



**PSG College of Arts & Science**  
*An Epitome of Quality Learning*

# **MASTER OF SOCIAL WORK (MSW)**

**2015 - 2017**

**MSW – MASTER OF SOCIAL WORK PROGRAMME**  
**SCHEME OF EXAMINATIONS**  
**(For Students Admitted From 2014 – 2015 & Onwards)**

Code No.	Subject	Duration (Hrs)	Max. Marks			Credit Points
			CA	CE	Total	
<b>First Semester</b>						
14SWP01	Introduction to Social Work	3	25	75	100	3
14SWP02	Psychology for Social Workers	3	25	75	100	3
14SWP03	Sociology for Social Workers	3	25	75	100	3
14SWP04	Social Case Work	3	25	75	100	3
14SWP05	Social Group Work	3	25	75	100	3
14SWP06	Field Work Practicum - I	-	40	60	100	5
<b>Second Semester</b>						
14SWP07	Community Organization & Social Action	3	25	75	100	3
14SWP08	Social Work Research and Statistics	3	25	75	100	3
14SWP09A	Employee Welfare and Labour Legislation – I	3	25	75	100	3
	OR					
14SWP09B	Medical Social Work					
	OR					
14SWP09C	Rural & Tribal Community Development					
14SBP01	<b><u>Skill Based Subject :</u></b> Cyber Security	---	100	---	100	2
14SWP10	Organizational Behaviour (Allied - PS)	3	25	75	100	3
14SWP11	<b><u>Core Elective I:</u></b> Disaster Management	3	25	75	100	3
14SWP12	Field Work Practicum – II (including Rural Camp)	-	40	60	100	5

Code No.	Subject	Duration (Hrs)	Max. Marks			Credit Points
			CA	CE	Total	
<b>Third Semester</b>						
14SWP13A	Employee Welfare and Labour Legislation – II OR	3	25	75	100	3
14SWP13B	Mental Health OR					
14SWP13C	Management of Non-Profit Organization					
14SWP14	Social Problems and Social Legislation	-	100	-	100	3
14SWP15	Social Welfare Administration	3	25	75	100	3
<b>CLUSTER IDC:</b>						
14SWP16A	Economics for Decision Making (EC) OR	3	25	75	100	3
14SWP16B	Development Communication (MJMC) OR					
14SWP16C	Logistic Management (CO)					
14SWP17	Social Work and Persons with Disability	3	25	75	100	3
14SWP18	Psychometric Tests	3	100	-	100	3
14SWP19	Field Work Practicum – III	-	40	60	100	5
14SWP20	Institutional Training**	-	100	-	100	3
<b>Fourth Semester</b>						
14SWP21A	Industrial Relations OR	3	25	75	100	3
14SWP21B	Hospital Administration OR					
14SWP21C	Urban Community Development					
14SWP22A	Human Resource Management & Human Resource Development OR	3	25	75	100	3
14SWP22B	Psychiatric Social Work OR					
14SWP22C	Project Management					
14SWP23	Counselling	3	25	75	100	3
14SWP24	<b>Core Elective II:</b> Corporate Social Responsibility	3	25	75	100	2
14SWP25	Project Work	-	40	60	100	3
14SWP27	Field Work Practicum - IV	-	40	60	100	3
14SWP28	Block Placement (Pre-Employment Training) Practicals & Viva	-	40	60	100	5
<b>Total</b>			<b>Credits</b>		<b>90 Credits *</b>	

**Cluster IDC offered by the Department**

**CLUSTER IDC :**

14ECP14A/14MCP18C/14COP19C - Labour Welfare & Industrial Relations

**OBJECTIVES:**

- To gain an understanding of the history and philosophy of Social Work and its emergence as a Profession.
- To appreciate Social Work as a Profession and to recognize the need and importance of Social Work Education and Training.
- To provide and awareness of the changing trends in Social Work education.

**UNIT – I: SOCIAL WORK: CONCEPT****7 HOURS**

Concept of Social Work – Definition – Principles - Process of Social Work – Concept of Social Service, Social Welfare, Social Defence, Social Security, Social Insurance, Social Assistance in relation to Social Work – Social Work as a Profession – Social Work Values and Code of Ethics - Role of Social Worker.

**UNIT – II: HISTORICAL DEVELOPMENT****7 HOURS**

Evolution of Social Work in USA, UK, India, Japan, China, Australia – Social Work Education in India – Professional bodies of Social Work – IASSW, APASWE, ASSWI, IFSW, NASW, ICSWE, Asia-Pacific Council for Social Work Education.

**UNIT – III: METHODS OF SOCIAL WORK****7 HOURS**

A brief understanding of the methods of Social Work: Social Case Work – Social Group Work – Community Organization – Social Work Research – Social Action – Social Welfare Administration.

**UNIT – IV: FIELDS OF SOCIAL WORK****7 HOURS**

Social Work practice in: Industry – Medical Setting – Correctional setting — School setting - Community setting – Family and Child Welfare setting. Emerging Fields of Social Work – Human Rights, Disaster Management, Displaced Communities, Refugees.

**UNIT–V: CONTEMPORARY ISSUES IN SOCIAL WORK EDUCATION** **7 HOURS**

Field Work and its importance to Social Work Education – Concept of integrated Social Work approach – The problems and prospects of this profession – The future of Social Work.

**REFERENCE:**

1. Chowdry.P(1992) **Introduction to Social Work**. Atmaram & Sons, New Delhi.
2. Cox, David & Pawar.M (2006) **International Social Work – Issues, Strategies and Programmes**, Vistaar Publications, New Delhi.
3. Fink.A.E (1972) **The Fields of Social Work**, Henry Colt & Co., Prentice Hall, NewDelhi.
4. Friedlander.W.A (Ed) (2005) **Concepts and Methods of Social Work**, Prentice Hall, New Delhi.
5. Gangrade.K.D (2005) **Gandhian Approach to Development and Social Work**, Concept Publishers, New Delhi.
6. Government of India (1987) **Encyclopedia of Social Work (Vol I, II, III)**, Ministry of Welfare, New Delhi.
7. Jacob.K.K (1993) **Social Work Education in India**, Himanshu Publications, New Delhi.
8. Mudgal.S.D (1997) **An Introduction to Social Work**, Book Enclave, Jaipur.
9. Nitesh Dhawan (2011) **Social Work Perspectives, Philosophy and Methods**, Bharat Book Centre, Lucknow.

**OBJECTIVES:**

- To enable the students to understand the concept of Psychology, fields and methods.
- To understand the various Theories of Learning
- To enable the students to understand the concept and nature of Intelligence, Personality, Adjustment, Motivation, and Mental Health.

**UNIT – I: PSYCHOLOGY****5 HOURS**

Psychology – Meaning, Fields of Psychology – Scientific methods of Psychology- Relevance of Psychology for Social Work Practice.

**UNIT – II: DEVELOPMENTAL STAGES****7 HOURS**

Life Span – Physical, Social and Psychological aspects of development from prenatal period to old age – Motivation – Hierarchy of needs.

**UNIT – III: LEARNING****8 HOURS**

Learning: Meaning – Theories of Learning – Classical Conditioning – Operant Conditioning – Cognitive Learning – Methods of effective Learning – Nature of Memory, Forgetting and Thinking – Perception: Concept and type: Attention factors influencing perception – Perception and Sensation – Characteristics of Perception – Laws of Perceptual Grouping – Errors in Perception.

**UNIT – IV: INTELLIGENCE****7 HOURS**

Intelligence: Concept, Measurement of Intelligence – Theories of Intelligence – Mental Health – Introduction to the concept of Mental Health – Classification of Mental Illness and Mental Deficiency.

**UNIT – V: PERSONALITY AND ADJUSTMENT****8 HOURS**

Personality; meaning – Determinants of Personality – Theories of Personality – Measurement of Personality – Defense Mechanism – Adjustment: concept of Adjustment and Mal adjustment – Stress, Frustration and Conflict – Sources of Frustration – Conflict – nature and types of Conflict.

**REFERENCE:**

1. Bhatia H.R (1969) **Abnormal Psychology**, Oxford and IBH, New Delhi.
2. Bhatt, Poornima (2006) **Clinical Psychology**, GNOSIS, New Delhi.
3. Hurlock Elizabeth.B (2002) **Developmental Psychology**, Mc Graw Hill, New Delhi.
4. Mangal.S.K (1996) **General Psychology**, Sterling Publishers, New Delhi.
5. Page.J.D (1967) **Abnormal Psychology**, Mc Graw Hill, New Delhi.
6. Ramnath Sharma, S.S.Chandra (2008) **General Psychology**, Atlantic Publishers, Delhi.

**OBJECTIVES:**

- To understand the various Communities and Groups in India.
- To know more about Indian Social Stratification – Caste and Class System.
- To study the concepts of Urbanization, Industrialization, Modernization and Westernization.

**UNIT – I: SOCIETY, GROUPS, SOCIAL PROCESSES****8 HOURS**

Concept of Society – Individual and Society – Community – Rural, Urban and Tribal Communities – Nature and Types of Groups – Primary and Secondary Groups – Social Processes – Cooperation, Competition, Conflict, Accommodation, Assimilation.

**UNIT – II: CULTURE AND SOCIALISATION****8 HOURS**

Concept of Culture – Culture and Society – Culture and Personality – Cultural Lag and it's applications to the Indian Society – Socialization – Meaning, Agencies and Functions of Socialization – Social Control – Meaning and Agents of Social Control.

**UNIT – III: SOCIAL STRATIFICATION AND DEMOGRAPHY****8 HOURS**

Social Stratification in India – Concept and Basis – Caste and Class – Changing Patterns of Caste System in India – Demographic characteristics of present Indian Society – Age Structure, Sex Ratio, Rural Urban Ratio, Literacy Rate.

**UNIT – IV: SOCIAL INSTITUTIONS****5 HOURS**

Social Institutions- Marriage, Family, Religion, Economy and Political – Concept of Welfare State – India as a Welfare State.

**UNIT – V: SOCIAL CHANGE****6 HOURS**

Social Change – Concept, Factors and Processes of Social Change – Urbanization, Industrialization, Modernization and Westernization – Cyber Revolution – Resistance to Change – Causes and Consequences – Concept of Social Development- Collective Behaviour and Social Movement.

**REFERENCE:**

1. Bhusan, Vidya & Sachdev (2006) **An Introduction to Sociology**, Allahabad, Kitab Mahal.
2. Elliot and Merril (1996) **Society and Culture**, Prentice Hall Inc.
3. Kapadia KM (1969) **Family and Marriage in India**, Oxford University Press, New Delhi.
4. Sachdeva D and Vidhya Bhusan (1980) **An Introduction to Sociology**, Kitab Mahal, New Delhi.
5. Sreenivasan MN (1966) **Social Changes in Modern India**, Allied Publishers, New Delhi.
6. Yogendra Singh (1997) **Social Stratification and Change in India**, Manohar Publishers and Distributors, New Delhi.
7. Yogesh Atal (2006) **Changing Indian Society**, Rawat Publication, Jaipur.

**OBJECTIVES:**

- To make the students be aware of the importance of individuals in a society.
- To equip students to develop their abilities in solving the problems of the individuals.
- To gain the practical knowledge of Social Case Work and its application in different settings.

