JSS COLLEGE OF ARTS, COMMERCE AND SCIENCE,
(Autonomous)

B.N.ROAD, MYSURU 25

MASTER OF SOCIAL WORK

MSW

SYLLAB US

CREDIT BASED, CHOICE BASED CONTINUOUS ASSESSMENT PATTERNED EDUCATION SYSTEM

(Regulations, Scheme of Examination and Course Content)

2017-18

P.G. DEPARTMENT OF SOCIAL WORK

MSW- I Semester

Compulsory additional papers for non BSW students

Sl. No.	Code No.	Paper Title	L	T	P	Credits
1	NSW-1	**Social Science Perspectives for Social Work** **Practice**	-	-	-	-
2	NSW-2	**Term Project**	-	-	-	-

1. A bridge course will be conducted for a period of 5 days covering the required

course input. There are no credits allotted to this course and no written examination

too. However, attendance of 75% is compulsory.

2. Paper code: NSW2 : **Term project**:

The term project is a team-exercise consisting 3 to 5 students. The team is expected to select a theme relevant to current social issues in consultation with the supervisor and make an exhaustive survey of literature on the chosen theme including empirical studies made on the same.

Further, the group shall also collect the experiences or opinions of people on the issues and make a detailed presentation. Flexibility is accorded in planning and executing the term project. Creative and analytical approaches are to be carried out under the direct supervision of a faculty supervisor.

The report of the term project has to be submitted before the end of theory examination of the first semester. The term project is offered only for the non-BSW students. However, students with BSW background are also encouraged to

opt for the term project, as an innovative approach in social work, if they desire so.

DISTRIBUTION OF CREDITS

Sl. No.	Course Type	Credits
1	HARD CORE (HC)	52
2	SOFT CORE (SC)	20
3	OPEN ELECTIVE (OE)	04
	TOTAL	76

Semester- wise Distribution of Course Content and Credits

I Semester

Sl. No.	Course Code	Course Title	L:T:P	Credits
1.	SWA 010	Social Work - History and Ideologies	2:1:0	3
2.	SWA 020	Work with Individuals and Families	2:1:0	3
3.	SWA030	Work with Groups	2:1:0	3
4.	SWA040	Work with Communities	2:1:0	3
5.	SWA050	Human Growth and Development	2:1:0	3
6.	SWA060	Social Work Practicum – I	0:1:2	3
		Total		**18**

II Semester

Sl. No.	Course Code	Course Title	L:T:P	Credits
1.	SWB010	Social Work Research and	2:1:0	3

Sl. No.	Course Code	Course Title	L:T:P	Credits
		Statistics		
2.	SWB020	Management of Developmental and Welfare Services	2:1:0	3
3.	SWB030	Social Work Practicum – II (Social Work Camp and Summer Placement)	0:0:3	3
4.	SWB040	Social Work Practicum - III	0:1:2	3
5.	SWB220/ SWB240	Communication and Counselling / Gandhian Approach To Welfare & Development	3:1:0	4
6.	SWB210/ SWB230	I)Personal and Professional Growth OR II)Population and Environment	2:1:0	3
			Total	19

III Semester

Sl. No.	Course Code	Course Title	L:T:P	Credits
1.	SWC010	Human Resource Management	2:1:0	3
2.	SWC020	Social Work Practicum – IV	0:1:2	3

3.	SWC030 SWC040	Employee Relations and Legislation / Social Work With Rural & Tribal Communities	2:1:0	3
4.	SWC220 SWC250	Preventive and Social Medicine and Medical Social Work / Rehabilitation & After Care Services	2:1:0	3
5.	SWC230/ SWC240	I)Social Policy, Planning and Development OR II)Legal System in India	2:1:0	3
6.	SWC510	Gerentological Social Work	4:0:0	4
	SWC610	Society and Social Work		
			Total	**19**

IV Semester

Sl. No.	Course Code	Course Title	L:T:P	Credits
1	SWD060	Organizational Behavior and Organizational Development	2:1:0	3

2	SWD020	Mental Health and Psychiatric Social Work	2:1:0	3
3	SWD050	Major Project	0:2:4	6
4	SWD030	Social Work Practicum – V	0:1:2	3
5	SWD040	Social Work Practicum – VI (Block Placement)	0:0:2	2
6	SWD210/ SWD220	Human Resource Development and Employee Wellness/Case Studies	3:1:0	4
			Total	**21**

Note: In a Semester for only one Soft Core Course, there can be two choices.

Programme Outcomes of Master of Social Work

PO1: Develop the capacity to project self as a professional.

PO2: Equipped to work in various fields of Social Work

PO3: Equipped with the knowledge of Social dynamism with the experience of working in different settings in their field work practice.

PO4: Develop the skills and capacities to work in a multidisciplinary team.

PO5: Imbibed with the core values and principles of Social Work and develop the ability to apply the same.

PO6: Develop the capacity to undertake Research.

Programme Specific Outcomes:

PSO1: Equip to work in the Community Development Programmes.

PSO2: Develop the capacity to work in the field of Human Resource as Labour Welfare Officers, HR Executives and liaison officers.

PSO3: Develop the skill to work as medical and psychiatric social workers.

PSO4: Equip with the skill to work in family and Child Welfare Centres.

PSO5: Develop the capacity to work in correctional settings.

Name of the Programme:
The Programme shall be called **' Master of Social Work' (MSW)**. **Duration of the Course:** The Programme of study **for MSW Degree** shall extend over a period of four semesters spreading over two academic years. **Regulations:**   **ELIGIBILITY FOR ADMISSION TO MSW COURSE**

Candidates who have passed BSW/ BA / B.Sc. / B.Com. / BBM/ B.C.A / LLB of the University y of Mysore or any other university recognized as equivalent there to are eligible for admission to MSW course. Candidates will be selected for admission as per the general guidelines issued from the University of Mysore from time to time. The Department/University shall conduct entrance examination for admission to the course.

The examination is of two hour duration and the question paper comprises of 100 objective t ype questions - 20% questions from general knowledge and current social issues, 60% from science & social sciences, and another 20% questions will be from reasoning and numerical ability. Merit will be assessed on the basis of performance in the entrance examination and performance in the undergraduate examination on equal weightage.

Odd semester (I Semester)

Course code: NSW -1
Course Title: SOCIAL SCIENCE PERSPECTIVES FOR SOCIAL WORK PRACTICE

INTRODUCTION

This course provides the learners basic understanding of relevant concepts from social sciences to help the learners to study and understand social phenomenon. Further, it helps the learner develop skills for social analysis and understand developmental processes.

Course Outcome

CO 1	Understand the concepts to examine social phenomenon.
CO 2	Develop skills to analyse Indian society and change.
CO 3	Understand change and conflict.
CO 4	Understand the system for economic order.
CO 5	Develop skills for social analysis.
CO 6	Understand the development and its impact.

Course Content

UINIT I
Sociology and its relationship to other disciplines: Meaning, scope and significance - Its relationship with other social sciences such as History, Economics, Politics, Psychology, Anthropology and Social work.

Society and Culture: Society as a system of relationship - Social Structure: Meaning, status and roles - Culture: Meaning and contents-Tradition, customs, values, norms, folklore and mores.

Indian Society: Composition of Indian Society: the concept of unity amidst diversity
- Social classification in India: Tribal, rural and urban divisions - Social stratification in India: Meaning, caste, class divisions.
Socialization: Meaning, process of socialisation - The development of self - Agencies of socialisation.

UINIT II
Social Groups, Social Institutions and Social Control - Meaning and types: Primary and Secondary groups, in-groups and out-groups, reference groups - Types of social institutions: Marriage, Family, Religion, State and Law.
Meaning and Functions: Social Control exercised through the social institutions
Social Change: Meaning, characteristics and factors inducing change with reference to India.
Social Movements in India: Meaning, factors essential for a Movement - Dominant social movements in India - Social reform movement and contributions of social reforms - Peasant movement - Trade Union movement - Social movements and social change in India.

UINIT III
Development - A Human Right Perspective: Social Ideals of Indian Constitution - Fundamental Rights - Human Rights.

Socio-economic order and comparative economic system: Capitalism, Socialism and Mixed economy, their features, merits and demerits - Marxian political economy.

Social Analysis: Significance of social analysis: A brief analysis of socioeconomic, political and cultural systems - Inter-linkages in the Indian context.

UINIT IV

Under-development and its causes and Contemporary Development Dynamics: A historical overview with reference to developing countries of Asia, Africa and Latin America - North-south relations, world trades, Multinational corporations and their influences on Third World economics - Trends and counter trends (Paradoxes) in the global, political, economic, military, ecological and socio-cultural spheres.

Theories of Economic Development, Globalisation and its impact on Developing
Countries: Stages of growth theory - Structural internationalist theory
Privatization, liberalization and structural adjustment programmes - Role of international financial institutions.

REFERENCES

1. Acuff, F. Gene; Allen, Donald E. and Taylor Lloyd, A. 1973 — From Man to Society, Hinsdale, Illinois, The Dryden Press.

2. Agrawal, A. N. and Lal Kundan 1989 — Economics and Development and Planning, Delhi, New Vikas Publishing House Private Limited

3. Augushine, John S. (Ed.) 1989 — Strategies for Third World Development, New Delhi: Sage Publications.

4. Basu, Durga Das. 1983 — Introduction to the Constitution of India, New Delhi, Prentice-Hall of India Private Ltd.

5. Bert N. Adams. 1975 — A Sociological Interpretation, Chicago: Rang McNally College.

6. Bharadwaj, A. N. 1979 — Problems of SC/ ST in India, New Delhi: Light and Life Publication.
Delhi: Tata McGraw Hill Publishin

7. Bhushan, Vidya and Sachdev, D.R. 1999 — An Introduction to Sociology, Allhabad, Company Limited. Kitab Mahal

Descrochers, John. 77 — Methods of Social Bangalor

8. Broom, Leonard, Charles M. Bonjean, Dorothy, H. Broom. 1990 — Sociology, Wadeforth Publication Co. Analysis, Centre for Social Action Belmount.

Deshpande, Narain. — Society Economy of Polity in India,

9. Chakraborthy, Bimal 1996 — The United Nations and Third World, New Srinkvasan Mumbai: University of Mumbai.
1978

10.

11.

12. Elsenhans, Hartmut. 1991   Development and Under Development: The History, Economics and Politics of North South Relations, New Delhi: Sage Publications.

13. Ely Chinoy. 1967   Society - An Introduction to Sociology, New York: Random House.

14. Haralambos, Michael. 1980   Sociology, Delhi: Oxford University Press.

15. Jain, P. C. 1991   Social Movements among Tribals, New Delhi, Rawat Publication.

16. Kapadia, K. M. 1966   Marriage and Family in India, London: Oxford University Press.

17. Kingsley, David. 1969   Human Society, New York.

18. Kolenda, Pauline. 1987   Regional differences in Family Structure in India, Jaipur: Rawat Publication.

19. Maudelbaum, David M. 1970   Society in India, Vol. I and II, University of California Press.

20. Nagardra, S. P. 1994   Development and Change, New Delhi: Concert Publishing Company.

21. Nana Poku Lloyd Pettiford (Ed.) 1998   Rebuilds up the Third World, London: Macmillan Press Limited.

22. Narang, B. S., and Dhawan , R. C. 1983   Introduction to Social Sciences, Delhi: C.B.S. Publication.

23. Panday Rajendra. 1986   The Caste System in India-Myth and Reality, New Delhi: Criterion Publication.

24. Pandey, A. K. 1997   Tribal Society in India, New Delhi: Manak Publishing Ltd.

25. Rao, D. Bhaskar, 1998   World Summit for Social Development, New Delhi: Discovery Publications.

26. Rao, V. Lakshmana 1994   Essays on Indian Economy, New Delhi:

Ashish
Publishing House.

