

COURSE PROFILE  
(MASTER OF SOCIAL WORK)

2023 batch

I Semester

Sem	Course code	Course title	Course Type	Hrs.		Cr.	New/R evis ed Cou rse	%of Rev isio n	Passed in AC	Offered to	Offered by
			TH/LA/L T	TH	LA						
I	PSW1401CM	INTRODUCTION TO PROFESSIONAL SOCIAL WORK	TH	5		4			BE2020	SPMSW	MSW
	PSW1402CM	SOCIAL WORK PRACTICE WITH INDIVIDUALS	TH	5		4			BE2020	SPMSW	MSW
	PSW1403CM	SOCIAL WORK PRACTICE WITH GROUPS	TH	5		4			BE2020	SPMSW	MSW
	PSW1404CM	SOCIAL WORK PRACTICE WITH COMMUNITIES	TH	5		4			BE2020	SPMSW	MSW
	PSW1405CM	SOCIOLOGY FOR SOCIAL WORK PRACTICE	TH	5		4			BE2020	SPMSW	MSW
	PSW1302FW	CONCURRENT FIELD WORK	LA		3	3			BH2021	SPMSW	MSW
	PGV1001PV/ PGV1002PV/ PIV1001PI	FOUNDATION COURSE ON WOMEN'S STUDIES / PERSPECTIVES ON GENDER / THE BIBLE AND SCIENCE	TH	2						LDC ALLM	Centre for VE
Total				30		23					
	PSW2401CM	PSYCHOLOGY FOR SOCIAL WORK PRACTICE	TH	5		4			BE2020	SPMSW	MSW
II	PSW2402CM	SOCIAL WORK RESEARCH	TH	5		4			BM2023	SPMSW	MSW

	PSW2403CM	SOCIAL WELFARE ADMINISTRATION AND LEGISLATION	TH	5		4			BM2023	SPMSW	MSW
	PSW2401MO	MANAGEMENT OF NON -GOVERNMENTAL ORGANISATIONS	TH	5		4			BE2020	SPMSW	MSW
	PSW2201EI	RURAL COMMUNITY DEVELOPMENT	TH	4		2			BE2020	SPMSW	MSW
	PSW2302FP	FIELDWORK AND RURAL CAMP	LA		4	3			BM2023	SPMSW	MSW
	PGV2001PV/ PGV2002PV/ PIV2001PI	HUMAN RIGHTS AND DUTIES / PRACTICING HUMAN RIGHTS / RIGHTS RESPONSIBILITIES AND THE BIBLE	TH	2						ALLM	Centre for VE
	Total			30		21					
III	PSW3403CM	HUMAN RESOURCE MANAGEMENT	TH	5		4	Re visi ed	20 %		SPMSW - HR	MSW
	PSW3404CM	HEALTH CARE SYSTEMS					Re visi ed	50 %		SPMSW - M&P	
	PSW3405CM	LABOUR LEGISLATIONS AND INDUSTRIAL RELATIONS	TH	5		4	Re visi ed	10 %		SPMSW - HR	MSW
	PSW3406CM	PSYCHIATRIC DISORDERS					Re visi ed	10 %		SPMSW - M&P	
	PSW3407CM	ORGANISATIONAL BEHAVIOUR	TH	5		4	Re visi ed	5%		SPMSW - HR	MSW
	PSW3408CM	DISABILITY MANAGEMENT					Ne w			SPMSW - M&P	

	PSW3301FW	FIELDWORK IN HUMAN RESOURCE MANAGEMENT	LA		5	3	New			SPMSW - HR	MSW
	PSW3302FW	FIELDWORK IN MEDICAL SOCIAL WORK								SPMSW - M&P	
	PSW3402MO	MANAGERIAL SKILLS	TH	5		4	New			SPMSW	MSW
	PSW3201EI	URBAN COMMUNITY DEVELOPMENT	TH	4		2			BG20 20	SPMSW	MSW
	PSW3201FW	FIELDWORK IN COMMUNITY DEVELOPMENT	LA			2	New			SPMSW	MSW
	PGV3001PV/ PGV3002PV/ PGV3003PV/ PIV3001PI	BASIC TENETS OF MAJOR RELIGIONS / CULTURAL HERITAGE AND VALUES IN INDIA / PROFESSIONAL ETHICS / BIBLICAL ETHICS	TH	1		-			BE20 20	ALLM/ ALLCH	Centre for VE
	Total			30		23					
IV	PSW4502CM	EMPLOYEE WELLBEING AND SOCIALWORK PRACTICE	TH	6		5	Revised	-		SPMSW - HR	
	PSW4503CM	PSYCHIATRIC SOCIAL WORK					Revised	25%		SPMSW - M&P	
	PSW4504CM	STRATEGIC HUMAN RESOURCE MANAGEMENT	TH	6		5	New			SPMSW - HR	
	PSW4505CM	MEDICAL SOCIAL WORK					New			SPMSW - M&P	

	PSW4506CM	COPORATE SOCIAL RESPONSIBILITY	TH	6		5	Ne w			SPMSW - HR	
	PSW4507CM	COUNSELLING FOR SOCIALWORK PRACTICE					Re vis ed	-		SPMSW - M&P	
	PSW4501FW	FIELDWORK IN HUMAN RESOURCE DEVELOPMENT	LA	6		5	Ne w			SPMSW - HR	
	PSW4502FW	FIELDWORK IN PSYCHIATRIC SOCIAL WORK					Ne w			SPMSW - M&P	
	PSW4401PR	PROJECT	PR	5		4				SPMSW	MSW
	PGV4001PV/ PGV4002PV/ PGV4003PV/ PIV4001PI	UNIVERSAL VALUES / PEACE STUDIES AND PEACE MAKERS / IN TUNE WITH NATURE/ BIBLICAL PERSPECTIVES ON GENDER	TH	1						ALLM	Centre for VE
	Total			30		24					

I Semester

**PSW1401CM INTRODUCTION TO PROFESSIONAL SOCIAL WORK  
(THEORY)**

COURSE OUTCOMES:

5 hrs./wk.

On successful completion of the course, the student will be able to

CO1: identify the basic concepts related to social work

CO2: determine appropriate methods and fields of social work in various contexts

CO3: develop perspectives and interpret social work practice from regional to global level

CO4: describe the emergence and relevance of social work as a discipline and a profession

CO5: develop social work values and ethics personally and professionally

COURSE CONTENT:

UNIT I: BASIC CONCEPT

15 hrs.

Basis concepts related to social work – Charity – Social welfare – Social service – Social reform – voluntary action – Social development – Social empowerment – Social security – Social defence – Social Justice.

UNIT II: AN INTRODUCTION TO SOCIAL WORK

15 hrs.

Social Work – Definition – Objectives – Roles and distinguishing characteristics – Social work methods – an understanding – Fields of social work – Scope and specializations in Social work – Inter-Cultural perspectives in social work.

UNIT III: SOCIAL WORK PERSPECTIVES AND MODELS

15 hrs.

Social work perspectives – Generalist and Specific– International Social Work Perspectives – Global – Ecological – Environmental – Human rights – Strength based – Social development perspective– Introduction to social work models – Preventive – Curative – Remedial – Rehabilitative – Empowerment – Family Centered Practice – Crisis Intervention.

UNIT IV: SOCIAL WORK – EVOLUTION

15 hrs.

Evolution of Social work in UK and USA – Evolution of Social work and social reform tradition in India – Social reform movements and their contribution to social work – Indian social thinkers – Gandhian ideology and Sarvodaya Movement – Social work education – Abroad and in India – Importance of field work in Social work.

UNIT V: PROFESSIONAL SOCIAL WORK IN INDIA AND ABROAD

15 hrs.

Social work as a profession – Professional code of ethics – Professional social work values and field work practice – Social work skills – Professional associations of Social work and Social workers – Scope and focus areas – Status and problems of professional social workers.

TEXT BOOK(S):

Bhattacharya, Sanjay. Social work – An Integrated Approach. New Delhi: Deep and Deep, 2003. Print.

REFERENCE BOOK (S):

Francis, Nicholas. Handbook for Professional Practice & Career Development in Social Work. Madurai: Francis Publications, 2015. Print.

Harold, E. Bridge & Kevin Corcoran, Social Work Practice. Chicago: Lyceum Books, INC, 2001. Print. Herschel Knapp. Introduction to social work practice. New Delhi: Sage Publication INC, 2010. Print.

Nithesh Dhawan. Social work Perspectives. Lucknow: Bharat Book Centre, 2014. Print

Parsons, Richard D. The Ethics of Professional Practice. Boston: Allyn and Bacon, 2001. Print.

Sheldon, Brian, and Geraldine Macdonald. A Textbook of Social Work. New York: Routledge, 2010. Print.

Shiva Prakasham. Essentials of Social Ethics. 1<sup>st</sup> Ed, New Delhi: Rajat Publications, 2001. Print

Turner, Francis J. Social Work Treatment. 2<sup>nd</sup> Ed. New York: Free Press, 1979. Print.

PSW1401CM - INTRODUCTION TO PROFESSIONAL SOCIAL WORK			
Class	I MSW	Semester	I
Cognitive Level	K-2- Remember		
	K-3- Apply		
	K-4 – Analyze		

MAPPING:COs consistency with PSOs

PSW1401CM - INTRODUCTION TO PROFESSIONAL SOCIAL WORK					
CO/PSO	PSO				
	1	2	3	4	5
CO 1	2	1	2	3	2
CO 2	3	3	3	3	3

CO 3	3	2	3	3	3
CO 4	3	3	3	3	3
CO 5	3	3	3	3	3

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1), No Correlation (0)

## PSW1402CM SOCIAL WORK PRACTICE WITH INDIVIDUALS (THEORY)

COURSE OUTCOMES:

5 hrs./wk.

On successful completion of the course, the student will be able to

CO1: identify the nature and problems of individuals.

CO2: describe the different schools and approaches of social case work

CO3: explain the process and techniques used in case work practice

CO4: acquire the interviewing and recording skills for social case work practice

CO5: apply the skills and techniques in social case work settings

COURSE CONTENT:

UNIT I: CONCEPT OF SOCIAL CASE WORK

15 hrs.

Understanding the nature of Individuals – Problems faced by Individuals and Families – Definition of Social Case Work – Assumptions – Basic and Philosophical – Components – Person – Problem – Place and Process – Principles – Genesis of case work – Abroad and in India.

UNIT II: SCHOOLS AND APPROACHES

15hrs. Schools – Diagnostic

and Functional – Approaches – Psycho-social – Behaviour modification – Problem Solving – Eclectic – Crisis Intervention and Ethnographic – Scope and Current trends.

UNIT III: CASE WORK PROCESS

15hrs. Client-Case Worker

Relationship – Phases in the case work process – Intake – Study – Diagnosis – Definition – Content of Diagnosis – Types of Diagnosis and Steps in Diagnosis – Treatment/Intervention – Application of Intervention methods– Direct – Environmental Modification and Administration of Practical Services –Termination and Follow-up– Evaluation – Skills and Techniques in the Practice of Social Case Work.

UNIT IV: CASE WORK INTERVIEW AND RECORDING

15hrs. Interview – Meaning

– Purpose – Types of interview – Social Study interview – Diagnostic interview and Therapeutic interview – Process of Interview – Phase specific Skills in Interviewing – Basic rules and Problems in interviewing– Recording– Meaning – Purpose – Components – Sources – Principles – Guidelines and Types – Problem Oriented – Process – Summary – Verbatim and Narrative – Importance of Recording.

UNIT V: CASE WORK PRACTICE IN DIFFERENT SETTINGS

15 hrs.

Role of Case Worker – Family – Women– Youth and Child Welfare – Health Care – Rehabilitation Centres – De-addiction centres – Educational Institutions – Correctional institutions – Industrial settings and Residential Institutions for the Aged and The Challenged – Special Groups – Victims of Violence– Abuse and Disaster.

TEXT BOOK:

Gordon Hamilton. Theory and Practice of Social Case Work. 2<sup>nd</sup> ed. New Delhi: Rawat Publication. 2013. Print.

REFERENCE BOOK(S):

Gordon Hamilton. Principles of Social Case Recording. New York: Columbia UP, 1951. Print. Perlman, Helen H. Social Casework: A Problem-Solving Process. Chicago: University of Chicago Press, 1957. Print.

Maria SalethAdiseshiah, R. M. S., &Saleth, R. M. From Individual to Community: Issues in Development Studies: Essays in Memory of Malcolm Adiseshiah: Sage Publications, 2012. Print.  
 Richmond, E. Mary. Social Diagnosis. New York: Russell Sage Foundation, 2012. Print.

PSW1402CM SOCIAL WORK PRACTICE WITH INDIVIDUALS			
Class	I MSW	Semester	I
Cognitive Level	K-1– Remember		
	K-2– Understand		
	K-3 – Apply		
	K-4 – Analyze		

MAPPING: COs consistency with PSOs

PSW1402CM SOCIAL WORK PRACTICE WITH INDIVIDUALS					
CO/PSO	PSO				
	1	2	3	4	5
CO – 1	2	2	2	2	2
CO – 2	2	2	2	2	2
CO – 3	2	2	2	2	2
CO – 4	2	2	2	2	2
CO – 5	2	2	3	3	2

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1), No Correlation (0)

### PSW1403CM SOCIAL WORK PRACTICE WITH GROUPS (THEORY)

COURSE OUTCOMES:

5 hrs./wk.

On successful completion of the course, the student will be able to

CO1: describe the characteristics and functions of different groups

CO2: discuss the principles and philosophy of social group work

CO3: illustrate the process of social group work

CO4: explain the theories, models and techniques of group work

CO5: apply group work methods in different social work settings

COURSE CONTENT:

UNIT I: SOCIAL GROUPS – AN INTRODUCTION

15 hrs.

Definition – Functions – Characteristics – Significance and types of groups – Factors of group formation – Group dynamics – Group formation phases – Forming – Storming – Norming – Performing and adjourning – Group as an agent of change.

UNIT II: SOCIAL GROUP WORK

15 hrs.

Social Group Work – Concept – Assumptions – Definitions – Values – Purpose – Principles – Philosophy behind GW  
 Historical Development of Group Work – Group Work as a method of social work – Scope and limitations of SGW.

UNIT III: GROUP WORK PROCESS

15 hrs.

Planning Phase – Selection of members – Composing groups – Orienting the members – Preparing the environment  
 Beginning Phase – Preparing for group work – First meetings – Interviewing – Ground rules for group work meetings –  
 Goal setting – Motivation – Assessment of communication and interaction– Middle phase – Intervening with group  
 members – Problem Solving – Dealing with difficult members – Ending Phase – Evaluation – Group work evaluation –  
 Termination – Follow-up–Group Work Recording – Purpose– Principles and Types of group work recording.

UNIT IV: SOCIAL GROUP WORK THEORIES AND MODELS

15 hrs.

Theories underlying Group Work Practice – Systems theory Role theory – Field Theory and Social Exchange Theory –  
 Development theory – Models of Social Group Work – Remedial – Reciprocal– Developmental and Social Goals Model  
 – Techniques in Group work – Programme planning – Factors – Process and use of Programme media.

UNIT V: SOCIAL GROUP WORK SETTINGS AND PRACTICE

15 hrs.

Applications of group work method in different settings – Community (Children, Women, Youth and Aged). Educational  
 settings – Hospital Settings – De-addiction Centres – Correctional Settings – Industrial Settings – Institutions for  
 physically and mentally challenged.

TEXT BOOK(S):

Toseland, Ronald W., and Robert F. Rivas. An Introduction to Group Work Practice. 2<sup>nd</sup> ed. New York: Allyn and Bacon,  
 1995. Print

REFERENCE BOOK(S):

Douglas, T. Basic Group Work. Carbrides: Tavistock, UP, 1978. Print.

Fink, Arthur E., Jane H. Pfouts and Andrew W. Dobelstein. The Field of Social Work. 8<sup>th</sup> ed. Beverly Hills: Sage  
 Publications,1985. Print.

Johnson, David W., Johnson, Frank. P. Joining Together: Group Theory and Group Skills. 8<sup>th</sup> Ed. NewYork: Allyn and  
 Bacon, 2008. Print.

Richmond, E. Mary. Social Diagnosis. New York: Russell Sage Foundation, 2012. Print.

PSW1403CM SOCIAL WORK PRACTICE WITH GROUPS					
Class	I MSW		Semester	I	
Cognitive Level	K-2– Understand				
	K-4 – Analyze				
PSW1403CM SOCIAL WORK PRACTICE WITH GROUPS					
CO/PSO	PSO				
	1	2	3	4	5
CO - 1	2	2	2	2	2
CO - 2	2	2	2	2	2
CO - 3	2	2	3	2	3
CO - 4	2	2	3	2	3
CO - 5	2	2	2	2	2

MAPPING:COs  
 consistency with PSOs

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated(1), No Correlation (0)

PSW1404CM SOCIAL WORK PRACTICE WITH COMMUNITIES

(THEORY)

COURSE OUTCOMES:

5 hrs./wk.

On successful completion of the course, the student will be able to

CO1: explain the various concepts in Community Organization

CO2: discuss the models and fields of Community Organization

CO3: examine the role of community-based organizations in community development

CO4: identify appropriate strategies of social action towards social change and development

CO5: examine the role of social worker in Community Development

COURSE CONTENT:

UNIT I: UNDERSTANDING COMMUNITY AND COMMUNITY ORGANISATION

15 hrs.

Community – Definition – Meaning – Types – Power Structure – Dynamics and Community Leadership – Community Organisation – framework – Definition – Objectives – Principles – Assumptions – Roles and skills of Community Organizer – Evolution of Community Organisation as a method of social work – Approaches – Saul Alinsky – Paulo Friere and Ambedkar.

UNIT II: PHASES IN COMMUNITY ORGANISATION

15 hrs.

Steps in Community Organisation – Mobilization – Assessment – Planning – Implementation and Evaluation – Models of CO – Resource mobilization – Meaning – Definition and steps – Application of Community Organisation in different fields – Community organization with vulnerable communities – Migrants – Refugees – Slum dwellers and transgender.

UNIT III: COMMUNITY DEVELOPMENT

15 hrs.

Community Development – Definition and meaning – Steps in programme planning – Community Organisation and Community Development – Differences – Community Organisation for Community Development – Agencies of Community Development.

UNIT IV: SOCIAL ACTION

15 hrs.

Social Action – Meaning – Definition – Objectives – Principles – Scope – Process and strategies of social action – Public Interest Litigation – Use of media and public opinion building in advocacy and lobbying – History – Models of social action – Social action for social change and development.

UNIT V: SOCIAL ACTION AS A METHOD OF SOCIALWORK

15 hrs.

Social problems and social action – Roles of social worker in social action – Contributions of contemporary social activists – Social movements – Definition – Meaning – Contemporary social movements – Coalition and Network building – Linking up protest movements with development work.

TEXT BOOK(S):

Samuel H. Taylor and Robert W. Roberts, Theory and Practice of Community social work, New Delhi, Rawat Publication, 2013, print.

REFERENCE BOOK(S):

Asha Ramagondapatil. Community Organisation and Development. Delhi: PHI learning private limited, 2013. Print.

Fink, Arthur E., Jane H. Pfouts, and Andrew W. Dobelstein. The Field of Social Work. 8<sup>th</sup> Ed. Beverly Hills: Sage Publications, 1985. Print.

Kishor Banushali, Community based rehabilitation, Tripura: The Icafi university press publisher, 2008. Print.

Meenai, Zubair. Participatory Community Work. New Delhi: Concept Publishing Company, 2008. Print.

Robin Wyati, Brokenmirrors, New Delhi: Sage Publication, 2010, Print

Ross, Murray G. Community Organization: Theory, Principles and Practice. 2<sup>nd</sup> Ed. New York: Harper & Row Publishers, 1967. Print.

PSW1404CM SOCIAL WORK PRACTICE WITH COMMUNITIES			
Class	I MSW	Semester	I
Cognitive Level	K-2– Understand		
	K-4– Analyze		

MAPPING:COs consistency with PSOs

PSW1404CM SOCIAL WORK PRACTICE WITH COMMUNITIES					
CO/PSO	PSO				
	1	2	3	4	5
CO – 1	2	2	2	2	2
CO – 2	2	2	2	2	2
CO – 3	2	2	2	2	2
CO – 4	2	2	2	2	2
CO – 5	3	2	3	3	2

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1), No Correlation (0)

## PSW1405CM SOCIOLOGY FOR SOCIAL WORK PRACTICE

(THEORY)

COURSE OUTCOMES:

5 hrs./wk.

On successful completion of the course, the student will be able to

CO1: explain the relevance of sociology in understanding individual and groups

CO2: analyze the characteristics and functions of society

CO3: identify different agents of socialization and functions of social institutions

CO4: review social inequalities and recognize the need for social change

CO5: analyse social problems

COURSE CONTENT:

UNIT I: INTRODUCTION TO SOCIOLOGY

15 hrs.

Social Sciences – an understanding – Sociology as a social science – Origin and definition – Sociological perspective and its application – Individual in the social context – The basics of sociological investigation – Relevance of Sociology in Social work.

Self Study: Sociological perspectives about the evolution of individuals, groups, clan, kinship and society

UNIT II: BASIC CONCEPTS & FUNCTIONS OF SOCIETY

15 hrs.

Society – Concept – Types – Marx and Weber – Concept of society – Community– Definition – Characteristics – Culture – Definition – Components – Cultural diversity and its relevance in social work – Nature-nurture – Socialization – Meaning – Agents – Relevance to social work – Social structure – Role and Status – Social groups.

Self Study: Sociological schools of thought.

UNIT III: SOCIAL INSTITUTIONS

15hrs.

Social institutions – Meaning and Definition –Types of Social Institutions – Marriage – Family–Religion – Education – Politics and Government – Functions of Social Institutions – Understanding the role of social institutions for social work practice.

Self Study: Politics and Government as Social Institutions

UNIT IV: SOCIAL INEQUALITY & SOCIAL CHANGE

15 hrs.

Social inequality and Stratification – Meaning – Definition – Characteristics and Functions –Caste – Class – Gender in Indian Society – Social change – Meaning – Causes – Factors – Social Change in India – Modernity and Postmodernity.

Self Study: Relevance of Social Justice for Indian Society

UNIT V: SOCIAL DISORGANIZATION AND SOCIAL PROBLEMS

15 hrs.

Deviance– Concept – Functions and Meaning – Collective behaviour – An introduction – Social movements – Contemporary social problems – An overview.

Self Study: Social problems and deviation and its effect on vulnerable groups, Field visits for experiencing social practices and Group presentations on social issues.

TEXT BOOK(S):

Macionis, John J. Sociology. New Jersey: Prentice Hall, 2001. Print.

REFERENCE BOOK(S):

Charon, Joel M. Meaning of Sociology. New Jersey: Prentice Hall, 1999. Print.

Collins, Randall. Theoretical Sociology. Jaipur: Rawat Publications, 2009. Print.

Newman, David M. Sociology: Exploring the Architecture of Everyday Life. California: Pine Frige Press, 1997. Print.

Rao, C. N. Sociology: Principles of Sociology with an Introduction to Social Thought. NewDelhi: S. Chand, 1990. Print.

Sujatha, V. Sociology of health and Medicine, New Delhi: Oxford University, 2014. Print

PSW1405CM SOCIOLOGY FOR SOCIAL WORK PRACTICE			
Class	I MSW	Semester	I
Cognitive Level	K-2- Remember		
	K-4 – Analyze		

MAPPING:COs consistency with PSOs

PSW1405CM SOCIOLOGY FOR SOCIAL WORK PRACTICE					
CO/PSO	PSO				
	1	2	3	4	5
CO – 1	3	3	3	3	3
CO – 2	3	2	2	2	2
CO – 3	3	2	3	2	1
CO – 4	3	3	3	3	3
CO – 5	3	3	3	3	3

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1), No Correlation (0)

PSW1302FW CONCURRENT FIELD WORK

(FIELD WORK)

COURSE OUTCOMES:

3 hrs./wk.

On successful completion of the course, the student will be able to

CO1: state the nature, role, and functions of development organisations

CO2: appraise the different areas of social work practice

CO3: demonstrate personal and professional competencies in fieldwork

CO4: design appropriate intervention programmes

CO5: develop core competencies for effective social work practice

COURSE CONTENT:

45 hrs.

WORKSHOPS ON CORE LIFE SKILLS

- Self-awareness
- Interpersonal relationship
- Effective communication
- Problem solving
- Critical thinking
- Decision-making
- Creative thinking
- Empathy
- Coping with stress and emotions

I. OBSERVATION VISITS

- Governmental bodies
- Non-governmental bodies
- Local governmental bodies

II. PERSPECTIVE BUILDING WORKSHOPS

- Professional Social Work Practice
- Good Governance
- Development Perspective in Social Welfare Agency

IV. PERFORMING ARTS

COs cognitive level and mapping with PSOs:

CO	COGNITIVE LEVEL	PSO				
		1	2	3	4	5
CO1	K1 – Remember	3	3	3	3	3
CO2	K3 – Apply	3	3	3	3	3

CO3	K4 – Analyse	3	3	3	3	3
CO4	K5 – Evaluate	3	3	3	3	3
CO5	K6 – Create	3	3	3	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1)

II Semester

**PSW2402CM SOCIAL WORK RESEARCH  
(THEORY)**

Class: I MSW	Semester: II	Credits: 4	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enables the student to				
LO1	discuss the types of social science research			
LO2	formulate research problems, construction of hypotheses, testing, research designs, and sampling concepts			
LO3	apply the data collection methods and techniques			
LO4	analyse the process of data analysis, coding, and interpretation of the data			
LO5	write effective research reports			

**UNIT I: INTRODUCTION**

15 hrs.