**UNIT I: FUNDAMENTALS OF SOCIAL CASE WORK****7 HOURS**

Social Case Work: Meaning, definition and objectives, nature and scope, its importance. Historical Development of Social Case Work USA, UK and in India. Principles of case work; Components of Social Case Work: the person, the problem, the place and the process. Client-case worker relationship and the use of professional self.

**UNIT II: PROCESS OF SOCIAL CASE WORK****7 HOURS**

Social Case Work process: Initial contact, case study, analysis and assessment, diagnosis and treatment, termination and follow-up; Tools and Techniques of Social Case Work: Interview, observation, home visits and collateral contact - Social Case Work Recording: Need, importance and types of recording.

**UNIT III: APPROACHES / THEORIES IN SOCIAL CASE WORK****7 HOURS**

Approaches / Theories in Social Case Work: Psychological approach, functional approach, problem solving model, diagnostic approach, diagnostic approach and crisis intervention, family therapy and counseling in the Indian context, similarities and differences.

**UNIT IV APPLICATION OF SOCIAL CASE WORK****7 HOURS**

Social Case Work in different settings: Family and Child Welfare, School, Medical and Psychiatry, Correctional settings- Industry- Care of aged and foster home. Role of Social Case Worker as an enabler, facilitator, guide and resource mobiliser in various settings.

**UNIT V RECENT DEVELOPMENTS IN SOCIAL CASE WORK****7 HOURS**

Recent development in Social Case Work; Problems and limitations of Social Case Work practice in India; Impact of social, cultural factors on individual.

**REFERENCE:**

1. Aptekar (1982) **Dynamics of Case Work and Counselling**, Miffin Publications, Houghton Mission, Boston.
2. Grace Mathew (1946) **Introduction to Social Case Work**, Columbia University Press, NewYork.
3. Grace Mathew (1992) **An Introduction to Social Case Work**, TISS, Mumbai
4. Hamilton.G (1954) **Theory & Practice in Social Case Work**, Colombia University Press, NewYork.
5. Konapka.H (1983) **Social Group Work: A helping process**, New Jersey Prentice Hall
6. Mathew.G (1992) **An Introduction to Social Case Work**, TISS, Mumbai.
7. Pearlman H.H(1957) **Social Case Work: A Problem Solving Process**, University of Chicago Press, Chicago.
8. Upadhyay.R.K (2010) **Social Case Work: A Therapeutic Approach**, Rawat Publications, Jaipur.

**OBJECTIVES:**

- To make the students be aware of the importance of groups in a society.
- To equip students to develop their abilities in solving the problems of the groups.
- To gain the practical knowledge of Social Group Work and its application in different settings

**UNIT I: FUNDAMENTALS OF SOCIAL GROUP WORK**

**5 HOURS**

Social Group Work: Definition, characteristics, objectives, principles, skills – Role of Group Worker - historical development of group work.

**UNIT II: THEORIES IN SOCIAL GROUP WORK**

**6 HOURS**

Knowledge base for group work: Psycho-analytic theory, learning theory, field theory, social exchange theory and systems theory; Group dynamics: Definition, functions and basic assumptions.

**UNIT III: PROCESS OF SOCIAL GROUP WORK**

**8 HOURS**

Social Group Work process: Planning state, beginning stage, middle stage and ending stage; Principles of Social Group Work: Group process, bond, acceptance, isolation, rejection, sub-groups scapegoats, conflict and control; Leadership development and Team building; Factors of Group formation.

**UNIT IV TECHNIQUES OF SOCIAL GROUP WORK**

**8 HOURS**

Social Group Work recording: Use of social group work records, principles and problems of group work recording; Group Therapy: Significance of group therapy, programme planning in Social Group Work, Use of psychodrama and socio-drama; Different Therapeutic approaches: Transactional analysis, T groups, gestalt, role play, buzz group and brain storming.

**UNIT V APPLICATION OF SOCIAL GROUP WORK**

**8 HOURS**

Social Group Work in various settings: Correctional, hospital, educational, old age homes and communities; Use of sociometry for group work; Skills of the Social Group Worker; Scope and limitations of group work in different fields of Social Work; Knowledge and skills of a group worker, group worker as an enabler, guide, facilitator and therapist.

**REFERENCE:**

1. Charles.D.Garvin, Lorraine Margot, Maeda.J.Galinsky (2004) **Handbook of Social Work with Groups**, Guilford Press, New York.
2. Helen northen, Roselle Kurland (2001) **Social Work with Groups**, Columbia University Press, New York.
3. Roseland R & Rivas R F (2005) **An Introduction to Group Work practice**, Ballyn & Bacon, New York.
4. Trecker, Harleigh.B (1972) **Social Group Work principle and practices**, New York Association Press.
5. Trevor Lindsay, Sue Orton (2011) **Group Work Practice in Social Work**, Learning Matters Ltd, UK.
6. Wilson & Ryland (1949) **Social Group Work Practice**, Houston Miffin Company, Cambridge.



**OBJECTIVES:**

- To enable the students to study about the problems, needs and resources of the communities in depth.
- To acquire knowledge of the various skills and techniques of Community Organization as a method of Social Work.
- To develop students to practice Community Organization successfully in the communities for the fulfillment of their needs

**UNIT – I: COMMUNITY ORGANISATION AND COMMUNITY DEVELOPMENT****7 HOURS**

Community Organization – Definition, Objectives, Philosophy, Principles – Models in Community Organization: Locality Development, Social Planning and Social Action - Scope of Community Organization in India – Community Leadership – Type of Community Leaders - Community Organization and Community Development.

**UNIT – II: ADMINISTRATIVE PROCESS IN COMMUNITY ORGANISATION****7 HOURS**

Administrative Processes and Practices – Planning, Organization, Communication, Decision Making, Coordination, Delegation, Supervision, Budgeting, Financial Control, Reporting, Evaluation and Feedback.

**UNIT – III: SKILLS, STEPS & RECORDING IN COMMUNITY ORGANISATION****7 HOURS**

Skills in Community Organization- Steps in Community Organization Process – Role of Community Organization Worker – Recording – Principles, Types, Uses of Recording.

**UNIT – IV: PHASES AND APPLICATION OF COMMUNITY ORGANISATION****7 HOURS**

Phases of Community Organization: Study, Analysis, Assessment, Discussion, Organization of Action, Evaluation, Modification and Continuation – Community Organization in: Health, Correctional, Educational, Industrial, Rural – Urban settings, Community Welfare Councils and Community Chests

**UNIT – V: PARTICIPATORY RURAL APPRAISAL AND SOCIAL ACTION****7 HOURS**

Participatory Rural Appraisal (PRA) – Characteristics – Principles – Tools & Techniques in PRA – Steps in PRA – Reporting in PRA. Social Action – Meaning – Objectives – Process – Approaches (Sarvodaya, Antyodaya) – Strategies of Social Action – Lok Adalats and Public Interest Litigation as an instruments of Social Action – Role of Social Worker in Social Action.

**REFERENCE :**

1. Asha Ramagonda Patil (2013) **Community Organization and Development – An Indian Perspective**, PHI Learning Private Ltd, Delhi.
2. Biddle and Biddle (1966) **Encouraging Community Development**, New Delhi, Light & Li Publishers.
3. Christopher. A.J (2006) **Community Organization and Social Action: Concepts, Principles, Methods**
4. Gangrade KD (1971) **Community Organization in India**, Bombay, Popular Prahashan.
5. Ross, Murray G (1955) **Community Organization: Theory and Principles**, Bombay: Harper and Brothers.
6. Nitesh Dhawan (2011) **Social Work Perspectives, Philosophy and Methods**, Bharat Book Centre, Lucknow.

## **14SWP08 SOCIAL WORK RESEARCH AND STATISTICS II SEMESTER**

### **OBJECTIVES:**

- Understanding the nature and importance of the scientific method and appreciate the fundamental principles and methods of Social Work Research
- To develop the capacity to independently conceptualize a problem and execute research
- Understanding use of Statistics in Social Work Research

### **UNIT – I: SOCIAL WORK RESEARCH**

**7 HOURS**

The concept of Social Research – The process of Research in Social Sciences – Scientific Method – its applicability to Social Phenomena – Definition, Meaning and Scope of Social Work Research – Basic elements of Scientific Method: concepts, hypothesis and problem formulation.

### **UNIT – II: RESEARCH DESIGN**

**7 HOURS**

Methods and types of Social Work Research – Pure and Applied – Qualitative and Quantitative – Survey and Case study – Participatory Research and Evaluation Research – Different types of Research Design – Exploratory, Descriptive, Diagnostic and Experimental Research Designs.

### **UNIT – III: SOURCES & TOOLS OF DATA COLLECTION**

**7 HOURS**

Sources of Data: Primary and Secondary Sources – Tools of Data Collection: Observation, Interview Schedule and Questionnaire – Sampling Procedures – Scaling Techniques.

### **UNIT – IV: DATA PROCESSING**

**7 HOURS**

Data processing: coding and tabulation of data – processing the data obtained through scales – content analysis – hypothesis testing - analysis and interpretation – use of computers for data processing – essentials of research.

### **UNIT – V: USE OF STATISTICS & REPORT WRITING**

**7 HOURS**

Use and limitations of Statistics in Social Research – meaning, uses and computation of mean, median and standard deviation – correlation (Pearson's "r" and Spearman's "Rho") and chi-square test.

### **REFERENCE :**

1. Ahuja, Ram (2003) **Research Methods**, Jaipur, Rawat Publications.
2. Champion DJ (2001) **Basic Statistics**, Prentice Hall, New Delhi.
3. Gupta SP (1984) **Statistical Methods**, New Delhi: Sultan Chand & Sons
4. Kothari.C.R (2004) **Research Methodology: Methods & Techniques**, New Age
5. International (P) Ltd, Publishers, New Delhi.
6. Polanski NA (1960) **Social Work Research**, Chicago: University of Chicago Press
7. Selltitz, et.al (1952) **Research Methods In Social Relation**, New York: Holt, Rine Hart & Winston.
8. Wilkinson & Bhandarkar (1977) **Methodology and Techniques of Social Research**,
9. Bombay:Himalaya Publishing House.

**14SWP09A EMPLOYEE WELFARE & LABOUR LEGISLATION – I**  
**II SEMESTER**

**OBJECTIVES:**

- To make the students aware of the essential concepts related to Labour welfare
- To equip the students to understand the salient features of certain legislations relating to labour welfare.
- To make the students understand the practical aspects of labour welfare.

**UNIT- I: INTRODUCTION: LABOUR 7 HOURS**

Understanding employees in Indian Industries (Traditional & Modern) – Recommendation of the Report on National Commission on Labour 1969 and Second National Commission on Labour 2002 – The concept and effects of Absenteeism & Labour Turnover and problems of Alcoholism – Impact of HR Practices on Labour Welfare: Automation, Rationalization and VRS.

**UNIT – II: EMPLOYEE WELFARE 7 HOURS**

The concept and scope of Labour Welfare – Agencies of Labour Welfare – Critical Analysis of Labour Welfare facilities – The Role and Status of Labour Welfare Officer- Impact of Labour Welfare on Quality of Work Life and Quality of Life.

**UNIT – III: LABOUR LEGISLATION RELATED TO WORKING CONDITIONS 7 HOURS**

The Factories Act 1948 – The Apprentices Act 1961 – The Contract Labour Regulations Act 1971- Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 – Visaka Guide Lines.

