

MASTER OF SOCIAL WORK (MSW) - Programme under CBCS

(Applicable to the candidates admitted from the academic year 2019-2020 onwards)

Semester	Course Type	Course Code	Course Title	Inst. Hrs/Week	Credits	Exam Hrs.	Marks		
							CIA	SE	Total
I	Core Course-I	18PSW1CC1	Introduction to Social Work and Society	6	4	3	25	75	100
	Core Course-II	18PSW1CC2	Social Case Work	6	4	3	25	75	100
	Core Course-III	18PSW1CC3	Social Group work	6	4	3	25	75	100
	Core Course-IV	18PSW1CC4	Field Work Practicum-I	6	5	3	40	60	100
	Elective Course-I	18PSW1EC1:1 18PSW1EC1:2	Counselling – Theory & Practice Human Rights	6	4	3	25	75	100
TOTAL				30	21				500
II	Core Course-V	18PSW2CC5	Community Organization and Social Action	6	4	3	25	75	100
	Core Course-VI	18PSW2CC6	Human Growth and Development	6	4	3	25	75	100
	Core Course-VII	18PSW2CC7	Social Welfare Administration, Social Policies and Social Legislations	6	5	3	25	75	100
	Core Course-VIII	18PSW2CC8	Field Work Practicum – II	6	5	3	40	60	100
	Elective Course-II	18PSW2EC2:1 18PSW2EC2:2	NGO and Project Management Disaster Management	6	4	3	25	75	100
TOTAL				30	22				500
III	Core Course-IX	18PSW3CC9	Social Work Research and Statistics	6	4	3	25	75	100
	Core Course-X	18PSW3CC10	Specialization Course - I *	6	5	3	25	75	100
	Core Course-XI	18PSW3CC11	Specialization Course- II*	6	5	3	25	75	100
	Core Course-XII	18PSW3CC12	Field Work Practicum - III	6	5	3	40	60	100
	Elective Course-III	18PSW3EC3:1 18PSW3EC3:2	Human Resource Management and Development Social Work with PLHIV	6	4	3	25	75	100
TOTAL				30	23				500
IV	Core Course-XIII	18PSW4CC13	Specialization Course - III*	6	5	3	25	75	100
	Core Course-XIV	18PSW4CC14	Field Work Practicum - IV	6	5	3	40	60	100
	Elective Course-IV	18PSW4EC4:1 18PSW4EC4:2	Disability and Social Work Health Care and Management	6	4	3	25	75	100
	Elective Course-V	18PSW4EC5	Internship (Block Placement)	6	5	3	40	60	100
	Research Project	18PSW4PW	Research Project Work	6	5	3	Evaluation - 80 Viva -voce - 20		100
TOTAL				30	24				500
GRAND TOTAL				120	90				2000

SPECIALIZATION A : MEDICAL AND PSYCHIATRIC SOCIAL WORK

Specialization Course I Community Health and Mental Health
 Specialization Course II Psychiatric Social Work
 Specialization Course III Medical Social Work

SPECIALIZATION B : HUMAN RESOURCE MANAGEMENT

Specialization Course I Employee Welfare and Employee Legislations
 Specialization Course II Industrial Relations and Corporate Social Responsibility
 Specialization Course III Organizational Behaviour and Development

SPECIALIZATION C : COMMUNITY DEVELOPMENT

Specialization Course I Rural Community Development
 Specialization Course II Urban Community Development
 Specialization Course III Tribal Community Development and Project Management

SPECIALIZATION D : FAMILY AND CHILD WELFARE

Specialization Course I Demography and Family Welfare
 Specialization Course II Women and Child Welfare
 Specialization Course III Welfare of the Youth and Aged

Sem ester	Specialization	Special ization Course	Course Code	Course Title
III	Medical and Psychiatric Social Work	I	18PSW3CC10A	Community Health and Mental Health
		II	18PSW3CC11A	Psychiatric Social Work
	Human Resource Management	I	18PSW3CC10B	Employee Welfare and Employee Legislations
		II	18PSW3CC11B	Industrial Relations and Corporate Social Responsibility
	Community Development	I	18PSW3CC10C	Rural Community Development
		II	18PSW3CC11C	Urban Community Development
	Family and Child Welfare	I	18PSW3CC10D	Demography and Family Welfare
		II	18PSW3CC11D	Women and Child Welfare
IV	Medical and Psychiatric Social Work	III	18PSW4CC13A	Medical Social Work
	Human Resource Management	III	18PSW4CC13B	Organizational Behaviour and Development
	Community Development	III	18PSW4CC13C	Tribal Community Development and Project Management
	Family and Child Welfare	III	18PSW4CC13D	Welfare of the Youth and Aged

List of Elective Courses (For 2019 – 2020)

Elective	Semester	Course Code	Title of the Course
Elective-I	I	18PSW1EC1:1	Counselling – Theory & Practice
	I	18PSW1EC1:2	Human Rights
Elective-II	II	18PSW2EC2:1	NGO and Project Management
	II	18PSW2EC2:2	Disaster Management
Elective-III	III	18PSW3EC3:1	Human Resource Management and Development
	III	18PSW3EC3:2	Social Work with PLHIV
Elective-IV	IV	18PSW4EC4:1	Disability and Social Work
	IV	18PSW4EC4:2	Health Care and Management
Elective-V	V	18PSW4EC5	Internship (Block Placement)

List of Specialization Courses (For 2019 – 2020)

Semester	Specialization	Specialization Course	Course Code	Title of the Course	
III	Medical and Psychiatric Social Work	I	18PSW3CC10A	Community Health and Mental Health	
		II	18PSW3CC11A	Psychiatric Social Work	
	Human Resource Management	I	18PSW3CC10B	Employee Welfare and Employee Legislations	
		II	18PSW3CC11B	Industrial Relations and Corporate Social Responsibility	
	Community Development	I	18PSW3CC10C	Rural Community Development	
		II	18PSW3CC11C	Urban Community Development	
	Family and Child Welfare	I	18PSW3CC10D	Demography and Family Welfare	
		II	18PSW3CC11D	Women and Child Welfare	
	IV	Medical and Psychiatric Social Work	III	18PSW4CC13A	Medical Social Work
		Human Resource Management	III	18PSW4CC13B	Organizational Behaviour and Development
Community Development		III	18PSW4CC13C	Tribal Community Development and Project Management	
Family and Child Welfare		III	18PSW4CC13D	Welfare of the Youth and Aged	

Note:

Project : 100 Marks

Dissertation : 80 Marks

Viva Voice : 20 Marks

Core Courses - 14

Elective Courses - 5

Project – 1

Note:

1. Theory Internal 25 marks External 75 marks

2. Practical Internal 40 marks External 60 marks

3. Separate passing minimum is prescribed for Internal and External

a) The passing minimum for CIA shall be 40% out of 25 marks (i.e. 10 marks)

b) The passing minimum for Semester Examinations shall be 40% out of 75 marks (i.e. 30 marks)

c) The passing minimum not less than 50% in the aggregate.

SEMESTER: I

Core Course : I
Course Code: 18PSW1CC1

Hours : 6
Credits: 4

INTRODUCTION TO SOCIAL WORK AND SOCIETY

Objectives:

On completion of the course the student will be able:

1. To know the historical development of the profession
2. To understand the concept of professional social work
3. To distinguish between direct and indirect methods of social work
4. To list out the scope of social work in various fields
5. To identify the social work methods in dealing with social problems

Unit – I

Social Work: Concept, Definition and Historical Development of Social work in UK & USA and **India-** Concepts: Social Service, Social Welfare, Social Security, Social Defense, Social Justice, Social Development and Social Reform. **Socio-religious thoughts of India:** **Hinduism:** four values, **Buddhism, Jainism,** Christianity: Supreme value of man, concept of love and service, and Christian missions; Islamism: Basic beliefs, values, Islamic Religion and cultural system- **Social Reform Movements in India:** its impacts, role of Brahma Samaj, Arya Samaj, Prarthana Samaj, Ramakrishna mission, Theosophical Society, Bakthi movements, and **D.K. Movement.** Ambedkar, Phule, Vinoba and Jay Prakash Narayan and significant others to social change, Evolution of Social Work Education in India, Current issues of Social Work Education in India.

Unit – II

Social Work as a Profession: Meaning and characteristics, beginning of social work education, Nature and Scope, Objectives, Philosophy, Principles and Methods - Values and Ethics - Professional Social Work and Voluntary Social Work- Social Work Theories: System and Problem Solving.

Unit – III

Methods and Fields: Direct and Indirect Methods: Meaning, Scope and Importance- Fields of social work: Medical Social Work, Psychiatric Social Work, Family welfare, Child welfare, youth welfare, welfare of the aged, Correctional Social Work, School Social Work and Industrial social work.

Unit – IV

Individual and Society: Society, Community, Association, Social Institutions, Social Groups, **Culture and it's Elements** - Social Stratification: **Caste** and Class, **Social Processes, Social Change** and Social Control - Westernization, Industrialization and Urbanization

Unit – V

Social Institutions: Family, Marriage, Religion, Economic, Educational and Political Institutions

Social Problems: Social Disorganization, Social Deviance, Poverty, Illiteracy, Population, Unemployment, Violence against Women , Child abuse and Child Labour, Juvenile Delinquency, Child Marriage, Female Infanticide, Street Children, AIDS

REFERENCES

1. Ahuja Ram, (2002). *Social Problems in India*, Jaipur: Rawat Publications.
2. Ahuja Ram, (2002). *Indian Social System*, Jaipur: Rawat Publications.
3. Bhattacharya, Sanjay. (2003). *Social Work -An Integrated Approach*, New Delhi: Deep and Deep Publications.
4. Bhushan Vidhya & Sachdeva, D. R. (2008). *An Introduction to Sociology*, Allahabad: Kitabmahal.
5. Chowdry, P. (1998). *Introduction to Social Work*, New Delhi: New Atmaram & Sons.
6. Gilbert Pascaul, (1956). *Fundamentals of Sociology*, Madras: Orient Longmans.
7. Jacob, K. K. (2002). *Social work Education in India: (Retrospect and Prospect)*. New Delhi: Himanshu Publications.
8. Madan G. R. (1973). *Indian Social Problems Vol-I & II*, Allied Pacific Pvt. Ltd.
9. Misra P. D. (1994). *Social Work Philosophy and Methods*, New Delhi: Inter-India Publications.
10. Shankar Rao C. N. (2009). *Sociology of Indian Society*, New Delhi: S.Chand & Company Ltd.
11. Stanley. S. (2005). *Social Problems in India-Perspectives for intervention*, New Delhi: Allied Publishers.
12. Stroup H. H. (1960). *Social Work Education – An Introduction to the field*, New Delhi: Eurasia Publishing.
13. Wadia, A. R. (2001). *History and Philosophy of Social work in India*, New Delhi: Allied Publication.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
104	3	2	33	66

SEMESTER: I

Core Course: II
Course Code: 18PSW1CC2

Hours : 6
Credits: 4

SOCIAL CASE WORK

Objectives:

On completion of the course the student will be able:

1. To know the historical development and understand the method of social case work
2. To describe the process of case work
3. To determine the client-case worker relationship through communication
4. To discriminate various approaches in case work practice
5. To appreciate the use of case work in different settings

Unit I

Case Work: definition, objectives, historical development, scope, values and Basic components of Social Work- Person, Problem, Place and Process and principles of case work practice; socio-cultural factors affecting the case work practice in India; relationship with other methods of social work and skills in social case work. Basic theories practice

Unit II

Case work process: Intake: meaning, steps, referral- types and stages.