Social Work Research: Concept – Definition – Objectives – Scope – Characteristics and Functions –Types of Research: Pure and Applied Research – Difference between Social Work Research and Social Research – Scientific method in Social Work Research – Need and importance of evidence-based practice – Research Ethics and Skills – Plagiarism – Formation of Ethics Committee.

**UNIT II: PROBLEM CONCEPTUALIZATION AND RESEARCH DESIGN**

15 hrs.

Identification and formulation of research problems – Review of literature and formulation of objectives – Conceptualizing variables, attributes, and concepts – Hypotheses: Definition, Types, Meaning, Scope – Research Methods – Qualitative research: Ethnography – Focus Group Discussion – Case Study – Content Analysis – Sociometry – Quantitative research – Mixed Method – Participatory Research – Research design: Meaning and Types – Exploratory – Descriptive – Diagnostic – Experimental – Trans-disciplinary Research – Sampling: Concept, Definition, and Importance – Sampling Techniques.

**UNIT III: DATA COLLECTION**

15 hrs.

Tools for Data Collection: Meaning, Types – Interview schedule and Questionnaire – Guidelines for constructing the tools – Measurement – Types – Nominal – Ordinal – Interval and Ratio – Rating Scales – Need for scales – Scaling techniques (Thurston, Likert, Guttman, Osgood, Bogardus) – Validity and Reliability – Methods of Data Collection: Survey – Observation – Interview – Questionnaire – Online Methods – Code book – Interview Guide – Pre-test and Pilot Study.

#### UNIT IV: DATA ANALYSIS AND INTERPRETATION

15 hrs.

Data Processing – Coding – Editing — Variable sheet – Tabulation – Analysis – Interpretation – Frequency Distribution – Construction of Frequency Tables – Measures of Central Tendencies – Arithmetic Mean, Median and Mode – Dispersion – Range – Quartile Deviation – Standard Deviation and Coefficient of variation – Tests of significance – “t” test and Chi-Square Test – Correlation: Meaning – Types – Karl Pearson’s Co-efficient of Correlation and Spearman’s Rank correlation – Application of Computers in social work research – Software Packages for Data Analysis.

#### UNIT V: RESEARCH REPORTING

15 hrs.

Data Presentation and Reporting – Diagrams – Graphs – Infographics – Research Proposal and Report writing – Types of Report – Format of a Research Report – References – Glossary and appendix – Footnotes – Bibliography, Webliography – Citation Styles – Reference Management – Dissemination of Research findings.

#### TEXTBOOK(S):

Alston M, Bowles W, Research for Social Workers, An introduction to methods, (3<sup>rd</sup> Edition). Australian Publications, 2012. Print.

Adams J, Khan, Robert and David, Research methods for Graduate Business and Social Science Students. SAGE Publications, 2007. Print.

Chakraborty D, Research Methodology. Saurabh Publishing, 2009. Print.

Chandra S, Sharma Kr.M, Research Methodology. Narosa Publications, 2013. Print.

Jain G L, Research Methodology, Methods, Tools and Techniques. Mangal Deep Publications, 2003. Print.

Kothari C R, Research Methodology Methods and Techniques. New Age International, 2006. Print.

Pathak R P, Statistics in Educational Research, Kanishka Publishers, 2007. Print.

#### REFERENCE BOOK(S):

William, J. Goode, Paul K. Hatt, Goode, W. J., & Hatt, P. K, Methods of Social Research (8<sup>th</sup> Ed.), Asia Law house, 2016. Print.

Therese, L. Baker, Doing Social Research. (3<sup>rd</sup> Ed.), India McGraw-Hill Publication, 2014. Print.

Hugh McLaughlin, Understanding Social Work Research. (2<sup>nd</sup> Ed.), SAGE Publications, 2012. Print.

Louise Hardwick and Aidan Worsley, Doing Social Work Research, SAGE Publications, 2011. Print.

Rosaline Barbour, Doing Focus Groups, SAGE publications Limited, 2007. Print.

David Freedman, Robert Pisani and Roger Purves, Instructors manual for statistics, (1<sup>st</sup> Ed), George J. Macleod Limited, 1978. Print.

#### WEB RESOURCE(S):

[www.campbellcollaboration.org](http://www.campbellcollaboration.org)

[www.cochrane.org](http://www.cochrane.org)

[www.rip.org.uk](http://www.rip.org.uk)

<https://abhatter@usf.edu>

<https://www.cengage.com>

<https://oxfordbibliographies.com>

<https://www.ignou.ac.in>

<https://www.jsscacs.edu.in>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	discuss social work research as a method of social work	K2 - Understand
CO2	describe the research process in Social Work Research	K2 - Understand
CO3	interpret various data collection techniques in social science research	K2- Understand
CO4	apply different statistical tests for data analysis and interpretation	K3- Apply
CO5	apply research reporting skills for writing reports	K3- Apply

MAPPING: COs consistency with PSOs

PSW2402CM SOCIAL WORK RESEARCH					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	2
CO2	3	3	3	2	3
CO3	3	2	3	3	3
CO4	3	3	3	2	3
CO5	3	3	2	3	3

Strongly correlated (3),  
(2), Weakly correlated

Moderately correlated  
(1).

PSW2403CM SOCIAL WELFARE ADMINISTRATION AND LEGISLATION  
(THEORY)

Class: I MSW	Semester: II	Credits: 4	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enables the student to				
LO1	explain the concepts of social welfare and social policy			
LO2	describe the administrative structure and functions of social welfare			
LO3	analyse the concepts of social planning, social development, social welfare agencies			
LO4	appraise the importance of social legislations for social change			
LO5	apply specific laws for social reform			

UNIT I: SOCIAL WELFARE AND SOCIAL POLICY

15 hrs.

Social Welfare: Meaning and Definition – Social Policy – Meaning, Definition, Steps and Models – Process and importance of policy making – Social Welfare Policies: Evolution, Constitutional base, Programmes and Schemes – its relevance in social work – Roles and Challenges of social workers in social welfare and social policy.

UNIT II: SOCIAL WELFARE ADMINISTRATION

15 hrs. Social Welfare

Administration : Meaning and Definition – Objectives – Principles – Functions, POSDCoRB and Scope – Historical Development of Social Welfare and Social Welfare Ministry in India – Administrative arrangements of social welfare – National, State, District and local levels – CSWB (Central Social Welfare Board) – State Social Welfare Board – Directorate of Social Welfare – Social Welfare Board for the weaker and marginalised sections of the community (Women, Children, Aged, People with Physical and Mental Disabilities, Other Backward Castes (OBCs), Scheduled Caste (SCs), Scheduled Tribes (STs) and De-Notified Communities (DNCs) –National and State Commissions for Women, Children, People with Disabilities and Marginalised.

UNIT III: SOCIAL PLANNING AND SOCIAL DEVELOPMENT

15 hrs.

Social Planning and community Planning – Need and importance – Planning machinery at the National and State levels – Five-year plans; Social Development: Concept and indicators for social change and social development in India. Social Welfare Agencies: Meaning, Definition, Types and Models of Agencies – Role of Social Welfare Agencies and NGOs in National Development.

UNIT IV: LEGISLATIONS AND SOCIAL CHANGE

15 hrs.

Social Legislations: Definition, Types, Relevance – Role of legislations in social change – Constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy – Indian personal laws : Marriage, Guardianship; Adoption, Succession, and Inheritance – Legal Aid – Lok Adalat – Legislation to address social problems – Child Marriage Restraint (Amendment) Act, 2017 – Child Labour (Prohibition And Regulation) Amendment Act, 2016 – The Juvenile Justice (Care And Protection of Children) Act, 2015 – Protection of Children from Sexual Offences Act 2012 – Laws relating to women: Pre Natal Diagnostic Techniques Act, 1994 – Prevention of Immoral Traffic (Amendment) Act, 2018 – Dowry Prohibition Act, 1961 – Medical Termination of Pregnancy (MTP) Amendment Act, 2021 – Indecent Representation of Women (Prohibition) Act, 1986 – Domestic Violence Act, 2005 – Impact on social change – Limitation.

UNIT V: RIGHTS BASED SOCIAL LEGISLATION

15 hrs.

Legislations for Social Reform and Social Development – Protection of Human Rights Act, 1993 – Right to Information Act, 2005 – Right to Free and Compulsory Education Act, 2009 – Bonded labour system (abolition) Act, 1976 – The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Amendment Act, 2015 – Protection of Civil Rights Act, 1955 – National Rural Employment Guarantee Act, 2005 – Impact on social change – Limitation.

TEXTBOOK(S):

Gangrade, K, D. Social legislation in India. Concept Publishing Company (P) limited, 1978. Print.

Karen M. Sowers, Catherine N. Comprehensive Handbook of Social Work and Social Welfare. John Wiley & Sons. 2008. Print.

Pandey, S. K. Social Welfare Administration. Mahaveer and Sons, 2007. Print.

Paul, D Chowdhry. Social Welfare Administration. Atma Ram & Sons, 1992. Print.

Sachdeva, D.R. Social welfare administration in India. Kitab Mahal; Standard Edition, 2018. Print.

Sanjay Bhattacharya, Social Work Administration and Development. Rawat Publication, 2006. Print.

Shunmugavelayutham K. Social Legislations and Social Change. Valga Valamudan publishers, 1998. Print.

REFERENCE BOOK(S):

Choudry, Paul. Social Welfare Administration. Atma Ram & Sons, 1979. Print.

Choudry Paul. Hand book on social welfare in India. Sterling Publications, 1979. Print.

Dubey S.N., Administration of social welfare programmes in India. Somaiya Publishers, 1973. Print.

Dubey S.N. & Murdia. Administration of policy and programmes for Backward classes in India. Somaiya Publishers, 1976. Print.

Gangrade, K.D. Social legislation in India Vol.I&II. Concept publishing Company, 2011. Print.

Goel. S L & R K Jain. Social Welfare Administration (Vol. I & II); Deep & Deep Publications, 2000. Print.

Jagadeesan.P. Marriage and Social legislations in Tamil Nadu. Elachiapen Publishers, 1990. Print.

Prasantkumar Panda. Human Development and Social Security in India. New century Publications, 2014.Print.

Spicker, Paul. Social Policy Themes and Approaches. Rawat Publications, 2010. Print.

Web Resources

- <https://socialjustice.gov.in/>
- <https://vikaspedia.in/social-welfare>
- <https://rtuassam.ac.in/online/staff/classnotes/files/1624631410.pdf>
- <https://wcd.nic.in/>
- <https://main.mohfw.gov.in/>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	acquire knowledge on social welfare and social policy	K1 Remember
CO2	discuss the functions and structures of social welfare administration	K2 Understand
CO3	analyse the concepts of social planning, social development, social welfare agencies	K4 Analyse
CO4	appraise the importance of social legislations for social change	K4 Analyse
CO5	apply specific laws for social reform.	K3 Apply

MAPPING: COs consistency with PSOs

		PSW2403CM SOCIAL WELFARE ADMINISTRATION AND LEGISLATION						
		PSO						
	CO	1	2	3	4	5		
Strongly Moderately correlated correlated (1).  PSW2401CM FOR SOCIAL PRACTICE	CO1	3	3	3	3	3	correlated (2),  PSYCHOLOGY WORK	(3), Weakly
	CO2	3	3	3	2	3		
	CO3	3	3	3	3	3		
	CO4	3	3	3	2	3		
	CO5	3	3	2	3	3		

(THEORY)

COURSE OUTCOMES:

5 hrs./wk.

On successful completion of the course, the student will be able to

CO1: explain various perspectives of Psychology

CO2: discuss basic psychological processes.

CO3: discuss the role of motivation and emotion in influencing human behaviour

CO4: develop an understanding about personality and intelligence

CO5: apply psychological concepts in social work practice.

COURSE CONTENT:

UNIT I: INTRODUCTION AND BASIC PERSPECTIVES

15 hrs.

Psychology – an introduction – Perspectives of Psychology – Biological – Psychodynamic – Behavioral – Cognitive and Humanistic – Lifespan perspective – Development – Concept – Dimensions and principles – Developmental stages and tasks – Piaget’s Theory of Cognitive Development – Kohlberg’s Theory of Moral Reasoning – Relevance of Psychology for Social Work Practice.

UNIT II: BASIC PROCESSES – AN INTRODUCTION

15 hrs.

Sensation – Concept – sense organs – sensory processes – Perception – Concept – Characteristics – process and factors influencing perception – Attention – Concept – Characteristics – Attention and processing of information – Learning – an Introduction – Theories – Ivan Pavlov – Skinner – Thorndike – Kohler – Bandura – Reinforcement and Punishment – Memory – Information Processing model of memory – Types – Techniques of Improving Memory.

UNIT III: MOTIVATION AND EMOTION

15 hrs.

Motivation – Introduction primary drives – Hunger – Thirst and sex – Learnt motives – Need for achievement – Power and affiliation – Maslow’s theory. Emotion – Basic emotion – physiological correlates and emotional intelligence.

UNIT IV: PERSONALITY AND INTELLIGENCE

15 hrs.

Intelligence – Concept – Assessment – Major approaches- an introduction. Personality – Concept – Factors influencing personality– Major approaches-an Introduction.

UNIT V: SOCIAL PSYCHOLOGICAL APPROACH

15 hrs.

Social psychology in relation to Social Work – Attitude – Nature and factors influencing attitudes – Stereotypes – Prejudice and discrimination – Formation of attitudes and attitudinal change.

TEXT BOOK(S):

Morgan, Clifford T., et al. Introduction to Psychology.7th Ed. New Delhi: Tata McGraw Hill,1993. Print.

REFERENCE BOOK(S):

Baron, R. A. Psychology. New Delhi: Prentice Hall of India, 2001. Print.

Hilgard, Atkinson Smith. Introduction to Psychology. 9th ed. USA: Harcourt Brace Jovanovich, 1987. Print.

Morris, C. G. Psychology: An Introduction. New Jersey: Prentice Hall, 1998. Print.

Myers, D. G. Psychology. New York: Worth Publishers, 1999. Print.

Pearson, Psychology. New Delhi; Dorling Kindersley Publication.2008. Print.

Weiten, W. Themes and Variations. Boston: Cole, 1995. Print.

PSW2401CM PSYCHOLOGY FOR SOCIAL WORK PRACTICE			
Class	I MSW	Semester	II
Cognitive Level	K-2- Understand		
	K-3- Apply		

MAPPING: COs consistency with PSOs

PSW2401CM PSYCHOLOGY FOR SOCIAL WORK PRACTICE					
CO/PSO	PSO				
	1	2	3	4	5

CO – 1	3	2	2	3	3
CO – 2	3	2	2	2	2
CO – 3	3	2	2	2	2
CO – 4	3	2	3	2	2
CO – 5	3	2	2	2	2

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1), No Correlation (0)

## PSW2401MO MANAGEMENT OF NON-GOVERNMENTAL ORGANISATIONS (THEORY)

COURSE OUTCOMES:

5 hrs./wk.

On successful completion of the course, the student will be able to

CO1: describe the characteristics and functions of voluntary organisation

CO2: discuss legal registration of Non-governmental organisations

CO3: apply project management skills

CO4: assess the importance of transparency and accountability in NGO sector

CO5: create strategies for funding and resource mobilization

COURSE CONTENT:

UNIT I: INTRODUCTION

15 hrs.

Introduction – Organization – Voluntary organization – Charitable Organisation – Non-Profit Organisations – Non-Governmental Organisation – Need – Definition – Characteristics – Roles – Functions and Classification – Structure and Focus Area of NGOs – Strengths and Challenges.

UNIT II: REGISTRATION OF NON-GOVERNMENTAL ORGANISATIONS

15 hrs.

Legal procedures for establishment of Non-Governmental Organisations– Trust – Society and Non-Profit – Companies Act – Concept and Features – Difference between Trust and Society – Registration Procedures – Importance of Memorandum of Association (MOA) and Bye-laws – Roles and Responsibilities of Office Bearers.

UNIT III: PROJECT MANAGEMENT

15hrs.

Definition – Concept and Steps in Project Management – Needs Assessment – Study – Project planning – Implementation and Evaluation – Project proposal – Components – Guidelines – Programme planning and Programme Evaluation – Logical Framework Analysis –Introduction.

UNIT - IV: FUNDING AND ACCOUNTABILITY

15 hrs.

Project Approach to Funding – Funding Criteria and Donors Relation – Working with Government Agencies – Transparency and Accountability in the NGO Sector – Foreign Contribution and Regulation Act (FCRA) – Issues and Challenges.

UNIT V: RESOURCE MOBILISATION

15 hrs.

Concept – Purpose and Need – Resources –Types – Sources of Funds –Techniques and Principles of Fund Raising – Developing a Fund Raising Strategy – Fund Raising Proposal – Need and Importance of Fund Raising Materials – Social Marketing – Corporate Social Responsibility.

TEXT BOOK(S):

Snehlata, Chandra. Non-governmental Organisations: Structure, Relevance and Functions, New Delhi: Kanishka Publishers, 2007. Print.

REFERENCE BOOK(S):

Anita Abraham, Formation and Management of NGOs, 4<sup>th</sup> ed. New Delhi: Universal Law Publishing, 2015.Print.  
 Francis, Nicholas. Handbook for Professional Practice & Career Development in Social Work. Madurai: FRANCIS Publications, 2015.Print.  
 Goel, S. L. Ramkumar. Administration and Management of Non-governmental Organisations. New Delhi: Deep and Deep Publications, 2004. Print.  
 Michael Norton and Murray Culshaw, Getting Started in Fundraising, 1<sup>st</sup>Ed: New Delhi: Sage publication, 2000.print  
 Bhatia, S, K. Management of Non-profit Organisation, New Delhi: Deep and Deep Publication, 2007.Print  
 Snehlata, Chandra. Guidelines for NGOs Management in India, 2ndEd.NewDelhi: Kanishka Publisher, 2014.Print

PSW2401MO MANAGEMENT OF NON-GOVERNMENTAL ORGANISATIONS		
Class	I MSW	Semester II
Cognitive Level	K2- Understand K3- Application K4- Analyze K5- Synthesis	

MAPPING: COs consistency with PSOs

PSW2401MO MANAGEMENT OF NON-GOVERNMENTAL ORGANISATIONS					
CO/PSO	PSO				
	1	2	3	4	5
CO – 1	2	3	2	2	1
CO – 2	2	2	2	2	1
CO – 3	3	3	3	3	2
CO – 4	3	2	2	2	2
CO – 5	3	3	3	3	3

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1), No Correlation (0)

### PSW2201EI RURAL COMMUNITY DEVELOPMENT (THEORY)

COURSE OUTCOMES:

4 hrs./wk.

On successful completion of the course, the student will be able to

CO1: explain the nature of rural communities and their developmental issues.

CO2: evaluate various rural development initiatives.

CO3: formulate strategies and develop the necessary skills to work with rural communities.

CO4: assess the role and contribution of rural development administration.

CO5: appraise the appropriate approach and strategy for rural community development

COURSE CONTENT:

UNIT I: RURAL COMMUNITY AND DEVELOPMENT

12 hrs.

Rural community: Concept – Meaning and Characteristics – Rural development – Concept and definition – Origin and background of rural development in India – Srinekethan – Sevagram – Marthandam – Gurgoan experiment – SEVA –

Firka Development in Madras – Nilokheri Experiment – Etowah pilot Project – Approaches to rural development –Scope and relevance.

UNIT II: DEVELOPMENTAL ISSUES IN RURAL INDIA

12 hrs.

Understanding the rural economy – Agriculture and other livelihood activities – Land and rural housing – Management of natural and common property resources – Gender and health in rural development– Rural backwardness – Causes and implications – Rural poverty – Causes – Implications and development interventions – Five Year Plans and Rural Development– Contemporary Approaches – Community chest – Community Driven Development (CDD)– Asset Based Community Development (ABCD).

UNIT III: RURAL COMMUNITY ADMINISTRATION

12 hrs.

Administrative structures of Rural Development – Central – State – District – Block and Panchayat level – Role of Panchayati raj institutions in rural administration programmes and development –Rural development agencies – Council for Advancement of Peoples Action and Rural Technology (CAPART) – National Institute for Rural Development (NIRD) – National Bank for Agriculture and Rural Development (NABARD) – Regional Rural Bank (RRB) District Rural Development Agencies(DRDA) – Rural Community Development Programmes – Integrated Child Development Scheme (ICDS) – National Rural Employment Programme (NREP) – Jawahar Rozkar Yojana (JRY) – Minimum need Programme – National Rural Health Mission – Central and State Government Schemes on Rural Development.

UNIT IV: CIVIL SOCIETY AND SOCIAL MOVEMENTS IN RURAL DEVELOPMENT

12 hrs.

Role of youth and women in community development – Youth clubs – Self-help groups and rural development – National Rural Employment Guarantee Scheme (NREGS) – Cash transfer scheme – Public Distribution Scheme system – Cooperatives – Principles– Characteristics – Types and Functions of Cooperatives – Community Based Organisations and their role – Social enterprise and rural development.

UNIT V: APPROACHES AND STRATEGIES

12 hrs.

Livelihood Approach – Water Shed Management – Drought Relief – Animal husbandry – Rural livelihood programmes – Displacement – Diaspora and Rehabilitation – Migration and Livelihood– Role of financial institutions and technology for rural livelihood – Micro credit – Social enterprise and rural innovation – Social Work approach to rural development.

TEXT BOOK(S):

Kant Singh, Krishna and Shankar Singh, Ram. Social Work and community development. New Delhi: ABD publishers, 2011. Print.

REFERENCE BOOK(S):

Arya, R.P. Training for Social work and rural development. New Delhi: Manglam Publishers & Distributors, 2007. Print.

Dandekar V. M. Rath Nilakantha. Poverty in India. Bangalore: Books for change, 2008. Print.

Elliott, Jennifer A. An Introduction to Sustainable Development. Third ed.: Noida: Saurabh Printers Pvt. Ltd., 2006. Print.

Naik Gopal., et.al. Urban Infrastructure and Governance. New Delhi: Routledge, 2010. Print.

Palanithurai. G. Dynamics of New Panchayati Raj System in India. New Delhi: Concept publishing company, Volume 1, 2(2002) Volume 5 (2006) Volume 6 (2008). Print.

Saleth. R Maria. From Individual to community. Sage Publications, New Delhi: 2012. Print

Sinha, Komol. Rural Development in India: Retrospect and Prospects. New Delhi: Concept Publishing Company Private Limited, 2010. Print.

Class	I MSW	Semester	II
Cognitive Level	K-2 - Understand		
	K-6 – Create		

MAPPING: COs consistency with PSOs

PSW2201EI RURAL COMMUNITY DEVELOPMENT					
CO/PSO	PSO				
	1	2	3	4	5
CO – 1	2	3	3	3	3
CO – 2	2	2	2	2	2
CO – 3	2	2	2	2	2
CO – 4	2	2	2	2	2
CO – 5	2	2	2	2	2

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1), No Correlation (0)

**PSW2302FW FIELDWORK AND RURAL CAMP**  
(FIELDWORK)

COURSE OUTCOMES: 3 hrs./wk.

On successful completion of the course, the student will be able to

CO1: infer the characteristics of rural living

CO2: criticise the role of Governmental and Non–governmental organisations in rural community development

CO3: apply project management skills and techniques for sustainable development

CO4: design programme specific community interventions using development communication strategies

CO5: appraise the role of social workers in social change

COURSE CONTENT: 45 hrs.

- I. Rural camp (10 days)
  - Prerequisites for initiating rural camp
  - Experiential learning in group living
  - Training on Participatory Rural Appraisal, Micro–planning, Community building, community Organising, Community social planning, community resource mobilization, Community participation and sustainable community partnership
  - Exposure towards the functioning of government and non–governmental organisations in rural community development
- II. Skill building (7 days)
  - Project Management & Logical Framing Analysis (LFA)
  - Programme planning, Implementation, Monitoring and Evaluation
  - Proposal writing and Fundraising
  - Sustainable development measures
- III. Development communication training (7 days)
  - Story building
  - IEC material preparation, Brochure Development

- Documentary Filmmaking
- Short film making

COs cognitive level and mapping with PSOs:

PSW2302FW FIELDWORK AND RURAL CAMP						
CO	COGNITIVE LEVEL	PSO				
		1	2	3	4	5
CO1	K1- Remember	3	3	3	3	3
CO2	K3 – Apply	3	3	3	3	3
CO3	K4 – Analyse	3	3	3	3	3
CO4	K5 – Evaluate	3	3	3	3	3
CO5	K6 – Create	3	3	3	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1)

III Semester

### PSW3403CM HUMAN RESOURCE MANAGEMENT

(THEORY)

Class: II MSW	Semester: III	Credits: 4	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	inculcate the fundamental knowledge on Human Resource Management			
LO2	apply the functions of Human Resource Planning			
LO3	gain competencies needed for Human Resource Administration			
LO4	develop the methods for Human Capital Development			
LO5	enhance the knowledge on the advances and trends in Human Resource Management.			

