



**PERIYAR
MANIAMMAI**

INSTITUTE OF SCIENCE & TECHNOLOGY

(Deemed to be University)

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Criterion 1 – Curricular Aspects

Key Indicator	1.1	Curriculum Design and Development
Metric	1.1.3	Average percentage of courses having focus on employability/ entrepreneurship/ skill development offered by Social work.

DEPARTMENT OF SOCIAL WORK

SYLLABUS COPY OF THE COURSES HIGHLIGHTING THE FOCUS ON EMPLOYABILITY/ ENTREPRENEURSHIP/ SKILL DEVELOPMENT

1. List of courses for the programmes in order of

S. No.	Programme Name
i.	Master of Social Work

2. Syllabus of the courses as per the list.

Legend	Words highlighted with Blue Color	- Entrepreneurship
:	Words highlighted with Red Color	- Employability
	Words highlighted with Purple Color	- Skill Development

1. List of Courses

Name of the Course	Course Code	Year of introduction	Activities/Content with direct bearing on Employability/ Entrepreneurship/ Skill development
Introduction to Society and Social Work	YSW101	2009-10	Employability Skills- Application of methods in professional setting &
Social Work with Individuals	YSW102	2009-10	Employability Skill & Entrepreneurship Skill -Case History taking, Rehabilitation, Practise in Professional setting
Social Work with Groups	YSW103	2009-10	Employability Skill & Entrepreneurship Skill -Team building, problem solving, Rehabilitation, Practise in Professional setting
Social with Communities and Radical Social Work	YSW104	2009-10	Employability Skills- Organising, Fund raising, Planning, Resource Mobilization, Practise in Professional setting
Social Work Practicum - I	YSW105	2009-10	Employability Skills- Practise of Social Work Methods in Professional setting
Human Growth and Personality Development	YSW201	2009-10	*****
Social Work Research and Statistics	YSW202	2009-10	Employability Skill- Research on Social Work & publishing in research journals
Social Policy and Welfare Administration	YSW203	2009-10	Employability Skill- Planning, Organizing, Advertising, Team coordination
Corporate Social Responsibility	YSW204	2019-20	Employability Skill: Corporate Social Responsibility Project proposal Writing Fund Raising
Social Work Practicum - II	YSW205	2009-10	Employability Skills: Practise of Social Work Methods in Professional setting
Electives-I	YSW301A/B/C	2009-10	Employability Skill- Field based practise in Professional setting
Electives-II	YSW302A/B/C	2009-10	Employability Skill- Field based practise in Professional setting
Electives-III	YSW303A/B/C	2009-10	Employability Skill- Field based practise in Professional setting

Electives-IV	YSW304A/B/C	2009-10	Employability Skill- Field based practise in Professional setting
Self Study	YSWNE1	2019-20	*****
Concurrent Field Work - III	YSW305	2009-10	Employability Skills- Practise of Social Work Methods in Professional setting
Concurrent Field Work-IV	YSW401	2009-10	Employability Skills- Practise of Social Work Methods in Professional setting
Block Placement - Internship	YSW402	2009-10	Employability Skill- Two months Internship training on professional setting.
Project Work	YSW403	2009-10	Employability Skill- Research on Social Work & publishing in research journals

2. Syllabuses

SEMESTER -I					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW101	INTRODUCTION TO SOCIETY AND SOCIAL WORK	4	0	0	4

PREAMBLE

This course will familiarize students with the various roles, functions, and tasks which social workers perform in a variety of settings and acquaint them with the primary skills and practices of generalist social work. Students will be introduced to social work practice as a multi-level and multi-method approach, influencing change in problem situations. Students will also be introduced to the core values and Code of Ethics of social work and be exposed to issues of diversity, oppression, and social justice.

COURSE OBJECTIVES

- To acquire basic knowledge on professional Social Work.
- To understand historical development of the profession, its concepts and different methods.
- To develop skills and techniques in dealing with social issues and problems
- To apply oneself as an instrument of change.

COURSE OUTCOME

The student will be able to

CO1	Illustrate the Social Work concept , methods and explain about Social Work Education.	Cognitive	Understanding
CO2	Recall Social Work professional values, code of ethics and invent skills required for Social Worker	Cognitive	Remembering Creating
CO3	Distinguish the concepts of Society, Community, Cultural process and its elements	Cognitive	Analyzing
CO4	Explain the constitution of India and Social Welfare	Cognitive	Understanding Evaluating

CO5	Identify various Social Problems prevalent in India	Cognitive	Applying
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COURSE CONTENTS

UNIT – I

12 Hours

Social Work: Introduction to Social Work as practiced today in India, Concept, Definition, Social Service, Social Welfare, Social Security, Social Reforms, Social Defense, Social Justice, Social Legislation and Social Education. Contribution of Indian Social reformers to Social movements and Social Welfare. Historical development of Social Work in UK, USA and India.

UNIT – II

12 Hours

Social Work as a Profession: Nature and its scope; **Principles and its Methods - Professional Values, Code of ethics, Fields of Social Work, Skills for Social Worker. Social Work education and its growth, Objectives of Field work,** new developments in Social Work literature, Professional organizations for Social Work in India and abroad. Status and Problems of Social Work professionals in India.

UNIT – III

12 Hours

Individual and Society: **Concepts: Society, Community, Association, Institution, Cultural Process and it's Elements, Social Stratification; Factors of Social Change; Institutional and Social groups-types and functions; Cultural lag and cultural change, Social control and Social deviance.**

UNIT IV

12 Hours

Constitution of India and Social Welfare: Indian Constitution and its implication of Social Welfare: Fundamental Rights Part-III, Fundamental Duties Part-IV A, Directive principles of State Policy Part-IV, Human Rights According to U.N Charter and Indian Constitution.

UNIT – V

12 Hours

Social Problems in India: **Poverty; Unemployment; Population; Social Disorganization, Issues related to weaker section, marginalized and excluded groups. Cyber-crimes, Technological addiction; Corruption; dowry and suicides. Specific social issues in Tamil Nadu.**

Total Hours- 60

SEMESTER -I

REFERENCES :

1. Stanley. S. Social Problems in India, Allied Publishers, New Delhi – 2005.
2. Jacob K.K. Social Work Education in India, Himanshu Pub., New Delhi, 2002
3. Chowdry P. Introduction to Social Work, New Atmaram & Sons. New Delhi, 1998
4. Wadia A.R. History and Philosophy of Social Work in India, Allied Publication, New Delhi, 2001.
5. Memoria C.B. Social Problems and Social disorganization in India. Kitab Mahal, New Delhi.

Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW102	SOCIAL WORK WITH INDIVIDUALS	4	0	0	4

PREAMBLE

This course aims to develop simple to complex skills of working with individuals in various situations like crisis, preventive, facilitative and developmental. This course also aims at introducing the graduates to understand, develop abilities, critically analyze the problems of individuals, intervene and enhance better living.

COURSE OBJECTIVES

- To understand social case work as a method of Social Work and appreciate its place in Social Work practice.
- To develop abilities to critically analyze problems of individuals factors affecting them.
- To enhance understanding of the basic values, principles concepts, tools techniques skills and process.
- To develop appropriate skills and attitudes to work with individuals.

COURSE OUTCOME

CO1	Illustrate the concept of Social Case Work practice in the fields of Social Work.	Cognitive	Understanding
CO2	Discuss the theories and approaches of Social Case Work and extend these approaches in the field work.	Cognitive	Creating Understanding
CO3	Relate and how the Case work tools and techniques helped for a Social Worker working with individuals and families	Cognitive	Remembering
CO4	Apply the process of Social Case Work in order to solve the problems of individuals	Cognitive	Applying
CO5	Evaluate the working relationship with the client and prioritize the emerging trends in Social Work with Individuals.	Cognitive	Evaluating

COURSE CONTENTS

UNIT I

12 Hours

Social Case work: Definitions, scope, historical development -Concepts of adjustment and maladjustment - Philosophical assumptions and casework values. Principles of casework; Components of Social Case Work: Person, Problem, Place and Process.

UNIT II

12 Hours

Process in casework: Study, assessment, intervention, evaluation, follow-up, and termination. Theories and approaches: Psycho-social approach, Functional approach, Problem solving approach, Crisis Theory, Family intervention, Behavioural modification, Transactional analysis and Holistic approach.

UNIT III

12 Hours

Tools for Help: Case work tools: Interview, home visit, observation, listening, communication skills, rapport building. Records: Nature, purpose and principles of recording. Techniques of casework: Supportive, resource enhancement and counseling. Self as a professional: Professional self - Conflicts and dilemmas in working with individuals and families.

UNIT IV

12 Hours

Application of Method: Primary and secondary settings - Application of methods in family, women, and child welfare settings, marriage counseling centers, schools settings, medical and psychiatric settings, correctional institutions, and industry.

