
- **Fink A.E.** The fields of social work, Henry Hold, New York. 1974.
- **Fried Lander, A.W.** Introduction to social work, Prentice Hall, New Jersey, 1974
- **Gangrade, K.D.** Dimensions of Social Work in India, Marwah, New Delhi, 1976
- **Hans Nappaul.** *The study of Indian Society.* S.Chand & Co, 1972.
- **Jacob K.K.** Social Work Education in India (ed), Himanshu pub .New Delhi.1994
- **Jacob, K. K.** *Social Work Education in India:(retrospect and Prospect).* Himanshu Publications, 1994.
- **Kinduha, S.K.** Social work in India, Sarvodaya Sahitya Samaj, Rajasthan, 1965
- **Payne, Malcom.** Modern Social Work Theory: a critical introduction, Macmillan, Hound mills, 1991.
- **Singh, R.R.** Field Work in social work education (Ed), Concept pub., New Delhi.1985.
- **Srinivas, Mysore Narasimhachar.** "Caste in modern India and other essays." *Caste in modern India and other essays.* 1962.

SOCIAL SCIENCE FOR SOCIAL WORKS

FIRST SEMESTER

Course Code	Title of the Course
34912	SOCIAL SCIENCE FOR SOCIAL WORKS

Objectives: To facilitate the students to learn the various aspects of Society, Socialization, Family, Social stratification and Social Problems

Learning Outcome: On successful completion of the course the students should enrich their knowledge about

- (i) The elements of Society,
- (ii) Socialization and Social groups.
- (iii) Marriage and Family System,
- (iv) Social stratification and Social Change, and
- (v) Social Problems with special reference to India.

Contents:

BLOCK I: Introduction of Social Thought and Sociological Theory

UNIT I

Introduction of Social Thought and Sociological Theory- Central Problems of Sociological Theory

UNIT II

Levels of Theorization in Sociology - Empirical Generalization - Middle Range Theories - Grand Theories - Theoretical Perspectives.

BLOCK II: Origin and Development of Functionalism

UNIT III

Origin and Development Functionalism.

UNIT IV

Analytical Functionalism: Talcott Parsons: Structure of Social Action.

UNIT V

Social System - Functional Pre-requisites - Pattern Variables.

UNIT VI

Empirical Functionalism: Robert K. Merton: Theory of Social Structure

UNIT VII

Manifest and Latent Functions. Reference Group - Relative Deprivation

UNIT VIII

Manifest and Latent Functions. Reference Group - Relative Deprivation

BLOCK III: Conflict and Dialectical Theory and Habermas Theory

UNIT IX

Conflict Theory: Marxism and Conflict Tradition - Simmel's Conflict Theory

UNIT X

Dialectical Conflict Theory of Dahrendorf- Conflict Functionalism: Social Functions of Conflict - Louis A. Coser.

UNIT XI

Habermas -Theory of Communicative Action-Public sphere -Life world L.Althusser - Structural Marxism -Epistemological break-Structural Causality-Structure of dominance

BLOCK IV: Symbolic Interactionism, Phenomenology and Ethnomethodology

UNIT XII

Symbolic Interactionism: Historical Background - C.H. Cooley - George H. Mead - Herbert Blumer.

UNIT XIII

Phenomenology and Ethnomethodology - A. Schutz, Peter Berger, Gluckmann and H. Garfinkel. Exchange Theory- Peter. M.Blau - Process of Exchange- Values, Norms- Social

BLOCK V: Exchange of Power

UNIT XIV

Exchange-Power - Study of Small Groups. George Homans: Elements of Behavior - The External System - Internal System -. Theory of Structuration., M. Facoult's Postmodernism- Derrida , Poststructurlism and Post – Post Marxist Theories.

References:

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- **Adams, B.N. & Sydie, R.A.** - Contemporary Sociological Theory, New Delhi: Pine Forge Press, 2002.
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- **Best, S.** – A beginner's guide to Social Theory . London: Sage Publications, 2003.
- **Burger, P. & Luckman, T.** – The Social Construction of Reality, London: Allen Lane, 1967.
- **Turner, R.** – Ethnomethodology. Harmondsworth: Penguin, 1974.

- **Cohen, P.S.** - Modern Social Theory. London: Heimemann, 1968. **Coser, L.A.** - Masters of Sociological Thought (2nd Ed). New York: Harcourt Brace Govanovich, 1977.
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- **Craib, I.** - Classical Social Theory. New York: Oxford, 1997.
- **Garfinkel, H.** – Studies in Ethnomethodology. Englewood Cliffs: Prentice-Hall, 1967.
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- **Giddens, A.** – Central Problems in Social Theory Action, Structure and Contradiction in Social Analysis. London: The Macmillan Press Ltd, 1979.
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- **Merton, R.K.** - Social Theory and Social Structure, New York: Free Press, 1968.
- **Parsons, T.** - Sociological Theory and Modern Society. New York: Free Press, 1967.
- **Ritzer, G.** - Sociological Theory, (3Edition). New York: McGraw-Hill, 1992.
- **Schutz, A.** – The Phenomenology of social World.
London: Heinemann, 1972.
- **Blumer, H.** – Symbolic Interactionism: Perspectives and Methods. New Jersey: Prentice-Hall, 1969.
- **Timasheff, N.S.** - Sociological Theory Its Nature and Growth. New York: Random House, 1967.
- **Turner, J.H., Beeghly, L., & Powers, C.H.** – The emergence
of Sociological Theory.

PSYCHOLOGY FOR SOCIAL WORKS

FIRST SEMESTER

Course Code	Title of the Course
34913	PSYCHOLOGY OF SOCIAL WORKS

Objectives:

- ☐ Develop an overall understanding of the principles of growth, their relevance, and application to behaviour at various phases in life.
- ☐ To understand the role of hereditary and environmental influences in growth and development.
- ☐ To understand interactional nature of growth and behaviour at various stages in life: infancy, childhood, adolescence, youth, adulthood, and old age.
- ☐ To develop sensitivity towards needs, developmental tasks, and health status along with the need for developmental programmes for the same.
- ☐ To apply the information on growth, development and health in social work practice in general and individuals, groups, and communities in particular.

Outcome of the course

- ☐ This course aims to introduce learners to the development of the individual across the life span with an ecological perspective.
- ☐ It also provides an them with an understanding human development and behaviour besides theoretical inputs.

Contents:

BLOCK I: Psychology: Definition, Concepts Recent Trends, Evolution of Human Life

Unit I

Psychology: definition, nature and scope – Concept of human behavior – Normality and Abnormality - application in various fields - introduction to schools of psychology: Structuralism, Functionalism, and Gestalt

Unit II

Recent trends: 1. Biological, 2. Psychodynamics, 3. Cognitive, 4. Behavioral, 5. Humanistic

Unit III

Evolution of human life: Conception – Stages of Prenatal development a) Period of Ovum b) Period of embryo c) Period of Fetus –Birth and its types - Pre and Post natal care.

BLOCK II: Human Growth and Development Concept and Stages, Learning

Unit IV

Human growth and development: Concept, meaning, nature and importance – developmental task, hazardous, physical, social, emotional, and cognitive development - Physical and Psychological aspects of various stages - Stages of development: pregnancy and child birth - infancy – babyhood – childhood – puberty - adolescent – adulthood – middle age – old age.

Unit V

Learning: Concept, nature, definition – types of learning: Cognitive, Sensory, Motion and Verbal learning - Theories: a) Trial and error, b) Classical conditioning, c) Operant conditioning, d) Insightful – Transfer of learning - Approaches of Pavlov and Skinner - remembering and forgetting

BLOCK III: Motivation, Adjustment and Perception

Unit VI

Motivation: concept, meaning, definition, - motives for survival – Human needs and motivation - types and characteristics of motives - Interaction of motivation – social motives – theories of motivation: a) Instinct, b) Drive reduction, c) Arousal, d) Incentive, e) Cognitive, f) Maslow's Hierarchy - conscious and unconscious motivation.

Unit VII

Adjustment: concepts of adjustment and maladjustment - stress; frustration; conflict - nature and types - Coping mechanisms: nature and types - mental health and community mental health.

Unit VIII

Perception: Concept, Definition, characteristics and Nature, Types – perceptual processes - errors in perception - perception space, depth perception, motion perception, auditory, and visual attention – perception illusion – subliminal perception and extra sensory perception - factors influencing perception.

BLOCK IV: Attitude, Intelligence and Stress

Unit IX

Attitude: concept and nature of attitudes, stereotypes, and prejudices – components of attitude and their consistency - formation of attitudes – process of attitude change in individuals and groups – collective / crowd behavior, adjustment.

Unit X

Intelligence: Definition - Theories of intelligence: a) Unitary, b) Multi-factor, c) Two factor, d) Group factor, e) Hierarchical – Types of intelligence - Measurement of intelligence – Classification of I.Q – Mentally retarded.

Unit XI

Stress: Meaning, Causes and Effects - Conflict: Meaning, Types, Coping drives, Factors influencing stress - Stress reduction strategies - Defense mechanism - A brief idea on major psychiatric illness - Mental Illness / Health: Concept and Definition, Types - Significance of mental health - Mental retardation.

BLOCK V: Personality, Social Psychology and Application of Psychology for Social Works

Unit XII

Personality: definition, structure, nature, characteristics and theories of personality - Trait and type of theories – A brief overview of psychodynamic and humanistic theories - important concepts of the contributions of Freud, Jung, Adler, Maslow, and Ericson - factors influencing personality development – influence of heredity and environment – emotions – development of emotions – individual and group emotions - socialization process.

Unit XIII

Social Psychology and its applications: Collective behavior - nature and reasons for collective behavior - manifestations of collective behavior.

Unit XIV

Application of Psychology for Social Workers - Role of Social Workers in promoting Mental Health – importance and Demands for psychiatric social workers.

References:

- **Hurlock, E.B.:** Developmental Psychology, A Life Span Approach (Tata McGraw-Hill, New Delhi, 2006)
- **Morgan, C.T.:** Introduction to Psychology 7th Edition (Tata McGraw-Hill, New Delhi, 1993)
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- **Linda L. David Off** 1980 Introduction to Psychology, McGraw Hill Inc. USA.

SOCIAL CASE WORK

FIRST SEMESTER

Course Code	Title of the Course
34914	SOCIAL CASE WORK

Objectives:

- ☐ To understand case work as method of Social Work and to understand values and principles of working with individuals and families.
- ☐ To develop the ability to critically analyse problems of individuals and families and factors affecting them.
- ☐ To enhance the understanding of the basic concepts, tools, and techniques in working with individuals and families in problem solving and in developmental work.
- ☐ Develop appropriate skills and attitudes to work with individuals and families.
- ☐ Develop the ability to reflect on „self“ as person and grow as a professional social worker

Outcome of the Course

- ☐ This course aims to develop simple to complex skills of working with individuals and families in various situations (like crisis, preventive, and developmental) and settings.

Contents:

BLOCK I: Social Case Work: Definition and Concept, Nature and Scope

Unit I

Social Case Work: Concepts, Definition, meaning, Objectives, Purpose, Importance, Nature and Scope - Historical development – components of social case work: person, problem, place, and process - values and principles of case work practice.

Unit II

Socio-cultural factors affecting the case work practice in India - Skills of Social Case Worker - Impact of Social, Cultural factors on individual and families - relationship with other methods of social work - skills in social case work practice

BLOCK II: Case Work Process and Evaluation Tools and Techniques of Social Case Work

Unit III

Case work process: Intake: meaning, steps, referral- types, and stages. Study: Meaning, tools used/procedure followed in the study process: interviewing: types, purpose, skills, techniques, and principles of interviewing; home visits & reaching out, collateral contacts & relationship. Assessment: Social Diagnosis: meaning, types, and models. Treatment/Intervention: meaning, objectives, goals and goals setting & treatment planning, principles, models, types, and techniques (supportive/environmental manipulation, reflective/ practical help or material

help & direct treatment/ counseling).

Unit IV

Evaluation: meaning, purpose/objectives, types, methods/techniques/instruments, difference between appraisal, monitoring, and evaluation; Termination: meaning, reaction to termination, decision to terminate, and planning for termination. Follow-up- meaning, purpose, and types.

Unit V

Tools of techniques of social case work: interview, observation, home visits and collateral contacts – social case work intervention: direct and indirect multi-dimensional intervention

BLOCK III: Case Worker – Client Relationship and Case Work and Communication

Unit VI

Case Worker-Client Relationship: meaning, purpose, needs, significance, and elements, components - characteristics of professional relationship: empathy, transference and counter transference, resistance, sustaining the relationship, non-possessive warmth, genuineness and self-disclosure - principles of client-worker relationship; obstacles in client worker relationship.

Unit VII

Case Work and Communication: meaning, purpose, importance, principles, elements in communication process - types, importance of listening, observing and feedback, communication barriers and ways to overcome them - importance of interpersonal communication in case work.

BLOCK IV: Approaches and Theories to Practice, Recording and Application of Social Case Work

Unit VIII

Approaches and theories to Practice: psychosocial approach, functional approach, diagnostic approach, problem solving model, crisis intervention; behavior modification, functional and development of an eclectic model for practice. Family therapy and counseling in the Indian context: similarities and differences.

Unit IX

Recording in Case Work: meaning, sources and types - process record- person oriented and problem oriented records and its components - summative record, etc - principles of recording – needs and importance of recording - uses and maintenance of record.