#### UNIT I: MANAGEMENT AND HUMAN RESOURCE MANAGEMENT

15 hrs.

Management: Concept – Evolution – Principles – Approaches – Functions – Major Contributors of Management – Roles and skills.

Human Resource Management: Concept – Definitions – Origin and Development – Nature – Scope – Objectives – Organization Structure and Function – Line and staff relations of Human Resource Management – HR Business Partnering – Qualities and Role of HR Manager – Ethics in Human Resource Management – HRM and HRD – Association and Similarities.

#### UNIT II: HUMAN RESOURCE PLANNING

15 hrs.

Job analysis: Definition – Process – Importance – Job Description and Job Specification – Job Design – Job Evaluation – Job Enrichment – Job Enlargement – Job Rotation.

Manpower Planning: Meaning – Objectives – Need and Importance – Process – Models – Influencing factors.

Recruitment: Meaning – Definition – Objectives – Process – Recruitment Policy – Sources – Methods – Influencing factors – Practices of recruitment in India.

Selection: Meaning – Objectives – Process – Assessment tools including Psycho metric tests – Induction – Placement –

Probation – Confirmation.

UNIT III: HUMAN RESOURCE ADMINISTRATION

15 hrs.

Compensation: Wage and Salary – Concept – Principles – Essentials of Sound Wage and Salary structure – Methods of Wage Payments – Components of Compensation – Types of Pay: Incentive schemes, Fringe benefits, Monetary and Non-Monetary rewards – Pay for Performance – Process of wage Determination – Factors Influencing compensation plans and policies.

Employee Welfare: Concept – Principles – Scope and Importance – Theories, approaches and philosophy of employee welfare – Areas of Employee Welfare, Statutory and Non-statutory – Employee Social Security Measures – Need and Application of Social Work Methods in delivering employee welfare and social security services – New paradigms in Employee welfare.

UNIT IV: HUMAN CAPITAL DEVELOPMENT

15 hrs.

Learning and Development: Concept – Objectives – Process – Methods – On the Job, Off the Job – Training Evaluation – Kirk Patrick and other Models – Training Effectiveness – Training Vs Development – Developmental Needs for current and future jobs – Current trends.

Career Planning and Development: Meaning – Need and Importance – Process – Talent Acquisition, Talent Development and Talent Engagement.

Performance Appraisal: Meaning – Need and Importance – Objectives – Methods – Process – Influencing Factors – Common errors - Problems – Practices in India.

Employee Retention: Need – Objectives and Strategies – Concept and Factors influencing Employee Attrition – Employee Turnover – Employee Motivation: Meaning – Types – Importance.

Employee Separation: Concept and methods of Separation – Promotion, Transfer, Demotion: Meaning – Causes – Types – Resignation, Retirement and Superannuation – Exit Interview and Settlement procedures.

UNIT V: ADVANCES AND TRENDS IN HUMAN RESOURCE MANAGEMENT

15 hrs.

Quality Management: Six Sigma – Kaizen – 5 S Method – Total Productive Maintenance (TPM) – Total Quality Management (TQM) – International Organization for Standardization (ISO) – Quality Circles.

Employee Wellness Programmes – Learning Management System (LMS) – Fluid Task Management with Gig Economy – Remote and Hybrid Work – Competency based HR Practices – HR Matrix – Human Resource Information System – e -HRM – Corporate Social Responsibility – Green HRM – Future of Human Resource Management.

TEXTBOOK(S):

Subba Rao, P. Personnel and Human Resource Management Text and Cases. Himalaya Publishing House, 2012. Print.

REFERENCE BOOK(S):

Bernardin, John H. Human resource Management: An Experiential Approach. Tata McGraw-Hill Publishing Company Limited, 2004. Print.

Gupta C.B. Human Resource Management. Sultan Chand and Sons, 2002. Print.

Jyothi P & Venkatesh D.N. Human Resource Management. Oxford University Press, 2006. Print.

Kandula, Srinivas R. Strategic Human resource development. Prentice Hall of India Private Limited, 2006. Print.

Mamoria C.B, Personnel Management. New Delhi: Himalayan Publications, 1996. Print. Nair, N.G., Nair, Latha. Personnel Management and Industrial relations. S. Chand & Company Ltd. 2004. Print.

Padhi, Nayantara. Ed. Strategic Human Resource Management. Atlantic Publishers, 2009. Print.

Rao, T.V. et.al. edited. Alternative Approaches and Strategies of Human resource Development. Rawat Publications, 2008. Print.

Rao .VSP. Human Resource Management – Text and Cases. Excel Books, 2009. Print.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
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On successful completion of the course, the student will be able to		
CO1	discuss the fundamentals of Human Resource Management	K2 Understand
CO2	elaborate the functions of Human Resource Planning	K2 Understand
CO3	apply the functions of Human Resource Administration	K3 Apply
CO4	analyse the appropriate methods for Human Capital Development	K4 Analyse
CO5	evaluate the recent advances and trends in Human Resource Management	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW3403CM HUMAN RESOURCE MANAGEMENT					
CO	PSO				
	1	2	3	4	5
CO1	2	2	3	3	3
CO2	2	2	2	3	3
CO3	2	2	2	3	3
CO4	3	3	3	3	3
CO5	2	2	3	2	2

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

### PSW3404CM HEALTH CARE SYSTEMS (THEORY)

Class: II MSW	Semester: IV	Credits: 4	Hours per week: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	impart knowledge on the concept of health and epidemiology			
LO2	analyse health problems and create strategies and intervention for health promotion			
LO3	compare the various models of health care in India			
LO4	discuss the National Policies for health promotion			
LO5	propose health programmes and promotional strategies of health in the fields of social work			

COURSE CONTENT:

#### UNIT I: INTRODUCTION

15 hrs.

Understanding major concepts in health: Definition – Indicators and determinants in WHO framework – Concepts: Preventive medicine – Social medicine – Community medicine and Community Health – Well Being – Epidemiology: Definition – meaning and scope – Vital Statistics – Incidence and Prevalence – Vaccine and Immunization– Myths and Truth.

#### UNIT II: HEALTH PROBLEMS

15 hrs.

Dynamics of Disease Transmission – Infectious disease – Epidemiology and epidemiological methods. Common diseases and illnesses – Causes – symptoms – prevention – treatment – Major Communicable diseases – Infection – Respiratory – Intestinal – Reproductive – Arthropod borne – Zoonoses – Surface – Emerging Infectious – Hospital acquired – Major non-communicable diseases – Lifestyle diseases – Neurological disorders.

Health problems of vulnerable groups – Women – Children – Aged – Persons with disabilities – Health problem Nutritional –

Environmental Sanitation – Medico Care – Population – Genetic Disorders and Occupational diseases – Role of medical social workers in Preventive – Curative – Developmental and Promotive Health care.

UNIT III: HEALTH CARE MODELS

15 hrs.

Definition – meaning – Functions and importance of public health – Health models – Prevention – Promotion – Integrative – Development model – Empowerment model – Approaches to Health Care Systems – Integrated – System based – Resource based – Approaches to health – Allopathic systems – Alternate systems – Ayurveda – Siddha– Homeopathy – Naturopathy – Unani – Holistic approach to health.

UNIT IV: HEALTH POLICIES

15 hrs.

Organization and Administration of Public Health care at the Central – State – District – Municipality and Village level – Health planning in India: Planning cycle – Health committees – Health & Family Welfare. Health in Five Year Plans – Role of National and International organization in health promotion – Health promotion policies and programmes for vulnerable communities – National Health Policy 2017 – National Population Policy 2000 – Employee State Insurance Act 1975.

UNIT V: HEALTH PROGRAMMES AND PROMOTION STRATEGIES

15 hrs.

National health programmes – Minimum needs programme – iodine deficiency disease programme – national programme for control of blindness – 20 point programme – ICDS – MCH – Universal immunization programme – National Malaria Eradication Programme – National Mental health Programme – National Leprosy Eradication Programme – STD control programme – AIDS control programme – school health programme – noon day meals scheme – non-governmental for the elderly Health in Five Year Plans – National Health Policy in India – Voluntary Health Agency in India – Role of National organization NIMHANS, CARE, ICMR – International organization – WHO – International Red Cross and UNICEF in health promotion – National Health Policy 2017 – National Population Policy 2000 – Employee State Insurance Act 1975

Health promotion strategies: Health Information – Health education – concept – model– approach– need – target groups – Health Communication – IEC materials – preparation – implementation for specified groups – Health advocacy – meaning – need– strategies – Role of Social Worker in health promotion.

TEXT BOOK(S):

Park, K. Parks Textbook of Preventive and Social Medicine. India: M/S Banarsidas Bhanot Publishers,2011. Print.

Rao, Sujatha K. Do we care? India's Health System. Oxford University Press, 2017. Print.

REFERENCE BOOK(S):

Barbara.K. Rimer,k. Viswanath: Health Behaviour Health Education Theory and Practice. 2008.Print.

Berridge, Virginia. Public Health: A very Short Introduction. New York: Oxford University Press, 2016. Print.

Cesar, M. Carranza, Garces. Social Work in the Hospital Setting: Interventions. Trafford Publishing, 2013. Print.

Dalal, Ajit, K. Ray, Subha. Social Dimensions of Health. Rawat Publications, 2009. Print.

Karen M. Allen and William J. Spitzer. Social Work Practice in Healthcare: Advanced Approaches and Emerging Trends. Sage Publications, 2015. Print

Mahajan, B.K. and Gupta, M. C. Textbook of Preventive and Social Medicine. Jaypee Brothers, 2003. Print.

Toba Schwaber Kurland and Donna S. Harrington. Social Work in Health Settings: Practice in Context. Taylor and Francis Publication, 2023. Print.

WHO, Regional Publications. District Health facilities: Guidelines for Development & Operations. A.I.T.B.S Publishers & Distributors, 2000. Print.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	discuss the concept of health and epidemiology	K2 Understand
CO2	analyse health problems and create strategies for health promotion	K3 Apply

CO3	compare the various models of health care in India	K4 Analyse
CO4	discuss the National Policies related to health	K4 Analyse
CO5	evaluate the health programmes and promotional strategies of health in India	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW3404CM HEALTH CARE SYSTEMS					
CO	PSO				
	1	2	3	4	5
CO1	2	2	2	3	3
CO2	3	2	2	3	3
CO3	3	2	3	3	3
CO4	2	2	2	3	3
CO5	2	2	2	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1)

PSW3405CM LABOUR LEGISLATIONS AND INDUSTRIAL RELATIONS

(THEORY)

Class: II MSW	Semester: III	Credits: 4	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	understand the concept of Labour and evolution of Labour Legislation			
LO2	comprehend the legislations related to working conditions and industrial relations			
LO3	develop an understanding about the legislations related to wages and social security.			
LO4	enhance the importance of compliance to labour legislation			
LO5	learn the industry and State specific legislations according to the workplace context			

COURSE CONTENT:

UNIT I: LABOUR LEGISLATION

15 hrs.

Labour: Concept – Indian Labour – Characteristics and Problems – Organised and unorganized sector labour – Labour Welfare – International Labour Organisation (ILO) and its role in labour welfare in India – Implementation of ILO recommendations in India – Labour Legislations: Concept and historical development of labour legislations in India – Industrial jurisprudence – Industrial law as distinguished from Common law. Labour Codes.

UNIT II: LEGISLATIONS RELATING TO FACTORIES AND INDUSTRIAL RELATIONS

15 hrs.

Industrial Employment (Standing Orders) Act 1946 – Factories Act 1948 – Directorate of Industrial Safety and Health (DISH) – Trade Unions Act 1926 – Apprentices Act, 1961 – The Contract Labour (Regulations and Abolition) Act 1970 – Industrial Disputes Act 1947 – Industrial Relations – Concept – Mechanisms for settling disputes .

UNIT III: LEGISLATIONS RELATING TO WAGES

15 hrs.

Wages: Concept and Types – Legislations relating to wages: The Payment of Wages Act 1936 – The Minimum Wages Act 1948 – The Equal Remuneration Act 1976 – The Payment of Bonus Act 1965 – Compliances and Recent Amendments in legislations relating to wages.

UNIT IV: LEGISLATIONS RELATING TO SOCIAL SECURITY

15 hrs.

Social Security: Meaning – Social Security in organized and unorganized sector – Legislations related to Social Security: The Employee State Insurance (ESI) Act 1948 – The Employee Provident Fund (EPF) and Miscellaneous Provisions Act 1952 – Gratuity Act 1972 – Maternity Benefit Act 1961– Employees Compensation Act 1923.

UNIT V: INDUSTRY AND STATE SPECIFIC LABOUR LEGISLATIONS

15 hrs.

Industry Specific Labour Acts – The Plantation Labour Act 1951 – The Mines Act 1952 – The Shops and Establishments Act 1953 – The Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979 – Tamil Nadu Labour welfare fund Act, 1972 – The Tamil Nadu Industrial establishments (National and Festival Holidays) Act, 1958 – Tamil Nadu Industrial Establishments (Conferment of Permanent Status to Workmen) Act 1981– Tamil Nadu Subsistence Allowance Act, 1981- Applications of Legislations – Recent Amendments and Relevant forms for legal filing and Documentation.

TEXT BOOK(S):

Kapoor, N.D. Elements of Industrial Law. New Delhi: 14th ed., Sultan Chand & sons, 2020. Print.

REFERENCE BOOK(S):

Gaurav Tiwari. Labour Law. Rajasthan: Oxford Book Company, 2012. Print.

Gupta, Ritu. Sexual Harassment at Workplace. Haryana: Lexis Nexis, 2014. Print.

Kumar, Suresh. Dynamics of Industrial relations in Contemporary India. Chandigarh: Abhishek publications, 2007. Print.

Mediratta, Surinder. Handbook of Law, Women and Employment. New Delhi: Oxford University Press, 2009. Print.

Memoria, C.B., Memoria, Satish. & Gankar S.V. Dynamics of Industrial relations. Bombay: Himalaya Publishing House, 2011. Print.

Mishra,.L. Case Laws on Industrial relations: Issues and implications. New Delhi: Execl Books Publications, 2006. Print.

Singh, B. D. Industrial Relations labour Laws. New Delhi: Excel Books, 2011. Print.

Zad, N.S. & Bhandari, Nilamkumar. New Delhi: Taxmann Publication, 2014. Print.

WEB RESOURCE(S):

<https://labour.gov.in/list-enactments-ministry>

[https://www.icsi.edu/media/webmodules/Labour\\_Laws&\\_Practice.pdf](https://www.icsi.edu/media/webmodules/Labour_Laws&_Practice.pdf)

<https://www.mgkvp.ac.in/Uploads/Lectures/47/1424.pdf>

<https://www.shrm.org/shrm-india/pages/simpliance.aspx>

<https://www.whatishumanresource.com/employment--labour-laws-in-india>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	infer the context of labour and labour welfare in India	K1 Remember
CO2	analyse labour legislations related to working conditions and industrial relations	K4 Analyze
CO3	appraise the labour legislations related to wages at workplace	K5 Evaluate
CO4	evaluate social security legislations at workplace	K5 Evaluate
CO5	assess the industry and State specific labour legislations	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW3405CM LABOUR LEGISLATIONS AND INDUSTRIAL RELATIONS					
CO	PSO				
	1	2	3	4	5
CO1	3	3	2	2	2

CO2	3	3	2	2	2
CO3	3	3	2	3	2
CO4	3	3	2	3	2
CO5	3	3	2	3	2

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

## PSW3406CM PSYCHIATRIC DISORDERS

(THEORY)

Class: II MSW	Semester: III	Credits: 4	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	infer the basic concepts of Psychiatric Disorders and understand the responsibilities of Social Workers in mental health settings			
LO2	describe the nature and clinical features of Anxiety, Obsessive Compulsive and Mood Disorders			
LO3	identify the Dissociative, Somatic, Stress and Eating Disorders			
LO4	learn the diagnostic criteria of Psychotic, Personality, Addictive Disorders and Sexual Disorders			
LO5	acquire knowledge on Neuro-Developmental and Neuro-Cognitive Disorders			

COURSE CONTENT:

### UNIT I: UNDERSTANDING PSYCHIATRIC DISORDER

15 hrs.

Mental Health: Definition – Conceptualizing Normal and Abnormal behaviour – Myths about mental illness – Bio-Psycho-Social causes – Psychiatric Disorder: Definition – Classification – meaning and purpose – Introduction to DSM 5 and ICD 11 – Concept of Psychiatric Social Work – roles, functions and responsibilities of a Psychiatric Social worker: Case Management – Case Intake – Case History Collection and Mental Status Examination.

### UNIT II: ANXIETY, OBSESSIVE COMPULSIVE AND MOOD DISORDERS

15 hrs.

Generalised Anxiety Disorder – Phobic Disorder – Panic disorder – Obsessive Compulsive Disorder – Bipolar I – Bipolar II – Cyclothymic Disorder – Major Depressive Disorder (Single and Recurrent Episodes) – Persistent Depressive Disorder (Dysthymia) – Disruptive Mood Dysregulation Disorder (DMDD) – Treatment and management – Role of Social Workers.

### UNIT III: DISSOCIATIVE, SOMATIC, STRESS AND EATING DISORDERS

15 hrs.

Dissociative Identity Disorder – Dissociative Amnesia – Depersonalisation/ Derealization Disorder – Somatic symptom disorder – Conversion Disorder – Factitious Disorder – Post Traumatic Stress Disorder – Acute Stress Disorder – Adjustment Disorder – Anorexia nervosa – Bulimia nervosa – Binge Eating Disorder – Treatment and management – Role of Social Workers.

### UNIT IV: SCHIZOPHERNIA, PERSONALITY, ADDICTIVE AND SEXUAL DISORDERS

15 hrs.

Schizophrenia – schizoaffective disorder – Personality Disorders (Cluster A, B and C) – Addictive Disorders – Substance Abuse – Tolerance – Dependence – Substance Intoxication and Withdrawal – Behavioural Addiction – Sexual Dysfunctions – Gender Dysphoria – Paraphilic Disorders – Treatment and management – Role of Social Workers.

### UNIT V: NEURODEVELOPMENTAL AND NEUROCOGNITIVE DISORDERS

15 hrs.

Intellectual Disabilities – Autism Spectrum Disorder – Attention Deficit Hyperactivity Disorder (ADHD) – Conduct Disorders – Oppositional Defiant Disorder (ODD) – Specific Learning Disorder – Neurocognitive Disorders: Delirium – Neurocognitive

Disorder due to Alzheimer's Disease – Neurocognitive – Disorder due to Parkinson's Disease – Treatment and management – Role of Social Workers.

TEXT BOOK (S):

American Psychiatrists Association, Diagnostic and Statistical Manual for Mental Disorders(DSM-5) 5<sup>th</sup>ed. The Division of Publications and Marketing, 2013. Print.

Bhatia, M.S. Short Textbook of Psychiatry. 8<sup>th</sup> ed. CBS Publishers & Distributors, 2023.Print.

REFERENCE BOOK(S):

Barlow, David H. and Durand, Mark, V. Abnormal Psychology – an integrative approach. Thomson, 2007. Print.

Butcher, James N. et. Al. Abnormal Psychology. 16<sup>th</sup> ed. Pearson Publications, 2016. Print.

Golightley, Malcolm. Social Work and Mental Health. 2<sup>nd</sup> ed. British Library Cataloguing in Publication Data, 2007. Print.

Kaplan and Sadock. Comprehensive Textbook of Psychiatry. 9th Revised Edition. Lippincott Williams and Wilkins, 2009. Print.

Kaplan and Sadock. Synopsis of Psychiatry - Behavioural Sciences/Clinical Psychiatry.10th Edition. Lippincott Williams and Wilkins, 2007. Print.

Sarason, Irwin G. and Sarason, Barbara R. Abnormal Psychology – The Problem of Maladaptive behaviour, 11<sup>th</sup> ed. Prentice – Hall of India, 2006. Print.

WEB LINK(S) :

Niraj Ahuja, (2011). A Short Text Book of Psychiatry.: Jaypee. Retrieved from:  
<https://www.pdfdrive.com/a-short-textbook-of-psychiatry-e33431513.html>. CC by license.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	outline the nature, causes and classification systems of psychiatric disorders and the process of case intake	K2 Understand
CO2	assess the nature and diagnosis of Anxiety, Obsessive Compulsive and Mood disorders	K4 Analyze
CO3	analyse the nature and diagnosis of Dissociative, Somatic, Stress and Eating disorders	K4 Analyze
CO4	examine the nature and diagnosis of Psychotic, Personality, Addictive and sexual disorders	K4 Analyze
CO5	differentiate the nature and diagnosis of Neuro-Developmental and Neuro-Cognitive disorders	K4 Analyze

MAPPING: COs consistency with PSOs

PSW3406CM PSYCHIATRIC DISORDERS					
CO	PSO				
	1	2	3	4	5
CO1	3	2	2	2	2
CO2	2	2	2	2	2

CO3	2	2	2	2	2
CO4	2	2	2	2	2
CO 5	2	2	2	2	2

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1)

**PSW3407CM ORGANISATIONAL BEHAVIOUR**  
(THEORY)

Class: II MSW	Semester: III	Credits: 4	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	appreciate the study of organization and organizational behaviour			
LO2	acquire knowledge about the impact of behaviour at individual and group level			
LO3	review the role of leadership			
LO4	develop knowledge on organizational change, conflict and culture			
LO5	identify the trends in organizational development			

**COURSE CONTENT:**

**UNIT I: ORGANISATIONAL BEHAVIOUR – AN INTRODUCTION**

15 hrs.

Organisation – Concept – meaning and definition – organisational behaviour – Concept – meaning and definition – challenges – contributing disciplines of OB – Relevance of OB to management discipline and its functions – Significance of the study of individual – group and social concepts in OB – Historical evolution of OB.

**UNIT II: INDIVIDUAL AND GROUP DIMENSIONS OF ORGANISATIONAL BEHAVIOUR**

15 hrs.

A. Individual Dimensions: Behaviour: Concept – meaning and definition– Individual differences – Personality– concept– measurement of personality – Personality and its implication for management – Perception – Attitudes and Values: Stereotypes – Prejudice – concept – Learning – Concept – process– Learning and behaviour modification. Emotions: Concept – meaning – handling emotions – Emotional Intelligence. Motivation: Concept – meaning– application of motivational theories in reward systems and empowerment – quality of work life and job satisfaction.

B. Group Dimensions: Interpersonal Behaviour – meaning and nature – Group Dynamics – Concept – meaning – definition of group – types of groups – formation of group – theories and functions – group behaviour and decision making – Teams – formation and functions – Relevance of teamwork in organizational behavior.

**UNIT III: LEADERSHIP AND CONFLICT MANAGEMENT**

15 hrs.

Interpersonal skills – communication – problem solving– decision making – importance in organisations; Leadership – meaning – Theories of Leadership – Charismatic leadership theory – Trait theory – Behavioural theory – Situational Theory – Leadership Styles – Likert's Style – Managerial Grid – Fiedler's Contingency Model – Hersy – Blanchard situational Model – Path–Goal model – Leadership in Indian Organisations. Conflict – concept – definition – individual vs group conflict – conflict resolution and management – negotiation and grievance handling.

**UNIT IV: ORGANISATIONAL CHANGE AND CULTURE**

15 hrs.

Change – concept – definition – Organisational Structure and designs – nature of change – factors in Organisational change – planned change – process and stages of change management – responses to change – Resistance to change – factors in

Resistance to change – Handling resistance to change – Growth and Change – Organisational Culture – Concept – definition – Creating and Sustaining Organisational culture – values and creating vision – socialization of employees – employee engagement – impact of national culture on organisational culture.

UNIT V: ORGANISATIONAL DEVELOPMENT

15 hrs.

Organisational Development (OD) – Meaning – Concept – Goals of OD – OD Process – OD Interventions and Techniques – Sensitivity Training – Survey Feedback – Process Consultation – Team Building – Inter-group Development – Contemporary Techniques – Technology – Continuous Improvement – Process Reengineering.

EXPERIENTIAL LEARNING METHODS:

Case Study

Business/OD/HR case study analysis with assessment questions.

Book/Journal Review

Critical analysis of an article / chapter

Assessment and Intervention Tools

Apply simple OD tools and discuss results

Visits to organization

Assessed through group presentation and reports

TEXT BOOK(S):

Aswathappa K. Organisation Behaviour. Himalaya Publishing House, 2005.Print.

