BHARATHIDASAN UNIVERSITY, TIRUCHIRAPPALLI 620 024
Master of Social Work (MSW) – Course Structure under CBCS
(Applicable to the candidates admitted from the academic year 2008 – 2009 onwards)

Semester	Coure Code	Course	Course title	Inst. Hrs/ Week	Credits	Exam Hrs	Marks		
							CIA	UE	Total
I	CC-I	Core Course-I	Introduction to Social Work and Society	6	4	3	25	75	100
	CC-II	Core Course-II	Social Case Work	6	4	3	25	75	100
	CC-III	Core Course-III	Social Group Work	6	4	3	25	75	100
	CC-IV	Core Course-IV	Community Organisation and Social Action	6	4	3	25	75	100
	CC-V	Core Course-V	Field Work Practicum	6	4		40	60	100
			Total	**30**	**20**				**500**
II	CC-VI	Core Course-VI	Social Work Research and Social Statistics	6	5	3	25	75	100
	CC-VII	Core Course-VII	Human Growth and Personality Development	6	5	3	25	75	100
	CC-VIII	Core Course-VIII	Social Welfare Administration, Social Policies and Social Legislations	6	5	3	25	75	100
	CC-IX	Core Course-IX	Concurrent Field Work Practicum	6	5	3	40	60	100
	EC-I	Elective -I	Counselling: Theory and Practice	6	4	3	25	75	100
			Total	**30**	**24**				**500**
III	CC-X	Core Course-X	Specialisation – I*	6	5	3	25	75	100
	CC-XI	Core Course-XI	Specialisation – II*	6	5	3	25	75	100
	CC-XII	Core Course-XII	Concurrent Field Work Practicum	6	5	3	40	60	100
	EC-II	Elective-II	Family and Marital Counselling	6	4	3	25	75	100
	EC-III	Elective-III	Human Resource Management	6	4	3	25	75	100
			Total	**30**	**23**				**500**
IV	CC-XIII	Core Course-XIII	Concurrent Field Work Practicum	6	5	3	40	60	100
	CC-XIV	Core Course-XIV	Specialisation – III*	6	5	3	25	75	100
	CC-XV	Core Course	Research Project Work	6	5		Evaluation 80 Viva 20		100
	EC-IV	Elective-IV	Internship-(Block Field Work)	6	4	3	40	60	100
	EC-V	Elective -V	See Annexure – I**	6	4	3	25	75	100
			Total	**30**	**23**				**500**
Grand Total				**120**	**90**				**2000**

*SPECIALISATIONS

A. Community Development Management (C.D)

Core Course-X	(CC-Xa)	-	Rural Community Development
Core Course-XI	(CC-XIa)	-	Tribal Community Development
Core Course-XIV	(CC-XIVa)	-	Urban Community Development

B. Clinical Social Work (M&P)

Core Course-X	(CC-Xb)	-	Community Health
Core Course-XI	(CC-XIb)	-	Mental Health
Core Course-XIV	(CC-XIVb)	-	Medical Social Work

C. Family and Child Welfare (F&CW)

Core Course-X	(CC-Xc)	-	Women Welfare
Core Course-XI	(CC-XIc)	-	Child Welfare
Core Course-XIV	(CC-XIVc)	-	Welfare of the Youth and Aged

D. Human Resource Management (HRM)

Core Course-X	(CC-Xd)	-	Human Resource Development
Core Course-XI	(CC-XId)	-	Advanced Industrial Relations
Core Course-XIV	(CC-XIVd)	-	Labour Welfare and Labour Legislations

** ANNEXURE - I: ELECTIVE – V (BASED ON SPECIALISATION)

A. Community Development Management (C.D)

Elective -V (EC-Va) Project Management and Development Communication

B. Clinical Social Work (M&P)

Elective -V (EC-Vb) Psychiatric Social Work

C. Family and Child Welfare (F&CW)

Elective -V (EC-Vc) Demography and Family Welfare

D. Human Resource Management (HRM)

Elective -V (EC-Vd) Organizational Behaviour and Development

Note:

A. Core Courses include Theory, Practical and Project

No. of Core Courses	- 15
Credit per Course (5 Courses x 4 Credits)	- 20
(10 Courses x 5 Credits)	- 50
Total Credits for Core courses	- **70**

B. Elective Courses (Major based/Non Major/Internship)

No. of Elective Courses	- 5
Credit per Course	- 4
Total Credit for elective courses(5 Courses x 4 Credits)	- **20**
Grand Total Credits (A+B)	- **90**

Evaluation:

S.N	Components	Internal (CIA)		External (UE)		Total	
		Passing Minimum	Maximum	Passing Minimum	Maximum	Passing Minimum	Maximum
1	**Theory**	10	25	30	75	50	100
2	**Practical**	16	40	24	60	50	100
3	**Project Work**	**Dissertation = 80 marks** (2 Reviews 20+20 = 40 marks & Report Valuation = 40marks) **Viva = 20 marks**				50	100

Separate passing minimum is prescribed for Internal **(CIA)** and External **(UE)**

The passing minimum for Internal (CIA) shall be 40 % out of 25 marks (i.e.10 marks)
The passing minimum for External (UE) shall be 40 % out of 75 marks (i.e. 30 marks)
The total passing minimum of each course in MSW shall be 50% out of total 100 marks (i.e. 50 marks)

INTRODUCTION TO SOCIAL WORK AND SOCIETY

Semester No   :   I
Course Code   :   CC-I

Introduction:
This course aims at introducing the learners to critical enquiry into the history, ideologies and to help the learners to understand fundamental objectives of social work profession, its values and ethics as linked to contemporary ideology for social change.

Objectives:
1. To develop an insight into the historical context of origin and development of social work Profession.
2. To impart social and religious ideologies of India for change.
3. To create an understanding about theoretical framework of the subject.
4. To imbibe an idea anent Social structure and social problems.
5. To infuse Philosophical foundation and value base of social work profession.

Unit – I
Social Work: Concept, Definition and Historical development of Social Work in UK, USA and India; Concepts: Social Service, Social welfare, Social Security, Social Defense, Social Justice, Social Development and Social Reform.

Unit – II
Social Work as a Profession: Nature and scope, objectives, philosophy, principles, methods, values and ethics: Professional Social work and voluntary Social work. Social Work Theories: Role theory, Problem solving theory and Gestalt theory.

Unit – III
Methods of Social Work: Social Case Work – Social Group Work – Community Organization – Social Work Research – Social Welfare Administration – Social Action – Field of Social Work: Family and Child Welfare, Women Welfare, Youth Welfare, Community Development (Rural, Urban & Tribal), Medical and Psychiatric Social Work, Correctional Social Work and Labour Welfare.

Unit – IV
Concept of Society, Community Association, Institution, Social Groups, Culture and Its elements, Social stratification, Social processes, Social change – Social movements and Social control.

Unit – V
Concept of Urbanisation, Industrialisation, Modernisation, Sumshritisation – Social disorganisation – Social Institutions – Family, Marriage, Religion, Economic, Educational and Political institutions.

References:

Jacob K.K., Social work education in India, Himanshu pub., New Delhi.

Chowdry P., Introduction to Social Work, New Atmaram & sons.

Stroup H.H., Social work Education – An Introduction to the field, Eurasia Publishing, New Delhi, 1960.

Wadia A.R., History and Philosophy of Social Work in India, Allied pub.

Hans Nappaul, The study of Indian Society S.Chand & Co, 1972.

Gisbert Pascaul: Fundamentals of Sociology, Orient Longmans, Madras, 1956.

Srinivas, M.N. Caste in Modern India, Allied Publishing House 1962.

SOCIAL CASE WORK

Semester No   :   I
Course Code   :   CC - II

Introduction:

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

Objectives:
1. To understand case work as method of social work and to understand values and principles of working with individuals and families
2. To develop the ability to critically analyse problems of individuals and families and factors affecting them.
3. To enhance understanding of the basic concepts, tools and techniques in working with individuals and families in problem solving and in developmental work
4. Develop appropriate skills and attitudes to work with individuals and families
5. Develop ability to reflect on 'Self' as person and grow as a professional social worker

I. **Case Work**: Concepts, objectives/purpose/its importance; nature and scope, historical development; components; values and principles of Case Work practice; socio-cultural factors affecting the Case Work practice in India; relationship with other methods of social work and Skills in Social Case Work.

II. **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.

Case work and Communication: concept, purpose, importance, principles, elements in communication process, types, importance of listening, observing and feed back, communication barriers and ways to overcome them. Importance of Interpersonal Relationship/Communication (IPR)

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, and types, techniques (supportive/Environmental manipulation, reflective/ practical help or material help & direct treatment/ counseling).

Evaluation: meaning, purpose/objectives, types, methods/techniques/instruments, difference between appraisal, monitoring and evaluation;

Termination-meaning, reaction to termination, decision and planning to termination and;

Follow-up- meaning purpose and types

IV. **Approaches to Practice**: Psychosocial, Problem Solving, Crisis Intervention; Behaviour Modification, Functional and development of an Eclectic model for practice.

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, uses and maintenance of record.

V. **Application of Social Case Work in different settings & Clientele groups**: Medical and Psychiatric settings- mentally retarded Shelter homes; Mental Rehabilitation center, De-addiction and detoxification centers, Mental Health & Community Based Rehabilitation, Role of Social Workers in Hospital settings, Family and Child Welfare settings: Family, Child guidance clinic, Schools, Geriatric care & Aged and the Terminally ill people. Case Work practice in Community settings including self-help groups, Industries and Correctional Institutions; Problems and Limitations and role of Case Worker in various settings. Professional Self: Conflict and dilemmas in working with individuals and family.

References:

Hollis, Florence (1964) Case Work - A Psychosocial Therapy, Random House, New York

Jordan, William1 (970) Client Worker Transactions, Rutledge & Kegan Paul, London

Kadushin, Alfred (1972), The Social Work Interview, Columbia University Press, New York

Mathew, Grace (1992), An Introduction to Social Case Work Bombay; Tata Institute of Social Sciences, Mumbai

Perlman, Helen H (1957) Social Case Work - A Problem solving process, University of Chicago Press, Chicago.