Unit X

Application of Social Case Work in different settings and Clientele groups: medical and psychiatric settings- mentally retarded shelter homes - mental rehabilitation center - de-addiction and detoxification centers - mental health and community based rehabilitation - role of social workers in hospital settings

BLOCK V: Social Case Work with Various Settings and Role of Social Case Work and Research in Social Case Work

Unit XI

Social case work with Family and child welfare settings: family, child guidance clinic,

schools, geriatric care of aged and the terminally ill – foster home

Unit XII

Case work practice in community settings: self-help groups, schools, industries and correctional institutions

Unit XIII

Role of case worker in various settings: enabler, facilitator, guide, resource mobilize - use of professional self - conflict and dilemmas in working with individuals and family - Problems and limitations of social case worker in different settings.

Unit XIV

Practice and Research in Social Case Work - Use of Single case evaluation and Ethnography as Research methods in Social Case Work.

References:

- **Hollis, Florence.** *Casework: A psychological therapy*. New York: Random House, 1964.
- **Jordan, William.** *Client-worker transactions*. Routledge & K. Paul, 1970.
- **Kadushin, Goldie.** *The social work interview: A guide for human service professionals*. Columbia University Press, 2012.
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FIELD WORK PRACTICUM -

1 FIRST SEMESTER

Course Code	Title of the Course
34915	FIELD WORK PRACTICUM - I

Specific Objectives: On successful completion of the course the students should enrich their knowledge regarding the

- ☐ Understanding the concepts related to working with Communities and processes involved in it.
- ☐ To familiarize the emerging trends and experiments in Community Organization
- ☐ To introduce various aspects of Social Action as an effective method of Social Work.

Learning Outcome: To facilitate the students to learn about different dimensions of Community Organization and Social Action and its importance in Social Work.

Social work practice is designed to provide a variety of opportunities to develop and enhance professional practice skills through, orientation, observation visits, rural/tribal camps, etc.

Orientation: A detailed instruction about field work, objectives importance of field work. Orientation provides information regarding: (1) the importance and place of the practice in the social work education and (2) the purpose, functions, and ethics in professional practice

Observation Visits:

The purpose of the observation visits is to acquire skills of systematic observation and to develop a spirit of inquiry; to understand society's response to social problems through various services, understand and appreciate, to develop the ability to critically evaluate the initiative of voluntary and government programmes, and to develop an appreciation of social work intervention in these programmes.

A minimum of 5 visits to different social agencies with at least two settings pertaining to each field of specialisation.

Suggested field:

Health Setting: Hospitals, de addiction centres, community health extension projects, district mental health programmer /projects, etc

Educational Setting: Formal schools, non formal / adult education centres, etc.

Community Services: Community projects, self help groups, successful youth clubs and mahalir mantrams, environment groups, skill development centres, etc.

Services for special groups: like differently abled, destitute, elderly- both institutional and non institutional

Criminal Justice system: observation homes, jails, etc.

Civic Administration Centres:- municipal, panchayat union, panchayat etc.

a) **Services learning Project :** on social issues / problems – Minimum of 10 days to be allotted for this purpose. A minimum of two programmes should be organised by the group. One programme must be rural based. Suggested themes such as anti – dowry campaign, HIV/AIDS awareness, gender sensitisation, alcoholism, and drug awareness, etc. could be considered.

NORMS FOR SOCIAL WORK PRACTICUM

I Semester Field Work:

Field work orientation and agency visits- a minimum of 10 visits to different social agencies with at least two settings pertaining to each field of specialisation. – 10 marks.

Evaluation : Total Marks – 100

Internal Evaluation - 25

marks

A. Field Orientation visits (10marks)

(i) Observational Skills	-	5 marks
(ii) Reporting	-	5 marks
(iii) Attendance for field work	-	5marks

Total 15 marks

Self Learning Project (10 marks)

(i) Organising Ability & Team Work	-	5 marks
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(ii) Resource Mobilisation and Social Relevance - 5 marks

10 marks

External Evaluation – (75 marks)

External examiner to be appointed by the University as is for project. One examiner may be appointed for every 15 students

Break up of marks is as follows:

- | | | |
|-----------------------------------|---|----------|
| 1. Theoretical Knowledge | – | 15 marks |
| 2. Practical Skills | - | 15 marks |
| 3. Mobilizing resources | - | 15 marks |
| 4. Communication and Presentation | – | 15 marks |
| 5. Reporting | - | 15 marks |

75 marks

SOCIAL GROUP WORK

SECOND SEMESTER

Course Code	Title of the Course
34921	SOCIAL GROUP WORK

Objectives:

- Appreciate the importance of groups in the life of an individual and develop awareness about the specific characteristics of group work and its contributions as a method of social work intervention.
- To gain knowledge about group formation and use of a variety of group approaches and to understand concepts, dynamics, and models.
- To develop knowledge of the principles, skills, and techniques to be used by the social worker in group.
- To develop a beginning awareness of the various programme media and skills of programme planning.
- To identify the various situations and settings where the method could be used in the context of social realities of the country.

Outcome of the course

- This course aims at developing the understanding of group work as a method, developing skills for intervention and gaining knowledge of the scope of this method in various settings

Contents

BLOCK I: Social Group Work: Concept and Definition, Phases of Group Information

Unit I

Social group: concept, definition, meaning, objectives, purpose, characteristics, nature and scope - types of groups-social group and social group work group - functions of a group.

Unit II

Phases of group formation: forming, storming, norming, performing, adjourning, mourning/grieving - basic human needs met by groups at different stages of group development - group goals.

BLOCK II: Group Process and Introduction to Social Group Work

Unit III

Group process: bond, acceptance, isolation and rejection - sub-group formation - newcomers in the group, expectation, withdrawal, behavior contagion, conflict and control - classification of group process: basic, structural, locomotive, and molar - Group dynamics: meaning, definition, functions, and basic assumptions of group dynamics.

Unit IV

Social group work: concepts, definition, assumptions, purpose, goals, principles, and values of group work - historical development of group work - group work as a method of social work – group work relation to other methods of social work.

BLOCK III: Group Work Process, Assessment, Intervention, Supervision

Unit V

Group work process: Intake and study - selection of members, composing group, orienting the members, preparing the environment, goal setting, motivation, use of home visits, and collateral contacts.

Unit VI

Assessment: preparing for group work, first meetings – interviewing - ground rules for group work meetings - group roles and responsibilities - group meetings,

Unit VII

Intervention/treatment: problem identification - making them work - dealing with difficulties within the group - group presentations - group work evaluation- meaning and its place in group work - Evaluation: steps in group work evaluation - criteria for good group work - checklist for group work evaluation- Termination - reaction to termination - Follow up.

Unit VIII

Group work supervision: concepts, need, tasks, types, purpose, and functions, techniques - conditions for good supervision.

BLOCK IV: Leadership in Group, Models and Approaches and Group Work Recording

Unit IX

Leadership in group: concepts, definition, characteristics, functions, qualities of leader - types and theories of leadership - training for leadership - sociometry and sociogram - Group work

for team building: meaning, purpose, situational leadership in team building

Unit X

Models and approaches: social goal model, remedial and reciprocal model - group therapy - group psychotherapy - therapeutic - social treatment - development group - task- oriented group, etc.

Unit XI

Group work recording: meaning, purpose, types - principles of group work recording - scope, problems, and limitations of group work practice in Indian settings - role of group worker in various settings.

BLOCK V: Programme Planning, Programme Laboratory Group Work Settings and Practice

Unit XII

Programme planning: meaning and definition of programme - principles and process of programme planning - place of agency in programme planning.

Unit XIII

Programme laboratory- values and techniques: games, singing, dancing, dramatics, street play, puppetry, group discussions, parties, excursion, psychodrama, socio-drama, role

play, brain storming, camping- planning and conducting camps - stages of group development - use of programme for group development: orientation stage, working stage, termination stage, programme planning, implementation, and evaluation

Unit XIV

Group work settings and practice: application of group work method in different settings; community settings - medical and psychiatric settings: hospitals, de-addiction, physical and visual and mentally challenged - family and child welfare settings - the aged homes, schools, correctional institutions, and industries - skills of a group worker.

References:

- **Alissi, Albert S.** "Social group work: Commitments and perspectives." *Perspectives on social group work practice* (1980): 5-35.
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- **Garvin, Charles D.** *Contemporary group work*. Prentice Hall, 1987.
- **Glassman, Urania.** *Group Work: A Humanistic and Skills Building Approach: A Humanistic and Skills Building Approach*. Vol. 13. SAGE Publications, 2008.
- **Konopka, Gisela.** *Social group work: A helping process*. Prentice-Hall, 1972.
- **Lifton, Walter M.** *Working with Groups*. Wiley, 1966.

COMMUNITY ORGANISATION AND SOCIAL ACTION

SECOND SEMESTER

Course Code	Title of the Course
34922	COMMUNITY ORGANISATION AND SOCIAL ACTION

Introduction:

Community organization as method of social work practice is seen as a means to facilitate communities towards self-directed change. It takes as its basis, the inequalities in society manifested through processes of marginalization, discrimination or disempowerment of groups, which have resulted in the loss control over resources, be they tangible or intangible. The strategies of CO practice being addressed as part of the course covers a range of different ideologies, from those people initiated and those that are initiated by the elite. CO is seen as a means as well as an end, where collective process sustains the community's capacity to bring about change.

Objectives:

- ☐ To understand the different aspects of a community, its functions, and problems
- ☐ To understand the critical elements of community organization process
- ☐ To enhance the critical understanding of models and strategies for CO
- ☐ To develop attitudes conducive to participatory activities for a civil society
- ☐ To gain knowledge on the various techniques and skills of community organization & social action and to develop the basic skills to apply for those in the community.

Contents:

BLOCK I: Community, Community Dynamics and Community Leadership: Concept and Definition

Unit I

Community: concept, definition, meaning, types, and characteristics - community power - structure - minority groups.

Unit II

Community dynamics: integrative and disintegrative processes in the community.

Unit III

Leadership: definitions, characteristics, types and qualities - leadership in different types of

communities - theories of leadership – symbols, rituals, apathy, prejudice and individual predisposition - community power structure and political organizations in the community - factions and sub-groups - minority groups.

BLOCK II: Community Organisation, Community Participation and Models of Community Organisation

Unit IV

Community Organization: concept, definition, objectives, philosophy, approaches, principles and skills - community organization as method of social work - community welfare councils and community chests - **models** of community organization

Unit V

Community participation: concept, imperatives, types, constraints, methods and techniques; components of community work and community relation.

Unit VI

Methods of community organization: Planning, education, communication, community participation, collective decision making, involvement of groups and organizations, resource mobilization, community action, legislative and non-legislative promotion, co- ordination - community organization as an approach to community development.

BLOCK III: Phases of Community Organisation, Intervention and Application of Community Settings

Unit VII

Phases of community organization: study, assessment, discussion, organization, action, evaluation, modification, continuation and community study

Unit VIII

Intervention strategies in community settings: awareness building, organizing, activating, people's participation, negotiating, lobbying, and resource mobilization, resolving group conflicts, programme planning and service delivery, developing human resource, and monitoring and evaluation

BLOCK IV: Social Action: Definition, Concept and Strategies

Unit IX

Application of community organization in different settings: rural, urban, tribal - target groups: children, youth, women, aged, Dalits - community organization in emergencies: fire, flood, drought, famine, earthquake, and war - community organization at local, state, and

national level.

Unit X

Roles of the Community Organizer: Models of Community Organization as practiced – Local department, Social Planning, Social Action and Community Liason – Methods and skills in Community Organization – Use of Social Work methods in Community Organization.

Unit XI

Social Action: Concept, meaning, definition, objectives, characteristics, principles, methods and techniques - social action as a method of social work - social action and social reform - scope of social action in India - enforcement of social legislation through social action. Approaches: rights based approach - advocacy based approach

Unit XII

Strategies: preparation of carefully worded statement of policies - preparation of carefully analysis of pending legislations - individual consultation with key legislators on the implication of pending measures - persuasion of influential organization to support or oppose pending legislation - creation of ad hoc citizens committee composed of people of great influence or prestige.

BLOCK V: Radical Social Work and Applications of Community Organisation

Unit XIII

Radical Social Work: meaning, techniques - role of Paulo Freire and Saul Alinsky, Marx, Gandhi, Jayaprakash Narayan, and Vinoba Bhave - community organization as a Para-political process and role of social worker in community organization and social action.

Unit XIV

Application of Community Organization in different fields: Health, Correctional, Educational, Rural and Urban, Industrial, Community Welfare Councils and Community Chest - Strategies of community organization: Advocacy, Campaigning, Lobbying and Networking

References:

- **Biklen, Douglas.** *Community organizing: Theory and practice.* Prentice Hall, 1983.
- **Desai, Akshayakumar Ramanlal.** "Peasant struggles in India." 1979.