UNIT V

12 Hours

Emerging trends in Social Work with Individuals: Short Term Case Work, Preventive Case Work intervention, multiple interviewing, psychotherapy, similarities and difference between case work, counseling and psychotherapy. Referrals, psychiatric consultation and psychological tests.

Total Hours -60

REFERENCES

1. Banerjee, G. R. 1971 "Some Thoughts on Professional Self in Social Work", Indian Journal of Social Work, Mumbai: Tata Institute of Social Sciences.
2. Biestek, F. P. 1957 The Case Work Relationship, London, George Allen and Unwin.
3. Hamilton, G. 1950 Theory and Practice in Social Case Work, New York, Columbia

SEMESTER -I					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW103	SOCIAL WORK WITH GROUPS	4	0	0	4

PREAMBLE

This course aims at developing the understanding of Group Work as a method of Social Work. It is also helping the learners to understand and develop abilities to critically analyze the problems of groups in various settings. This paper indeed enlightens the graduates of Social Work profession to work with various groups and achieve better coping towards working in a team.

COURSE OBJECTIVES

- To develop understanding of group work as a method of Social Work.
- To gain knowledge about group formation and use of a variety of group approaches.
- To develop knowledge, skills and techniques to be used by the Social Worker in groups.
- To understanding group as an instrument of change.

COURSE OUTCOME

CO1	Demonstrate the concept of Social Group Work practice in the fields of Social Work.	Cognitive	Understanding
CO2	Create and construct different types of social groups in the community and develop the group process in different stages.	Cognitive	Creating Understanding
CO3	Plan the group activity for the intervention of Group work Process	Cognitive	Remembering
CO4	Apply the approaches and theory of group work practice in order to solve the problems of groups	Cognitive	Applying
CO5	Evaluate the working relationship with the groups in different settings and record the glimpses.	Cognitive	Evaluating

COURSE CONTENTS

UNIT – I

12 Hours

Social Group Work: Definition, objectives and scope - Models of Group Work- Historical Development of Group Work, Principles of Group Work, Values, Significance, Principles and Skills - Group Work Process - Limitation of social group work practice in India.

UNIT – II

12 Hours

Social Groups and Development: Definition, Characteristics, Types of Groups and **Functions of a Group - Stages of Group Development, Basic Human Needs met by Groups at Different Stages of Group Development - Group Process : Bond, Acceptance, Isolation, Rejection, Sub-Group Formation, Withdrawal, Behaviour Contagion, Conflict and Control.**

UNIT – III

12 Hours

Programme Planning: Meaning and Definition of Programme, Principles and Process of **Programme Planning and the place of Agency in Programme Planning** - Programme Laboratory: Values and Techniques (Games, Singing, Dancing, Dramatics, Street play, Puppetry, Group Discussions, Excursion, Psychodrama, Socio drama, Role play, and Brain Storming) - **Rural Camp: Planning, Organizing, Executing, Evaluating and Reporting.**

UNIT – IV

12 Hours

Approaches and Practices of Social Work with Groups: **Group Therapy, Group Psychotherapy, Use of Home Visits and Collateral Contacts. Leadership: Concepts, Definition, Characteristics, Functions, Qualities of Leader, Types and Theories of Leadership, Training for Leadership - Sociometry and Sociogram - Group Work Supervision: Meaning, Purpose and Functions.**

UNIT – V

12 Hours

Group Work Recording: Meaning, Purpose, Principles, Process and Summary Records - Group Work Evaluation: Meaning and its Place in Group Work, Steps in Group Work Evaluation and Criteria for Good Group Work. Application of Group Work Methods in Different Settings: Community Settings, Medical and Psychiatric Settings, De-Addiction Centres, Correctional Institutions, Schools, Industries, Special Schools and Aged Homes.

Total Hours -60

REFERENCES:

1. Allan Brown, 2005; Group Work: Third edition, Rawat Book Sellers, Jaipur
2. Balgopal, P.R.& Vassil, T.V. 1983 Groups in Social Work: An Ecological Perspective. New York: Macmillan
3. Brown, Allan 1994 Group Work. Hampshire: Ashgate.
4. Dirverdi, 2005 Group Work with Children and Adolescent, Rawat Book Sellers, Jaipur
5. P.D.Misra, Penna Misra, Social Work Practice, 2001
6. Garrin, 2006, Handbook of Social Work with Groups, Rawat Book Sellers, Jaipur
7. Geoffrey, L.G. & Ephross, P.H. 1997 Group Work with Population at Risk. New York: Oxford University Press.
8. Toseland, R.W. & Rivas, R. 1984 An Introduction to Group Work Practice. New York: MacMillan.

SEMESTER -I					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW104	SOCIAL WORK WITH COMMUNITIES AND RADICAL SOCIAL WORK	4	0	0	4

COURSE OBJECTIVES

- To understand the elements of community organization practice.
- To enhance knowledge on Historical development of the community organization and strategies for social action.
- To develop skills and techniques in dealing with the micro-macro connections between the range of complex issues in practice.
- To express attitudes conducive to participatory activities for civil society.

COURSE OUTCOME

The Student will be able to

CO1	Explain the types of community, its structure and classify Community organization and Community Development	Understanding
CO2	List the Method of Community organization and Apply the skills for Community organization	Applying and Analyzing
CO3	Summarize the phases of Community organization and relate the role of social worker	Understanding
CO4	Plan programme addressing issues in the community and decide suitable programme laboratory techniques.	Creating and Evaluating
CO5	Demonstrate the models and strategies of Social action and Social reforms	Understanding

COURSE CONTENTS

UNIT – I

12 Hours

Community: Meaning, Types and Characteristics; Community Power Structure. Community Dynamics: Integrative and Disintegrative Processes in the Community. **Community Organization:** Concept, Definition, Objectives, Philosophy, Approaches and Principles; Community Organizations as a Method of Social Work; Community Welfare Councils and Community Chests. Community Organization and Community Development: Similarities and Differences.

UNIT – II

12 Hours

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 – III

12 Hours

Phases of Community Organization: Study, Assessment, Discussion, Organization, Action, Evaluation, Modification, Continuation; Community Study; Community Organization in Emergencies (Fire, Flood, Famine, Drought, Earthquake, Tsunami, and War); Role of Social Workers in Community Organization.

UNIT – IV

12 Hours

Programme Planning: Meaning and Definition of Programme, Principles and Process of Programme Planning and the place of Agency in Programme Planning; Programme Laboratory - Values and Techniques: (Games, Singing, Dancing, Dramatics, Street play, Puppetry, Group Discussions, Excursion, Psychodrama, Socio drama, Role play, and Brain Storming) - Rural Camp: Planning, Organizing, Executing, Evaluating and Reporting.

UNIT – V

12 Hours

Radical Social Work: Aims and criticism of Traditional Social Work; Social Action: Definition, Strategies of Social Action and Social Reform; Saul Alinsky's and Paulo Freire's

Methods; Process of Social Action. Models and Strategies of Community Organization: Locality Development Model - Social Planning Model - Social Action Model - Select methods of public interest mobilization, litigation, protests and demonstrations, Dealing with authorities, Public Relations, Planning, Monitoring and Evaluation

Total Hours -60

REFERENCES

1. Shivappa R. 2009 STREAMS IN THE RIVER- A Journey Into Inclusive Concerns, Dhatri Pustaka, Bangalore
2. Biklen, Bouglas.P, *Community Organizing - Theory & Practice*, New Jersey Prentice.
3. Beher A and Samuel J (2006) Social Watch in India: Citizens Report on Governance and Development, Pune : NCAS
4. Kettner, P and Moroney, Robert (2007) Designing and Managing Programs: An Effectiveness-Based Approach, University of Florida
5. Ledwith Margaret (2005) Community Development: A Critical Approach, Policy Press
6. Somesh Kumar (2002) Methods for Community Participation: A complete guide for practitioners, New Delhi : Sage Publication Vista
7. Donna Hardina (2013) *Innovative Approaches for Teaching Community Organization Skills* published by Routledge, New York.
8. Christopher A.J & Willium Thomas.A (2006) *Community Organization & Social Action*, Himalaya, Mumbai

SEMESTER -II					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW 202	SOCIAL WORK RESEARCH AND STATISTICS	4	0	0	4

COURSE OBJECTIVES

- To understand the scientific approach to human inquiry in comparison to the native or common sense approach in various aspects, of Social Work research process.
- To develop an ability to see the linkages between practice, research, theory and their role in enriching one another. conceptualize, formulate and conduct simple research
- To enhance knowledge conceptualization of a research strategy and problem; writing a research proposal; developing tools for collecting data; use of sampling, strategies for data collection, processing, presentation, analysis and interpretation; and writing research report etc.
- To develop attitudes conducive to participatory activities for civil society.