Robert & Robert Nee (1970), Theories of social case work, (ed) University of Chicago Press, Chicago.

Russel, M. N (1990), Clinical Social Work: Research and Practice, Sage, Newbury Park

Samalley, Ruth Elizabeth (1971), Theory of Social Work Practice; Columbia Univ.press, NY.

Sundel and Sundel (1999) Behaviour Modification in the Human Services, Sage, Newbury Park.

Tilbury; D.E.F (1977), Casework in context - A Basic for Practice, Pergamon press, Oxford

Timms, Noel (1972), Recording in social work Rutledge & Kegan Paul., London

Timms, Noel (1964), Social Case Work: Principles and practices, Rutledge and Kegan Paul., London

Trevithick (2005) Social Work Skills, A Practice Hand Book, Open University Press, London.

Upadhyay, R.K (2003) Social Case Work, Rawat, Jaipur

Wasik B.H, Bryant, D.M., and Lyons C.L (2001) Home Visiting: Procedure for Helping Families, Sage, Newbury Park

SOCIAL GROUP WORK

Semester No   :   I
Course Code   :   CC - III

Introduction:
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

Objectives:
1. 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
2. To gain knowledge about group formation and use of a variety of group approaches and to understand concepts, dynamics and models
3. To develop knowledge of the principles, skills and techniques to be used by the social worker in group.
4. To develop a beginning awareness of the various programme media and skills of programme planning.
5. To identify the various situations and settings where the method could be used in the context of social realities of the country.

I. a. Social Group Work: Concepts-Assumptions, purpose, goals, principles, and values of group work, and historical development of group work; Group work as a methods of Social work and its relations to other methods of social work;

b. Group Work Process: **i. Intake and Study**: Selection of members, composing group, orienting the members, preparing the environment, goal setting, motivation, use of home visits and collateral contacts.

ii. Assessment- preparing for group work, First Meetings-interviewing, Ground rules for group work meetings, Group roles and responsibilities, Group meetings,

iii. Intervention/Treatment: Problem identification, making them to work, dealing with difficulties with in the group, Group presentations, Group work evaluation- meaning and its place in-group work;

iv. Evaluation: steps in-group work evaluation and criteria for good group work and Checklist for group work evaluation, **v. Termination**- Reaction to termination and **vi. Follow-up**;

II. **a. Social Group:** Definition, Characteristics, Types of groups-social group and social group work group; and functions of a group;

b. Group Formation Phases: Forming- Ice breaking games, Storming, Norming, Performing, Adjourning, Mourning /Grieving, Basic human needs met by groups at different stages of group development and group goals.

c. Group Process: bond, acceptance, isolation, rejection, sub-group formation, and newcomers in the group, expectation, withdrawal, behaviour contagion, conflict and control.
Classification of Group Process: Basic, structural, locomotive and molar

d. Group Dynamics-meaning, definition, functions and basic assumptions of group dynamics.

III. a. Group Work Supervision: Concepts, need, tasks, types, purpose and functions, techniques and conditions for good supervision.

b. Leadership in group: Concepts, definition, characteristics, functions, qualities of leader, types and theories of leadership; training for leadership; Sociometry and Sociogram;

c. Group Work for Team building: meaning, purpose, situational leadership in team building

IV. a. Programme Planning: Meaning and definition of programme, principles and process of programme planning and the place of agency in programme planning;

b. 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 and use of programme for group development: Orientation stage, Working stage, Termination stage, Programme planning, Implementation and evaluation

c. Group work recording: meaning, purpose, types and principles of group work recording, Scope, problems and limitations of group work practice in Indian settings; Role of group worker in various settings.

V. a. Models and approaches: Social goal model, remedial and reciprocal model; Group therapy/Group psychotherapy/ Therapeutic /Social Treatment, Development Group and Task-oriented Group, etc.

b. 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 and the aged homes, schools, correctional institutions, industries and skills of group worker.

References:

Alissi, Albert S (1980), Perspectives on social Group Work Practice, The free press, NY .
Conyne K, Robert (1999), Failures of Group Work Practice, Sage, Oaks.
Douglas Tom (1972) Group Process in Social Work, Chicester, Willey.
Gerald Corey (2000) Theory and practice of group counseling, Wordsworth, London

Gisela Konopka,   (1963) Social Group Work: A helping Process, Prentice Hall, New Delhi

Gisela Konopka (1972) Social group work-A helping process, Prentice Hall, Engle Wood Cliffs

Glassman. Urania, et al., (1990) Group Work: A Humanistic approach, Sag, Newbury Park,

Gravin, Charles, D. (1989) Contemporary Group Work, Prentice Hall, New Jersey.

Nicolson, Paula, Rowan Bayne, (1990) Applied Psychology for Social workers, Practical Social Work Series, Jo Campling (ed) Macmillan, London

Trucker, Harleigh, B.(1967)   Social Group Work: Principles and Practice, Association Press, New York

Water Lifton (1990) Working with groups. Oaks

Garvin, Charles. D. et al., (2007) Social Work with Groups, Rawat, New Delhi

Siddiqui, H.Y. (2008) Group Work: Theories and Practice, Rawat, New Delhi,

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Semester No   :   II
Course Code   :   CC-IV

Introduction:
Community organisation as method of social work practice is seen as means to facilitate communities towards self-directed change. It takes, as its basis the inequalities in society manifested through process of marginalisation, 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 spanning 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:
1. To understand the different aspects of a community, its functions and problems
2. To understand the critical elements of community organisation process
3. To enhance critical understanding of models and strategies for CO
4. To develop attitudes conducive to participatory activities for a civil society

To gain knowledge on the various techniques and skills of community Organisation & social action and to develop the basic skills to apply those in the community.

Unit – I
Community: Meaning, Types and characteristics: community power structure minority groups.

Community Dynamics: Integrative and disintegrative processes in the community.
Leadership: Definitions, types and qualities; leadership in different types of communities, Theories of leadership.

Unit – II
Community Organization : Concept, definition, objectives, philosophy, approaches and principles; organizations as a method of social work; community organization as method of Social work; community welfare councils and community chests.

Unit – III
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; skills in community organization, community organization as an approach to community development.

Unit – IV

Phases of community organization: Study, assessment, discussion, organization, action, evaluation, modification, continuation; community study; community organization in emergencies like fire, famine, flood, drought, earthquake and war; community organization at local, state and national level; community organization in rural urban slum and tribal areas.

Unit – V
Social Action: Definition, objectives, principles, methods and strategies; social action as a method of Social Work; Social action and Social reform; Radical Social Work Saul Alinsky's and Paulo Freire's methods; Process of Social Action; Scope of social action in India; role of social workers in community organization and social action and community empowerment.

References:
1. Ross and pain   : community organization
2. Ross. M. G.   : Case histories in community organization
3. Macmillan, Wayne   : Community organization for social welfare, University of Chicago press.
4. Marshall B. Clinard   : Slum and Community development, collier, Macmillan Ltd., London.
5. Desai, A.R. & Pillai, S.D.   : Slums and Urbanisation
6. Populin   : Community organization and planning; Macmillan.
7. Hillman   : Community organization and planning; Macmillan.
8. Satten, T.R   : Communities and their Development Oxford University Press, 1969.
9. Cox, Fred M, Enclich   : Strategies of community organization (3rd Ed) Itasea III
10. Johan L. & others   : F.E. peacock, 1979, part VI, p.p. 354-400.
11. Douglas, Bilan   : Community organization theory and practices Hall, New Jersey, 1983.
12. Desai, A.R.(Ed)   : Peasant struggles in India, Oxford Univ. Press, Madras,1982.
13. Freire, Paule   : Pedagogy of the oppressed; The seabury press, 1973.
14. Gangrade, K.D.   : Community organization in India, Popular Prakasan, Bombay
15. Murbhy Mov   : Social Action, Asia Publishing House, Bombay.
16. Perlman H. Helen   : Social case work; A problem solving process, John Wiley & Sons, New York, 1972.
17. Thudipara, Jacob Z   : Urban Community Development, Rawat publ. Jaipur. 1993.
Siddique H.Y, (1984) Social Work and social Action, Harnam, New Delhi
Siddique H.Y (1997) Working with Communities: An Introduction to Community Work, Hira Pub. New Delhi
Weil, Marie (1996) Community Practice: Conceptual Models, The Haworth Press, New York

FIELD WORK PRACTICUM

Semester No   :   I
Course Code   :   CC - V

1. Field Orientation Visits a minimum of 6 visits to different Social Agencies with at least 2 settings pertaining to each field of specialisation.

2. Rural Camp for a minimum of 6 days organized by the Social Work students by the self supporting basis., Group Awareness project.

3. Group awareness project on social issues / problems – Minimum of 15 days to be allotted for this purpose. A minimum of two programmes to be organized by the group. Each group comprising of 3-5 students. One programme rural based. Suggested themes such as Anti – Dowry Campaign, HIV/AIDS Awareness, Gender Sensitization, Alcoholism and Drug Awareness etc.

SOCIAL WORK RESEARCH AND SOCIAL STATISTICS

Semester No   : II
Course Code   : CC-VI

Introduction:
This course is to equip learners to utilize, conduct research as service managers to improve services, evaluate, develop new services, and intervention methods, strategies, techniques and also, be an active consumer of other researchers.

Objectives:
1. Develop an understanding of scientific approach to human enquiry in comparison to the native or common sense approach in various aspects and its process.
2. To understand major research strategies, meaning, scope, and importance of social work research
3. To develop an ability to see the linkage between the practice, research, theory and their role in enriching one another
4. to develop attitudes favourable to the judicious integration practice, research and theory and develop skills for use of library and documentation services for research
5. to develop 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, processing, presentation, analysis interpretation and writing research report, etc).

Unit – I
Social Work Research: Meaning, definition, purpose of research, Social research and social work research. Scientific Methods: Nature, Characteristics, purpose and steps in research process; concepts; operationalisation of concepts, variables and its types, Hypothesis: Sources, Formulation, Attributes of hypotheses and types.