- **Champerlain, Edna.** Strategies in Social Action: An Essay Review, *Australian Journal of Social Work*, Volume 20, Issue 4, (1967) : 25-27
- **Gittell, Ross, and Avis Vidal.** *Community organizing: Building social capital as a development strategy.* Sage publications, 1998.
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- **Kramer, Ralph M., and Harry Specht.** *Readings in community organization practice.* Prentice-Hall, 1983.
- **McMillen, Ardee Wayne.** "Community organization for social welfare." (1945)
- **Murphy, Campbell G., and Marion Hathway.** *Community organization practice.* Houghton Mifflin, 1954.
- **Poplin, Dennis E.** "The Concept of Communities." *A Survey of Theories and Methods of Research* (1979): 1-25.
- **Ross, Murray. "G.,** 1955, "Community Organization: Theory and Principles."
- **Siddiqui, H. Y.** *Working with communities: An introduction to community work.* Hira, 1997

SOCIAL WORK RESEARCH AND STATISTICS

SECOND SEMESTER

Course Code	Title of the Course
34923	SOCIAL WORK RESEARCH AND STATISTICS

Objectives:

- ☐ Develop an understanding of scientific approach to human enquiry in comparison to the native or common sense approach in various aspects and its process.
- ☐ To understand major research strategies, meaning, scope, and importance of social work research.
- ☐ To develop an ability to see the linkage between the practice, research, theory, and their role in enriching one another.
- ☐ To develop attitudes favorable to the judicious integration practice, research and theory, and to develop skills for the use of library and documentation services for research.
- ☐ To develop the ability to conceptualize, formulate, and conduct simple research projects

(includes basic research skills such as conceptualization of a research strategy and problem, writing a research proposal, developing tools for collecting data, use of sampling strategies, data collection methods, processing, presentation, analysis interpretation, writing research report, etc.).

Outcome of the course

- ☐ This course will equip learners to utilize and conduct research as service managers to improve services, evaluate and develop new services,
- ☐ To develop intervention methods, strategies, techniques, and also to be an active consumer of other research.

Contents:

BLOCK I: Introduction to Research and Social Work Research, Scientific Method and Research Approaches

UNIT I

Research: concept, objectives, characteristics, ethics, and qualities of good researcher; social research: meaning and objectives; social work research: meaning, scope, importance, limitations in social work research, and difference between social research and social work

research;

UNIT II

Scientific method: meaning, characteristics, and process of scientific inquiry; relationship between theory method & fact; types of research: pure, applied, and action research; participatory and evaluation research;

UNIT III

Research approaches: qualitative research: meaning, scope, characteristics, strategies, sampling and design, types of qualitative research: ethnography, focus group discussion, life history and content analysis; use, limitations, and obstacles in qualitative research, quantitative research: meaning, type, difference between qualitative and quantitative research.

BLOCK II: Selection of the Problem, Theory and Hypothesis

UNIT IV

Selection of problem: criteria and sources; surveying the field; literature review and developing the bibliography: purpose; using library and internet, library ethics, abstracting and plagiarism; defining the problem: need and significance of the problem; basic research questions: meaning and importance; research objectives;

UNIT V

Theory: meaning and use; inductive and deductive theory construction; concepts, indicators, and variables: meaning; types of variables; formal and operational definitions; measurement: meaning, levels of measurement; nominal ordinal, interval, and ratio

UNIT VI

Hypothesis: meaning, sources, characteristics, functions and types; assumptions and limitations; attributes of a sound hypothesis; hypothesis testing; level of significance; critical region; Type-I and Type-II errors.

BLOCK III: Research Design, Tools and Methods of Research

UNIT VII

Research design: meaning and types- exploratory, descriptive, diagnostic, experimental, and single subject research designs; universe and sampling: meaning, need, principles, types and techniques, and advantages and disadvantages;

UNIT VIII

Tools/instrument: steps involved in tool construction; validity and reliability: meaning and types; use of scales (developed by WHO/ILO, etc.), scaling procedures (Thurston, likert, bogardus, and semantic differentials); interview guide, code book, pilot study, and pre-test; sources of data: primary and secondary data.

UNIT IX

Methods: quantitative- interview- meaning and types; questioners: meaning and types; participatory and rapid appraisal techniques; qualitative- in-depth interview, observation and types and document review; mixed and multi method & triangulation;

BLOCK IV: Data Processing, Report Writing in Research

UNIT X

Data processing; transcription, data processing; presentation of data: tabular and graphical presentation; data analysis: univariate, bivariate, and multivariate analysis; interpretation: meaning, techniques, and precautions;

UNIT XI

Report writing: content and format; mechanics of writing research reports and precautions; research abstracts; footnotes, referencing, and bibliography: meaning and differences; methods of referencing; preparation of research project proposal; agencies involved in social work research.

BLOCK V: Statistics, Dispersion and Computer Applications

UNIT XII

Statistics- meaning, use, and its limitations in social work research; measures of central tendency: arithmetic mean, median, and mode

UNIT XIII

Dispersion: range, quartile deviation, standard deviation and co-efficient of variation; tests of significance: “t” test, f test and chi-square test; correlation: meaning, types, and uses; Karl Pearson’s coefficient of correlation and rank correlation;

UNIT XIV

Computer applications: use and application of computer in social work research with special reference to excel, etc.

References:

- **Anderson, et al.** *Thesis and assignment writing*. J. Wiley and Sons Australasia, 1970.
- **Baker, Therese L., and Allen J. Risley.** "Doing social research." (1994).
- **Bryman, Alan, and Bob Burgess,** eds. *Analyzing qualitative data*. Routledge, 2002.
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- **Denzin, Norman K.** "The research act: A theoretical introduction to research methods." (1978).
- **Denzin, Norman K., and Yvonna S. Lincoln.** *Handbook of qualitative research*. Sage Publications, Inc, 1994.
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- **Henri, Theil.** "Statistical decomposition analysis." (1972).
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- **Krippendorff, Klaus.** *Content analysis: An introduction to its methodology*. Sage, 2012.
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- **Morgan, David L.** "Focus groups." *Annual review of sociology* (1996): 129-152.
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- **Netemeyer, Richard G., William O. Bearden, and Subhash Sharma.** *Scaling procedures: Issues and applications*. Sage Publications, 2003.

SECOND SEMESTER

Course Code	Title of the Course
34924	SOCIAL WELFARE ADMINISTRATION AND LEGISLATIONS

Objectives:

- ☐ To acquire knowledge of the basic process of registering, managing, and administrating welfare agencies in the context of social work profession.
- ☐ To acquire skills to participate in management, administrative process, and programme delivery.
- ☐ To develop the ability to see the relationship between policy and programmes and to analyze the process as applied in specific settings and specific programmes.
- ☐ To gain knowledge on policy analysis and policy formulations and to study social policies, plans, legislations and programmes so as to be able to interpret, enforce, and challenge them.
- ☐ To understand critically the concept and content/indicators of social development

Outcome of the course

- ☐ This course aims at helping the learner to understand management process and developing administrative skills and also to understand the learners to how policy is a link between constitutional principles and legislative actions and to understand the concept of social development.

Contents:

BLOCK I: Social Welfare Administration: Meaning and Definition; Purpose, Social Welfare Programme and Agency

UNIT I

Social Welfare Administration: 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,

UNIT II

Public relation, monitoring and evaluation, and research, annual report); 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.

UNIT III

Social Welfare Programme and Agencies: evaluation of social welfare in India; voluntary

social work, social agencies: meaning, definition, type and models of NGO's; roles of NGO's in national development; governmental schemes on social welfare;

BLOCK II: Agency Registration, Social Policy and Programmes

UNIT IV

Agency registration: methods, advantages, preparation of byelaws, memorandum of association, rules, regulation, and registration procedures.

UNIT V

Registration of societies and trusts: governing board, committees. Executives; qualities, functions, and role.

UNIT VI

Social Policy: definition, need, evolution and constitutional base; sources and instrument of social policy,

UNIT VII

Social policies regarding Other Backward Castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs), and de-notified communities;

UNIT VIII

Social policies and programmes for women, children, aged, and handicapped; development and implementation of programmes for weaker sections.

BLOCK III: Social Legislation: Definition and Concept

UNIT IX

Social Legislation: Definition, its roles as an instrument of social change,

UNIT X

Constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy

BLOCK IV: Laws Related to Marriage, Divorces

UNIT XI

Laws Related to Marriage: Hindu, Muslim, Christian, and personal laws relating to marriage

UNIT XII

Laws relating to divorce, minority, and guardianship; adoption, succession, and inheritance

BLOCK V: Laws Related to Social Problems and Child Labour

UNIT XIII

Legislation relating to social problems such as prostitution, juvenile delinquency, women harassment

UNIT XIV

Legislation relating to child labour, untouchability, physical, and mental disabilities.

References:

Bose, A. B. "Social Welfare Planning in India." *UN pub, Bangkok* (1970).

Chaudhary, D. "Paul Voluntary Social Welfare in India, Sterling Publication (P) Ltd." *New Delhi* (1971).

Chaudhary, D. Paul. "Social Welfare Administration." *Atma Ram & Sons, New Delhi* (1979).

Dubey, Sumati Narain, and Ratna Murdia. "Administration of policy and programmes for backward classes in India." (1976).

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Gangrade, Kesharichand Dasharathasa. *Social legislation in India.* Concept Publishing Company, 1978.

Jacob, K. K. *Social policy in India.* Himanshu Publications, 1989.

Jagadeesan, P. *Marriage and Social Legislations in Tamil Nadu.* Elatchiappenn Publications, 1990.

Shanmugavelayutham, K. "Social Legislation and Social Change." (1998).

FIELD WORK PRACTICUM

SECOND SEMESTER

Course Code	Title of the Course
34925	FIELD WORK PRACTICUM - II

Specific Objectives: On successful completion of the course the students should enrich their knowledge regarding the

- ☐ Understanding the concepts related to working with Communities and processes involved in it.
- ☐ To familiarize the emerging trends and experiments in Community Organization
- ☐ To introduce various aspects of Social Action as an effective method of Social Work.

Learning Outcome:

- ☐ To facilitate the students to learn about different dimensions of Community Organization and Social Action and its importance in Social Work.
- ☐ Concurrent field work is an ongoing learning practice and an opportunity to develop interventions skills in real life situations.
- ☐ Concurrent field work - agency placement in generic setting of practice such as schools/old age homes/counselling centres/rehabilitation settings, etc. to initiate and participate in direct delivery
- ☐ The placement will be for a minimum duration of 15 Field Work days for 2 days per week/semester.
- ☐ Importance to be given for the practice of Social Work methods. Each student is expected to conduct case work with a minimum of 3 clients, group work with at least 2 groups, and organize one community based programme.

Norms for Evaluation

Evaluation: Internal - **25 marks**

1. Case Work Practice - 5 marks

2. Group Work - 5 marks

- | | | |
|------------------------------|---|---------|
| 3. Community Programme | - | 5 marks |
| 4. Reporting | - | 5 marks |
| 5. Attendance for field work | - | 5 marks |

25 marks

External (75 marks)

- | | | |
|-----------------------------------|---|----------|
| 1. Theoretical Knowledge | - | 30marks |
| 2. Practice Skills | - | 25 marks |
| 3. Mobilizing Resources | - | 10marks |
| 4. Communication and Presentation | - | 10 marks |

75 marks

THIRD SEMESTER

Course Code	Title of the Course
34931	COUNSELING: Theory and Practice

Objectives:

- To develop a holistic understanding of counseling as a tool for help.
- To acquire knowledge of various approaches, their theoretical under-pinning for goals, values, processes, and techniques.
- To develop skills of application to real life situations.
- To develop the ability to recognize and synthesize attitudes and values that enhances investment of self in the counselor's role.
- To develop the ability to use the tools/scales in various settings.

Outcome of the course

- Counseling help is called upon in developmental, preventive, facilitative, and crisis situations throughout the life span during different phase/stages and various life events.
- The courses aim to equip learners with skills of counseling and understanding of various approaches in various settings.

Contents:

BLOCK I:INTRODUCTION TO COUNSELLING: EVOLUTION, PHILOSOPHY AND PSYCHOLOGICAL, BASIC PRINCIPLES OF COUNSELLING

Unit I

Counseling: Meaning, Definition, Characteristics, Goals, Need and Importance of counseling
- Evolution of Counseling: 1. Philosophical foundation: Dignity of Human person. 2. Sociological foundation: Influence of Social System. 3. Psychological foundation: Concept of self, goal directed behavior, learning principles, development need at different stages - professional counseling – essential elements in counseling – guidance: meaning, objectives and importance.

Unit II

Basic principles of counseling: participation, individualization, confidentiality, communication, acceptance, self confidence, self awareness - other principles governing the counseling relationship.

BLOCK II: THEORITICAL FOUNDATIONS AND COUNSELLING PROCESS AND RELATIONSHIP

Unit III

Theoretical foundations of counseling: Psychoanalytic theory: psychoanalysis and transactional analysis - adlerian theory: Adlerian counseling – Humanistic theories: client centered counseling, existential counseling, gestalt therapy - behavioral theory: behavior therapy – cognitive theory: Rational Emotive Behavioral Therapy (REBT), reality therapy (RT), cognitive behavioral therapy (CBT), and eclectic theories.

Unit IV

Counseling process: Interview and its significance in counseling – use of observation in counseling - understanding of emotions in counseling.

Unit V

Counseling Relationship: Regard, Respect, Authenticity, Empathy and Genuineness - Counseling Process: Initiating Counseling - Attending Skills: Non-Verbal - Interacting with Clients – Termination - Follow-up - Transference and Counter-Transference - Counseling Techniques: Listening, Responding, Goal setting, Exploration, Summarization and Action.

BLOCK III: TYPES OF COUNSELLING AND INDIVIDUAL AND FAMILY COUNSELLING

Unit VI

Types of counseling: individual and group counseling - family counseling - marital counseling - student counseling - industrial counseling.

Unit VII

Individual and Family Counseling - Individual counseling - Stages: Stage 1: Problem Concern, Stage 2: Relationship to Counselor, Stage 3: Motivation, Stage 4: Conceptualizing the Problem, Stage 5: Exploration of resolution strategies, Stage 6: Selection of a strategy, Stage 7: Implementation, Stage 8: Evaluation and Termination - Family Counseling: Pre-marital and marital counseling.