Gupta C.B. A Textbook of Organisational Behaviour. S.Chand and Company Limited,2018.Print.

Prasad L M. Organisational Behaviour. Sultan Chand & Sons, 2010.Print.

REFERENCE BOOK(S):

Adam–Smith, Derek and Rayner, Charlotte. Management and Leadership in Organizations: Strategy, Ethics and Diversity. Jaico Publishing House, 2009. Print.

Burke, Warner. W. Organization Change: Theory and Practice. Sage Publications India, 2012. Print.

French L. Wendell, Bell H. Cecil Jr., Vohra Veena. Organization Development. Pearson, 2018. Print.

Khanka, S.S. Organisational Behaviour (Text and Cases). S.Chand & Company Ltd., 2012. Print.

Luthans Fred. Organizational Behaviour. Mc Graw–hill International Edition 2008. Print.

Robbins, Stephan P. Judge, Timothy A. Essentials of Organisational Behaviour. 2017,Pearson education. Print.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	explain the foundation and relevance of organizational behaviour	K2 Understand
CO2	analyze the implications of individual and group behaviour in organizations	K4 Analyze
CO3	interpret the role of leaders in organizations	K4 Analyze
CO4	appraise the role of change and culture in organizational behaviour	K5 Evaluate
CO5	evaluate appropriate OD techniques for organizational effectiveness	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW3407CM ORGANISATIONAL BEHAVIOUR					
CO	PSO				
	1	2	3	4	5
CO1	2	3	3	3	2
CO2	2	3	3	2	2

CO3	2	3	3	3	3
CO4	2	2	3	3	3
CO5	2	2	3	3	2

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

## PSW3408CM DISABILITY MANAGEMENT

(THEORY)

Class: II MSW	Semester: III	Credits: 4	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	conceptualize Disability Management and its relevance in Social Work			
LO2	describe the concept of disability at different levels			
LO3	examine the factors associated with the prevention and management of disability			
LO4	analyse the process of rehabilitation and its challenges			
LO5	evaluate the role of the State, NGOs and INGOs in Disability Management			

### COURSE CONTENT:

#### UNIT I: INTRODUCTION TO DISABILITY AND DISABILITY MANAGEMENT 15 hrs.

Disability: Definition – causes and types: physical, sensory, intellectual, multiple disabilities, learning/developmental disabilities and psychosocial disability – Differentiating the concepts of Impairment, Disability and Handicap – Models of Disability – Prevalence of disability – International and National milestones from Welfare to Right based approach – Disability Movement.  
Disability Management: concept – definition – need and relevance in Social Work.

#### UNIT II: IMPACT OF DISABILITY AT DIFFERENT LEVELS 15 hrs.

Multidimensional impact of disability on individuals – needs and difficulties of persons with disability across the life span and at critical stages in their lives. Impact on families – Care for persons with disabilities and its challenges. Impact at the community level – Misconceptions – Oppression and Discrimination.

#### UNIT III: DISABILITY MANAGEMENT IN SOCIAL WORK PRACTICE 15 hrs.

Person-Centred approach: Meaning – Need – Importance in Disability Assessment – Identification and Intervention – Interventional strategies across the life span: children, adults, and the elderly – Interdisciplinary collaboration with healthcare professionals, educators, and social workers – Prevention of disabilities at primary, secondary, and tertiary levels.

#### UNIT IV: REHABILITATION AND ASSISTIVE TECHNOLOGIES 15 hrs.

Rehabilitation: Definition – Need and objectives – Principles and Process of Rehabilitation – Assistive technologies and their applications – Access to assistive devices and support services – Enhancing independence and functional abilities – Role of Multidisciplinary team in the Rehabilitation of Persons with disabilities– psychoeducation – vocational rehabilitation – social integration within the family and community– challenges in mainstreaming persons with disabilities.

#### UNIT V: DISABILITY POLICY AND LEGISLATION 15 hrs.

Disability Policy: Meaning – Need – Importance of Awareness, Advocacy and Lobbying – formation of advocacy groups – International instruments: Salamanca Declaration, UN Enable-Standard Rules and UNCRPD – Legislations governing disability: The Rehabilitation Council of India Act – 1992 and 2000 –The Rights of Persons with Disabilities Act, 2016 – The Mental Health

Care Act, 2017– Role of the State: specific policies initiated by the Government of Tamil Nadu – Role of NGOs and INGOs – Role of Social workers in safeguarding the rights and promoting the wellbeing of persons with disabilities.

TEXT BOOK(S):

Cameron, Colin. Disability Studies: A Student's Guide. SAGE Publications Ltd.2013.Print.

Goodley, Dan. Disability Studies - An Interdisciplinary Introduction. SAGE Publications Ltd. 2016. Print.

Shakespeare, Tom. Disability: The Basics. Routledge. 2017. Print.

REFERENCE BOOK(S):

Albrecht G.L, Katherine D Seelman. &Bury, M. Hand Book of Disability Studies, Sage Publications. 2001 Print.

Mitra, S et.al: Disability and poverty in developing countries: a multidimensional study. World Development, Elsevier BV. 2013. Print.

Mukherjee, M., Problems of Disabled People. Associated publishers. 2006. Print.

Oliver, Michael. "Social Work with Disabled People." SpringerLink, Macmillan Education. 1999. Print.

Pandey and Advani. Perspectives in Disability and Rehabilitation. Vikas Publishing House.1995.Print.

Rothman, J. C. Social work practice across disability. Allyn& Bacon.2003. Print.

Simcock, Peter, and Castle, Rhoda. Social Work and Disability. Polity Press, 2016.Print.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	explain the concept of disability and disability management	K1 Remember
CO2	describe the impact of disability at the individual, familial, and community levels	K2 Understand
CO3	identify approaches in the intervention and prevention of disability	K3 Apply
CO4	examine the process of rehabilitating persons with disabilities	K4 Analyze
CO5	analyse the role of the State, NGOs and INGOs in promoting the well-being of persons with disability	K4 Analyse

MAPPING: COs consistency with PSOs

PSW3408CM DISABILITY MANAGEMENT					
CO	PSO				
	1	2	3	4	5
CO1	2	2	2	2	2
CO2	2	2	2	2	2
CO3	2	2	2	2	2
CO4	2	2	2	2	2
CO5	2	2	3	3	2

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1)

PSW3402MO MANAGERIAL SKILLS

(THEORY)

Class: II MSW	Semester: III	Credits: 4	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			

To enable the students to	
LO1	learn about the basic managerial functions
LO2	understand the significance of managerial skills
LO3	develop different thinking skills
LO4	manage emotions contextually
LO5	enhance workplace development skills

**COURSE CONTENT:**

**UNIT I BASIC MANAGERIAL FUNCTIONS**

15 hrs.

Management: Introduction – Definition – Levels of Management – Functions. Managerial Functions: Introduction – Meaning – Definition – Basic Management Functions. Planning – Organising – Staffing – Delegating – Coordinating – Budgeting (POSDCORB) – Role of Managers – Henri Fayol's Principles of Management.

**UNIT II SKILLS FOR MANAGERS**

15 hrs.

Skills for Managers – Technical Skills – Human Relations Skills – Conceptual Skills – Henry Mintzberg's Classification of Managerial Functions – Interpersonal – Informational – Decisional Roles.

**UNIT III THINKING SKILLS**

15 hrs.

Strategic Thinking – Meaning – Characteristics – Process Consideration in Strategic Thinking – Importance – Strategic Thinking Competencies – Lateral Thinking – Meaning – Needs – Benefits – Uses – Techniques – Analytical Thinking – Innovation – Design Thinking – Meaning – Tools and Steps.

**UNIT IV SOCIAL AND EMOTIONAL COMPETENCY**

15 hrs.

Understanding Emotions – Emotional Intelligence – Social and Emotional Competency (SEC) – Building SEC skills – Importance of SEC for Managers.

**UNIT V DEVELOPMENT SKILLS**

15 hrs.

Leadership Skills – Influencing – Personal Ethics and Values – People Development – Team Skills – Problem solving – Handling Complexity and Risk Management – Mentoring and Networking Skills.

**TEXT BOOK(S):**

Koontz, Herald, Wehrich and Cannice. Essentials of Management. Tata-McGraw Hill Publishing House, 2020. Print.

**REFERENCE BOOK(S):**

A.E.Stoner, James, Freeman, Gilberth. Management. Pearson Publishing House. 2009. Print.

Robbins, S. P. and Hunsaker, Phillip, L. Training in Interpersonal skills. Tips for managing people at work. 5th ed. PHI Learning, 2009. Print.

Stella Cottrell. Skills for Success, Personal Development and Employability. Palgrave Macmillan, 2010. Print.

**WEB RESOURCE(S):**

<https://in.indeed.com/career-advice/career-development/skill-set>

<https://www.worldbank.org/en/topic/skillsdevelopment>

<https://www.workingvoices.com/insights/professional-development/>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	discuss the essential managerial functions	K2 Understand
CO2	appraise specific managerial skills	K5 Evaluate
CO3	examine different kinds of thinking and its application	K4 Analyze

CO4	develop social and emotional competency	K3 Apply
CO5	apply essential workplace developmental competencies	K3 Apply

MAPPING: COs consistency with PSOs

PSW4301EI MANAGERIAL SKILLS					
CO	PSO				
	1	2	3	4	5
CO1	3	3	2	3	2
CO2	3	3	3	3	3
CO3	3	3	3	3	2
CO4	3	3	3	3	2
CO5	2	3	2	3	2

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1)

**PSW3301FW FIELDWORK IN HUMAN RESOURCE MANAGEMENT  
(FIELDWORK)**

Class: II MSW	Semester: III	Credits: 3	Hours per cycle: ---	Total hours: 30 days
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	understand the business nature, operations, structure and functions of the manufacturing / Industrial sector			
LO2	practice the functions of Human Resource department			
LO3	practically understand the concept and application of Industrial Relations and required competencies			
LO4	observe the application of statutory and Non- statutory Labour welfare and Employee wellbeing measures			
LO5	familiarize with Labour Legislations and compliances			

COURSE CONTENT:

UNIT I: ORGANISATIONAL PROFILE

Organisation Profile – Business, Services, Products, Branches/ Units – History – Organization Chart and Structure – Departments, Workforce – Managerial and Human Resource functions.

UNIT II: HUMAN RESOURCE FUNCTIONS OF THE ORGANISATION

HR function as relevant to the Manufacturing and Industrial Sector – Functions of Time Office, Shifts, Hours of Work – Leave and Holidays – Types of Employees – Employee Service Register.

Manpower Planning – Recruitment – Sources, Methods and Process, Selection – Induction and Placement – Training and Development – Training evaluation, effectiveness and Feedback analysis – Performance Appraisal: Methods, Process and Practices – Succession Planning – Wage and Salary Administration – Employee Communication – Employee Motivation – Employee Turnover – Employee Disengagement – Retention, Attrition – Employee Separation Procedures and Settlements – Exit interview.

UNIT III: INDUSTRIAL RELATIONS

Industrial Relations at workplace, among Departments and Employees – Works Committee, Councils, Associations and Unions : Types, functions and Practices – Industrial Disputes, Conflicts and Settlement procedures and Practices – Employee Grievance and Settlement Procedures – Standing Orders – Employee Disciplinary actions and Procedures.

UNIT IV: LABOUR WELFARE AND WELLBEING

Employee Welfare: Types, Functions and Roles – Intra Mural and Extra Mural, Statutory and Non-Statutory Social Security – Occupational Health and Safety – Employee Counselling, Education, Awareness, Engagement and Wellbeing measures and Practices – Corporate Social Responsibility – Application of appropriate Social work methods – Concept paper relevant to the field.

UNIT V: LABOUR LEGISLATIONS

Labour Legislations: Legislations as applicable to the Organization.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	identify the business and managerial functions of the organisation	K2 Understand
CO2	integrate the classroom learning with field work practice in HR functions	K3 Apply
CO3	demonstrate the knowledge and skills of HRM, IR, and as a HR professional	K3 Apply
CO4	analyse the concepts of labour welfare and wellbeing	K4 Analyze
CO5	evaluate labour welfare measures and develop the competencies required for the practice of Human Resource Management	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW3301FW FIELDWORK IN HUMAN RESOURCE MANAGEMENT					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strongly correlated (3),

Moderately correlated (2), Weakly correlated (1).

PSW3302FW FIELDWORK IN MEDICAL SOCIAL WORK  
(FIELDWORK)

Class: II MSW	Semester: III	Credits: 3	Hours per cycle: ----	Total hours: 30 days
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	explain the functions of the organization based on its goals, policies and philosophy.			
LO2	discuss the role and functions of medical social workers in the multidisciplinary team.			
LO3	apply social work methods in the context of healthcare			
LO4	preparation and implementation of an individualized interventional plan			
LO5	interpretation of data from the individual as well as the societal level			

COURSE CONTENT

#### UNIT I: ORGANIZATIONAL PROFILE

History of the Agency – Vision – Mission – Organogram – Resources – Services provided by the organisation – Funding – beneficiaries – Need and relevance of social work in a health care setting - Aptitude and skills required for social work practice.

#### UNIT II: UNDERSTANDING THE CLIENTELE SYSTEM AND MEDICAL SOCIAL WORK

Clientele system in Medical Setting – Scope and avenues of social work practice in the health care settings – functions of Medical Social Worker – role as a member of the multidisciplinary team – prospects and challenges.

#### UNIT III: APPLICATION OF SOCIAL WORK METHODS

Multidimensional Assessment of the needs of the patients and caregivers – Preparation of individualized care plan – application of social work methods – Case Work – Group Work – Community Programme – Advocacy and lobbying – process of rehabilitation.

#### UNIT IV: CURATIVE, PREVENTIVE AND PROMOTIVE STRATEGIES

Implementation of individualized interventional plan – Case Management – Drug Adherence – strategies for resolving the problems of patients and caregivers – utilization of appropriate resources – IEC materials – Resource Mobilization and Networking – Health Education and Health Promotion – challenges in the practice of Medical Social Work

#### UNIT V: CASE ANALYSIS AND CONCEPT PAPER

Case study analysis – Quantitative and Qualitative Data Collection – Analysis and Interpretation – Preparation of concept paper – problem-solving and strength-based perspective – validation – reporting and documentation.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	gain in-depth knowledge about the organisation and role of Medical social work	K2 Understand
CO2	discuss the avenues of social work practice in health care	K2 Understand
CO3	apply social work methods for assessment, intervention and rehabilitation	K3 Apply
CO4	propose appropriate strategies for health education and health promotion	K4 Analyze
CO5	interpret the qualitative and quantitative data from a strength-based perspective	K5 Evaluate

#### MAPPING: COs consistency with PSOs

PSW3302FW FIELDWORK IN MEDICAL SOCIAL WORK					
CO	PSO				
	1	2	3	4	5
CO1	2	2	3	3	2
CO2	2	3	3	3	2
CO3	3	3	3	3	2
CO4	3	3	3	3	2
CO5	3	3	3	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

#### PSW3201FW FIELDWORK IN COMMUNITY DEVELOPMENT (FIELDWORK)

Class: II MSW	Semester: III	Credits: 2	Hours per cycle: ---	Total hours: 30 days
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	acquire knowledge on setting up a Community Organisation			
LO2	develop skills for the practice of Social Work Methods			
LO3	examine strategies for community organisation, mobilisation and advocacy			
LO4	gain competencies for Project Management, Proposal writing and Resource mobilisation			
LO5	examine the role of community organisations for community advocacy and development.			

#### UNIT I: ORGANISATIONAL PROFILE

Community Organisation – History – Vision, Mission, Organization Chart – Focus Area – Funding resources, Types of beneficiaries – Field Expertise – Networking agencies – SWOT.

#### UNIT II: APPLICATION OF METHODS OF SOCIAL WORK

Skills required in the practice of Case work – Group Work – Community organization and Social Research – Evaluation – Effectiveness of methods and Critical review.

#### UNIT III: SERVICES AND BENEFICIARIES

Target population – services rendered – Community Organisation and Mobilisation – Advocacy and community awareness building – Follow up – Termination of services – Professional ethics.

#### UNIT IV: PROJECT MANAGEMENT AND RESOURCE MOBILISATION

Concept note – Proposal writing – Project Management – Reporting and Documentation skills – Fund raising strategies of the organisation.

#### UNIT IV: ROLE OF COMMUNITY ORGANISATIONS IN SOCIAL WELFARE

Legislations applicable to the Organization – Free legal aid – legal aid supportive services – Role of community Organisations – Government and other community agencies.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	explain the objective and role of community organizations	K2 Remember
CO2	apply the relevant social work methods	K3 Apply
CO3	analyse appropriate strategies for addressing the community issues	K4 Analyse
CO4	formulate project management and resource mobilization strategies	K4 Analyse
CO5	assess advocacy activities for community welfare and development	K5 Evaluate

#### MAPPING: COs consistency with PSOs

PSW3201FW FIELDWORK IN COMMUNITY DEVELOPMENT					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strongly correlated (3),  
Moderately correlated (2),  
Weakly correlated (1).

PSW3201EI URBAN  
COMMUNITY  
DEVELOPMENT

(THEORY)

COURSE OUTCOMES:

4hrs./wk.

On successful completion of the course, the student will be able to

CO1: outline the nature and concept of urban community development

CO2: analyse the various urban administrative structures

CO3: appraise the relevance of social work methods in urban community development

CO4: examine the problems and issues of urban development

CO5: evaluate the challenges in urban community development

COURSE CONTENT:

UNIT I: URBAN COMMUNITY

12 hrs.

Concept – meaning – Characteristics of Urban community – differences between rural and urban community – Urbanisation – History and theories of Urbanisation – urbanization in India – Challenges of urbanization – Urbanisation Policy – Jawaharlal Nehru JNNURM– City Development Plans – City – meaning – classification – suburbs– developing satellite towns.

UNIT II: URBAN ADMINISTRATION

12 hrs.

Urban Administration – Structure – Functions – problems – recent administrative reforms – National – State – Corporation – Municipality – Town Panchayats – Townships – Slum Clearance Board – Significance of the 74th Amendment.

UNIT III: URBAN COMMUNITY DEVELOPMENT

12 hrs.

Community Development: Meaning – Definition – Objectives – Principles and Methods – Scope – Urban Community development – need – origin – programmes – process and approaches – Social Resource Mapping – Urban Community development – Projects – schemes – programmes in five –year plans – The role of District Urban Development Agency (DUDA)– Development Authorities– Community Worker and other bodies in Urban Development; Relevance of Social work methods in urban community development.

UNIT IV: URBAN SOCIAL PROBLEMS

12 hrs.

Urbanisation – Problems in Urban planning and development – Urban housing – Development of Slums – Displacement – Migration – Homelessness — Unemployment – Poverty – Family disintegration – Divorce – Domestic violence – Elderly care and Protection – Sex and Sexuality (inter-Intra gender) – Commercial Sex work  
Urban Crimes – Drug abuse – alcohol addiction – Juvenile delinquency – Cyber crimes – Influence of Media – Social media  
Urban Health – Human index in urbanisation – Accessibility and Public health – Monopolisation of Health care  
Environment – Domestic – Industrial – Technological waste – issues of transportation – pollution – waste management – damages to Eco system

UNIT V: ROLE OF GOVERNMENT AND NGOs IN URBAN DEVELOPMENT

12 hrs.

District Urban Development Agency (DUDA) – Urban Development Projects – Municipal Corporation – Slum Development Board – Government Programmes and Schemes for Urban development – Poverty alleviation Schemes – Institutional care and support – Participatory Urban development Programmes – People's participation in Urban governance – NGOs, Civil Societies and Voluntary groups in urban development – Public Private Partnerships – CSR and Urban development

TEXT BOOK(S):

Mahala, O.M. Urban governance in India. New Delhi: Authors press, 2011. Print.

REFERENCE BOOK(S):

Dandekar, V M. and Rath Nilakantha. Poverty in India. Books for change, Bangalore, 2008.

Kant Singh, Krishna and Shankar, Singh Ram. Social Work and community development. New Delhi: ABD publishers, 2011. Print.

Palanithurai G. Dynamics of New Panchayati Raj System in India. New Delhi: Concept publishing company volume 1, 2 (2002). volume 5(2006)., volume 6 (2008). Print.

Rao, Surya G. Urban Development with Community Initiatives – Retrospect sand Prospects. New Delhi: Atlantic Publishers & Distributors, 2000. Print.

Saleth, R Maria. From Individual to community. New Delhi: Sage Publications, 2012. Print.

Thudipara, Jacob Z. Urban Community Development. 2<sup>nd</sup> Edition. Jaipur: Rawat Publications, 2013. Print.

Venkateswarlu, D., Rao, Hanumantha, M.& Bhaskar. S. Facets of Urban Society in India: Processes, Problems and Development. New Delhi: Serials Publications, 2006. Print.

OPEN EDUCATIONAL RESOURCES (OER) Commons

Dr. Darinka Czischke Ljubetic, Dr. Dominic Stead, Dr. Roberto Rocco, Igor Pessoa, Luz Maria Vergara d’Alençon, Rethink the City: New Approaches to Global and Local Urban Challenges by TU Delft OpenCourseWare is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License. Published on 9.8.2019 Based on a work at <https://ocw.tudelft.nl/courses/rethink-city-new-approaches-global-local-urban-challenges/>.

OER video

Dr. Darinka Czischke Ljubetic, Dr. Dominic Stead, Dr. Roberto Rocco, Igor Pessoa, Luz Maria Vergara d’Alençon, Rethink the City: New Approaches to Global and Local Urban Challenges by TU Delft OpenCourseWare, <https://ocw.tudelft.nl/courses/rethink-city-new-approaches-global-local-urban-challenges/?view=lectures>, <https://www.youtube.com/watch?v=A7cJA5ABpQ&feature=youtu.be>, is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License.

PSW3201EI URBAN COMMUNITY DEVELOPMENT		
Class	II MSW	Semester III
Cognitive Level	K1 – Remember	
	K2 – Understand	
	K3 – Apply	
	K4 – Analyse	
	K5 – Evaluate	
	K6 – Create	

MAPPING: COs consistency with PSOs

PSW3201EI URBAN COMMUNITY DEVELOPMENT					
CO/PSO	PSO				
	1	2	3	4	5
CO1	3	3	2	3	2
CO2	3	3	2	3	2
CO3	3	3	2	3	2
CO4	3	3	3	3	3

CO 5	3	3	2	3	3
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Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1)

IV Semester

**PSW4502CM EMPLOYEE WELLBEING AND SOCIALWORK PRACTICE  
(THEORY)**

Class: II MSW		Semester: IV	Credits: 5	Hours per week: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES				
To enable the students to					
LO1	Infer the significance of social work in Occupational settings				
LO2	discuss employee problems at workplace				
LO3	apply interventional strategies at workplace				
LO4	formulate appropriate Workplace Health Promotion (WHP) programmes				
LO5	develop effective Employee Assistance Program (EAP) for employee wellbeing				

**COURSE CONTENT:**

**UNIT I: OCCUPATIONAL SOCIAL WORK (OSW) – AN INTRODUCTION** 18 hrs.

Occupational social work (OSW) – concept, meaning – definition – history – principles – relevance of occupational social work in social work practice – role of social workers in OSW – ethical issues – scope of occupational social work.

**UNIT II: WORKPLACE PROBLEMS** 18 hrs.

Problems at workplace – interpersonal and intrapersonal problems – deviant behaviour – absenteeism – Substance and behavioral addiction – personal growth and development – workplace stress – depression and anxiety – work place violence – remote working problems – financial, social, sexual or legal problems – career transition issues – Employee relations – marital and family problems – child or adult care issues – work life balance – Workplace problem assessment – awareness – interventions – services.

**UNIT III: INDUSTRIAL COUNSELLING AND INTERVENTIONS** 18 hrs.

Employee Counselling – Need and Objectives – person centered Counselling – Family Counselling – Group Counselling – Career and Development Counselling – Setting up counselling in workplace – Psychotherapy – Goals – Major types – Rational Emotive Behavioral Therapy – Behavioural Therapy – Treating substance abuse and addiction – Techniques – Modeling – Token Economy.

**UNIT IV: WORKPLACE HEALTH PROMOTION (WHP)** 18 hrs.

Workplace Health Promotion (WHP) – meaning – principles – characteristics – benefits – occupational health promotion policies and programmes – industrial accidents and safety management – management of workplace Ergonomics – Developing, implementing, evaluating WHP programme in organisations need assessment – analysis for Interventions – extending services – consultations – advocacy – evaluation for the effective implementation.

**UNIT V: EMPLOYEE WELLBEING AND EMPLOYEE ASSISTANCE PROGRAMME (EAP)** 18 hrs. Employee

Engagement – objectives – types – importance – strategic employee engagement programmes at workplace – Employee

Assistance Programme – concept – meaning – definition – objectives – origin – scope – need and importance – EAP framework and documentation understanding occupational psychology – employee well being activities – relevance and application – happiness evangelism – emerging trends and relevance in Indian Industries.