COURSE OUTCOME

The Student will be able to

CO1	Define the Social research and Social work research, outline the steps in research	Remembering and Understanding
CO2	Explain the Research design and Sampling techniques	Understanding
CO3	List the Sources of Data collection and recall the tools to be chosen	Remembering and applying
CO4	Analyze the data collected Interpret and discuss	Analysis, Evaluate and Create
CO5	Illustrate the statistical design for data analysis and compile data using computer applications	Understand and Create

UNIT – I**12 Hours**

Social Work Research: Meaning, definition, ethics, purpose of research, Social research and Social Work research. Scientific Method: Nature. Characteristics, purpose and steps in research process; **Formulation of Research problems, Review of Literature.**

UNIT – II**12 Hours**

Research Design and Sampling: Types: Exploratory, Descriptive, Diagnostic and Experimental. Mixed Methods in research. Hypothesis: Sources, Formulation, Attributes of hypotheses and types. **Sampling: Definition Principles, Types and procedures; population and Universe, measurement:** Meaning, levels of measurement: Nominal ordinal, interval and ratio; validity and reliability: meaning and types.

UNIT – III**12 Hours**

Sources and Methods of Data Collection: Sources: **Primary and Secondary; Research tools :** Observation and Survey methods, Interview guide, Interview schedule, questionnaire, FGD, Case Study. Pre-test and pilot study.

UNIT –IV**12 Hours**

Preparation of Research Proposal: Format processing of Data, Code book, Transcription, tabulation, Diagrammatic representation of data. Interpretation and analysis, Discussion; Report writing and Referencing; Applications and Limitations of Research in Social Work.

UNIT – V**12 Hours**

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 and Correlation; Meaning, types and uses: Karl Pearson's Coefficient of Correlation and Spearman's Rank Correlation. Computer applications: Special reference to Statistical Package for Social Science (SPSS)

Total Hours -60

REFERENCES

1. Crabtree, B. F. and Miller, Doing Qualitative Research, New Delhi: W. L. (Eds.) 2000 Sage Publications.
2. Denzin, Norman, K. & Handbook of Qualitative Research (II ed.), Lincoln, Y. S. (Eds.) 2000 New Delhi: Sage Publications.
3. Field, Andy. 2000 Discovering Statistics Using SPSS for Windows: Advanced Techniques for Beginning, New Delhi:Sage Publications.
4. Foster, J. J. 1998 Data Analysis Using SPSS for Windows:A Beginner's Guide, New Delhi: Sage Publications.

SEMESTER -II					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW203	SOCIAL POLICY AND WELFARE ADMINISTRATION	4	0	0	4

PREAMBLE

The course aims to develop management competencies to function in organizations, participate as a team member and understand the role of a Social Work programmes.

COURSE OBJECTIVES

- To gain knowledge nature, structure and development of social welfare organizations in corporate, public and voluntary sectors in the context of Social Work profession.
- To understand policies and procedures involved in establishing and maintaining human service organizations.
- To acquire skills to network and participate in the management of resources - human, material and environmental.
- To develop ability to analyze the practices applied in specific settings.

COURSE OUTCOME

The Student will be able to

CO1	Explain the sources and instrument of Social Policies and list the welfare programmes for weaker and vulnerable groups of the society	Understanding and Remembering
CO2	Define the Social Legislation as instrument of Social Change and Relate to prevent Social Problem	Remembering and Understanding
CO3	Demonstrate the functions of Social Work Administration	Understanding
CO4	Recall the administrative process and identify potential people to develop the welfare Institute	Understanding , Apply and Create
CO5	Interpret the Constitution and byelaws of the registered Social welfare organizations and build public relations for promotion of the organization.	Understand,Analyse and create

COURSE CONTENTS

UNIT I

12 Hours

Social Policy: Definitions, Need, Evolution and Constitutional base; Sources and Instrument of social policy, Welfare programmes for Women, Children, Youth, Aged, Destitute & differently abled (Institutional & Non-Institutional), Social Welfare Programmes for SCs & STs., Integrated Child Development Services, Social security schemes of Central & State Governments.

UNIT II

12 Hours

Social Legislation: Definition, Social Legislation as an Instrument of social change. Legislation related to Social Problem; Laws related to Marriage, Divorce, Adoption, Minorities, Inheritance and Guardianship , RTI,RTE and PIL Acts

UNIT III

12 Hours

Social Work Administration.- Meaning and definition. Administration- Meaning, scope & principles. Organization,. Management, Public Administration. Functions of Social Work administration. **Social Welfare Administration in India- National level & State level Social Welfare Department- Functions and Programmes. Organizational structure, Programmes of Central Social Welfare Board.**

UNIT IV

12 Hours

Administrative process in welfare institutions- Planning, Organizing, Directing, Staffing, Coordinating .Financial administration- Budgeting, Fund raising, Accounting, Auditing. Public relations & reports, maintenance of files, Enhancing the involvement and the potential of people in organization's executive boards, committees; professionals and other staff-relationship, communication, teamwork, and facilitating team building, supervision, and participation in training.

UNIT V

12 Hours

Non- Governmental organizations. Registration of Societies and Trusts., Constitution and byelaws. Societies Registration Act Factors motivating voluntary action. National & International voluntary agencies. Problems of voluntary organizations. Programme Development: **Programme management: long term, short term, and Documentation. Public Relations: Public relations need and its promotion**

by all in the organisation. Representing the organization, networking, public, corporate and voluntary sector, resource building, accountability, transparency, use of media for publicity.

Total Hours 60

REFERENCES

1. Choudhari, D. Paul. 1983 Social Welfare Administration, Delhi: Atma Ram and Sons.
2. Garain, S. 1998 Organizational Effectiveness of NGOs, Jaipur: University Book House.
3. Garain, S. Towards a Measure of Perceived Organizational Effectiveness in Non-government Organization, Mumbai: Indian Journal of Social Work, 54 (2), 251 -270.
4. Goel, S. L. and Jain, R. K. 1988 Social Welfare Administration: Theory and: Practice, Vol. I and II, New Delhi: Deep and Deep Publications.
5. Jackson, J. 1989 Evaluation for Voluntary Organizations. Delhi: Information and News Network.

SEMESTER -II					
Subject Code	Subject Title	Category			
		L	T	P	CREDITS
YSW204	CORPORATE SOCIAL RESPONSIBILITY	4	0	0	4

Course Objectives

- To equip individuals with knowledge and skills undertaking Corporate Social Responsibility.
- To develop competencies for effective field interventions, research and management of CSR interventions.
- To develop an insight into present CSR strategies of model business organization.
- To enable students with conceptual clarity on need, purpose and relevance of research applicability in CSR practice.

COURSE OUTCOME

CO1	Illustrate the concept and its Importance of CSR towards society	Cognitive	Understanding
CO2	Summarize the guidelines for CSR Reporting and Analyze the practices adopted by the companies with respect to CSR	Cognitive	Understanding Analyzing
CO3	Make the use of CSR towards stakeholders	Cognitive	Applying
CO4	Criticize the role of Social Worker, NGO's and HR Professional in implementing CSR towards Corporate, Civil and Public Governance.	Cognitive	Evaluating
CO5	Elaborate the recent trends in CSR and train the students to develop effective CSR strategy for community upliftment.	Cognitive	Creating Applying

COURSE CONTENTS

UNIT-I

12 Hours

Corporate Social Responsibility – Concept, importance of CSR, Carroll’s pyramid of CSR, methods and scope of CSR – History of CSR, Developmental Phases of CSR, Business Ethics & Corporate Social Responsibility, CSR in Emerging Economies of the world.

UNIT-II

12 Hours

Corporate Transitions and CSR-SEBI Guidelines for Corporate Social Responsibility Reporting, Provisions for CSR in Companies Act 2013: Definition, CSR Activities, CSR Committees, CSR Policy, CSR Expenditure, CSR Reporting, Display of CSR activities on its website. Understanding the thrust areas mentioned in schedule IV of the Companies Act 2013, Understanding the practices adopted by companies with respect to CSR Committees, activities and policy.

UNIT-III

12 Hours

CSR towards Stakeholders- Shareholders, Creditors and Financial Institutions, Government, Consumers, Employees and Workers, Local Community and Society, CSR and environmental Concerns -Designing CSR Policy- Factors influencing CSR Policy, Stake holders and Social Preferences: Customer, Employees, Communities, Investors.

UNIT- IV

12 Hours

CSR governance and CSR roles: Public Governance; Corporate Governance; and Civic Governance. Role of Government and NGOs in CSR, Role of NGO’s and International Agencies in CSR, Integrating CSR into Business, Role of HR Professionals in CSR, Role of Social workers in CSR, CSR Programmes in India and Abroad, Future of CSR.