BLOCK IV: GROUP COUNSELING, COUNSELING IN GROUPS AND DIFFERENT SETTINGS GROUPS IN COUNSELING AND TECHNIQUES

Unit VIII

Group Counseling: Definition, Ethical behavior with groups - forming a group - composition of group - frequency and duration of sessions - co-leaders - screening group members - Group Stages: 1. Initial exploration, stage: 2. Transition, resistance and conflicts, stage: 3. Working,

Cohesiveness and productivity, stage: 4. Consultation and termination.

Unit IX

Counseling in Groups and Different settings Groups in Counseling: T- Groups, Encounter Groups, Support Groups, Psycho Educational Groups and Psycho Therapy Groups –

Unit X

Techniques of group counseling - strategies and structure – barriers to effective counseling sessions - counseling evaluation – various influences on counseling

BLOCK V: COMPONENTS OF EFFECTIVE COUNSELING, STANDARDIZED TESTS IN COUNSELING SETTINGS, SPECIAL SITUATIONS AND COUNSELING AS A PROFESSION

Unit XI

Components of effective counseling: counselor's skills – qualities of an effective counselor – characteristics of clients – voluntary and non-voluntary client - Role and functions of the counselors in schools, industries, family, hospital and rehabilitation institution.

Unit XII

Standardized tests in counseling settings: Personality, intelligence, interpersonal relations, stress, anger, self esteem, anxiety, assertiveness, depression, adjustment, and mental health

Unit XIII

Counseling in Special Situations: Marriage, Couple and Family Counseling - School Counseling and Guidance - Career Counseling with Adolescents - Industrial Counseling with Employers and Employees - Alcoholic and De-Addiction Counseling - Crisis and Trauma Counseling - Supportive Counseling with PLHIV, TB patients, PWDs - Infertility counseling - Sex counseling - Bereavement Counseling - Counseling against suicidal thoughts - Community Counseling.

Unit XIV

Counseling as a Profession: Counselor as Professional - Ethical standards in Counseling; Research - Relevance of counseling as a Social Work Practice - Role of Professional Social Worker in counseling field - FCC in Counseling Profession - Dos and Don'ts in counseling.

References:

- **Feltham, Colin, ed.** *Controversies in psychotherapy and counselling*. Sage, 1999.
- **Fullmer, Daniel W., and Harold Wright Bernard.** *Counseling: Content and process*. Science Research Associates, 1964.
- **Geldard, Kathryn, David Geldard, and Rebecca Yin Foo.** *Counselling children: A practical introduction*. Sage, 2013.
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- **Hurlock, Elizabeth Bergner.** *Developmental psychology*. Tata McGraw-Hill Education, 2001.
- **Kennedy, Eugene.** "On becoming a counselor: a basic guide for non-professional counselors." (1977).
- **McLeod, John.** *An introduction to counselling*. McGraw-Hill Education (UK), 2013.
- **Noonan, Ellen.** *Counselling young people*. Routledge, 2002.
- **Shostrom, Everett L., and Lawrence M. Brammer.** "The dynamics of the counseling process." (1952).

HUMAN RESOURCES MANAGEMENT

THIRD SEMESTER

Course Code	Title of the Course
34932	HUMAN RESOURCE MANAGEMENT

BLOCK I: MANAGEMENT: CONCEPT, ELEMENTS, MANAGEMENT THOUGHTS, INTRODUCTION OF HUMAN RESOURCE MANAGEMENT

UNIT I

Management: Concept, elements, principles and functions of management;

UNIT II

Management thoughts: Henry Fayol, F.W.Taylor, and Peter Drucker.

UNIT III

Human resource management: Definition, scope, evolution, and functions.

BLOCK II: HUMAN RESOURCE POLICY AND HUMAN RESOURCE FUNCTIONS, JOB ANALYSIS, WAGE AND SALARY ADMINISTRATION

UNIT IV

Human resource policy: Formulation and implementation; duties, responsibilities, and qualities of human resource manager and challenges for the 21st century.

UNIT V

Human Resource functions: Human resource planning, recruitment, selection, induction and placement, promotion, transfer

UNIT VI

Job analysis, training, performance appraisal; discipline and disciplinary procedure, personnel records and personnel research; HR audit.

UNIT VII

Wage and salary administration: job evaluation: definition, objectives; methods, advantages and limitation;

BLOCK III: THEORIES OF WAGES, HUMAN RESOURCE PLANNING, ESTIMATES OF INTERNAL SUPPLY

UNIT VIII

Theories of wages: concepts of wages, wage differentials – financial and non-financial incentives.

UNIT IX

Human Resource Planning: The demand for Human Resources - The Supply of Human Resources

UNIT X

Estimates of Internal supply and Estimates of External supply Implementation of Human Resources Plans

BLOCK IV: RECRUITMENT OF HUMAN RESOURCES AND HUMAN RESOURCE PLANS UNIT XI

Recruitment of Human Resources - Constraints on Recruitment: Organizational policies.

UNIT XII

Human Resource Plans - Affirmation Action Plans - Recruiter habits - Environmental Conditions - Job Requirements

BLOCK V: INDUSTRIAL SOCIAL WORK AND LABOUR PROBLEMS AND COUNSELING UNIT XIII

Industrial social work: meaning, scope, and relevance; application of social work methods in the industrial sector;

UNIT XIV

Labor problems and industrial counseling in industries and working with the families of industrial workers: meaning, scope, relevance, advantages and disadvantages.

References

- **Agarwal, Rameshwar Dayal**, ed. *Dynamics of Personnel Management in India: a Book of Reading*. Tata McGraw-Hill, 1973.
- **Davar, Rustom S.** *Personnel management and industrial relations in India*. International Book Distributors, 1976.
- **Flippo, Edwin B.** *Principles of personnel management*. McGraw-Hill, 1976.
- **Fraser, John Munro.** *Introduction to personnel management*. Nelson, 1971.
- **Indian Institute of Personnel Management.** *Personnel Management in Indi*. Asia Publishing. 1977.
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RURAL COMMUNITY DEVELOPMENT

THIRD SEMESTER

Course Code	Title of the Course
34933 A	RURAL COMMUNITY DEVELOPMENT

Course Objectives:

- To enable students to understand rural realities.
- To develop sensitivity and commitment for working with rural communities.
- To impart knowledge about the governmental and voluntary efforts towards rural community development.
- To equip students with specific skills and techniques of working with rural communities.

Outcome of the Course

- This course is aimed at enlightening the students on the concepts of Rural Community Development.

Contents:

BLOCK I: RURAL COMMUNITY: MEANING, DEFINITION, RURAL SOCIAL STRUCTURE AND CONSTRAINTS TO RURAL DEVELOPMENT AND RURAL PROBLEMS

Unit I

Rural Community: meaning, definition, characteristics - types of villages - scope of studying the rural community – rural community relation to social work

Unit II

Rural social structure and constraints to rural development; rural organization and rural development - school, co-operatives, village panchayat, youth club, women's club, self- help groups etc.

Rural problems: poverty, illiteracy, unemployment, problems related to agriculture (land holding, productivity, marketing), and community health.

BLOCK II: COMMUNITY DEVELOPMENT, RURAL EXTENSION, RURAL DEVELOPMENT ADMINISTRATION AND RURAL DEVELOPMENT AGENCIES

Unit IV

Community Development: meaning, objectives, scope, principles, process, models - methods - earlier experiments in rural developments - Sriniketan experiment, Gurgaon experiment, marthandam experiment, Baroda experiment, Firkha development scheme, Etawa pilot project, Nilokheri experiment - Gandhian constructive programmes - community development during post launching period - national extension services and various phases of community development

Unit V

Rural extension: concept, characteristics, philosophy, objectives, principles, approaches, and methods and limitations - approaches to rural community development: Tagore, Gandhi and C. Subramaniam, etc.

Unit VI

Rural Development Administration: history, structure: central, state, district and block levels and its functions - panchayat raj institutions (PRI): origin and evolution - philosophy, new panchayat raj system- 73rd amendment and its salient features - structure of PRIs - powers of Gram Sabha - features of Tamil Nadu Panchayat Act, 1994 - constitution of village panchayats, panchayat union and district panchayat - elections to PRIs - reservation for women, SC/STs - administration of PRIs - taxes and levies - assigned and shared revenues, grants - government of India finance commission, state finance commission, development grants under various schemes - powers of PRIs in implementation of RCD programmes,

Unit VII

Rural development agencies: council for advancement of people's action and rural technology (CAPART) - national institute of rural development (NIRD) - national bank for agriculture and rural development (NABARD) - regional rural banks (RRB) - district rural development agency (DRDA) - statistics related to rural development - training of PRI functionaries.

BLOCK III: SOCIAL DEVELOPMENT, AGRICULTURE AND RURAL DEVELOPMENT AND COMMUNICATION AND RURAL DEVELOPMENT

Unit VIII

Social Development: definition, approaches and indicators - social development in India: historical and social context of development in India - pre and post independence period and

government measures and five years plan in India - development sectors: agriculture, and cooperation, and education and health

Unit IX

Agriculture and rural development: share of agriculture in the national income - agriculture as a source of livelihood, employment, raw materials, capital for development and manpower - agrarian and land reforms – green, white and yellow revolution - Cooperatives and rural development: meaning, principles, objectives, functions, structure, and performance of rural credit and non-credit cooperatives - registration procedures of cooperative societies - Education and rural development: universalisation of primary education: problems; adult education-meaning, history, strategies and programmes – social education, workers education, farmers training and functional literacy and non- formal education - national literacy mission - health and rural development.

Unit X

Communication and Rural Development: meaning, scope, channels and stages of communication - methods communication: interpersonal communication, group communication and mass communication - skills of communication: questioning, reinforcing, listening, reflecting and exploring, theories and models of communication -transactional analysis and conflict resolution - barriers in communication - communication and its role in rural development - satellite instructional television experiments (site): aims and objectives; use of media in communication - mass media: exhibition, film, press, radio, TV - traditional local folk media: puppet shows, drama, street play, folk songs and folk dances - use of talks, meetings, conferences, camps; campaign; communication through leaflets, pamphlets, bulletins, circulars, posters and notice boards

BLOCK IV: COMMUNITY PARTICIPATION: MEANING, ELEMENTS, AND RURAL DEVELOPMENT PROGRAMMES

Unit XI

Community participation: meaning, elements, base, principles and obstacles in community participation - participatory communication – concept, and methods - use of communication for community participation - participatory communication for rural development.

Unit XII

Rural Development Programmes: Area based Programmes: drought prone area programme (DADP) - hill area development programme (HADP) - tribal area development programme (TADP) - command area development programme (CADP), - wasteland development

programme, desert development programme (DDP) - watershed development programme, intensive agriculture area programme (IAAP) - high yield variety programme (green revolution blue white and yellow revolution) - hariyali - MP's area development programme - MLA's area development programme, etc.

BLOCK V: TARGET BASED PROGRAMMES AND WELFARE PROGRAMMES

Unit XIII

Target based programmes: IRDP, TRYSEM, NREP, RLEGP, JR, Indira Awaas Yozana, millions wells scheme, Swarna Jayanthi Grama Swarajgar Yojana (SJGSY), employment assurance scheme, new life, etc - employment guaranty legislation – its salient features- mahatma Gandhi national rural employment guarantee scheme.

Unit XIV

Welfare programmes: minimum needs programme - noon meal scheme - development of women and children in rural areas (DWCRA) - integrated child development scheme (ICDS), Tamil Nadu integrated nutrition programme (TNINP) - antyodaya programme - annapoorana scheme - programme of rural health and total sanitation - five year plans and strategies for rural development - role of social workers, concept of provision of urban infrastructure in rural areas (PURA) - role of voluntary organisation in rural community development, problems and limitations.

Note: while setting question paper, emphasis must be given only on the objectives, strategies, target (physical & financial) & achievements of various programmes mentioned in unit –v

References:

- **Biddle, William W., and Loureide J. Biddle.** "The Community Development Process: The Rediscovery of Local Initiative." (1965).
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- **Mondy, R. Wayne, et al.** *Management: Concepts and practices.* allyn and bacon, 1986.
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- **Oakley, Peter.** *Projects with people: The practice of participation in rural development.* International Labour Organization, 1991.
- **Pokharapurkar, Raja.** *Rural Development through Community Television* Vol.1. Concept Publishing Company, 1993.
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- **Singh, Katar.** *Rural development: principles, policies and management.* Sage, 1999
- **Sundaram, I. Satya.** *Rural development: A textbook for university and college students.* Himalaya Publishing House, 2007
- **Weil, Marie.** *Community practice: Conceptual models.* Vol.3. No. 3-4. Psychology Press, 1996.

COMMUNITY HEALTH THIRD

SEMESTER

Course Code	Title of the Course
34933 B	COMMUNITY HEALTH

Objectives:

- To inform the students about health and hygiene and related aspects.
- To enlighten the students about diseases and occupational health.
- To teach students about the health care delivery system.
- To make the students aware about health education.
- To inform students about health work in the community.

Outcome of the course

- The purpose of this course is to inform the students about the various aspects concerning community health.

BLOCK I: HEALTH AND HYGIENE, SOCIAL AND PREVENTIVE MEDICINE AND NUTRITION AND HEALTH

UNIT I

Health and Hygiene: Health, Primary Health Care and Public Health; Concepts and definition, factors influencing health

UNIT II

Social and Preventive Medicine, Levels of disease prevention, comprehensive health indicators – vital health statistics; Community Mental Health and Community Psychiatry.