#### EXPERIENTIAL LEARNING METHODS

Case study assessed by a rubric

Case study analysis of the best practices of welfare and social security measures.

Book/ Journal review by a critical analysis

Designing WHP/ Employee engagement activities

Role plays/ Simulation exercises

#### TEXT BOOK(S)

Sinha, Debotosh. Aspects of Industry and Occupational Social work. Abhijeet Publications, 2007. Print

#### REFERENCE BOOK(S)

Mamoria c, mamoria Satish, Gankar s.v. Dynamics of Industrial Relations. Himalaya Publishing House, ed. 2011. Print

Mannion, Lawrence P. Employee Assistance Programs: What Works and What Doesn't. Santa Barbara: Praeger Publishers Inc, 2004. Print.

Sarma, A.M. Aspects of Labour Welfare and Social Security. Himalaya Publishing House, 2014. Print

Sivarathinamohan R. Industrial Relations and Labour Welfare. PHI Learning Private Limited, ed. 2016. Print

#### E-BOOK(S):

Shotlander, Jennifer. An Introduction to Employee Assistance Programs. Kindle ed. NetCE.2016.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	explain the significance of social work in Occupational settings	K2 Understand
CO2	describe the employee problems workplace	K2 Understand
CO3	apply interventional strategies as appropriate to the workplace	K4 Apply
CO4	analyse various appropriate Workplace Health Promotion (WHP) programmes	K4 Analyse
CO5	appraise effective Employee Assistance Program (EAP) for employee wellbeing	K5 Evaluate

#### MAPPING: COs consistency with PSOs

PSW4502CM EMPLOYEE WELLBEING AND SOCIALWORK PRACTICE					
CO	PSO				
	1	2	3	4	5
CO1	3	3	2	3	2
CO2	3	3	2	3	2
CO3	3	3	3	3	3
CO4	3	3	3	3	3

CO5	3	3	3	3	3
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Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

**PSW4503CM PSYCHIATRIC SOCIAL WORK  
(THEORY)**

Class: II MSW	Semester: IV	Credits: 5	Hours per week: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	describe various psychosocial assessment modalities used for intervention and rehabilitation			
LO2	examine psychosocial interventions at the individual level			
LO3	appraise psychosocial interventions at the family and community level			
LO4	propose appropriate psychosocial strategies for rehabilitation			
LO5	criticize the role of psychiatric social workers in various settings			

**COURSE CONTENT:**

**UNIT II: PSYCHOSOCIAL ASSESSMENT**

18 hrs.

Mental Illness: Definition – Burden of Mental Illness – Impact of symptoms in client functioning – Psycho-social issues faced by Psychiatric patient – family and community – Biopsychosocial Model of Mental Health- Psycho-social Assessment – Definition – Components – Approaches – Strategy – Disability in the context of Mental Health – Psycho Social Assessment: Definition – Elements of Psycho-social Assessment – WHO's Disability Assessment Scale (DAS) – Indian Disability Evaluation and Assessment Scale (IDEAS) – The international Classification of Functioning (ICF) – Disability and Health.

**UNIT II: PSYCHOSOCIAL INTERVENTION AT INDIVIDUAL LEVEL**

18 hrs.

Intervention – Definition – Approaches – Psychotherapy and Strategies – Psychoeducation and Strategies – Group Programmes and Strategies – Biological Intervention – Pharmacotherapy and Electroconvulsive Therapy (ECT) – Psychoanalytic – Cognitive and Behavioural – Psychosocial Intervention – Person and Family Centered – Case management – Definition and Models – Drug Adherence – Assessment of barriers to adherence – Approaches to improve adherence – Adherence Therapy – Activities of Daily Living (ADL) – Cognitive Retraining – Enhancing resilience and well-being – Supportive Psychotherapy – Social Skills Training.

**UNIT III: PSYCHOSOCIAL INTERVENTION AT FAMILY AND COMMUNITY LEVEL**

18 hrs.

Family – Types and Stages of Family – Impact of Mental Illness on Family – Social Support to family – Networking and Support groups – Family Psychoeducation – Challenges and Intervention – Role of Family (Causative, Propagative, Perceptive, and Evolutionary Roles) – Educating families about community resources and welfare schemes.

Community – Community Participation Strategies – Deinstitutionalisation – Social exclusion – Service Delivery – Community gardening – Community Arts – Holistic Health – Supported Education – Leisure Participation – Participation in religious and spiritual activities – Role of Social Workers in Community Setting – Creating Awareness and Educating community through Campaigns –Community Mental Health Camps and Centres.

**UNIT IV: PSYCHOSOCIAL REHABILITATION**

18 hrs.

Concepts – Recovery – Rehabilitation and Reintegration – Psychosocial Rehabilitation – Definition – Goals, Values, Principles – Strategies and Principles – Settings – Residential and Non – Residential – Needs assessment – Institutional Based Approaches (IBR) – Community based interventions – Principles– Implementation – Management – Role of social workers in rehabilitation planning and implementation – Role of family in rehabilitation process – Mainstreaming patient in family and community – Community as a therapeutic medium – Concept of Therapeutic Community – Community Integration – Schemes and Programmes – Vocational Rehabilitation – Rehabilitation Act, 2000 – Networking and its significance.

UNIT IV: PSYCHOSOCIAL SOCIAL WORK IN VARIOUS SETTINGS REHABILITATION 18 hrs.

Role of Psychiatric Social Workers in Various Settings – Psychiatric department in hospitals– Mental Health Institutions – Child Guidance Clinics – Correctional Institutions – Schools – Special schools – Industries – De-addiction centres – Geriatric centres – Suicide Prevention Centres – Migrant Population – Disaster Victims – Victims of violence – HIV/STD clinics – Scope and Limitations of psychiatric social work practice – Social Worker in Mental Health – Essential knowledge – Skills – Ethical responsibilities towards patients – Challenges – Scope and Limitations.

EXPERIENTIAL LEARNING METHODS

Case Study – Individuals, family, community - assessed with Reports  
 Application of Assessment Tool to individuals/ Family / Community and discuss result  
 Designing intervention models for recovery, rehabilitation, reintegration

TEXT BOOK(S):

King Robert. et.al. Manual of Psychosocial Rehabilitation. John Wiley & Sons, Ltd, Publications, 2012. Print.

REFERENCE BOOK(S):

Antony, John D. Psychotherapies in Counselling. 1st ed. Anugraha Publications, 2003. Print.  
 Corey, Gerald. Theory and Practice of Counseling and Psychotherapy. 7th ed. Thomson, 2005. Print.  
 Directorate General of Health Services, National Institute of Health & Family Welfare, GOI. Manual of Mental Health for Social Workers. 2016. Print.  
 Francis, Abraham P. Social Work in Mental Health: Areas of Practice, Challenges and Way Forward. Sage Publications, 2014. Print.  
 Francis, Abraham P. Social Work in Mental Health: Contexts and Theories for Practice. Sage Publications, 2014. Print.  
 Gazda, George M., Ginter, Earl, J., Horne, Arthur, M. Group Counseling And Group Psychotherapy. Allyn and Bacon, 2001. Print.  
 Patel, A.K. & Dubey, M.V. Clinical Social Work. Delhi: Crescent Publishing Corporation, 2010. Print.  
 Pruthvish S. Community based Rehabilitation of Persons with Disabilities. J.P. Brothers Medical Publishers Private Ltd. 2006. Print.  
 Sekar, K., Parthasarathy R., & Muralidhar D. Handbook of Psychiatric Social Work. NIMHANS, 2011. Print.  
 Turner J. Francis. Social Work Treatment, 4th ed. Free Press, 1996. Print.  
 Verma, Rattan. Psychiatric Social Work in India, Sage Publications, 1991. Print.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	describe various psychosocial assessment modalities used for intervention and rehabilitation	K2 Understand

CO2	examine psychosocial interventions at the individual level	K3 Apply
CO3	appraise psychosocial interventions at the family and community level	K4 Analyse
CO4	propose appropriate psychosocial strategies for rehabilitation	K4 Analyse
CO5	criticize the role of psychiatric social workers in various settings	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW4503CM PSYCHIATRIC SOCIAL WORK					
CO	PSO				
	1	2	3	4	5
CO1	2	2	2	3	3
CO2	3	2	2	3	3
CO3	3	2	3	3	3
CO4	2	2	2	3	3
CO5	2	2	2	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

PSW4504CM STRATEGIC HUMAN RESOURCE MANAGEMENT  
(THEORY)

Class: II MSW	Semester: IV	Credits: 5	Hours per cycle: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	understand the dimensions related to strategic HRM activities			
LO2	acquire skills to contribute to an organization's competitive edge			
LO3	examine the developments of HRM in the current globalized scenario			
LO4	develop a perspective pertaining to quality standards			
LO5	enhance the skills of strategic application of HRM			

COURSE CONTENT:

UNIT I: GLOBALIZATION, INTERNATIONAL AND THE INDIAN BUSINESS ENVIRONMENT 18 hrs.

Globalisation: Concept – Meaning – Implications – Review of global economy – Global recession. International trade theories – GATT and WTO: Agreements and Implications – New Economic Policy 1991, Global Impact on Indian Economy across Sectors – Mergers and Acquisitions – Global Investment Management and Indian economy – International cultural aspects – Cross Cultural Management – Workforce Diversity and Management – Changing Employment Relationship.

UNIT II: INTERNATIONAL HRM (IHRM) 18 hrs.

Definition – Reasons – Types of International Organisations – Approaches to IHRM – Difference between IHRM and Domestic HRM – Reasons for emergence of IHRM – Models of IHRM: Matching model, Harvard Model, Contextual Model, 5P Model, European Model – Challenges of International Human Resource Management – Overview of International Compliances – Tax – Work Permit – Visa Process and Offshoring business.

UNIT III: INTRODUCTION TO STRATEGIC HUMAN RESOURCE MANAGEMENT 18 hrs.

Definition – Meaning – need – evolution and Importance of Strategic Human Resource Management (SHRM) – Strategic Fit: A Conceptual Framework – SHRM – Process – Linking HR strategy to Business strategy – Theoretical Perspectives – Approaches in Indian Context – Benefits – Challenges of Strategic HRM – Role of HR in Strategic Human Resource Management.

UNIT IV: HUMAN RESOURCE EVALUATION 18 hrs.

Definition – Overview – Background – HRM and Firm performance – General Approaches to HR evaluation – Stakeholder approach – Utility or Analytical Approach – Business Consulting Approach – Contemporary Approaches – SWOT – PESTLE – Human Resource Accounting and Auditing – Benchmarking – Business Excellence Model.

UNIT V: HUMAN RESOURCE STRATEGIES 18 hrs.

HR strategies in Recruitment – Selection – Retention – Training and Development – Retrenchment Strategies – Competency and Development – Mentor Relationships: A strategic HRM Approach – Work-Life Integration as strategic HR Approach – Strategic management tools and recent trends in SHRM – ERP and its Usage.

TEXT BOOK(S):

Aswathappa, K, Sadhna Dash. Human Resource Management – Text and Cases. Tata McGraw Hill, 2023. Print.

Gupta S C., International Human Resource Management. Laxmi Publications, 2014. Print.

Gyanchandani, Rajni. Strategic Human Resource Management. Nirali Prakashan, Kindle Edition, 2014.

Monappa, Arun and Engineer, Mahrukh. Liberalisation and Human Resource Management. Sage Publications, 1998. Print.

Porter, Michael S. Competitive Strategy: Techniques for Analysing Industries and Competitions. Free Press, 1998. Print.

REFERENCE BOOK(S):

Armstrong, Micheal. Armstrong., Handbook of Strategic Human Resource Management (5th ed.). Kogan Page Ltd. 2011. Print.

Jack Lawrence R & Glueck, William F. Strategic Human Resource Management. Tata Mc Graw Hill Publishing Company Ltd., 2008. Print.

Rathan Reddy B. Effective Human Resource Training and Development Strategy (3rd ed.). Himalaya Publishing House, 2015. Print.

Subba Rao P. International Human Resource Management. Himalaya Publishing House, 2015. Print.

Vance. Managing a Global Workforce Challenges and Opportunities in International Human Resource Management. Prentice Hall India Learning Private Limited, 2013. Print.

WEB LINKS:

<http://www.ignou.ac.in>

<https://www.aihr.com>

<https://www.hrmexam.com>

<https://www.shrm.org>

<https://www.whatishumanresource.com>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		

CO1	describe globalization, international and Indian business environment	K2 Understand
CO2	discuss the features of the International Human Resource Management	K2 Understand
CO3	differentiate HRM and SHRM	K4 Analyze
CO4	assess the need and importance of HR Evaluation	K4 Analyze
CO5	analyse appropriate HR strategies for Human Resource Management	K4 Analyze

MAPPING: COs consistency with PSOs

PSW4504CM STRATEGIC HUMAN RESOURCE MANAGEMENT					
CO	PSO				
	1	2	3	4	5
CO1	2	3	2	2	2
CO2	2	3	2	2	2
CO3	3	3	3	3	2
CO4	2	2	2	2	2
CO5	2	2	2	2	2

Strongly correlated (3),  
Moderately correlated (2),  
Weakly correlated (1).

### PSW4505CM MEDICAL SOCIAL WORK

(THEORY)

Class: II MSW	Semester: IV	Credits: 5	Hours per week: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	analyze the impact of illness on patients, families, society and in health care systems			
LO2	describe medical social work, historical development and its services			
LO3	practice the interventional models and techniques of medical social work			
LO4	appraise interventional strategies and legal issues			
LO5	realize the role of medical social workers in different settings			

COURSE CONTENT:

UNIT – I: INTRODUCTION TO ILLNESS AND HOSPITAL

18 hrs.

Concept and Differences: Disease, Illness and Sickness – Concept of Illness: Acute – Chronic – Terminal - Concept of patient as a person – Rights of Patient – Patient as a whole – Sick role and illness behaviors. Hospitalization of patients – psycho social impact on family and caregivers.

Historical Origin of Health Care – the Rise of Modern Medicine – Major Systems of Medicine – Traditional System – Modern Western System and Alternatives Systems of Medicine – Hospitals –Functions – Purpose and Scope –Types of Hospital – General, Teaching, Speciality – Classification by Level of Care – Public and Private Hospital – Rural and Urban Hospital – Non-Profit and Corporate Hospital – Telemedicine and Virtual Health services.

UNIT II: INTRODUCTION TO MEDICAL SOCIAL WORK

18 hrs.

Medical Social Work – Definition –Objectives – Principles and Professional Values – Roles and Responsibilities – Qualities and Skills – Historical Development of Medical Social Work in India and Abroad – Ethical values and standards for the practice of Medical Social Work – Ethical challenges – Need and Relevance – Scope and Current Trends.

Medical Social work Services – Breaking the Bad news – Grief counseling– Organ Transplantation – Decision making in Critical Times – Psychological First Aid – Trauma relates Psychological Care– Psychoeducation in Health care Setting

UNIT III: INTERVENTION IN MEDICAL SOCIAL WORK

18 hrs.

Concept of Intervention – Model – Biopsychosocial Model – Systems Theory – The Ecological Model – The Strength-based Perspective – Health Care Approaches –The Psychosomatic approach in Medical Social Work – Holistic approach to prevention and promotion model – Therapeutic Relationship Process Configuration - Client - Working with the client as Individual – Group – Working with differences – Assessment – Case History Collection – Intervention – Therapeutic Techniques – Assessing the Family Milieu – home visits and discharge planning– Termination – Evaluation – Follow up.

UNIT IV: LEGAL PROVISIONS IN MEDICAL SOCIAL WORK

18 hrs.

Legal provisions on Transplantation of Human organ and Tissue Act -1994,- Medico-Legal issues – Euthanasia – Organ Transplant – Medical Ethics in health care. AIDS –Abortion – Euthanasia – Sterilization – Adoption of Children – Ethical issues of Human Experiment– Anatomical donation – Sex determination and Genetic Counseling – Drug Trials.

UNIT – V: MEDICAL SOCIAL WORK PRACTICE IN VARIOUS SETTING

18 hrs.

Hospital Base Medical Social Work – Primary Care and Outpatient settings – Palliative – End-of-Life Care – Mental Health – Behavioural Health Setting – Home Health – Community Based Care – Rehabilitation and Long-Term Care Setting.

Role of Medical Social worker in Rehabilitation Planning – Specialized Health Care Settings – HIV/AIDS Clinics – Tuberculosis – Maternal Health – Burns Ward – Cancer ward – Orthopaedic – Cardiology – Dialysis unit –Blood Bank – Hansenorium – Sanatorium – Hospice – Palliative Care for Terminally Ill,–Ambulatory – Convalescent care.

TEXT BOOK(S):

Jolly John Odathakkal. Introduction to Medical Social Work. Adhyan Books., 2023.Print

REFERENCE BOOK(S):

Field M. Patients are people – A Medical – Social Approach to Prolonged illness; Columbia University Press, 1963. Print.

Goyal,R. Hospital Administration and Human Resource Management. PHI Publishers, 2006. Print.

Karen M. Allen and William J. Spitzer. Social Work Practice in Healthcare: Advanced Approaches and Emerging Trends. Sage Publications., 2016. Print.

Parikshit Sanyal. Community Medicine: A Students Manual: Jaypee Brothers,2015. Print.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	describe the impact of illness on patients, families, society and in health care systems	K2 Understand
CO2	explain medical social work, historical development and its services	K2 Understand
CO3	apply the interventional models and techniques of medical social work	K3 Apply
CO4	appraise interventional strategies and legal issues	K4 Analyze
CO5	evaluate the role of medical social workers in different settings	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW4505CM MEDICAL SOCIAL WORK					
CO	PSO				
	1	2	3	4	5
CO1	2	2	2	3	3
CO2	3	2	2	3	3
CO3	3	2	3	3	2
CO4	2	2	2	3	3
CO5	2	2	2	2	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1)

PSW4506CM CORPORATE SOCIAL RESPONSIBILITY  
(THEORY)

Class: II MSW	Semester: IV	Credits: 5	Hours per cycle: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	learn the models and strategies of Corporate Social Responsibility			
LO2	understand the basic concepts, tools and techniques in Community Participation and Corporate –Community Collaboration (CCC)			
LO3	acquire knowledge on Legal Provisions related to CSR.			
LO4	enrich knowledge on Business ethics and Corporate Governance.			
LO5	obtain skills and understand the role of Social Workers in the field of CSR.			

COURSE CONTENT:

UNIT I: INTRODUCTION TO CORPORATE SOCIAL RESPONSIBILITY (CSR)

18 hrs.

Meaning – Definition – Historical evolution at Global and Indian contexts – Roles and foundations – Corporate philanthropy – types, dimensions, functions activities and action programmes – Social Responsibility Models of CSR: Carroll's model – CSR through triple bottom line and Sustainable Business – Steps to attain CSR – Drivers of CSR – CSR Strategies – CSR in Indian and International context.

UNIT II: LEGISLATION AND STANDARDS OF CSR

18 hrs.

Indian Companies Act 2013, Section 135 – Scope for CSR Activities under Schedule VII – Appointment of Independent Directors on the Board – Computation of Net Profit – Implementing Process in India – International standards and norms on CSR – UN Sustainable Development goals – CSR initiatives for environmental sustainability – Social Accounting: Definition – Objective – Scope – Social Audit: Definition – Approaches – Need – Corporate Social Reporting.

UNIT III: BUSINESS ETHICS AND CORPORATE GOVERNANCE

18 hrs.

Business ethics: Meaning – Definition – Nature – relationship between business ethics – corporate governance and ethical leadership – Kohlberg’s six stages of moral development – levels of ethical analysis – concept of corporate integrity – Corporate Governance: meaning – significance – principles – dimensions and Issues – Theoretical basis of corporate governance – Consumer and Environment Protection, Gender issues in multiculturalism – Ethics and Corruption.

#### UNIT IV: CSR AND COMMUNITY PARTICIPATION

18 hrs.

Corporate, NGO, Government and Citizen Participation – Need and types of participation – Corporate –Community Collaboration (CCC) – contributions to economic, environmental and social Development – Challenges and barriers – CCC as CSR process and Product-Socio-Economic Impact of CCC – Community Investment and Corporate Citizenship Programmes – Role of Civil society – Social Entrepreneurs – Social marketing – Supply chain.

#### UNIT V: ROLE AND SKILLS OF SOCIAL WORKER

18 hrs.

Roles in Advocacy – Administration – Marketing – Mediating – Budgeting – Organizing – Documenting – Supervising – Reporting CSR activities – Statutory CSR Audit and Reporting requirements – Scope for CSR in India – Review of successful CSR models – Case Studies in India.

#### TEXT BOOK(S):

Benn & Bolton. Key concepts in corporate social responsibility. Sage Publications Ltd, 2011. Print

Chatterjee, M. Corporate Social Responsibility. Oxford University Press, 2015. Print

Maya. R. J., Vanitha, S., Kamala, Padmavati, D., SangarMithirai and Padmavathy, M. Issues and Challenges of Sustainable Development in India. Serials publications, 2008. Print

Reddy, Sumati and Stefan Seuring. Corporate Social Responsibility: Sustainable Supply Chains. ICFAI University Press, 2004. Print

Werther, W. B. & Chandler, D. Strategic corporate social responsibility. Thousand Oaks, Sage publications, 2011. Print

#### REFERENCE BOOK(S):

Bradshaw, T. and D. Vogel. Corporations and their critics: Issues and answers to the problems of corporate social responsibility. McGraw Hill Book Company, 1981. Print.

Brummer, J.J. Corporate Responsibility and Legitimacy: An interdisciplinary analysis. Greenwood Press, 1991. Print.

Cannon, T. Corporate responsibility (1st ed.). Pitman Publishing, 1992. Print.

Crane, A. et al. The Oxford handbook of corporate social responsibility. Oxford University Press Inc, 2008. Print.

Das, Chandra, Subash. Corporate Governance. PHI Learning Pvt.Ltd, 2010. Print.

Ellington. J. Cannibals with forks: The triple bottom line of 21st century business. New Society Publishers, 1998. Print.

Grace, D, Cohen S. Business ethics: Australian problems and cases. Oxford University Press, 2005. Print.

Neil, H. Corporate Power Social Responsibility. Macmillian Publishing Co., Inc, 1973. Print.

#### WEB RESOURCE(S):

<https://indiacsr.in/>

<https://csrfe.org/about-csr-in-india-public-policy/>

<http://csr.gov.in/>

<https://bthechange.com/csr-in-india-is-now-a-law-2502aa6d0daa>

<https://csrbox.org/CSR-in-India>

<https://thecsrjournal.in/top-100-companies-india-csr-sustainability-2021/>

<https://www.financialexpress.com/industry/corporate-social-responsibility-how-indias-csr-rules-ensure-strict-compliance/2392017/>

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<https://thecsrjournal.in/top-100-companies-india-csr-sustainability-2021/>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	describe the concept and Model of Corporate Social Responsibility	K2 Understand
CO2	examine the various norms and Standards of CSR at the National and International level	K4 Analyse
CO3	appraise various ethical standards on consumer, Environmental and Social aspects of CSR.	K4 Analyse
CO4	evaluate the process of Community Participation in CSR	K5 Evaluate
CO5	examine the role and skills of social worker in CSR	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW4506CM CORPORATE SOCIAL RESPONSIBILITY					
CO	PSO				
	1	2	3	4	5
CO1	2	2	2	2	2
CO2	2	2	2	2	2
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

### PSW4507CM COUNSELLING FOR SOCIAL WORK PRACTICE

(THEORY)

Class: II MSW	Semester: IV	Credits: 5	Hours per cycle: 6 hrs.	Total hours: 90 hrs.
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LOs	LEARNING OBJECTIVES
	To enable the students to
LO1	gain in-depth theoretical knowledge about basic concepts of Counselling
LO2	compare different models of Counselling based on its application
LO3	realize the importance of personal and professional qualities essential for Counselling
LO4	acquire technical knowledge and skills for the practice of Counselling in Social Work
LO5	examine the role and functions of Social Workers as Counsellors in various settings

COURSE CONTENT:

#### UNIT I: BASIC CONCEPTS OF COUNSELLING

18 hrs.

Counselling – Definition – Difference between Counseling and Psychotherapy – Goals of Counselling – Objectives – Types – Principles – Counsellor-Client Relationship – Characteristics of clients – Voluntary and Non-voluntary clients – Need and relevance of counselling in social work practice.

#### UNIT II: COUNSELLING MODELS AND PROCESS

18 hrs.

Models of Counselling – Egan's Skilled Helper Model – Cormier and Hackney's Model and Eclectic Model – Stages of counselling – Rapport building – Exploration/Assessment – Establishing working alliance – Counselling Intervention – Ending/Termination and Follow up.

#### UNIT III: PERSONAL AND PROFESSIONAL ASPECTS OF COUNSELLING

18 hrs.

Qualities of Counsellor (McLeod John) – Personal beliefs and Attitudes – Conceptual clarity – Personal soundness – Mastery of technique – Ability to understand and work within social system and Openness to inquiry. – Rogerian Core Conditions of Counselling – Unconditional positive regard – Congruence and Empathy – Different roles of a Counsellor – Professional Helper – Ethics and Counselling – Importance of Education, Training and Supervision for effective counselling.