Study: meaning, tools used/procedure followed in the study process: Interviewing -types, purpose, skills, techniques, and principles of interviewing; home visits & reaching out, collateral contacts & relationship.

Assessment: Social Diagnosis: meaning, types and models.

Treatment/ Intervention: meaning, objectives, goals and goals setting & treatment planning, principles, models, types, and techniques (supportive/environmental manipulation, reflective/practical help or material help & direct treatment/ counseling).

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

Unit III

Case Worker - Client Relationship: Meaning, purpose/needs/significance, and elements/components; characteristics of professional relationship: Empathy, Transference and Counter Transference, Resistance, Denial, Sustaining the relationship, Non-possessive warmth, Genuineness and Self-disclosure; Principles of client- worker relationship; obstacles in client-worker relationship. Counselling in Case Work.

Case work and Communication: Meaning, concept, purpose, importance, principles, elements in communication process, types, importance of listening, observing and feedback, communication barriers and ways to overcome them.

Unit IV

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

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

Unit V

Application of Social Case Work in different settings & Clientele groups: Medical and Psychiatric settings- mentally retarded Shelter homes; Mental Rehabilitation center, De-addiction and detoxification centers, Mental Health & Community Based Rehabilitation, Role of Social Workers in Hospital settings, Family and Child Welfare settings: Family, Child Guidance Clinic, Schools, Geriatric care & Aged and the Terminally ill people. Case Work practice in Community settings including self-help groups, Industries and Correctional Institutions; Problems and Limitations and role of Case Worker in various settings. Role and Functions of the Counsellor.

REFERENCES

1. Battacharya, Sanjay, (2003). *Social Work- An Integrated Approach*, New Delhi: Deep & Deep Publications.
2. Chowdry P. (1998). *Introduction to Social Work*, New Delhi: New Atmaram & Sons.
3. Hollis, Florence, (1964). *Case Work - A Psychosocial Therapy*, New York: Random House.
4. Jordan, William, (1970). *Client Worker Transactions*, London: Rutledge & Kegan Paul.
5. Kadushin, Alfred, (1972). *The Social Work Interview*, New York: Columbia University Press.
6. Mathew, G. & Tata Institute of Social S. (1992). *An Introduction to Social Case Work* Bombay: Tata Institute of Social Sciences.
7. Misra P. D. (1994). *Social Work Philosophy and Methods*, New Delhi: Inter-India Publications.
8. Perlman, Helen H. (1957). *Social Case Work - A Problem solving process*, Chicago: University of Chicago Press.
9. Robert & Robert Nee, (1970). *Theories of social case work*, (ed) Chicago: University of Chicago Press.
10. Tilbury D. E. F. (1977). *Casework in context - A Basic for Practice*, Oxford: Pergamon press.
11. Upadhyay R. K. (2003). *Social Case Work-A Therapeutic Approach*, New Delhi: Rawat.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
122	16	16	17	115

SEMESTER: I

Core Course: III
Course Code: 18PSW1CC3

Hours : 6
Credits: 4

SOCIAL GROUP WORK

Objectives:

On completion of the course the student will be able:

1. To understand the method of social group work and its process
2. To list the phases, process and dynamics of group
3. To acquire knowledge on the models and approaches of social group work
4. To describe the programme planning and programme laboratory
5. To identify the settings where the method could be used

Unit I

a. Social Group Work: Definition, Group identity, objectives, purpose, principles, and values of group work, and historical development of group work; Group work as a method of social work and its relation to other methods of social work,

b. Group Work Process: **i. Intake and Study:** Selection of members, composing group, orienting the members, preparing the environment, goal setting, motivation, use of home visits and collateral contacts. **ii. Assessment:** preparing for group work, first meetings-interviewing, ground rules for group work meetings, group roles and responsibilities, group meetings. **iii. Intervention/Treatment:** Problem identification, making them to work, dealing with difficulties with in the group, group presentations, group work evaluation: meaning and its place in group work. **iv. Evaluation:** steps in group work evaluation and criteria for good group work and checklist for group work evaluation **v. Termination:** Reaction to termination and **vi. Follow-up.**

Unit II

a. Social Group: Definition, characteristics, types of groups and functions of a group, Role of group worker: Enabler, Stimulator, Supporter, Guide, Educator, Resource person, Therapist, Importance of group work in the society. **b. Phases of Group Formation:** Forming, storming, norming, performing, adjourning, mourning /grieving, basic human needs met by groups at different stages of group development and group goals. **c. Group Process:** bond, acceptance, isolation, rejection, sub-group formation, and newcomers in the group, expectation, withdrawal, behaviour contagion, conflict and control; Classification of Group Process: Basic, structural, locomotive and molar. **d. Group Dynamics:** Meaning, definition, functions of group dynamics.

Unit III

a. Group Work Supervision: Concepts, need, types, purpose, and functions, techniques and conditions for good supervision. **b. Leadership in group:** Concepts, definition, characteristics, functions, qualities of leader, types of leadership; **Sociometry** and **Sociogram**. **c. Group Work for Team building:** Meaning, purpose, situational leadership in team building.

Unit IV

a. Models and approaches: Social goal model, remedial and reciprocal model; group therapy/ group psychotherapy/ therapeutic/ social treatment, development group and task-oriented group etc. **b. Group work recording:** Meaning, purpose, types and principles of group work

recording; Problems and limitations of group work practice in Indian settings; Role of group worker in various settings.

Unit V

a. Programme Planning: Meaning and definition of programme, principles and process of programme planning and the place of agency in programme planning. **b. Programme laboratory:** Values and techniques: Games, singing, dancing, dramatics, street play, puppetry, group discussions, excursion, psychodrama, socio-drama, role play, brain storming, camping - planning and conducting camps; stages of group development and use of programme for group development: orientation stage, working stage, termination stage, programme planning, implementation, and evaluation. **c. Group Work settings and practice:** Concept and dynamics of Self Help Groups, Application of group work method in different settings: community settings, medical and psychiatric settings: hospitals, de-addiction, physical and visual and mentally challenged, family and child welfare settings and the aged homes, schools, correctional institutions, industries and skills of a group worker.

REFERENCES

1. Alissi, Albert S. (1980). *Social group work: Commitments and perspectives. Perspectives on social Group Work Practice*, New York: The Free Press.
2. Glassman Urania, & Kates Len, (1990). *Group Work: A Humanistic approach*, New bury Park, Sage Publications.
3. Conyne K, Robert, (1999). *Failures of Group Work Practice*, Oaks: Sage.
4. Corey, Gerald, (2000). *Theory and practice of group counseling*, London: Wordsworth.
5. Douglas Tom, (1972). *Group Process in Social Work*, Chicester: Willey.
6. Garvin, Charles. D. et al. (2007). *Social Work with Groups*, New Delhi: Rawat.
7. Konopka, Gisela,(1972). *Social group work: A helping Process*, New Delhi: Prentice Hall.
8. Park, Gravin, Charles, D. (1989). *Contemporary Group Work*, New Jersey: Prentice Hall.
9. Nicolson, Paula, Rowan Bayne, (1990). *Applied Psychology for Social workers*, Palgrave Macmillan.
10. Siddiqui, H.Y. (2008). *Group Work: Theories and Practice*, New Delhi: Rawat.
11. Trucker, Harleigh, B. (1967). *Social Group Work Principles and Practice*, New York: Association Press.
12. Water Lifton, (1990). *Working with groups*, Oaks: Sage.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
128	22	22	25	105

SEMESTER: I

Core Course: IV
Course Code: 18PSW1CC4

Hours : 6
Credits: 4

FIELD WORK PRACTICUM - I

Objectives:

On completion of the course the student will be able:

- To understand professional social work practice
 - To use professional skills through observation visits, rural camp, and group awareness project.
1. **Orientation:** The students will be given orientation on (a) the objectives and importance of field work practice in social work education (b) the purpose, functions and ethics in professional practice
 2. **Observation Visits:** A minimum of 6 visits to different social agencies with settings pertaining to each field of specialization
 3. **Rural Camp:** The camp should be for a minimum of 6 days organized by the social work students on self supporting basis
 4. **Group Awareness Project:** A minimum of 15 days to be allotted for this purpose. A minimum of 2 programmes to be organized by the group. Each group must comprise of 3-5 students. The awareness should focus on the themes like alcoholism and drug awareness, gender sensitization, empowerment of women, HIV/AIDS awareness, health awareness, etc.

NORMS FOR FIELD WORK PRACTICUM

I Semester Field Work:

Evaluation : Total Marks – 100

Internal Evaluation - 40 marks

1. Observation Visits (10 marks)

- | | |
|------------------------------|-----------|
| a. Observational Skills | - 4 marks |
| b. Reporting | - 3 marks |
| c. Attendance for field work | - 3 marks |

10 marks

2. Rural camp (15 marks)

- a. Individual Participation - 5 marks
 - b. Initiative and Leadership - 5 marks
 - c. Community Involvement - 5 marks
- 15 marks

3. Group awareness project (15 marks)

- a. Organising Ability & Team Work - 5 marks
 - b. Resource Mobilization - 5 marks
 - c. Social Relevance - 5 marks
- 15 marks

External Evaluation - 60 marks

Break up of marks is as follows:

Evaluation of Field Work Report - 15 marks

Evaluation of Field Work Activities

- 1. Observation Visits - 5 marks
- 2. Rural/ Tribal Camp - 10 marks
- 3. Group project - 10 marks
- 4. Viva-voce - 20 marks

60 marks

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
3	3	1	1	1

SEMESTER: I

Elective Course: I
Course Code: 18PSW1EC1:1

Hours : 6
Credits: 4

COUNSELLING – THEORY & PRACTICE

Objectives:

On completion of the course the student will be able:

1. To acquire knowledge on counseling
2. To classify the theories and approaches of counselling
3. To describe the counselling process
4. To list out the types of counselling
5. To identify the components of effective counselling

Unit I

Introduction to Counselling: Meaning, Definition, Need and importance of counselling, Relevance of counseling as an approach of social work, ethics of counseling and Basic principles of Counselling: Participation, Individualization, Confidentiality, communication, acceptance, self confidence, practical counseling skills, self awareness and other principles governing the counselling relationship

Unit II

Theories of counseling: Psychoanalytic, Adlerian, client centered, behavioural approach, cognitive behavioural therapy, rational and emotive Approach, reality, Family Systems theory, Gestalt, transactional analysis and eclectic theories.

Unit III

Counselling process: Interview and its significance in counselling – Use of observation in counselling and understanding of emotions in counselling. Communication in Counselling: Channels of communication, Visual aids in communication, poster making, use of notice boards, flip charts, flash cards, photographs, pamphlets, slide shows, mass communication, advertisements radio, types of communication patterns in the client.