Unit – II
Research design and sampling : Research design : Exploratory, Descriptive, Diagnostic and Experimental. Formulation of Research problem.

Sampling : Definition Principles, Types and procedures; population and universe, sampling Measurement: Meaning, levels of measurement: Nominal ordinal, interval and retio; validity and reliability : meaning and types.

Unit III
Sources and methods of data collection: Sources: Primary and Secondary; Research tools Observation and survey methods, Interview guide, Interview schedule, questionnaire:

construction of questionnaire/ interview schedule, content, types of questions, question format and sequence of questions; personals interview and mailed questionnaire: Advantages and disadvantages - comparison, pre-test and pilot study.

Unit – IV
Preparation of Research Proposal : Financial, time and personnel budgeting; processing; and analysis coding scheme, code book, transcription, tabulation; diagrammatic representation of data : Types; Report writing and Referencing involved in Social Research; Ethical considerations of Social Work Research; limitations of research.

Unit – V
Social Statistics: Statistics- Meaning, use and its limitations in Social Work Research, Measures of Central Tendency: Arithmetic Mean, Median and Mode Dispersion: Range, Quartile deviation, Standard deviation and co-efficient of variation. Tests of significance: "t" test and chi-square test.

Correlation: Meaning, types and uses. Karl Pearson's Coefficient of Correlation and Rank Correlation.

Computer Applications: Use and application of computer in Social Work research with special to statistical package for Social Sciences (SPSS).

References:

Anderson, J. Durston H. S & Pooram (1992) Thesis and Assignment Writing; Wiley Eastern Ltd, New Delhi.
Antony Giddens & Jonathan H Turner (1987) Social theory Today, (eds) Polity press in assn with Basil Blac, Cambridge.
Baper, L.T. (1998) Doing Social Research, McGraw Hill, Singapore.
Bryman, Alan & Duncan Cramer (1990) Qualitative data analysis for Social Scientists, Rutledge, London.
Denzin Norman (1978), The Research Act, McGraw Hill.
Denzin, K Norman & Lincoln, S Yuonna., (1998), Collecting and Interpreting Qualitative Materials, Sage publications, New Delhi.
 Denzin, K Norman & Lincoln, S Yuonna.(2000), Hand book of qualitative research, Sage publications, Thousand Oaks.
Gupta, S. P (1992) Elementary Statistical methods sultan chand & sons, New Delhi.
Goode & Hatt (1981) Methods in Social Research, McGraw Hill, New Delhi.
Henri Theil (1972) Statistical Decomposition Analysis, North Holland Pub. Company, Amsterdam.
Klaus Krippendorff (1996) Content Analysis, An introduction to its methodology, Sage, Beverly Hills.
Morgan, David, L., (1996) 'Focus Group', Annual Review of Sociology.
Laldas, D.K (2000) Practice of Social Research, Rawat, Jaipur.
Nachmias & Nachmias (1981) Research methods in the Social Sciences; St. Martin's press, New York.

Ramachandran, P. (1993) Survey Research for Social Work: A Primer, TISS, Bombay.

Richard, G.., et al, (2003) Scaling Procedure –issues and applications, Sage, Thousand Oaks.

Rubin & Bobbie (1993) Research Methods for Social Work, Brooks/Cole publishing Company, California.

Schutt, Russel, K (1995) Investigating Social World, Sage, London.

Singleton, Royce, J.R., et al.(1986) Approaches to Social Research, Oxford University Press, New Delhi.

Slife, Brent, D., and Richard N, Williams (1995), what's Behind the Research: Discovering Hidden Assumptions in the Behavioral Sciences, Sage, Thousand Oaks.

Young, Pauline V (1960), Scientific Social Surveys and Research, Prentice Hall, New Jersey.

Zina O' Leary (2004) The essential guide to doing research, Vistaar Pub. New Delhi

HUMAN GROWTH AND PERSONALITY DEVELOPMENT

Semester No   : II
Course Code   : CC-VII

Introduction:

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

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

Unit – I
Nature of Psychology: definition, scope of application in various fields; Introduction to schools of psychology; Relevance of Psychology for social workers.

Unit – II
Human growth and development : Pregnancy and child birth - infancy – babyhood-childhood-Adolescent – Adulthood – Middle age – Old age.

Unit – III
Learning and Motivation: Nature, definition and types; Theories of Pavlov and skinner; Remembering and forgetting.

Motivation: Concept of instinct : Motives for survival – Meaning and definition; types and characteristics of motives; Hierarchy of motives; conscious and unconscious motivation.

Adjustment : Concepts of adjustment and maladjustment; Stress; Frustration; Conflict nature and types;
Coping Mechanisms: Nature and types; Mental Health and community Mental health.

Unit – IV

Perception and attitudes: Perception space, depth, auditory and visual Attention

Attitude: Nature of attitudes, stereotypes and prejudices, formation of attitudes and attitude change.

Personality: Definition and structure; Theories of personality: Trait and type theries; important concepts of the contributions of Freud, Jung, Adler, Maslow and Ericson: factors influencing personality Development : Heredity & Environment and Socialization process.

Unit – V

Social Psychology and its applications, Collective behaviour : Nature and reasons fro collective behaviour, manifestations of collective behaviour.

Psychological testing : Personality attitude and intelligence.

References:

Davidoff.L.L. :Introduction to Psychology, Aucklan; McGraw Hill Inc:1881

Morgan, C.T.&King, R.A:Introduction to psychology New York.

Weix;J.R&Schopler J:McGraw Hill;7th Ed.,1986.

Munn,N.A.:psychology-The fundamentals of human behaviour;Londan; George G.Harrap&Co,Ltd.,1961.

Anastasi.A:Psychology testing New York:Mcmillan Revised Edition 1987.

Hurlock E. B.:Developmental psychology,New Delhi,Tata Mcgraw Hill 5th Ed.1971.

Rayner,Eric:Human Development,Londan;George Allen and Unwin,1978.

Sareswathi T.S,Dutta R:Development psychology in India,Delhi;Sage publications, 1987.

Kuppusamy B.:An Introduction to social psychology;Bombay;Media Promoters and pub.Pvt.Ltd.,1980.

ICSSR:Asurvey of research in psychology chapter2,developmental psychology Bombay; Po[pular Prakashan pp.56-79;1972.

Newman P.R&NewmanB.M.:Living;the process of Adjustment Illinoils;The Dorsey process;1981

SOCIAL WELFARE ADMINISTRATION, SOCIAL POLICIES AND SOCIAL LEGISLATIONS

Semester No   :II
Course Code   : CC - VIII

Introduction:
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.

Objectives:
1. To acquire knowledge of the basic process of registering, managing and administrating Welfare Agencies in the context of social work profession.
2. To acquire skills to participate in management and administrative process and programme delivery
3. To develop the ability to see relationship between policy and programmes, analyse the process as applied in specific settings and specific programmes.
4. 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
5. To understand critically the concept, content/indicators of social development

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, public relation, monitoring and evaluation, 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 II
Social Welfare Programme and Agencies : Evaluation of Social Welfare in India ;Voluntary Social Work, Social Agencies: Meaning, definition, type and models of NGOs; Roles of NGOs in National Development. Governmental Schemes on Social Welfare; Agency registration: Methods, advantages, preparation of byelaws, memorandum of association, rules, regulation and registration procedures; Registration of Societies and Trusts: Governing Board, committees. Executives; Qualities, functions and role.

Unit III

Social Policy: Definition, need, evolution and constitutional base; Sources and instrument of social policy, policies regarding other backward castes (OBCs), Scheduled Cases (SCs), Scheduled Tribes(STs) and Denotified Communities. Policies and programmes for women, Children, aged and handicapped, development and implementation of programmes for we3aker sections.

Unit IV

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

Unit V

Social Legislation: Definition, its roles as an instrument of social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy; Hindu. Muslim and Christian Personal Laws relating to Marriage, Divorce, Minority and Guardianship. Adoption, Succession and Inheritance; Legislation relating to social problems such as during prostitution, Juvenile delinquency, child labour, untouchability, physical and mental disabilities.

Note: Emphasis must be given to the Salient features and effects of the various social legislations mentioned in the unit.

References:

Bose, A.B.	Social Welfare Planning in India, U.N. pub, Bangkok
Choudry, Paul	Hand book on social welfare in India, streling pub, New Delhi, 1979
Choudry, Paul	Social Welfare Administration, Atma Ram & Sons, Delhi, 1979.
Dennison.D & Chepman, Valeries	Social policy and Administration, George A and Unwin, London.
Dubey S.N.	Administration of social welfare programmes in India, Somaiya pub, Bombay.
Dbey S.N. & Murdia	Administration of policy and programmes for Backward classess in India, Somaiya pub, Bombay.
Gangrade, K.D	Social legislation in India Vol.I&II
Jacob K.K.	Social policy in India
Jagadeesan.P.	Marriage and Social legislations in Tamil Nadu, Elachiapen Pub, Chennai, 1990.
Shunmugavelayutham K.	Social Legislations and Social Change, Valga Valamudan pub, Chennai, 1998.

CONCURRENT FIELD WORK PRACTICUM

Semester No   :   II
Course Code   :   CC - IX

1. Concurrent field work - Agency placement in generic setting of practice such as Schools/Old Age homes/Counselling Centres/Rehabilitation Settings etc.
2. The placement will be for a minimum duration of 30 Field Work days for 2-3 days per week/semester.
3. 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 atleast 2 groups and organise one community based programme.

COUNSELLING: THEORY AND PRACTICE

Semester No   : II
Course Code   : EC - I

Introduction:
Counselling 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 learns with skills of counselling and understanding various approaches. in various settings

Objectives:
1. To develop a holistic understanding of counselling as a tool for help
2. to acquire knowledge of various approaches, their theoretical under-pinning for goals, values, process and techniques
3. To develop skills of application to real life situations
4. To develop ability to recognise and synthesize attitudes and values the enhance investment of self in the counsellor's role
5. To develop ability to use the tools/scales in various settings

Unit I
Introduction to Counselling: Meaning, Definition, Need and importance of counselling and professional counselling.