27. Reddy, D. V. 1994	Development and New International Economic Order, New Delhi: Deep and Deep Publications.
28. Ross, Aileen D. 1961	The Hindu Family in its Urban Setting, Delhi: Oxford University Press.
29. Rugman, Alan 2000	The End of Globalization, London: Random House.
30. Sharma, S. L. (Ed.) 1986	Development: Socio-Cultural Dimensions, Jaipur: Rawat Publications.
31. Sharma, K. L. (Ed.) 1999	Caste and Race in India, Mumbai: Popular Prakashan.
32. Sharma, R. K. 1997	Indian Society - Institution and Change, New Delhi: Atlantic Publishers.
33. Singh, K. S. 1985	Tribal Society in India, New Delhi: Manohar Publishing House.
34. Srinivas, M. N. 1996	Village, Caste, Gender and Method (Essay in Indian Social Anthropology), Delhi: Oxford University Press.
35. Steveus Smart M., Laura S. Smart. 1976	Families Developing Relationships, New York: Macmillan Publishing Co.
36. Tandon, B. B., and Tandon, K. K. 1997.	Indian Economy, New Delhi: Tata McGraw-Hill Publishing Company Limited
37. Verghese, K 1992	General Sociology, Delhi: Macmillan Co,

Paper code: NSW 2

TERM PROJECT

The term project is a team-exercise consisting 3 to 5 students. The team is expected to select a theme relevant to current social issues in consultation with the supervisor and make an exhaustive survey of literature on the chosen theme including empirical studies made on the same.

Further, the group shall also collect the experiences or opinions of people on the issues and make a detailed presentation.

Flexibility is accorded in planning and executing the term project. Creative and analytical approaches are to be carried out under the direct supervision of a faculty supervisor.

The report of the term project has to be submitted before the end of theory examination of that semester to the Department of Social Work, University of Mysore, Mysore through the supervisor and Chairman/Principal of the college.

The term project is offered only for the non-BSW students. However, students with BSW background are also encouraged to opt for the term project, as an innovative approach in social work, is they desire so.

Evaluation of the term project will be done along with the viva-voce examination by the viva-voce committee, constituted for the assessment of social work practicum or similar committee may be constituted, if required.

Odd semester
Course code: SWA010
Course Title: SOCIAL WORK - HISTORY AND IDEOLOGIES

INTRODUCTION
This course aims at introducing the learners to a critical inquiry into the history and ideologies of social change and professional social work.

Course Outcome

CO 1	Learn the details of Indian History of Social work Profession
CO	Understand in depth Values and principles of Social work

CO 2		
CO 3	Identify in depth Indian Ideologies for social change in Ancient Period	
CO 4	Deliberate the details of Contemporary Ideologies for Social change	
CO 5	Learn the details of Western Ideologies for Social Change and History of Social Work	

Course Content:

UNIT I

Indian History of Social Work Profession: Introduction - Beginning of social work education - Welfare versus developmental orientation in social work - Professionalization of social work values, education, knowledge and professional associations - Goals, values, functions/roles and process of social work - Interface between professional and voluntary social work, social work ethics.

UNIT II
Indian History of Ideologies for Social Change -Ancient period: Vedic, Vedantic and non-Vedic Ideologies, Spirituality - Medieval period: Zoroastrianism and Islam in India - Mysticism of Bhakti and Sufi movements and Sikhism.

Modern period: Christianity in India - Hindu reform movements - Dalit movements
- Gandhian ideology and Sarvodaya movement – Nationalism - Ideology of the
Indian Constitution - Ideology of voluntary organisations and voluntary action.

UNIT III
Contemporary Ideologies for Social Change: Neoliberalism and Globalisation - Post modernism - Multiculturalism - Ideology of action groups and social movements - Ideology of non-governmental organisations.
Role of state in providing social welfare services.

UNIT IV

Western History of Ideologies for Social Change: Organized and scientific charity - Beginning of social work education - Clinical social work - Ecological social work - Attributes of a profession.

Western History of Social Work Profession - Medieval period: Judeo-Christian- ideologies - Secular humanism and Protestantism - Modem period: Rationalism and Welfarism - Liberalism and democracy - Utilitarianism and Social Darwinism - Socialism and human rights - Emerging ideologies of professional social work.

REFERENCES

1. Agarwal, M. M. 1998   Ethics and Spirituality, Shimla: Indian Institute of Advanced Study

2. Alastair, Christie (Ed.) 2001 Men and Social Work: Theories and Practices, New

                                York, Palgrave.

3. Banerjee, G. R.   Papers on Social Work: An Indian Perspective, Bombay, Tata Institute of Social Sciences.

4. Banks, S. 1995   Ethics and Values in Social Work: Practical Social Work Series, London: Macmillan Press Ltd.

5. Borgatta, E. F. (Ed.) 1992   Encyclopedia of Sociology, New York: Macmillan.

6. Brieland, Donald; Costin Lela B.; Atherton, Charles R. and Contributors 1975   Contemporary Social Work - An Introduction to Social Work and Social Welfare, New York, McGraw-Hill Book Company.

7. Butrym, Zofia T. 1976   The Nature of Social Work, London, Macmi1lan Press Ltd.

8. Chatterjee, P. 1996   Approaches to the Welfare State, Washington, D.C.: National Association of Social Workers.

9. Congress, E. P. 1998   Social Work Values and Ethics, Chicago: Nelson- Hall Publishers.

10. Desai, Armaity S. 1994   A Study of Social Work Education in India, Bombay, Tata Institute of Social Sciences, Vol. I and II

11. Desai, M. 2000   Curriculum Development on History of Ideologies for Social Change and Social Work, Mumbai: Social Work Education and Practice Cell.

12. Diwakar, V. D. (Ed.) 1991 Social Reform Movements in India: A Historical Perspective, Bombay: Popular Prakashan.

13. Encyclopedia of Social... 1987   Encyclopedia of Social Work, Silver Spring, Maryland: National Association of Social Workers.

14. Encyclopedia of Social... 1987   Encyclopedia of Social Work in India, New Delhi: Ministry of Welfare.

15. Feibleman, J. K. 1986   Understanding Philosophy: A Popular History of Ideas, New York: Souvenir Press.

16. Fink, A. E. 1945   The Field of Social Work, New York, Henry Holt and Co.

17. Friedlander, Walter A and. Apte, Robert Z. 1982   Introduction to Social Welfare, New Delhi, Prentice–Hall

18. Ganguli, B. N. 1973   Gandhi's Social Philosophy, Delhi: Vikas Publishing House.

19. Gore, M. S. 1993   The Social Context of Ideology: Ambedkar's Social and Political Thought, New Delhi: Sage.

20. Gore, M. S. 1965   Social Work and Social Work Education,

	Bombay, Asia Publishing House.
21. Jacob, K. K. (Ed.) 1994	Social Work Education in India -- Retrospect and Prospect Udaipur, Himansu Publications.
22. Joseph, Sherry (Ed.) 2000	Social Work: In the Third Millennium (Some Concerns and Challenges), Sriniketan, Department of Social Work, Visva-Bharati.
23. Kappen,S.1994	Tradition Modernity Counterculture: An Asian Perspective, Bangalore: Visthar
24. Kothari, S. and Sethi, H. (Eds) 1991	Rethinking Human Rights, New Delhi: Lokayan.
25. Moorthy, M. V. 1974	Social Work - Philosophy, Methods and Fields, Dharwar, Karnatak University.
26. Noel and Timms, Rita 1977	Perspectives in Social Work, London, Routledge and Kegan Paul.
27. Nigel Parton and Patrick, O'Byrne 2000	Constructive Social Work - Towards a New Practie, New York, Palgrave
28. Panikkar, K. N. 1995	Culture, Ideology Hegemony: Intellectual and Social Consciousness in Colonial India, New Delhi: Tulika.
29. Skidmore, Rex A. and Thackeray, Milton G. 1982	Introduction to Social Work, New Jersey, Prentice-Hall, Englewood Cliffs
30. Stroup, H. H. 1960	Social Work - An Introduction to the Field, New Delhi, Eurasia Publishing House.
31. Tata Institute of Social Sciences Social Work Educators Forum (TISSSWEF) 1997	Declaration of Ethics for Professional Social Workers, The Indian Journal of Social Work, 58(2), 335-341
32. The Cultural Heritage...	The Cultural Heritage of India (Vols. 1-6), Calcutta: The Ramakrishna Mission.
33. United Nations 1992:	HumanRights: Teaching and Learning About Human Rights. UN: New York.
34. University Grants Commission1980, 1990	Review of Social Work Education in India: Retrospect and Prospect, New Delhi: UGC. Curriculum Development Centre's Report: New Delhi, University Grants Commission.
35. Wadia, A.R. 1968	History and Philosophy of Social Work in India, Bombay, Allied Publishers.
36. Woodrofe, K. 1962	From Charity to Social Work, London: Routledge, and Kega Paul.
37. Yelaja, S. A. 1982	Ethical Issues in Social Work, Springfield, Charles,

C. Thomas.

38. Young, Pat 1985   Mastering Social Welfare, Macmillan Master Series, London, Macmillan Education Ltd.

Journals/ Magazines
Economic and Political Weekly, The Indian Journal of Social Work, Lokayan Bulletin and Vikalp.

Odd semester
Course code: SWA 020
Course Title: WORK WITH INDIVIDUALS AND FAMILIES

INTRODUCTION

This course aims to develop simple to complex skills of working with individuals and families in various crises, preventive, facilitative and developmental.

Course Outcome:

CO 1	Learn in details with application of social case wok as method of Social Work
CO 2	Learn in detail the Values and principles of Social Case work
CO 3	Learn the details of theories and process of Casework
CO 4	Specify in depth application of Social Case work in different settings

Course Content

UNIT I
Social casework: Definitions, scope, historical development - Influence of psychoanalysis on casework - Introduction of casework as a method of social work - Concepts of adjustment and maladjustment - Philosophical assumptions and casework values.

Principles of casework: Individualization, acceptance, non-judgmental attitude, participation, relationship, effective communication of feeling, client self-determination, and confidentiality.

Components of social casework: The person, the problem, the place and the process. Process in casework: Study, assessment, intervention, evaluation, follow-up, and termination.

UNIT II
Types of problems faced by Individuals and families; individual differences and needs - Family assessment in casework practice.

Theories and approaches: Psycho-social approach, Functional approach, Problem- solving approach, Crisis Theory, Family intervention, Behavioural modification, Transactional analysis and Holistic approach.

UNIT III
Tools for Help: Case work tools: Interview, home visit, observation, listening, communication skills, rapport building.
Records: Nature, purpose and principles of recording.

Techniques of casework: Supportive, resource enhancement and counseling.
Self as a professional: Professional self - Conflicts and dilemmas in working with individuals and families.