UNIT III

Nutrition and Health: Nutrient Groups: Functions, sources and requirement; Caloric requirements for different age groups; Balanced diet, Malnutrition, Deficiency diseases, prevention of Nutrition problems

BLOCK II: HYGIENE: PERSONAL, FOOD AND ENVIRONMENTAL HYGIENE, DISEASES AND OCCUPATIONAL HEALTH, MAJOR NON-COMMUNICABLE DISEASES AND HEALTH CARE DELIVERY SYSTEM

UNIT IV

Hygiene: Personal, food and Environmental hygiene; Relationship between health and hygiene; Environmental pollution; Living conditions: housing, sanitation, waste disposal and their influence on health.

UNIT V

Diseases and Occupational Health: Major Communicable diseases: Symptoms, Etiology, Transmission, Prevention and Treatment of: Leprosy, Tuberculosis, STD, HIV, Polio, Malaria, Cholera and Typhoid. Immunisation schedule for children.

UNIT VI

Major Non-communicable diseases: Cancer, Diabetes, Hypertension, Asthma, Cardiac disorders. Occupational Health: Occupational Health hazards, Common Occupational diseases

UNIT VII

Health care delivery system: Mental Hygiene movements, trends in Community Mental Health, Public health model of mental health prevention and promotion

BLOCK III: SCHOOL HEALTH, HEALTH CARE DELIVERY SYSTEM AT THE NATIONAL AND STATE LEVELS, PRIMARY HEALTH CENTRE, MODELS OF COMMUNITY HEALTH, USE OF AUDIO- VISUAL AIDS AND MASS MEDIA

UNIT VIII

School Health: Helping teachers identify problems of physical and mental health, making appropriate referrals, involving and motivating teachers and children; Involvement of Voluntary Agencies

UNIT IX

Health care delivery system at the National and State levels, primary health centre, models of community health. Salient features of legislations related to health: MTP ACT (Amendment), 2002, Mental Health Act 1987, Factories Act 1949, ESI Act 1948; Allocation for Health care in IX Five Year Plan; Health Policies 2003

UNIT X

Use of Audio- Visual Aids and Mass Media; First Aid: Concept and methods of dealing with victims of accidents and health education in hospital and rural/slum/ tribal areas.

block iv: Health Education: Meaning and importance and Health work in the community

UNIT XI

Health Education: Meaning and importance, Principles of health education, Techniques and strategies for various community groups, Family Planning: Importance and Techniques

UNIT XII

Health work in the community: Major health problems related to women and children; Socio-cultural practices, beliefs and myths influencing community health; Assessing community health needs, Mobilizing core groups; community participation:

BLOCK V: PRINCIPLES AND PRACTICE OF COMMUNITY PARTICIPATION AND SOCIAL WORK INTERVENTION IN RELATION

UNIT XIII

Principles and practice of Community Participation, Training of multipurpose workers in community health programmes.

UNIT XIV

Social Work Intervention in relation to: Immunization, nutrition, family planning, maternal and child health, environmental issues (hygiene, pollution and sanitation), accident prevention, suicide prevention, alcoholism and drug abuse prevention.

References:

- **Adelson D. & Kalis L.B:** Community psychology and mental health - perspectives and challenges, Chandler Pub., 1970.
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- **Naick J.P.** An alternative system of health care services in India - some proposals, Allied Pub.1977.
- **Park J.R & Park K.:** Text book of preventive and social medicine, Jabalpur, M/S Banashidass, 2009
- **Park, John Everett.** "Textbook of preventive and social medicine (A treatise on community health)"1970

Course Code	Title of the Course
34933 C	HUMAN RESOURCE DEVELOPMENT

BLOCK I: HUMAN RESOURCE DEVELOPMENT: DEFINITION - ORIGIN, APPROACHES TO HUMAN RESOURCE DEVELOPMENT AND CHALLENGES OF HUMAN RESOURCE DEVELOPMENT

UNIT I

Human Resource Development: Definition - Origin and Development of HRD

UNIT II

Approaches to HRD: Human Capital Approach - Social Psychological Approach - The Poverty Alleviation approach - The World Development Context

UNIT III

Challenges of Human Resource Development: Employee Obsolescence - Socio technical Changes

BLOCK II: DEVELOPMENT AND AFFIRMATIVE ACTION, CAREER PLANNING, CAREER EDUCATION AND CAREER DEVELOPMENT

UNIT IV

Development and Affirmative Action and Employee turnover

UNIT V

Career Planning: Definition - Career Planning and Employee Needs - Personnel Departments and Career Planning

UNIT VI

Career Education, Information on career planning and career counseling.

UNIT VII

Career Development: Definition - Individual Career development - Personnel supported career development

BLOCK III: HUMAN RESOURCE PLANNING, ESTIMATES OF INTERNAL SUPPLY AND ESTIMATES OF EXTERNAL SUPPLY IMPLEMENTATION OF HUMAN RESOURCES PLANS AND RECRUITMENT OF HUMAN RESOURCES

UNIT VIII

Human Resource Planning: The demand for Human Resources - The Supply of Human Resources

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UNIT IX

Estimates of Internal supply and Estimates of External supply Implementation of Human Resources Plans

UNIT X

Recruitment of Human Resources - Constraints on Recruitment: Organizational policies.

BLOCK IV: HUMAN RESOURCE PLANS AND CHANNELS OF RECRUITMENT

UNIT XI

Human Resource Plans - Affirmation Action Plans - Recruiter habits - Environmental Conditions - Job Requirements

UNIT XII

Channels of Recruitment: Walk-ins and Write-ins - Employee referrals - Advertising

BLOCK IV: STATE EMPLOYMENT SECURITY AGENCIES, PRIVATE PLACEMENT AGENCIES AND QUALITY OF WORK LIFE

UNIT XIII

State Employment Security agencies - Private Placement Agencies - Professional Search firms - Educational Institutions - Professional Associations, Government funded training programs - Temporary help agencies - Departing employees - Open house

UNIT XIV

Quality of Work Life: Definition - QWL through employee involvement

WOMEN AND CHILD WELFARE

THIRD SEMESTER

Course Code	Title of the Course
34933 D	WOMEN AND CHILD WELFARE

The main purpose of the paper is to highlight the issue of women and child welfare including the laws that are in place to protect them.

Objectives course:

1. To inform the students about the demographic profile of women in India.
2. To enlighten the students on women's welfare and development.
3. To teach students about the issues concerning children.
4. To make students aware about the problems of children.

Contents:

BLOCK I: DEMOGRAPHIC PROFILE OF WOMEN IN INDIA, STATUS OF WOMEN WITH REFERENCE TO HEALTH AND PROBLEMS OF WOMEN

UNIT I

Demographic profile of women in India: changing role and status of women in India; role differences of women in joint and nuclear families; position of women in tribal, rural and urban areas

UNIT II

Status of women with reference to health, education, employment and political

UNIT III

Problems of women: gender bias, child marriage, dowry, widowhood, desertion, divorce, destitution, educational backwardness, discrimination in employment

BLOCK II: PROBLEMS OF EMPLOYED WOMEN AND MOTHERS, WOMEN'S WELFARE AND DEVELOPMENT AND GOVERNMENT OF INDIA SCHEMES FOR WOMEN'S DEVELOPMENT

UNIT IV

Problems of employed women and mothers; problems of unmarried mothers; delinquency, prostitution, trafficking in women and girls; theories on violence against women

UNIT V

Women's welfare and Development: historical development of women welfare; indicators of women development; central and state government policy on women

UNIT VI

Government of India schemes for women's development; national commission for women, institutional and non-institutional services for women.

BLOCK III: WOMEN AND LAW, WOMEN EMPOWERMENT

UNIT VII

Women and law: legislations relating to women; legal and constitutional rights, marriage, divorce, and property rights; labour laws for women; family violence, family courts.

UNIT VIII

Women empowerment: meaning, characteristics of an empowered women; role of self help groups in women empowerment; feminism; women's movement abroad and in India, India's five year plans- policies, and strategies and programmes

BLOCK IV: CHILD: MEANING, DEMOGRAPHIC PROFILE OF CHILDREN IN INDIA, PROBLEMS OF CHILDREN AND SCHOOL OF SOCIAL WORK

UNIT IX

Child: meaning, demographic profile of children in India – rural & urban, its place in family and society; status of girl child; concept of socialization; factors influencing socialization; role of family in socialization; parental socialization during childhood and adolescence; role of peers in socialization, role of school in socialization; impact of television on children.

UNIT X

Problems of Children: childhood diseases and immunization; behavior disorders of children; causes, consequences and prevention of child malnutrition, nutritional disorders, neglected children and abused children, child workers, child trafficking, child prostitution, HIV/AIDS affected and infected children; children with disabilities, school dropouts.

UNIT XI

School social work: concept, need, objectives, and functions.

BLOCK V: UNITED NATIONS CHARTER OF CHILDREN RIGHTS, PLACE OF INSTITUTIONAL CARE AND CHILD WELFARE PROGRAMMES

UNIT XII

U.N. charter of children rights; institutional services; constitutional safe guards; five year plans- policies

UNIT XIII

Place of institutional care: scope and limitation, national and international institutions and its role in child welfare; child labour- policies, constitutional and legislative provisions and programmes at national and international level

UNIT XIV

Child welfare programmes: non- institutional care: organization and functions of crèches, day care center, sponsorship programme, foster-care, adoption, recreation services; integrated child development schemes; services for children in need of special care; exceptional children neglected and abused children; child guidance services.

References:

Avasthi, Abha, and Anil K. Srivastava. *Modernity, Feminism, and Women Empowerment*. Rawat Publications, 2001.

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P. S., and L. M. Rebello. "Nutrition for mother and child." *Nutrition for mother and child*. (1962).

TRIBAL COMMUNITY DEVELOPMENT

THIRD SEMESTER

Course Code	Title of the Course
34934A	TRIBAL COMMUNITY DEVELOPMENT

Course Objectives:

- To enable students to understand the unique nature of tribal culture.
- To develop sensitivity and commitment for working with tribal community.
- To provide knowledge on the government and voluntary efforts towards tribal development.
- To equip students with specific skills and techniques of working with tribal communities.

Outcomes of the Course

- The aim of this course is to enable students to understand the problems of tribal people and also to gain an understanding of project management.

Contents:

BLOCK I: TRIBES: DEFINITION, CONCEPT, REGIONAL DISTRIBUTION OF TRIBES AND NEHRU'S PANCHSHEEL PRINCIPLES OF TRIBES AND CULTURAL AND RELIGIOUS ASPECTS

UNIT I

Tribes: definition, concept, characteristics of the tribal community; nomadic and de-notified tribes; history of Indian tribes and tribes in Tamil Nadu

UNIT II

Regional distribution of tribes and Nehru's Panchsheel principles of tribes; social system of tribes: socio economic conditions;

UNIT III

Cultural and religious aspects; status of women: dress, food, & marriage-polygamy, polyandry, dormitory marriage; status of children; tribal leadership and political participation -local, state, and national levels

BLOCK II: TRIBAL DEVELOPMENT ADMINISTRATION, CONSTITUTIONAL PROVISIONS FOR THE PROTECTION OF TRIBES AND TRIBAL PROBLEMS AND PROGRAMMES

UNIT IV

Tribal Development Administration: administrative structure at central, state, and district

levels; hill development councils; functions of tribal development blocks/agencies

UNIT V

Constitutional provisions for the protection of tribes; research and training in tribal development, role of voluntary agencies in tribal development.

UNIT VI

Tribal Problems and Programmes: child marriage, poverty, ill-health, illiteracy, sexually transmitted diseases and acquired immune deficiency syndrome, exploitation and atrocities on tribes; immigration and its related problems; lack of infrastructure facilities and amenities

BLOCK III: TRIBAL RESETTLEMENT AND REHABILITATION, TRIBAL AREA DEVELOPMENT PROGRAMMES AND INTRODUCTION TO PROJECT MANAGEMENT

UNIT VII

Tribal resettlement and rehabilitation and its related problems; tribal movements and tribal revolt, naxalbari movement. tribal development programmes: tribal development policies

UNIT VIII

Tribal area development programme; hill area development programmes; tribal sub- plans, forest land cultivation, need and importance of social work practice in tribal areas, application of social work methods in tribal development, problems in implementation of tribal development programmes.

UNIT IX

Introduction to project Management: concept, objectives, principles, scope, importance and methodology; micro and macro level planning; project dimensions: identification and formulation;

BLOCK IV: DETAILED PROJECT REPORT (DPR); PROJECT APPRAISAL, PLANNING AND MANAGEMENT OF PROJECT IMPLEMENTATION AND MANAGEMENT INFORMATION SYSTEM

UNIT X

Detailed project report (DPR); project appraisal: technical, economic and financial feasibility; participatory development (participatory planning and participatory rural appraisal (PRA), participatory management and participatory evaluation).