#### UNIT IV: TECHNIQUES AND SKILLS OF COUNSELLING

18 hrs.

Techniques: Psychoanalytic Techniques – Person-Centered Counselling – Cognitive Therapy – Behavioural Therapy – Rational Emotive Behaviour Therapy (REBT) – Family Counselling – Supportive Skills: Observation – Interviewing – Attending – Listening – Responding – Interpersonal – Communication – Creative thinking and problem-solving skill – Developmental model of counsellor competence.

#### UNIT V: COUNSELLING IN VARIOUS SETTINGS

18 hrs.

Role and functions of a counsellor in different settings – Educational – Career – Marriage and family counselling – Clinical settings – De-addiction centres – Correctional settings – Crisis counselling – Abuse counselling – Grief Counselling – Geriatric Counselling – Counselling persons with disability – Terminally ill – Victims of Disaster and violence.

#### EXPERIENTIAL LEARNING METHODS

Exercise on Rapport Building

Self-Assessment on counselling Skills

Role plays and demonstration of counselling sessions

Case studies: Diagnosis and preparation of intervention plan

Practice counselling skills in Educational and Career settings

#### TEXT BOOK(S):

McLeod, John. An Introduction to Counselling. Third Edition. Indian reprint. Rawat Publication, 2008. Print.

#### REFERENCE BOOK(S):

Antony, John. Skills of Counselling. Anugraha Publications, 2003. Print.

Joyce, Phil S., Sills, Charlotte. Skills in Gestalt Counselling and Psychotherapy. Sage Publications, 2002. Print.

McLeod, John. Counselling Skill. 3rd Ed. Indian reprint. Rawat Publication, 2009. Print.

Wosket, Val. Egan's Skilled Helper Model: Developments and Applications in Counselling. Routledge Publications, 2006. Print.

WEB RESOURCE(S):

"Counseling Skills." YouTube Uploaded by College of Mental Health Counselling. 2012, <https://www.youtube.com/watch?v=aodrYDAo9xk>. CC BY license.

Shaker, Elizabeth & Martinez, Graciela. Career and Life Planning. 2020. OER commons <https://www.oercommons.org/courses/counseling-110-career-and-life-planning> . Accessed 19 February 2021. CC BY 4.0 license.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	describe the foundational concepts of counselling	K2 Understand
CO2	discuss the models of counselling and its application	K2 Understand
CO3	appraise the qualities of a professional counsellor	K3 Apply
CO4	demonstrate skills of counselling in social work practice	K4 Analyze
CO 5	examine appropriate techniques in various counselling settings	K5 Evaluate

MAPPING: COs consistency with PSOs

PSW4507CM COUNSELLING FOR SOCIAL WORK PRACTICE					
CO	PSO				
	1	2	3	4	5
CO1	3	3	2	2	3
CO2	3	3	2	2	3
CO3	3	3	2	2	3
CO4	3	3	3	2	3
CO 5	3	3	3	2	3

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1)

PSW4501FW FIELDWORK IN HUMAN RESOURCE DEVELOPMENT

(FIELDWORK)

Class: II MSW	Semester: IV	Credits: 5	Hours per cycle: --	Total hours: 30 days
LOs	LEARNING OBJECTIVES			

To enable the students to	
LO1	understand the business nature, operations, structure and functions of the service sector
LO2	learn the strategic Human Resource functions of the service sector
LO3	demonstrate professional competencies required for working in the service sector
LO4	prepare concept paper relevant to the nature and services of the organisation
LO5	evaluate the labour legislations as applicable to the service sector

#### UNIT I: ORGANISATIONAL PROFILE

Organisation Profile – Business – Services – Products – Branches/ Units – Competitors – Market share – History – Organization Chart and Structure – Departments – Workforce – Managerial and Human Resource functions.

#### UNIT II: HUMAN RESOURCE FUNCTIONS OF THE ORGANISATION

HR function as relevant to the Service Sector – Functions of Time Office – Leave and Holidays – Types of Employees – Employee Service Register – Manpower Planning – Recruitment – Sources, Methods and Process, Selection – Induction and Placement – Training and Development – Training evaluation, effectiveness and Feedback analysis – Employee Communication – Employee Motivation – Employee Turnover – Employee Disengagement – Retention, Attrition – Employee Separation Procedures and Settlements – Exit interview.

#### UNIT III: HR POLICIES AND STRATEGIC HR

HR Policies related to Employee Engagement – Employee relations – Employee Grievance and Settlement Procedures – Employee Disciplinary actions and Procedures, Works Committee, Councils, Associations and Unions: Types, functions and Practices – Talent Management – Reward System – Compensation Management – Performance Management – Employee Welfare – Occupational Health and Safety – Employee Counselling – Education – Awareness – Engagement and Wellbeing measures and Practices – Corporate Social Responsibility.

#### UNIT IV: PROFESSIONAL COMPETENCIES FOR HR PRACTICES

Concept paper identification – Need and objectives as relevant to the Service sector – Secondary data review and Primary data analysis – Reporting and Documentation – HR skills for career and development – Application of social work methods as relevant to the agency.

#### UNIT V: LABOUR LEGISLATIONS AND TRENDS IN HR

Labour Legislations: Legislations as applicable to the Service Organization – Trends in Human Resource Management.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	describe the business operations and functions of the service sector	K2 Understand
CO2	identify the strategic Human Resource functions of the service sector	K2 Understand
CO3	demonstrate professional competencies required for working in the service sector	K3 Apply
CO4	prepare concept paper relevant to the nature and services of the organisation	K5 Evaluate

CO5	evaluate the labour legislations and HR trends as applicable to the service sector	K5 Evaluate
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MAPPING: COs consistency with PSOs

PSW4501FW FIELDWORK IN HUMAN RESOURCE DEVELOPMENT					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

(2),

Strongly correlated (3),  
Moderately correlated  
Weakly correlated (1).

PSW4502FW FIELDWORK IN PSYCHIATRIC SOCIALWORK  
(FIELDWORK)

Class: II MSW	Semester: III	Credits: 5	Hours per cycle: ----	Total hours: 30 days
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	explain the functions of the organization based on its goals, policies and philosophy.			
LO2	discuss the role and functions of Psychiatric social workers in the multidisciplinary team.			
LO3	apply social work methods in the field of mental health			
LO4	get trained in direct practice with the client systems and promotion of community mental health.			
LO5	enhance their professional competencies for qualitative and quantitative case analysis			

COURSE CONTENT

UNIT I: ORGANIZATIONAL PROFILE

History of the Agency – Vision – Mission – Organogram – Resources – Services provided by the organisation – Funding – Types of beneficiaries – Need and relevance of social work in a mental health care setting - Aptitude and skills required for social work practice in the field of mental health.

UNIT II: UNDERSTANDING THE CLIENTELE SYSTEM AND PSYCHIATRIC SOCIAL WORK

Clientele system in mental health setting – scope and avenues of social work practice in the mental health care settings – functions of Psychiatric Social Worker – role as a member of the multidisciplinary team – prospects and challenges.

UNIT III: APPLICATION OF SOCIAL WORK METHODS

Multidimensional Assessment of the needs of the patients and caregivers – preparation of individualized care plan – application of social work methods – Case Work – Group Work – Community Programme – Advocacy and lobbying – process of Institutional and Community Based Rehabilitation.

#### UNIT IV: CURATIVE, PREVENTIVE AND PROMOTIVE STRATEGIES

Case History Collection – Mental Status Examination – Case Management – Implementation of Individualized Interventional Plan – Drug Adherence – Activities of Daily Living (ADL) – Social Skills Training (SST) – Relapse Prevention – Family Intervention – Psychoeducation – strategies for resolving the problems of patients and caregivers – utilization of appropriate resources – IEC materials – Resource Mobilization and Networking – Strategies for promoting of Mental Health and Wellbeing – challenges in the practice of Psychiatric Social Work

#### UNIT V: CASE ANALYSIS AND CONCEPT PAPER

Case study analysis – Quantitative and Qualitative Data Collection – Analysis and Interpretation – Preparation of concept paper – problem-solving and strength-based perspective – validation – reporting and documentation.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	relate the agency's goals, policies and philosophy with its operations	K3 Apply
CO2	identify the scope of social work practice in mental health settings	K4 Analyze
CO3	develop appropriate interventional strategies for the practice social work in the field of mental health	K4 Analyze
CO4	apply specialized tools and techniques for addressing mental health needs at the individual, familial and community levels	K5 Evaluate
CO5	Interpret the qualitative and quantitative data from a strength-based perspective	K5 Evaluate

#### MAPPING: COs consistency with PSOs

PSW4502FW FIELDWORK IN PSYCHIATRIC SOCIALWORK					
CO	PSO				
	1	2	3	4	5
CO1	2	2	3	3	2
CO2	2	3	3	3	2
CO3	3	3	3	3	2
CO4	3	3	3	3	2
CO5	3	3	3	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

III AND IV SEMESTER	EVALUATION FRAMEWORK
PSW3301FW FIELDWORK IN HUMAN RESOURCE MANAGEMENT	REQUIREMENTS Attendance is a mandatory requirement – 100%
PSW3302FW FIELDWORK IN MEDICAL SOCIAL WORK	EVALUATION INTERNAL – 75%
PSW3201FW FIELDWORK IN COMMUNITY DEVELOPMENT	Performance at the agency – 50% Reporting – 25%
PSW4501FW FIELDWORK IN HUMAN RESOURCE DEVELOPMENT	INTERNAL – 25%
PSW4502FW FIELDWORK IN PSYCHIATRIC SOCIALWORK	Agency Evaluation and Fieldwork Viva Voce

**COURSE PROFILE**  
**(MASTER OF SOCIAL WORK)**

2024 batch

Part	Nature of the course	Course code	Course title	Course Type	Hrs.		Passed in	Cr.	Offered to	Offered by
					TH	LA				
A	Core Course – 1	PSW1421CM	SOCIAL WORK PROFESSION	TH	6		BM2023	4	SPMSW	MSW
	Core Course – 2	PSW1422CM	SOCIAL CASE WORK	TH	6		BM2023	4	SPMSW	MSW
	Core Course – 3	PSW1423CM	SOCIAL GROUP WORK	TH	6		BM2023	4	SPMSW	MSW
	Core Course – 4	PSW1321CP	FIELDWORK	LA		5	BM2023	3	SPMSW	MSW
	Elective – 1 (Discipline Specific)	PSW1321EI	SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK	TH	4		BM2023	3	SPMSW	MSW

		PSW1322EI	SOCIETY AND HUMAN BEHAVIOUR							
B	SEC* – 1	PSW1221SM	COMMUNICATION FOR SOCIAL WORK	TH	2			2	SPMSW	MSW
	Life Skill Course – 1	PGV1021PV	FOUNDATION COURSE ON WOMEN'S STUDIES					1	NON LDC	Centre for V.E
		PGV1022PV	PERSPECTIVES ON GENDER	TH					LDC	
		PIV1021PI	THE BIBLE AND SCIENCE						ALLCH	
		TOTAL				30		20		

\*Skill Enhancement Course

## SEMESTER – II

Part	Nature of the course	Course code	Course title	Course Type	Hrs.		Passed in	Cr.	Offered to	Offered by
					TH	LA				
A	Core Course – 5	PSW2521CM	COMMUNITY ORGANIZATION AND SOCIAL ACTION	TH	6			5	SPMSW	MSW

	Core Course – 6	PSW2522CM	SOCIAL WORK RESEARCH	TH	6			5	SPMSW	MSW
	Core Course – 7	PSW2523CM	SOCIAL WELFARE ADMINISTRATION AND LEGISLATION	TH	6			5	SPMSW	MSW
	Core Course – 8	PSW2321CP	FIELDWORK AND RURAL CAMP	LA		5		3		
	Elective – 2 (Discipline Specific – Workshop-based course) **	PSW2321EI	MANAGEMENT OF NON-GOVERNMENTAL ORGANISATIONS							
		PSW2322EI	SOCIALWORK PRACTICE IN PROJECT MANAGEMENT	TH	4			3	SPMSW	MSW
B	SEC – 2 (Discipline Specific) ***	PSW2221SM	MANAGERIAL SKILLS	TH	2			2	SPMSW	MSW
C	Life Skill course – 2	PGV2001PV	HUMAN RIGHTS AND DUTIES						NON LDC	Centre for V.E.
		PGV2002PV	PRACTICING HUMAN RIGHTS	TH				1	LDC	
		PIV2001PI	RIGHTS, RESPONSIBILITIES AND THE BIBLE						ALLCH	
			TOTAL		30			23		

\*\* Workshop-based Course - hands-on activities related to work/vocation or professional practice and to be skill based

\*\*\*Courses like Artificial Intelligence / Data Science / Data Analytics/ Mobile App Development incorporating the methodologies like video creation, short film making etc.

Semester	I	II	III	IV	Total
Credits	20	23	26	22	91

**PSW1421CM SOCIAL WORK PROFESSION  
(THEORY)**

Class: I MSW	Semester: I	Credits: 4	Hours per cycle: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	discuss the evolution of Social Work and its emergence as a Profession.			
LO2	comprehend the significance of professional values, ethics in both micro and macro social work practice			
LO3	develop an understanding of the role of Social Workers in various fields.			
LO4	facilitate the students to understand the importance of Field Work in Social Work Education.			
LO5	apply the methods and approaches of Social Work practice in different settings			

**COURSE CONTENT:**

**UNIT I: FUNDAMENTAL CONCEPTS OF SOCIAL WORK**

18 hrs.

Social Work – Definition – Objectives – Philosophy and scope – Concept of related term – Social Service – Social Reform – Social Welfare – Social Development – Social Transformation– Social Defence – Difference between Social service and Social Work – Introduction to the Methods of Social Work.

**UNIT II: HISTORICAL DEVELOPMENT OF SOCIAL WORK**

18 hrs.

Evolution of Social Work in the West (UK and USA) – Social Work in India – Religious Foundation of Social Work in India – Social Thinkers and Movements in India – Gandhian Thoughts of Social Work.

**UNIT III: PHILOSOPHIES AND ETHICS OF SOCIAL WORK**

18 hrs.

Social Work as a Profession – Nature and characteristics of a profession – Social Work Values – Code of Ethics in Social Work practice – Cultural Competence and Inter-cultural perspectives – Social Work Principles – Models of Social work – Roles and Responsibilities of a Professional Social Worker.

**UNIT IV: DEVELOPMENT OF SOCIAL WORK EDUCATION**

18 hrs.

Social Work Education in India – Focus – Nature and Content of Social Work Education – Field Work in Social Work Profession – Objectives – Need and Importance – Significance of Field Work Supervision – Role of Voluntary Organizations and Government in promoting Social work profession in India – National and International Professional Associations – Social Work Profession and Education in Global perspective – Problems and Prospects of Social work profession in India.

**UNIT V: SOCIAL WORK PRACTICE IN DIFFERENT SETTINGS**

18 hrs.

Fields of Social Work practice Community Settings – Family and Child Welfare – Educational Settings – Medical and Psychiatric settings – Industrial Settings – Correctional Social Work – Social Work with Marginalized and Vulnerable sections – Persons with Disability and Social Work – Geriatric Social Work.

TEXTBOOK(S):

Director, publication division. Encyclopaedia of Social work in India: Vol.1,2,3. Ministry of information and broadcasting, 1987. Print.

Hajira Kumar. Theories in social work practice. Friends Publication, 1995. Print.

Paul Chowdary. Social Work –Introduction to Social Work - History, Concept, Methods and Fields. Atma Ram & Sons, 2018. Print.

Sanjay Bhattacharya. Social Work an Integrated Approach. Deep and Deep Publications Pvt. Ltd, 2018. Print.

Francis, Nicholas. Handbook for Professional Practice & Career Development in Social Work. Francis Publication. 2015. Print.

REFERENCE BOOK(S):

Antony A. Vass. New directions in social work – social work competencies – core knowledge values and skills. Sage publications, 1996. Print.

Banks S. Ethics and values in social work; practical social work series. Macmillan press Ltd, 1995. Print.

Bogo Marion. Social Work Practice – Concepts, Processes & Interviewing. Rawat Publications, 2007. Print.

Cox, David & Manohar Pawar. International Social Work – Issues, Strategies and Programs. Vistar Publications, 2006. Print.

Desai Murali. Ideologies and Social Work: Historical and Contemporary Analysis. Rawat Publication, 2002. Print.

Dominelli Lena. Social Work: Theory and Practice for a Changing Profession. Polity Press, 2004. Print.

Fink Arthur E., Wilson Everett E. The Fields of Social Work. Henry Holt and Company, Third Edition, 1959. Print.

Friedlander, Walter A. Concepts and Methods of Social Work. Prentice Hall of India Pvt. Ltd., 1977. Print.

Gilbert, Neil. et. al. An Introduction to Social Work Practice. Prentice Hall, 2002. Print.

Jha Jainendra Kumar. Practice of Social Work. Anmol Publications, 2002. Print.

Gangrade K.D. Dimensions of Social Work in India. Marwah, 1976. Print.

Narendra Mohan. Philosophy of Social Work. Centum Press, 2017. Print.

Reamer F.G. Social work values and ethics. Columbia University press, 1995. Print.

Roy Bailey and Phil Lee. Theory and Practice in Social Work. Oxford Publication Ltd., 1982. Print.

Sheldon B., & Macdonald G. A Textbook of Social Work. Routledge, 2010. Print.

Singh R.R. Field Work in Social Work Education, A Perspective for Human Service Profession, Concept Publishing Company, 1985. Print.

Wadia A. R. History and Philosophy of Social Work in India. Allied Publisher Private Ltd, 1961. Print.

WEB RESOURCE(S):

<https://www.ifsw.org/what-is-social-work/global-definition-of-social-work>

<https://www.socialworkers.org/News/Facts/Types-of-Social-Work>

<https://www.cswe.org/Students/Discover-Social-Work/What-is-social-work>

<https://www.socialworktoday.com>

<https://www.iassw-aiets.org>

<https://www.socialworker.com>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		

CO1	identify the basic concepts of Social Work	K1 Remember
CO2	describe the emergence and relevance of social work as a discipline and a profession	K2 Understand
CO3	develop social work values and ethics personally and professionally	K4 Analyze
CO4	evaluate the implication of Social Work Education and Field Work	K5 Evaluate
CO5	apply the methods and techniques of Social Work in various settings	K3 Apply

MAPPING: COs consistency with PSOs

		PSW1421CM SOCIAL WORK PROFESSION							
		CO	PSO						
			1	2	3	4	5		
Strongly correlated (2),								correlated (3), Moderately Weakly correlated (1).	
PSW1422CM SOCIAL (THEORY)		CO1	3	3	3	3	2	CASE WORK	
		CO2	3	3	3	3	3		
Class: I MSW	Semester:	CO3	3	2	3	3	3	Credits: 4 2 Hours per cycle: 3 Total hours: 90 hrs.	
		CO4	3	3	2	3	3		
LOs	LEARNING OBJECTIVES	CO5	3	3	3	3	3		
To enable the students to									
LO1	describe the conceptual foundations of Social Case Work								
LO2	identify the basic concepts of casework as a method of social work								
LO3	analyze problems of individuals and families and factors affecting them								
LO4	impart knowledge on the values, principles, tools and techniques of social case work								
LO5	applying appropriate social work methods in different settings								

COURSE CONTENT:

UNIT I: BASIC CONCEPTS OF SOCIAL CASE WORK

18 hrs.

Concepts – Meaning – Objectives purpose – Historical Development of Social Case – Social roles – Social functioning – Adaptation – Social environment – Principles and Skills – Case Worker-Client relationship and the use of Professional Self – Problems in professional relationship.

UNIT II: TOOLS AND TECHNIQUES IN CASE WORK

18 hrs.

Tools and techniques in casework – Observation – Interview – Collateral contacts – Home visits – Referrals – Verbal and Nonverbal communication – Techniques in practice – Ventilation – Emotional support – advocacy – Environment modification – Modelling – Role-playing – Confrontation – Case history taking – Recording – Uses – Principles– Types– Structure and content– Use of genograms and eco-maps – Family schema in records.

UNIT III: CASE WORK COMPONENTS AND PROCESS

18 hrs.

Components of Case Work – Process of Case Work – Intake – Study – Assessment /Social Diagnosis–Treatment/ Intervention – Evaluation –Termination – Follow-up – Social Case Work intervention – Direct and Indirect – Multi-dimensional intervention –Transference and countertransference in social case work.

UNIT IV: THEORETICAL APPROACHES TO CASE WORK

18 hrs.

Psychosocial model – Functional model – Life model – Problem solving model – Crisis intervention – Eclectic approach – Family centred approach – Task-centered – Radical approach – Behavior Modification and eco-system perspective in social casework – Psychotherapy – Counseling and Social Case Work – Similarities and differences.

UNIT V: SOCIAL CASE WORK PRACTICE IN DIFFERENT SETTINGS

18 hrs.

Case work practice in different settings in India – Social case work practice with Family and Child Welfare – Educational settings – Industrial settings – Community – Medical and Psychiatric institutions — Geriatric care and the terminally ill-persons with disability – Correctional settings – Rehabilitation centers –Delinquency – LGBTQIA++ and people in foster home and non-institutional services such as adoption and sponsorship – Limitations of Social Case Work practice in India in current scenario.

TEXTBOOK(S):

Johnson E.J., Huggins C.L. Social Casework Methodology: A Skills Handbook for the Caribbean Human Services Worker. Springer Briefs in Social Work. Springer, 2019. Print.

Johnson L. C. & Yanaca S. J. Social Work Practice: A generalist approach. Pearson, 2015. Print.

Hamilton G. Theory and Practice of Social Case Work. Rawat Publications, 2013. Print.

Hollis F., & Wood, M. Casework: A psychosocial therapy (3rd ed.). Random House, 1981. Print.

Perlman H.H. Social Case Work-A Problem Solving Process. Rawat Publications, 2011. Print.

Sanjay Bhattacharya. Social Work intervention and management. Deep & Deep publication pvt. Ltd., 2008. Print.

Upadhyay R. K. Social Casework: A Therapeutic Approach. Rawat Publications, 2003. Print.

REFERENCE BOOK(S):

Bogo M. Social work practice: Concepts, process & Interviewing. Rawat Publication, 2007. Print.

Healy K. Social Work Methods and Skills. Palgrave MacMillan, 2012. Print.

Misra .P.D. Social Work Philosophy and Methods. Inter-India Publications, 1994. Print.

Misra P.D., Beena Misra. Social Work Profession in India. New Royal book Com., 2004 Print.

Mathew Grace. An Introduction to Social Casework. Tata Institute of Social Sciences, 1992. Print.

WEB RESOURCE(S):

[https://www.russellsage.org/sites/default/files/Richmond\\_What%20is%20Social\\_0.pdf](https://www.russellsage.org/sites/default/files/Richmond_What%20is%20Social_0.pdf)

<http://ddceutkal.ac.in/Syllabus/MSW/Paper-5.pdf>

<https://www.socialworkfootprints.org/videos/social-casework-philosophy-principles-and-components>

<https://www.yourarticlelibrary.com/sociology/social-casework-processes-study-and-diagnosis/36564>

<https://www.slideshare.net/surendrashah6/complete-note-of-casework>

<https://www.socialworkfootprints.org/videos/social-casework-practice-in-indian-society-relevance-scope-and-influence-of-culture>

<http://www.ignou.ac.in/upload/bswe-02-block1-unit-3-small-size.pdf>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	gain knowledge about Social Casework as a method of Social Work	K1 Remember
CO2	enhance knowledge about the tools and techniques used in social case work practice	K1 Remember

CO3	understand the process of casework	K2 Understand
CO4	describe various theoretical approaches of Casework	K2 Understand
CO5	develop the competencies and skills for case work practice in different settings	K3 Apply

MAPPING: COs consistency with PSOs

		PSW1422CM SOCIAL CASE WORK						
		PSO						
CO		1	2	3	4	5		
Strongly Moderately (1). PSW1423CM WORK	CO1	3	3	2	3	2	correlated (2), Weakly SOCIAL GROUP	(3), correlated
	CO2	3	2	3	3	3		
	CO3	3	3	2	2	2		
	CO4	3	3	2	3	3		
	CO5	3	3	3	3	2		

(THEORY)

Class: I MSW	Semester: I	Credits: 4	Hours per cycle: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	describe group work as a method of social work			
LO2	acquire skills and techniques required for a group worker			
LO3	develop the ability to critically analyse problems of groups and provide suitable intervention			
LO4	apply the models of Social Group Work in different settings			
LO5	identify the settings and fields for the practice of Social Group Work method			

COURSE CONTENT:

UNIT I: INTRODUCTION TO SOCIAL GROUP WORK

18 hrs.

Definition – Characteristics – Objectives – Values – Philosophy and Principles –Types – Functions and group structure – Classification of groups and making of social groups, Issues of identity, Diversity and Marginalization – History of Social Group Work in India and abroad.