**UNIT – IV: INDUSTRIAL SAFETY AND ENVIRONMENT 7 HOUR**

Industrial Safety: Causes and Effects - Occupational Health and Safety Management System – ISO: 18001 – Safety Measures in Labour Legislations – Environmental Protection & Pollution Control – Environment Management System – ISO: 14001 – Environmental Education Programmes for Industrial Employees – Ergonomics (Human Engineering)

**UNIT – V: ESSENTIAL LABOUR LEGISLATIONS 7 HOURS**

The Salient features of essential legislations:

- a) The Tamil Nadu Shops and Establishment Act 1947
- b) The Plantation Labour Act 1951
- c) The Mines Act 1952
- d) The Motor Transport Workers Act 1961
- e) The Tamil Nadu Catering Establishments Act 1958
- f) Inter-State Migrant Workmen (Regulation of Employment and Condition of Service) Act 1979.

**REFERENCE :**

1. Bhagoliwal TN (1966) **Economics of Labour and Social welfare** Agra: Bhavan Publication
2. Bhatia SK (2003), **Labour laws**, New Delhi, Deep & Deep.
3. Brian Lomas(2006), **Negotiating Successfully**, New Delhi, Infinity Books
4. Kappoor, ND (2005), **Hand Book on Industrial Law**, New Delhi, Sultan Chand
5. Kumar, J N (2001), **Business Law**, New Delhi, Nabhi Publications
6. Memoria CB & Memoria (1983), **Some Aspects of Industrial labour in India** Allahabad: Kitab Mahal
7. Moorthy.MV,(1968), **Principles of Labour Welfare**. Vizag: Gupta Brothers.
8. Saxena.RC (1981), **Labour problems and Social Welfare**. Meerut: K.Nath & Co.
9. Shekhar Mukherji (2013), **Migration in India: Links to Urbanization, Regional Disparities and Development Policies**, Rawat Publications, Jaipur.

**OBJECTIVES:**

- To enable the students to understand the relationship between Medicine, Public Health.
- To develop the skills in applying the different methods of Social Work and professional knowledge in Medical settings to work with the patients and help them to accept the treatment.
- To support the patients for their rehabilitation.

**UNIT – I: MEDICAL SOCIAL WORK****7 HOURS**

Medical Social Work – definition – Development of Medical Social Work in UK, USA and in India – Organization and administration of Medical Social Work in a hospital – Team Work and multi-disciplinary approach – role and functions of Medical Social Workers in rehabilitation of patients with disabilities

**UNIT – II: HEALTH****7 HOURS**

Concept of Health, Hygiene, Disease and Handicap – psychological and socio-cultural factors in Health – Concept of chronic illness, terminal illness, impairment disability & handicap – problems of hospitalization by the patient and his family, rights of the patients.

**UNIT – III: SOCIAL AND PREVENTIVE MEDICINE****7 HOURS**

Public Health – Concept and its development in India – Organization and administration of Public Health Services in National, State and Local levels. Meaning and importance of Social and Preventive Medicine – concept and types of prevention – role of Medical Social Worker in the prevention of diseases and promotion of health

**UNIT - IV: REHABILITATION****7 HOURS**

Rehabilitation – concept, principles and types of rehabilitation – process of rehabilitation.

**UNIT – V: LEGISLATION**

Social Legislations related to public health - ESI Act 1948 – Medical Termination of Pregnancy Act 1971 – Mental Health Act 1987 – Consumer Protection Act 1986 – Persons with Disabilities Act 1995 – Transplant of Human Organs Act 1994

**REFERENCE::**

1. Bajpai (1998), **Perspectives of Social Work in Health**, Rawat Publications, Jaipur.
2. Butrym, Zofia (1967), **Social Work in Medical Care**, London, Roultege & Kegan Paul
3. Burton, Lindy (1975), **The Family Life of Sick Children**, London, Roultege & Kegan Paul.
4. Freeman et.al (Ed)(1979), **Handbook of Medical Sociology**, NewJersey, Prentice Hall.
5. Goldstein.D (1954), **Readings in the theory and of Medical Social Work**. Cambridge, Chicago Press.
6. Park. JE & Park E (Ed) (1989), **Textbook of Social and Preventive Medicine**, Jabalpur
7. Pomerleau, J, & Mckee, M (Ed) (2006), **Issues in Public Health**, New Delhi, Tata McGraw Hill.
8. Ramasamy, (2008), **General and Medical Sociology**, Chennai, New Millennium Publications.

## 14SWP09C RURAL & TRIBAL COMMUNITY DEVELOPMENT

### II SEMESTER

#### OBJECTIVES:

- To know the knowledge on community development
- To understand the problems of rural and tribal community
- To know the governance of rural and tribal community in India

#### UNIT I – CONCEPT OF COMMUNITY DEVELOPMENT

7 HOURS

Community Development – concept, meaning, Need, objectives, History, Scope, Principles, Process, models and methods. Rural community – concept, Definition, meaning, need, objective, characteristics. Rural organization and rural development. Approaches to community development – Tagore, Gandhi and C.Subramaniam, etc. Rural Development in India

#### UNIT II- RURAL PROBLEMS & RURAL EXTENSION

7 HOURS

Rural problems – poverty, illiteracy, unemployment, community health, casteism, status of women, sex discrimination, bonded labour, superstition, culture of silence, migration, problems related to agriculture: land holding, productivity and marketing. Rural Extension-concept, objectives and methods.

#### UNIT III – TRIBAL COMMUNITY

7 HOURS

Tribes - Definition, Characteristics of the Tribal community -Nomadic and Denotified tribes - Major Indian tribes and tribes in Tamilnadu - Constitutional Provision for the protection of tribes. Social System of Tribes - Socio economic conditions, Cultural and religious aspects, status of women and children. Impact of Environmental Laws on Tribal People. Tribal leadership and Political Participation - Local, State, and National levels. Problems of Tribes - Tribal Resettlement and Rehabilitation and its related problems – Impact of environmental laws on tribal population.

#### UNIT IV – PANCHAYATI RAJ

7 HOURS

Panchayati Raj- Local self government in ancient India. Main features of Panchayati Raj legislation, structure of panchayati raj system, Functions of Panchayati, problems of panchayati system, “E” Panchayat. Sustainable development: meaning, importance. Millennium development goals. Human Development Index - Dimensions and importance. Assessment of needs and problems in the community - 73<sup>rd</sup> Amendment of Panchayati Raj, Women Participation in local governments.

#### UNIT V - RURAL AND TRIBAL DEVELOPMENT PROGRAMMES

7 HOURS

Training Institution: NIRD, SIRD- Role of CAPART and NABARD. Area based programmes: HADP, CADP, TADP, DPAP, GTT. Target based programmes: IRDP, TRYSEM, NREP, RLEGP, MNGRES, SGRY. Welfare programmes: DWCRA, ICDS, TNINP, IAY, IWDP, PMSG, THADCO schemes, Namathu Gramam, Pudhu vazhvu thittam. Tamil Nadu Government social welfare schemes. Application of social work methods and role of social workers - Role of voluntary Agencies in rural and tribal development.

#### REFERENCE:

1. Bondyyo Padhyay. D (2003) **Empowering Panchayats Handbook for Master Trainers Using Participatory Approach**, Concept Publications. New Delhi.
2. Das Basanti (2007). **Governmental programmes of rural Development**, New Delhi: Discovery.

3. Dubey M.K (2000), **Rural and urban Development**, New Delhi, Common wealth Jain
4. Suresh Chandra. (2005) ,**Indigenous for rural development**, New Delhi: Concept Publisher.
5. Kadekodi, G.K. and K. Chopra(1999), **Operational sing Sustainable Development**. New Delhi: Sage Publications. India Pvt. Ltd.
6. Kumar, Somesh, (2004),**Participatory Method in Community Work**. New Delhi: Himalya Publisher.
7. Ledwith Margret, (2006), **Community Development**, New Delhi: Rawat Publications.
8. Mehta G.S, (2008), **Participation of Women in the Panchayati Raj System**. Kanishka Publishers. New Delhi.
9. Mudgal Rahul(2006), **Rural Development policies and Management**, New Delhi: Sarup and Sons.
10. Narwani G.S ,(2005), **Panchayat Raj in India** ,New Delhi: Rawat Publications.
11. Rajib Luchanpanigrahy, (2006), **NGO for Rural Development**. Mohit Publications.New Delhi
12. Rasure K A ,(2010), **Rural Credit in the Era of Globalization**. Madhav Books Publications. Hariyana.
13. Singh Kattarb(2009),**Rural development**. Sage publications. New Delhi



## ALLIED

14SWP10

## ORGANIZATIONAL BEHAVIOUR

**Objectives: To enable the student to understand....**

- The nature and history of organizational behaviour,
- To investigate the impact of learning and perception on individuals,
- The groups and group behavior within organizations,
- The motivation techniques and leadership styles and process,
- The concept organizational change, resistance to change and organization development.

### UNIT - I INTRODUCTION (7 Hours)

**Organizational Behaviour:** Definition – Nature - Contributing disciplines.  
**Historical Development:** Scientific management - Administrative Management - Human Relations approach - Social Learning Approach – Contingency Approach.

### UNIT - II THE INDIVIDUAL (7 Hours)

**Learning:** Definition - Organizational applications of learning – Organizational applications of personality – Perception and managerial applications of perception. Job Attitude: Job Satisfaction – Job Involvement – Organizational Commitment.

### UNIT – III THE GROUP (7 Hours)

**Group:** Definition – Formation - Types of Groups – Group development – Process - Group Cohesiveness - Factors affecting group cohesiveness – Group Decision Making: Definition – Process - Techniques: Delphi technique - Nominal group technique.

### UNIT – IV MOTIVATION AND LEADERSHIP (7 Hours)

**Motivation:** Meaning – Motivational process – Techniques of motivation.  
**Leadership:** Definition - Theories: Trait theories - Group and Exchange theories - Contingency theories - Path-Goal leadership theories - Leadership Styles – Leadership Styles in India.

### UNIT – V ORGANIZATIONAL CHANGE AND DEVELOPMENT (7 Hours)

**Organization Change:** Meaning – Resistance to change – Overcoming resistance to change. **Organizational Development:** Meaning - Process – Organization Development Techniques: Grid Training - Survey Feedback - Team Building.

### REFERENCES:

1. Robbins, S. P. (2009): Organizational Behavior, New Delhi: Prentice Hall of India Pvt Ltd.
2. Fred Luthans, (2005): Organizational Behavior, New Delhi, McGraw Hill International Edition.

**CORE ELECTIVE-I**  
**DISASTER MANAGEMENT** **II SEMESTER**

**14SWP11**

**OBJECTIVES:**

1. Understand key concepts, theories and approaches of disaster management with specific reference to Indian context
2. Develop skills to analyze factors contributing to disaster
3. Develop an understanding of the process of disaster management
4. Develop an understanding of the social worker's role in the team for disaster management.

**UNIT I- INTRODUCTION**

**7 HOURS**

Disasters: Concept, types and impact - Famine, floods, cyclones, hurricanes, warfare, earthquake, volcanoes; traditional and modern disaster threats and care factor, classification of disasters; Disaster management - Definition and concept; approaches to disaster management, importance and relevance of disaster management in the present environmental scenario, cases studies of disaster management.