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

REFERENCES

1. Banerjee, G. R. 1967	"Concept of Being and Becoming in the Practice of Social Work", Indian Journal of Social Work, Mumbai: Tata Institute of Social Sciences.
2. Banerjee, G. R. 1971	"Some Thoughts on Professional Self in Social Work", Indian Journal of Social Work, Mumbai:Tata Institute of Social Sciences.
3. Banerjee, G. R.	Papers on Social Work - An Indian Perspective, Bombay, Tata Institute of Social Sciences.
4. Barba, J. G. 1991	Beyond Casework; London: Macmillan.
5. Bergh, M. V. 1995	Feminist Practice in the 21st Century, Washington: National Association of Social Workers.
6. Biestek, F. P. 1957 George	The Case Work Relationship, London, Allen and Unwin.
7. Hamilton, G. 1946	Principles of Social Case Recording, New York, Columbia University Press.
8. Hamilton, G. 1950	Theory and Practice in Social Case Work, New York, Columbia University Press
9. Hartman, A. and Practice, Laird, J. 1983	Family Centered Social Work New York: The Free Press.
10. Hollis, Florence. 1964	Case Work - A Psychological Therapy, New

York: Random House.

11. Joel Fisher. 1978
Eclectic

Effective Case Work Practice - An

Approach, New York: McGraw Hill.

12. Mathew, Grace 1992   An Introduction to Social Case Work, Bombay, Tata Institute of Social Sciences.

13. Nursten, Jean. 1974 Publications.   Process of Case Work, G.B: Pitman

14. Perlman, H. H. 1957   Social Case Work: A Problem Solving Process, Chicago. The University of Chicago Press.

15. Pippins, J. A. 1980 Sage   Developing Case Work Skills, California:

Publications
.

16. Richmond, M. E. 1922 Introductory   What is Social Case Work? An

Description, New York: Sage Foundation.

17. Richmond, M. E. 1917   Social Diagnosis, New York, Free Press.

18. Sainsbury,Eric, 1970   Social Diagnosis in Case Work, London: Routledge and Kegan Paul.

19. Sena F. Fine and Paul H. Glass. 1996   The First Helping Interview Engaging the Client and building Trust, Sage Publication. '

20. Timms, N. 1964   Social Case Work: Principles and Practice, London: Routledge and Kegan Paul.

Odd semester
Course code: SWA 030
Couse Title: WORK WITH

GROUPS INTRODUCTION

This course aims at developing the understanding of Group Work as a
method, developing skills for intervention, and gaining knowledge of the
scope of this method in various settings.

Course Outcome:

CO 1	Identify in detail the concept of group and group work
CO 2	Learn the process of Group Work
CO 3	Understand in depth Group dynamics and skills in group work
CO 4	Learn in depth application of Group work in different settings

Course Content

UNIT I

Introduction and history of Group Work: Understanding of groups -
Characteristics and significance of group - Definition of Social Group
Work - Characteristics of Social Group Work - Purpose of Social Group
Work; Historical evolution of group work with special emphasis on the
Indian Context.

Type of Groups: Types and approaches based on objectives and purpose -

Type of membership - Time duration - Social group work in different settings

and analysis of group processes.

Values and Principles in group work and Characteristics of Group formation:
Values in social group work- Principles in group work - Assumptions
underlying social group work - Factors of group formation - Formulation
of goals - Identification of problems for work.

Pre-group and Initial Phase: Planning model - Characteristics of pre group
phase - Group structures - Facilitation skills and role of worker in pre-
group and initial phase.

UNIT II

Group Processes and Group Dynamics: Importance of group processes - Typical patterns - Processes in different type of groups - Worker's skills in identifying and understanding processes - Bond, sub-groups, role. Leadership - Isolation - Decision making - Conflict – Communication - Relationships.

UNIT III

Middle Phase and Use of Program: Characteristics of middle phase - Group structures - Group dynamics - Facilitation skills - Role of group workers - - Comparison across phases - Concept and principles - Program planning - Skills in program planning

Facilitation: Knowledge of skills and techniques for effective work with groups/problem solving.
Recordings in Group work: Importance of recording in social group work - Principles of recording - Recording structure - Types of recording.

UNIT IV

Evaluation in Groups and Termination Phase : Importance of evaluation - Types of evaluation - Methods of evaluation - Need for termination - Types of termination - Characteristics of termination phase - Worker's skills.

Application of Group Work: Application in health settings, school settings, family welfare settings, industrial settings, women and child welfare settings.

REFERENCES

1. Alissi, A. S. 1980   Perspectives on Social Group Work
Practice:

                              A Book of Readings, New York: The Free Press.

2. Balgopal, P. R. and   Groups in Social Work - An
Ecological
   Vassil, T. V. 1983   Perspective, New York: Macmillan
                                 Publishing Co.
                                      Inc.

3. Brandler S. and   Group Work: Skills and Strategies for
Effective
   Roman, C. P. 1999   Interventions, New York: The Haworth Press.

4. Davies, Bernard 1975   The Use of Groups in Social Work
                              Practice, London, Routledge and Kegan Paul.

5. Garland, J. A. (Ed.) 1992   Group Work Reaching Out: People, Places
and

                              Power, New York: The Haworth Press.

6. Garwin, C. 1987   Contemporary Group Work, New York:
                              Prentice- Hall Inc.

7. Kemp, C. G. 1970   Perspectives on the Group Process, Boston: Houghton Miffiin C.

8. Klein, A. F. 1970   Social Work through Group Process: School of Social Welfare, Albany: State University of New York.

9. Konopka, G. 1963   Social Group Work : A Helping Process, Englewood Cliff. N J: Prentice-Hall Inc.

10. Milson, Fred 1973   An Introduction to Group Work Skills, London, Routledge and Kegan Paul.

11. Northen, H. 1969   Social Work with Groups. New York: Columbia University Press.

12. Pepell, C.P. and York: Rothman, B.   Social Work with Groups, New The Haworth Press.

13. Sundel, M., Glasser, Sarri, R., and Vinter, R. 1985   Individual Change through Small Groups, New York: The Free Press.

14. Tom, Douglas 1978   Basic Group Work, London, Tavistock Publications Ltd.

15. Toselane, R. W. and Practice, Rivas, R. F. 1984   An Introduction to Group Work New York: Macmillan Publishing Co.

16. Trecker, Harleigh B. 1970   Social Group Work: Principles and Practice, New Work:Association Press.

17. Wilson, G. and Boston: Ryland, G. 1949   Social Group Work Practice, Houghton Mifflin, Co,

Odd semester
Course
code:SWA040
Course Title: WORK WITH

COMMUNITIES INTRODUCTION

Community   organization / development, as   a   method   of   social   work
practice, is seen as a means to facilitate communities towards self-directed
change. It takes   as   its   basis   the   inequalities   in   society   manifested
through processes of marginalization, discrimination or disempowerment
of groups, which have resulted in the loss of control over resources, be
they tangible or intangible. The strategies of Community Organisation
practice being addressed as part of the course cover a range spanning
different ideologies, from those being people-initiated, and those that are
initiated by the elite. Community   organization is seen   as   a   means as
well as an end, where collective processes are to sustain the community's
capacity to bring about change.

 Course Outcome
CO1   Learn in details with examples concept of Community and Community
organization Practice

CO2   Deliberate in details with examples Understanding Human Rights in
Community

CO3   Learn in depth models and strategies of Community Organization

CO4   Understand the skills of Community organizer

CO5   Understand in depth Micro and macro policies of community Organizaion

**Course
Content**

UNIT I

Community: Concept, characteristics, types and
functions.
Understanding   of   community   organisation   practice: Definition   of
community organisation,   values   and   principles   of   Community
Organisations,   ethics   of community organisation practice.

Community   Organisation   Practice: Community   work   within   social
work, Understanding Human Rights in community organisation practice.
Historical development of community organisation
practice.

Power: Concept of power - The range of perspectives - Dimensions
of power relevant to community organization.

Empowerment: Concept of Empowerment - Barriers to, process and
cycle of empowerment.
Gender and Empowerment: Gender sensitive community organization
practice

UNIT II

Models and Strategies of Community Organization - Locality Development Model - Social Planning Model - Social Action Model - Select methods of public interest mobilization, litigation, protests and demonstrations, Dealing with authorities, Public Relations, Planning, Monitoring and Evaluation - Roles in different models attributes and attitude.

UNIT III

Community Organization as a Method: Relevance of community organisation as a method across different spheres of social work intervention and relook at own attitudes.
Skills of Community Organization Practitioner: Problem analysis, resource mobilization, conflict resolution, organizing meetings, writing and documentation, networking, training.

UNIT IV

Strategy and Roles: Unionization as a strategy - Advocacy in community organization.
Current debates in Community Organisation Practice: Emerging issues - Impact of macro policies.

REFERENCE S

1. Arora R. K. (Ed.) 1979   People's Participation in Development Process: Essays in Honour of B. Mehta, Jaipur: the HCM State Institute of Public Administration.

2. Battern, T. R. 1962   The Non-Directive Approach in Group and Community Work, London: Oxford University Press.

3. Brager, G. and   Community Organisation, New
   York: Specht, H. 1969   Columbia University Press.

4. Battern, T. R. 1965   The Human Factor in Community Work, London: Oxford University Press.

5. Dandavate, M. 1977   Marx and Gandhi, Bombay: Popular Prakashan Pvt.

    Ltd.

6. Dayal, R. 1960   Community Development Programme in India, Allahabad: Kitab Mahal Publishers.

7. Dunham, Arthur E. 1970   The Community Welfare Organisation, New

York, Thomas Y. Crowell.

8. Gandhi, M. K.   Sarvodaya (I'he Welfare of All), Ahmedabad: Navjivan Publishing House.

9. Gangrade, K. D. 1971   Community Organisation in India, Bombay, Popular Prakashan.

10. Henderson, Paul; Jones,   The Boundaries of Change in Community David and Thomas,   Work, Boston, George Allen and Unwin. David N. 1980

11. Lal, A. K. 1977   Politics of Poverty: A Study of Bonded Labour. New Delhi: Chethana Publications.

12. Marulasiddaiah, H. M. 1987   Community: Area and Regional Development in India, Bangalore, Bangalore University.

13. Mayo H., Jones D. 1974   Community Work, London: Routledge and Kegan Paul.

14. McMiller, W. 1945   Community Organisation for Social Welfare, Chicago: University of Chicago Press.

15. Murphy, C. G. 1954   Community Organisation Practice, Boston: Houghton Mifflin Co.

16. Patnaik, U. and   Chains of Servitude, Bondage and Dingwaney, M. 1985   Slavery in India. Madras: Sangam Books Pvt. Ltd.

17. Polson and Sanderson. 1979 Rural Community Organisation, New York: John Wiley and Sons.

18. Ramchandra Raj, G. 1974   Functions and Dysfucntions of Social Conflict, Bombay: Popular Prakashan.

19. Ross Murray G. 1967   Community Organisation: Theory, Principles and Practice, New York: Harper and Row.

20. Siddiqui, H. Y. 1997   Working with Communities: An Introduction to

Community Work, New Delhi: Hira
Publications.

21. Shivappa R. 2009   STREAMS IN THE RIVER- A Journey Into
                            Inclusive Concerns, Dhatri Pustaka, Bangalore

22. Sussman, M. B. 1959   Community   Structure   and   Analysis,   New
                            York: Thomas Y. Crowell Co.

**Course   code:
SWA050
Course Title: HUMAN GROWTH AND**

DEVELOPMENT INTRODUCTION

The course aims to introduce the learners to the development of the
individual across the life span, in a system and an ecological perspective.
It also provides an understanding   of   human   development   and
behaviour,   in   contextual   influences, including individuals in
disadvantaged or special contexts.   The   theoretical
inputs are to enhance the understanding of people's growth, health, and
development at various stages as bio-psycho-socio-spiritual being over the
life span.