UNIT XI

Planning and Management of Project Implementation: activity planning, network analysis, monitoring of development projects

UNIT XII

Management information system, project evaluation: programme evaluation and review technique (PERT) and critical path method (CPM);

BLOCK V: RESOURCE MOBILIZATION: TECHNIQUES OF FUND RAISING, SPECIAL PROVISIONS RELATED TO INCOME TAX EXEMPTION FOR DEVELOPMENT ORGANIZATIONS

UNIT XIII

Resource mobilization: techniques of fund raising; statutory requirements for the formation of society and trust; foreign contribution regulation act;

UNIT XIV

Special provisions related to income tax exemption for development organizations

References:

- **Chaudhuri.** *Tribal Development in India*, Inter India Pub. 1981
- **Patel, Mahendra Lal.** *Planning strategy for tribal development*. Vol. 111. Inter-India Publications, 1984.
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MEDICAL SOCIAL WORK

THIRD SEMESTER

Course Code	Title of the Course
34934B	MEDICAL SOCIAL WORK

Objectives:

- To introduce the students to the concept of medical social work and related aspects.
- To inform the students about the Psychological, Social and economic implications of illness and disability.
- To enlighten the students about hospital as a formal organization.
- To make students aware of Impairment, Disability, and Handicap.
- To highlight the specific needs and problems of patients and their families.

Outcome of the course

- The aim of this course is to introduce the students to medical social work and to highlight its specific aspects.

Contents:

BLOCK I: MEDICAL SOCIAL WORK, MEDICAL SOCIOLOGY AND ITS RELEVANCE TO MEDICAL SOCIAL WORK PRACTICE AND PSYCHOLOGICAL, SOCIAL AND ECONOMIC IMPLICATIONS OF ILLNESS AND DISABILITY

UNIT I

Medical social work: definition, concept, objectives, its nature, need and scope; the roles and functions of a medical social worker; historical development in India and abroad

UNIT II

Medical sociology and its relevance to medical social work practice; practice of social work methods in hospital settings: their need and importance in working with patients and families: scope and limitations of practice

UNIT III

Psychological, social and economic implications of illness and disability: for the patient and his family;

BLOCK II: CONCEPTS OF PATIENT AS A PERSON, THE HOSPITAL AS A FORMAL ORGANIZATION AND MEDICAL SOCIAL WORK DEPARTMENT

UNIT IV

Concepts of patient as a person, patient as a whole, the psychosomatic approach; multidisciplinary team work: need, importance, and principles; role of social worker as a member of the team.

UNIT V

The hospital as a formal organization: its goals, technology, structure and functions, departments, administrative procedures, implications of hospitalization for the patient and his family

UNIT VI

Medical social work department: staffing, organization and functions; extension services; public relations

BLOCK III: IMPAIRMENT, DISABILITY AND HANDICAP, PSYCHOSOCIAL PROBLEMS AND IMPLICATIONS FOR EACH SPECIFIC HANDICAP AND ROLE OF THE MEDICAL SOCIAL WORKER IN INTERVENTION

UNIT VII

Impairment, Disability and Handicap: causes, types and classification of physical handicaps

UNIT VIII

Orthopedic disability, visual handicap, aural impairment and speech disability; psychosocial problems and implications for each specific handicap

UNIT IX

Role of the medical social worker in intervention; physical medicine, physiotherapy and occupational therapy

BLOCK IV: OBJECTIVES AND TYPES; REHABILITATION, SPECIFIC NEEDS AND PROBLEMS OF PATIENTS AND THEIR FAMILIES, ROLE OF THE MEDICAL SOCIAL WORKER IN THE FOLLOWING SETTINGS: OUTPATIENT UNIT, INTENSIVE CARE UNIT

UNIT X

Objectives and types; rehabilitation: definition, concept, principles, and process; role of the medical social worker in rehabilitation planning, resource mobilization, and follow-up.

UNIT XI

Specific needs and problems of patients and their families: need for assistance

UNIT XII

Role of the medical social worker in the following settings: outpatient unit, intensive care unit

BLOCK V: PEDIATRIC WARD, MATERNITY WARD AND TRAINING OF THE VOLUNTEERS TO WORK WITH THE CHRONICALLY ILL IN THE COMMUNITY

UNIT XIII

pediatric ward, maternity ward, abortion clinic, family planning centre, std clinic, HIV clinic, orthopedic department, cardiology department, blood bank, TB sanatorium and cancer hospitals

UNIT XIV

Training of the volunteers to work with the chronically ill in the community, and special focus on rural/tribal areas

References:

- **Bartlett, Harriett Moulton.** *Social work practice in the health field.* Natl Assn of Social Workers Pr, 1961.
- **Cannon, Ida Maud.** *On the social frontier of medicine: Pioneering in medical social service.* Harvard University Press, 1952.
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- **Hamilton, Kenneth W.** "Counseling the handicapped in the rehabilitation process." (1950).
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LABOUR WELFARE AND INDUSTRIAL RELATIONS

THIRD SEMESTER

Course Code	Title of the Course
34934C	LABOUR WELFARE AND INDUSTRIAL RELATIONS

Objectives:

- To highlight the issue of labour welfare.
- To inform students about the labour legislations in India.
- To enlighten students about social security legislations.
- To introduce students to the concept of industrial relations.
- To highlight the issue of industrial conflict.

Outcome of the course

- To familiarize students with the concepts of industrial relations and the current industrial relations scenario in India.

Contents:

BLOCK I: LABOUR WELFARE: AN INTRODUCTION ON INDIAN CONSTITUTION, CONCEPT, SCOPE, PRINCIPLES, THEORIES, ORIGIN AND GROWTH OF LABOUR WELFARE IN INDIA AND LABOUR PROBLEMS

UNIT I

Labour welfare: an introduction on Indian constitution - unorganized labour sector in industry and agriculture - problems faced by unorganized labour sector - constitutional safeguards to unorganized labour - judicial activism (case laws).

UNIT II

Concept, scope, principles, theories, origin and growth of labour welfare in India; types of welfare

UNIT III

Labour problems: absenteeism addiction, indebtedness, family distress and social work intervention

BLOCK II: LABOUR WELFARE PROGRAMMES, LABOUR WELFARE OFFICER: STATUS, ROLE, DUTIES AND FUNCTIONS, LABOUR LEGISLATIONS IN INDIA

UNIT IV

labour welfare programmes: safety, health and hygiene, occupational diseases, crèche, canteen, credit society, worker's education

UNIT V

labour welfare officer: status, role, duties and functions; labour welfare agencies in India and international

UNIT VI

Labour legislations in India: factories act 1948; the plantation labour act 1951; Indian mines act 1952, apprentices act 1961;

BLOCK III: LABOUR RELATIONS LEGISLATIONS, EMPLOYMENT LEGISLATIONS AND SOCIAL SECURITY LEGISLATIONS

UNIT VII

Labour relations legislations: the trade union act 1926, industrial disputes act 1947; Tamil Nadu shops and establishment act 1947, Tamil Nadu industrial establishment (national and festival holidays) act 1951;

UNIT VIII

Employment legislations: industrial disputes act 1947, the industrial employment (standing orders) act 1946, employment exchanges (compulsory notification of vacancies) act 1959, employment of children act 1938.

Social Security Legislations: workmen's compensation act 1923, employees' state insurance act 1948; employee's provident fund act 1952 including the pension scheme 1995; the maternity benefit act 1961, payment of gratuity act 1972.

BLOCK IV: WAGE LEGISLATIONS AND INDUSTRIAL RELATIONS

UNIT X

Wage legislations: the payment of wages act 1936, the minimum wages act 1948, the payment of bonus act 1965, the equal remuneration act, 1976; the Tamil Nadu payment of subsistence allowance act and case laws.

UNIT XI

Industrial Relations: definition, meaning of industrial relations, characteristics of a good industrial relations system - changing profile of industrial workers – labour in constitution – administration of labour department.

BLOCK V: ILO – HISTORY, AIMS, OBJECTIVES, INDUSTRIAL CONFLICT AND INDUSTRIAL DEMOCRACY

UNIT XII

ILO – history, aims, objectives, structure and functions, social security measures, achievements, influence of ILO on Indian industrial relations - labour welfare practices in India. Trade unionism – history, objectives, problems faced, recognition – trade union movement in India – employer federation, collective bargaining : methods, issues, problem and settlement

UNIT XIII

Industrial Conflict: standing orders, industrial disputes, settlement machineries, industrial peace and harmony, industrial conflict types, causes, consequences, grievance, discipline, domestic enquiry – recent trends

UNIT XIV

Industrial democracy – workers participation: objectives schemes, methods – participation schemes in industries in India - quality circles – quality of work life.

References:

- **Ashdir , Vijay.** *Management of Industrial Relations*. Kalyani Publishers, 2003.
- **Bhangoo, Kesar Singh.** *Dynamics of industrial relations*. Deep & Deep Publications, 1995.
- **Giri, Varahagiri Venkata.** "Labour problems in Indian industry." (1960).
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WELFARE OF THE YOUTHS AND THE AGED

THIRD SEMESTER

Course Code	Title of the Course
34934D	WELFARE OF THE YOUTH AND THE AGED

The purpose of this course is to highlight the issue of welfare of the youth and aged.

Objectives:

1. To introduce the students to the concept of youth and youth as a special category.
2. To enlighten the students on the youth movement in India.
3. To inform students about youth welfare.
4. To talk teach students about the issues being faced by the aged.
5. To highlight the existing services for the aged.

Contents

BLOCK I: YOUTH: CONCEPT, DEMOGRAPHIC PROFILE IN RURAL AND URBAN, PROCESS OF SOCIALIZATION OF INDIAN YOUTH AND YOUTH AS SPECIAL CATEGORY

UNIT I

Youth: concept, demographic profile in rural and urban; youth in Indian society: a historical over view of their role.

UNIT II

Process of socialization of Indian youth; aspirations of the youth in contemporary Indian society; role of youth in social change and national development.

UNIT III

Youth as special category: basic needs of youth: problems of youth in relation to family life; social relation, education, recreation, leisure, recreation, employment, sex, marriage, political status, adjust mental problem of the youth.

BLOCK II: YOUTH MOVEMENT IN INDIA, YOUTH WORK, YOUTH WELFARE

UNIT IV

Youth Movement in India: YMCA, YWCA, SFI, DYFI and other youth movements of various political parties in India, ideologies of youth movements and its role in nation building; youth unrest; need for youth policy in India.

UNIT V

Youth work: concept, objectives, approaches to youth work in tribal, rural and urban areas: training programmes.

UNIT VI

Youth Welfare: definition and scope: philosophy and evolution of youth welfare programmes in India.

BLOCK III: SERVICES FOR STUDENT YOUTH, YOUTH FESTIVALS AND YOUTH CAMP, YOUTH WELFARE PROGRAMMES UNDER GOVERNMENT AND VOLUNTARY AGENCIES

UNIT VII

Services for student youth: education, physical education, sports, recreation; vocational guidance, youth services, bhārath scouts and guides, national services scheme, community and social service scheme, national cadet corps.

UNIT VIII

Youth festivals and youth camp; student counseling; need, services, for non-student youth; non-formal education for school drop outs; Nehru yuvak Kendra, vishwa yuva Kendra

UNIT IX

Youth welfare programmes under government and voluntary agencies; organization by and for youth, -youth policies, strategies and programmes in India's five year plans.

BLOCK IV: AGED: DEFINITION, TYPES, DEMOGRAPHIC PROFILES, THEORIES OF AGING, SERVICES FOR THE AGED

UNIT X

Aged: definition, types, demographic profiles; aging population in rural and urban gerontology

UNIT XI

Theories of aging; dimension of aging; changing status of the aged in India society; problems of the aged- health, family, social relation and employment; perspective on the population of aging in India; retirement as a social and economic event; family, social, economic and religious life of retired people.

UNIT XII

Services for the aged: geriatric services in India; social work and social services and the aged; family social work with the aged.

BLOCK V: SOCIAL WELFARE SERVICES FOR THE AGED, NATIONAL AND INTERNATIONAL AGENCIES FOR AGED WELFARE, POLICIES, STRATEGIES AND PROGRAMMES

UNIT XIII

Social welfare services for the aged; old age social security measures in India and other countries; physical activity, rehabilitation and community linkage programme; gerontophenotime-an aging reversal agent

UNIT XIV

National and international agencies for aged welfare, policies, strategies and programmes for the elderly in India's five year plans.

References:

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FIELD WORK PRACTICUM -

III THIRD SEMESTER

Course Code	Title of the Course
34935	FIELD WORK PRACTICUM - III

Objective of the course

To be based on the student's specialization

- Agency placement for a minimum of 12 days.
- Content of Field work to be finalized between the concerned department and the placement agency according to the field of specialization.

Guidelines for Community Development Specialization

1. Exposure to DRDA/Panchayat Union and Panchayat administration
2. Orientation to community based surveys/PRA
3. Organize at least two need based community programmes
4. Practice of Social Work methods in Community Settings (Rural/Tribal areas)
5. Knowledge of CD programmes.

Guidelines for Medical and Psychiatric Social Work Specialization

1. Practice of Social Case Work with at least five clients
2. Practice of Social Group Work with at least two groups
3. One Community based programme.

Guidelines for HRM Specialization

1. Exposure to welfare measures and programmes in industries.
 2. Orientation to IR activities/Trade Union
 3. Understanding of Organization profile/Organizational Culture
 4. Knowledge of labour legislations.
1. Agency placement in generic settings of practice such as schools/old age homes/counselling centres/rehabilitation settings etc.
 2. The placement will be for a minimum duration of 12 field work days.
 3. Importance to be given for the practice of social work methods. Each student is expected to conduct case work with a minimum of three clients, group work with at least two groups, and organise one institutional/ community based programme (trainees of all specializations).