Unit IV

Types of counselling: Individual and group counselling, family counselling, marital and pre-marital counselling, student counselling, and industrial counselling.

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

Unit V

Components of effective counselling: counselor's skills – Role and functions of the counselor's in schools, industries, family, hospital and rehabilitation institution.

Application of test: Personality, stress, self esteem and mental health (These standardized tests are only for practice not for examination)

REFERENCES

1. Colin Fertham, (1999). *Controversies in psycho therapy and counselling*, New Delhi: Sage publications.
2. Fullmer, D.W. & Bernard H.W. (1964). *Counselling content and process*, Chicago: Science Research Associates.
3. Harms E & Schreiber, (1963). *Handbook of Counselling Techniques*, New York: Pergamon Press.
4. Kennedt E. (1977). *On becoming a counselor – A basic Guides for non-professional counselors*, New Delhi: Macmillan.
5. Kathryn Geldard & David Geldar, (1997). *Counselling Children, A practical introduction*, New Delhi: Sage publication.
6. Lakshmi K. S. (2000). *Encyclopaedia of Guidance and Counselling: Strategies for Guidance and Counselling*, Vol. 1. New Delhi: Mittal Publication.
7. Richard Nelson-Jones (2012). *Basic Counselling Skills- A Helper's Manual*, New Delhi: Sage Publications.
8. Vasantha R. Patri (2004). *Counselling Psychology*, New Delhi: Authors Press.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
67	7	1	22	43

SEMESTER: I

Elective Course: I

Course Code: 18PSW1EC1:2

Hours : 6

Credits: 4

HUMAN RIGHTS**Objectives:**

On completion of the course the student will be able:

1. To understand basic concepts of human rights
2. To acquire knowledge on functional aspects of human rights
3. To sensitise on the rights of vulnerable groups
4. To know the functions of human rights commissions
5. To apply the knowledge of human rights in field of social work

Unit I

Human Rights - Meaning, concept, classification of rights: Moral rights, Legal rights, political rights and human rights issues.

Unit II

Human rights and Duties in India – The UN Declaration of Human rights, Indian Constitution: Fundamental rights, Directive Principles, Fundamental Duties.

Unit III

Rights of vulnerable group – Child rights, women rights, aged, victims of caste and communal conflicts, human rights for indigenous people, Rights of people living with disabilities, rights of HIV/AIDS infected persons and rights of prisoners.

Unit IV

Illustrate cases on violation of Human rights. Public Interest Litigation (PIL), Legal Aid, Protection of Human rights Act 1993, Universal Declaration of Human Rights (UDHR) – International Covenant on Civil and Political Rights (ICCPR) – International Covenant on Economic, Social and Cultural Rights (ICESCR)- Optional Protocols- Human Right Declarations – Role of United Nation Commissions – Convention on the Elimination of All forms of Discrimination against women (CEDAW) – United Nations Convention against Torture (UNCAT) - United Nations Convention on the Rights of the Child (CRC or UNCRC) - Conventions on the Protection of the Rights of Migrant Workers and Disabled.

Unit V

Human rights commission in India: Administrative structure, functions, power, enquiry procedure and steps, investigations. State commissions and human rights court, Advocacy, Networking, Campaigning and Social Action, Other facets of Human Rights – Measures for Protection of Human Rights in India.

References

1. Biswal Tapan (2003). Social Work and Human Rights, New Delhi: Rawat
2. Jagannadhan.V (1978) Administration and Social Change, New Delhi. Uppal

3. Hobhouse L.T. (1922) Elements of Social Justice, London: Allen and unwin
4. Malhotra.M (ed) (1992) Anthropology Development, New Delhi: Mittal Publications.
5. Paramahamsa V.P.K (1984) Rural Transformation Readings, Hydrebad
6. Richard B. Brandt (Ed) (1962) Social Justice, NewYork: Prentice Hall Inc.
7. Sivagami Paramasivam (1998) Human rights – A Study, Salem, Sriram Computer Prints and Offset
8. Varma (1980) Reservation, India Law and The Constitution, Allahabad: Chugh

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
49	6	1	32	12

SEMESTER: II

Core Course : V
Course Code: 18PSW2CC5

Hours : 6
Credits: 4

COMMUNITY ORGANIZATION AND SOCIAL ACTION

Objectives:

On completion of the course the student will be able:

1. To know about community and leadership
2. To understand concept of community organization
3. To list out models and strategies for community organization
4. To use community organization as a tool for community development
5. To apply social action method for social problems

Unit – I

Community: Meaning, types and characteristics; community power structure and minority groups; **Community Dynamics:** Integrative and disintegrative processes in the Community.

Leadership: Definition, Types, Theories and Qualities;

Unit – II

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

Unit – III

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

Unit – IV

Phases of community organization: Study, assessment, discussion, organization, action, evaluation, modification, continuation and community study. **Application of community organization** in rural, urban and tribal settings, and target groups: children, youth, women, aged; community organization in emergencies like fire, flood, earthquake, famine, drought and war; role of social workers in community organization.

Unit – V

Social Action: Definition, objectives, principles, methods, techniques and strategies; social action as a method of social work; social action and social reform; scope of social action in India,

Negotiation, pressure, individual contact, conscientization, legal action, demonstrations and protests, public relations, political organization, collaborative action, peace initiatives. **Approaches:** rights based approach and advocacy based approach; **Radical Social Work:** meaning, techniques; role of Saul Alinsky Marx, Paulo Freire and Gandhi and role of social workers in community organization and social action.

REFERENCES

1. Cox, Fred M, Enlich, (1979). *Strategies of community organization* (3rd Ed) Itasea III
2. Christopher, A.J.& Thomas William, (2006). *Community organization and social action*. New Delhi: Himalaya Publications.
3. Desai, A.R. & Pillai, S.D. (1970). *Slums and Urbanization*, Bombay: Popular Prakasan.
4. Douglas, Bilan, (1983). *Community organization theory and practices*, New Jersey: Hall.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
86	19	7	19	49

SEMESTER: II

Core Course : VI

Course Code: 18PSW2CC6

Hours : 6

Credits: 4

HUMAN GROWTH AND DEVELOPMENT**Objectives:**

On completion of the course the student will be able:

1. To understand the concept of psychology and its applications
2. To describe the stages of human growth and development
3. To explain personality and its theories
4. To analyze the various processes of human behaviour
5. To apply psychology in the practice of social work

Unit – I

Psychology: Definition, nature, branches and scope – application of psychology in various fields, schools of psychology, relationship between social work and psychology, social psychology and its applications, Normality and abnormality. Symptoms

Unit – II

Human growth and Development: Meaning and definition, Approaches to study of Human Development, Principles of Human Development, Biological influences of Human Growth and Behaviours, Personality Theories, Psychodynamic and Behavioural Theories, significant facts about development. developmental stages: pregnancy and child birth, infancy, babyhood, childhood, Late childhood, puberty, adolescence, adulthood, Middle Age and old age.

Unit – III

Personality: Definition, Theories of Personality: Trait and Type theories - important concepts and contributions of Freud, Jung, Adler, Maslow and Eysenck, factors influencing personality development: heredity & environment and socialization process.

Unit – IV

Perception & Motivation: Definition, types and factors influencing perception, motivation: nature, definition, types and characteristics, motives for survival: hierarchy of motives.

Learning: Definition, types: cognitive, sensory, motor and verbal – theories of Pavlov and Skinner, remembering and forgetting.

Unit – V

Attitude: Formation of attitudes, attitude change, adjustment: concepts of adjustment and maladjustment, stress, frustration, conflict: nature and types - defense mechanisms.
Psychological testing: intelligence- definition, measurement of I.Q tests and personality test.

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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
71	11	5	13	59

SEMESTER: II

Core Course : VII
Course Code: 18PSW2CC7

Hours : 6
Credits: 5

SOCIAL WELFARE ADMINISTRATION, SOCIAL POLICIES AND SOCIAL LEGISLATIONS

Objectives:

On completion of the course the student will be able:

1. To acquire knowledge on social welfare administration and historical background
2. To understand the functions and programmes of different social welfare agencies (Central, State and Local)
3. To identify the social policies and programmes for various target groups
4. To describe the social planning and development
5. To list out the social legislations

Unit – I

Social Welfare Administration: Meaning and definition of administration, social welfare administration and social work administration; purpose, historical development, principles, functions and areas (policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase and stock keeping, record maintenance, co-ordination, public relation, monitoring and evaluation, research, annual report).

Unit – II

Social Welfare Administration at National, State and Local Levels: CSWB (Central Social Welfare Board), State Social Welfare Board, Directorate of Social Welfare and Handicapped Welfare.

Social Policy: Definition, need, evaluation and constitutional base; sources and instrument of social policy, policies regarding Other Backward Castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs) and Denotified Communities, policies and programmes for women, children, aged, and handicapped.

Unit – III

Social Planning and Social Development: Social planning and community planning, planning machineries at state and national levels; Five year plans social development: concept and indicators for social change and social development in India, Role of communication in administration, Nature, Importance, Models and Modalities

Social Welfare Agencies: Evolution of Social Welfare in India, voluntary social work, social agencies: Meaning, definition, types and models of NGO's, roles of NGO's in national development.

Unit – IV

Social Legislation: Definition, meaning, objectives, types, scope, its role as an instrument of social change, constitutional basis for social legislation: Fundamental Rights and Directive Principles of State Policy. Grants-in-aid: origin, purpose, scope, principles and procedures

Unit – V

Social Legislations: Definition, Principles of state Policy. Concept and Indicators of Social change and Social development in India. Hindu, Muslim and Christian personal Laws relating to Marriage, Divorce, Minority and Guardianship- Adoption, Succession and Inheritance; legislation relating to social problems such as prostitution, juvenile delinquency, child marriage, child labour, untouchability, physical and mental disabilities, Alternative Redressal Forum: Family Court, Nyaya Panchayat, Lok Adalat, Consumer Court. Resource mobilisation: sources and management, Financial, administration.

REFERENCES

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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
105	13	2	57	39

SEMESTER: II

Core Course : VIII
Course Code: 18PSW2CC8

Hours : 6
Credits: 5

FIELD WORK PRACTICUM -II

Objectives:

On completion of the course the student will be able:

- To apply the methods of social work in the field
 - To use appropriate professional skills in practice
1. Practice of Social Work: Agency placement in generic setting of practice like Old Age Homes/ Counseling Centres/ Rehabilitation Settings/ Schools etc.
 2. The placement will be for a minimum duration of 30 days (225 Hours) and the practice of social work in the agencies will be 3 days a week per semester
 3. Each student should practice social work methods and expected to conduct case work with minimum of 3 individuals, group work with 2 groups and organize one community based programme

II Semester Field Work:

Evaluation:

Internal (40 marks)

1. Activities & Field Work Reports- 15 marks
2. Agency Supervisor Evaluation - 25 marks

40 marks

External (60 marks)

Evaluation of Field Work Reports - 15 marks

Evaluation of Field Work Activities:

1. Case Work & Group Work Practice - 15 marks
2. CO Programme - 10 marks
3. Viva-voce - 20 marks

60 marks

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
3	3	1	1	1

SEMESTER: II

Elective Course : II
Course Code : 18PSW2EC2:1

Hours : 6
Credits: 4

NGO AND PROJECT MANAGEMENT

Objectives:

On completion of the course the student will be able:

1. To acquire knowledge on voluntary/NGO
2. To understand the concept of management
3. To describe the role and functions of NGO
4. To explain project planning and report writing
5. To differentiate various projects and programmes in India

Unit I

Voluntary agencies/NGO: History and growth of NGO's, type, role and functions in social welfare programmes.