Course Outcome

CO   Learn in detail Human life span and principles of growth and
1   development

CO
2   Understand the details of Developmental stages of Human Life span

CO
3   Understand the theories of Human Development and learning

CO   Understand the theories of Basic Human Needs, motivation, Personality
4   and intelligence

**Course
Content**

UNIT I
Life Span: Beginning of life - Human reproductive system; Fertilization
and Foetal development - Delivery and pre-natal and post-natal care and
their importance in development.
Principles of growth and development - Methods of studying human
behaviour, - Role of   heredity and environment   - Social customs

traditions, values in parenting and child rearing practices, deprivation and development during stages of life span. Understanding of the Indian concept of life span stages.

UNIT II

Developmental periods: Infancy, babyhood, childhood, puberty, adolescence -. Growth, hazards, lifestyle effects

Adulthood - Growth, personal and social adjustment, health, sexuality, vocational and marital adjustment.

Aging - Characteristics, hobbies, adjustment, physical and mental health, death, dying and bereavement.

Special focus is on psychosocial development, moral development, and personality development vis-a-vis the influence of the contexts of development., (The contexts here refers to gender, family, significant others, neighbourhood: peers, school, community, work place and other larger contexts like the society and culture. Emphasis is placed on the Indian context of development, variations from the normal patterns of development and views on the stages)

UNIT III

Theories of Human Development: A critical look at the theories of human development - Freud's psychosexual theory, Erikson's psychosocial theory, learning theories.

UNIT IV

Basic human needs: Physical, psychological and intellectual needs, stress - Coping and social support.

Motivation, frustration and conflicts - Emotions and emotional behaviour. Personality: Definition, nature, types and assessment of personality.

Intelligence: Concept, levels of intelligence, influence of heredity and environment, assessment of intelligence.

Relevance of Psychology to social work practice across the stages of development, period specific needs, tasks and challenges.

REFERENCES

1. Anastasi, Anne 1988   Psychological Testing, New
                                York, Macmillan Publishing
                                Company.

2. Baltes, P. B. (Ed.) (1978)   Life span Development and Behaviour.
                                New York: Academic Press, Inc.

3. Bronfenbrenner, U. 1979   The Ecology of Human
                                   Development,   Cambridge:
                                Harvard University Press.

4. Chowdary, D. P. 1992   Aging and the Aged, New Delhi: Inter-
India

                                Publications

.

5. Feldman Robert S 1997   Understanding Psychology, 4th Edition, Tata McGraw Hill Publishing Company Limited, New Delhi

6. Gore, M. S. 1978   Changes in the Family and the Process of Socialisation In India, In Anthony, E. J. & Colette, C. (Eds.). The Child in his Family, Wiley, 365-374.

7. Gore, M. S. 1992   Aging and the Future of the Human Being, The Indian Journal of Social Work, 53 (2),
                                  210-
                                  219.

8. Hurlock, Elizabeth B. 1978   Child Growth and Development, New Delhi, Tata McGraw-Hill Publishing Company Ltd.

9. Hurlock, Elizabeth B. 1975   Developmental Psychology, New Delhi, Tata McGraw-Hill Publishing Company Ltd.

10. Kail, R. V. and   Human Development, Pacific Grove,
    Cavanangh, J. C. 1996   CA: Brooks/ Core Publishing
    Company.

11. Kakar, S. 1979   Indian Childhood, Cultural Ideals and Social Reality, Delhi: Oxford University Press.

12. Kakar, S. 1982   Identity and Adulthood, Delhi:
Oxford

                                University Press.

13. Kakar, S. 1970   Conflict and Choice - Indian Youth in a Changing Society, Bombay: Somaiya Publications.

14. Kakar, S. 1978   Images of the Life Cycle and Adulthood in India, In Anthony, E. J. and Colette, C. (Eds.) The Child in his Family, Wiley. 319-332
                                .

15. Kaplan, P. S. 1988   The Human Odyssey:

Life-Span Development, St.Paul, West Publishing Company.

16. Le francois, G. R. 1990   The Life Span, Third Edition, University of Alberta.

17. Magmesson, D. and   Human Development: An International
    Allen, V. C 1983   Perspectives, New York:
                    ,Academic
                    Press. Chapters 1,5,6,11,14,16,19,21.

18. Maier, H. W. 1965   Three Theories of Child Development, N.Y.: Harper and Row Publishers.

19. Misra, G. (Ed.) 1990   Social Psychology in India, New Delhi: Sage Publications.

20. Rapoport, Rhona and   Growing through Life, Lifecycle
    Book, Rapoport, Robert 1980   New York: Harper & Row
    Publishers.

21. Sharma, N. 1999   Adolescent Girl Child in India, News Bulletin of the Indian Council of Child Welfare.

22. Sheehy, G. 1976   Passages: Predictable Crisis of Adult Life, New York: Bantam Books.

23. Sige1man, C. K. and   Life-Span Human Development, 2nd
    Shaffer, D. R.   1995   Edition, Pacific Grove, CA:
                    Brooks
                    Cole Pub1ishing Company.

24. Smolack, L. 1993   Adult Development, New Jersey: Prentice-Hall.

25. Sternberg, R. J. and   Practical Intelligence: Nature and Origin
    Wagner, R. K. 1986   of   Competence   in
                    Everyday   World, London:
                    Cambridge University Press.

26. Veedon, R. 1993   Death in OId Age and Bereavement
                    Counselling, Indian Journal of Social Work,
                     54 (1),85-
                        92.

27. Weiner, E. A. and   Assessing Individuals: Psychological
    Stewart, B. J. 1984   and Educational Tests and Measurements, Boston, Little, Brown and Co.

Odd semester Course Code: SWA060

Title: SOCIAL WORK PRACTICUM - I

Course out Come

CO1   Understand the structure and functioning of NGOS

CO2   Understand the details of intervention skills to work in
NGOS

Orientation provides information

regarding.

i. the importance and place of the practicum in the educational
programme.
ii. the purpose, functions and ethics in professional

practice.

In the first four weeks, the learners may make a local directory to include emergency numbers of Hospitals/ PHCs/ Police/ Panchayath Office and Network Agencies along with references to other developmental and welfare services in the location.

Visits - provide an exposure to and understanding of the services provided in responses to people's needs. (Agencies in health setting, education, community, institutional services, criminal justice system, civic administration, rehabi1itation etc.)

Structured experience laboratory - is a classroom activity, which provides opportunities through the games/activities, to form the involvement of self in various practice skills. These laboratory experiences are designed in small groups to encourage participation, sharing of the experience and aid in examining learning and applications of skil1s. These sessions have a specific objective of experiencing self, and applying /using self in practice. (Relationship skills, Communication skills etc., will be focused)

Concurrent practice learning of two-days a week - on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent, each week of the semester.
The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work.

Even semester (II Semester)

Course Code: SWB010
Course Title: SOCIAL WORK RESEARCH AND STATISTICS

INTRODUCTION

This course is to equip learners to utilize, and conduct research as service managers to improve services, evaluate, and develop new services and intervention methods: strategies and techniques and also, be an effective

consumer of other researches.

Course out come

CO 1   Understand the meaning, objectives and scope of Social Work Research

CO 2   Understand in detail the Process of Social Work Research

CO 3   Learn in depth Data Analysis and Interpretation

CO 4   Learn the Application of Statistics in Social Wok Research

.

Course Content

UNIT I

Science - Meaning and assumptions, scientific approach in comparison to the native or common sense approach.

Scientific attitude; Scientific method; application of scientific method for the study of social phenomena.

Research: Definition and objectives, Social Work Research: Meaning, objectives, functions and limitations; Scope of social work research in India; Agencies sponsoring and conducting social work research, ethics in research.

Problem identification: Criteria for the selection of research problem; Problem formulation.
Concepts, constructs, variables, conceptual and operational definitions.
Hypothesis:
Meaning, importance, uses and requirements.

UNIT II

Design of research: Definition and importance; types of research design; exploratory,

descriptive, experimental, evaluative design, participatory research and action research.

Source and Types of Data: Primary and secondary, objective and subjective, qualitative and quantitative.

Sampling: Sample and population: Rationale and Characteristics of sampling;
methods of sampling, general considerations in the determination of sample size.

Methods of collection of primary data:

Observation: Structured and unstructured; participant and non-participant. Questionnaire, interview schedule and interview guide. Pilot study and Pre-testing.

Scales: Need for scales, some prominent scaling procedures. Case study: Meaning, uses, steps.

Secondary data: Official data, personal documents, problem in the use of secondary data

UNIT III

Processing of data: Content, editing, coding data classification, manual and mechanical tabulation of data; frequency distribution, diagrammatic and graphic presentation - use of computers.

Issues related to Social Work Research: Interpretation of data, research reporting: contents of research report: foot-note, references, bibliography, preparation of abstract; the art of making book review.

UNIT IV

Statistics: Definition, functions and importance

Measures of Central Tendency; Measures of Dispersion.

Chi-square, Correlation Coefficient, 't' distribution; Analysis of Variance and 'F' distributio n.

SPSS package.

REFERENCES

1. Ackoff, R. L. 1962   Scientific Method: Optimizing Applied Research

                              Designs, New York: John Wiley and Sons.

2. Anderson, J. et al. 1970   Thesis and Assignment Writing, New Delhi: Wiley

                               Eastern
                               Limited.

3. Bailey, Kenneth, D. 1987   Methods of Social Research, New York: The Free

                               Press

4. Blaikie, Norman. 1993   Approaches in Social Enquiry, Cambridge: Polity

                               Press
                               .

5. Blalock, H. M. 1972   Social Statistics, New York: McGraw Hill.

6. Blalock, H. M. and Blalock, A. M. Methodology in Social Research; New
York: (Eds.) 1968   McGraw-Hill.

7. Coolidge, Frederick L. 2000 Statistics: A Gentle Introduction, New Delhi:
Sage

Publications
.

8. Crabtres, B. F. and Miller,   Doing Qualitative Research, New
Delhi: W. L. (Eds.) 2000   Sage Publications.

9. Cranstein, A. and Phillips,   Understanding Social Research: An
Introduction, W.R.1978   Boston: Allwyn and Bacon.

10. Denzin, Norman, K. &   Handbook of Qualitative Research (II
ed.), Lincoln, Y. S. (Eds.) 2000   New Delhi: Sage Publications.

11. Field, Andy. 2000   Discovering Statistics Using SPSS for
Windows: Advanced Techniques for
Beginning, New Delhi: Sage Publications.

12. Foster, J. J. 1998   Data Analysis Using SPSS for Windows:
A Beginner's Guide, New Delhi: Sage
Publications.

13. Gahan, Celis and   Doing Qualitative Research Using QSR,
NUD, Hannibal, Mike. 1998 IST, New Delhi: Sage Publications.

14. Geltung, J. 1961   Theory and Methods of Social Research,
London: George Allen & Unwin

15. Goode, W. J. and   Methods in Social Research, New York,
McGraw- Hill.

Hatt, P. K. 1962

16. Gupta, S. P. 1984   Statistical Methods, New Delhi, Sultanchand
and

Sons
.

17. Jefferies, J. and   Beginning Statistics: An Introduction for Social
Diamons, I. 2000   Scientists, New Delhi: Sage
Publications.

18. Krishnaswamy, O. R. 1993 Methodology of Research in Social

Sciences, Bombay, Himalaya Publishing
House.

19. La1das, D. K. 2000   Practice of Social Research, Jaipur, Rawat
Publications
.

20. Manheim, Henry, L. 1977   Sociological Research: Philosophy and
                              Methods, Illinois:The Dorsey Press.