Basic principals of Counselling : Participation, Individualisation, Confidentiality, communication, acceptance, self confidence, self awareness and other principles governing the counselling relationship.

Unit II
Theories of counselling : Psychoanalytic, Adlerian, Client centred, Behavioural, Rational emotive, Reality, Gestalt, Transactional analysis and eclectic Theories.

Unit III
Counselling process, Interview and it significance in counselling – Use of observation in counselling and understanding of emotions in counselling.

Unit IV
Types of counselling – Individual and group Counselling, Family Counselling, Marital Counselling, Student Counselling and Industrial Counselling.

Techniques of group counselling, strategies and structure – barriers to effective counselling sessions; Counselling evaluation.

Unit V
a. Components of effective counselling : Personality of the counsellor's skills – Role and functions of the counsellors in schools, industries, family, hospital and rehabilitation institution.

b. Application of test (only for practice not for Examination)
The following standardized tests must be practiced in counselling settings.
personality, intelligence, interpersonal relations, stress, anger, self esteem, anxiety, assertiveness, depression, adjustment, mental health and family intensive.

References:

1. Burnett. J.   :   Counselling with young people
2. Fred Machinery   :   Counselling for personal Adjustment
3. Shestroin Everlett, Brammer
   M. Lawrence   :   The dynamics of counselling process.
5. Tpbbert, E.L. Introduction to counselling
6. Colin Fertham, Controversis in psycho therapy and counselling, Sage publications, New Delhi, 1999.
7. Kathryn Geldard & David Geldard, Counselling Children, A practical Introduction, Sage publication, New Delhi, 1997.
8. Fullmer, D.W. & Bernard H.W.   :   Counselling content and process
9. Harms E & Schreiber   :   Handbook of counselling Tecniques
10. Kennedt. E   :   On becoming a counsellor – A basic Guides for non-professional counsellors, Macmillan, New Delhi.
11. Development theories of E.B. Harlock and Robert kegan
Psychological theory(Eric Erickson, Need Hierarchy (Maslow's) Cognitive theory (Jean piaget)

COMMUNITY DEVELOPMENT (Rural, Urban, & Tribal) Specialisation:

RURAL COMMUNITY DEVELOPMENT

Semester No   : III
Specialisation Paper : I
Course Code   : CC-Xa

Course Objectives:
1. To enable students to understand about the rural realities.
2. To develop sensitivity and commitment for working with rural communities.
3. To provide knowledge on the government and voluntary efforts towards rural community development.
4. To equip students with specific skills and techniques of working with rural communities.

I. **a. Rural Community**: meaning, characteristics; Types of villages; Scope of studying the rural community and its relation to social work;
b. Rural social structure and constraints to rural development;
c. Rural organisation and rural development - School, co-operatives, village panchayat, Youth club, Women's club, Self-help group etc;
d. Rural Problems: Poverty, Illiteracy, Unemployment, Problems related to agriculture (land holding, productivity, marketing), Community Health,
e. Approaches to rural community development: Tagore, Gandhi and C. Subramaniam, etc.
II. **a. 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 CD;
b. Rural Extension: Concept, characteristics, philosophy, objectives, principles, approaches, methods and limitations.
III. **a. Rural Development Administration**: History, Structure- central - state, district and block levels and functions,
b. Panchayat Raj Institutions (PRI): Origin & 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, Functions and Powers 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,
c. 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.

IV. **a. Community participation**: meaning, elements, base, principles and obstacles in community participation. Participatory Communication – Concept, and methods, Participatory Communication for Rural Development, use of communication for community participation.

b. Cooperatives and rural development: meaning, principles, objectives, functions, structure and performance of rural credit and non-credit cooperatives; Registration procedures of cooperative societies.

c. 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. Communication and its role in rural development, Satellite Instructional Television Experiments (SITE): Aims and objectives,

d. 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.

V. **Rural Development Programmes**: **a. Area based**- 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) and High Yield Variety Programme (Green Revolution Blue White and Yellow Revolution), MP's area development programme; MLA's area development programme; etc

b. 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.

c. 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, and 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:

Arun Ghosh (1992) Planning in India, New Delhi: Sage.
Jain S.C (1966) Community Development and Panchayat Raj in India, New Delhi: Himalaya Publishing House.
Joseph M.K (2000) Modern Media and Communication, New Delhi: Anmol.

Kumar, Aravind (2000), Encyclopedia of Decentralized Planning and Local Self Government, New Delhi: Anmol.

Kumar, Arun, (2000) Agriculture Development, Today & Tomorrow, New Delhi: Anmol.

Laxmidevi (1997) Planning for Employment and Rural Development, New Delhi: Anmol.

Maheswari.S (1985) Rural Development in India - A Public Policy Approach, New Delhi: Sage

Mascarentas (1988) A strategy for rural development, New Delhi : Sage.

Mathur.B.L.(1996) Rural Development and Cooperation, Jaipur: RBSA Publishers.

Oakly, Perter etal, (1991) Projects with people: The Practice of participation in rural Development: FAO, UNIFEM, WHO.

Oakly,Perter&David Marsden, (1985) approaches to participation in rural Development: ILO

Rahul Mudgal (1996) Economic Dimensions of Rural Development, New Delhi: Sarup&sons

Rajeswar Dayal Community Development Programme in India, New Delhi: Kitap Mahal

Satyasundaram. (1997) Rural Development, New Delhi: Himalaya Publishing House

Singh, Hoshiar (1995) Administration of Rural Development in India, New Delhi : Sterling Publishers Private Ltd.

Singh,Katar(1986)Rural Development-Principles, Policies and Management, New Delhi:Sage

Society of Social Economics (1987) Readings in integrated Rural Development, Delhi: Oxford & IBH

Tiwari S (2000) Encyclopedia of Indian Government: Programmes and Policies, New Delhi: Anmol.

Weil, Marie,(1996) Community Practice: Conceptual Models, New York: The Haworth Press, Inc.

William, Biddle.J., (1965) The community development process - The Discovery of Local Initiative, New York: Holt Richard and Wington.

CLINICAL SOCIAL WORK SPECIALISATION:

COMMUNITY HEALTH

Semester No   : III
Specialisation Paper   : I
Course Code   : CC-Xb

Unit I
Concepts of Health, public health, comprehensive health care – factors influencing health, Social and preventive medicine – comprehensive health indicators – vital health statistics.

Unit II
Major communicable diseases- symptoms, etiology, transmission, prevention and treatment of leprosy, T.B. STD, HIV, Polio, Malaria, Cholera and Typhoid.

Non – communicable diseases: Cancer, Diabetes, Heart disease, Asthma, Nutritional disorders.

Unit III
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 Disabilities Act – Mental Health Act – E.S.I. Act.

Unit IV
School Health : Occupational Health: Women's health problems: Pediatric health problems – Geriatric health problems – Health education meaning and importance : Principles of health education; techniques and strategies for various community groups – family planning.

Unit V
Health work in the community; Assessing community health needs, mobilizing core groups and community participation – Training of multipurpose workers in community health programmes.

References:

Park J.R. & Park. K. : Textbook of preventive and social medicine, Jabalpur, M/S Banarshidas, 1983
Kumar R : Social and preventive health administration, Asia publishing House, New Delhi-1992
Goel S.L. : Public health Administration, Sterling, Delhi, 1984.
WHO : Social Dimensions of Mental Health, Geneva, WHO publications, 1984
Yash paul Bedi : Hygiene and public health.

FAMILY AND CHILD WELFARE SPCEIALISATION

WOMEN WELFARE

Semester No   : III
Specialisation Paper   : I
Course Code   : CC-Xc

I. A 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; status of women with reference to health, education, employment and political.

II. Problems of women: Gender bias, child marriage, dowry, widowhood, desertion, divorce, destitution, educational backwardness, discrimination in employment; problems of employed women and mother; problems of unmarried mothers; delinquency, prostitution, trafficking in women and girls. Theories on violence against women.

III. Women's welfare and Development: Historical development of women welfare; indicators of women development; Central and State government policy on women; government of India schemes for women's development; National commission for women, Institutional and Non-Institutional services for women;

IV. Women and Law: Legislations relating to women; Legal and constitutional rights, marriage, divorce and property rights; labour laws for women; Family Violence, Family courts.

V. 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, strategies and programmes.

 References:

Ashok kumar (Ed), Women in Contemporary Indian society, Anmol Publications, New Delhi, 1993. Vol,1.

Asha Avasthi, A,K. Srivastava, modernity, feminism and women empowerment, Published by Rawat Publications, New Delhi,2001.

Geetha gowri, R.,Reddy, P.J., Usharani, elderly women, discovery publishing house New Delhi 2003.

Jayapalan,N, Women Studies, Atlantic Publishers and Distributors, Delhi, 2000.

Laxmi Devi, Encyclopaedia of women development and family welfare, Anmol Publications Pvt Ltd, New Delhi,1998, Vol,7.

Shrivastava & Sudharani, Women in India, Common Wealth Publishers, Ansari Road, Darya Ganj, New Delhi,1999.

Mutha Mittal (Ed) women power in India, Anmol Publication pvt Ltd, New Delhi, 1995.

Reddy, P.R, Sumangla, R., Women in development, B. R. Publishing Corporation Delhi 1998.

Menski Werner (Ed), South Asians and the Dowry Problems, Vistan Publications, New Delhi 1999.

Mira Seth, Women and development, Sage publications, New Delhi. 2001.

Sebasti, L. Raj (Ed) Quest for Gender Justice, Sathya nilayam Publications, Madras, 1991.

HUMAN RESOURCE MANAGEMENT SPECIALISATION:

HUMAN RESOURCES DEVELOPMENT

Semester No   : III
Specialisation Paper   : I
Course Code   : CC-Xd

I. Human Resources Development: Meaning, components Pre requisites for successful HRD Programmes; Human Resource Planning (HRP) : Meaning, importance; process & problems.