Unit II

Organizing NGO and Procedures in registration: Registration procedures under Society Registration Act 1860, Indian Trust Act 1882, The Companies Act 1956, Tax Regulations concerning NGOs: Specific tax exemptions (Section 12A, Section 35AC, Section 80G & 80GG of Income Tax Act) FCRA and related issues.

Administrative Structure: Bye Laws, Memorandum of Association, Constitution, Deed, Functions and responsibilities of governing board, committees and office bearers.

Unit III

Management process: Concept and principles of management, planning, policy making, organizing, delegation, decision making, coordination and control (Concepts and Principles)

Unit IV

Project Planning: Meaning, Baseline survey, participatory project planning approach, need assessment, methodology expectations, key result areas tangible/intangible time schedule and budgeting, PRA, CPM implementation, monitoring supervision, performance appraisal, evaluation. **Report Writing:** Maintenance of records, data bank, interim report, completion report.

Unit V

Projects and programmes: Ministry Department of Social Welfare (Centre and State), Central Social welfare board, State Social Advisory Board. **Related Government Department and donor agencies procedure and process of availing above programmes / grants.**

REFERENCES

1. Abha, Vijai & Prakash, (2000). *Voluntary Organizations and Social Welfare*, Jaipur: ABD Publishers.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
53	10	2	24	22

SEMESTER: II

Elective Course : II
Course Code: 18PSW2EC2:2

Hours : 6
Credits: 4

DISASTER MANAGEMENT

Objectives:

On completion of the course the student will be able:

1. To know the types of disasters
2. To understand the impact of disasters
3. To acquire the skills to mitigate and manage disaster
4. To describe the policy and institutional framework of India
5. To understand the role of social workers in disaster service

Unit – I

Disaster And Hazards: Concepts, Impact of disasters Physical, economic, political, psychosocial, ecological, and others, developmental aspects of disasters. difference between disaster and hazards, types – natural, and human made disaster. **Water and Climate related Calamities:** flood, drought, cyclones, tsunamis, tornados, hurricane, hail storm, cloud burst, snow avalanches and storm surge – **Geologically related calamities:** earth quake, landslides, soil erosion, volcanic eruptions and forest fires - **Accident related calamities:** air, rail and road accidents, boat capsizes, village fires, and electrical disaster – **Biologically related calamities:** HIV/AIDS, avian flu, anthrax, river virus and plague – **Chemical, Industrial and Nuclear related calamities:** industrial accidents, Hazardous material spill/release, gas leaks, nuclear explosions and radioactive leakages, - **Atmospheric related calamities:** greenhouse effect. **Other manmade disasters:** Bomb threat, Explosion, Campus shooting, terrorist incidence

Unit - II

Approaches : **Pre-disaster stage:** information; education and communication and warning systems, community based disaster management, vulnerability assessment, risk and its management, preparedness, prevention and mitigation - **Emergency stage:** rescue, relief, rehabilitation and rebuilding- need assessment survey,– **Post -disaster stage:** Execution of social and economic rehabilitation, psycho-social care for victims.

Unit - III

Disaster Management: SWOT analysis, health and epidemic control, Basic Initial Response Management Steps (BIRMS), use of armed forces, police, Local bodies and volunteers- Use of communication systems during disaster. compensation - public administration, material and financial management and finance emergency such as sudden health emergency, unexpected loss of income, Death in the family or other family emergency, Rent in arrears and risk of eviction, natural disaster,- Capacity building and sustainable development, people participation, training community level works, Role of Social Workers in Disaster Services.

Unit - IV

Problems and Challenges: Lack of effective administration, bureaucratic and political apathy, lack of efficient organizational set up, lack of leadership and communication, lack of coordination, lack of positive interest in dissemination of knowledge, mis-utilization of relief, lack of action in right earnest, poor attention to the post-recovery, unsuitable construction, delay in relief, poor use of voluntary action. Community Interventions; Information, Education and

Communication in disaster management.

Unit - V

Disaster Management in India: Institutional and policy frame work: National Crisis Management Committee (NCMC), Crisis Management (CMG) Group, Emergency operation room, National contingency action plan, Central Relief Commissioners, National Center for Calamity Management, State Relief Manuals, State Relief Commissioners, Funding mechanism, Local bodies and community level Institutions, Multilateral linkage- UNO and International Decade for Natural Disaster Reduction (IDNDR)-Yokohama message. National dismantment act 2005, guideline for disaster management, SDMA & DDMA, Community Based Disaster Preparedness (CBDP) and Community Based Disaster Management (CBDM), Components; preparation of CBDP plan, community based risk management and response plans, building disaster resilient communities.

References

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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
100	21	41	36	39

SEMESTER: III

Core Course : IX
Course Code: 18PSW3CC9

Hours : 6
Credits: 4

SOCIAL WORK RESEARCH AND STATISTICS

Objectives:

On completion of the course the student will be able:

1. To understand social work research as a method
2. To differentiate the research design and sampling in social work research
3. To identify the process of data analysis
4. To derive ways in formulating research proposal pertaining to social issues and problems
5. To acquire skills to apply computer in social work research

Unit – I

Social Work Research: Meaning, Definition, Purpose of Research, Social Research and Social Work Research, Objectives of social research, Ethical issues in social work research, Scientific Method: Nature, Characteristics, Purpose and Steps in Research Process, Operationalization of concepts, Variables and its Types. Interview guide, Basic tenets of Qualitative research

Unit – II

Research Design and Sampling: Research Designs: Exploratory, Descriptive, Diagnostic and Experimental. Hypothesis: Formulation, Attributes of Hypotheses and Types. **Formulation of research** problem- Sampling: Definition, Principles, Types and Procedures - Population and Universe. Measurement: Meaning, Levels of Measurement: Nominal, Ordinal, Interval and Ratio; Validity and Reliability: Meaning and Types.

Unit – III

Sources and Methods of Data Collection: Sources: Primary and Secondary; **Research Tools: Observation and Survey Methods, Interview Schedule, Questionnaire:** Meaning, Types, Merits and Demerits, Methods of Focus groups - Content analysis, **Pre-Test and Pilot Study.** Supplemental data collection techniques like Narratives, Heuristic research, life histories, Archival materials.

Unit –IV

Data Analysis: Format, Processing of Data, Code Book, Transcription, and Tabulation, Diagrammatic Representation of Data: Types; Interpretation and Analysis, **Report Writing and Referencing; Applications and Limitations of Research in Social Work.** Preparation of Research Proposal, agencies involved in social work research.

Unit – V

Social Statistics: Meaning, Use and its Limitations in Social Work Research - Measures of Central Tendency: Arithmetic Mean, Median and Mode; Dispersion: Range, Quartile Deviation, Standard Deviation and Co-efficient of Variation - Tests of Significance: "t" Test, ANOVA and Chi-Square Test, Correlation: Karl Pearson's Coefficient of Correlation and Spearman's Rank Correlation. Computer Applications: Use and application of computer in Social Work research - Statistical Package for Social Sciences (SPSS).

REFERENCES

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4. Claire, S et al. (1976). *Research Methods in Social Relations* (3rd ed), New York: Holt, Rich and Winston.
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6. Gupta, S. P. (1992). *Elementary Statistical methods*, New Delhi: Sultan chand & sons.
7. Laldas, D. K. (2000). *Practice of Social Research*, Jaipur: Rawat.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
82	12	2	9	71

SPECIALIZATION A - MEDICAL & PSYCHIATRIC SOCIAL WORK

SEMESTER: III

Core Course : X

Specialization Course: I

Course Code : 18PSW3CC10A

Hours : 6

Credits: 5

COMMUNITY HEALTH AND MENTAL HEALTH

Objectives:

On completion of the course the student will be able:

1. To understand the concepts of community health and mental health
2. To describe the major communicable diseases
3. To list out the health care delivery system and legislations related to health
4. To understand the historical development of psychiatry
5. Identify the mental health issues among various groups

Unit I

Concepts of health, Definition, objectives, Nature, Need, public health, concept of well-being – Human Development Index, factors influencing health, indicators of health, Social and preventive medicine, vital health statistics. Health communication and health education –approach and models, principles and practice of health education.

Unit II

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

Non – communicable diseases: Cancer, Diabetes, Heart disease, Asthma, Nutritional disorders. Hospital acquired infections and preventive measures. Women's health problems, Pediatric health problems , Geriatric health problems. Health management.

Unit III

Health care delivery system at the National and state levels, primary health centre, models of community health. Salient features of legislations related to health: MTP Act, Disabilities Act, Mental Health Act, E.S.I. Act. School Health, Occupational Health;

National Rural Health Mission, Health programs in India - National Leprosy Eradication Program, Dengue fever control, Revised National Tuberculosis Control Program, National AIDS Control Program, Universal Immunization Program, Pulse Polio Immunization Program, Reproductive and Child health program, National Cancer Control Program. Voluntary Health Systems, Role of Social Worker in Community Health.

Unit IV

Historical Development of psychiatry as a field of specialization; Attitudes and beliefs pertaining to mental illness in ancient, medieval and modern times; concepts of normality, abnormality and mental health. Classification of Mental Illness: Diagnostic Statistical Manual (DSM) IV, International Classification of Diseases (ICD) 10; Psychiatric assessment: Interviewing,

Case History taking; Sources of Intake, Mental Status examination; Formulation of Psychosocial diagnosis.

Unit V

Life stress and coping; stress and mental health; Mental health problems among children, adolescents, women and workers. **Aging:** biological, social and psychological problems; **Preventive aspects of mental ill health, Mental health services, Comprehensive mental health programme, National Mental health Programme, District Mental Health Programme.**

REFERENCES

1. Park, K. (2009). *Textbook of Preventive and Social Medicine*, (20th Ed.), Jabalpur: Banarsidas Bhanot.
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4. WHO, (1984). *Social Dimensions of Mental Health*, Geneva, WHO publications.
5. Rajneesh Goel, (2002). *Community Health Care*, New Delhi: Deep & Deep Publications Pvt. Ltd.
6. James, C. (1970). *Abnormal psychology and modern life*, Bombay: Taraporevala & sons.
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9. Venkatesan, S. (2004). *Children with development disabilities*, Sage.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
91	9	5	45	37

SPECIALIZATION B - HUMAN RESOURCE MANAGEMENT

SEMESTER: III

Core Course : X
Specialization Course: I
Course Code : 18PSW3CC10B

Hours : 6
Credits: 5

EMPLOYEE WELFARE AND EMPLOYEE LEGISLATIONS

Objectives:

On completion of the course the student will be able:

1. To know the concept of employee and employee's problems
2. To understand the legal provisions related to employee welfare
3. To distinguish between employment legislation and wage legislation
4. To categorize the social security measures

Unit I

Labour: Concept, characteristics, Meaning, Objectives, Limitations. Statutory and Non-statutory Welfare measures, labour in organized and unorganized sectors. **Labour Welfare:** concept, origin and growth, scope, theories and principles. **Labour problems:** absenteeism, addiction, indebtedness, family distress and social work intervention. labour welfare programmes: safety, health and hygiene, occupational diseases, crèche, canteen, credit society, Labour Welfare Officer: Objectives, role, duties and functions.