21. Marshal1, Gatherine and   Designing Qualitative Research, III
    Edition, Rosaman, G. B. 1999   New Delhi: Sage Publications.

22. May, Tim. 1997   Social Research: Issues, Methods
                                 &   Process, Buckingham: Open
                              University Press.

23. Moser, C. A. and   Survey Methods in Social Investigation,
    London: Kalton, G, 1977   Heinemann Educational Books

24. Mukherji, Partha N.   Methodology in Social Research: Dilemma,
     (Ed.) 2000   and Perspectives, New Delhi: Sage
                               Publications.

25. Nagel, Ernest. 1984   The Structure of Science: Problems in the
Logic of

                                 Scientific
                              Explanation.

26. Padgett, Deborah, K. 1988 Qualitative Methods in Social Work
                              Research, New Delhi: Sage Publications.

27. Polansky, N. A. (Ed.) 1960 Social Work Research, Chicago, University
of

                              Chicago
                                 .

28. Ramchandran, P. 1990   Issues in Social Work Research in India,
                              Bombay: Institute for Community
                              Organisation Research.

29. Ramachandran, P. 1990   Issues in Social Work Research in India,
                              Bombay, Tata Institute of Social Sciences.

30. Reid, William J. and   Research in Social Work, New York: Columbia
    Smith, Andrey D. 1981   University Press.

31. Rosenberg, M. 1968   The Logic of Survey Analysis, New York:
Basic

                              Books
                                 .

32. Rubin, A. and   Research Methods for Social Work,
    California: Babbie, K. 1993 Brooks Cole Publishing Co.

33. Sellits, Glaire et al. 1976 Research Methods in Social Relations, New
                              York:Holt, Rinebart and Winston.
    34. Shah, F. V. 1977   Reporting Research, Ahmedabad:
                                       Rachna
                              Prakashan
                                 .

35. Shaw, Ian and Lishman, Delhi: Joyce. (Ed.) 1999	Evaluation and Social Work Practice, New Sage Publications.
36. Silverman, David (Ed.)	Qualitative Research,. New Delhi: Sage Publications.19 97
37. Society for Participatory Research in Asia, 1995 New	Participatory Research: An Introduction, Participatory Research, Network Series, No.3, Delhi: PRIA.
38. Stewart, Alex. 1998	The Ethnographer's Method, New Delhi: Sage Publications .
39. Yanow, Dvora. 1999	Conducting Interpretive Policy Analysis, New Delhi: Sage Publications.
40. Yin, Robert, K. 1.994	Case Study Research: Design and Methods, New Delhi: Sage Publications
41. Young, Pauline V. 1982	Scientific Social Survey and Research, New Delhi, Prentice-Hall of India Pvt. Ltd.

Course Code: SWB 020
Course Title: MANAGEMENT OF DEVELOPMENTAL AND WELFARE SERVICES

INTRODUCTION

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

Course Outcome:

CO 1   Deliberate in depth need for social welfare organization

CO 2   Learn the procedure of establishment of Human Service Organizations

CO 3   Understand the process of Management

CO 4	Learn in detail the concepts of Programme Development and Public Relations

Course Content

UNIT I

Social Services: Need for welfare and developmental organisations, Factors determining social welfare programmes, Development and Welfare organizations' response to societal needs; role of state, voluntary and corporate sector.

Management services: Types of settings, organizational characteristics like origin, nature, size, structure, and design, organizational climate and impact of socio- political environment - Management process: Vision, Planning, Organizing, Directing, Staffing, Coordination, Reporting, Budgeting.

Establishment: Registration, different types of legislations, legal status, constitution, rules and procedure, goals - Financial resources: Organizational Budget, Sources of finance, Fund Raising, Records, Audit.

UNIT II
Physical: All activities related to acquiring, hiring and maintaining importable structure and infrastructure, maintenance of premises and daily upkeep.

Enhancing the involvement and the potential of people in organization's executive boards, committees; professionals and other staff-relationship, communication, team work, and facilitating team building, supervision, and participation in training.

UNIT III

Programme Development: Programme management: long term, short term, and Documentation.

Project proposals based on felt-needs, nature of resources, eligibility criteria, records, evaluation and research.
Impact analysis - Qualitative and quantitative.

UNIT IV

Public Relations: Public relations need and its promotion by all in the organisation. Representing the organization, networking, public, corporate and voluntary sector, resource building, accountability, transparency, use of media for publicity.

Change and its Management: Understand and manage change, innovation in a rapidly changing social environment: for policy programmes and structure.

Organizational understanding: Conflict, conflict resolution, creating positive climate.

REFERENCE S

1. Choudhari, D. Paul. 1983 and   Social Welfare Administration, Delhi: Atma Ram

Sons
.

2. Garain, S. 1998   Organizational Effectiveness of NGOs, Jaipur: University Book House.

3. Garain, S.   Towards a Measure of Perceived Organizational Effectiveness in Non-government Organization, Mumbai: Indian Journal of Social Work, 54 (2), 251 -270.

4. Goel, S. L. and Jain, R. K. 1988   Social Welfare Administration: Theory and: Practice, Vol. I and II, New Delhi: Deep and Deep Publications.

5. Government of India   Evaluation of Social Welfare Programmes, Encyclopedia of Social Work. Vol. 1, 297 - 310.

6. Haimann, A. 1982   Professional Management and Practice, Delhi: Eurasia Publications.

7. Hasenfeld, Y and English, R. (Eds.) 1978   Human Service Organizations. Ann Arbor: University of Michigan Press.

8. Hauman, A. 1962   Professional Management and Practice, Delhi: Eurasia Publications.

9. Jackson, J. 1989   Evaluation for Voluntary Organizations. Delhi: Information and News Network.

10. Kapoor, K. K. 1986   Directory of Funding Organizations, Delhi: Information and News Network.

11. Lauffer, A. 1977   Getting the Resources You Need, New Delhi:
Sage

                              Publications
                                   .

12. Lauffer, A. 1977   Understanding Your Social Agency, London:
Sage

                              Publications
                                   .

13. Luthans, Fred. 1990   Organizational Behaviour, Boston, Irwin McGraw
Hill.

14. PRIA. 1990   A Manual on Financial Management - An
                              Accounts Keeping for Voluntary Organizations,
                              New Delhi: Society for Participatory Research in
                              Asia.

15. PRIA b   Training   of Trainers: A Manual   for
                              Participatory Training   Methodology   in
                                        Development,   New Delhi: Society
                              for Participatory Research in Asia.

16. Sachdeva, D. R. 1998   Social   Welfare   Administration   in   India,
                              Allahabad, Kitab Mahal.

17. Siddiqui, H. Y. 1984   Social   Work   and   Social   Action,   New
                              Delhi: Hamam Publications.

18. Skidmore, R. A. 1983   Social   Work   Administration,   New   Jersey,
                              Prentice- Hall.

19. Slavin, S. (Ed.) 1978   Managing Finance, Personnel and Information
in

                              Human Services, New York: Howorth Press.

20. Slavin, S. (Ed.) 1978   Social   Administration,   New   York: The
Haworth

                              Press
                                   .

21. Weiner, M. 1982   Human Service Management, Illinois: The
Dorsey

                              Press
                                   .

22. Young, Pat 1985   Mastering   Social   Welfare,   London,
Macmillan

                              Master Series, Macmil1an Education Ltd.

Code : SWB030
Title: SOCIAL WORK PRACTICUM -

II:

Course Outcome:

CO1	Identify in details with application, analysis of rural dynamics and observe the functioning of local self government
CO2	Learn the Direct Practice with client system and ongoing management operations

SOCIAL WORK CAMP:

Rural/ Tribal camps with a duration of 7 - 10 days - provide opportunities to experience rural life, analyze rural dynamics, and observe the functioning of local self government and voluntary organisations. This experience aids peer participation in planning for activities for own group and those for local people. It also helps develop skills to carry out, evaluate, and report the experience.

SUMMER PLACEMENT:
Summer Placement - provides an opportunity to experience day-to-day work in a setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. The time frame recommended for this experience is about three weeks, after the first year of the post-graduate programme. The learner may use the same setting for data collection of research project, if such an arrangement is part of the plan.

Code: SWB040
**Title : SOCIAL WORK PRACTICUM –
III**

Course Outcome

CO
1
Understand the practice of Social Casework and Group Work

CO
2
Learn the details of Intervention skills in reality situations

Concurrent practice learning of two-days a week - on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent, each week of the semester. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work.

Even
semester
Course   Code:
SW220
Course title: COMMUNICATION AND COUNSELING

 INTRODUCTION

This paper relates the relevance of components of communication and counseling in
social   work
practice.

Course Outcome

CO 1	Understand the meaning, importance, purpose and process of communication
CO 2	Learn the use of Visual aids in communication
CO 3	Understand the counselling situations and approaches
CO 4	Specify the details of Practice of counselling in different settings

Course Content

UNIT I

Communication: Meaning   and   importance   of
communication.
Process   of   communication: Key   elements   in   the   communication
process   -   Communication,   message,   audience;   channel   of
communication. Verbal and non- verbal communication.

Basics   of
Communication.
Education   and   communication   for   national
development.

Page92

Interpersonal communication: Interviewing - Objectives, principles of interviewing;
listening, qualities of effective communicator.
Seminars, conferences, lectures, group discussion, panel discussion, symposium, workshop, role playing, simulation exercises, written communication, report writing, letter writing, article/essay writing, games, brain storming, street play, field work exposure.

UNIT II
Visual aids in communication: Poster making, use of notice boards, flip charts, charts, flash cards, photographs, pamphlets, slide shows.
Mass Communication: Television, exhibition, newspapers and magazines,
advertisements, radio, film, VCD/ DVD, e-mail, internet.
Impact of mass communication on society, family, marriage and child development. Communication Analysis and Planning: Planning and executing a communication
campaign on an issue using various methods of communication.

UNIT III
Counseling: Definition, nature and goals, areas of counseling; Historical background and origins of counseling, ethical nature of counseling, qualities of an effective counselor.

Counseling Situations: Developmental, preventive, facilitative, and crisis. Counseling and Psychotherapy - Skills in counseling - Establishing the relationship.

Process of Counseling.

Approaches to Counseling: Approaches; Theoretical base, thrust, goals, key concepts, techniques - Approaches like person-centered, rational-emotive, behavioural approaches, gestalt, existential approaches, Egans three stage model, eclectic model.

Indigenous Approach: Indigenous approaches of help and self-help like yoga, reflection. Act of Prayashchit.

UNIT IV

Couple and Family Counseling: Issues in such counseling, its process and stages.
Crisis
Counseling

Group Counseling: Counseling for groups - Process, advantages and disadvantages of group counseling.

Practice of counseling in family counseling centres, family courts, counseling bureau
- Premarital and marital counseling, vocational counseling centres, mental health centres, child guidance clinics, correctional institutions, deaddiction and rehabilitation centres, educational institutions.

REFERENCE S

1. Brown, Leland 1970 New   Communicating Facts and Ideas in Business,

Jersey: Prentice-Hall Inc., Englewood Cliffs.