UNIT II: GROUP DYNAMICS AND GROUP FUNCTIONING

18 hrs.

Dynamics of Groups – Bond – Acceptance – Isolation – Rejection – Subgroups – Conflict and Control – Group Membership – Group Norm – Group Cohesiveness – Group Culture – Group Morale – Group Attraction – Leadership and Communication in groups – Relationships – Sociometry.

UNIT III: GROUP DEVELOPMENT

18 hrs.

Stages of Group work – Social Group Work Process – Intake – Study – Analysis and Assessment – Negotiating – Contracts – Treatment – Evaluation – Termination – Stabilization of change effort – Techniques – Skills, Qualities and Roles of Social Group Worker

UNIT IV: TYPES AND MODELS OF GROUP WORK

18 hrs.

Models of Social Group Work – Remedial – Mediating or Reciprocal – Developmental – Social Goal Model and Consensus Model – Theories of Social Group work – Group therapy – Significance of Group therapy – Recording in Social Group Work – Principles, Structure and Types.

UNIT V: APPLICATION OF SOCIAL GROUP WORK

18hrs.

Application of Social Group Work in School Settings – Community Settings – Health Settings – Family Welfare Settings – Women welfare – Child care – Geriatric care Settings – Correctional Settings – De-addiction Centres – Industrial Settings – Institutions for physically and mentally challenged.

TEXTBOOK(S):

- Alissi A.S. Perspectives on social group work practice; A book of Reading. The Free Press, 1980. Print.  
 Dave Capuzzi, Douglas R.Gross, Mark D. Stauffer. Introduction to Group Work. Rawat Publication, 2010. Print.  
 David C., Douglas R.G. & Mark, D.S. Introduction to Group Work. Rawat Publication, 2010. Print.  
 Gravin Charles. D. Lorraie & M. Gulier. A Handbook of Social Work with Groups. Rawat Publications, 2007. Print.  
 Toseland, Ronald & Rivas, Robert. Introduction to Group Work Practice. Allyn and Bacon, 2001. Print.

REFERENCE BOOK(S):

- Bradler S., Roman C.P. Group work Skills and strategies for effective Interventions. The Ho worth Press, 2016. Print.  
 Delbecq A. L., Van de Ven, A. H. et.al. Group Techniques for programme planning. Scott, Foresman, 1975. Print.  
 N. Gilbert and H. Specht. Planning For Welfare. Prentice-Hall, 1977. Print.  
 Gerald Corey. Theory and practice of group counselling. Wordsworth, 2000. Print.  
 Siddiq H. Y. Group Work: Theories and Practices. Rawat Publications, 2008. Print.  
 Trecker, Harleigh B. Social Group Work: Principles and Practice. Pranava Books, 2020. Print.

WEB RESOURCE(S):

- <https://www.socialworkin.com/>  
<https://socialwelfare.library.vcu.edu/social-work/social-group-work-theory-and-practice/>  
<https://mgcub.ac.in/>  
<https://www.socialworkin.com/>  
<https://mgcub.ac.in/pdf/material/2020041217303055424e9f93.pdf>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	describe the concept, characteristics, values and principles of Social Group Work	K1 Remember
CO2	apply suitable theories and models to understand group dynamics and functions	K3 Apply
CO3	critically choose appropriate interventions to achieve social group work goals	K3 Apply
CO4	analyse suitable theories and models for working with different groups in various settings	K4 Analyse
CO5	demonstrate group work process in different settings	K3 Apply

MAPPING: COs consistency with PSOs

PSW1423CM SOCIAL GROUP WORK					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	2
CO2	3	3	3	2	3
CO3	3	2	3	3	3
CO4	3	3	3	3	2
CO5	3	3	2	2	3

Strongly correlated (3),

Moderately correlated

(2), Weakly correlated (1).

PSW1321CP FIELD WORK  
(LAB)

Class: I MSW	Semester: I	Credits: 3	Hours per cycle: 5 hrs.	Total hours: 75 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	discuss the different fields and settings of Social Work practice			
LO2	assess the basic skills required to practice Social Work			
LO3	apply classroom theories towards field practice			
LO4	demonstrate competencies to face challenging tasks in the field from a social work perspective			
LO5	identify the challenges of Individuals, groups and communities from a Macro and Meso perspective			

COURSE CONTENT:

UNIT I: ORGANIZATIONAL PROFILE

15 hrs.

History of the Agency –Vision – Mission – Organization Chart – Funding resources– Different types of beneficiaries– Its work in the field – Networking agencies.

UNIT II: VARIOUS METHODS OF SOCIAL WORK

15 hrs.

Skills required in the practice of Case work – Group Work – Community organization and Social Research – Assessment of the community profile.

UNIT III: SPECIFIC AREAS OF WORK OF THE AGENCY

15 hrs.

Expertise in the area of work – Staff resources – Locations of work – Networking and challenges faced.

UNIT IV: SERVICES PROVIDED BY THE AGENCY

15 hrs.

Beneficiaries– Follow up and termination of services, adherence to professional ethics – Documentation and Report presentation.

UNIT V: SOCIAL LEGISLATION

15 hrs.

Legislations applicable to the Organization – Legislations for women and children.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		

CO1	integrate the classroom learning with field practice by developing the required knowledge to different field settings	K3 Apply
CO2	discuss the application of different skills related to methods of Social Work	K4 Analyse
CO3	integrate self-awareness and professionalism in the field	K3 Apply
CO4	practice social work values, ethics and documentation skills	K3 Apply
CO5	apply social work competencies to resolve Social problems through social legislations	K3 Apply

MAPPING: COs consistency with PSOs

PSW1321CP FIELD WORK					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	2
CO2	3	3	3	2	3
CO3	2	2	3	3	2
CO4	3	3	3	3	3
CO5	3	3	2	2	3

Strongly correlated (3),  
Weakly correlated (1).

Moderately correlated (2),

**PSW1321EI SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS  
FOR SOCIAL WORK  
(THEORY)**

Class: I MSW	Semester: I	Credits: 3	Hours per cycle: 4 hrs.	Total hours: 60 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	describe the basics of Psychology			
LO2	acquire knowledge on Human Development and Social Adjustments			
LO3	explain the concept of Society and Social Change			
LO4	evaluate the importance of Social Institutions			
LO5	analyse social problems and evaluate the impact of Social Movements			

COURSE CONTENT:

UNIT I: INTRODUCTION TO PSYCHOLOGY

12 hrs.

Definition and branches of Psychology – Psychology for Social Work practice – Sensory Process and Perception – Basic concepts of Learning, Memory, Motivation, Emotion and Personality.

UNIT II: HUMAN DEVELOPMENT

12 hrs.

Developmental Psychology – Meaning – Principles of growth and development – Stages of Development - Hazards in each stage – Heredity – Environment and Ecological influences – Personal and Social adjustments in Family, Work and Community.

UNIT III: INTRODUCTION TO SOCIETY

12 hrs.

Society – Definition – Meaning – Characteristics – Groups – Status and Role – Culture – Cultural Change and its importance – Social Stratification – Race, Caste, Class, Gender – Social Change.

UNIT IV: SOCIAL INSTITUTIONS

12 hrs.

Types of Social institutions – Marriage – Family – Kinship – Religion – Education – Economic system – Polity and Judiciary – Structural Aspects – Norms – Values – Folkways and Mores.

UNIT V: SOCIAL PROBLEMS

Major Social Problems in India – Causes and factors responsible for Social problems – Untouchability – Domestic violence – Dowry – Social Movements and its impact.

Case Studies: Some cases of real business world to supplement learning from the course.

TEXTBOOK(S):

Baron, R. A. Psychology. New Delhi: Prentice Hall of India, 2001. Print.

Haralambos. Sociology: Themes and perspectives. Harper Collins; Eight edition, 2014. Print.

Hurlock Elizabeth B. Developmental Psychology-a life span approach. Tata Mcgraw-Hill Publishing Co.Ltd., 1996. Print.

Maclver R.M., Page C.H. Society an Introductory Analysis. Macmillan Publishers India, 2000. Print.

Morgan, Clifford T., et al. Introduction to Psychology.7th Ed. New Delhi: Tata McGraw Hill,1993. Print.

Shankar Rao C. N. Sociology: Principles of Sociology with an Introduction to Social Thought. S Chand & Co. Ltd., 2007. Print.

Vidya Bhushan., Sachdeva D. Introduction to Sociology. Kitab Mahal, 2005. Print.

REFERENCE BOOK(S):

Elgin F.H.& David, C. Social Science - An Introduction to the Study of Society. 13<sup>th</sup> ed. Pearson, 2017. Print.

Hutchison E. Dimensions of Human Behavior: Person and Environment. Thousand Oaks: Sage Publications, 2007. Print.

Madan G.R. Indian Social Problems. Allied Publishers Pvt. Ltd., 2002. Print.

Morgan C.T., King R.A., Weisz J.R., & Schopler J. Introduction to Psychology. Tata Mc Graw-Hill book Co., 2004. Print.

Ram Ahuja. Social Problems in India. Third Edition. Rawat Publications, 2014. Print.

Rawat H. Sociology Basic Concepts. Rawat Publications, 2007. Print.

Shah G. Social Movements in India: A Review of Literature. Sage Publications, 1990. Print.

Zastrow C. & K. Understanding Human Behavior and the Social Environment. Chicago: Nelson-Hall, 2010. Print.

WEB RESOURCE(S):

[www.egyankosh.ac.in/handle/123456789/43](http://www.egyankosh.ac.in/handle/123456789/43)

<https://www.epw.in>

<https://onlinelibrary.wiley.com>

<https://www.frontiersin.org>

<https://sagepub.com>

<https://ir.inflibnet.ac.in>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	get knowledge on the basic concepts of Psychology	K1 Remember
CO2	understand the basic principles of Human growth and Development	K2 Understand
CO3	develop understanding on the basic concepts of society and social change	K2 Understand

CO4	analyse the basics of Social Interaction and Social processes	K4 Analyse
CO5	examine the social problems and importance of Social Movements	K4 Analyse

MAPPING: COs consistency with PSOs

PSW1321EI SOCIOLOGICAL AND PSYCHOLOGICAL FOUNDATIONS FOR SOCIAL WORK					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	2
CO2	3	3	3	2	3
CO3	3	2	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strongly correlated (3),  
Weakly correlated (1).

Moderately correlated (2),

## PSW1322EI SOCIETY AND HUMAN BEHAVIOUR (THEORY)

Class: II MSW	Semester: III	Credits: 3	Hours per cycle: 4 hrs.	Total hours: 60 hrs.
LOs	LEARNING OBJECTIVES			
	To enable the students to			
LO1	learn sociological concepts and understand the relationship between sociology and social work			
LO2	infer the basic Psychological concepts and understand Human Behaviour			
LO3	relate various patterns of social interaction and social processes from theoretical perspectives			

LO4	discuss social stratification and the impact of changing Societies
LO5	examine various social issues and existing agencies of Social control

COURSE CONTENT:

**UNIT I: BASICS SOCIOLOGY AND SOCIAL WORK** 12 hrs.

Sociology: Definition – basic concepts – Society – Community Institution – Association – Meaning and Characteristics – Culture: Definition – characteristics – Cultural lag – Role of Culture in Society – Folk ways & Mores – Relationship between Social Work and Sociology – Socialization: Meaning – theories of C.H.Cooley and G.H.Mead – Agencies of Socialization – Status and Role – Types – features.

**UNIT II: BASICS OF PSYCHOLOGY AND SOCIAL WORK** 12 hrs.

Introduction to Psychology: Definition and branches of Psychology – Psychology for Social Work practice – Sensation and Perception – Process of Perception – Learning: Classical Conditioning and Operant Conditioning – Observational learning – Emotion – Definition – Theories – Emotional Intelligence – Cognition: Decision making – Problem Solving – Critical and Creative thinking.

**UNIT III: SOCIOLOGICAL PERSPECTIVES, SOCIAL INTERACTION AND SOCIAL PROCESS** 12 hrs.

Sociological perspectives – Structural -Functional – Conflict – Symbolic Interactionist – Social Interaction – Social Process: Associative and Dissociative Process – types – Conflict – Competition – Accommodation – Assimilation – Characteristics – Similarities and Differences.

**UNIT IV : SOCIAL INSTITUTIONS AND SOCIAL STRATIFICATION** 12 hrs.

Social Institutions: Marriage – Family – Kinship – Religion – Education – Economic system – State – Characteristics and Significance – Social Stratification – Features – Caste – Class – Changing trends – Power structure – Social Mobility – Modernization – Globalization – Sanskritization – Social Change: Nature – characteristics and theories of Social Change.

**UNIT V : SOCIAL CONTROL** 12 hrs.

Social Control: Definition – Agencies of Social Control – Conformity – Deviance – Social Problems: Definition – Major Social Problems in India – Causes – measures – Social Movements.

**TEXT BOOK(S):**

Elgin, F.H.& David, C. Social Science- An Introduction to the Study of Society. (13<sup>th</sup> ed.). Pearson, 2017. Print.

Francis, Abraham, M. Contemporary Sociology. Oxford University Press, 2006.Print.

Maclver, R.M., Page, C.H. Society an Introductory Analysis. Macmillan Publishers India, 2000. Print.

Madan, G.R. Indian Social Problems. Allied Publishers Pvt. Ltd., 2002. Print

Shankar Rao, C. N. Sociology: Principles of Sociology with an Introduction to Social Thought. S Chand & Co. Ltd., 2007. Print.

## REFERENCE BOOK(S):

Feldman, R.S. *Understanding Psychology (6th Edition)*, New Delhi, Tata-McGraw Hill, 2004. Print.

Haralambos. *Sociology: Themes and perspectives*. Harper Collins; Eight edition, 2014. Print.

Hutchison, E. *Dimensions of Human Behavior: Person and Environment*. Thousand Oaks: Sage Publications, Inc, 2007. Print.

Madan, G.R. *Indian Social Problems*, Mumbai : Allied Publishers Pvt. Ltd, 2002. Print.

Morgan, C.T., King, R.A., Weisz, J.R., & Schopler, J. *Introduction to Psychology*. New Delhi: Tata Mc Graw- Hill book Co, 2004. Print.

Ram Ahuja. Social Problems in India ,Third Edition ,Rawat Publications, 2014. Print.

Rajendra K Sharma. Social change and Social Control, New Delhi, Atlantic Publishers, 2007. Print.

Shah, G. Social Movements in India: A Review of Literature. New Delhi: Sage Publications, 1990. Print.

Zastrow, C. & , K. (2010). Understanding Human Behavior and the Social Environment. Chicago: Nelson-Hall, 2010. Print.

### WEB LINKS:

[www.egyankosh.ac.in/handle/123456789/43](http://www.egyankosh.ac.in/handle/123456789/43)

<https://www.epw.in> <https://onlinelibrary.wiley.com>

<https://www.frontiersin.org> <https://sagepub.com>

<https://ir.inflibnet.ac.in>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	identify the basic concepts of sociology and social work	K2 Understand
CO2	infer the basics of psychology and its relevance to social work	K2 Understand
CO3	analyse the relationship between social interaction and social process	K4 Analyze
CO4	examine the status of social institutions and social problems in India	K4 Analyze
CO 5	assess the factors influencing social control	K5 Evaluate

### MAPPING: COs consistency with PSOs

PSW1322EI SOCIETY AND HUMAN BEHAVIOUR					
CO	PSO				
	1	2	3	4	5
CO1	3	2	2	2	2
CO2	2	2	2	2	2
CO3	2	2	2	2	2
CO4	2	2	2	2	2
CO 5	2	2	2	2	2

Strongly Correlated (3), Moderately Correlated (2), Weakly Correlated (1)

### PSW1221SM COMMUNICATION FOR SOCIAL WORK

(THEORY)

Class: I MSW	Semester: I	Credits: 2	Hours per cycle: 2 hrs.	Total hours: 30 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	describe the nuances of communicating with the clientele systems			
LO2	discuss the skills and strategies of group discussion			

LO3	enhance the skills required for attending interviews
LO4	develop a perspective of different types of professional writing
LO5	acquire the required non-verbal communication skills

**COURSE CONTENT:**

**UNIT I: PUBLIC SPEAKING**

6 hrs.

Power of public speaking – Developing Confidence – Planning – Preparation – Successful and effective delivery of Speech.

**UNIT II: GROUP DISCUSSION**

6 hrs.

Group discussion: Importance of group discussions – Preparation for group discussions – Skills for effective preparation – Traits tested in a group discussion – Initiating the group discussion – Non-verbal communication in group discussion – Types of group discussions.

**UNIT III: INTERVIEWS**

6 Hrs.

Interviews – Types – Skills – Developing an Interview strategy – Practicing for interviews – Steps in conducting Interviews –Stress Interviews – Traditional interviews.

**UNIT IV: WRITING SKILLS**

6 hrs.

Basics of writing – Writing paragraphs – Writing letter and e-mails – Writing research articles – Report writing – Writing a CV.

**UNIT V: NON-VERBAL COMMUNICATION**

6 hrs.

Body Language – Types of Non-verbal Communication – Facial expression – Body movement and posture – Gestures – Eye contact – Touch – Space – Voice – Evaluating non-verbal signals.

**TEXTBOOK(S):**

Geetha Rajeevan. Write Rightly. Foundation Books, 2012. Print.

Sabina Pillai. Spoken English for My World. Oxford University Press, 2018. Print.

Sanghita Sen, Alanrita Mahenda, Priyadarshini Patnaik. Communication and Language Skills. Cambridge University Press. 2015. Print.

Sasikumar V., Kiranmayi Dutt, P., Geetha Rajeevan. Listening and Speaking. Foundation Books, 2007. Print.

Steve Hart, Aravind R Nair, Veena Bambhani. Embark English for Undergraduates. Cambridge University Press, 2016. Print.

Wren & Martin. High School English Grammar. Blackie, 2020. Print.

**REFERENCE BOOK(S):**

Dasarda, Sheetal. Master the Group Discussion & Personal Interview. Notion Press, 2015. Print.

Lees John. Knockout Interview. (4th edition). McGraw-Hill Inc., 2017. Print.

Lundlow Ron and Fergus Panton. Effective communication. Prentice- Hall of India Private Ltd., 1995. Print.

Mathur Dinesh. Mastering Interviews and Group discussion. CBS Publishers, 2018. Print.

William Phil. Advanced Writing skills for students of English. Romain publishing, 2018. Print.

**WEB RESOURCE(S):**

<https://www.inc.com/deborah-grayson-riegel/how-to-use-notes-when-public-speaking-without-losing-your-audience.html>

<https://www.coursera.org/articles/public-speaking>

<https://www.simplilearn.com/group-discussion-tips-article>

<https://www.helpguide.org/articles/relationships-communication/nonverbal-communication>

[https://owl.purdue.edu/owl/job\\_search\\_writing/resumes\\_and\\_vitas/writing\\_the\\_cv.html](https://owl.purdue.edu/owl/job_search_writing/resumes_and_vitas/writing_the_cv.html)

COs	COURSE OUTCOMES	COGNITIVE LEVEL
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On successful completion of the course, the student will be able to		
CO1	identify the significance of public speaking	K2 Understand
CO2	demonstrate the skills of group discussion	K3 Apply
CO3	apply the knowledge and skills of facing interviews	K3 Apply
CO4	analyse and develop writing skills required for social work practice	K4 Analyse
CO5	evaluate the impact of body language on communication	K5 Evaluate

**MAPPING: COs consistency with PSOs**

PSW1221SM COMMUNICATION FOR SOCIAL WORK					
CO	PSO				
	1	2	3	4	5
CO1	3	3	2	3	2
CO2	3	2	3	3	2
CO3	2	3	3	3	2
CO4	3	3	3	2	3
CO5	3	3	2	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

## PSW2521CM COMMUNITY ORGANISATION AND SOCIAL ACTION (THEORY)

Class: I	Semester: I	Credits: 5	Hours per cycle: 6 hrs.	Total hours: 90 hrs.
MSW				
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	practice of community organization in various fields of social work			
LO2	learn the various phases and models of Community Organization			
LO3	apply Community Organization and Social Action as Methods of Social work.			

LO4	apply the models of Community
LO5	develop skills and attitudes for participatory Community work and Social Action

COURSE CONTENT:

## UNIT I: COMMUNITY ORGANISATION

18 hrs.

Community Organisation: Concept – Definition – History, Objectives, Goals and Components, Principles, community practice and community development.

Community organization as a primary method of social work – Methods of Community Organization – Community Mobilization – Community Identification and diagnosis – Process and Phases of Community Organisation – Community Relationship – Study – Analysis – Assessment – Discussion – Organization, Action – Evaluation – Modification and Continuation.

## UNIT II: APPLICATION OF COMMUNITY ORGANIZATION

18 hrs.

Practice of Community Organization in Various Settings: Health – Education – Residential institutions – Livelihood and work – Natural resource management – Sustainable development, – With marginalised and vulnerable communities tribal population – Persons with Disability – Rural – Urban – Displaced population – Migrants – Refugees – Disaster population – Community organisation as a social work process – Role and Skills of Community Organizer – Differentiating Community Organisation and Community Development.

## UNIT III: MODELS OF COMMUNITY ORGANISATION

18 hrs.

Models of Community Organisation – Jack Rothman's 3 Models: Locality Development – Social Planning and Social Action – Mary Weil's Eight models – Neighbourhood development model – System change Model  
– Structural change model – application in various community settings.

## UNIT IV: SOCIAL ACTION

18 hrs.

Social Action- Concept – Objectives – Principles of Legitimation – Credibility building – Multiple strategies  
– Dramatization – Methods and Means – social action as a method of Social Work – Social Action in relation to Case work – Group Work – Social Work Research – Community Organisation and Social Welfare Administration – Research – Propaganda – Use of Mass media – Contemporary social action programmes and its impact – Scope of Social Action in India.

## UNIT V: SOCIAL PROBLEMS AND SOCIAL ACTION

18 hrs.

Social problem: Meaning– issue – dynamics – Social Activists and Social Action Groups – significant contributions and existence in India – Skills involved in Social Action – Analytical – Research – Managerial  
– Interventional – Problem solving – Training and Risk taking skills – Social Movements and Social Action. Approaches to Social Action – Paulo Freire – Gandhi (Sarvodaya)– Saul Alinsky– Radical social work; Rights based approach – Strategies for Social Action from various Social Movements – Indian Social Movements – Bhoodan– Satyagraha Gramdan – Narmada Bachao Andolan – The Singur Issue – Bodo and Gurkhaland Issues – Anna Hazare and the Aam Aadmi Movement – Role of social workers.

## TEXT BOOK(S):

- Christopher, A.J, & William, A.T. Community Organization and Social Action. Himalaya publishing, 2009. Print.
- Chowdhry, D. Paul. Introduction to Social Work. Atma Ram & Sons, 1992. Print.

Datar et al. Skill Training For Social Workers: A Manual. Sage Publications, 2010. Print.

Erlach L, J. Strategies of Community Organisation. Peacock Publishers, 1987. Print.

Gamble, D. N., and Weil, M. Community Practice Skills: Local to Global Perspectives. Columbia University, 2010. Print.

## REFERENCE BOOK(S):

Gangrade, K.D. Working with Community at the grass root level: Strategies and programmes. Radha Publications, 2001. Print.

Hardcastle, D., Powers, P. and Wenocur, S. Community Practice: Theories and Skills for Social Workers. Oxford University Press, 2011. Print.

Jack Rothman, etal. Strategies of community interventions & Macro practices. Peacock Publications, 6th Edition, 2001. Print.

Ross Murray G, Community Organisation: Theory and Principles, Harper and Row Publication, 1985. Print. Siddhiqui, H.Y. Working with community. Hira Publications, 1997. Print.

## WEB LINKS:

<https://egyankosh.ac.in/handle/123456789/28953>

<https://www.ignou.ac.in> <https://www.researchgate.net>

<https://www.socialworker.com>

<https://ctb.ku.edu>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	explain the concepts of community organisation	K2 Remember
CO2	discuss community Organization as a method of Social work	K2 Remember
CO3	apply various Models of Community Organization	K3 Apply
CO4	appraise appropriate social action programmes for social problems	K5 Evaluate
CO5	assess Social Action as a method of Social Work	K5 Evaluate

## MAPPING: COs consistency with PSOs

PSW2521CM COMMUNITY ORGANISATION AND SOCIAL ACTION					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	3	3	3	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

# PSW2522CM SOCIAL WORK RESEARCH

## (THEORY)

Class: I MSW	Semester: II	Credits: 5	Hours per cycle: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	discuss the types of social science research			
LO2	formulate research problems, construction of hypotheses, testing, research designs, and sampling concepts			
LO3	apply the data collection methods and techniques			
LO4	analyse the process of data analysis, coding, and interpretation of the data			
LO5	write effective research reports			

UNIT I: INTRODUCTION 18 hrs.

Social Work Research: Concept – Definition – Objectives – Scope – Characteristics and Functions –Types of Research: Pure and Applied Research – Difference between Social Work Research and Social Research – Scientific method in Social Work Research – Need – Importance of evidence-based practice – Research Ethics and Skills – Plagiarism – Formation of Ethics Committee.