UNIT – V

12 Hours

Recent trends in CSR; Transparency, Trust, community engagement, accessing new markets responsibly, initiatives to engage companies, standing Up for Social Injustices, Cross-Company Collaboration, Activism Spurs Results, Industries Leading on Key Issues, Companies Leverage Unique Assets for Disaster Relief, Solid and Liquid Waste Management, Smart villages, digital learning etc.,

Total Hours 60

References

1. Balachandran & Chandrasekaran, *Corporate Governance & Social Responsibility*, Prentice Hall, 2010.
2. Baxi C.V. and Prasad Ajit (2005): *Corporate Social Responsibility*, Excel Books.
3. Case study on Corporate Social Responsibility. – Vol. – I [ICFAI Business School Case Development Centre.] Vara Vasanthi ICFAI Books, Hyderabad.
4. Johnson, H.H. *Business in contemporary society-framework & issues*, Wadsworth Publishing Co Ltd
5. Madhumita Chatterji, *Corporate Social Responsibility*, Oxford University Press
6. Philip Kotler and Nancy Lee, *Corporate social responsibility: Doing the most good for company and your cause*, Wiley, 2005.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW301A	COMMUNITY HEALTH	4	0	0	4

PREAMBLE

This course aims to provide awareness about health and Public health problems, Communicable and Non-Communicable diseases and also to enable the students to learn and develop skill in order to apply the practice of social work in Community health settings.

OBJECTIVES

- To understand the concept of Community Health and Healthcare Delivery systems.
- To enhance knowledge on causes, prevention and treatment of major Communicable and Non-Communicable diseases.
- To develop sensitivity towards the role of Social worker in health issues of School going Children, Occupational health issues, family planning and the importance of health education.
- Critically review the functioning of the public health system.

COURSE OUTCOME

The Student will be able to

CO 1	Explain the concept of Public Health and recall comprehensive health indicators	Understanding and Remembering
CO 2	List the communicable and non-communicable diseases	Remembering
CO 3	Classify the Health care delivery system at various levels of health services	Understanding
CO4	Identify the health problems , recommend techniques and strategies adapting professional role as social worker	Applying, Evaluating and creating
CO 5	Assess the community health needs and relate the community health services	Understanding and Evaluating

COURSE CONTENTS

UNIT – I

12Hours

Concepts: Health, Public health, comprehensive Health Care - Factors influencing health. Social and preventive Medicine-Comprehensive health indicators –Vital Health Statistics.

UNIT – II

12Hours

Major Communicable Diseases: Etiology, Symptoms, Transmission, Treatment & Prevention of Swine flu(H1N1), T.B, STI, HIV, Polio, Malaria, Cholera and Typhoid. Non-Communicable Diseases: Cancer, Diabetes, Heart Disease, Asthma, Nutritional Disorders.

UNIT – III

12Hours

Health Care Delivery Systems: National & and State Levels, Primary, Secondary and Tertiary health services, Salient Features of Legislation related to MTP Act.

UNIT - IV

12Hours

Health Problems and Education: School Mental Health, Occupation health Geriatric Health Problems. Health Education: Meaning and importance and principles, Techniques and Strategies for Various Community and Groups. Family Planning: Importance, Methods and Role of Social Workers.

UNIT – V

12Hours

Community Health: Assessing community Health Needs, Management of Community Health Services –Health insurance Schemes - Multi Disciplinary Team: Role and Function. Organization and implementation of community health services, Supportive supervision, Referral services, Role of Social Workers in betterment of Community Health.

Total 60 Hours

REFERENCE:

1. Park, J.E&ParK: Textbook of preventive and Social Medicine; Jabalpur Mrs.Banashidas, 1983
2. Kumar R.Social and Preventive Health administration, Asia Publication House, NewDelhi, 1992.
3. Goel, S.I.Public Health administration, Sterling Publishers, New delhi, 1984.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW302A	MENTAL HEALTH	4	0	0	4

PREAMBLE

This course aimed to be inspired and use inner wisdom to work in the field of mental health. To learn about the concepts related to mental health, mental illness and theoretical underpinnings related to it. To plan psycho-social interventions in preventive, primitive and curative services that work towards enhancing the dignity of persons living with mental illness and for social justice.

OBJECTIVES

- To understand the concept of Mental Health and Trace the historical development of medical social work in India and abroad.
- To acquire knowledge about mental health problems among Children, Adolescents and Women.
- To develop skills like interviewing, taking case history for psychiatric assessment, psycho social and multi dimensional assessment.
- To develop ability for Social Workers to practice, apply and render rehabilitation services for mental handicapped.

COURSE OUTCOME

The student will be able to

CO 1	Illustrate the concept of Mental Health and its historical development in India and abroad.	Cognitive	Understanding
CO 2	Classify the mental health problems and relate to the various services of mental health	Cognitive	Understanding
CO 3	Identify the mental disorder and make use of psychiatric assessment through psychosocial diagnosis.	Cognitive	Applying
CO 4	Identify the causes and treatment of psychiatric illness	Cognitive	Applying
CO5	Develop ability for Social Workers to practice, apply and render rehabilitation services for mentally handicapped.	Cognitive	Understanding & Applying

COURSE CONTENT

UNIT – I

12 Hours

Historical Development: Concept of Mental Health, Mental Illness and Mental disorders. Attitudes and Beliefs(Myths & Misconceptions) pertaining to Mental illness in ancient, medieval and modern times; Concept of Normality Abnormality and Mental Health.

UNIT – II

12 Hours

Classification of Mental Illness: DSMIV and ICD-10, Mental Health Problems among Children, Adolescents and Women. District Mental Health Programme - History, importance and Applications.

UNIT - III

12 Hours

Psychiatric Assessment: Interviewing-Case History taking and Mental Status Examination, Psychosocial and Multidimensional Assessment of mental disorder in psychiatric social work and psychosocial diagnosis.

UNIT - IV

12 Hours

Psychiatric Illness: Symptoms, Etiology, diagnosis, Prognosis and management of Psychosis, Neurosis, Psychosomatic disorders. Symptoms, Causes and Treatment of minor and major mental illnesses, Culture bound Syndromes, Sexual deviations, alcoholism and drug dependence and suicide. Childhood disorders, scholastic Back wardness-Attention Deficit Disorder-Learning Disorders.

UNIT - V

12 Hours

Mental Handicap: Definition, Clinical types, causes, Prevalence, Psycho-Socio Intervention, Mental Health Act, Mental Retardation, Cerebral Palsy, Autism, Epilepsy, ADHD and Role of Social Workers.

Total Hours 60

REFERENCES:

1. Eden D.J.: Mental handicap-An Introduction Georgellen & unnin, London,1976
2. Gaind R.N Hudson B.L Current themes in Psychiatry, Mc.Millan, 1976.
3. Zigler, Edwards: Understanding mental retardation, Cambridgeuni. press, London,1986

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW303A	MEDICAL SOCIAL WORK	4	0	0	4

PREAMBLE

This course aimed to understand the concept, nature and Scope of medical social Work in India and Abroad. To learn about the structure, department and administrative set up of Hospitals and also find out the scope of social work profession and its importance in Hospitals. To plan social rehabilitation for differently able.

OBJECTIVES

- To understand the concept, role and functions of Medical Social work.
- To acquire the knowledge with respect to the inter-disciplinary approach for the persons with psychological problems.
- To enable the students to develop skills and techniques for effective social work practice in field of Health.
- Identify the scope and apply the social work methods in different hospital settings

COURSE OUTCOME

CO1	Define Medical Social Work and illustrate the practice of medical social work methods in hospital setting	Cognitive	Understanding
CO2	Outline the various implications of illness disability and hospitalization for the patient	Cognitive	Understanding
CO3	Classify Hospital as a formal organization and explain the administrative procedures of medical social work department	Cognitive	Analyzing Evaluating
CO4	Identify the causes and types of Physical handicap and assess the role of MSW in rehabilitation	Cognitive	Analyzing Evaluating
CO5	Explain the role of Medical Social Worker in various hospital settings.	Cognitive	Understanding

COURSE CONTENT

UNIT - I

12Hours

Medical Social work: Definition, Nature, Scope; the Roles and function of a medical social worker; Historical development in India and abroad; practice of medical social work methods in Hospital settings; Their needs and importance in working with patients and families: Scopes and limitations of practice.

UNIT - II

12 Hours

Psychological, Social, Economic implications of illness disability and hospitalization for the patients - Patient as a whole person - Psychosomatic Approach - Multidisciplinary Team work - Needs importance and principles Role of Social work as a member of team.

UNIT – III

12 Hours

Hospital as a formal Organization, its Goals, Technology, Structure and Functions, Departments, Administrative procedures of medical social work Department:: Staffing, Organization and Functions, Extensional services - Public Relation.