**UNIT II- DISASTER AND SOCIAL WORK INTERVENTION**

**7 HOURS**

Scope of disaster related intervention, intervention during disaster impact stage, trauma counseling and crisis intervention, post disaster management, damage assessment and long term rehabilitation and reconstruction, networking and co-ordination between government, NGOs, donor agencies, local bodies, police, military etc.

**UNIT III- DISASTER PREVENTION AND PREPAREDNESS**

**7 HOURS**

Vulnerability analysis, hazard mapping, community based disaster preparedness programmes, training for CBDP, preparedness for post-disaster emergency response and long term rehabilitation, organization and planning, logistics; resource utilization, specialized skills and training needs; public awareness and education; first-aid training, civil defense training.

**UNIT IV - INSTITUTIONS AND INSTRUMENTS IN DISASTER RESPONSE: 7 HOURS**

International decade for natural disaster reduction and UN resolutions, administration of relief in India - National, state, district and local levels; Disaster related legislations and policies; national and international donor agencies; NGOs, mental health institutions in disaster management and relief.

**UNIT V – DISASTER COUNSELING INTERVENTION**

**7**

**HOURS**

Psychological interventions for people exposed to disasters – psychological debriefing – techniques of individual counseling Cognitive Behavioral interventions- skills of counselor – working with risk groups- working with families – critique of disaster intervention strategies – Disaster preparedness.

**REFEERENCE:**

1. International Federation of Red Cross and Red Crescent Societies (2005) **World Disaster Report**, Focus on Information in disasters, Geneva.
2. Brahme S and Gole P (1967), **Deluge in Poone**, Poone: AsiaPublishing House
3. Chen, L (1973), **Disaster in Bangladesh: Health Crisisina Developing Nation**, New York, Oxford University Press.
4. 4. Fritz, C.E (1968), “Disaster”, Sills D (Ed.) **Internatioanl Encyclopedia of Social Science**. Vol 4 USA: The MacMillan Company and the Free Press, 202-208.
5. Gangrade, K.D (1973), **Challenge and Response**, Delhi: Rechna Dhadde S, Publication.
6. Hoff, A (1978), **People in Crisis, Understanding and Helping**, California: Addison WesleyPublishing Company.



7. Joint Assistance Centre , (1980). **Natural Disaster**, New Delhi: Adhyatma Sadhan Kendra



Since - 1947

## **14SWP13A EMPLOYEE WELFARE AND LABOUR LEGISLATION –II**

**III SEMESTER**

### **OBJECTIVES:**

- To create an awareness among the students about the importance of Labour Welfare
- To indicate the students about the various agencies providing Labour Welfare facilities to the employees
- To develop the knowledge of Labour Welfare and Labour Legislations enabling the students to practice them successfully.
- 

### **UNIT – I: LABOUR AND LABOUR WELFARE**

**6 HOURS**

Concept of Labour – Characteristics of Labour – Labour Policy – Important Constitutional provisions of Labour Welfare – Administration of Labour Welfare activities at the State and Central Levels –Principles of Labour Welfare – Theories of Labour Welfare.

### **UNIT – II: SOCIAL SECURITY AND ILO**

**6 HOURS**

Concept of Social Security – Meaning, objectives and need for Social Security –Need based Group Insurance Schemes – Constraints in extending Social Security – Social Assistance – Significance and Conditions – Social Insurance – Importance and Conditions – Public Provident Fund – Importance, Recommendations of the NCL 1969 – International Labour Organization – Establishment – Structure – Objectives –Functions – Conventions and Recommendations – impact of ILO on India

### **UNIT – III: WAGE AND BONUS**

**8 HOURS**

Concept of Wage – meaning – Minimum Wage – Living Wage – Need based fair Wage – Factors of Wage Fixation – Concept of Wage Board Meaning, Need, Objectives, functions – National wage policy – The Payment of Wages Act 1936 – The Minimum Wages Act 1948 – The Equal Remuneration Act 1976 – Concept of Bonus – Meaning – The Payment of Bonus Act 1965

### **UNIT – IV: INDUSTRIAL HOUSING AND WORKERS EDUCATION 7 HOURS**

Concept of Industrial Housing – Importance – Housing conditions in the industrial cities in India – Problems of Housing –Different housing schemes – Role of HUDCO – Tamil Nadu Housing Board - Tamil Nadu Slum Clearance board .Concept of Workers Education – Meaning, Scope, need, objective and scheme of Workers Education – Role of the Central Board for Workers Education – Role of Productivity council.

### **UNIT – V: SOCIAL SECURITY LEGISLATIONS**

**8 HOURS**

Social Security Legislations

1. The Employees State Insurance Act 1948
2. The Employee Provident Fund and Miscellaneous Provision Act 1952
  - a. Provident Fund / Public Provident fund
  - b. Employees Deposit Linked Insurance Scheme 1976
  - c. Employees Pension Scheme 1995
3. The Payment of Gratuity Act 1972
4. The Tamil Nadu Payment of Subsistence allowance Act 1981
5. The Tamil Nadu Conferment of Permanent Status Act 1981
6. The Workmen Compensation Act 1923.

## REFERENCE :

1. Ahuja KK,(1988), **Industrial Relations – theory and practice**, Ludhiana: Kalyani Publications
2. Bhagoliwal TN,1(966), **Economics of Labour and Social welfare**, Agra: Bhavan Publication
3. Bhatia SK, (2003), **Constructive Industrial Relations and Labour laws**, New Delhi, Deep & Deep.
4. Brian Lomas,(2006), **Negotiating Successfully**, New Delhi, Infinity Books
5. Kapoor, ND,(2005), **Hand Book on Industrial Law**, New Delhi, Sultan Chand
6. Kumar, J N, (2001), **Business Law**, New Delhi, Nabhi Publications
7. Lal Das DK, (1995), **Personnel Management, Industrial Relations and Labour welfare**. Agra: YK publishers
8. Meshrotra SN, (1981), **Labour problems in India**, New Delhi Sultanchand & co
9. Mishra, SN, (2007), **Labour and Industrial Laws**, Allahabad, Central law Publications
10. Moorthy MV,(1968), **Principle of Labour Welfare**, Vizag: Gupta Brothers
11. Sarma AM, (1998), **Aspects of Labour Welfare and Social Security**, Mumbai: Himalaya
12. Sarma AM, (1998), **Understanding Wage System**, Mumbai: Himalaya
13. Saxena RC, (1985), **Labour Problems and Social Welfare**, Meerut: K.Nath & Co
14. Subramanian V,(1998), **Factory Laws applicable in Tamil Nadu**, Chennai Madras Book Agency (Vol. I, II, III, IV)
15. Tripathi PC & Gupta CB,(1996), **Industrial relations and Labour Laws**, New Delhi Sultchand & Sons
16. Tyagi BP, (1999), **Labour Economics and Social Welfare**, Meerut Jayaprakash Nath & Co
17. Vijay Asdhir, (1994), **Labour Problems and Labour Welfare**, Ludhiana Kalyani Publishers

**OBJECTIVES:**

- To acquire knowledge of the phenomenology, symptomology of common Mental Disorders.
- To develop skills in identifying Mental Disorders in health care and community settings.
- To develop the capacity to apply the knowledge and skills in Psychiatric setting.

**UNIT – I: MENTAL HEALTH & PSYCHIATRY****7 HOURS**

Mental Health – Characteristics of Mentally Healthy Person – Promoting Mental Health – Prevention of Mental Illness - Psychiatry – definition. Mental illness – symptoms – disorders of perception, cognition, speech, motor and emotional disorders. Mental disorders – classification of Mental Disorders – Mental Status Examination – Psychiatric Interview – ICD 9 – DSM IV.

**UNIT – II: NEUROSIS****7 HOURS**

Neurosis – symptoms, etiology and clinical manifestations and diagnosis of anxiety, phobia, panic disorder, OCD, post traumatic disorder, conversion and dissociative disorders, psychosomatic disorders.

**UNIT – III: PSYCHOSES****7 HOURS**

Psychoses – symptoms and types – Organic Psychosis – Dementia- Delirium – organic amnesic syndrome - Functional Psychosis - Schizophrenia and affective disorder - etiology, clinical manifestations and differential diagnosis of organic and functional Psychosis

**UNIT – IV: PSYCHO-SEXUAL AND PERSONALITY DISORDERS****7 HOURS**

Alcoholism and substance abuse disorders – Psycho –sexual disorders –Personality disorders – cluster of personality orders – other specific personality disorders – transcultural psychiatry and cultural bound syndromes.

**UNIT – V: ADULT PERSONALITY DISORDERS AND CHILDHOOD DISORDERS****7 HOURS**

Childhood disorders – ADHD – ADD – APD – Autism – developmental and specific developmental disorders – habit disorders – enuresis – Tic disorder – processing disorders - etiology, prevalence, clinical manifestations and treatment modalities – Mental Retardation – Impulse control disorder – classification – pathological gambling, trichotillomania, pyromania, kleptomania.

**REFERENCE:**

1. Abraham Varghese, (1982), **Introduction to Psychiatry**, BI, New Delhi
2. Alfred.M.Fredman, Harold.I.Kaplan, Benjamin.J.Saddock (1976) **Modern Synopsis of Comprehensive Textbook of Psychiatry II**, Vol 2, Williams & Wilkins, USA.
3. Bhatia.M.S,( 2001), **Essentials of Psychiatry CBS**, New Delhi
4. **Diagnostic and Statistical Manual of Mental Disorders (DSM-5)**, (2013), American Psychiatric Association, USA.
5. Niraj Ahuja,( 1998), **Introduction to Psychiatry**, Rawat Publications, New Delhi.
6. Niraj Ahuja (2011) **A Short Textbook of Psychiatry**, Jaypee Brothers Medical Brothers (P) Ltd, New Delhi.
7. **The ICD – 10 Classification of Mental Disorders** (1993) World Health Organization.
8. Waldinger,( 1997),**Psychiatry for Medical Students**, American Psychiatric Press, Inc, Washington.D.C.

## 14SWP13C MANAGEMENT OF NON-PROFIT ORGANIZATION

III SEMESTER

### OBJECTIVES

- To facilitate the understanding about social entrepreneurship among students.
- To expose them to the social enterprises.
- To strengthen their competence in social entrepreneurship.

### UNIT-1: NGO & THIRD SECTOR

7 HOURS

Need and importance of Third Sector in development. Typologies of third sector - Voluntary, NGO, NPO, CBO, CSO, Growth of third sector in India. Performance and environment of third sector. Third sector relationship to state and civil society.

### UNIT-II: SOCIAL ENTREPRENEURSHIP

7 HOURS

Concept, Definition, Importance of social entrepreneurship. Social entrepreneurship Vs business entrepreneurship. Social entrepreneurs and social change. Qualities and traits of social entrepreneurs. Select case studies of Indian Magsasay Award winners as social entrepreneurs – Ela Bhatt, M.S. Swaminathan, Varghese Kurien, Jockin Arputham, Aruna Roy, Rajender Singh and Santha Sinha.