II. Performance Appraisal : Meaning, Approaches to performance appraisal, methods / techniques of appraisal system, importance, purpose and limitation; potential Appraisal: Meaning, scope and importance, 360 Performance Appraisal.

III. Training and Development: Meaning, need, importance, Types: On the Job and of the job training, Training effectiveness, Evaluation of Training programme,

IV. Career Planning and Performance Counseling: Meaning and Steps involved; Career Development: Steps Importance and Problems, Succession planning; Performance Counselling : Conditions for effective counseling, process involved.

V. HRD Trends: Job rotation, Job enlargement, Job enrichment. Quality of work life, Total Quality Management (TQM) Human Resource Information system: Meaning and Importance; ISO 9000 Series, Competency management meaning & importance. People capability, maturity, model – meaning and importance.

Reference:

Jeya Gopal, R. 1993, Human Resources Development – Concetional analysis and strategies, sterling pub., New Delhi.

Sing P.N., 1993, Developing and managing Human Resources, Scuhandra pub., Bombay.

Craich Robert, L., 1987, Training and Development – Hand book, mcgraw Hill, publ, New Delhi.

Famularo Joseph 1987, Hand book of Human Resources Administration, McGraw Hill. Pub., Singapore.

Pareek Udai & Rao T.V. 1982, Designing and managing Human Resources, Oxford & IBH, New Delhi.

Rao. J.V. Varma. K.K. Khandwal Anil, Abraham E.S. 1997, Human Resource Development, Rawat publishes Jaipur.

Srinivas R. Kandula 2003, Prentice – Hall of India Pvt. Limited – New Delhi.

Rao T.V., 1990 HRD Missionary, Oxford & IBH, New Delhi.

Agarwal Yash, 1988, Education and HRD (Emerging Chalenges in the regional context), Common Welth Pub., New Delhi.

Chandra S., 1988, Human Resource policy; A blue print in alternative approaches and Strategies of HRD, T.V. RAO et.al., Rawat Pub., Jaipur.

Puranik M.V., 1988, Human Resource Development in research and development organization, Rawat pub., Jaipur.

Tamarajakshi R., 1988, Human Resource in Asian countries – An integrated approach – ILO asian employment programme, New Delhi.

Memoria C.B., 1985, Personnel management, Himalaya Pub., New Delhi.

Monappa A. & Saiyadail, 1979, Personmnel Management, Tata MC Graw Hill, New Delhi.

Davar R.S., 1979, Personnel Management and Industrial Relations, Vikhas Pub., New Delhi.

Biswajeet Pattanayak, 2002, Human Resource Management, Prentice Hall New Delhi

Narasaiah ML, 2003, Human Resource Management, Discovery Publishes, New Delhi.

Chhabra TV 200, Human Resources Management concepts & issues, Dhanpat Raj, Publishes, New Delhi.

Chandra Ashok Human Resource strategy is Kabra Silpa 2000, Response publishes, New Delhi.

Bhatia B.S. Batra G.S. Human Resource Development 2000, Deep & Deep Publication, New Delhi.

Bhasant Mehta, Kothari Kiram, 1999, Human Resource Development role.2. discovery publishes New Delhi.

Bhawdeep singh, Prem Kumar 1997, current Trends in Human Resource Development Deep & Deep publishes, New Delhi.

COMMUNITY DEVELOPMENT (Rural, Urban, & Tribal) Specialisation:

TRIBAL COMMUNITY DEVELOPMENT

Semester No   : III
Specialisation Paper   : II
Course Code   : CC-XIa

Course Objectives:
1. To enable students to understand the unique nature of tribal culture
2. To develop sensitivity and commitment for working with tribal community
3. To provide knowledge on the government and voluntary efforts towards tribal development
4. To equip students with specific skills and techniques of working with tribal Communities.

I. **Tribes**: Definition, concept, characteristics of the tribal community; nomadic and de- notified tribes; History of Indian Tribes and tribes in Tamil Nadu; Regional distribution of tribes and Nehru's Panchsheel Principles of tribes.

II. **Social System of Tribes**: Socio economic conditions; 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.

III. **Problems of Tribes**: 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; Tribal Resettlement and Rehabilitation and its related problems. Tribal Movements and Tribal Revolt, Naxalpari movement

IV. **Tribal Development Administration**: Administrative stricture at Central, State and District levels; Hill Development Councils; Functions of Tribal Development Blocks/Agencies; Constitutional provisions for the protection of tribes; Research and Training in Tribal Development. Role of Voluntary Agencies in Tribal Development.

V. Tribal Development Programmes: Tribal Development Policies, 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.

References:
Devendra Thakur (1994) Tribal life in India (Ten Vols), Deep & Deep Pub., New Delhi.
Rajeeva (1988)An Introduction to the Tribal Development in India, International, Dehradun.
Ramana Rao, D.V.V (1992) Tribal Development, Discovery Pub, New Delhi,.
Babuji, M. (1993) Tribal Development Administration, Kanishka Pub., New Delhi.
Patel M.C. (1983) Planning Strategy for Tribal Development, Inter India Pub, New Delhi.
Chaudhuri (1981) Tribal Development in India, Inter India Pub. Delhi.
Sing & Vyas (1989) Tribal Development, Himanshu, New Delhi,

CLINICAL SOCIAL WORK SPECIALISATION:

MENTAL HEALTH

Semester No   : III
Specialisation Paper : II
Course Code   : CC-XIb

Unit I
Historical Development of psychiatry as a field of specialization; Attitudes and beliefs pertaining to mental illness in ancient, medieval and modern times; concepts of Normality, Abnormality and mental Health.

Unit II
Life stress and coping; stress and mental health; classification of Mental illness – DSM IV and ICD, 10,11 & 12. Mental health problems among children, adolescents, women, workers and elderly.

Unit III
Psychiatric assessment; interviewing – case history taking and mental status examination, psychosocial and multidimensional assessment of mental disorders in psychiatric social work and psychosocial diagnosis.

Unit IV
Psychiatric Illness : Symptoms, causes and treatment of Neuroses, Psychoses, Psycho physiological, cultural bound syndromes, personality disorders, sexual deviations, alcoholism and drug dependence and suicide. Child hood disorders, Scholastic backwardness – Attention Deficit Disorders – Learning disorders.

Unit V
Mental Handicap: Definition, classification, clinical types and causes, cerebral palsy.

Epilepsy: Definition, types, causes, management, aging, biological, social and psychological problems.

References:

James C: Abnormal psychology and modern life, Taraporevala & sons, Bombay.
Jennifer : An outline of modern psychiatry, John Wiley & Sons, 1981.
Kaplan Harold et al : Comprehensive Text book Williams & Wilkins, Vol I,II & III, 1980.
Krae pili, E Wil : a psychiatry – A text book for students and physicians, Vol.2, Amerind pub, 1990.
Venkatesan S. Children with development disabilities, sage, 2004.

FAMILY AND CHILD WELFARE SPCEIALISATION

CHILD WELFARE

Semester No   : III
Specialisation Paper   : II
Course Code   : CC-XIc

I. 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; Television as a socializing influence.

II.**Child Health**: Sources of Nutrition: Diet, under nutrition and malnutrition: Nutritional disorders; Child hood diseases; types, causes, symptoms, prevention and treatment; preventive pediatrics; Types and stages of immunization. Behaviour Disorders of children: Types, symptoms, etiology, treatment and prevention,

III.   Child and School; Education: problems of school education in India, School dropouts; Educational Services in Tamil Nadu. School Social Work: Concept, need, objectives and functions; Role and Functions of school social worker; Application of social work methods.

IV. Child Welfare in India: Demographic characteristics of children in India; Institutional Services: Place of Institutional Care: Scope and Limitation, Types of Institutions for children- National Institutions and its role in child welfare, Constitutional safe guards; U.N. Charter of children rights; National and International agencies for child welfare in India. Five year plans- policies, programmes and strategies, Child Labour- policies, constitutional and Legislative provisions and programmes. At National and international level.

V.   Child Welfare programmes: Non- Institutional Care: Organization and functions of Crèches, Day Care Center, sponsorship programme, foster- Care, adoption, recreation services. Maternal and child Health Services in India: Integrated child development schemes. Services for children in Need of Special Care: Exceptional children neglected and abused children, child workers, child prostitution, children with AIDS, Child Guidance Services.

References:

Venkatachalam, P.S.,Nutrition for Mother and child, National Institute of Nutrition, Hyderabed.

National Institute of Public cooperation and child development: A Guide book for the Anganwadi workers.

Govt. of India,: National Policy for the children.

Kuppuswamy, B;A Text book of Behaviour and development, Vikhas pub., New Delhi.

Muralidharan & Rajalakshmi: Pre school education as an instrument of change in a developing society.

Marshal, T.F& Rose , G.: Counselling and School of social work, John William and Sons, New York.

Chawdry, Paul, D. Child Welfare Manual, Atma Ram Company, New Delhi.

Eastern Arson, H.: New frontiers in child guidance, International University, New York.

Marfatia,J.C:Behaviour problems of children, Association of paediatricians,Bombay.

Hurlock: Elizebeth, B.:Child Development, Mc Grew Hill, New York.

Laxmi Devi, Encyclopaedia of child and family welfare, Anmol publications, Pvt. Ltd, New Delhi, Vol.5, 1998.

Panda, K.C. Elements of child Development, Kalyani Publishers, New Delhi 1981.

Misra, R.N (Ed), child Lobour in Hazardous Sectors, Discovery Publicating House, New Delhi,2003.

Misra Seth, Women & Development, Sage Publications, New Delhi,2001.

Joseph Gathia, Child Prostitution in India, Concept Publicating Company, New Delhi, 1999.

HUMAN RESOURCE MANAGEMENT SPECIALISATION:

ADVANCED INDUSTRIAL RELATIONS

Semester No   : III
Specialisation Paper   : II
Course Code   : CC-XId

COURSE OBJECTIVE :

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

COURSE SYLLABUS

1. **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.

2. **ILO** – History, aims, objectives, structure and functions, social security measures, achievements, influence of ILO on Indian Industrial relations - Labour Welfare practices in India.