UNIT - IV

12 Hours

Impairment, Disability and Handicap: Causes, Types and Classification of Physical handicap: Orthopedic disability, Visual handicap, Aural impairment and Speech disability - Physical medicine, Physiotherapy, Occupational Therapy, Rehabilitation: Definition, concept principles and process; Role of the medical social worker in rehabilitation.

UNIT – V

12 Hours

Role of the Medical Social Worker in the following settings: Out Patient Unit, Intensive Care Unit, Pediatric ward, Maternity ward, Abortion clinic, Family planning centers, STD clinic, HIV Clinic, Orthopedic centre, Cardiology department, Blood bank, Hansenorium and Cancer Institute. Major health concerns for disadvantaged groups

Total Hours 60

REFERENCE:

1. Park, J.E & Park: Textbook of preventive and Social Medicine; Jabalpur, Mrs.Banashidas, 1983.
2. Kumar,R. Social and Preventive Health administration, Asia Publication House, NewDelhi, 1992.
3. NewDelhi, 1992.
4. Goel, S.I. Public Health administration, Sterling Publishers, New Delhi, 1984.
5. WHO: Social Dimensions Of Mental Health, Geneva, WHO, Publications, 1981.
6. Banerjee G.R.: Social Service Department in hospitals – its organisations and functions, TISS, Bambay, 1950.
7. Goel, S.L. Public Health Administration, Sterling Publishers, New Delhi, 1984.
8. Goldsteine Dora : Expanding Horizons in Medical Social work; University of Chicago press, 1955.
9. Kumar R : Social and Preventive health administration, Asia Publishing House, New Delhi – 1992.
10. Minna Field : Patients are people, Columbia University Press, new Yori, 1953.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW304A	PSYCHIATRIC SOCIAL WORK	4	0	0	4

PREAMBLE

This course aimed to understand the concept, nature and Scope of Clinical social Work in India and Abroad. To learn about various therapeutic intervention used in Psychiatric illness. To plan Psychiatric rehabilitation using Social Work methods and practice.

OBJECTIVES

- To understand the concept, role and functions of Clinical Social work.
- To acquire the knowledge with respect to therapeutic interventions in Psychiatric illness.
- To enable the students to develop skills and techniques for effective social work practice in field of Clinical Psychology.
- To learn skills of Social Work intervention and ability to work in Clinical settings.

COURSE OUTCOME

CO1	Outline the historical development of Psychiatric Social Work in India and abroad as well as recall the Indian view of indigenous practices of Mental health	Cognitive	Understanding
CO2	Construct the therapeutic intervention for Psychiatric Illness	Cognitive	Applying
CO3	Elaborate the theoretical framework for Counseling	Cognitive	Creating
CO4	Asses the scope of Psychiatric Social Work Practice in different settings	Cognitive	Evaluating
CO5	Analyze the role of Social Work in rehabilitation of psychiatric patients.	Cognitive	Analyzing

COURSE CONTENTS

UNIT – I

12 Hours

Psychiatric social work: Definition, recent trends and scope, Historical development in India and Abroad - Indian view of mental health and indigenous practice Implementation of Case work, Group work and Community organization in the Psychiatric settings - .Limitation and difficulties faced in psychiatric social work practice.

UNIT – II

12 Hours

Therapeutic intervention in psychiatric illness: Cognitive Therapy, Individual and Group Psychotherapy, Family Therapy, Marital Therapy, Behavior Therapy, Chemotherapy, Psycho surgery and Mega Vitamin Therapy, Occupational Therapy.

UNIT – III

12 Hours

Theoretical framework for counseling: Psychoanalytic Theory , Transactional Analysis, Client Centered Therapy, Gestalt Therapy, Rational Emotive Therapy, Existential Therapy and Adlerian Therapy.

UNIT – IV

12 Hours

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

1. Psychiatric OPDs
2. Psychiatric specialty clinics
3. De-addiction centers
4. Child Guidance Clinics

UNIT – V

12 Hours

Rehabilitation of psychiatric patients: Roles if the social worker in rehabilitation-planning mobilization, reintegration of the patient in the family and community; Roles of the psychiatric social worker in team work - Concepts of: Therapeutic Community - Partial Hospitalization - Day care centers - Half way homes - Sheltered workshop, on line services.

Total Hours 60

REFERENCES

1. Verma, Ratna, psychiatric social work in India, sage pub, New Delhi, 1991.
2. Masserman, Jules H. et al. Hand book of Psychiatric therapies, Jasan Aaronsoninc,1973.
3. Dickson, Clifford Martha: social work practice with the mental retarded, collier Mac Millan, 1981.
4. Singh H.G Psycho therapy in India, National Psychological Association, 1977.
- 5 Gordon, Paul,L. & Lenz R.J :Psychological treatment of chronic mental patients, Harvard Uni,press,London,1977.
6. Kaplan Harold, et.al: Comprehensive text book of psychiatry, Williams & Wilkins, Vol. I, II& III, 1980.
7. Garland, Margaret: The other side of Psychiatric care, MacMillan, 1983.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW301B	RURAL AND TRIBAL COMMUNITY DEVELOPMENT	4	0	0	4

PREAMBLE

This course aims to introduce the learner about the programmes of tribal and rural development, and the importance of social work practice with tribal and rural communities.

OBJECTIVES

- To develop an understanding of characteristics and problems of Rural and Tribal Communities.
- To acquire the knowledge about the contributions of Governmental and Non-Governmental Organization for rural and tribal development.
- To enable the students towards the functions of Panchyathi raj institution with special reference to Tamil Nadu.
- Gain Knowledge about the application of Social Work among the Rural and Tribal Communities.

COURSE OUTCOME

The student will be able to

CO 1	Demonstrate the characteristics of Rural community and relate rural problems and its implications.	Cognitive	Understanding & Remembering
CO 2	Demonstrate the characteristics of Tribal community and relate tribal problems and outline the constitutional provision	Cognitive	Understanding & Remembering
CO 3	Explain the structure of Rural and Tribal development and list the functions of Panchayathi raj system	Cognitive	Understanding & Remembering
CO 4	Relate the developmental programmes of Governmental and Non-Governmental Organization for rural and tribal development.	Cognitive	Remembering
CO 5	Apply the Social Work methods and discuss the role of Voluntary agencies in Rural and Tribal development programmes.	Cognitive	Applying & Creating

COURSE CONTENT

UNIT – I

12 Hours

Rural Community: Meaning, Characteristics. Rural Problems and their implications: Poverty, illiteracy, unemployment and problems related to agriculture. Community Development: Definition, Objectives, Philosophy and Principles. Rural Community Development in India. Extension Education: Meaning, Definition, Characteristics, Philosophy, Objectives, Principles, Approaches, Methods and Limitations. Contemporary Approaches: Community Driven Development (CDD), Asset Based Community Development (ABCD).

UNIT – II

12 Hours

Tribal Community: Definition, Characteristics of the Tribal community -Nomadic and Denotified tribes - Major Indian tribes and tribes in India and Tamil Nadu – Tribal Sub Culture, Socio economic conditions; Health, Cultural and Religious practices, Belief system about health and food, Status of women, Dress, Food, & Marriage-polygamy, Polyandry and Dormitory marriage; Tribal leadership, Political participation, Tribal Movements; Constitutional Provision for the protection of tribes - Problems of tribes (Child Marriage, poverty, III- health, literacy and atrocities on tribes).

UNIT- III

12 Hours

Rural and Tribal Development Administration: Administrative structure for rural & tribal development, Central and State level Panchayati Raj; Evolution and functions of Panchayats Raj System - Salient Features of 73rd amendment - Cooperative movement in India: Principles, Characteristics, Types and functions of Cooperative - Rural Development Agencies - Participation in people's sustainable development. Functions of Tribal Development Blocks Agencies; Research and Training in Tribal Development.

UNIT - IV

12 Hours

NGOs in Community Development: Livelihood Promotion (INGO's) - Watershed, Health Education - Water & Sanitation – MGNREGA- Women Empowerment –Strengthening of SHGs through their promotion as Federations and Co-operatives. Current developmental programmes for Rural and Tribal welfare.

UNIT - V

12 Hours

Critical Review of Rural and Tribal Development Programmes: Application of social work methods and role of social workers - Role of voluntary Agencies in rural and tribal development - Review of five year plans for Rural & Tribal Development.