2. Chandrashekar, C. R. Counselors, (Ed.) 1999   A Manual on Counseling for Lay-Bangalore, Prasanna Counseling Centre.

3. Dave, Indu 1983   The Basic Essentials of Counseling, New Delhi: Sterling Publishers Pvt., Ltd.

4. Desai, M. M.(Ed.) 1979   Creative Literature and Social Work Education, Bombay: Somaiya Publications Pvt. Ltd.

5. Desai, Murli (Ed.) 1994   Family and Interventions - A Course Compendium, Bombay, Tata Institute of Social Sciences.

6. D'souza, Y. K. 1999   Communication Today and Tomorrow, New Delhi: Discovery Publishing House.

7. Fisher, Dalmar 1999   Communication in Organisations, Second Edition, Mumbai: Jaico Publishing House.

8. Fullmer, D. W. and Delhi: Bernard, H. W. 1972   Counseling: Content and Process, New Thomson Press India.

9. Fuster, J. M. 2000   Personal Counseling, Eighth Updated Edition, Mumbai, Better Yourself Books.

10. Kennedy, E. 1977   On Becoming a Counselor - A Basic Guide for Non-professional Counsellors, Delhi: Gill and Macmillan.

11. Lakshmipathi Raju, M Practices, (Ed.) 1999 Visvavidyalayam.   Family Counseling: Perspectives and Tirupati, Sri Padmavati Mahila

12. Lewis,E. Patterson and   The Counseling Process, Stamford, Brooks /

Elizabeth, Reynolds Welfel 2000   Cole Thomson Learning,

13. Melkote, Srinivas R. 1991   Communication for Development in the Third World – Theory and Practice, New Delhi: Sage Publications.

14. Mohan, Krishna and   Developing Communication Skills,
Delhi: Banerji, Meera. 1990   Macmillan India Ltd..

15. Murphy, Robert D. 1977   Mass Communication. and Human Interaction, Boston:Houghton Miffiin Company.

16. Narang, Vaishna 1996   Communicative Language Teaching, New Delhi: Creative Books.

17. Narayana, Rao S. 1981   Counseling Psychology, New Delhi: Tata Mc Graw Hill Publishing Company Ltd.

18. Pollock, Thomas C1ark;   The Art of Communicating, New
York: Sheridan, Marion C;   The Macmillan Company.
Ledbetter, Frances and
Doll, Ronald C. 1955

19. Robert, G. Madden 1998   Legal Issues in Social Work Counseling
and

                      Mental Health, Sage Publications India Pvt., Ltd.

Course code: SWB240
Paper Title: GANDHIAN APPROACH TO WELFARE AND

DEVELOPMENT INTRODUCTION

The course aims at sensitizing the learner to the Gandhian approach and to utilize
some of the skills in practice.

Course Outcome
CO1: Develop an understanding of Gandhi's concept of society and his approach to social transformation.

CO2: Develop knowledge of the specific programmes formulated by Gandhi for rural reconstruction and the development of the weaker sections of society, with the focus on strategies and skills.

CO3: Develop the ability to identify similarities and differences between the Gandhian and professional social work approaches to social change, welfare and development.

Course Content

Unit I

Gandhian thought: Salient features of Gandhian thought; Gandhian values; Concepts and methods; Concept of a healthy society; Sarvodaya.

Unit II

Gandhian Approach: Economic and its organization: Ownership of property; Concept of trusteeship, distribution and economic equality; System of production, problems of mechanization, decentralization of production, rural- urban relationship

Unit III

Social Organisation: Marriage and family, position of women, social stratification, caste and untouchability, education and its role; Basic education.

Unit IV

Constructive programmes: Contents training of constructive workers, skills involved, nature of programmes; Boodan, Gramdan. Gandhian and Vinbobha's movements with special reference to Bhoodan and Gramdan

Gandhian and Professional Social Work Approach: Similarities and differences between Gandhian and professional approach to social development and welfare

REFERENCES

1. Dasgupta, S (Ed.) 1967   Towards Philosophy of Social Work in India, New Delhi: Popular Book Service

2. Bandopadhyaya, J 1969   Social and Political Thought to Gandhi, Bombay: Allied Publishers

3. Gandhi, M.K   Social Service, Work and Reform; 3 Volumes, Ahmedabad: Navijivan Press

4. Ganguli, B.N 1972   Gandhi's Vission of Ideal Society,
                            Hyderabad: Andhra Mahila Sabha
5. Iyer, R 1986   Moral and Political Writings of Gandhi,
                            Vol 3, Delhi: Oxford University Press

6. Kumarappa, J.C 1951   Gandhian Economic Thought, Bombay: Vora
and

                            Co.

7. Mishra, R.M 1972   Bhoodan Movement in India, Delhi : S Chand.

8. Nanda, B.R 1985   Gandhi and His Critics, Delhi: Oxford
University

                            Press

9. Narayan, J 1965   From Socialism to Sarvodaya, Varanasi: Sarva
Seva

                             Sang
                               h

10. Palkhiwala, N 1986   Relevance to Gandhi, New Delhi: Gandhi
Peace

                            Foundation
                                .

11. Unitahna, T.K.N 1979   Gandhi   and   Social   Change, Jaipur:
                            Rawat
                             Publication
                                s

Even
semester
Course Code: SWB210
Course title: PERSONAL AND PROFESSIONAL GROWTH.

INTRODUCTION

The course aims at enhancing personal and professional effectiveness by developing a continuous awareness and deeper insight into one's being. It encourages value clarification, upholding of professional ethics, and ability to make effective choices for integration. It provides opportunities to understand stress, stressors and methods to handle stress experienced.

Course Outcomes

CO1   Understand self and developing self awareness

CO2   Understand the details of emotions and emotional expressions

CO3   Understand in depth life skills

CO4   Identify in depth Values, attitudes and professional ethics

Course

Content:

UNIT I

Self and Self Awareness: Understand self through a cognitive construct/paradigm (two/three models from among those available may be offered as workshops). Suggested approaches are: Rational Emotive Therapy, Gestalt Approach, Transactional Analysis, Reality Therapy, Yoga for Therapy, Meditation Techniques.
Explore self as being, and understand the process of becoming. (through observation)
Practice consciously measures to sustain and experience continuous awareness. Observation and Reflection: Theory and techniques.
Communication Choices: Communication mode and patterns and effectiveness, Interpersonal communication, nature of choices made.

UNIT II
Emotions and their Expression: Emotions, nature of expression.
Understand own pattern of communication, choices made to express emotions, modes used, examine need for change.

Communication: Informal and knowledge and skills of rapid reading, writing, creative writing, report writing and public speaking.

UNIT III
Creativity and Self: Understand brain functions: Creativity, need and development Life Style: Conscious life style - enhanced life skills:

Communication, decision making, empathy, critical thinking, use of time and money, building and sustaining

bonds-relational, colleagial and personal.
Self defeating behaviour - nature and impact. Choices for change.

UNIT IV
Values, Attitude and Professional Ethics: Values and attitudes - their role in life, Value conflict - its impact, value clarification.

Integration: Through Eastern and Western approaches experience the processes of integration. Approaches recommended are: Yoga as a science, meditation (tool for meditation - own choice).

Stress / Burn out - Self help Methods: Stress, Stressors, nature and impact of stress, its expression, and burnout.

Spirituality and Growth.

REFERENCES:

1. Becavar, D. (Ed.) 1997   The Family, Spirituality and Social Work, Journal of Family Social Work, Vol.2, No.4,

2. Bhattacharya, K. 1971   The Indian Concept of Self, Bulletin
Ramakrishna

    Mission Institute of Culture, 22(8), August 1971. 304 -
13.

3. Burke, R, 1. 1982   Personality, Self-Image and Situational Characteristics of Effective Helpers in Work Settings, The Journal of Psychology, Vol. 112,213.

4. Byrne, D. 1966   Self-Concept, Ch. 12, 434. An Introduction to Personality: A Research Approach. New Jersey: Prentice Hall Inc.

5. Crum,J. K. 1976   The Art of Inner-listening. Theosophist, 97 (8), May 1976, 64-65.

6. Feldman Robert S 1997   Understanding Psychology, 4th Edition, Tata McGraw Hill Publishing Company Limited, New Delhi.

7. Grossbard, H 1954   'Methodology for Developing Self-Awareness, Journal of Social Casework, Vol. 35, No.9, 380-386.

Course code: SWB230
Course Title: POPULATION AND ENVIRONMENT

INTRODUCTION

The content has two aspects to it. Population dynamics and its relatedness to the environment, natural resources, utilization and their preservation.

Course Outcome

CO1	Understand the classification and characteristics of population and population policy
CO2	Understand the meaning and importance of population education
CO3	Deliberate Inter relatedness of Population and environment
CO4	Learn in details with application environment protection laws and role of social worker

Course Content

UNIT I

Characteristics of population: Population, determinants of growth. global concerns - Characteristics of Indian Population – Distribution by age, sex, literacy and occupation – Fertility trends - Birth and death ratio.

Population Policy, World Action Plan, Population Policy of India- Implementation; Initiatives – Government and NGO.

UNIT II
Family Planning: Objectives, scope, methods, implementation, mechanisms and progress.
Concept and Scope of Population education, family life education, sex education, and family planning education.

Population and Environment: Interrelatedness of human life, living organisms; Environment and natural resource – Environment, lifestyle, degradation. Environment management, maintaining, improving, enhancing – Current issues of Environment.

UNIT III

Natural Resources and Diversity: Utilisation and management – Forest, land, water, air, energy sources - Pollution - Sources, treatment, prevention - Soil, water, air, noise - Waste matter - disposal, recycling, renewal, problems, issues - Programmes for forest, land and water

management.

UNIT IV

Environment Protection Laws and Role of Social Worker: Acts related to environmental protection – Forest conservation- Water pollution – Standards and tolerance levels – Unplanned urbanization- Environmental movements in India -
Role of NGOs in Environmental issues – Government agencies in environmental protection – Social work initiatives at different levels.

REFERENCES

1. Cassen, R.H 1978	India Population, Economy and Society, London: Macmillan.
2. Family planning Association of India	Family planning Counseling Guide, Population Reports Service Series J.N 35 and 36
3. Fisher, W.F 1997	Towards Sustainable Development (Struggling over India's Narmada River), New Delhi: Rawat Publications.
4. Gadgil, and Guha. 1997	This Fissured Land – An Ecological History of India: Delhi: Oxford University Press.
5. Klieinman.R (Ed.) 1998	Family Planning Handbook for Doctors, Hertford: IPPF
6. Krishna. M. 1995	Air Pollution and Control, Kakinada: Kaushal and Co.
7. Miller, Jr. Tyler, G and California: Armstrong. 1982	Living in the Environment, Wordsworth International Group.
8. Mohan, R. 1985	"Urbanization in India's Future", Population and Development Review, Vol. 11(4)
9. Oxford, 1987	Our Common Future, Delhi: Oxford University Press.
10. Prasad, R.K	Population Planning, Policy and Programmes, New Delhi: Deep and Deep Publications.
11. Reddy, Laxmi, M.V.1994	Population Education, New Delhi: Asish Publication .
12. Ryding, S.O. 1992	Environmental Management Handbook, Ahmedabad: IOS Press.
13. Sapru, R.K (Ed.) 1987	Environment Management in India, Vol. II, New Delhi: Ashish Publishing House

14. Satapathy, N. 1998   Sustainable Development (An Alternative Paradigm), Ahmedabad: Karnavati Publications.

15. Seshadri and Pandey, J (Eds.) 1991   Population Education, A Natural Source Book, New Delhi: NCERT.

16. Sharma, P.D. 1995   Ecology and Environment, New Delhi: Rastogi Publishers.

semester (III Semester)

Odd Semester

Course code: SWC010

Course Title: **HUMAN RESOURCE MANAGEMENT**

INTRODUCTION

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

Course Outcome

CO1   Learn the concept and philosophy of Human Resource Management

CO2   understand the policies, sources and methods of talent acquisition

CO3   Deliberate in details with examples Compensation Management

CO4   Deliberate the changing scenario of strategic Human Resource Management

Course Content
UNIT I

Human Resource Management: Concept, scope, philosophy and objectives; Evolution; Approaches, Structure and Functions; Line and staff relations of HRM; HRM Model. Hierarchy, formal and informal structure, Organization chart/reporting structure.