### UNIT-III: SOCIAL ENTERPRISES

7 HOURS

Concept, Definition, Importance of social enterprises. Similarities and differences between social enterprises and non profits. Types of social enterprises. Concept of Triple Bottom Line, Bottom of the Pyramid, Sustainopreneurship, Corporate Social Responsibility. Select case studies of Indian Social Enterprises

### UNIT-IV: FINANCIAL MANAGEMENT

7 HOURS

Global & National environment to promote social enterprises and social entrepreneurship. Financial Management of social enterprises. Venture capital for social enterprises. Corporate, Community and government support for social enterprises.

### UNIT-V: SOCIAL MARKETRING HOURS

7

Application of marketing principles in welfare and development field. Social Marketing. Marketing of Social Services. Case studies related to Social and service marketing in the field of Health, Education, Environment protection, Energy consumption and Human rights.

### REFERENCE:

1. David Bornstein, (2007) ,**How to Change the World: Social Entrepreneurs and the Power of New Ideas**, Oxford University Press.
2. Gregory Dees, Jed Emerson, Peter Economy (2002), **Enterprising Non Profits – A Toolkit for Social Entrepreneurs**, John Wiely and Sons, USA.
3. Alex Nicholls (2006 ), **Social Entrepreneurship: New Models of Sustainable Social Change**, Oxford University Press.
4. Peter Drucker (1990), **Managing the Non Profits Organizations: Practices and Principles**, Harpercollins, USA.
5. Fred Setterberg, Kary Schulman (1985), **Beyond Profit: Complete Guide to Managing the Non Profit Organizations**, Harper & Row, UK.
6. Steven Ott.J (2001), **Understanding Non Profit Organizations: Governance, Leadership and Management**, Westview Press, USA.

## **14SWP14 SOCIAL PROBLEMS AND SOCIAL LEGISLATION**

**III SEMESTER**

### **OBJECTIVES:**

- To provide knowledge about various social Problems
- To enable the students to learn different remedial and rehabilitative measures to alleviate Social Problems
- To acquire knowledge about the existing Social Legislations

### **UNIT – I SOCIAL PROBLEMS**

**7 HOURS**

Concept of Social Problem-Meaning – Causes – Effects - Preventive and Remedial Measures - Individual Disorganisation - Family Disorganisation - Social Disorganisation

### **UNIT – II: SOCIAL LEGISLATION**

**7 HOURS**

Concept of Social Legislation - Meaning – Classification – Objectives - Need in a Welfare State - Concept of Social Justice – Importance – Need - Social Legislation and Social Justice - Concept of Social Policy – Meaning – Importance - Need for Social Legislation and Social Policy

### **UNIT –III: PROBLEMS OF WOMEN AND CHILDREN**

**7 HOURS**

Problems of Women – Marriage – Dowry – Divorce – Grounds for Divorce Problems of Working Women - Physical and Mental Harassment - Property Right to Women – Maintenance – The Hindu Marriage Act 1955, The Special Marriage Act 1954, The Hindu Adoption and Maintenance Act 1956, The Dowry Abolition Act 1961, The Medical Termination of Pregnancy Act 1971, The Immoral Traffic (Prevention) Act 1956  
Transgender

Problems of Children – Destitution - Physically and Mentally Challenged Children- Illiteracy – Malnutrition - Mal Adjustment in Childhood - Child Labour – The Child Labour (Prohibition and Regulation) Act 1986, The Child Marriage Restraint Act 1929, The Juvenile Justice Act 1986, The Child Marriage, (Prohibition and Regulation) Amendment Act 1978, Protection of children form sexual offences Act 2012, RTI & RTE.

### **UNIT – IV: PROBLEMS OF YOUTH, AGED, SC & ST**

**7 HOURS**

Problems of Youth - Youth Policy and Youth Programmes  
Problems of Aged – Causes – Effects - Preventive and Remedial Measures  
Problems of SC & ST – Untouchability - Problems in integrating SC and ST with other caste groups – The Protection of Civil Rights Act 1955, The SCs and STs (Prevention of Atrocities) Act 1989 – Differently Aabled Persons – The Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act 1995 –

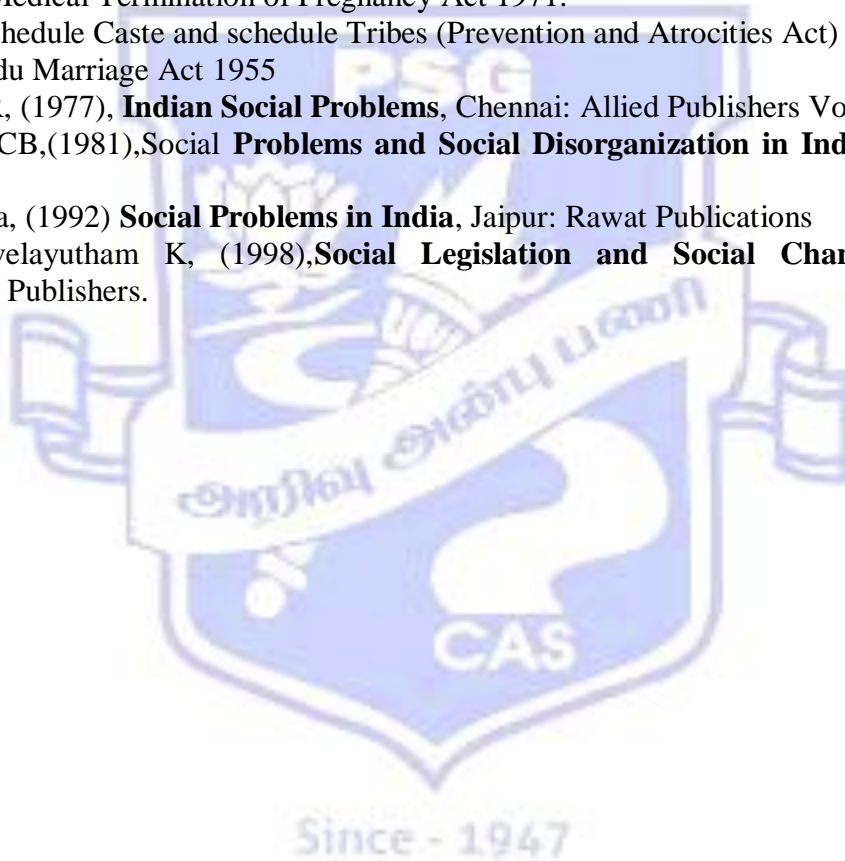
### **UNIT-V : COMMON SOCIAL PROBLEMS**

**7 HOURS**

Environmental Pollution – Corruption - Consumer Protection - Juvenile Delinquency – Alcoholism – Beggary – Unemployment – Prostitution – AIDS - Causes-Preventive – Curative - Rehabilitative Measures.

## REFERENCE :

1. Chatterjee BB,(1971),**Impact of Social Legislation on Social Change**, Calcutta: The Minerva Associate.
2. Gangrade KD,1(973),**Social Legislation in India**: New Delhi: Concept Publishing Company
3. Special features of the following legislations: Government of India
  1. The Hindu Marriage Act 1955
  1. Special Marriage Act 1954
  2. The Hindu Adoption and Maintenance Act 1956
  3. The Dowry Abolition Act 1961.
  4. The Juvenile Justice Act 2000.
  5. The Immoral Traffic Prevention Act 1956.
  6. The Medical Termination of Pregnancy Act 1971.
  8. The Schedule Caste and schedule Tribes (Prevention and Atrocities Act) 1989The Hindu Marriage Act 1955
4. Madan GR, (1977), **Indian Social Problems**, Chennai: Allied Publishers Vol I & II
5. Mamoria CB,(1981),**Social Problems and Social Disorganization in India**: Allahabad, Kitab Mahal.
6. Ram Ahuja, (1992) **Social Problems in India**, Jaipur: Rawat Publications
7. Shanmugavelayutham K, (1998),**Social Legislation and Social Change**, Chennai: Vazhamudan Publishers.



**OBJECTIVES:**

1. To understand the concept of social welfare.
2. To enable the students to link between social planning and social welfare and develop skills in promoting social welfare.

**UNIT – I: SOCIAL WELFARE ADMINISTRATION****6 HOURS**

The Concept Meaning – Objectives - Scope of Social Welfare Administration- Historical development of Social Welfare in India. Nature and functions of Social Welfare Administration - Social Welfare models - Millennium development goals of India.

**UNIT – II: VOLUNTARY WELFARE****7 HOURS**

Agencies providing Social Welfare – Public Sector – Private Sector – Mutual Aid – Voluntary Sector – Informal Sector. Grants – in - Aid Procedures and problems - Central Social Welfare Board – Schemes of CSWB.

**UNIT – III: REGISTRATION OF VOLUNTARY ORGANISATIONS & CSWB****7 HOURS**

The Societies Registration Act 1860 - The Tamil Nadu Societies Registration Act 1975- Role of Non-Governmental Organizations in Social Welfare – Types of NGOs – Legal Status – NGOs in Five Year Plans- The Indian Trusts Act 1882, The Foreign Contribution and Regulation Act, 1976.

**UNIT- IV: POSDCORB FUNCTIONS & PROJECT PLANNING****7 HOURS**

POSDCORB functions – Project Planning – Methods of Project Planning – Project formulation – Project Appraisal – Project Design for implementation – Project Monitoring – Project Evaluation – Guidelines for formulation of Social Welfare Project.

**UNIT- V: SOCIAL WELFARE PROGRAMMES****8 HOURS**

A brief note on the social Welfare Programmes implemented by Government of India / Government of Tamil Nadu: Child Welfare Programmes in India-Health and Family Welfare- Backward Class and Tribal Welfare – Promotion of Self Help Groups.

**REFERENCE :**

1. Bose.A.B , (2001), **Social Welfare planning in India**: Bangkok, United Nations
2. Chowdry PD, (1971),**Voluntary Social Work in India**: New Delhi; Sterling Publishers
3. Chowdry PD, (1971), **Social Welfare administration**: New Delhi: Atma Ram and Sons
4. Dubey SN,(1973), **Administration of Social Welfare Programmes in India**,Samiya Publications, Bombay.
- 5.Friedlander,W, (1995), **Introduction to Social Welfare**, New Jersey, Prentice Hall
6. Sachdeva BR,(1993),**Social Welfare Administration in India**, Allahabad: Kitab Mahal
7. Sharma.P.N, (2013), **New Horizons in Social Welfare Administration**. Bharat Book Centre, Lucknow.



14SWP16A

**ECONOMICS FOR DECISION MAKING –Cluster IDC**

**SEMESTER - III**

**Objective :**

To make the concepts of Economics familiar to the students from other courses.