3. **Trade unionism** – History, objectives, problems faced, recognition – Trade Union Movement in India – Employer Federation, Collective Bargaining : Methods, issues, problem and settlement.

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

5. **Industrial democracy – workers participation** : Objectives schemes, methods – participation schemes in Industries in India - quality circles – Quality of work life.

References:
Arun Monappa, 'INDUSTRIAL RELATIONS', S.Chand Co., 1989.
Srivastava, 'Industrial Relations and Labour Laws' (2nd) Vikas Publishing house Pvt. Ltd.,2002.
Vijay Ashdir, "Management of Industrial Relations" (2nd) Kalyani Publishers, 2003.
Kesar singh Bhangoo, Dynamics of Industrial Relations, Deep Publications, 2004.
Sharma A.M., 'Industrial Relations' and conceptual, legal frame work', Himalaya Publishing House, Bombay, 1989.

CONCURRENT FIELD WORK PRACTICUM

Semester No   : III
Course Code   : CC-XII

1. Concurrent Field Work

   a. To be based on the student's specialization
   b. Agency placement for a minimum of 30 days for 2-3 days per week/semester
   c. 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 and mini project
   3. Organise atleast two need based community programmes
   4. Practice of Social Work methods in Community Settings (Rural/Tribal areas)
   5. Knowledge of CD programmes.

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.

General Guidelines for Clinical Social Work Students
   1. Practice of Social Case Work with atleast 5 clients
   2. Practice of Social Group Work with atleast 2 groups
   3. 1 mini Research Project
   4. 1 Community based programme.

General Guidelines for F & C Welfare Specialisation
   1. Exposure to family and child welfare programmes
   2. Practice of social work methods – practice of social case work with atleast 5 clients
   3. Practice of social group work with atleast two groups
   4. 1 mini research project
   5. 1 community based programme.

FAMILY AND MARITAL COUNSELLING

Semester No   : III
Course Code   : EC-II

Unit I

Family as system, Family development tasks. Changing pattern of family in India. Family Life Cycle. Communication in family: Importance, patterns of communications, factors affecting communications in families.

Unit II

Theoretical foundations for counselling: Cognitive – Developmental cognitive behavioral, Humanistic Theories, Existential counselling, Adlerian Systems theory, Post modern theories.

Unit III

Understanding the Dysfunctional family: Factors contributing to dysfunctional family system, broken families, single parent families. The impact of broken families on children.

Unit IV

Marriage and family; aims and types of marriage. Factors contributing to marital conflicts.

Unit V

Counselling : Definition, Family counselling; Marital Therapy; Pre-marital Counselling; approaches to marital Therapy.

References:

Ackerman N.W. Psycho Dynamics of family welfare, Basic books Inc, New York.

Fonseea Mabe : Counselling for marital happiness, Leensufala, Bombay.

Indian Social Institute : The family in the change and challenge of the seventies sterling publications, New Delhi.

Core, M.S. Urbanisation and family change, popular, Bombay.

Kapadia, K.N. Marriage and family in India; Oxford University Press, Delhi.

Gupta, Girija: Family and Social change in Modern India (Ed.) Vol.II, Vikas pub. Delhi.

HUMAN RESOURCES MANAGEMENT

Semester No   : III
Course Code   : EC-III

I.   Management : Concept, elements, principles and functions of management. Management thoughts : Henry Fayol, F.W.Taylor, Peter Drucker.

II.   Human resource management : Definition, scope, evolution and functions. Human resource policy : Formulation and implementation: duties, responsibilities   and qualities of human resource manager and challenges for 21st century.

III.   Human Resource functions : Human resource planning, recruitment, selection, induction and placement, promotion, transfer, job analysis, training, performance appraisal; discipline and disciplinary procedure, personnel records and personnel research, HR audit.

IV.   Wage and Salary Administration : Job evaluation : Definition, objectives; methods, advantages and limitation; wage and salary administration: Nature and purpose, process of wage determination, wage structure and principles; Theories of wages: concepts of wages, wage differentials – financial and non-financial incentives.

V.   Industrial social work: Meaning, scope and relevance, application of social work methods in industrial sector. Labour problems and industrial counseling in industries and working with the families of the industrial workers: meaning, scope, relevance, advantages and disadvantages.

References

Agarwal, R.D., (Ed) Dynamics of personnel management in India, Tata-McGraw Hill publishing Co. Ltd., New Delhi.

Bhonsle, Y.B. (Ed), Personnel management, The Indian Scene, S.Chand & Co., New Delhi, 1977.

Davar, R.S., Personnel management and Industrial relations, Vikas publishing House, New Delhi, 1977 (reprint)

Flippo, Edward. B., Principles of Personnel Management, McGraw Hill Book Co New York, 1976.

Fraser, John Munro, Introduction to Personnel Management, French, Wendell, personnel management process, Houghton Miffin, Boston, 1977.

Indian Institute of Personnel Management, Personnel Management in India, Asia Publishing House, Bombay, 1977.

Monappa, A., and Saiyadain, M.S., Personnel management, Tata – Mcgraw Hill Publishing Co., New Delhi, 1979.

Muri, M.G., and Muir, J.B., A Guide to personnel management, Bureau of National affairs, Washington, 1973.

Prasad, Lallan, personnel management and industrial relations in public sector, progressive corporation, Bombay, 1973.

Yeder D., Personnel Management and Industrial relations, prentice – Hall of India, New Delhi., 1975.

Mamoria C.B., (1985) personnel management, Bombay Himalaya Publishing House.

CONCURRENT FIELD WORK PRACTICUM

Semester No   : IV
Course Code   : CC-XIII

1. Concurrent Field Work

    a. To be based on the student's specialization
    b. Agency placement for a minimum of 30 days for 2-3 days per week/semester
    c. 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 and mini project
3. Organise atleast two need based community programmes
4. Practice of Social Work methods in Community Settings (Rural/Tribal areas)
5. Knowledge of CD programmes.

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.

General Guidelines for Clinical Social Work Students
1. Practice of Social Case Work with atleast 5 clients
2. Practice of Social Group Work with atleast 2 groups
3. 1 mini Research Project
4. 1 Community based programme.

General Guidelines for F & C Welfare Specialisation
1. Exposure to family and child welfare programmes
2. Practice of social work methods – practice of social case work with atleast 5 clients
3. Practice of social group work with atleast two groups
4. 1 mini research project
5. 1 community based programme.

COMMUNITY DEVELOPMENT (Rural, Urban, & Tribal) Specialisation:

URBAN COMMUNITY DEVELOPMENT

Semester No   : IV
Specialisation Paper : III
Course Code   : CC-XIVa

Course Objectives:

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

I. **Urban community**: Meaning, characteristics, rural urban linkages and contrast. City - Meaning, Classification, Trends in urbanization process.

II. **Urbanization & Urbanism**: Meaning, theories of urbanization, characteristics of urbanism, slums – definition, approaches, theories and classification and culture of slums; Urban Problems: Housing, Drug Addiction, Juvenile Delinquency, Prostitution, Pollution.

III. **Urban Community Development**: Definition, Concept, objectives and Historical background; approaches, principles process and methods of Urban Community Development, Welfare extension projects of Central Social Welfare Board, Urban Development Planning: Legislation related to Urban Development 9Urban Land Ceiling Act, Town and country planning Act, Nagarpalika Act and Tamil Nadu Slum Clearance and Improvement Act) Community Planning and Community Participation.

IV. **Urban Development Administration**: National, state and local levels; Structure and functions of Urban Development Agencies: Urban services and Urban deficiencies; Metropolitan Development Authorities, Housing and Urban Development Corporation (HUDCO) and United Nations Centre for Human Settlement (UNCHS); Housing Board, Role of Voluntary Agencies in Urban Development.

V. **Urban Development Programmes**: Five year plans and Urban Development; Madras Urban Development Projects (MUDP) I & II; Tamil Nadu Urban Development Project (TNUDP); Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana(NRY), Tamil Nadu Slum Area (Clearance and Improvement) Act 1971, Problems in implementation of Urban Community Development Programmes. Role of Development worker – Application of Social Work methods in Urban Development.

References:

Clinard, Marshell B (1970) Slums and Community Development, The Free press, New York.

Thudipara, Jacob Z.(1993) Urban Community Development, Rawat Pub., New Delhi.

Gill, Rajesh, Slums as Urban villages, Rawat Pub. Jeipur, 1994.

Vibhooti, Shukla (1988): Urban Development and Regional policies in India, Himalaya pub.,Bombay.

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

Mitra, Arup (1994) Urbanisation, slums, informal sector employment and poverty, B.R. Pub.

Diddee, Jayamala (1993) Urbanisation - Trends, perspectives and challenges, Rawat Pub.Jeipur.

CLINICAL SOCIAL WORK SPECIALISATION:

MEDICAL SOCIAL WORK

Semester No   : IV
Specialisation Paper - III
Course Code   : CC-XIVb

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; 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.

II. Psychological, Social and economic implications of illness and disability for the patient and his family; 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.

III. The hospital as a formal organisation, its goals, technology, structure and functions, departments, administrative procedures, Implications of hospitalization for the patient and his family.
Medical Social Work Department: Staffing, organisation and functions; Extension services; Public Relations.

IV. Impairment, Disability and Handicap: Causes, types and classification of Physical handicaps: Orthopedic disability, Visual handicap, Aural impairment and speech disability; Psychosocial problems and implications for each specific handicap and role of the Medical Social Worker in intervention; Physical medicine, Physiotherapy and Occupational therapy : Objectives and types.
Rehabilitation: Definition, concept, principles and process; Role of the Medical Social Worker in rehabilitation planning, resource mobilisation and follow-up.

V. Specific needs and problems of patients and their families; Need for assistance and role of the medical social worker in the following settings: Out patient unit, Intensive care unit, Pediatric ward, Maternity ward, Abortion clinic, Family planning centre, STD clinic, HIV clinic, Orthopedic department, Cardiology department, Blood bank, Hansenorium, TB Sanatorium and Cancer hospitals, Training of the volunteers to work with the chronically ill in the community, Special focus on Rural/Tribal Areas.