Unit II

Labour legislations in India : Concept, need and historical development of Labour Legislation in India, Occupational safety and health, factories Act 1948, The Plantation labour Act 1951, Indian Mines Act 1952, Apprentices Act 1961.

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

Unit III

Employment Legislations: Industrial Disputes Act 1947, The Industrial Employment (Standing Orders) Act 1946, employment exchanges (compulsory notification of vacancies) Act 1959, employment of children Act 1938.

Unit IV

Social security Legislations: Workmen's Compensation Act 1923, Employees State Insurance Act 1948, Employee's Provident Fund Act 1952 Including The Pension Scheme 1995. The Maternity Benefit Act 1961, Payment Of Gratuity Act 1972, Employees Compensation (Amendment) Act, 2017

Unit V

Wage Legislations: Concept and types of wages legislations relating to Wages, The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Payment of Bonus Act 1965, The Equal Remuneration Act, 1976. [Tamil Nadu labour welfare fund.](#)

REFERENCES

1. Charles, A. Myres, (1970). *Industrial relations*, India: Asia publishing house.
2. Dolia, B. R. (1982). *Labour and Industrial Law*, New Delhi: Drient Law House.
3. Giri, V.V. (1958). *Labour problems in Indian Industry*, Bombay: Asian Publishing House.
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5. Pant, S.C. (1968). *Principles of Labour Welfare*, Visakapattnam: Gupta Brothers.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
54	9	5	43	8

SPECIALIZATION C - COMMUNITY DEVELOPMENT

SEMESTER: III

Core Course : X
Specialization Course: I
Course Code : 18PSW3CC10C

Hours : 6
Credits: 5

RURAL COMMUNITY DEVELOPMENT

Objectives:

On completion of the course the student will be able:

1. To know the concept of rural community, structure, problems and approaches
2. To understand community development as a method of social work
3. To describe Panchayat Raj Institutions and rural development agencies
4. To learn community participation and of areas of rural development
5. To list out the various programmes for rural development

Unit I

a. Rural Community: meaning, characteristics; Types of villages; Scope of studying the rural community and its relation to social work, Dynamics of the rural society: Caste, class, Tribe and gender relations, power, conflict and control

b. Rural social structure and constraints to rural development;

c. Rural organisation and rural development - School, co-operatives, village panchayat, Youth club, Women's club, Self-help group etc;

d. Rural Problems: Poverty, Illiteracy, Unemployment, Problems related to agriculture (land holding, productivity, marketing), Community Health,

e. Approaches to rural community development: Tagore, Gandhi and C. Subramaniam, etc.

Unit II

a. Community Development: Meaning, Objectives, Scope, Principles, process, models; methods; Earlier experiments in rural developments - Sriniketan experiment, Gurgaon experiment, Marthandam experiment, Baroda experiment, Firkha development scheme, Etawa pilot project, Nilokheri experiment, Gandhian Constructive Programmes. Community Development during post launching period: National Extension Services and various phases of CD. **b. Rural Extension:** Concept, characteristics, philosophy, objectives, principles, approaches, methods and limitations

Unit III

a. Rural Development Administration: History, Structure- central - state, district and block levels and functions;

b. Panchayat Raj Institutions (PRI): Origin & Evolution; Philosophy, New Panchayat Raj System- 73rd amendment. and its Salient features, Structure of PRIs; Powers of Gram sabha, Features of Tamil Nadu Panchayat Act 1994, Constitution of Village Panchayats, Panchayat Union and District Panchayat; Elections to PRIs, Reservation for Women, SC/STs,

Administration of PRIs, Functions and Powers of PRIs, taxes and Levies; Assigned and Shared revenues, Grants: Government of India Finance commission, State Finance Commission, Development grants under various schemes; Powers of PRIs in implementation of RCD programmes;

c. Rural development Agencies: Council for Advancement of People's action and Rural Technology (CAPART), National Institute of Rural Development (NIRD, National Bank for Agriculture and Rural Development (NABARD), Regional Rural Banks (RRB), District Rural Development Agency (DRDA). Statistics related to rural development; Training of PRI functionaries.

Unit IV

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

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

c. Agriculture and Rural development: Share of agriculture in the national income, agriculture as a source of livelihood, employment, raw materials, capital for development and manpower. Communication and its role in rural development, Satellite Instructional Television Experiments (SITE): Aims and objectives,

d. Education and Rural Development: Universalisation of primary education: problems; Adult Education-meaning, history, strategies and programmes – social education, workers education, farmers training and functional literacy and non-formal education; National Literacy Mission.

Unit V

Rural Development Programmes: A)Area Based - Drought Prone Area Programme (DADP), Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Pradhan Mantri Gram Sadak Yojana (PMGSY), Swarnajeyanthi Gram Swarajgar Yojana (SGSY), National Rural Health Mission (NRHM), National Rural Livelihood Mission (NRLM), Programmes sponsored by World Bank: Kudambshree, SERP and Pudhu Vazhvu Project. Micro Credit and Women's Development Schemes: Grameen Bank Model (Prof. Mohammed Yunus) and SHG-Movement, Sarva Shiksha Abhiyan (SSA). Rural Sanitation: ECO-SAN, WASH, Swachh Bharat Mission, Problems in implementation and role of social workers in rural development.

REFERENCES

1. Arun Ghosh, (1992). *Planning in India*, New Delhi: Sage.
2. Jain S. C. (1966). *Community Development and Panchayat Raj in India*, New Delhi: Himalaya Publishing House.
3. Joseph M. K. (2000). *Modern Media and Communication*, New Delhi: Anmol.
4. Kumar Aravind, (2000). *Encyclopedia of Decentralized Planning and Local Self Government*, New Delhi: Anmol.
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Sage.

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9. Mathur B. L. (1996). *Rural Development and Cooperation*, Jaipur: RBSA Publishers.
10. Oakly, Perter et al. (1991). *Projects with people: The Practice of participation in rural Development*, FAO, UNIFEM, WHO.
11. Oakly, Perter & David Marsden, (1985). *Approaches to participation in rural Development*, ILO.
12. Rahul Mudgal, (1996). *Economic Dimensions of Rural Development*, New Delhi: Sarup & sons.
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16. Singh, Katar, (1986). *Rural Development-Principles, Policies and Management*, New Delhi: Sage.
17. Tiwari, S. (2000). *Encyclopedia of Indian Government: Programmes and Policies*, New Delhi: Anmol.
18. Weil, Marie, (1996). *Community Practice: Conceptual Models*, New York: The Haworth Press, Inc.
19. William, Biddle. J. (1965). *The community development process - The Discovery of Local Initiative*, New York: Holt Richard and Wington.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
127	22	6	96	15

SPECIALIZATION D - FAMILY AND CHILD WELFARE

SEMESTER: III

Core Course : X

Specialization Course: I

Course Code: 18PSW3CC10D

Hours : 6

Credits: 5

DEMOGRAPHY AND FAMILY WELFARE

Objectives:

On completion of the course the student will be able:

1. To understand the demographic aspects of family
2. To acquire knowledge on population and family welfare programmes in India.
3. To list out the contraceptive behaviour
4. To identify the effective social work interventions in family welfare

Unit I

Demographic aspects of the family in India; Present day concepts, Definitions, Origin of Demography, Social inequalities and Fertility Behaviour, Trends of population growth; Factors affecting population growth; consequences of population explosion. Sources of demographic data, vital statistics: Population structures and projection; **Theories of population.**

Unit II

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

Unit III

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

Unit IV

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

Unit V

Approaches to family welfare planning clinical, extension and cafeteria approach, education, training and research in family welfare planning; mass media of communication; national and

international agencies of family welfare planning services; social work techniques in promoting Parenthood.

REFERENCES

1. Agarwala, S.N. (1977). *India's Population Problem*, Bombay: Tata Mc Graw Hill
2. Chandra Sekaran, C. S. *Population and Planned Parenthood*, London: George Allen & Unwin.
3. Chandra Sekara, C,S. *Population and Family Planning*, Allahabad: Kitab Mahal
4. Danwantry Rama Rao. *Population Resource and Environment*, Sanfrancisco: W. H Freeman & Co.
5. Enrlich, Paul, R. Ehrlich, Anne, H. *Planning your family*, New York: Mc Millan &Co.
6. Guffancher, Errest: *Family Planning- Why, When &How*, Bombay: New book Co.
7. Usharani, D.Venkatesh Babu &Sudhakara Reddy, M.V. *Economic value of children and fertility*, Discovery Publishing.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
54	13	6	32	19

SPECIALIZATION A - MEDICAL & PSYCHIATRIC SOCIAL WORK

SEMESTER: III

Core Course : XI

Specialization Course: II

Course Code :18PSW3CC11A

Hours : 6

Credits: 5

PSYCHIATRIC SOCIAL WORK

Objectives:

On completion of the course the student will be able:

1. To know the history of psychiatric social work
2. To classify the mental illness
3. To understand major psychiatric illness and therapeutic interventions
4. To acquire skills of working in a psychiatric setting
5. To appreciate the scope of psychiatric social work in different settings

Unit I

Psychiatric Social Work: Definition and Concept, Origin of Psychiatric Social Work in India and Abroad, Emerging trends and scope, Indian view of mental and indigenous practice.

Unit II

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

Unit III

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

Unit IV

Practice of Social Work methods: Case Work, Group Work and Community Organization in the Psychiatric Settings; Limitations and difficulties faced in Psychiatric Social Work practice; Legal and ethical issues in Psychiatry-Marriage, Adoption, Witness, Testamentary capacity, Transfer of property, Contract.