### UNIT II: PROBLEM CONCEPTUALIZATION AND RESEARCH DESIGN 18 hrs.

Identification and formulation of research problems – Review of literature and formulation of objectives – Conceptualizing variables, attributes, and concepts – Hypotheses: Definition, Types, Meaning, Scope – Research Methods – Qualitative research: Ethnography – Focus Group Discussion – Case Study – Content Analysis – Sociometry – Quantitative research – Mixed Method – Participatory Research – Research design: Meaning and Types – Exploratory – Descriptive – Diagnostic – Experimental – Trans-disciplinary Research – Sampling: Concept, Definition, and Importance – Sampling Techniques.

### UNIT III: DATA COLLECTION 18 hrs.

Tools for Data Collection: Meaning, Types – Interview schedule and Questionnaire – Guidelines for constructing the tools – Measurement – Types – Nominal – Ordinal – Interval and Ratio – Rating Scales – Need for scales – Scaling techniques (Thurston, Likert, Guttman, Osgood, Bogardus) – Validity and Reliability – Methods of Data Collection: Survey – Observation – Interview – Questionnaire – Online Methods – Code book – Interview Guide – Pre-test and Pilot Study.

### UNIT IV: DATA ANALYSIS AND INTERPRETATION 18 hrs.

Data Processing – Coding – Editing — Variable sheet – Tabulation – Analysis – Interpretation – Frequency Distribution – Construction of Frequency Tables – Measures of Central Tendencies – Arithmetic Mean, Median and Mode – Dispersion – Range – Quartile Deviation – Standard Deviation and Coefficient of variation – Tests of significance – “t” test and Chi-Square Test – Correlation: Meaning – Types – Karl Pearson’s Co-efficient of Correlation and Spearman’s Rank correlation – Application of Computers in social work research – Software Packages for Data Analysis.

## UNIT V: RESEARCH REPORTING

18 hrs.

Data Presentation and Reporting – Diagrams – Graphs – Infographics – Research Proposal and Report writing – Types of Report – Format of a Research Report – References – Glossary and appendix – Footnotes – Bibliography, Webliography – Citation Styles – Reference Management – Dissemination of Research findings.

## TEXTBOOK(S):

Adams J, Khan, Robert and David, Research methods for Graduate Business and Social Science Students. Sage Publications, 2007. Print.

Alston M, Bowles W, Research for Social Workers, An introduction to methods, (3<sup>rd</sup> Edition). Australian Publications, 2012. Print.

Chakraborty D, Research Methodology. Saurabh Publishing, 2009. Print.

Chandra S, Sharma Kr.M, Research Methodology. Narosa Publications, 2013. Print.

Jain G L, Research Methodology, Methods, Tools and Techniques. Mangal Deep Publications, 2003. Print.

Kothari C R, Research Methodology Methods and Techniques. New Age International, 2006. Print.

Pathak R P, Statistics in Educational Research, Kanishka Publishers, 2007. Print.

## REFERENCE BOOK(S):

David Freedman, Robert Pisani and Roger Purves, Instructors manual for statistics, (1<sup>st</sup>Ed), George J.Macleod Limited, 1978. Print.

Hugh McLaughlin, Understanding Social Work Research. (2<sup>nd</sup>Ed.), SAGE Publications, 2012. Print.

Louise Hardwick and Aidan Worsley, Doing Social Work Research, SAGE Publications, 2011. Print.

Rosaline Barbour, Doing Focus Groups, SAGE publications Limited, 2007. Print.

Therese, L. Baker, Doing Social Research. (3<sup>rd</sup>Ed.), McGraw-Hill Publication, 2014. Print.

William, J. Goode, Paul K. Hatt, Goode, W. J., & Hatt, P. K, Methods of Social Research (8<sup>th</sup>Ed.), Asia Law house, 2016. Print.

## WEB LINKS:

[www.campbellcollaboration.org](http://www.campbellcollaboration.org)

[www.cochrane.org](http://www.cochrane.org) [www.rip.org.uk](http://www.rip.org.uk)

<https://abhattacharya@usf.edu>

<https://www.cengage.com>

<https://oxfordbibliographies.com>

<https://www.ignou.ac.in>

<https://www.jsscacs.edu.in>

CO	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	discuss social work research as a method of social work	K2 - Understand
CO2	describe the research process in Social Work Research	K2 - Understand
CO3	interpret various data collection techniques in social science research	K2- Understand
CO4	apply different statistical tests for data analysis and interpretation	K3- Apply
CO5	apply research reporting skills for writing reports	K3- Apply

## MAPPING: COs consistency with PSOs

PSW2522CM SOCIAL WORK RESEARCH					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	2

CO2	3	3	3	2	3
CO3	3	2	3	3	3
CO4	3	3	3	2	3
CO5	3	3	2	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

## PSW2523CM SOCIAL WELFARE ADMINISTRATION AND LEGISLATION (THEORY)

Class: I MSW	Semester: II	Credits: 5	Hours per cycle: 6 hrs.	Total hours: 90 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	acquire knowledge on social welfare and social policy			
LO2	explain the administrative structure and functions of social welfare			
LO3	analyse the concepts of social planning, social development, social welfare agencies			
LO4	appraise the importance of social legislations for social change			
LO5	evaluate the importance of National and State specific laws for social reform and development			

### UNIT I: SOCIAL WELFARE AND SOCIAL POLICY

18 hrs.

Social Welfare: Meaning and Definition – Social Policy – Meaning, Definition, Steps and Models – Process and importance of policy making – Social Welfare Policies: Evolution, Constitutional base, Programmes and Schemes – its relevance in social work – Roles and Challenges of social workers in social welfare and social policy.

### UNIT II: SOCIAL WELFARE ADMINISTRATION

18 hrs.

Social Welfare Administration : Meaning and Definition – Objectives – Principles – Functions, POSDCoRB and Scope – Historical Development of Social Welfare and Social Welfare Ministry in India – Administrative arrangements of social welfare – National, State, District and local levels – CSWB (Central Social Welfare Board) – State Social Welfare Board – Directorate of Social Welfare – Social Welfare Board for the weaker and marginalised sections of the community (Women, Children, Aged, People with Physical and Mental Disabilities, Other Backward Castes (OBCs), Scheduled Caste (SCs), Scheduled Tribes (STs) and De Notified Communities (DNCs) – National and State Commissions for Women, Children, People with Disabilities and Marginalised.

### UNIT III: SOCIAL PLANNING AND SOCIAL DEVELOPMENT

18 hrs.

Social Planning and community Planning – Need and importance – Planning machinery at the National and State levels – Five-year plans; Social Development: Concept and indicators for social change and social development in India. Social Welfare Agencies: Meaning, Definition, Types and Models of Agencies  
– Role of Social Welfare Agencies and NGOs in National Development.

### UNIT IV: LEGISLATION AND SOCIAL CHANGE

18 hrs.

Legislation: Definition, Types, Relevance – Role of legislations in social change – Constitutional basis for social legislation: Fundamental Rights and Directive Principles of state Policy – Indian personal laws : Marriage, Guardianship; Adoption, Succession, and Inheritance – Legal Aid – Lok Adalat – Legislation to address social problems – Child Marriage Restraint (Amendment) Act, 2017 – Child Labour (Prohibition

And Regulation) Amendment Act, 2016 – The Juvenile Justice (Care And Protection of Children) Act, 2015

- Protection of Children from Sexual Offences Act 2012 – Laws relating to women: Pre Natal Diagnostic Techniques Act, 1994 – Prevention of Immoral Traffic (Amendment) Act, 2018 – Dowry Prohibition Act,1961 – Medical Termination of Pregnancy (MTP) Amendment Act,2021 – Indecent Representation of Women (Prohibition) Act,1986 – Domestic Violence Act, 2005 – Impact on social change – Limitation.

## UNIT V: RIGHTS BASED LEGISLATION

18 hrs.

Legislation for Social Reform and Social Development – Protection of Human Rights Act,1993 – Right to Information Act, 2005 – Right to Free and Compulsory Education Act, 2009 – Bonded labour system (abolition) Act,1976 – The Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Amendment Act, 2015 – Protection of Civil Rights Act, 1955 – National Rural Employment Guarantee Act, 2005 – Impact on social change – Limitation.

## TEXTBOOK(S):

- Gangrade, K, D. Social legislation in India. Concept Publishing Company (P) limited, 1978.Print.
- Karen M. Sowers, Catherine N. Comprehensive Handbook of Social Work and Social Welfare. John Wiley& Sons. 2008. Print.
- Pandey, S. K. Social Welfare Administration. Mahaveer and Sons, 2007. Print.
- Paul, D Chowdhry. Social Welfare Administration. Atma Ram & Sons,1992. Print.
- Sachdeva, D.R. Social welfare administration in India. Kitab Mahal; Standard Edition, 2018. Print.
- Sanjay Bhattacharya, Social Work Administration and Development. Rawat Publication, 2006. Print.
- Shunmugavelayutham K. Social Legislations and Social Change. Valga Valamudan publishers, 1998.Print.

## REFERENCE BOOK(S):

- Choudry, Paul. Social Welfare Administration. Atma Ram & Sons, 1979. Print.
- Choudry Paul. Hand book on social welfare in India. Sterling Publications, 1979. Print.
- Dubey S.N., Administration of social welfare programmes in India. Somaiya Publishers, 1973. Print.
- Dubey S.N. & Murdia. Administration of policy and programmes for Backward classes in India. Somaiya Publishers, 1976. Print.
- Gangrade, K.D. Social legislation in India Vol.I&II. Concept publishing Company, 2011. Print.
- Goel. S L & R K Jain. Social Welfare Administration (Vol. I & II); Deep & Deep Publications, 2000. Print.
- Jagadeesan.P. Marriage and Social legislations in Tamil Nadu. Elachiapen Publishers, 1990. Print.
- Prasantkumar Panda. Human Development and Social Security in India. New century Publications, 2014.Print.
- Spicker, Paul. Social Policy Themes and Approaches. Rawat Publications, 2010. Print.

## WEB LINKS:

<https://socialjustice.gov.in/>

<https://vikaspedia.in/social-welfare>

<https://rtuassam.ac.in/online/staff/classnotes/files/1624631410.pdf> <https://wcd.nic.in/>

<https://main.mohfw.gov.in/>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	explain the concepts of social welfare and social policy	K1 Remember
CO2	discuss the functions and structures of social welfare administration	K2 Understand
CO3	analyse the concepts of social planning, social development, social welfare agencies	K4 Analyse
CO4	analyse the importance of social legislations for social change	K4 Analyse
CO5	assess National and State specific laws for social reform and development	K5 Evaluate

## MAPPING: COs consistency with PSOs

PSW2523CM SOCIAL WELFARE ADMINISTRATION AND LEGISLATION					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	3
CO2	3	3	3	2	3
CO3	3	3	3	3	3
CO4	3	3	3	2	3
CO5	3	3	2	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1)

## PSW2321CP FIELDWORK AND RURAL CAMP (FIELDWORK)

Class: I MS W	Semester: II	Credits: 3	Hours per cycle: 5 hrs.	Total hours: 24 days
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	infer the characteristics of rural living			
LO2	criticise the role of Governmental and Non-governmental organisations in rural community development			
LO3	apply project management skills and techniques for sustainable development			
LO4	design programme specific community interventions using development communication strategies			
LO5	create appropriate interventional programmes for social change and development			

COURSE CONTENT:

### I. Rural camp (10 days)

- Prerequisites for initiating rural camp
- Experiential learning in group living
- Training on Participatory Rural Appraisal, Micro-planning, Community building, community Organising, Community social planning, community resource mobilization, Community participation and sustainable community partnership

- Exposure towards the functioning of government and non-governmental organisations in rural community development

## II. Skill building (7 days)

- Project Management & Logical Framing Analysis (LFA)
- Programme planning, Implementation, Monitoring and Evaluation
- Proposal writing and Fundraising
- Sustainable development measures

## III. Development communication training (7 days)

- Story building
- IEC material preparation, Brochure Development
- Documentary Filmmaking
- Short film making

### MAPPING: COs consistency with PSOs

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	compare the characteristics of rural living	K2 Understand
CO2	explain the role of Governmental and Non-governmental organisations in rural community development	K2 Understand
CO3	apply project management skills and techniques for sustainable development	K3 Apply
CO4	evaluate programme specific community interventions using development communication strategies	K5 Evaluate
CO5	appraise the role of social workers in social change	K5 Evaluate

### MAPPING: COs consistency with PSOs

PSW2523CM SOCIAL WELFARE ADMINISTRATION AND LEGISLATION					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	3
CO2	3	3	3	3	3
CO3	3	3	3	3	3
CO4	3	3	3	2	3
CO5	3	3	3	3	3

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1)

## PSW2321EI MANAGEMENT OF NON-GOVERNMENTAL ORGANISATIONS

### (THEORY)

Class: I	Semester: II	Credits: 3	Hours per week: 4 hrs.	Total hours: 60 hrs.
MSW				
LOs	LEARNING OBJECTIVES			
To enable the students to				

LO1	classify the fundamentals of Management and functions of Non-Governmental Organisations (NGO)
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LO2	explain the different legislations for Non- Governmental organisations
LO3	describe the NGO Registration procedures and its functioning
LO4	prepare fund raising techniques and develop proposal writing skills
LO5	analyse the key issues and challenges in mobilising and managing

#### COURSE CONTENT:

### UNIT I: FUNDAMENTALS OF MANAGEMENT

12 hrs.

Management: Definition – Nature – Managerial Functions: Planning – Organizing – Staffing – Directing – Leading – Controlling and Coordination – Levels of Management – Managerial skills: Conceptual – Technical and Human Relation – Introduction to NGO management: Need and importance – Definition – History – Characteristics – Categories (Types) of NGO – Functions – Roles – Focus area – Strengths and challenges  
– Succession planning.

### UNIT II: NGO REGISTRATION PROCEDURE

12 hrs.

Legal procedures and Registration of Non-Governmental Organisations: Trust – Society and Non-Profit– Companies Act – Concept and Features – Differences – Importance of Memorandum of Association (MOA)  
– Trust Deed – 80 G, 12 A of Income Tax act – Bye-laws – Roles and Responsibilities of Office Bearers – Foreign Contribution and Regulation Act (FCRA) and amendment rules 2022.

### UNIT III: GOVERNANCE OF NGOs

12 hrs.

Principles for NGO Management – organisation Structure – Importance of Governing Body – Executive members – Management and Project Staff – Resolution – Minutes – Organizational Culture – Financial Management and budgeting – NGO Accounting and Auditing – Maintenance of Accounts and assets – Basics of office administration – Documentation of activities – Annual report.

### UNIT IV: PROJECT MANAGEMENT

12 hrs.

Project Management: Definition – Concept and Steps – Needs Assessment: Meaning – Importance – technique – Participatory Rural Appraisal (PRA) and Logical Framework Analysis (LFA) – Project planning – Implementation – Evaluation – Sustainability – Project proposal – Components – Criteria and Guidelines – Project Proposal writing – Project Report – Research Report – Project training and Sustainance.

### UNIT V: FUNDING OF NGO AND ROLE OF NGOs

12 hrs.

Resources – Meaning – Types – Mobilisation – Funding – Meaning – Types – Source – Fund raising Principles – Methods – Strategies and Techniques – Networking with Donors – Working with Government Agencies/ Organisation – CSR funding – Transparency and Accountability – Issues and Challenges in the sustainability of funds – Role of NGO addressing social issue – policy development – advocacy – lobbying and in National development.

#### TEXT BOOK(S):

David Lewis, Non-Governmental Organisation, Management & Development, Routledge. 2014. Print.

Laila Brenner, Darian Rodriguez Heyman. Non-profit Management 101: A Complete and Practical Guide for Leaders and Professionals, Wiley; 2nd edition, 2019. Print.

Puri V.K, Handbook on Formation and Management of NGOs & NPOs. JBA Publishers, 2010. Print.

Snehlata Chandra. Guidelines for NGOs Management in India, Kanishka Publishers Distributors, 2003.

Print. REFERENCE BOOK(S):

Clark, John, Voluntary Organisations: Their Contribution to Development. Earth Scan, 1991. Print.

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

Julie Fisher, Governments, NGOs and the Political Development of the Third World. Rawat Publications, 2003. Print.

Kandasamy, M. Governance and Financial Management in Non-Profit Organizations. Caritas India, 1998. Print.

Lawant, B. T. NGOs in Development. Rawat Publications, 1999. Print.

Natani Shobha. Non-Government Organization-Management and Structure. Prism Publication, 2011. Print.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	describe the characteristics and functions of Management and Non-Governmental organisations	K2 Understand
CO2	explain the legal registration and legislations for Non-Governmental organisations	K2 Understand
CO3	discuss the administration and Governance of Non-Governmental organisations	K2 Understand
CO4	apply Project Management and Proposal writing skills and techniques	K3 Apply
CO5	analyse strategies for mobilising and managing funds	K4 Analyse

## MAPPING: COs consistency with PSOs

PSW2321EI MANAGEMENT OF NON-GOVERNMENTAL ORGANISATIONS					
CO	PSO				
	1	2	3	4	5
CO1	2	2	3	3	2
CO2	2	2	2	2	2
CO3	2	3	3	3	2
CO4	2	3	3	3	2
CO5	2	2	2	2	2

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

## PSW2322EI SOCIAL WORK PRACTICE IN PROJECT MANAGEMENT (THEORY)

Class: I MSW	Semester: II	Credits: 3	Hours per week: 4 hrs.	Total hours: 60 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	learn the concepts and importance of project proposal writing			
LO2	equip students with specific skills and techniques for Project and NGO management			
LO3	assess the community needs by applying appropriate techniques			
LO4	create appropriate project activities			

LO5	evaluate the project activities, its effectiveness and sustenance
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## COURSE CONTENT:

### UNIT I: PROJECT PROPOSAL

12 hrs.

Concept – meaning – objectives – need – importance – Types – Project Proposal writing: Components Criteria and Guidelines – Resource mobilisation: Meaning techniques statutory requirements for the formation of society and trust – Foreign Contribution Regulation Act – special provisions related to Income Tax exemption for development organisations – Project Report and Sustenance.

### UNIT II: INTRODUCTION TO PROJECT MANAGEMENT

12 hrs.

Management of Non-Profit Organizations: Types – Characteristics – Structure – organizational culture and effectiveness – Models of Organizational Development – Human Resource and Financial Management – Project management: Concept – objectives – principles – scope – importance – micro and macro level project planning – identification and formulation of Project dimensions – participatory management and Social Work Competencies for NGO management.

### UNIT III: PROJECT NEEDS AND DESIGN

12 hrs.

Community Need assessment – methods – techniques – Categories of needs: Economical – political – social – cultural – participatory need assessment – Participatory rural appraisal (PRA) – Focus areas of work – Interventional strategies – change and development.

### UNIT IV: PROJECT IMPLEMENTATION

12 hrs.

Project activity planning – Assembling project team – Stakeholder identification – network analysis, monitoring of development projects – management information system – project and programme evaluation and review technique (PERT) and critical path method (CPM) – participatory implementation.

### UNIT V: PROJECT EVALUATION

12 hrs.

Project Evaluation – Meaning – process – ethics – methods – assessment tools and techniques – participatory evaluation – Stakeholder analysis – project appraisal – technical – economic and financial feasibility – social audit – cost effectiveness – policy analysis – Detailed Project report (DPR) and Reporting, Evaluation and follow up.

### TEXT BOOK(S):

Chaudhuri. Tribal Development in India. Inter India Publications, 1981. Print.

Kumar, Rajeeva. An Introduction to the Tribal Development in India, Saujanya books.1989. Print.

Patel, Mahendra Lal. Planning strategy for tribal development. Vol. 111. Inter-India Publications, 1984. Print.

### REFERENCE BOOK(S):

Gary Spolander, Linda Martin. Successful Project Management in Social Work and Social Care. Jessica Kingsley Publishers,2012. Print.

Moorthy, R. V. Project Management. Masters Publication, 2002. Print.

Roy, Sam, M. Project Planning and Management, Focussing on Proposal writing. The Catholic Health Association of India, 2002. Print.

Thakur, Devendra, ed. Tribal Life in India: Industrialisation in tribal areas. Vol. 4. Deep & Deep Publications, 1994. Print.

Vasant, Desai. Project Management: Preparations, Appraisal, Finance and Policy. Himalaya Pub. House, 1977. Print.

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	understand the concepts and importance project proposal writing	K2 Understand
CO2	apply specific skills and techniques to project and NGO management	K3 Apply
CO3	analyse the community needs for project activities	K4 Analyse
CO4	assess appropriate project activities	K5 Evaluate
CO5	evaluate the sustainability of the project	K5 Evaluate

## MAPPING: COs consistency with PSOs

PSW2322EI SOCIAL WORK PRACTICE IN PROJECT MANAGEMENT					
CO	PSO				
	1	2	3	4	5
CO1	3	3	3	3	2
CO2	3	3	3	2	2
CO3	3	3	3	3	3
CO4	3	3	3	3	3
CO5	2	2	2	2	2

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1).

## PSW2221SM

## MANAGERIAL SKILLS

## (THEORY)

Class: II MSW	Semester: IV	Credits: 2	Hours per cycle: 2 hrs.	Total hours: 30 hrs.
LOs	LEARNING OBJECTIVES			
To enable the students to				
LO1	learn the basic managerial functions			
LO2	understand the significance of managerial skills			
LO3	develop different thinking skills			
LO4	manage emotions contextually			
LO5	enhance workplace development skills			

## COURSE CONTENT:

### UNIT I BASIC MANAGERIAL FUNCTIONS

6 hrs.

Management: Introduction – Definition – Levels of Management – Managerial Functions: Introduction – Meaning – Definition – Basic Management Functions: Planning – Organising – Staffing – Delegating – Coordinating – Budgeting (POSDCORB). Role of Managers – Henri Fayol's Principles of Management.

### UNIT II SKILLS FOR MANAGERS

6 hrs.

Skills for Managers – Technical Skills – Human Relations Skills – Conceptual Skills – Henry Mintzberg's

Classification of Managerial Functions – Interpersonal – Informational – Decisional Roles.

## UNIT III THINKING SKILLS

6 hrs.

Strategic Thinking – Meaning – Characteristics – Process Consideration in Strategic Thinking – Importance

– Strategic Thinking Competencies – Lateral Thinking – Meaning – Needs – Benefits – Uses – Techniques

– Analytical Thinking – Innovation – Design Thinking – Meaning – Tools and Steps.

## UNIT IV SOCIAL AND EMOTIONAL COMPETENCY

6 hrs.

Understanding Emotions – Emotional Intelligence – Social and Emotional Competency (SEC) – Building SEC skills – Importance of SEC for Managers.

## UNIT V DEVELOPMENT SKILLS

6 hrs.

Leadership Skills – Influencing – Personal Ethics and Values – People Development – Team Skills – Problem solving – Handling Complexity and Risk Management – Mentoring and Networking Skills.

### TEXT BOOK(S):

Koontz, Herald, Wehrich and Cannice. Essentials of Management. Noida: Tata-McGraw Hill Publishing House, 2020. Print.

### REFERENCE BOOK(S):

Robbins, S. P. and Hunsaker, Phillip, L. Training in Interpersonal skills. Tips for managing people at work. 5th edition. PHI Learning, 2009. Print.

Stella Cottrell. Skills for Success, Personal Development and Employability. Palgrave Macmillan, 2010.

Print. Stoner, A.E., James, Freeman, Gilberth. Management. Pearson Publishing House. 2009. Print.

### WEB LINKS:

<https://in.indeed.com/career-advice/career-development/skill-set>

<https://www.worldbank.org/en/topic/skillsdevelopment>

<https://www.workingvoices.com/insights/professional-development/>

COs	COURSE OUTCOMES	COGNITIVE LEVEL
On successful completion of the course, the student will be able to		
CO1	discuss the essential managerial functions	K2 Understand
CO2	appraise specific managerial skills	K5 Evaluate
CO3	examine different kinds of thinking and its application	K4 Analyze
CO4	develop social and emotional competency	K3 Apply
CO5	apply essential workplace developmental competencies	K3 Apply

### MAPPING: COs consistency with PSOs

PSW2221SM MANAGERIAL SKILLS					
CO	PSO				
	1	2	3	4	5
CO1	3	3	2	3	2
CO2	3	3	3	3	3
CO3	3	3	3	3	2
CO4	3	3	3	3	2
CO5	2	3	2	3	2

Strongly correlated (3), Moderately correlated (2), Weakly correlated (1)

## EVALUATION FRAMEWORK - FIELDWORK

I AND II SEMESTER	EVALUATION FRAMEWORK
PSW1321CP FIELDWORK	REQUIREMENTS Attendance is a mandatory requirement – 100%
PSW2321CP FIELDWORK AND RURAL CAMP	EVALUATION INTERNAL – 75% Performance during the fieldwork – 50% Reporting – 25% EXTERNAL – 25% Fieldwork Viva Voce – 25%