**UNIT I: Nature and Scope of Management Decision**

Meaning, Significance and Scope of Managerial Economics - The Role and Responsibilities of a Managerial Economist - The Objectives of the Firm: Profit, Sales and Growth Maximisation - A Brief Note on Economic Models used for Decision Making. (11 Hrs)

**UNIT II: Demand Analysis and Demand Forecasting**

Meaning of Demand - Determinants of Demand - Demand Function - Individual Demand Function - Market Demand Function - The Law of Demand - Demand Forecasting - Methods of Demand Forecasting - Criteria for the Choice of a Good Forecasting Method. (11 Hrs)

**UNIT III: Pricing Decisions**

The Market - Kinds of Market Structure - Pricing and Output Determination under Different Markets - Perfect Competition: Features and Price and Output Determination - Short-run and Long-run - Monopoly: Meaning, and Features - Equilibrium of a Monopoly firm - Monopolistic Competition: Meaning and Main Features and Price and Output Determination - Oligopoly: Meaning and Features - Kinked Demand Curve Model. (11 Hrs)

**UNIT IV: Pricing Practices and Profit Decisions**

**Main Pricing Practices:** Cost-oriented Pricing and Competition - Oriented Pricing - Administered Prices - Dual Prices - Peak-load Pricing - Pricing over the Life Cycle of a Product - Price Forecasting - Profit: Meaning, and Kinds - Accounting Profit and Economic Profit - Profit Planning and Control – Break Even Analysis. (11 Hrs)

**UNIT V: Economics Events and Business Decision Making**

National Income: Definition, Methods of Measurement - Uses of National Income Analysis - Inflation: Types, Causes and Consequences - Deflation - Stagflation - Business Cycle: Characteristics, Phases and Effects - Economic Policy, Industrial Policy and EXIM Policy. (11 Hrs)

**Text Book:**

1. Mehta P L, Managerial Economics: Analysis, Problems and Cases, Sulthan Chand & Sons, New Delhi, 2006.

**UNIT I**

Definitions of Development- Development objectives – Social, economic, cultural and political development – Development Communication – perspectives and process-social structure – Theories of development.

**UNIT II**

Communication models-Diffusion of innovation – Two step flow – Interpersonal networks – development context and application of Communication models – Strategies and problems.

**UNIT III**

Communication technology and development – Satellite and cable TV net works – Computer network – internet – INSAT – Telecom network – Media strategy for rural development

**UNIT IV**

Development Communication Campaigns in Public health, Family planning, Education, agriculture and Environmental issues – Media strategy for rural development

**UNIT V**

National and international Organizations – Government department, NGOs, World Bank, UNESCO, WHO, UNICEF – Educational and research institutions – New international information order – Challenges and issues.

**Select References:**

1. Srinivas Melkote ,2001,Communication for development in the Third World: (Theory & Practice
2. Wilbur Schramm,1964, Mass Media and National Development
3. Aravind K. Sinha 1985, Mass Media and Rural Development
4. Bella Modi : Designing Message for development
5. UNESCO : Communication and Society

**Learning Objective:** To gain knowledge and information on logistics and to understand about its wide application.

		<b>Hrs.</b>
<b>UNIT I</b>	<b>Overview of logistics</b> Introduction to logistics – Nature & Concept – Evolution – Logistics in India – Logistics Management: Growing Importance – Components – Functions – Integrated logistics system.	<b>8</b>
<b>UNIT II</b>	<b>Customer Service &amp; Logistics</b> Nature & Concept – Components – Customer Service Costs – Gap analysis for customer management – Customer service strategic management.	<b>10</b>
<b>UNIT III</b>	<b>Inventory &amp; Warehousing</b> Inventory: Types – Functions – Inventory Management – Warehousing: Types – Functions – warehousing strategy – operational mechanism of warehouse.	<b>10</b>
<b>UNIT IV</b>	<b>Transportation &amp; Material Handling</b> Transportation: Position of transportation in logistics – Containerization – Material Handling: Principles – Equipments – Basic material handling considerations.	<b>10</b>
<b>UNIT V</b>	<b>Organization &amp; Performance Measurement</b> Evolutionary trends of logistics – Factors influencing organizational structure – Performance Management: Dimensions – Impediments to improve performance.	<b>10</b>

#### Reference Books

1. D K Aggarwal, “Textbook of Logistics and Supply Chain Management”, Macmillan Publishers India Limited.
2. Donald J Bowersox, David J Closs, “Logistical Management”, Tata Mcgraw Hill Edition, New Delhi.
3. Donald J Bowersox, David J Closs, M Bixby Cooper“ Supply Chain Logistics Management”, Mcgraw Hill Edition (India) Private Limited, New Delhi.
4. Ronald H Ballon & Samir K Srivastava, “Business Logistic & Supply Chain Management”, Pearson Publication, New Delhi.
5. Krishnaveni Muthiah, “Logistics Management & World Sea Borne Trade”, Himalaya Publishing House, New Delhi.

## 14SWP17 SOCIAL WORK AND PERSONS WITH DISABILITY III SEMESTER

### OBJECTIVES:

- To understand disability and implications
- To know the measures and programmes for persons with disabilities

### UNIT –I :INTRODUCTION 7 HOURS

Disability: Definition, causes, types and Prevalence of various disabilities. Prevention and Management of disabilities at primary, secondary and tertiary levels. Societal attitudes towards persons with disability. Historical perspective (Psychological and sociological) in India and abroad (UK, USA).

### UNIT –II: MEASURES AND PROGRAMMES 7 HOURS

Governmental measures and programmes for Persons with Disabilities - Concessions of Government for School Children, Concessions of Government for University students, Scholarship for students, Concessions in transport and other areas, Information on referral services, diagnostic services, production services, Nationalized Institutions for the PWD (NIVH, NIPH, NIOH,NIMH)

### UNIT –III: LEGISLATIONS 7 HOURS

Persons with Disability Act-1995, Rehabilitation Council of India Act - 1992, National Trust Act-1999, National Policy on Persons with Disabilities, UN Conventions and declarations of persons with disabilities.

### UNIT –I: MODELS IN REHABILITATION 7 HOURS

Models (Social, Medical, Institutional and Charity), Millennium development goals, CBR guidelines and Matrix in Community based rehabilitation, Right Based Twin Track Approach.

### UNIT –V: REHABILITATION 7 HOURS

Multidisciplinary rehabilitation team and their roles: Process of rehabilitation early Identification, treatment, fitment of aids and appliances, education, vocational rehabilitation, Role of NGOs and INGOs, Role of Social Workers for persons with disability, Intervention methods and strategies at individual, family and community level.

### REFERENCE:

1. Grant (2005) **Learning disability: A lifecycle approach to valuing people**, Open University Press, London
2. Hegarty Seamus & Mithu Alur,(2002) **Education and Children with special needs**, Sage Publications, London,
3. Karanth, Pratibha & Joe Rozario, (2003) **Learning disability in India**, Sage, London
4. Moore, (2005) **Researching disability issues**, Open University Press, London.
5. Sachidev, **Social Welfare India**, Studies, Sage, London

**OBJECTIVES:**

- To understand the concept of psychometric tests and
- To understand the procedure of psychometric tests

**UNIT –I: INTRODUCTION****8 HOURS**

Concept of psychometric – The process of psychometric in social sciences – Definition-Meaning, Scope of psychometric. Scientific method – Its applicability to industry, institutions and individual.

**UNIT –II: PROCEDURES****7 HOURS**

Instruments and procedures of psychometric test – Advantages of psychometric – Uses and limitations of psychometric – Theoretical approaches of psychometric – Key concepts – Standard of quality: Testing standard, Evaluation standard.

**UNIT –III: TYPES & CATEGORIES****7 HOURS**

Psychometric tests – Types – Tests of Cognitive Ability, Tests of Personality Measures – Categories of Psychometric Tests – Normative Tests, Criterion Reference Tests – Idiographic Tests.

**UNIT – IV:****7 HOURS**

Methods of personnel selection – interview, situational tests, questionnaires – Developing questionnaires – asking questions about attitudes and behavioural intentions, asking, recording open – ended and closed ended questions, questions to evaluate knowledge and performance.

**UNIT – V: CHART & CALCULATIONS****6 HOURS**

Role of technology in testing and assessment – The test bias - Ethical and legal considerations in psychometric assessments – Chart and calculations.

**REFERENCE:**

1. Ahuja, Ram (2003) **Research Methods**, Jaipur, Rawat Publications.
2. Champion DJ (2001) **Basic Statistics**, Prentice Hall, Delhi.
3. Gupta SP (1984) **Statistical Methods**, New Delhi: Sultan Chand & Sons
4. Polanski NA (1960) **Social Work Research**, Chicago: University of Chicago Press
5. Selltiz, et.al (1952) **Research Methods In Social Relation**, New York: Holt, Rine Hart & Winston
6. Udai Pareek, (2009), **Training Instruments in HRD and OD**, Surabhi Purohit.
7. Wilkinson & Bhandarkar (1977) **Methodology and Techniques of Social Research**, Bombay: Himalaya Publishing House

**OBJECTIVES:**

- To enable the students to understand the existing Industrial Relations.
- To gain knowledge about the various legislations regarding Industrial Relations.
- To develop the knowledge of Industrial Relations to enable the students to be successful profession as Industrial Relations Managers.

**UNIT – I INDUSTRY AND INDUSTRY RELATIONS****7 HOURS**

Industrial Relations: Concept, Meaning and importance - objectives – Conditions for congenial Industrial Relations – cause and effect of poor Industrial Relations – Participants of Industrial Relations – Indian Labour Conference – Standing Labour Committee - Emerging trends in Industrial Relations – Impact of Liberalization / Globalization on Industrial Relations – Industrial Relations policy of India.

**UNIT – II : INDUSTRIAL CONFLICTS AND DISCIPLINE****6 HOURS**

Industrial conflict – meaning – causes – effects – prevention of Industrial Conflicts – Conflict Management – strategies – Concept of Lay off – Retrenchment – Termination – Discharge – Dismissal – Closure – Contributive factors –Ethical codes in Industrial Relations – Standing Orders – concept, meaning – need – importance – objectives – contents – Model Standing Orders – procedure for certification – Industrial Employment (Standing orders) Act 1946 – Concept of Discipline – importance – Disciplinary procedure – Domestic Enquiry to punishment

**UNIT – III: CONCEPT OF GRIEVANCE AND DISPUTE SETTLEMENT****8 HOURS**

Concept of Grievance – meaning – causes - effects – importance of Grievance Redressal – Grievance redressal as a system – Grievance redressal Procedure – Concept of Industrial Dispute – meaning – causative factors – effects – concepts of Strike – Lock out - causes – effects – remedial measures – Industrial Dispute Settlement Machinery – Bipartite and Tripartite Consultative Machinery – Works Committee – Mediation – Voluntary Arbitration – Conciliation – Adjudication – Court of Enquiry – Reference to Labour Court – Industrial Tribunal / National – The Industrial Disputes Act 1947.

**UNIT – IV: WORKERS PARTICIPATION AND COLLECTIVE BARGAINING****7 HOURS**

Concept of workers Participation in Management – meaning, importance, objectives – Forms of Participation – Levels of Participation – Functions of Various Committees – Works Committee – Joint Management Council – Joint Councils – Shop Councils – Unit Councils – Limitations – Concept of Collective Bargaining – meaning – objectives – Principles – Process – Forms – Levels – Tactics – Conducive factors of successful Collective Bargaining – problem in implementing collective agreements – Observations of NCL 1969

**UNIT – V: TRADE UNION****7 HOURS**

Concept of Trade Union - Definition – structure – objectives – functions – Historical Development of Trade Union Movement in India – Theories of Trade unions – Problems of Trade Unions in India – The Trade Union Act 1926 – Employer's Associations.