Total Hours 60

REFERENCES:

1. Arun Ghosh Planning in India, New Delhi: Sage(1992).
2. Joseph M.K Modern Media and Communication, New Delhi: Anmol(2000).
3. Kumar, Aravind Encyclopedia of Decentralized Planning and Local Self Government, New Delhi: Anmol(2000).
4. Kumar, Arun, Agriculture Development, Today & Tomorrow, New Delhi: Anmol, (2000).
5. Laxmidevi Planning for Employment and Rural Development, New Delhi: Anmol(1997).
6. Maheswari.S Rural Development in India - A Public Policy Approach, New Delhi: Sage(1985)
7. Mascarentas (1988) A strategy for rural development, New Delhi : Sage(1988) .
8. Mathur.B.L Rural Development and Cooperation, Jaipur: RBSA Publishers.(1996).
9. Oakly, Perter etal, Projects with people: The Practice of participation in rural (1991)
10. Rahul Mudgal Economic Dimensions of Rural Development, New Delhi: Sarup&sons Rajeswar(1996)

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW302B	URBAN COMMUNITY DEVELOPMENT	4	0	0	4

PREAMBLE

This course aims at introducing the learner on the programmes for urban social systems and the importance of social work practice with urban communities.

OBJECTIVES

- To understand Urban Social system and their problems and the change process in the community.
- To gain knowledge on the issues and their implications in the urban communities.
- To acquire the skills of intervention of community workers.
- Gain Knowledge about the application of Social Work in Urban Social systems.

COURSE OUTCOME

The Student will be able to

CO 1	Define the characteristics of Urban community and explain the trends in urbanization process.	Remembering and Understanding
CO 2	Illustrate the theories of urbanization and list the problems of urban areas	Remembering and Understanding
CO 3	Explain the process, method of urban community development and plan for community participation	Understand and Applying
CO 4	Recall the administrative structure and outline the role of voluntary agencies in the Urban development	Remembering and Understanding
CO 5	Name the urban community development programmes and apply the social work methods	Remembering and Applying

COURSE CONTENT

UNIT - I

12 Hours

Urban Community: Meaning, Characteristics, Rural- Urban Contrast. City- Meaning, Classification, Trends in Urbanization Process. Migration: Meaning types and Theories.

UNIT – III

12 Hours

Urbanization And 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.

UNIT – III

12 Hours

Urban Community Development: Definition, Objectives and Historical Background; Approaches, Principles, Process and Methods of Urban Community Development, Welfare Extension Projects of center Social Welfare Board, Urban Development Planning: Legislation Relating to Urban Development (urban Land ceiling Act, Salient Features of 74th Amendment Town and Country Planning Act, Nagarpalika Act and Tamil Nadu Slum Clearance and Improvement Act) Community Planning and Community Participation.

UNIT – IV

12 Hours

Urban Development Administration: National, State, Local Levels; Structure and Function of Urban Development Agencies; Urban Services and Urban Deficiencies; Metropolitan Development Authorities, Housing and Urban Development Corporation (HUDCQ); Housing Board, Role of voluntary Agencies in Urban Development.

UNIT – V

12 Hours

Urban Development Programme: Five Year Plans and Urban Development: Madras Urban Development Projects (MUDP) I & II; Tamil Nadu Urban Development Project (TNUDP); Urban Basic Services Programme (UBSP), Nehru Rozgar Yojana (NRY). Tamil Nadu Slum Clearance Board, Problems in Implementation of Urban Community Development Programmes. Role of Community Development Worker-Application of Social Work Methods in Urban Development.

Total Hours 60

REFERENCES

1. Aray and Abbasi Urbanization and its Environmental Impact, Discovery pub. New Delhi, 1995
2. Diddee, Jayamala Urbanization – Trends, Perspectives and Challenges, Rawat (1993)
3. Thudipara, Jacob Z. (Reprint 2017) Urban Community Development, Rawat publications, New Delhi
4. Array & Abbasi Urbansation and its Enviromental Impacts Discovery Pub, New Delhi. Clinard(1995),
5. Marshall bSluum and Community Development, The free Press, New Yourk(1970).
6. Development-its Implication for Social Welfer(ed), Columbia uni.Press, New York
7. Diddee, Jayamals Urbanisation-Trends, perspectives and challenges, Rawat pub.Jepur(1993)
8. Mitra, Arup Urbansation, Slums, Informal sector employment and poverty, B.R.Pub(1994).
9. Ramachandra Urbanisation and Urban system in India,Oxford University press, New Delhi(1989).
10. Stanly, Selwyn Social problem and Issues; Perspective for intervention, Allied Pub, New Derlhi(2005).

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW303B	PROJECT MANAGEMENT	4	0	0	4

OBJECTIVES

- To acquire a theoretical frame of project preparation and its various stages in implementation.
- To enable the students to understand the PRA techniques in formulating a project proposal and to impart skills in participatory project planning.
- Develop a scientific research temperament in exploring the current trend emerging in the project preparation and implementation.
- Gain Knowledge about the resource mobilization and apply that in fund raising

COURSE OUTCOME

The Student will be able to

CO 1	Illustrate the importance of Project Management	Understanding
CO 2	Identify the problem and compile a project report	Applying and creating
CO 3	Choose the methods, adapt techniques for planning and implementation of the project	Applying and creating
CO 4	Apply participatory method of collecting information and formulate project proposal	Applying and creating
CO 5	Outline the techniques of Fund raising and explain the statutory requirement while raising funds.	Understanding and Evaluate

COURSE CONTENT

UNIT – I

12 Hours

Introduction to Project Management: Objectives, Scopes, Importance and Methodology. Micro and macro level Planning.

UNIT – II

12 Hours

Project Dimensions: Identification and formulation Details Project Report(DPP) Project Appraisal: technical, economic and financial feasibility.

UNIT – III

12 Hours

Planning and Management of Implementation of Projects: Project Cycle Management-Goal oriented programme planning-Log Frame, Resource Scheduling-Activity planning Network Analysis, Monitoring and evaluation; Programme Evaluation review Technique(PERT) and Critical path Method(CPM)

UNIT – IV

12 Hours

Participatory Management: PLA, RRA, Participatory Rural Appraisal(PRA), Participatory Learning action-Participatory evaluation. Proposal Writing-World Bank projects, ICSSR, Action AID.

UNIT – V

12 Hours

Resource Mobilization: Principles, Skills and Techniques in fund raising, Statutory Society and Trust; Foreign Contribution Regulation Act.Conventional methods and Contemporary techniques; Crowd Funding, Role of Corporate Funding for Development Organizations and

REFERENCES

1. Concept and Practices Section edition , Allyn and bacon inc.,Boston, 1983.
2. Mishra S.N.: Rural Development Planning-Design and methods, Satvacur pub New Delhi,
3. Chandra Prasanna: Project: Preparation, Appraisal, Budgeting and implementation, Tata Mc
4. Graw Hills, New Delhi, 1988.
5. Jerome Wiesfd. & Ferdinand Levy K.: Management Guide to PRET / CPM, Prencite Hall,
6. New Delhi, 1988.
7. Baum Warren C. & Tolbert, Stokes M. : Investing in Development – Lessons of World Bank experiences, Oxford Uni. Press, New York, 1985.
8. Casley D. J. & Wury D. A :Monitoring and Evaluation of Agriculture and Rural development Projects, John Hopkins, Baltimore, 1982.
9. Chandra Prasanna : Project Preparations , Appraisal , Budgeting and Implementation , Tata Mc. Raw Gills , New Delhi 1988.
10. Choudry Sadhan : Project Scheduling and Monitoring in Practice, South Asian Pub., New Delhi ,1988.
11. Jerome Wiesf D. & Ferdinand Levy K. : Management Guide to PERT / CPM, Prentice Hall, New Delhi, 1988.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW304B	DEVELOPMENT COMMUNICATION	4	0	0	4

PREAMBLE

This course aims at introducing the learner of the programmes to understand the importance of communication for effective Social Work Practice.

OBJECTIVES

- To provide the required knowledge to understand the importance of communication for effective social work practice.
- To inculcate communication skills among social work trainees.
- To understand the importance and the role of media for effective communication.
- To understand the need and importance of developmental communication.

COURSE OUTCOME

CO 1	Explain the importance of communication, classify the channels and stages of communication	Understanding
CO 2	Based on target group relate the methods of communication for effective communication.	Remembering
CO 3	Recall the theories and models of communication	Remembering
CO 4	Select Suitable approaches for different target groups	Applying
CO 5	Relate the Social implications of mass communication and barriers in communication	Understanding

COURSE CONTENT

UNIT – I

12 Hours

Communication: Meaning, Definition, Scope and purpose; elements of communication; principles of effective communication; Communication Process; Channels and stages of communication, skills and techniques of communication; Postulates of communication.

UNIT – II**12 Hours****Methods of Communication:**

Interpersonal communication, Group communication and Mass communication; Types; **Mass communication** Meaning, Development and Scope; Role of mass media in National Development, Limitations in the use of mass media in India.