Human Resource Planning: Concept and objectives; Human resource inventory; Human resource planning process; job analysis; job description; job specification; job design; career planning and career paths; job rotation.

UNIT II

Talent Acquisition: Goals; polices, sources and methods. Selection:

Concept, process. Talent Acquisition Tests, Theories and issues in psychological testing, Intelligence testing – theoretical background, Aptitude Testing, Personality Assessment, MBTI. Placement, Induction and socializing the new employee. Talent retention: Concept, importance and methods.

UNIT III

Compensation Management: Factors influencing compensation plans and policies; Job evaluation - Fixation of salary, components of salary. Pay for performance – Incentive Schemes, principles and types, Employee Stock Option Plan, compensation survey / review

UNIT IV

Strategic Human Resource Management (SHRM): Business strategy and organizational capability, SHRM: aligning HR with Corporate strategy, Strategic HR planning and Development, Change Management and restructuring and SHRM, Corporate Ethics, Values and SHRM, Competencies of HR professional in a SHRM scenario.

REFERENCES

1. Agarwal, R. D. (Ed.) 1973   Dynamics of Personnel Management in India, New Delhi: Tata McGraw-Hill Publishing Company.

2. Bhargava, P. P. 1990   Issues in Personnel Management, Jaipur: Printwell Publishers.

3. Chalofsky, Neal E and   Effective Human ResourceManagement, Reinhart, Carlene. 1988 London: Jossey Bass.

4. Chatteljee, Bhaskar 1999   The Executive Guide to Human Resource

          Management,New Delhi, Excel Books.

5. Desai, K. G. 1969   Human Problems in Indian Industries, Bombay, Sindhu,

6. Famularo, Joseph 1987   Handbook of Human Resource Administration, McGraw-Hill.

7. Fisher, Cynthia; Schoenfeldt   Human Resource Management, Third Lyle F. and Shaw, James, G. 1997   Edition., Boston, Houghton Mifflin Company.

8. Gary Desslar 1997	Human Resource Management, 7th Edition, New Delhi: Prentice Hall of India Pvt. Ltd.
9. Mamoria,C.B. 1989	Personnel Management, Bombay: Himalaya Publishing House.
. McKenna, Eugene and Resource Beech, Nic 1997	The Essence of Human Mangaement, New Delhi, Prentice – Hall of India Pvt. Ltd.
11. Moorthy,.M. V. 1992	Human Resource Management: Psycho- Sociological Social Work Approach, Bangalore, R & M Associates.
12. Pareek, Udai and Human Rao, T. V. 1982	Designing and Managing Resources, New Delhi, Oxford & IBH.

Odd semester
Code: SWC020
Title: SOCIAL WORK PRACTICUM - IV

Course Outcomes:

CO 1	Understand the structure and functioning of Industry/Hospitals/Human Service Institutions
CO 2	Learn in depth Intervention and managerial skills

Workshops: Skills Development - help learners acquire specific skills for situations encountered during practice and acquire skills for intervention. These may be for problems/ concerns, issues or situations like work with alcoholics, HIV/AIDS affected persons, adolescents for life ski11s development, youth for leadership development and couples for marital relationship and enrichment work with elderly. These workshops are to enhance skills/ develop new skills for practice in specific situation, specific problems and issues.

Concurrent practice learning of two-days a week -on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a

half days or its equivalent, each week of the semester. The learners may be placed in agencies or in communities to initiate

and participate in direct service delivery. Practice learning is a vital component of

the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work

Course code SWC030
Course Title: EMPLOYEE RELATIONS AND LEGISLATION

 INTRODUCTION

The purpose is to provide an in-depth knowledge about the relationship between employer, employee and the state, to bring out the importance of cordial employee relations for organizational productivity and gain an understanding of the mechanism of inter-personal relations,

collective bargaining and productivity improvement functions in the organisation through involvement of all groups.

Course outcome

CO1   Identify in details with application concept, philosophy and principles of employee relations

CO2   Understand in depth process of collective bargaining

CO3   Learn the employee legislations

CO4   Deliberate on functioning of trade unions in India

Course Content

UNIT I

Employee relations, History of industria1ization in India - Issues related to employees in organized and unorganized sector.

Concept, Definition, Philosophy and Principles of employee relations. Employee relations with special reference to Occupation - Safety - Health and Environment (OSHE) Education.

Analysis of the terms 'industry' and 'industrial dispute', industrial discipline –
misconduct, disciplinary proceedings.

Domestic Enquiry: Contents and Process, Principles of Natural Justice, Tribunal; Discharge/Dismissal.

UNIT II

Trade Unions: Trade Unionism in India, emergence, history and growth, Trade Union as an organization – Various Trade Unions in India, Trade Union policies, Role of Trade Unions in India, Employers'' Associations – Objectives, structure and activities. Contemporary issues in employee relations.

UNIT III

Employee Legislations: - The Payment of Bonus Act, 1965, Employees
Provident Fund (and Misc. Previsions) Act 1952, Workmen's Compensation Act
1923, Employees State Insurance Act 1948, Payment of Gratuity Act, 1972,Child
Labour (Prohibition and Regulation) Act,
1986.
Fundamentals of Labour laws, The
Constitution of India: Preamble,
Fundamental Rights including writs, Directive Principles of State Policy, The Factories Act 1948, The Contract Labour (Regulation and Abolition) Act
1970,The Minimum Wages Act 1948 and The Payment of Wages Act 1936; The
Apprentices Act, 1961,The Maternity Benefit Act
1961.

UNIT IV
The Trade Union Act 1926, The Industrial Employment (Standing Orders) Act
1946, The Industrial Dispute Act 1947, The Employment
Exchanges (Compulsory Notification of Vacancies) Act 1958.
Introduction to Right to Information Act, Intellectual Property Rights, Patent Law, Copyrights, Trademark Law.

Collective Bargaining: Definitions, characteristics, critical issues in collective bargaining, theories of collective bargaining, Hick's Analysis of Wages setting

under collective bargaining, conflict-choice model of negotiation, Behavioral Theory of Labor Negotiation, Collective Bargaining in India, Collective bargaining in practice, levels of bargaining, coverage and duration of agreements, administration of agreements, negotiating a contract, the negotiation process, effective negotiation, negotiation and collective bargaining, post negotiation – Administration of the agreement.

Employee relations in knowledge based industry - Concepts of self-managed teams (SMT) - Changing employee/ employer and trade union relationship. Current rules of Taxation of Salaries.

Labor Welfare Officer - Duties and functions; Social Work in Industry.

REFERENCES

1. Achar, M. R. 1976   Labour Rules in Karnataka, Bangalore, Shree

     Vidya Printers.

2. Arora, M, 2005   Industrial Relations, New Delhi, Excell Books.

3. Dasgupta, S. K.   Industrial Law, Sterling Publishers Pvt. Ltd.

4. Devar, R. S. 1967   Personnel Management and Industrial Relations, New Delhi, Vikas Publishing House.

5. Joseph, T.M. 2009   Industrial Law, Mumbai, Himalaya Publications Pvt., Ltd.

6. Lal Das, D. K. 1991   Personnel Management, Industrial Relations and Labour Welfare, Agra, Y. K. Publishers.

7. Madhusudhana Rao, M. 1986   Labour Management Relations and Trade Union Leadership, New Delhi, Deep and Deep Publications.

8. Malik P. L. 1986   Handbook of Labour and Industrial Law, Lucknow, Eastern Book Company.

9. Mamoria, C. B. and Mumbai, Mamoria S. 2006   Dynamics of Industrial Relations, Himalaya Publishing House.

10. Mamoria, C. B; Mamoria India, Satish, Gankar, S. V. Publishing House.

Dynamics of Industrial Relations in 2000 Mumbai, Himalaya

11. Mishra M, 2006
New

Case Laws on Industrial Relations,

Delhi, Excell
Books.

12. Moorthy, M. V. 1968

Principles of, Labour
Welfare, Vishakapatnam,
Gupta Brothers.

13. Nagaraju, S. 1981

Industrial Relations System in India,
Allahabad, Chugh Publications.

14. Pyle M and George, Simon A, 2009

Industrial Relations and Personnel
Management, New Delhi,Vikas
Publishing
House Pvt
Ltd.

15. Rudrabasavaraj, M. N. 1984

Human Factors in Administration,
Bombay, Himalaya Publishing House.

16. Sanajaoba, Naorem 1985

Industrial Tribunal - Working, Procedure
and Judicial Trends, New Delhi, Deep and
Deep Publications.

17. Sharma, A. M. 1989

Industrial Relations - Conceptual and
Legal Frame Work, Bombay, Himalaya
Publishing House.

18. Saiyed I A, 2009
Publishing

Labour Law, Mumbai, Himalaya

House Pvt.,
Ltd.

19. Singh BD, 2005

Industrial Relations: Emerging
Paradigms, New Delhi, Excell Books.

20. Sinha, G. P. and Sinha, P. R. 1977

Industrial Relations and Labour Legislation
in India, New Delhi, Oxford IBH
Publishing
Co.

21. Somani, Anjan and Mishra, Shivani, 2009-10

Employment Laws, Jaipur, Ramesh Book
Depot

22. Srivastava S C, 2009
New

Industrial Relations and Labour Law.

Delhi, Vikas Publishing House Pvt Ltd.

Odd semester
Course code :

SWC040
Course Title : SOCIAL WORK WITH TRIBAL AND RURAL COMMUNITIES.

INTRODUCTION

This course aims at introducing the learner the programmes of tribal and rural development, and the importance of social work practice with tribal and rural communities.

Course Outcome

CO1: Develop an understanding of tribal and rural communities.
CO2: Understand the characteristics and problems of tribal and rural communities. c.   CO3: Acquire knowledge about the contribution of Governmental and Non-
     governmental organisations to   tribal and rural development.
CO4: Develop an understanding of the functions of Panchayath Raj Institutions with particular reference to Karnataka.
CO5: Gain knowledge about the application of social work in tribal and rural development programmes.

Course Content

UNIT I

Tribe in relation to caste and nation - Nature and Characteristics of Primitive
Cultures- Tribes in India and their ecological

distribution.
Emerging Trends in Tribal Social Institutions - Family and Kinship Systems, Jati
Structure, Economic Structure, Political organisations.

Characteristics of Tribal Society - Economic, Social, Political and Cultural Problems of   Tribal Life.

UNIT II

Government Programmes since Independence and their Impact on Tribal Societies - Programmes of Voluntary Agencies and their Impact on Tribal Societies.

Analysis and Assessment of Tribal Community Problems - Special Problems of the
Tribals in a particular area.

Social Work Practice in Tribal Development: Community organisation as a method of   intervention, Participatory Rural Appraisal (PRA), Logical   Framework Approach/Analysis (LFA), techniques of

intervention and its scope in tribal community development.

UNIT III

Rural Society and Poverty - Historical perspective - Dynamics in the village society – Caste/class relationships - Control and Power, Conflict and Integration. Poverty in the rural context - Its nature and manifestations. Analysis of Basic Problems - Issues faced by the rural poor such as indebtedness, Bonded labour, Low wages, Unemployment, Underemployment, and other forms of exploitations.