## **REFERENCE :**

1. Ahuja KK,(1988), **Industrial Relations – theory and practice**, Ludhiana: Kalyani Publications
2. Bhagoliwal TN,1(966), **Economics of Labour and Social welfare**, Agra: Bhavan Publication
3. Bhatia SK, (2003), **Constructive Industrial Relations and Labour laws**, New Delhi, Deep & Deep.
4. Brian Lomas,(2006), **Negotiating Successfully**, New Delhi, Infinity Books
5. Kapoor, ND,(2005), **Hand Book on Industrial Law**, New Delhi, Sultan Chand
6. Kumar, J N, (2001), **Business Law**, New Delhi, Nabhi Publications
7. Lal Das DK, (1995), **Personnel Management, Industrial Relations and Labour welfare**. Agra: YK publishers
8. Meshrotra SN, (1981), **Labour problems in India**, New Delhi Sultanchand & co
9. Mishra, SN, (2007), **Labour and Industrial Laws**, Allahabad, Central law Publications
10. Moorthy MV,(1968), **Principle of Labour Welfare**, Vizag Gupta Brothers
11. Sarma AM, (1998), **Aspects of Labour Welfare and Social Security**, Mumbai: Himalaya
12. Sarma AM, (1998), **Understanding Wage System**, Mumbai: Himalaya
13. Saxena RC, (1985), **Labour Problems and Social Welfare**, Meerut: K.Nath & Co
14. Subramanian V,(1998), **Factory Laws applicable in Tamil Nadu**, Chennai Madras Book Agency (Vol. I, II, III, IV)
15. Tripathi PC & Gupta CB,(1996), **Industrial relations and Labour Laws**, New Delhi Sultchand & Sons
16. Tyagi BP, (1999), **Labour Economics and Social Welfare**, Meerut Jayaprakash Nath & Co
17. Vijay Asdhir, (1994), **Labour Problems and Labour Welfare**, Ludhiana Kalyani Publishers

**OBJECTIVES:**

- To learn about the hospital administration.
- To obtain knowledge about the hospital functioning.
- To equip the students with current hospital policies.
- To build the students to qualify as PRO.

**UNIT- I: EVALUATION OF HOSPITAL****7 HOURS**

Meaning of hospital – Evaluation of hospital from Charity to modern hospital – Classification of hospitals – General, specific, public, trust, and teaching-cum research hospital.

**UNIT – II: HOSPITAL PLANNING****7 HOURS**

Planning a Hospital – Choosing a site, location, access, building space utilization, physical facilities, residential facilities, requirements various types of wards, out- patient service and in-patient services, emergency service and Medico-legal case – different departments required in hospitals.

**UNIT – III: HOSPITAL ADMINISTRATION****7 HOURS**

Hospital Administration – meaning, nature and scope – Management of Hospitals – principles of management-need for scientific management. Human Resource Management in hospital – personnel policies-condition of employment – promotion and transfer-performance appraisal-working hours – rules-benefits-safety conditions-salary and wage policies-training and development.

**UNIT – IV: STAFFING IN HOSPITAL****7 HOURS**

Selection and requirement of medical professional and technical staff – Social workers- physiotherapist and occupational therapist – pharmacist – radiographers-lab technicians-dieticians-records officers-electricians. Role of Medical records in hospital administration – content and need in patient care system.

**UNIT – V: BUDGETTING****7 HOURS**

Hospital budget – department budget as a first step – specific elements of a department including staff-salary-supply cost – projected replacement of equipment – expenditures –contingency funds. Uses of Computers in Hospital – centralization of purchase – shared building system – purchase agreements.

**REFERENCE:**

1. Anand K K, (1996) **Hospital Management: a new perspective**, New Delhi, Vikas Publishing House.
2. Benjamin Robert et.al, (1983) **Hospital Administration**,New jersey, Prentice Hall
3. Daviers.R, Lawelyn et.al, (1966) **Hospital Planning & Administration** WHO, Geneva
4. Desai VA, (1985) **Hospital Administration**, Miraj, Wanless Hospital
5. Goal.S.L, (1981) **Health Care Administration: A Text Book**, Sterling Publishers, New Delhi
6. Goyal,RC, (2006) **Hospital Administration and Human Resource Management**, New Delhi, Prentice Hall India
7. Rabick, Jonathan et.al, (1983) **Hospital Organization and Management**, Spectrum Publishers, London.



8. Sakharkar.B.M (2009) **Principles of Hospital Administration & Planning**, Jaypee Brothers Medical Publishers (P) Ltd, New Delhi.



## **14SWP21C URBAN COMMUNITY DEVELOPMENT IV SEMESTER**

### **OBJECTIVES:**

- To understand the aspects of urban community development
- To study about the various approaches of urban community development
- To know about the programmes in developing the urban community

### **UNIT – I: URBAN COMMUNITY DEVELOPMENT 7 HOURS**

Urban Community Development: - Meaning, Need, Scope. Urban Community Development and Urban Development. Origin of Urban Community Development in India. Slums: Definition, causes, characteristics, functions, approaches theories and Classification and Culture of Slums. Slums in India. Resettlement – Rehabilitation in India.

### **UNIT –II: PROBLEMS OF URBAN LIFE 7 HOURS**

Problems and prospects of Urban life – Over Crowding, Density, Noise, Air, Solid and Liquid waste disposal, Pollution, Urban housing, Water supply, Transport, Urban public health, Urban non-formal sector, Drug Addiction, Juvenile Delinquency, Prostitution, Migration, Cross-cultural issues.

### **UNIT – III: POLICIES IN URBAN DEVELOPMENT 7 HOURS**

Urban Development Policies: Town Planning, rules in town planning, programmes of City Corporation, Programmes of Metropolitan Development authorities, HUDCO, UNCHS, Housing board. Legislation related to Urban Development Urban Land Ceiling Act, Town and country planning Act, Nagarpalika Act and Tamil Nadu Slum Clearance and Improvement Act, 1971.

### **UNIT – IV: ADMINISTRATION IN URBAN DEVELOPMENT 7 HOURS**

Civic administration: History of local self-government, Municipal government types, composition structure, functions, personnel, finance, municipal government and state. 74<sup>th</sup> Constitutional Amendment.

### **UNIT – V: PROGRAMMES IN URBAN DEVELOPMENT 7 HOURS**

Urban renewal programmes: Ring roads, transport renewal, housing renewal, programmes, achievement and limitations, industrial social workers role, community development projects of industries. Geographic Information System and urban development. Remote Sensing for Urban planning and renewal. urban development programmes: UBSP, TNUP, NSDP, IHSDP, JNURUM, PMIUPES, NRY, SGSY, NREGS. Problems in implementation of Urban Community Development Programmes. Role of Development worker – Application of Social Work methods in Urban Development.

### **REFERENCE:**

1. Bhattacharya . B, (2006), **Urban Development in India**, New Delhi, Concept Publishing.
2. Diddie, Jayamala, (1993), **Urbanisation - Trends, perspectives and challenges**, Rawat Pub.Jaipur
3. Dubey. M.K,(2000), **Rural and Urban Development in India**, Common Wealth publications, New Delhi.
4. Gill, Rajesh, (1994), **Slums as Urban Villages**, Jaipur, Rawat Publishers
5. Mani N. D,(2004), **Information Technology for Development**, Dindigul, Gandhigram Rural Institute.
6. Phadke .V.S, etal, (2007), **Urbanisation, Development and Environment** , New Delhi, Rawat.
7. Stanley, Selwyn,(2005),**Social Problems and Issues : Perspectives for Intervention**, Allied pub. New Delhi.
8. Singh.R.B.(ed), (2006), **Sustainable Urban Development**, New Delhi, Concept
9. Sudha Mohan,(2005),**Urban Development and New Localism** , New Delhi, Rawat
10. UN Habitat, (2003), **Slums of the world: The faces of urban poverty in the millennium**, United Nations Center for Human Settlement, Nairobi.

**OBJECTIVES:**

- To enable students to understand the concepts of Personnel Management and Human Resource Management.
- To Study the concepts Business Process Re – Engineering, ISO 9000, TQM, Quality Circle

**UNIT – I: MANAGEMENT AND HRM****7 HOURS**

Concepts of Management – objectives – Principles – Process – concept of Personnel Management – objectives – Principles – Concepts of Human Resource Management – Evolution – Significance of HRM – scope – objectives – Functions of HRM – Concepts of Human Resource Development – Significance – Instruments – process of HRD – need for HRD in Indian context – Functions and Qualities of HRD Manager

**UNIT – II: HR PLANNING AND TRAINING****7 HOURS**

Concept of Human Resource Planning – importance – need – objectives – process – Human Resource Planning at different levels – Recruitment – Out Sourcing – Selection – Placement – Induction – Training of Operatives – importance – objectives – process – Identifying the Training Needs – Methods of Training – Executive Development – Need Importance - Techniques – Methods – Competency Development – Competency Level – Mapping – Skill matrix Career Planning and Development - Counseling

**UNIT – III: JOB ANALYSIS AND WAGE ADMINISTRATION****7 HOURS**

Concept of Job Analysis – Job Evaluation – Importance – need – objectives – process-advantages – concept of Job Description – Job Specification – Job Enrichment – Job Enlargement – Job Rotation – Promotion - Transfer methods- Advantages – Quality of Work Life – Employee Compensation – Administration of Wage and Salary – need – importance – Principles – Essentials of Sound Wage Structure – Fringe Benefits Monetary – Non – Monetary Reward System – Potential and Performance Appraisal – importance – objectives - methods – limitations

**UNIT – IV: WORK CULTURE AND TQM****7 HOURS**

Concept of Work Culture – importance – Determinations of Work Culture – Concepts of Team Work – Team Building – Task Force – Job Security – Retention of Employees – Employees Satisfaction – Business Process Re – Engineering – ISO 9000 / 14,000 / QS 9000 – Customer Satisfaction – Total Quality Management (TQM) strategies – Elements of TQM / TPM – Quality Circle (5 S , Kaizen, Small Group activities, Cross Functional Teams) – Quality Improvement Techniques and Role of HR – Concepts of Employee Communication – Process - need – importance – type - limitations.

**UNIT – V: HR ACCOUNTING AND OUTSOURCING****6 HOURS**

Human Resource Accounting – HR Audit – need – advantages – limitations – Human Resource Cost Methods of Valuation – Controlling Cost Effects – Human Resource Information System – Utility of Computers in HRM – Records – objectives – Techniques - Traditional HR Management Vs Future of HR – HR Outsourcing – Role – Impact of Globalisation on HRM and HRD – Concept of HR Matrix.

**REFERENCE:**

1. Arya & Tandon, (2004), **Human Resource Management**, New Delhi, Deep & Deep
2. Aswathappa, K (2008), **International Human Resource Management**, New Delhi, Tata-McGraw Hill.
3. Bhatia, B S (2003), **Human Resource Management**, New Delhi, Deep & Deep
4. Chatterjee, Baskar (2007), **Human Resource Management**, New Delhi, Sterling Pub.
5. Kushway, Barry (2004), **Human Resource Management**, New Delhi, Crest Publishing
6. Maitland, Jain(2005), **Man Power Planning and Recruiting**, New Delhi, Maya Publishers



**OBJECTIVES:**

- To develop the knowledge of psycho-social treatment methods for persons with mental and emotional disorders.
- To acquire knowledge and skill in the practice of Community Psychiatry and Rehabilitation.