Unit V

Scope of Psychiatric Social Work practice: Roles and functions of a Psychiatric Social Worker with regards to the problems of patients and their families in: 1) Psychiatric OPD's 2)

Psychiatric Specialty Clinics 3) De-addiction Centres, 4) Child Guidance Clinics. **Rehabilitation of Psychiatric patients: Role of the Social Worker in rehabilitation - planning, mobilization, reintegration of the patient in the family and community; Principles and models of Psychiatric rehabilitation; Role of the Psychiatric Social Worker in Team Work.**

Concepts of: Therapeutic community, Partial Hospitalization, Day Care Centres, Half way homes, Sheltered workshop and Transitory homes

REFERENCES

1. Ahuja, Niraj, (2002). *A short textbook of Psychiatry*, New Delhi: Medical Publishers (P) Ltd.
2. Coleman, James C.(1970). *Abnormal psychology and modern life*, Bombay: Tarporevala & Sons.
3. Garland, Margaret. (1983). *The other side of psychiatric care*, Macmillan.
4. Gordon, Paul, L. & Lenz R.J. (1977). *Psychological treatment of chronic mental patients*, London: Harvard Uni, Press.
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7. Kraepflil, Ewil. (1990). *Psychiatry - A text book for students and physicians*, Vol. 2, Amerind Pub.
8. Marfatia, J. C. (1971). *Psychiatric problems of children*, Bombay: Popular Prakhasan.
8. Reddy, Lokanadha G. (2005). *Mental Retardation*, New Delhi: Discovery Publishing.
9. Shah, L. P. (1993). *Hand book of Psychiatry*, Mumbai: Vora Medical Publication.
10. Verma Ratna, (1991). *Psychiatric Social Work in India*, New Delhi: Sage Pub.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
80	34	6	21	42

SPECIALIZATION B - HUMAN RESOURCE MANAGEMENT

SEMESTER: III

Core Course : XI

Specialization Course : II

Course Code: 18PSW3CC11B

Hours : 6

Credits: 5

INDUSTRIAL RELATIONS AND CORPORATE SOCIAL RESPONSIBILITY

Objectives:

On completion of the course the student will be able:

1. To know the concept of industrial relations
2. To understand ILO and trade unionism among employees
3. To apply the concept of corporate social responsibility

Unit I

Industrial Relations: Definition, Meaning, objectives, Scope and Need. Characteristics of a good industrial relations system - changing profile of industrial workers – Labour in constitution – Administration of Labour Department. Emerging trends in IR. Industrial Conflict, Meaning, causes, consequences, manifestations, interventions, Standing Orders.

Unit II

ILO: History, Aims, Objectives, Structure and Functions, Social Security Measures, Achievements, influence of ILO on Indian Industrial relations - Labour Welfare practices in India.

Unit III

Trade unionism: History, objectives, problems faced, recognition of Trade Union Movement in India – Employer Federation, Collective Bargaining: Methods, issues, problem and settlement. Industrial Conflict: Standing orders, industrial disputes, settlement machineries, Industrial peace and harmony, industrial conflict types, causes, consequences, grievance, discipline, domestic enquiry – recent trends.

Unit IV

Corporate Social Responsibility: Social Responsibility, Corporate Social Responsibility; Meaning, definition and scope of CSR – Evolution of CSR – a moral argument for CSR – a rational argument for CSR – an economic argument for CSR - strategic context of CSR – Carroll's Model of CSR (Pyramid of CSR) – Globalization and CSR, Role of Social Workers in CSR. The CSR Guidelines for Central Public Sector Undertakings by the Ministry of Corporate Affairs, The Company's Act 2013.

Unit V

Implementing CSR – CSR in the marketplace – CSR in the workplace – CSR in the community – CSR in the ecological environment. CSR in India: Legal provisions and specifications on CSR.

REFERENCES

1. Arun Monappa, (1989). *Industrial Relations*, S. Chand Co.
2. Benn & Bolton,(2011). *Key concepts in corporate social responsibility*. Australia: Sage Publications Ltd.
3. Brummer, J. J. (1991). *Corporate Responsibility and Legitimacy: An interdisciplinary analysis*. Westport: CT, Greenwood Press.
4. Bradshaw, T. & D. Vogel. (1981). *Corporations and their critics, Issues and answers to the problems of corporate social responsibility*. New York: Mc, Graw Hill Book Company.
5. Cannon, T. (1992). *Corporate responsibility (1st ed.)* London: Pitman Publishing.
6. Kesar Singh Bhangoo, (2004), *Dynamics of Industrial Relations*, Deep Publications.
7. Sharma A. M. (1989). *Industrial Relations and conceptual, legal frame work*, Bombay: Himalaya Publishing House.
8. Srivastava, (2002). *Industrial Relations and Labour Laws (2nd)* Vikas Publishing house Pvt. Ltd.
9. Vijay Ashdir, (2003). ”*Management of Industrial Relations*” (2nd) Kalyani Publishers.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
64	12	7	27	35

SPECIALIZATION C - COMMUNITY DEVELOPMENT

SEMESTER: III

Core Course : XI
Specialization Course: II
Course Code: 18PSW3CC11C

Hours : 6
Credits: 5

URBAN COMMUNITY DEVELOPMENT

Objectives:

On completion of the course the student will be able:

1. To know the historical development of urban community
2. To understand the nature and characteristics
3. To describe the structure and functions of urban development
4. To list out the urban development programmes
5. To use social work methods in urban development

Unit I

Urban community: Meaning, characteristics, Types and features, rural urban linkages and contrast. **City - Meaning, Classification.** **Urban Problems:** Drug addiction, Sex workers, Juvenile Delinquency, Urban Poverty, Urban Employment, Urban Settlement & Housing, Urban pollution, street living, pavement dwelling and street vendors, problems with unorganized sector, waste management and transport

Unit II

Urbanization & Urbanism: Meaning, theories of urbanization, Process of Urbanization, Urbanization Policy. characteristics of urbanism, slums – definition, approaches, theories and classification and culture of slums; **Origin and development of slum clearance board: Functions & Administration structure, Policy, Programme & Laws Relating to Slum**

Unit III

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

Unit IV

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

Unit V

Urban Development Programmes: Five year plans and Urban Development; Urban Development Projects- I, II & II; Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY), Solid Waste Management Programme, Tamil Nadu Slum Area (Clearance and Improvement) Act 1971, Tamil Nadu Slum Clearance Board, Jawaharlal Nehru Urban Renewal Mission (JNNURM)/ AMRUT. National Urban Livelihood Mission (NULM) and Swachh Bharat, Problems in implementation of Urban Community Development Programmes. Role of Voluntary Agencies and Resident Welfare Associations in Urban Development.

REFERENCES

1. Asthana, M. and Ali, Sabir, (2003). *Urban Poverty in India*, New Delhi: Mittal Publication.
2. Clinard, Marshall B, (1997). *Slums and Community Development*, New York: The Free press.
3. Diddee, Jayamala, (1993). *Urbanisation - Trends, perspectives and challenges*, Jaipur: Rawat Publication, Gill, Rajesh, (1994). *Slums as Urban villages*, Jaipur: Rawat Pub.
4. Mathur, O. P.(1991). *Urban Governance*, New Delhi:
5. Mitra, Arup, (1994). *Urbanisation, slums, informal sector employment and poverty*, B.R. Pub.
6. Mohanty, B. (1993). *Urbanization in Developing Countries*, New Delhi: Concept Publishing Company.
7. Ramachandran, (1989). *Urbanisation and Urban System in India*, New Delhi: Oxford University Press.
8. Ratnakar, G. (1995). *Poverty in India*, New Delhi: Deep & Deep Publication.
9. Singh, Shamsheer, (1991). *Urban Planning Development*, New Delhi:
10. Singh, A. M., & De Souza A. (1990). *The Urban Poor Slum and Pavement Dwellers in the Major Cities of India*, New Delhi: Manohar Publication.
10. Thudipara, Jacob Z. (1993). *Urban Community Development*, New Dellhi: Rawat Pub.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
74	11	5	48	18

SPECIALIZATION D - FAMILY AND CHILD WELFARE

SEMESTER: III

Core Course : XI

Specialization Course: II

Course Code: 18PSW3CC11D

Hours : 6

Credits: 5

WOMEN AND CHILD WELFARE

Objectives:

On completion of the course the student will be able:

1. To know the status and problems of women
2. To distinguish the central and state government policy and schemes for women
3. To describe the concept and problems of children
4. To list out the programmes and services for children
5. To identify the legislations support the women and children

Unit I

Demographic profile of women in India: Changing role and status of women in India; Role differences of women in joint and nuclear families; position of women in Urban, Rural and Tribal areas; status of women with reference to health, education, employment and political.

Problems of women: Gender Bias, Dowry, Widowhood, Desertion, Divorce, Destitution, Educational Backwardness, Discrimination in Employment; Problems of Employed Women and Mother; Problems of Unmarried Mothers; Delinquency, Prostitution, Trafficking in Women and Girls. Theories on violence against women.

Unit II

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

Unit III

Child: Meaning, Demographic profile of children in India; Rural & Urban, Status of girl child; concept of socialization; factors influencing socialization; Role of Family, School, and Peer, Television as a socializing influence. Concept of Child Welfare, Social scenario of Indian children, Major problems faced by children, Need for Programmes and Policies for Children; Challenges and Strengths in programme implementation.

Unit IV

Child Welfare Programmes and Services: Integrated Child Development Services (ICDS) Scheme, Integrated Child Protection Scheme, Rajiv Gandhi National Crèche Scheme for the children of working mothers, National Nutrition Mission, Reproductive and Child Health Programme, School health programmes, Pulse Polio Immunization Programme, Sarva Shiksha

Abhiyan, School mental health programmes, Sponsorship programme, Foster - Care, Adoption, Children with Disabilities, Services for children in need of Special Care, Child helpline, Elimination of Child labour, Combating trafficking of women and children. The neonates ,Characteristics, abilities and adjustments, reflexes agar test, neonatal care, Services for children in need of special care: Exceptional children, neglected and abused children, child workers, child prostitution, children with HIV/AIDS, Child Guidance Service.

Unit V

Social Legislations relating to Women and Children:, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 - The Pre-natal Diagnostic Techniques (Regulation and Prevention of Misuse) Act, 1994- Protection of Women from Domestic Violence Act, 2005; Prohibition of Child Marriage Act 2006, The Right of Children to Free and Compulsory Education Act, 2009, Adoption and Maintenance Act (1986), The Juvenile Justice (Care and Protection of Children) Act (2006), Child Labour Prohibition and Regulation Act (1986), Prevention of Immoral Traffic Act (1986), The Protection of Children from Sexual Offences Act 2012 (POCSO).