Evaluation: Internal : 25 marks

- | | | |
|------------------------------|---|---------|
| 1. Case Work Practice | : | 5 marks |
| 2. Group Work | : | 5 marks |
| 3. Awareness Programme | : | 5 marks |
| 4. Reporting | : | 5 marks |
| 5. Attendance for field work | : | 5 marks |

Total	:	25 marks
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External (75 marks)

- | | | |
|-----------------------------------|---|----------|
| 1. Theoretical Knowledge | - | 30 marks |
| 2. Practice Skills | - | 25 marks |
| 3. Mobilizing Resources | - | 10 marks |
| 4. Communication and Presentation | - | 10 marks |

Total	-	75 marks
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**DISASTER MANAGEMENT
FOURTH SEMESTER**

Course Code	Title of the Course
34941	DISASTER MANAGEMENT

Course Objectives:

- To understand ecosystem equilibrium and disequilibrium
- To develop skills to analyze factors contributing disaster
- To develop an understanding of the process disaster of disaster
- To develop skills to participate in disaster management
- To develop an understanding of the social worker's role in the team for disaster management.

Outcome of the course

- Disaster management is a process of pre disaster prevention, preparedness, education, and preparedness. It is important for Social Workers to learn this as they are involved in providing psychological assistance to survivors.

Contents:

BLOCK I: DISASTER: DEFINITION, DIMENSIONS OF DISASTER, TYPES OF DISASTER

UNIT I

Disaster: definition, dimensions of disaster, progress in vulnerability.

UNIT II

Types of disaster: Water and climate related: Floods and drainage management, droughts, cyclones, tsunamis, tornadoes, hurricane, hailstorms, cloudburst, snow avalanches, heat and cold waves, thunder and lightning

UNIT III

Geological related: Earthquakes, landslides, mudflows, sea erosion, dam bursts and dam failures, mine fires.

BLOCK II: CHEMICAL, INDUSTRIAL AND NUCLEAR RELATED, PHASES OF DISASTER, PSYCHOLOGICAL FIRST AID, CRISIS AND EMERGENCY MANAGEMENT

UNIT IV

Chemical, industrial and nuclear related: road, rail transportation accidents including waterways – boat capsizes, mine flooding, major building collapse, serial bomb blasts, festival

related disasters, electrical disasters, fires, forest fires, mine flooding, oil spills, village fires.; *biological related:* biological disasters, epidemics, cattle and bird epidemics, pest attacks, food poisoning.

UNIT V

Phases of disaster (rescue, relief, rehabilitation, rebuilding). Rescue, relief phase: Need assessment, rescue and relief provisions by Army, Police, Fire services, Panchayat Raj institutions.

UNIT VI

Psychological first aid, health camps, relief center, water and sanitation issues, epidemic breakages in camps, climatic changes and seasonal variations; humanitarian concerns in relief provision; management of relief experts, volunteers, materials, equipment; standard operation procedure to deal with trigger mechanism.

UNIT VII

Crisis and emergency management: government response system in disasters – central, state, district, taluk disaster management cell; trigger mechanisms – 11, 12, 13 levels of determination of disaster; BIRMS – Basic Initial Response Management Steps

BLOCK III: COMMUNICATION SYSTEMS DURING DISASTERS, IMPACT : PHYSICAL, SOCIAL, ECONOMIC, AND PSYCHOLOGICAL IMPACT OF DISASTERS AND HOUSING SUPPORT HOUSING AND MATERIALISTIC SUPPORT FOR THE DISASTER SURVIVORS

UNIT VIII

Communication systems during disasters: HAM (help all mankind) radio promotions, police wireless network, SMS, mobile services, satellite communications; warning systems in disasters.

UNIT IX

Impact : Physical, social, economic, and psychological impact of disasters. Impact on the individual, family, and community. Compensation: Compensation and legal issues among the disaster survivors. Assessment of damage. Providing compensation. Corruption in compensation.

UNIT X

Housing support Housing and materialistic support for the disaster survivors. Town planning after a major disaster. Maintaining minimum standard. Livelihood and community micro planning: Impact of disaster on livelihood and economic activities. Livelihood options for the

vulnerable groups Creating self-sustenance among the disaster survivors.

BLOCK IV: GENDER ISSUES IN DISASTER, SPECIAL NEEDS OF THE CHILDREN, ADOLESCENTS AND THE VULNERABLE GROUPS

UNIT XI

Gender issues in disaster: Special needs of the women, increased vulnerability, problems of the women and care provisions; special issues of the women in human made disaster; role of the women organisations and government; special needs of the men groups and vulnerable men working with PRI for Psychosocial care of the men.

UNIT XII

Special needs of the children, adolescents and the vulnerable groups; role of child care personnel for the children affected by disaster. (Teachers/ICDS); empowering caregivers after the disaster; methods of working with children affected by disaster; community care vs. institutional care after the disaster for the vulnerable/ destitute children; foster caring of the destitute children after the disaster.

BLOCK V: PSYCHOLOGICAL IMPACT OF DISASTER IN DIFFERENT PHASE, CAPACITY BUILDING

UNIT XIII

Psychological impact of disaster in different phase behavioral disorders subsequent to disasters including PTSD; methods of providing psychosocial care to the disaster survivors; principles of psychosocial care; techniques of providing psychosocial care; normalization model; needs of the special groups in disaster and psychosocial care.

UNIT XIV

Capacity building: of governmental, non-governmental, community based organizations, and the local community, spectrum of care, inter sectoral and coordinated care provision between organizations, disaster preparedness, disaster sub-culture, disaster resilience role of social workers in disaster services. Policies and role of government sectors: role of state, central government, UN agencies, international organisations and NGOs, in disaster management services, India disaster management plan, quality assurance in disaster management – sphere, national health policy on disaster management, disaster survivors and human rights.

References:

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CORPORATE SOCIAL RESPONSIBILITY

FOURTH SEMESTER

Course Code	Title of the Course
34942	CORPORATE SOCIAL RESPONSIBILTiy

Course objectives

1. To understand the scope and complexity of corporate social responsibility (CSR).
2. To gain knowledge on the impact of CSR implementation on corporate culture, particularly as it relates to social issues
3. To acquire skills to frame CSR policies and practices appropriate to the Indian workplace

Outcomes of the course

- The aim of this course is to introduce the students to the concept of corporate social responsibility and its related aspects.

Contents:

BLOCK I: SOCIAL RESPONSIBILITY, EVOLUTION OF CSR, SUPPLY CHAIN RESPONSIBILITY, STAKEHOLDER ENGAGEMENT, CAUSE AND SOCIAL MARKETING, ENVIRONMENTAL RESPONSIBILITY

UNIT I

Social Responsibility: corporate social responsibility – meaning, definition and scope of CSR

UNIT II

Evolution of CSR – CSR, sustainability, public private partnerships, corporations role in climate change,

UNIT III

Supply chain responsibility, stakeholder engagement, cause and social marketing, environmental responsibility

BLOCK II: CSR AS ECONOMIC DEVELOPMENT AND CSR IN CULTURAL CONTEXT, STAKEHOLDERS AND PERSPECTIVES AND DESIGNING A CSR POLICY

UNIT IV

Socially responsible investing, sustainability reporting, transparency and human rights;
CSR as economic development and CSR in cultural context

UNIT V

Stakeholders and Perspectives - interest groups related to CSR – tools of CSR – business benefits of CSR.

UNIT VI

Designing a CSR policy – factors influencing CSR policy – managing CSR in an organization – role of hr professionals in CSR

UNIT VII

Global recognitions of CSR- ISO 14000 - SA 8000 - AA 1000 - codes formulated by UN global compact – UNDP, global reporting initiative.

BLOCK III: IMPLEMENTING CSR, CSR IN THE ECOLOGICAL ENVIRONMENT AND TATA POWER

UNIT VIII

Implementing CSR – CSR in the marketplace – CSR in the workplace – CSR in the community

UNIT IX

CSR in the ecological environment – case studies: lifebuoy soaps“ swasthya chetna, it’s e-choupal venture, titan industries limited

UNIT X

TATA power; tools for communicating CSR (skill building): social media, films and reports and developing strategic partnerships

.BLOCK IV: CSR IN INDIA, LEGAL PROVISIONS AND SPECIFICATIONS ON CSR

UNIT XI

CSR in India: an overview of CSR rules under companies Act, 2013

UNIT XII

Legal provisions and specifications on CSR – TCCI (TATA council for community initiatives).

BLOCK V: TATA MODEL ON CSR AND CSR AWARDS IN INDIA

UNIT XIII

TATA model on CSR – national CSR hub, TISS Mumbai – success and failure with CSR initiatives

UNIT XIV

CSR awards in India – role of social workers in CSR

References:

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URBAN COMMUNITY DEVELOPMENT

FOURTH SEMESTER

Course Code	Title of the Course
34943 A	URBAN COMMUNITY DEVELOPMENT

Course Objectives:

- To enable students to understand the unique nature of urban community.
- To develop sensitivity and communication for working with urban poor
- To provide knowledge on the government and voluntary efforts towards urban development.
- To equip students with specific skills and the techniques of working with urban communities.

Outcome of the course

- The aim of this course is to enable students to grasp the various issues concerning urban community development.

Contents

BLOCK I: URBAN COMMUNITY: MEANING, CHARACTERISTICS, CITY - MEANING, CLASSIFICATION, URBANIZATION & URBANISM

UNIT I

Urban Community: meaning, characteristics, rural urban linkages and contrast

UNIT II

City - meaning, classification, trends in urbanization process

UNIT III

Urbanization & Urbanism: meaning, theories of urbanization, characteristics of urbanism

BLOCK II: SLUMS – DEFINITION, APPROACHES, URBAN PROBLEMS AND URBAN COMMUNITY DEVELOPMENT

UNIT IV

Slums – definition, approaches, theories and classification and culture of slums

UNIT V

Urban problems: housing, drug addiction, juvenile delinquency, prostitution, and pollution.

UNIT VI

Urban Community Development: definition, concept, objectives and historical background

BLOCK III: APPROACHES, PRINCIPLES PROCESS AND METHODS OF URBAN COMMUNITY DEVELOPMENT AND URBAN DEVELOPMENT ADMINISTRATION

UNIT VII

Approaches, principles process and methods of urban community development, welfare extension projects of central social welfare board, urban development planning.

UNIT VIII

legislation related to urban development: urban land ceiling act, town and country planning act, nagarpalika act and Tamil Nadu slum clearance and improvement act) community planning, and community participation

UNIT IX

Urban Development Administration: national, state and local levels; structure and functions of urban development agencies

BLOCK IV: URBAN SERVICES AND URBAN DEFICIENCIES, ROLE OF VOLUNTARY AGENCIES IN URBAN COMMUNITY DEVELOPMENT, URBAN DEVELOPMENT PROGRAMMES

UNIT X

Urban services and urban deficiencies; metropolitan development authorities, Housing and Urban Development Corporation (HUDCO) and United Nations Centre for Human Settlement (UNCHS); housing board.

UNIT XI

Role of voluntary agencies in urban community development

UNIT XII

Urban Development Programmes: five year plans and urban development; Madras Urban Development Projects (MUDP) I & II

BLOCK V: TAMIL NADU URBAN DEVELOPMENT PROJECT, TAMIL NADU SLUM AREA ACT 1971

UNIT XIII

Tamil Nadu Urban Development project (TNUDP); Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY), etc

UNIT XIV

Tamil Nadu Slum Area (clearance and improvement) Act 1971, and problems in implementation of urban community development programmes; role of development worker – application of social work methods in urban development.

References:

- **Clinard, Marshall Barron.** Slums and community development: experiments in self-help. Vol. 8. New York: Free Press, 1966.
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**PSYCHIATRIC SOCIAL WORK
FOURTH SEMESTER**

Course Code	Title of the Course
34943B	PSYCHIATRIC SOCIAL WORK

Objectives:

- To introduce the students to the concept of psychiatric social work.
- To highlight the historical development of psychiatric social work.
- To make students aware about psychiatric illnesses.
- To throw light on therapeutic intervention in psychiatric illness.
- To inform students about the scope of psychiatric social work practice.

Outcome of the course:

- The purpose of this course is to introduce the students to the concept of psychiatric social work and various other issues covered under it.

Contents:

**BLOCK I: PSYCHIATRIC SOCIAL WORK: DEFINITION AND CONCEPT,
CURRENT STATUS AS A FIELD OF SPECIALIZATION AND HISTORICAL
DEVELOPMENT OF PSYCHIATRY AS A FIELD OF SPECIALISATION**

UNIT I

Psychiatric Social Work: definition and concept, historical development in India and abroad

UNIT II

Current status as a field of specialization; case work, group work, and community organisation in the psychiatric services; limitations and difficulties faced in psychiatric social work practice; psychiatric epidemiologist in India.