References:

Bartlell, Harriet M. : Social work practice in health field, New York, National Association. of Social Workers., 1961.

Banerjee G.R. : Social Service department in hospitals - Its organizations and functions, TISS, Bombay, 1950.

Codey & Carol H. : Social aspects of illness, W.B. Sounders Com., Philadelphia, 1951.

Lynn Hubschman : hospital - Social work practice, Praeger Pub., USA, 1983.

Minna Field : Patients are people, Columbia Uni. Press, New York, 1953.

Goldstine Dora : Expanding Horizons in medical social work, University of Chicago Press, 1955.

Hamilton, Kenneth W. : Counselling the handicapped, Ronald press, New York.

Pattison, Harry A. : Handicapped and their rehabilitation, Charles C. Thomas, New York.

Pathak S.H. : Medical social work, Delhi School of Social work, Delhi.

Canon Ida M. : On the social frontiers of medicines, Harvard Uni. press, London, 1952

Rao, Sankara M. : hospital organisation and administration, deep & deep Pub., Delhi, 1992.

FAMILY AND CHILD WELFARE SPCEIALISATION

WELFARE OF THE YOUTH AND THE AGED

Semester No : IV
Specialisation Paper : III
Course Code : CC-XIVc

I. Youth: Concept, Demographic profile in Rural and Urban; Youth in Indian Society: A historical over view of their role; process of socialization of Indian youth; aspirations of the youth in contemporary Indian society; Role of youth in Social Change and National Development. **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.

II. Youth Movement in India: Ideologies of youth movements: SFI, DYFI, ABVP, Yuva Janathna, and the Indian Youth Congress. Youth Unrest; Need for youth policy in India. **Youth Work**: Concept, Objectives, approaches to youth work in tribal, rural and urban areas: training programmes.

III. Youth Welfare: Definition and Scope: Philosophy and Evolution of youth welfare programmes in India; Services for student youth: Education, Physical education, Sports, recreation; Vocational guidance, youth services, Bharath Scouts and Guides, National Services scheme, Community and social service scheme, National Cadet Corps, Youth Festivals and Youth Camp; Student Counselling; Need, Services, for non-student youth; Non-formal education for school drop outs; Nehru Yuvak Kendra, Vishwa yuva Kendra, Youth Welfare Programmes under Government and Voluntary Agencies; Organization by and for youth, -Youth policies, stratigies and Programmes in India's Five year plans.

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

V. Services for the aged; Geriatric services in India; Social work and social services and the aged; family social work with the aged; social welfare services for the aged; old age social security measures in India and other countries; physical activity, rehabilitation and community linkage programme; Gerentophenotime-an aging reversal agent; national and International agencies for aged welfare, policies, strategies and Programmes for the elderly in India's five year plans.

References:

John V.V,Youth and National Goals, Vishwa Yuvak Kendra, Delhi.
Kuriakose,P.T.,An Approach to Youth Asia Pub., Delhi.

Kumar, Ram: Problems Planning and development of Youth Health, Deep& Deep Pub, New Delhi.

Kirpal,Prem: Youth and established culture, Sterling, New Delhi.

Krishnan, Prabha: A Library primer for youth workers, Vishwa Yuvak Kendra, Delhi.

Khan, Rafigal, M., Rural Youth, Vishwa Yuvak Kendra, Delhi.

Khandekar, Mandakini, Planning Integrated Services for Urban Children and Youth TISS,Bombay.

Misra,D.K.,Jain, C.H&Doshi,S.L., Youth University and Community, S.Chand &Co,New Delhi.

Misra V.D.,Youth Culture – A Comparative Study in the Indian Context, Inter India Pub., New Delhi.

Nair, P.S., Indian youth Participation and development, Atma ram Company, New Delhi.

William Korslm and Joseph and Julian, Social Problems, Prentice Hall, Englewood Cliffs, New Jersy, 1955

Muttagi,P.K,Aging Issues and oldage care, Classical Publishing Company, New Delhi. 1997.

Geetha gowri, R., Reddy, P.J.,Usharani, elderly women, discovery publishing house New Delhi 2003.

HUMAN RESOURCE MANAGEMENT SPECIALISATION:

LABOUR WELFARE AND LABOUR LEGISLATIONS

Semester No   : IV
Specialisation Paper   : II
Course Code   : CC-XIVd

I. **Labour welfare** : Concept, principles, theories, origin and growth of labour welfare in India; Types of welfare; Labour problems: Absenteeism addiction, indebtedness, family distress and social work intervention. Labour welfare programmes: Safety, health and hygiene, occupational diseases, crèche, canteen, credit society, worker's education labour welfare officer: Status, role, duties and functions.

II. **Labour legislations in India :** Factories Act 1948. The Plantation labour act 1951,

Indian Mines Act 1952, Apprentices Act 1961.

Labour Relations Legislations : The trade union act 1926, Industrial Disputes Act 1947, Tamil Nadu shops and establishment act 1947, Tamilnadu industrial establishment (National and festival holidays) Act 1951.

III. **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.

IV. **Social security legislation** : 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.

V.   **Wage legislations** : The payment of wages act 1936, The minimum wages act 1948, the payment of bonus act 1965, the equal remuneration act, 1976.

References:

Charles A. Myres, Industrial relations, India Asia publishing house, 1970.

Saxena R.C., Labour Problems in Indian Industry, Gupta printing press, Meerut, 1974.
Giri V.V., Labour problems in Indian Industry, Asian Publishing House, Bombay, 1958.
Pant S.C., Principles of Labour Welfare, Gupta Brothers, Vishakapattnam, 1968.
I.L.O. 1980, 'Labour Legislation'
Prasad NGK., 1978, factories Law and Rules applicable to TN State, Vols. I, II, III, IV Madras Book Agency.

Desai. R, : Constitution & Labour laws in India, Dolia B.R 1982 labour and Industrial Law, Drient Law House, New Delhi.

Semester No   : IV
Course Code   : CCXV

RESEARCH PROJECT WORK

Semester No   : IV
Course Code   : EC-IV

BLOCK PLACEMENT/INTERNSHIP

For a minimum of 3 weeks in an organization related to the candidates specialization

COMMUNITY DEVELOPMENT (Rural, Urban, & Tribal) Specialisation:

PROJECT MANAGEMENT AND DEVELOPMENT COMMUNICATION

Semester No   : IV
Elective paper   : V
Course Code   : E-Va

Unit I
Introduction to project Management: Concept, Objectives, Principles, Scope, Importance and Methodology. Micro and Macro level planning. Project Dimensions: identification and Formulation; 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 II
Planning and Management of Project Implementation: Activity planning, Network Analysis, Monitoring of Development Projects: Management Information System, Project Evaluation: Programme Evaluation and Review Technique (PERT) and critical Path Method (CPM). Resource Mobilization: Techniques of Fund Raising; Statutory requirements for the formation of society and Trust; Foreign contribution Regulation Act. Special Provisions related to income Tax Exemption for Development Organizations.

Unit III
Communication: Meaning, definition, scope and purpose; elements of communication; principles of effective communication; characteristics and functions of communication: Communication process; Channels and stages of communication.

Unit IV
Methods communication: Interpersonal communication, group communication and mass communication; Types, Formal and informal; Theories and Models of communication; Transactional analysis and conflict resolution.

Unit V
Selection of suitable approach for different target groups; Audio Visual Aids; Types and its uses; 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.

References:

Mansing, Gurmeell: Dictionay of journalism and mass communication, Hanam pub., New Delhi, 1980.

Prince Gittinger J.: Economic Analyses of Agricultural projects (Rev.Second. Ed) the johns Hookins Uni. Press, Paltimore, 1982.

Wayne, Mondy R. Holmes Robert E & Edwin Flippo: Management concept and practices, Second edition, Allyn and Baco Inc., Boston, 1983.

Dahama O.B. & Bhatnagar O.P : Education, communication for Developmetn, Oxford & IBH, New Delhi, 1984

Stoner james AF.& Charles Wankel : Management Third Ed., Prentice Hall, New Delhi, 1988.

Mishra S.N: Rural Development Planning – Design and method, Satvahan pub., New Delhi, 1988.

Sathya narayana M.&Lalitha Raman: Management Operations Research, Himalaya pub., Bombay, 1988.

Hartman Paul, et. Al: The mass media and the village lige, sage pub., New Delhi, 1989.

Pokharapurkar : Rural Developmetn and Community Television, concept pub., New Delhi, 1993.

CLINICAL SOCIAL WORK SPECIALISATION:

PSYCHIATRIC SOCIAL WORK

Semester No　　　　　: IV
Elective paper　　　　: V
Course Code　　　　 : E-Vb

I. **Psychiatric Social Work** : Definition and concept, Historical development in India and abroad; Current status as a field of Specialisation. Case Work, Group Work and Community Organisation in the Psychiatric Services; Limitations and difficulties faced in Psychiatric Social Work practice. Psychiatric Epidemiologist in India.

II. **Historical development** of Psychiatry as a field of Specialisation; Attitudes and beliefs pertaining to mental illness in ancient, medieval and modern times; Concepts of Normality, Abnormality and Mental Health. Classification of Mental Illness: Diagnostic Statistical Manuel(DSM)III-R. International Classification of Diseases (ICD); Psychiatric assessment: Interviewing, Case History taking; Sources of Intake, Mental Status examination; Formulation of Psychosocial diagnosis.

III. **Psychiatric Illness:** Neuroses, Psychoses, organic and functional, culture bound syndromes, Personality disorders, Sexual deviations, Alcoholism and Drug dependence.
Mental Handicap: Definition, classification, clinical types and causes,
Cerebral Palsy: Clinical types, causes, associated disabilities.
Epilepsy: Definition, types, causes, management.
Ageing: Biological, social and psychological problems.
Suicide: Causes, indications, prevention.
Childhood disorders: Behaviour disorders; Eating, elimination, sleep and speech disorders.
Childhood Psychoses: Autism, Schizophrenia.
Scholastic Backwardness: Symptoms, causes and management.
Attention Deficit Disorders.