REFERENCES

1. Baroocha, Pramila Pandit, (1999). *Hand book on Child*, New Delhi: Concept Publishing Company.
2. Bhalla, M. M. (1985). *Studies in Child Care*, Delhi: NIPCCD.
3. Chawdry, Paul, D. (1963). *Child Welfare Manual*, Delhi: Atma Ram Company.
4. Choudhari, D. Paul, (1980). *Child Welfare / Development*, Delhi: Atma Ram & Sons.
5. Dept. of Plan of Action, (1992). *A Commitment to the Child. Women and Child Development*, Government of India.
7. Reddy, (1989). *Suma Narayana, Institutionalized Children*, Allahabad, India: Chugh Publications.
8. Shanmugavelayutham, K. (2000). *Social Legislation and Social Change*, Chennai: VazhgaValamudan Publishers.
9. Singh, Dolly, (2001). *Child rights & Social wrongs*—Vol—I, II, III, Delhi: Kanishka Publishing Distributors.
10. Ziets, Dorothy, (1951). *Child Welfare Principle and Methods*, New York: John Wiley & Sons, Inc.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
81	17	5	79	4

SEMESTER: III

Core Course : XII
Course Code: 18PSW3CC12

Hours : 6
Credits: 5

FIELD WORK PRACTICUM - III

- a. Placement of students in the agencies based on their specialization
- b. Agency placement for a minimum of 30 days (225 hours) for 2-3 days a week per semester

Guidelines for students in Medical and Psychiatric Setting

- 1. Practice of Social Case Work with 5 clients
- 2. Practice of Social Group Work with 2 groups
- 3. 1 Community based programme

Guidelines for students in HRM specialization

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

Guidelines for Community Development students

- 1. Exposure to DRDA/Panchayat Union and Administration
- 2. Orientation to community based surveys/PRA
- 3. Practice of Social Work methods in community settings (Rural/ Tribal areas)
- 4. Organize atleast 2 need based Community programmes

Guidelines for students in Family and Child Welfare setting

- 1. Practice of Social Case Work with 5 clients
- 2. Practice of Social Group Work with 2 groups
- 3. 1 Community based programme
- 4. Knowledge of family and child welfare programmes

Evaluation: Internal (40 marks)

- 1. Activities and Field Work Reports - 15 marks
 - 2. Agency Supervisor Evaluation - 25 marks
- 40 marks

External (60 marks)

Evaluation of Field Work Reports - 15 marks

Evaluation of Field Work Activities:.

1. Case Work & Group Work Practice - 15 marks

2. CO Programme - 10 marks

3. Viva-voce - 20 marks

60 marks

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
15	11	4	8	4

SEMESTER: III

Elective Course : III
Course Code: 18PSW3EC3:1

Hours : 6
Credits: 4

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

Objectives:

On completion of the course the student will be able:

1. To know the concept of management
2. To understand the functions of human resource
3. To describe the wage and salary administration
4. To distinguish between human resource management and development
5. To apply the social work methods

Unit I

Management: Meaning, definition, nature, elements, Introduction, History of Management, functions and principles of management. Management thoughts: Henry Fayol, F.W. Taylor, Peter Drucker.

Human Resource Management: Concept of Personnel Management, Human Resource Management, and Strategic Human Resource Management: definition, scope, evolution and functions. **Human resource policy:** formulation and implementation: duties, responsibilities and qualities of Human Resource Manager and challenges for 21st Century.

Unit II

Human Resource Functions: Human resource planning, recruitment, selection, induction and placement, promotion, transfer, job analysis, Job description, Job specification, training; Performance Appraisal (Meaning, objectives of Performance appraisal, Traditional and model methods of appraisal, Approaches to performance appraisal, methods / techniques of appraisal system, importance, purpose and limitation; potential Appraisal: Meaning, scope and importance, 360 Performance Appraisal) Discipline and disciplinary procedure, Personnel records and Personnel research, HR Audit.

Unit III

Wage and Salary Administration: Job evaluation: Definition, objectives; methods, advantages and limitation; wage and salary administration: Nature and purpose, Needs and problems of special groups in the workplace; workplace violence: Meaning, disability management. **Recruitment and selection:** source of recruitment, selection process, Test types, Interview types.

Unit IV

Human Resources Development: Meaning, definition, scope, components, prerequisites for successful HRD Programmes; HRD processes and outcomes, Role analysis and HRD - Key Performance Areas. **Training and Development:** Conceptual framework for training, learning principles, Types: On the Job and off the job training, Training effectiveness, Evaluation of Training programme.

Unit V

HRD Trends: Job rotation, Job enlargement, Job enrichment. Quality of work life, Total Quality Management (TQM) Human Resource Information system: Meaning and Importance; ISO 9000

Series, Competency management meaning & importance. People capability, maturity, model – meaning and importance. HRD experiences in India, Emerging and perspectives.

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

REFERENCES

1. Bhatia, B.S. Batra G. S. (2001). *Human Resource Development*, Vol. 6. Deep & Deep Publications.
2. Biswajeet Pattanayak, (2002). *Human Resource Management*, New Delhi: Prentice Hall.
3. Bhonsle, Y. B. (Ed), (1977). *Personnel management*, The Indian Scene, New Delhi: S. Chand & Co.
4. Craich Robert, L. (1987). *Training and Development – Hand book*, New Delhi: McGraw Hill Pub.
5. Chandra S. (1988). *Human Resource policy; A blue print in alternative approaches and strategies of HRD*, Jaipur: Pub.
6. Edward. B. (1976). *Principles of Personnel Management*, New York: McGraw Hill Book Co
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10. Davar, R. S. (1979). *Personnel Management and Industrial Relations*, New Delhi: Vikhas Pub.
11. Muri, M.G., and Muir, J. B. (1973). *A Guide to personnel management*, Washington: Bureau of National affairs.
12. Prasad, Lallan. (1973). *Personnel management and industrial relations in public sector*, Bombay: Progressive Corporation.
13. Jeya Gopal, R. (1993). *Human Resources Development – Conceptual analysis and strategies*, New Delhi: Sterling pub.
14. Singh, P. N. (1993). *Developing and managing Human Resources*, Bombay: Scuhandra pub.
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16. Memoria C.B. (1984). *Personnel Management*, Bombay: Himalaya Pub. House.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
93	5	4	31	67

SEMESTER: III

Elective Course : III
Course Code: 18PSW3EC3:2

Hours : 6
Credits: 4

SOCIAL WORK WITH PLHIV

Objectives:

On completion of the course the student will be able:

1. To know HIV/AIDS and target groups
2. To understand the assessment and counselling
3. To describe the preventive programmes
4. To acquire the skills to work with PLHIV
5. To apply the social work intervention

Unit – I

HIV/AIDS: Introduction to Sexually Transmitted Diseases. Overview of epidemiology of HIV / AIDS situation in the World and India, Issues in voluntary counseling & Testing. Pre-test and Post-test Counseling. Target groups – sex workers, MSM, Truck drivers, IVDU (Intravenous drug abuse) Street children.

Unit - II

Assessment, Intervention; Psychological and social factors; opportunistic infection like Tuberculosis, Skin diseases, Cancer, Herpes, STD, Liver disorders; Emphasis on gender sensitivity. Transgender issues.

Unit - III

Awareness Raising and Preventive Programmes– Sex education – peer influence / pressure – Adolescent behaviour –Sex, Alcohol and Drugs interplay – Use of condoms, prevention and control of STDs, HIV / AIDS – Healthy Sexuality and reproductive behaviour and relationship gender equity. HIV infection and pregnancy. Needle and condom distribution. Stigma and Discrimination against HIV/AIDS- A conceptual framework and basis for action.

Unit - IV

Social, ethical and legal issues involved. National AIDS Control Programmes (NACP). Role of NGOs, ICTC, PPT, VCT and ART centers. Essential skills to efficiently manage HIV / AIDS and STDs. Social Support Systems -Counseling the family - partner and children Strategies. Conducting and managing awareness programmes, Role of Social Workers Supportive groups - NP+, Positive Network.

Unit - V

Social Work Intervention: Working with the HIV/ AIDS patient living with HIV infection: Systemic approach – trust, confidence and confidentiality. Initial assessment, history taking and

Intervention. Behaviour change communication.

References

1. Das, A.K. (1998) Strategies for Prevention and Control of HIV/AIDS in Developing Countries; Medicine Update, Vol 8, 230-5.
2. Ministry of National Health And Welfare (1983) Straight Facts about Drugs and Drug Abuse; Canada.
3. Paranjape, Dr. Romah & Dr. Sanjay Mehendale, (2003), AIDS- Updated Information- The Only Medicine, Chennai, Macmillan, India Ltd.
4. Sherly, Joseph,(2005), Social Work Practice & Men who Have Sex With Men, New Delhi, Sage Publication.
5. Terrence C. Cox, Michael R. Jacobs,(1983) Drugs and Drug Abuse – A Reference Text; Eugene Leblanc & Joan A Marshman Toronto; Addiction Research Foundation. UNAIDS Best Practice Collection.
6. Willow, Pequegnet, Jose Sz Apocznik (2000) Working With Families In the Era of HIV/AIDS, New Delhi, Sage Publication Pvt Ltd.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
72	17	6	36	23

SPECIALIZATION A - MEDICAL & PSYCHIATRIC SOCIAL WORK

SEMESTER: IV

Core Course : XIII

Specialization Course: III

Course Code : 18PSW4CC13A

Hours : 6

Credits: 5

MEDICAL SOCIAL WORK

Objectives:

On completion of the course the student will be able:

1. To know the concepts of health and illnesses
2. To understand the psychosocial impact of illnesses
3. To describe multidisciplinary team work
4. To list out the areas and role of medical social worker
5. To apply social work interventions in medical settings

Unit I

Medical Social Work: Definition, concept, objectives, its nature, Origin of Medical and Psychiatric Social Work, Need and scope, Principles, Skills, **Historical development in India** and abroad; Medical Sociology and its relevance to Medical Social Work practice. **Practice of Social Work methods in hospital settings**, **Scope and limitations of practice**, Roles and functions of a **Medical Social Worker**.

Unit II

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

Unit III

Psychological, Social and economic implications of illness and disability for the patient and his family; Concepts of patient as a person, patient as a whole, the **psychosomatic** approach. Multidisciplinary team work: Need, importance and principles; **Role of Social Worker as a member of the team**.

Unit IV

Specific needs and problems of patients and their families; Need for assistance and role of the medical social worker in the following settings: Outpatient unit, Intensive care unit, Pediatric ward, Maternity ward, Abortion clinic, Family planning centre, STD clinic, HIV clinic, Orthopedic department, Cardiology department, Blood bank, Hansensorium, Sociological Perspectives on Illness, **Access to Health Care**, Social Epidemiology, Nutrition, Childhood Disorders, TB Sanatorium and **Cancer hospitals**.

Unit V

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

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1. Bartlell, Harriet M. (1961). *Social work practice in health field*, New York: National Association of Social Workers.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
80	20	5	19	44

SPECIALIZATION B - HUMAN RESOURCE MANAGEMENT

SEMESTER: IV

Core Course : XIII

Specialization Course: III

Course Code : 18PSW4CC13B

Hours : 6

Credits: 5

ORGANIZATIONAL BEHAVIOUR AND DEVELOPMENT

Objectives:

On completion of the course the student will be able:

1. To know about organizational behaviour
2. To distinguish between foundation of individual behaviour and group behaviour
3. To understand the structure and functions of organizational behaviour
4. To classify organizational dynamics

Unit I

Organizational Behaviour: Definition, Meaning, challenges, opportunities, need and importance, scope, organizational behaviour - models, Organizational behaviour in a Global context. Organizational Behaviour, concept and theories, Leadership, traits, typology Organisation Climate and Team building

Unit II

Foundation of Individual Behaviour: Biographical characteristic, Physical and Intellectual abilities, emotional intelligence, Attitudes; **Job satisfaction, Job involvement and organizational commitment.** Personality: Types, factors influencing personality. Perception: importance, factors influencing perception, Motivation: Definition, importance, types, theories, Transactional analysis, Johari window

Unit III

Foundation of Group Behaviour: Organization structure, Group structure, group decision making, Group dynamics. Communication; Concept, process, types and effectiveness. Leadership; Concept, styles, finding and creating effective leaders. **Conflict in organizations;** nature, **process, negotiation.**

Unit IV

Functions of Organization Structure: Complexity, Formalization, Centralization, Decentralization, Division of labour, Authority and Responsibility, Span of control, Departmentalization. Organization design; Strategy, Organization size. Organization culture: definition, types, ethical issues.