UNIT III

Historical development of Psychiatry as a Field of Specialisation: attitudes and beliefs pertaining to mental illness in ancient, medieval and modern times;

**BLOCK II: CONCEPTS OF NORMALITY, ABNORMALITY AND MENTAL HEALTH,
PSYCHIATRIC ASSESSMENT AND PSYCHIATRIC ILLNESS**

UNIT IV

Concepts of normality, abnormality and mental health; classification of mental illness: diagnostic statistical Manual (DSM) iii-R; international classification of diseases (ICD)

UNIT V

Psychiatric assessment: interviewing, case history taking; sources of intake, mental status examination; formulation of psychosocial diagnosis

UNIT VI

Psychiatric Illness: neuroses, psychoses, organic and functional, culture bound syndromes, personality disorders, sexual deviations, alcoholism and drug dependence; mental handicap

BLOCK III: EPILEPSY: DEFINITION, TYPES, SUICIDE: CAUSES, INDICATIONS, PREVENTION AND SCHOLASTIC BACKWARDNESS

UNIT VII

Definition, classification, clinical types and causes, cerebral palsy: clinical types, causes, associated disabilities; epilepsy: definition, types, causes, management; ageing: biological, social and psychological problems

UNIT VII

Suicide: causes, indications, prevention; childhood disorders: behaviour disorders; eating, elimination, sleep and speech disorders; childhood psychoses: autism, schizophrenia;

UNIT VIII

Scholastic backwardness: symptoms, causes and management; attention deficit disorders

BLOCK IV: THERAPEUTIC INTERVENTION IN PSYCHIATRIC ILLNESS, BEHAVIOR THERAPY AND SCOPE OF PSYCHIATRIC SOCIAL WORK PRACTICE

UNIT IX

Therapeutic Intervention in Psychiatric Illness: psycho education, cognitive therapy, group psychotherapy, family therapy, marital therapy: scope and types;

UNIT X

Behavior therapy: principles and techniques, ECT, chemotherapy, psychosurgery and mega vitamin therapy; occupational therapy (purpose and concept)

UNIT XI

Scope of Psychiatric Social Work practice: roles and functions of a psychiatric social worker with regards to the problems of patients and their families in:

BLOCK V: ROLE OF THE SOCIAL WORKER IN REHABILITATION, PRINCIPLES AND MODELS OF PSYCHIATRIC REHABILITATION, CONCEPTS OF THERAPEUTIC COMMUNITY

UNIT XII

1) Psychiatric OPD'S 2) psychiatric specialty clinics 3) de-addiction centres, 4) child guidance clinics; rehabilitation of psychiatric patients: role of the social worker in rehabilitation - planning, mobilisation, reintegration of the patient in the family and community

UNIT XIII

Principles and models of psychiatric rehabilitation; role of the psychiatric social worker in team work.

UNIT XIV

concepts of : therapeutic community, partial hospitalisation, day care centers, half way homes, sheltered workshop and transitory homes; national mental health programme; district mental health programme

References:

- **Carson, Robert C., et al.**, *Abnormal psychology and modern life* . Scott, Foresman & Co, 1988.
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ORGANISATIONAL BEHAVIOR

FOURTH SEMESTER

Course Code	Title of the Course
34943C	ORGANISATIONAL BEHAVIOUR

Objectives:

- To know themselves and be able to recognize individual differences in others.
- To understand OB theories that influence individual and group behavior – perception, attitude formation, motivation, role theory etc.
- To understand how to form effective work teams.
- To understand how to change individual's attitude and motivation.
- To understand how to build effective team leadership.

Outcome of the course

- Organizational behavior focuses on developing an understanding of the individual and group level factors that influence employee attitudes and behavior at work.

Contents:

BLOCK I: FOCUS AND PURPOSE OF OB: DEFINITION, NEED AND IMPORTANCE, INDIVIDUAL BEHAVIOR, ORGANIZATIONAL BEHAVIOUR MODIFICATION

UNIT I

Focus and Purpose of OB: definition, need and importance of organisational behaviour nature and scope – framework – organisational behavior – models;

UNIT II

Individual behavior: personality – types – factors influencing personality – theories; learning: learning process – learning theories

UNIT III

Organizational behaviour modification; attitude: characteristics – components

BLOCK II: FORMATION; PERCEPTION: IMPORTANCE, GROUP BEHAVIOR, LEADERSHIP AND POWER, DYNAMICS OF ORGANIZATIONAL BEHAVIOR

UNIT IV

Formation; perception: importance – factors influencing perception; motivation – importance – types – effects on work behavior

UNIT V

Group Behavior: organization structure – formation – groups in organizations – influence – group dynamics – emergence of informal leaders and working norms – group decision making techniques – interpersonal relations – communication – control – Hawthorne studies

UNIT VI

leadership and power – meaning – importance – leadership styles – theories – leaders vs. managers – source of power – power centers – power and politics.

UNIT VII

Dynamics of Organizational Behavior: concept of organizational culture and climate – factors affecting organizational climate; job satisfaction – determinants – measurements

BLOCK III: ORGANIZATIONAL CHANGE, ORGANIZATIONAL DYNAMICS, FIEDLER'S CONTINGENCY MODEL

UNIT VIII

Organizational change – importance – change process – resistance to change – managing change; organizational effectiveness – perspective and application of transactional analysis

UNIT IX

Organizational Dynamics: leadership; process, styles, types and theories

UNIT X

Fiedler's contingency model, managerial grid, Redding's groups in organization: nature, cohesiveness, performance.

BLOCK IV: NORMS AND WORK DESIGN FOR GROUP AND GROUP DYNAMICS, HUMAN ENGINEERING - MAN, MACHINE SYSTEM

UNIT XI

Norms and work design for group (power, status, authority) and group dynamics

UNIT XII

Human engineering - man, machine system, human factors engineering and its applications structural design, job design and work design, Hawthorne experiments; employee counseling Japanese style of management and its applicability.

BLOCK V: ORGANIZATIONAL DEVELOPMENT: CONCEPT, CHARACTERISTICS, ORGANIZATIONAL CHANGE

UNIT XIII

Organizational Development: concept, characteristics – objectives process/phases, theory and practice, interventions: quality circles;

UNIT XIV

Organizational change: process, resistance to change, planning and implementation & theories of change.

Reference:

- **Arnold, Hugh J. & Daniel E. Feldman**, *Organisational Behaviour*, McGraw Hill, 1986.
- **Luthans, Fred**, *Organisational Behaviour*, New York, McGraw Hill, 1993
- **Hellriegel, Slocum and Woodman**. *Organizational Behaviour*. Thomas Learning, 2001.
- **Davis, Keith**, *Human Behaviour at work*, New Delhi, McGraw Hill, 1993
- **Lawler, Porter L.M.** *Behaviour in Organisation*, McGraw Hill, New York, 1975.
- **Lewll L.N. and Reitz. H.J.**, *Group effectiveness in organisation*, Scott Foreman, 1981.
- **Ouchi W.G.**, *Theory - How American business can meet the Japanese challenges*, Addison Wesley, 1981.
- **Prasad L.M.**, *Organisational Behaviour*, New Delhi, S.Chand & Co. 1996.
- **Robbins, Stephen P.**, *Organizational behavior: Concepts, controversies, and applications*. New Jersey, Prentice Hall, 1991.
- **Edgar, Schein.**, *Organisational Psychology*, Englewood Cliffs New Jersey, Prentice Hall, 1970.

**DEMOGRAPHY AND FAMILY WELFARE FOURTH
SEMESTER**

Course Code	Title of the Course
34943D	DEMOGRAPHY AND FAMILY WELFARE

This course is to promote understanding of the changing norms of the social system and development opportunities throughout its cycle. It also aims to develop skills in identifying scope for reform and positive awareness for need of healthy family unit.

Objectives:

1. Understand the changing norms of the institution of family and variations in them with reference to the family social ecology.
2. Understand the dynamics of family interactions and developmental tasks through the family life span.
3. Develop positive attitude to support understanding the need of a healthy family unit.
4. Understand the demographic aspects of family in India. Family planning, family size preference and various approaches to family welfare planning.

Contents

BLOCK I: FAMILY AND MARRIAGE, IDEOLOGY OF FAMILY RIGHTS AND RESPONSIBILITIES AND IMPLICATIONS FOR THE FAMILY AND ITS MEMBERS

UNIT I

Family and Marriage: origin and evolution of family and marriage.

UNIT II

Ideology of family rights and responsibilities: normative family and marriage functions; social change and changes in family and marriage functions.

UNIT III

implications for the family and its members; dual earners families, single parent families, female headed households, childless families; family interactions; family development and family life cycle; family assessment: methods and its implications.

BLOCK II: DEMOGRAPHIC ASPECTS OF THE FAMILY IN INDIA, SOURCES OF DEMOGRAPHIC DATA AND FAMILY PLANNING

UNIT IV

Demographic aspects of the family in India: social inequalities and fertility behavior, trends of population growth; factors affecting population growth; consequences of population explosion.

UNIT V

Sources of demographic data, vital statistics: population structures and projection; theories of population.

UNIT VI

Family Planning: scope, concept of eligible couple and child protection rate; importance of population control

BLOCK III: FAMILY WELFARE PLANNING AND FIVE YEARS PLANS, POPULATION POLICY, POPULATION EDUCATION AND SEX EDUCATION AND FAMILY SIZE PREFERENCE AND CONTRACEPTIVE BEHAVIOUR

UNIT VII

Family welfare planning and five years plans; objectives, targets and achievements

UNIT VIII

Population policy, population education and sex education; physiology of reproduction: reproductive anatomy and physiology, menarche and menopause, fecundity, fertility, treatment of infertility; adoption.

UNIT IX

Family Size preference and contraceptive behaviour- methods of contraception: conventional and modern methods- male and female; temporary methods; behavioural methods; mechanical contraceptives.

BLOCK IV: CHEMICAL CONTRACEPTIVE, SEMI-PERMANENT METHODS, PERMANENT METHODS

UNIT X

Chemical contraceptive; semi-permanent methods: abortion and I.U.C.D.

UNIT XI

Permanent methods: vasectomy and tubectomy, advantages and disadvantages, medical termination of pregnancy act.

BLOCK V: APPROACHES TO FAMILY WELFARE PLANNING, TRAINING AND RESEARCH IN FAMILY WELFARE PLANNING, SOCIAL WORK TECHNIQUES IN PROMOTING PARENTHOOD

UNIT XII

Approaches to family welfare planning: welfare approach, clinical, extension and educational approach and cafeteria approach

UNIT XIII

Training and research in family welfare planning; mass media of communication; national and international agencies of family welfare planning services.

UNIT XIV

Social work techniques in promoting parenthood

References:

- Agarwala, S.N., India's Population Problem, Tata Mc Graw Hill, Bombay.
- Chandrasekaran, C.S, Population and Planned Parenthood, George Allen & Unwin, London. Chandrasekara, C,S., Population and Family Planning, Kitab Mahal, Allahabad.
- Danwantry, Rama Rao: population Resource and Environment, W.H Freeman & Co. Sanfrancisco.
- Enrlich, Paul, R., Ehrlich, Anne, H.: Planning your family, Mc Millan & Co., New York. Guffancher, Errest: Family Planning- Why, When & How, New book Co, Bombay.
- Usharani, D.Venkatesh Babu & Sudhakara Reddy, M.V, Economic value of children and fertility, discovery Publishing.

FIELD WORK PRACTICUM –IV

FOURTH SEMESTER

Course Code	Title of the Course
34944	FIELD WORK PRACTICUM – IV

Objectives:

- To be based on the student's specialization
- Agency placement for a minimum of 12 days.
- Content of Field work to be finalized between the concerned department and the placement agency according to the field of specialization.

General Guidelines for Community Development

1. Exposure to DRDA/Panchayat Union and Panchayat administration
2. Orientation to community based surveys/PRA
3. Organize one need based community programme
4. Practice of Social Work methods in Community Settings
(Rural/Urban Slum/Tribal areas)
5. Knowledge of CD programmes.

General Guidelines for Medical and Psychiatric Social Work Students

1. Practice of Social Case Work with at least five clients
2. Practice of Social Group Work with at least two groups
3. One Community based programme.

General Guidelines for HRM Students

1. Exposure to welfare measures and programmes in industries.
2. Orientation to IR activities/Trade Union
3. Understanding of Organisation profile/Organisational Culture
4. Knowledge of labour legislations.

Evaluation (Concurrent Field Work for Semester IV)

Internal Evaluation – 15 marks

- | | | |
|------------------------------------|---|---------|
| 1. Practice of Social Work Methods | - | 5 marks |
| 2. Contribution to the Agency | - | 5 marks |

3. Understanding the Agency and its Functional services	-	5 marks
4. Attendance	-	5 marks
5. Reporting	-	5 marks
Total		25 marks

External Evaluation – 75 marks

1. Understanding of the agency and its services	-	30 marks
2. Theoretical Knowledge	-	25 marks
3. Practice Skills	-	10 marks
4. Communication & Presentation	-	10 marks

5. Total	75 marks
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Introduction:

This time is to be designed for the learner to integrate theory and practice to enhance competencies of social work practice and experience self in that role.

The internship must be for a minimum of one month in an organization related to the candidate's specialization.

Objectives:

- Develop enhanced practice skill and integrate learning.
- Develop greater understanding of reality situations through involvement in day to day work.
- Develop appreciation of other's efforts and develop sensitivity to gaps in the programme.
- Enhance awareness of self in the role of a professional social worker.

Evaluation:

Internal	—	40 marks
Agency evolution	—	30
marks Viva –voce by external examiner	—	30
marks		

(Note: Common viva-vice for concurrent field work and Block placement at the end of IV semester with 30 marks)

RESEARCH PROJECT WORK

FOURTH SEMESTER

Course Code	Title of the Course
34945	RESEARCH PROJECT REPORT

A learner should prepare and submit dissertation, under the guidance of a faculty. The learner is to engage meaningfully in the process of problem formulation, review of literature related to the study, preparing the research proposal, choosing an appropriate research strategy and developing instruments of data collection, collecting the data, processing, analysing and interpreting the data and preparing the research report.

The length of the research report may be between 60-75 pages and not exceeding 100 pages

Assessment Evaluation Viva Voce

1. PROJECT REPORT EVALUATION (Both Internal and External)

Plan for the Project	-	20
Marks		
Execution of the Plan/ Collection of data/ Organization of Material/Hypothesis, Testing etc and		
Presentation of Report	-	55
marks		
Individual Initiative	-	25
marks		
Total	-	100

Marks