**UNIT – I: MENTAL HEALTH INTERVENTIONS****7 HOURS**

Magnitude of Mental Health problems among men, women, aged, socio-economically disadvantaged, urban and rural population and in disaster situations. Treatment for the mentally ill patients – psychological intervention, individual intervention, family intervention, group intervention and medication.

**UNIT – II: THERAPEUTIC APPROACH****7 HOURS**

Psychotherapy –Psycho-analytic therapy- Hypnosis and abreaction, supportive therapy, Gestalt therapy, Reality therapy, Client-centered therapy, Logo therapy, Behaviour therapy, Cognitive Behaviour Therapy – Neuro-linguistic programming.

**UNIT – III: GROUP THERAPY****7 HOURS**

Group therapy – Transactional Analysis, Marital therapy, Family therapy, Recreational and Relaxation therapies, Occupational therapy and Psychiatric Rehabilitation.

**UNIT – IV: TREATMENT AND REHABILITATION****7 HOURS**

Drug Therapy – Anti-depressant drugs, Anti-psychotic drugs, Benzodiazepine, ECT. Role of Psychiatric Social Worker in half way homes – day care centres – child guidance clinics. Community Mental Health programmes.

**UNIT – V: LEGISLATIVE ASPECTS****7 HOURS**

Policies and legislations related to Mental Health in India – Mental Health Act – National Mental Health Policy – Present Mental Health care services – identification and need based services in India – Clinical practice of Psychiatric Social Work in India and abroad.

**REFERENCE:**

- 1.Daver, Bhargavi,(1999),**Mental Health of Indian Women**,Sage Publications, New Delhi
- 2.Daver, Bhargav, 2001, **Perspective of Mental Health from a Gender Perspective** Sage Publications, New Delhi
- 3.Dhanda, Amita,(1999),**Legal order and Mental Disorder**, Sage Publications, New Delhi
- 4.Verma, Ratna,(1991),**Psychiatric Social Work in India**, Sage Publications, New Delhi
- 5.World Health Organisation, (1986),**Prevention of Mental, Neurological and Psycho-social problem**, Sage Publications, New Delhi
- 6.WHO,(1991),**Innovative Approaches in MentalHealth Care**, Psycho-social intervention and co- management, Geneva

**OBJECTIVES**

- To help the students understand the importance of participation in development.
- To help them understand the process in participatory planning and management.
- To develop their skills in managing the programme.

**UNIT I: PARTICIPATION IN DEVELOPMENT****7 HOURS**

Concept, Importance and Types of Participation in development. Advantages and disadvantages of participation to different stakeholders. Role of Government and Non Profit Organizations in promoting participation.

**UNIT II: PROJECT DEVELOPMENT****7 HOURS**

Concept, Meaning, Types of development projects. Steps / Stages in Project / Programme Planning. Importance of Participatory Project Cycle Management. Methods and Tools to promote participation in the various stages of project Cycle Management.

**UNIT III: PARTICIPATORY MANAGEMENT TECHNIQUES****7 HOURS**

Participatory and Professional Management Techniques to improve Project management. Situation Analysis, Problem Analysis, Stakeholder Analysis, Force Field Analysis, SWOT Analysis, Gender Analysis, Logical Framework Analysis/Matrix, PERT & CPM

**UNIT IV: BUDGETING & ACCOUNTING****7 HOURS**

Methods to improve project transparency – Statutory rules and regulations related to Accounting, IT regulations and FCRA procedures. Social Auditing, Participatory Budgeting, Gender Budgeting –Environmental Impact Analysis.

**UNIT V: MONITORING & EVALUATION****7 HOURS**

Concept, Meaning and Importance of Monitoring and Evaluation. Components of Monitoring & Evaluation .-Physical, Financial, Staff Performance. Technical aspects – Output, Outcome & Impact. Trends in People's Participation in M & E.

**REFERENCE:**

1. Andrea Cornwall & Garrett Pratt, (2003), **Pathways to Participation – Reflections on PRA**, London Intermediate Technology Publications.
2. Ian Scoones & John Thompson, (2004), **Beyond Farmer's First**, London, ITDG.
3. Neela Mukherjee, (1994), **Participatory Rural Appraisal – Methodology & Applications**, New Delhi, Concept Publishing Company.
4. Robert Chambers, (1997), **Whose Reality Counts – Putting the First Last**, London, Intermediate Technology Publications.
5. Robert Chambers, (1997), **Participatory Rural Appraisal (PRA) Challenges, Potential and Paradigms**, Sussex, Institute of development Studies.

**OBJECTIVES:**

- To develop the knowledge in Counselling Process, Techniques, Methods and Skills.
- To develop the Mentally Ill Patients and their Families to have a better adjustment in their life
- To develop skills and talents in becoming a Counselor.

**UNIT – I: COUNSELLING****7 HOURS**

Counselling – Concept - Meaning and Need for Counseling – Principles of Counseling – Counseling Process – Present Status of Counseling

**UNIT – II: COUNSELLING RELATIONSHIP****7 HOURS**

Nature of Counselling Relationship – Factors influencing Counseling Relationship – Case Study and Diagnosis in Counseling – Individual and Group Counselling

**UNIT – III: COUNSELLING FOR SELF GROWTH****7 HOURS**

Counseling for Growth and Self Actualization – Creativity – Creative Lifestyle – Role and Functions of a Counselor- Personality of a Counselor

**UNIT – IV: COUNSELLING VARIOUS GROUPS****7 HOURS**

Counselling with various groups – Children, Adolescents, Youth, Adults and Aged

**UNIT – V: COUNSELLING IN DIFFERENT SETTINGS****7 HOURS**

Counselling in various settings – School, Industry, De-addiction Centre, Marital Counseling – Family Counselling, Correctional Setting

**REFERENCE:**

1. Dave Indu,1983, **The Basic Essentials of counseling;** New Delhi, Sterling Publishers Pvt Ltd
2. Narayana Rao .S,1981,**Counselling and Guidance;** Tata Mcgraw Hill publishing company ltd, New Delhi
3. Fink. A.E, 1972, **The Fields of Social Work,** NewYork ,Henry and Company
4. Tobbert.E.L,1959, **Introduction to Counselling,** NewYork, McGraw Hill Co Ltd
5. Warters.J, 1954 ,**Techniques of Counselling,** NewYork, McGraw Hill Co Ltd

**OBJECTIVES:**

1. To understand the concept of entrepreneurship
2. To know the corporate social responsibility at Indian and global scenario

**UNIT I: INTRODUCTION****7 HOURS**

Concept of entrepreneurship- Definition, characteristics and functions of entrepreneur- types of Entrepreneur- Need for training and development- EDP- Phases of EDP- Development of women Entrepreneurs and rural Entrepreneurs. Social enterprise – Social entrepreneur-models.

**UNIT II: CORPORATE SOCIAL RESPONSIBILITY IN INDIAN CONTEXT AND INTERNATIONAL****7 HOURS**

CSR – Definition, concepts, overview of corporate social responsibility, concentration areas. Need to be social responsible.

**UNIT III: BUSINESS ETHICS AND CORPORATE SOCIAL RESPONSIBILITY IN GLOBAL SCENARIO****7 HOURS**

CSR – Business ethics, corporate governance across the nations. Ethical decision – making in different culture, consumer protection, environment protection, gender issues in multiculturalism, ethics and corruption, ethics and safety.

**UNIT IV: CORPORATE COMMUNITY PARTICIPATION AND ROLE AND SKILLS OF SOCIAL WORKER IN CSR****7 HOURS**

Corporate, NGO, Government, Citizen, need for partnership, need assessment, corporate perspective on building successful partnership, tools and techniques. Roles and skills – Advocacy, administration, marketing, mediating, budgeting, organizing, documenting, presenting, public speaking, teaching, supervising, writing.

**UNIT V: CORPORATE SOCIAL RESPONSIBILITY – POLICIES AND ACTIVITIES****7 HOURS**

ISO –Standard on CSR, International standards and norms. National and International CSR activities.

**REFERENCE :**

1. Baxi.C.V, 2005, **Corporate Social Responsibility – Concepts and Cases – The Indian Experience**, Excel Books, New Delhi.
2. Bhatia.S.K, 2005, **International Human resource management – Global perspective**, Deep&Deep Publications Pvt. Ltd, Delhi.
3. Harsh Shrivastava ,2000,**The Business of Social Responsibility**, Books for change, Bangalore
4. Mahmoudi.M, 2005, **Global Strategic Management**, Deep & Deep Publications pvt ltd, Delhi



**CLUSTER IDC**  
**14ECP14A/14MCP18A/ 14COP19C      LABOUR WELFARE AND INDUSTRIAL RELATIONS**  
**III SEMESTER**

(offered to MA Eco, MJMC & MCom)

**OBJECTIVES:**

- To enable the students to understand
- The basic concepts of Labour Welfare and Industrial Relations
- The importance and types of social security.
- The importance of trade unions and their functions.
- The Various Industrial Disputes settlement machinery.

**UNIT I: LABOUR WELFARE AND INDUSTRIAL RELATIONS      7 HOURS**

Labour Welfare: Concept – Meaning – Objectives – Importance – Principles and theories of Labour Welfare – Agencies of Labour Welfare- Responsibilities of Labour Welfare Officer - Provisions under The Factories Act 1948.

Industrial Relations:- Meaning - Nature – Importance – Need – Objectives – Factors – Promoting Industrial Relations – Participants of IR.

**UNIT II: SOCIAL SECURITY AND ILO      7 HOURS**

Concept of Social Security –Meaning – Objectives – Need – Importance – Social assistance/ Social insurance.

International Labour Organizations – Structure, Objectives – Functions – Recommendations – Its impact in India

**UNIT III: GRIEVANCE AND DISPUTE SETTLEMENT      7 HOURS**

Concept of Grievance - Meaning –Types- Causes - Effects – Importance of Grievance redressal-Methods of Grievance redressal-

Concept of Industrial Dispute-Lay off-Strike-Lock out – Causes – Effects – Methods of Settling Industrial dispute.

**UNIT IV: WAGE AND COLLECTIVE BARGAINING      7 HOURS**

Concept of Wage – Meaning – Types– Factors of Wage Fixation- The Payment of Wages Act 1936. Concept of Collective Bargaining – Meaning – Objectives – Process – Principles - Levels and tactics.

**UNIT V: TRADE UNION AND WORKERS' PARTICIPATION IN MANAGEMENT      7 HOURS**

Concept of Trade Union – Meaning – Objectives – Need – Types – Functions – Theories of Trade Union – Problems of Trade Union. Concept of Workers Participation in Management – Meaning - Objectives – Levels of Participation – Functions of Various Committees.

**REFERENCE:**

1. Mamoria C.B. (1999), **Dynamics of Industrial Relations**, Mumbai, Himalaya publishing House.
2. Punekar S.D et al ,(1998),**Trade Unionism Industrial Relations and Labour Welfare** Mumbai: Himalaya Publishing House.
3. Sharma A.M. ,(1998), **Aspects of Labour Welfare and social Security**; Mumbai, Himalaya publishing House.
4. Sharma, A.M.,(1998),**Understanding Wage System**: Mumbai, Himalaya Publishing House
5. Subramaniam V.,(1997), **Factory Law Applicable in Tamil Nadu**: Chennai, Madras Book Agency.
6. Tyagi.B.P,(2002),**Labour Economics and Social Welfare**. Meerut: JayaPrakash Nath & Co.,