IV. **Therapeutic Intervention in Psychiatric Illness:** Psycho education, Cognitive Therapy, Group Psychotherapy, Family Therapy, Marital therapy: Scope and types.
Behaviour therapy: Principles and techniques.
ECT, Chemotherapy, Psychosurgery and Mega vitamin Therapy; Occupational Therapy (Purpose and Concept).

V. **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 :
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, mobilization, reintegration of the patient in the family and community; Principles and Models of Psychiatric Rehabilitation; Role of the Psychiatric Social Worker in Team Work.

Concepts of : Therapeutic community, Partial Hospitalization, Day Care Centres, Half way homes, Sheltered workshop and Transitory homes; National Mental health Programme; District Mental Health Programme.

References:

Coleman, James C.: Abnormal psychology and modern life, Tarporevala & Sons, Bombay

Marfatia J.C : Psychiatric problems of children, Popular Prakhasan, Bombay, 1971.

Roberts N. : Mental health and mental illness, Rutledge & Kegan Paul, London, 1967.

Nunnally J.C. : Popular conceptions of mental health - the development and change, Rinehart & Winston, New York, 1961.

Kraeplil, Ewil : A psychiatry - A text book for students and physicians, Vol. 2, Amerind Pub., 1990.

Eden D.J. : Mental handicap - an introduction, George Allen & Unnin, London, 1976.

Gaind R.N., Hudson B.L. : Current themes in Psychiatry, McMillan, 1979.

Zigler, EDward : Understanding mental retardation, Cambridge Uni. Press, London, 1986.

John, Howells G. : Modern perspectives in international Child psychiatry, Brunner & Mazel Pub., New York, 1971.

Hughes Jennifer : An outline of modern psychiatry, John Wiley & sons, 1981.

Kaplan Harold, et.al. : Comprehensive text book of psychiatry, Williams & Wilkins, Vol. I, II & III, 1980.

Verma, Ratna, Psychiatric Social Work in India, Sage Pub., New Delhi, 1991.

Masserman, Jules H. Et.al : Hand Book of Psychiatric therapies, Jason Aronson Inc., 1973.

Denzin, Norman K. : Treating Alcoholism - an alcoholics anonymous approach, sage pub 1987.

Dickson, Clifford Martha : Social Work practice with the mentally retarded, Collier Mac Millan, 1981.

Singh H.G. : Psycho Therapy in India, National Psychological Association, 1977.

Skinner, Sue Walrond : Developments in family therapy, Rutledge & Kegan Paul, London, 1981.

Gordon, Paul, L. & Lendz R.J. : Psychological treatment of chronic mental patients, Harvard Uni, Press, London, 1977.

Kaplan Harold, et al. : Comprehensive textbook of psychiatry, Williams & Wilkins, Vol. I, II & III, 1980.

Moller, Alfred H. : break through in psycho therapy, Londinium press, Maid stone, 1979.

Garland, Margaret: The other side of psychiatric care, Macmillan, 1983.

French, Lois Meredith: Psychiatric Social Work, The common wealth Fund, New York.

Jones, Maxwell : The Therapeutic community, Basic Books, New York.

FAMILY AND CHILD WELFARE SPCEIALISATION

DEMOGRAPHY AND FAMILY WELFARE

Semester No   : IV
Elective paper   : V
Course Code   : E-Vc

I.   Demographic aspects of the family in India; Social in equalities and Fertility Behaviour, Trends of population growth; Factors affecting population growth; consequences of population explosion. Sources of demographic data, vital statistics: Population structures and projection; Theories of population.

II.   Importance of population control, family welfare planning and five years plans; objectives, targets and achievements; population policy, population education and sex education.

III.   Physiology of reproduction: Reproductive anatomy and physiology, menarche and menopause, fecundity, fertility, treatment of infertility; adoption.

IV.   Family Size preference and contraceptive behaviour- Methods of contraception: convensional and modern methods- male and female; temporary methods; behavioural methods; mechanical contraceptives; chemical contraceptive; semi-permanent methods: abortion and I.U.C.D; permanent methods: vasectomy and tubectomy, advantages and disadvantages. Medical Termination of Pregnancy Act.

V.   Approaches to family welfare planning: clinical , extension and cafeteria approach, education, training and research in family welfare planning; mass media of communication; national and international agencies of family welfare planning services; social work techniques in promoting Parenthood.

References:

Agarwala, S.N., India's Population Problem, Tata Mc Graw Hill, Bombay.
Chandra Sekaran, C.S, Population and Planned Parenthood, George Allen & Unwin, London.
Chandra Sekara, 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.

HUMAN RESOURCE MANAGEMENT SPECIALISATION:

ORGANIZATIONAL BEHAVIOUR AND DEVELOPMENT

Semester No   : IV
Elective paper   : V
Course Code   : E-Vd

Course objective:

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

Learning Objectives:

- To know themselves, 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

COURSE SYLLABUS

1. **Focus and Purpose of OB** : Definition, need and importance of organizational behavior – nature and scope – framework – organizational behavior – models.

2. **Individual behaviour**: Personality – types – factors influencing personality – theories. Learning – learning process – learning theories – organizational behavior modification.

   Attitude – characteristics – components – formation.

   Perception – importance – factors influencing perception

   Motivation – importance – types – effects on work behavior.

3. **Group Behaviour** : 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.

4. **Leadership and Power** – Meaning – importance – leadership styles – theories – leaders vs. managers – source of power – power centers – power and politics.

5. **Dynamics of Organizational Behaviour** : Organizational climate – factors affecting organizational climate.

Job satisfaction – determinants – measurements.

Organizational change – importance – change process – resistance to change – managing change.

Organizational development – characteristics – objectives – interventions

Organizational effectiveness – perspective and application of transactional analysis.

Reference:

Stephen, P. R. Robins, Organizational Behaviour, Prentice Hall of India, 9th Edition, 2001.

Hellriegal, Slocum and Woodman, Organizational Behaviour, South-Western, Thomas Learning, 9th Edition, 2001.

NORMS FOR FIELD WORK PRATICUM

I Semester Field Work:

1. Field Orientation Visits a minimum of 6 visits to different Social Agencies with at least 2 settings pertaining to each field of specialisation. – 10 marks.
2. Rural Camp for a minimum of 6 days organized by the Social Work students by the self supporting basis., Group Awareness project. – 15 marks.
3. Group awareness project on social issues / problems – Minimum of 15 days to be allotted for this purpose. A minimum of two programmes to be organized by the group. Each group comprising of 3-5 students. One programme rural based. Suggested themes such as Anti – Dowry Campaign, HIV/AIDS Awareness, Gender Sensitization, Alcoholism and Drug Awareness etc – 15 marks.

Evaluation   : Total Marks – 100
Internal Evaluation - 40 marks

A. Filed Orientation visits (10marks)

(i) Attendance	- 3 marks
(ii) Observational Skills	- 3.5 marks
(iii) Reporting	- 3.5 marks
	-----------
	10 marks

B. Rural Camp (20 marks)

(i) Individual Participation	- 5 marks
(ii) Initiativeness and Leadership	- 5 marks
(iii) Community Involvement	- 5 marks
	----------
	15 marks

C. Group Awareness Project (20 marks)

(i) Organising Ability & Team work	- 5 marks
(ii) Resource Mobilisation	- 5 marks
(iii) Social Relevance	- 5 marks
	---------
	15 marks

External Evaluation – (60 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 as follows:

1. Theoretical Knowledge   - 15 marks

2. Practice Skills   - 15 marks

3. Mobilising Resources   - 10 marks

4. Communication and presentation   - 10 marks

5. Reporting   - 10 marks
                                      ----
                                      60 marks

II Semester (Internal 40 marks, External 60 marks)

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 30 Field Work days for 2-3 days per week/semester.
3. 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 atleast 2 groups, and organize one community based programme.

Evaluation: Internal   : 40 marks

1. Case Work Practice   - 10 marks
2. Group Work   - 10 marks
3. Community Programme   - 10 marks
4. Reporting   -   5 marks
5. Attendance   -   5 marks
                                     ----
                                    40 marks

External (60 marks)

1. Theoretical Knowledge   - 20 marks
2. Practice Skills   - 20 marks
3. Mobilising Resources   - 10 marks
4. Communication and Presentation   - 10 marks

                                       ----
                                       60 marks

III & IV Semester

1. Concurrent Field Work

    a. To be based on the student's specialization
    b. Agency placement for a minimum of 30 days for 2-3 days per week/semester
    c. 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 and mini project
3. Organise atleast two need based community programmes
4. Practice of Social Work methods in Community Settings (Rural/Tribal areas)
5. Knowledge of CD programmes.

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.

General Guidelines for Clinical Social Work Students
1. Practice of Social Case Work with atleast 5 clients
2. Practice of Social Group Work with atleast 2 groups
3. 1 mini Research Project
4. 1 Community based programme.

General Guidelines for F & C Welfare Specialisation
1. Exposure to family and child welfare programmes
2. Practice of social work methods – practice of social case work with atleast 5 clients
3. Practice of social group work with atleast two groups
4. 1 mini research project
5. 1 community based programme.

Evaluation (Concurrent Field Work for III & IV semesters)

Internal Evaluation – 40 marks

1. Practice of Social Work Methods	- 10 marks
2. Contribution to the Agency	- 10 marks
3. Understanding the Agency and its Functional services	- 10 marks
4. Attendance	- 5 marks
5. Reporting	- 5 marks

              ----
              40 marks

External Evaluation – 60 marks

Concurrent Field Work (III & IV Semesters)

1. Understanding of the agency and its services	- 15 marks
2. Theoretical Knowledge	- 15 marks
3. Practice Skills	- 20 marks
4. Communication & Presentation	- 10 marks

              ----
              60 marks

Block Placement/Internship IV Semester – (100 marks – 4 credits)

1. For a minimum of 3 weeks in an organization related to the candidates specialization

Evaluation:

40 marks	- Internal
30 marks	- Agency Evaluation
30 marks	- Viva-Voce by External Examiner

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