UNIT – III**12 Hours**

Theories and models of Communication: Communication Theories: Magic Bullet, Needle, Spiral Theories Communication Models: Aristotle's, Lasswel's, Newcomb's, David Berlo's and SMCR Model; Transactional Analysis and Conflict Resolution.

UNIT – IV**12 Hours**

Selection of Suitable Approaches for Different Target Groups: Audio Visual Aids: Types and its uses; Folk media :Puppet Shows, Drama Street play, Folk Dance, use of talks meeting, Conference, Campus; Campaign: Communication through leaflets, Pamphlets, Bulletins, Circulars, Posters and notice boards. **Role of Field Publicity Office. E-posters, App based communication and Online Campaigning through Social Media and Social Networking Sites.**

UNIT – V**12 Hours**

Communication; Research: Steps and Approach: Satellite Instructional Television Experiment (SITE); Aims and objectives: Satellite Communication for National Development; Community Radio; Social implications of mass communication; Barriers to communication.

Total Hours 60

REFERENCES

1. Mansion, gurmeell: Dictionary of journalism and mass communication, Hanam Pub. New Delhi, 1990.
2. Harton Paul et.al: the mass media and the village lige, sage pub., New Delhi, 1989.
3. Dahama O.B. & Bhatnagar O.P.: Education, communication for development, Oxford & IBH New Delhi,1994.
4. Pokharapukar: Rural development and community television, concept pub., New Delhi, 1993.
5. Mahajan,Kamlesh: Communication and society, classical pub New Delhi, 1990.
6. Patnakar, pandit & Lilia Day: Social communication and family planning, Orient Longman, New Delhi, 1973.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW301C	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	4	0	0	4

PREAMBLE

The main objective of this course is to prepare young graduates for management and administrative positions in various industrial, businesses, governmental/non governmental organizations and service sector organizations.

OBJECTIVES

- Understand the concept, function and the importance of HRM and HRD
- To provide an in-depth knowledge on the process of Human Resource Development and Human Resource Management.
- Develop managerial skills in different functional areas of Management.
- Develop the competence to evolve the problem-solving approaches by applying conceptual and behavioral skills.

COURSE OUTCOME

CO1	Illustrate the Management concepts and make up the modern management techniques for effective and efficient utilization of resources	Cognitive	Understanding Creating
CO2	Identify the demand forecast of Human Resources and design the training and development for Human Resources	Cognitive	Applying Creating
CO3	Interpret the various functions of Human Resource Management	Cognitive	Understanding
CO4	Explain the concept of Compensation Management and perceive the essentials of Sound wage policy, structure and taxation.	Cognitive	Understanding Evaluating
CO5	Analyze the Scope, relevance and application of Social Work methods in Industrial sectors	Cognitive	Analyzing

COURSE CONTENT

Unit – I

12 Hours

Management and Human Resource Management; Management: Definition, Schools of management thought. HRM: Definition, objectives, characteristics, Scope, Evolution and Function, Duties , responsibilities, qualities and challenges of Human Resource Manager for 21st century. **Modern Management Techniques:** Job rotation – job enlargement - Job enrichment. Managing the dejobbed world, Competency mapping

Unit – II

12 Hours

Human Resource Planning: HRP in industry, Meaning, definition, importance and need for human Resource Planning, **HRD** - Concept , objectives, process, and mechanism for HRD, Principles in designing HRD system. HRD at different levels; areas of HRD; HR Information System. **Training and Development:** Meaning, need, importance, types: on the job and off the job training, Distinction between Training and Development – Types of training and development – Training need analysis - Systematic approach to Training and Development – Evaluation of Training

Unit – III

12 Hours

Human Resource Function: Recruitment, Selection, Induction & Placements, Promotion, Transfer, Job analysis. Performance appraisal- Traditional and Modern methods; Team and Customer-Pitfalls in Performance Appraisal – Potential appraisal; measurement of performance , evaluation and correction of performance, job analysis ; Discipline and Disciplinary procedure, Personnel Records and personnel Research, HR Accounting, HR Audit, VRS.

Unit – IV

12 Hours

Compensation Management: Job evaluation- assessing job worth and developing wage structures. Wage and salary administration, Wage policy, Wage boards: Incentives, Performance based pay & Employee benefits; Executive compensation and International compensation. Personal taxation, Current trends in compensation management- ESOP.

Unit – V

12 Hours

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 families of the industrial workers; meaning, scope, relevance, advantages & disadvantages.** **Conflict: meaning, types of conflict and management of conflict.** People Capability Maturity Model (PCMM)-meaning, objectives, levels, process areas.

Total Hours 60

REFERENCES:

1. Dynamics of Industrial Relations – Dr. C.B. Mamoria, Dr. Satish Mamoria & S.V. Gankar – Himalaya Publishing House, 2003
2. Human Resources & Personnel Management – K.Aswhathappa – Tata McGraw Hill publishing Co. Ltd. 2008
3. Mamoria , C.B. , : Personal management : Management of Human Resource, Mumbai, Himalaya Publishing House C, 1991.
4. Performance Management: Concepts and skills and Exercises by Cardy Robert (PHI), 2011
5. Personnel & Human Resource Management – P. Subba Rao – Himalaya Publishing House, 2009
6. Personnel Management and Industrial Relations – N.G. Nair, Latha Nair – S. Chand Company Ltd., New Delhi C 1999).
7. C.B.Gupta Human Resource Management Text and cases – Sultan Chand & Sons Revised Edition 2018.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW302C	LABOUR WELFARE AND LABOUR LEGISLATIONS	4	0	0	4

PREAMBLE

To provide an in-depth knowledge on Labour Welfare, types, theories and its growth in India. To review the salient features of labor legislation. To understand the scope of Social Work practice in the Indian industry.

OBJECTIVES

- To understand the legal provisions relating to different industrial settings
- To gain Knowledge about Labour legislation and Labour Welfare
- To acquire the skills of working with organized sector.
- To apply the knowledge of Social Work methods and approaches in different industrial settings.

COURSE OUTCOME

CO1	Illustrate the concept of Labour welfare and programmes and develop suitable social work intervention for labour problems.	Cognitive	Understanding
CO2	Demonstrate an advanced understanding of Legal provisions and rules which regulate the Indian work relationship.	Cognitive	Understanding
CO3	Summarize the important provisions of Employment Legislation in reference to Industrial Embellishment Standing orders Act, Employment Exchange Act and Contract Labour Act	Cognitive	Understanding
CO4	Organize the important provisions of Social Security Legislations and Justify its benefits to Work groups.	Cognitive	Applying Evaluating
CO5	Summarize the important provisions of Wage Legislations in reference to Payment of Wages Act, Minimum Wages Act, Equal Remuneration Act and the Bonus Act	Cognitive	Understanding

COURSE CONTENT

UNIT – I

12 Hours

Labour Welfare: Concept, principles, theories, growth of Labour welfare in India; types of welfare; Labour problems: Absenteeism addiction, indebtedness, family distress and social work intervention. Labour welfare programmes: Statutory and Non – Statutory. Labour welfare officer: Status, role, duties function and workers education.

UNIT – II

12 Hours

Labour legislations in India: Factories Act 1948, The plantation labour Act 1951, Indian Mines Act 1952, and Apprentices Act 1961. **Labour Relations Legislations:** The Trade Union Act 1926, Tamil Nadu Shops and Establishment Act 1947, Tamil Nadu Industrial Establishment (National and Festival holidays) Act 1951.

Unit – III

12 Hours

Employment Legislations: Industrial Disputes Act 1947, The Industrial Employment (Standing orders) Act 1946, The Employment Exchange (compulsory notification of vacancies) Act 1959, The Contract Labour Regulation & Abolition Act 1950, Conformation of Permanent Status Act.

Unit – IV

12 Hours

Social Security Legislations: Workmen's Compensation Act 1923, Employees State Insurance Act 1948, Employees Provident fund Act 1952 including the Pension Scheme 1995. The Maternal Benefit Act 1961, Payment of Gratuity Act 1972, Tamil Nadu labour welfare fund.

Unit – V

12 Hours

Wage Legislation: The Payment of Wages Act 1936, The Minimum wages Act 1948, The Payment of Bonus Act 1965, The Equal Remuneration Act 1976.