Unit V

Organizational Dynamics: Work stress; Definition, potential forces, consequences and managing stress, Quality of work life, organizational climate, factors affecting organizational climate. Legislations related to Social security, salient features.

REFERENCES

1. Stephen, P. R. Robins. (2001). *Organizational Behaviour*, (9th Ed.) Prentice Hall of India.
2. Hellriegel, Slocum and Woodman. (2001). *Organizational Behaviour*, (9th Ed.), South-Western: Thomas Learning.
3. Nirmal Singh. (2003), *Organizational Behaviour*, New Delhi, Deep & Deep Publication.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
70	3	3	28	39

SPECIALIZATION C - COMMUNITY DEVELOPMENT

SEMESTER: IV

Core Course : XIII

Specialization Course: III

Course Code : 18PSW4CC13C

Hours : 6

Credits: 5

TRIBAL COMMUNITY DEVELOPMENT AND PROJECT MANAGEMENT

Objectives:

On completion of the course the student will be able:

1. To know the unique nature and social system of tribal community
2. To understand the tribes problems
3. To describe the administrative structure and programmes
4. To apply the concept of project management and implementation

Unit I

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

Social System of Tribes: Socio economic conditions; Cultural and religious aspects; status of women: dress, food, & marriage-polygamy, polyandry, Dormitory marriage; Status of Children; Tribal leadership and Political Participation -Local, State, and National levels.

Unit II

Problems of Tribes: Child Marriage, Poverty, Ill-health, Illiteracy, Sexually Transmitted Diseases and Acquired Immune Deficiency Syndrome, Exploitation and atrocities on tribes; Immigration and its related problems. Lack of infrastructure facilities and amenities; Tribal Resettlement and Rehabilitation and its related problems. Tribal Movements and Tribal Revolt, Naxalpari movement.

Unit III

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

Tribal Development Programmes: Tribal Development Policies, Tribal Area Development Programme; Hill Area Development Programmes; Tribal Sub-Plans, Forest land cultivation, Need and Importance of social work practice in Tribal areas, Application of social work methods in tribal development, Problems in implementation of tribal development programmes.

Unit IV

Introduction to project Management: Concept, Objectives, Principles, Scope, Importance and Methodology. Micro and Macro level planning. Project Dimensions: identification and Formulation; Detailed Project Report (DPR). Project appraisal: Technical, economic and financial feasibility. Participatory Development (Participatory planning and participatory Rural Appraisal (PRA), Participatory Management and Participatory Evaluation).

Unit V

Planning and Management of Project Implementation: Activity planning, Network Analysis, Monitoring Of Development Projects: Management Information System, Project Evaluation: Programme Evaluation And Review Technique (PERT) And Critical Path Method (CPM). Resource Mobilization: Techniques of Fund Raising; Statutory Requirements For The Formation Of Society And Trust; Foreign Contribution Regulation Act. Special Provisions Related To Income Tax Exemption For Development Organizations.

REFERENCES

1. Babuji, M. (1993). *Tribal Development Administration*, New Delhi: Kanishka Pub.
2. Devendra Thakur, (1994). *Tribal life in India* (Ten Vols), New Delhi: Deep & Deep Pub.
3. Chaudhuri, (1981). *Tribal Development in India*, Delhi: Inter India Pub.
4. Patel, M.C. (1983). *Planning Strategy for Tribal Development*, New Delhi: Inter India Pub.
5. Rajeeva, (1988). *An Introduction to the Tribal Development in India*: Dehradun, International.
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7. Singh & Vyas, (1989). *Tribal Development*, New Delhi: Himanshu.
8. Wayne, Mondy R., Holmes Robert E., & Edwin Flippo, (1983). *Management concept and practices*, (2nd Ed.). Boston: Allyn and Baco Inc.

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
72	14	20	38	14

SPECIALIZATION D - FAMILY AND CHILD WELFARE

SEMESTER: IV

Core Course : XIII

Specialization Course: III

Course Code : 18PSW4CC13D

Hours : 6

Credits: 5

WELFARE OF THE YOUTH AND THE AGED

Objectives:

On completion of the course the student will be able:

1. To know the demographic profile of youth
2. To list the youth movement and youth welfare in India
3. To understand the concept of aged
4. To identify the services for aged

Unit I

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

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

Unit II

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

Unit III

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

Unit IV

Aged: definition, types, demographic profiles aging population in rural and urban gerontology; theories of aging; dimension of aging. Changing status of the aged in India society. Problems of the aged- health, family, social relation and employment; perspective on the population of aging in India; retirement as a social and economic event; family, social, economic and religious life of retired people.

Unit V

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

REFERENCES

1. Geetha Gowri R., Reddy P.J. & Usharani D. (2003). *Elderly Women*, New Delhi: Discovery publishing house.
2. Gurusamy, S. (2013). *Inclusive Growth in India*, Chennai: MJP Publishers.
3. John, V.V. (1974). *Youth and National Goals*, Delhi: Vishwa Yuvak Kendra.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
79	8	8	72	14

SEMESTER: IV

Core Course : XIV
Course Code : 18PSW4CC14

Hours : 6
Credits: 5

FIELD WORK PRACTICUM -IV

- a. Placement of students in agencies based on their specialization
- b. Agency placement for a minimum of 30 days for 2-3 days per week/semester

Guidelines for Medical and Psychiatric Social Work Students

1. Practice of Social Case Work with 5 clients
2. Practice of Social Group Work with 2 groups
3. 1 Community based programme

Guidelines for HRM Students

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

Guidelines for Community Development students

1. Exposure to DRDA/Panchayat Union and Administration
2. Orientation to community based surveys/PRA
3. Practice of Social Work methods in community settings (Rural/ Tribal areas)
4. Organize atleast 1 need based Community programme

Guidelines for Family and Child Welfare students

1. Practice of Social Case Work with 5 clients
2. Practice of Social Group Work with 2 groups
3. 1 Community based programme
4. Knowledge of family and child welfare programmes

Evaluation (Field Work Practicum for Semester IV)

Internal Evaluation – 40 marks

- 1. Activities & Field Work Reports - 15 marks
 - 2. Agency Supervisor Evaluation - 25 marks
- 40 marks

External Evaluation – 60 marks

- Evaluation of Field Work Reports - 15 marks
 - Evaluation of Field Work Activities:
 - 1. Case Work & Group Work Practice - 15 marks
 - 2. CO Programme - 10 marks
 - 3. Viva-voce - 20 marks
- 60 marks

Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
15	11	4	7	5

SEMESTER: IV

Elective Course : IV
Course Code : 18PSW4EC4:1

Hours : 6
Credits: 4

DISABILITY AND SOCIAL WORK

Objectives:

On completion of the course the student will be able:

1. To know the concept of disabilities
2. To classify the types of disability
3. To understand the impact of disability
4. To describe the intervention strategy
5. To identify the policies and international initiatives

UNIT I:

Understanding Disability: Definition, Types, Magnitude and causes, needs and problems of disabilities, Approaches towards disability: Medical/Clinical, Psychological, Economic, Vocational, Human Rights, and Socio Political approaches.

UNIT II:

Types of disability – physical, sensory, intellectual, multiple disabilities, learning developmental disabilities, psychosocial disability – causes, types and care for persons with disabilities (medical and other interventions including aids and appliances); process of rehabilitation early identification, education, vocational rehabilitation and social inclusion and empowerment within the family and community.

UNIT III:

Impact of disability on individuals and their families: reactions of parents/family members and ways of coping. Needs and problems of persons with disability and their families across the life span and at critical stages in their lives and social work intervention at each stage,

UNIT IV:

Disability counseling skills and Intervention strategies: Individual, group, and family levels, self help/support groups, assertiveness training, life skills enrichment; family level - family crisis intervention, family centered intervention, parent guidance, parent training, Role of social worker in different settings such as hospital and treatment centres, home, educational institutions, vocational rehabilitation centres, the community; multidisciplinary rehabilitation team and their roles.

UNIT V:

Disability intervention strategies at community and policy levels – awareness, community education, community based rehabilitation, advocacy and lobbying.

International Initiatives: Understand and review International initiatives in the field of disability and UN instruments - United Nations Convention on the Rights of Person with Disabilities 2006. **National Initiatives:** Provisions in the Constitution of India and related

legislations in India: The Rehabilitation Council of India Act 1991, the Persons with Disability Act 1995, National Trust Act 2000 and Action taken by the government and their inclusion in development and rehabilitation, using the right based perspectives; State's role in implementation of legislations.

REFERENCES

1. Arvindrai, N Desai, (1990). *Helping the Handicapped (Problems and prospects)*, New Delhi: Ashish publishing house.
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
63	24	1	31	14

SEMESTER: IV

Elective Course : IV
Course Code : 18PSW4EC4:2

Hours : 6
Credits: 4

HEALTH CARE AND MANAGEMENT

Objectives:

On completion of the course the student will be able:

1. To understand the concept of health
2. To know hygiene and its influence on health
3. To acquire knowledge on nutrition and balanced diet
4. To describe health work in community
5. To identify techniques and skills needed for Health education and management

UNIT - I

Concepts of Health: Spectrum of health - Its Relationship to Welfare -Factors influencing health status of individuals- Multiple causation of diseases- Factors involved in the process of disease transmission- Specific and Comprehensive Health Indicators. Health care models, medical health prevention and promotion model, Introduction; Measures to control insurance fraud and abuse, Case studies, IT and control of health insurance frauds and abuse,

UNIT – II

Hygiene: Personal, Food and Environmental Hygiene; Environmental Pollution – Living Conditions: Housing, Sanitation, Waste disposal; Environmental health problems and their influence on health.

UNIT – III

Nutrition and Health: Nutrition groups- Functions, Sources and Requirements; Calorie requirements for different age groups - Balanced Diet, Malnutrition and Deficiency Diseases and Nutritional support.

UNIT – IV

Health Work in the community: Major Health problems related to women and children, School Health, First Aid- Concept and method dealing with victims of various accidents, Community Mental Health.

UNIT – V

Health Education and Management: Meaning and Importance, Principles of Health Education, Techniques and Strategies for various community groups, Use of Audio-Visual Aids and Mass Media –Family Planning: Importance and methods; Health Management Strategies for Lifestyle Diseases, Community based health insurance, Social Health Insurance, ESIS and CGHS.

REFERENCE:

1. Ahmed M.N. (2005). *Hygiene and Health, First Edition*, New Delhi: Anmol Publications Pvt Ltd.
2. Goel S.L. (1984). *Public Health Administration, First Edition*, New Delhi: Sterling Publishers.
3. Kumar R. (1992). *Social and Preventive Health Administration, Second Edition*, New Delhi: Asia Publication House
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Total number of topics	No of topics relevance on			
	Local	Regional	National	Global
47	9	4	18	29