REFERENCES:

1. Desai. R.: Constitutional & Labour laws in India, Dolia B.R labour and Industrial Law, Drient Law House, New Delhi, 1982
2. Pant S.C. Principles of labour welfare, Gupta Brothers, Vishakapattnam, 1968.
3. Prasad NGK., Factories law and rules applicable to TN state Vol. I, II, III. IV Madras Book Agency, 1978
4. C.B.Gupta - Human Resource Management Text and cases – Sultan Chand & Sons Revised Edition 2018.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW303C	ORGANIZATIONAL BEHAVIOUR	4	0	0	4

OBJECTIVES

- To impart knowledge about individual, group and organizational dynamics and their consequences,
- To make clear the concepts and approaches that help in developing models or systems that support human ingenuity.
- To acquaint the students with the knowledge of theories and practices that govern human behavior at work,
- To help the learner understand the value and worth of human resources in an organization.
- To enable the students to become aware of their communication skills and sensitize them to their potential to become successful managers.
- To gain self-confidence and healthy self-respect while retaining respect for other's rights.
- To understand the application of Transactional Analysis in several areas of employee management.

COURSE OUTCOME

CO1	Demonstrate the applicability of the concept of Organizational Behaviour to understand the behavior of people in the organization.	Cognitive	Understanding
CO2	Analyzing the complexities associated with management of individual behavior and Group behavior in the Organization	Cognitive	Analyzing
CO3	Outline the organizational Dynamic in reference to Change Management and Development	Cognitive	Understanding
CO4	Appraise their ability to manage, lead and work with other people in an organization setting.	Cognitive	Evaluating
CO5	Illustrate the meaning and characteristics of Organization culture and identify the role of leaders in developing culture.	Cognitive	Understanding Applying

COURSE CONTENT

UNIT – I

12 Hours

Organizational Behavior: Definition and theoretical framework, Historical perspective, functions and role of Managers (including information technology), challenges and opportunities for managers to use OB concepts, behavioral science discipline - Approaches and models of organizational behavior. Interdisciplinary nature, Genesis. Models - Contributions of Hawthorne studies. System views of Organization level of analysis (Individual, group and organization).

UNIT – II

12 Hours

The Individual: Foundations of individual behavior, values, attitudes and job satisfaction, personality, perception, concepts of motivation and its applicability – Work Related Stress and Coping Strategies. **The Group:** Foundations of Group behavior, Group Dynamics – Team Building – Morale, Communication, Leadership, Power and Politics. **The Organization System:** Foundations of organization structure, organizational theories, Organizational culture, organizational effectiveness, organizational climate, Japanese style of management, people capability and maturity model.

UNIT – III

12 Hours

Organizational Dynamics: Organizational Change Management – Organizational Development,

Conflict Resolution, Application of Transactional analysis (Johari Window & Eric Berne) - Future of Organizational Behavior. organizational change: process, resistance to change, planning and Implementation. Motivation- Theories- Maslow, Herzberg, Mc Alleland, Vroom, Porter & Lawler.

UNIT – IV

12 Hours

Human Engineering - Man, machine system, human factors engineering and its application, Job Design, Work design and Modern Organization Design. Employee counseling, Japanese Style of Management-5S, Kaizen and Six Sigma and its applicability. Role- Conflict, Congruence, Intelligence and learning, Individual differences Aptitude and Attitude survey, Emotion and Adjustment, Frustration, Perception, Dimensions of conflict and conflict resolution.

UNIT – V

12 Hours

Organizational Culture - Meaning and characteristics, Challenges, Organizational socialization process, Function and effects, role of leaders, Assessing organizational culture, changing organizational culture, developing a global organizational culture.

Total Hours 60

REFERENCES

1. Arnold, Huges. J and Daniel E. Feldman : Organizational behavior, Mc.Graw Hill,1986
2. Fred Luthans : Organizational Behavior, Mc.Graw Hill, New York, 1998
3. Klith Davis : Human behavior at work, Mc.Graw Hill, 1995
4. Paul Hersey and Kenneth.H.Blanchard : Management of organizational behavior, 4th edition, Practice Hall, N.J,1985
5. Prasad L.M. : organizational behavior, S.Chand.Com. 2000.
6. L.M.Prasad Organizational Behaviour Sultan Chand & Sons Reprint 2019
7. C.B.Gupta Human Resource Management Text and cases – Sultan Chand & Sons Revised Edition 2018.

SEMESTER III					
Course Code	Course Title	Category			
		L	T	P	CREDITS
YSW304C	EMPLOYEE RELATIONS AND TRADE UNION	4	0	0	4

PREAMBLE

The purpose is to provide an in-depth knowledge about the relationship between employer, employee and the state, to bring out the importance of cordial employee relations for organizational productivity and gain an understanding of the mechanism of inter-personal relations, collective bargaining and productivity improvement functions in the organization through involvement of all groups.

OBJECTIVES

- To understand the basic concepts of industrial relation and industrial peace.
- To provide an in-depth knowledge on industrial relation and Trade Unions in India.
- To acquire the skills of working with trade unions in organized sector.
- To apply the knowledge of Social Work methods and approaches in different industrial settings.

COURSE OUTCOME

CO1	Demonstrate the concept of Industrial Relation and its theories.	Cognitive	Understanding
CO2	Define the role of Trade Union in Industrial Relation	Cognitive	Remembering Understanding
CO3	Illustrate Collective bargaining in India	Cognitive	Understanding
CO4	<i>Define</i> the various measures to prevent industrial disputes and <i>Illustrate</i> the settlement of Industrial disputes.	Cognitive	Remembering Understanding
CO5	Summarize the concept of Worker's participation in Management in India and abroad	Cognitive	Understanding

COURSE CONTENT

Unit – I

12 Hours

Industrial Relations in India: Concept of Industrial Relations, Theories, characteristics of a good Industrial Relation System, state and central industrial Relations policy, Tri-partite approach, Industrial Labour Conference, code of Discipline in Industry. **ILO: History aims Objectives,** structure, functions and achievements, Influence of ILO on industrial relations. National Labour Commission.

Unit – II

12 Hours

Trade Union Movement: National and International Trade unionism: Historical Perspective Objectives, Problems faced recognition of trade unions. Employer's federations; origin, growth objectives, functions, structure and administration.

Unit – III

12 Hours

Collective Bargaining: Meaning, goals, phases pre-requisites, principles, theories, strategies skills; Factors influencing collective bargaining, content of collective agreements, productivity in bargaining, collective bargaining in abroad.

Unit – IV

12 Hours

Industrial Conflicts: Concepts of Industrial peace and Industrial conflict: causes consequences, strikes and lockout. Machinery for prevention and settlement of disputes; arbitration and adjudication; Grievances procedure and domestic enquiry.

Unit – V

12 Hours

Worker participation in Management: meaning and scope of industries in India, UK, Germany and Yugoslavia; Gandhian Trusteeship Philosophy.

Total Hours 60

REFERENCES

1. Agarwal.RD :Dynamics of labour relation in India Tata McGraw Hill.Bombay.1972
2. Arun Monappa Industrial relation S.Chand Co., 1989
3. Arya UP Guide to settlement of Industrial Disputes Allied Publishing New Delhi 1977
4. Charles A. Myers Industrial Relation in India Indian Asia Publishing House 1975
5. Kumar CB Development of Industrial Relations in India Himalayan Publishing house,1983
6. Momoria C.B.: Dynamics of Industrial Relations, Himalaya pub, house, 1983
7. Sharma AM Industrial Relation and Conceptual, legal frame work Himalaya Publication,1989
8. C.B.Gupta Human Resource Management Text and cases – Sultan Chand & Sons Revised Edition 2018

Semester-I

SOCIAL WORK PRACTICUM - I

Observational visits

Students have three General orientation classes handled by the internal faculty, three orientation classes on the electives by Field practitioner and Five to Ten Observation Visits.

Camp

Rural/Tribal Camp -6Days (Survey, Pilot Visits, Pre Camp Session, Resource Mobilization and Fixing Resource persons, Execution, Report Preparation and Post Camp Session.

Group project

Students have to organize two Group Awareness Campaign on a selected Social Issue.

Semester-II

ONCURRENT FIELD-WORK – 2

Common Concurrent Field-work Placement

Students are individually placed in an organization/agency, (such as Home for the Aged, Disabled, Schools, Rehabilitation Settings, De-addiction centres etc.) to observe, learn, plan and to intervene with methods of Social Work: Case Work (4), Group Work (2) Community Organization programme (1).

Semester-III

CONCURRENT FIELD-WORK – 3

Elective Based Concurrent Field-work Placement

Elective based placements to students for 30 days, to practice methods of Social Work: Case Work (4), Group Work (2) Community Organization programme (1).

Semester-IV

CONCURRENT FIELD-WORK – 4

Elective Based Concurrent Field-work Placement

Elective based placements to students for 30 days, to practice methods of Social Work: CaseWork (4), Group Work (2) Community Organization programme (1).

- Commencement of the Elective based Concurrent Field work in December- IV semester.
- Submission of report at the end of their Concurrent Field Work in February – IV Semester. Final exam will be along with Block Placement Internship, Project at the end.
- Students are permitted according to their specialization to do their Concurrent Field Work(Industry/Hospital/Organization).