UNIT IV

Current Rural Development Programmes in India: Council for the Advancement of People's Action and Rural Technology (CAPART) and other Rural Development Statutory Bodies.

Panchayath Raj System in Karnataka and its role in rural and tribal

development. Role of social worker in tribal and rural development

progrmmes. **REFERENCES:**

1. Barnabas, A. P. 1987   Rural   Community   Development   in
                                       India, In Encyclopedia of Social Work
                                       in India, Vol. II, New   Delhi:
                                              Ministry   of   Welfare,
                                       Government of India,

2. Bhalla, Alok and   Images of Rural India in the 2nd
   Century, Bumke, Peter J. (Eds) 1992   New Delhi; Sterling Publishers
   Pvt. Ltd.

3. Bharadwaj, A. N. 1979   Problems of Scheduled Castes and
                                    Scheduled Tribes in India, New Delhi:
                                    Light and Life Publishers.

4. Bose, Nirmal Kumar 1971   Tribal Life in India, National Book
Trust
                                    India, New Delhi.

5. Brahmananda, P. R.,   Dimensions   of   Rural
   Development in Narayan, B. K. and   India, Bombay: Himalaya
   Publishing Kalappa, A. (Eds.) 1987 House.

6. Desai, A. R. (Ed.) 1978   Rural Sociology in India, Bombay:
Popular
                                    Prakashan
                                       ,

7. Desai, A. R (Ed.) 1981   Peasant   Struggles   in   India,   New

Delhi: Oxford University Press.

8. Debey, S. N. and Murdia, R. 1977   Land Alienation. and Restoration in Tribal Communities,   Bombay: Himalaya
Publications,

9. Dube, S. C. 1987   Welfare of the Scheduled Tribes, In. Encyclopaedia of Social Work in India, VoL, III, New Delhi: Ministry of Welfare, Government of India.

10. Epstein Scarlet J 1973   South India: Yesterday, Today and Tomorrow; Mysore Villages Revisited, London and Basingstoke: Macmillan Press

11. Kuturnba Rao, M. and
Perraju Sharma,P, (Eds.) 1989
Himalaya   Human Resource Development for Rural Development, Bombay:

Publishing House.

12. Mahajan, V. S, (Ed.) 1993   Employment through Rural Development - Towards Sustainability, New Delhi: Deep & Deep Publications.

13. Mahanti, Neeti 1994   Tribal Issues - A Non-conventional Approach, New Delhi, Inter-India Publications.

14. Nair, T. K. and
Anbarasan, R. S. (Eds.) 1981   Training Social Workers for Rural Development, ASSWI.

15. Panwalkar, V. G. 1987   Social Work in Rural Settings, In. Encyclopedia of Social Work in India, Vol. III, New Delhi: Ministry of Welfare, Government of India.

16. Patel, M. L. 1994
New   Tribal Development without Tears,

Delhi, Inter-India Publications.

17. Ramaiah, P. 1988   Issues in Tribal Development, Allahabad, Chugh Publications.

18. Singh, K. 1986   Rural Development: Principles, Policies and Management, New Delhi: Sage Publications.

19. Sinha, B. B. 1982   Society in Tribal India, Delhi, B,R Publishing Corporation.

20. Sodhi, J. S. 1990	Poverty Alleviation of Rural Development, New Delhi: Criterion Publications.
21. Swaminathan, M. S. 1982	Science and Integrated Rural. Development, New Delhi: Concept Publishing company.

Odd semester
Course code: SWC 220
Course Title: PREVENTIVE AND SOCIAL MEDICINE AND MEDICAL SOCIAL WORK

INTRODUCTION

This course introduces the basic health issues and the application of social work in health setting both in hospital and community.

Course Outcome:

CO 1	Learn in depth concept of health and health care
CO 2	Understand the classification and characteristics of communicable and non communicable diseases
CO 3	Learn in details with application Medical Social Work and Rehabilitation of Patients
CO 4	Understand the Policies related to health care and functioning health agencies

COURSE

CONTENT UNIT I

Concept of health : Physical, social, mental and spiritual dimensions of health -
Positive health - Determinants of health - Health and development -
Indicators of health. Concept of Prevention: Levels of prevention -
Hygiene, public health, preventive medicine, community health, social medicine, community medicine. Health Care of the Community; Concept of health care - Levels and principles of health care.

UNIT II
Communicable and Non-communicable Diseases: Leprosy, Tuberculosis,

Sexually Transmitted Diseases (STDs), HIV/AIDS. Cancer, Hypertension, Accidents, Diabetes, Blindness, Neurological problems, Mental illnesses.

Maternal and Child Health Services - Immunization – Integrated Child Development

Services (ICDS) Scheme - School health programmes.

UNIT III

Medical Social Work: Meaning, Definition and Scope - Historical background and nature: Medical Social Work in India and Abroad - Team work and Multidisciplinary approach in health care; Organization and administration of medical social work departments in hospitals.

Patient as a person and Role of Social Worker: Understanding the patient as a

person; Illness behaviour and treatment behaviour of the patient - Impact of illness on the patient and family.

Role of social worker with patients and their families - Rehabilitation.

UNIT IV

National Health Policy of India, Directorate General of Health Services, Indian

Council of Medical Research (ICMR), Health as a concurrent subject.

Health System in India - at the Centre, at the State level, at the district level, and village level. Health Education and Communication.

Voluntary Health Agencies in India - International health - World Health

Organisation (WHO), UNICEF, UNDP, FAO, ILO, World Bank.

Non - governmental and other Agencies - Ford Foundation, CARE, International

Red Cross, Indian Red Cross.

REFERENCES:

1. Bajpai, P. K. (Ed.) 1998   Social Work Perspectives on
                                     Health, Jaipur, Rawat
                                     Publications.

2. Brody, Elaine M. and   A Social Work Guide for Long-
Term
  Contributors. 1974   Care Facilities, U. S. Dept. of

Health, Education and Welfare, Public Health Service, Maryland: National Institute of Mental Health.

3. Butrym, Zofia Workers, and Horder, John. 1983 Paul.

Health, Doctors and Social London: Routledge and Kegan

4. Clark, D. W. and Medicine,

MacMahon, B. (Ed.) 1981

Preventive and Community

Boston. Little, Brown and Company,

5. Friedlander, W. A. 1967

Introduction to Social Welfare (Chapter 12: Social Work in Medical and Psychiatric Settings), New Delhi: Prentice-Hall of India.

6. Hilleboe, H. E. and Larimore, G.W.1966 B.

Preventive Medicine, Philadelphia, W.

Saunders Company.

7. Humble, Stephen and Welfare, Unell Judith (Ed.) 1989

Self Help in Health and Social London: Routledge.

8. Jordan, William. 1972

The Social Worker in Family Situations, London: Routledge and Kegan Paul.

9. Lathem, W. and Newbery, A. 1970

Community Medicine - Teaching, Research and Health Care, London, Butterworths.

10. Mathur,J. S. 1971

Introduction to Social and Preventive Medicine, New Delhi, Oxford and LB.H. Publishing Company,

11. Mechanic, David 1968 New

Medical Sociology- A Selective View,

York, Free Press.

12. Mishne, Judith (Ed.) 1980 Clinical

Psychotherapy and Training in

Social Work, New York: Gardner Press.

13. Nichols, P. J. R. (Ed.) 1980

Rehabilitation Medicine, London: Butterworths.

14. Park, K. 2002 Social

Park's Textbook of Preventive and

Medicine, Jabalpur, Banarsidas Bhanot.

15. Pathak, S. H. 1968

Medical Social Work, Chapter.25, In

	Wadia, A R (Ed.) : History and Philosophy of Social Work in India, Bombay: Allied Publishers.
16. Ramachandrudu, G. 1997 P.	Health Planning in India,' New Delhi, A. H. Publishing Corporation.
17. Rusk, Howard A. 1977 Mosby	Rehabilitation Medicine, Saint Louis: Company .
18. UNICEF	Health and Basic Services, New Delhi, UNICEF South Central Asia Regional Office.

Course code: SWC250
Course Title: **REHABILITATION AND AFTER CARE**

SERVICES INTRODUCTION

Rehabilitation of differently abled people is a noble and worthy endeavor, requiring the combined knowledge of the psycho-social theory and practical skills and techniques of social work. The current paper facilitates social work students to work with the specific group of clientele suffering from various types of disabilities and impart application of specific professional social work methods to cater to the needs of this population.

Course Outcome

CO1: Understand the concept of handicap, rehabilitation and the scope
for practice.

CO2: Identify the specific client categories requiring the rehabilitation
services, problem specificity and rehabilitation service interventions.

CO3: Acquaint with different rehabilitation settings, different therapeutic
approaches to rehabilitation process.

CO4: Acquire the social work skills adapted to facilitate the process of
rehabilitation, the rights and legal provisions provided for differently
abled people and assimilate the knowledge of social work practice to
disability specific client service.

**Course
Content**

UNIT I
Rehabilitation: Definition and scope for social work interventions;
definition of Impairment, Disability, Handicap; causes of Handicap -
heredity, acquired, Major illnesses - physical, neurological and
psychiatric Stress, vulnerability, coping and competence to deal with
handicaps; Need for comprehensive rehabilitation – psycho-social
rehabilitation

UNIT II

History, philosophy and principles of psycho-social rehabilitation; specific
problem areas – physical handicap - vision, hearing, orthopedic,
speech and language difficulties, mental retardation and others;
neurological, psychiatric problems, disasters, alcohol and drug usage,
terminal illnesses and any other.
Intervention in rehabilitation: Assessment, planning, intervention,
evaluation, tools
for assessment, follow-up
services.

UNTI III

Rehabilitation Settings: Hospital based, day-care, night-care, quarter-
way home, half- way-home, group home, hostels, long-stay homes,
vocational guidance centre,

sheltered workshop, occupational therapy centre, community based
rehabilitation centre, home care, inclusive education and others

Approaches: Therapeutic community, behavior modifications, transactional
analysis

and eclectic approach

UNIT IV

Practice of Social work methods in the process of rehabilitation: Case work, group work, community organisation, research, administration and social action.

Legal provisions for differently abled people – The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995, Rehabilitation Council of India: Formation, scope and functions, governmental policies and programmes, initiatives from the non-governmental sectors.

International trends and national initiatives in the rehabilitation scenario.

REFERENCES

1. Anthony, William. A. 1980.   The Principles of Psychiatric Rehabilitation.
Baltimore University Part Press

2. Chowdhary, Paul. D. 1995. Introduction to Social Work: history, concept, methods and fields. Delhi, Atma Ram & Sons.

3. Corey, Gerald. (6th ed.)2004.   Theory and Practice of Group Counseling. Thomas
Brooks/ Cole Belmont

4. Dorothy Stock Whitaker. 1985.   Using Groups to help people. London & New
York, Tavistock/ Routledge,.

5. Danda, Amita. 2000.   Legal order and Mental Disorder, Sage Publications .

6. Delhi Law House. 1998. The Mental Health Act-1987, Law Publishers.

7. Thakur Hari Prasad Institute Enabling the Disabled.1999 of Research and Rehabilitation of the Mentally Handicapped Publication, Hyderabad.

8. Feldman, Robert. S (1997)   Understanding Psychology. New Delhi, Tata McGraw Hill.

9. Hume, Clephane and   Rehabilitation in Psychiatry. Edinburgh Pullen Ian. 1986   Churchill Livingstone

10. International Labour persons,ffice. 1985.	Vocational Rehabilitation of Disabled ILO.
11. International Labour Office. 1982.	Vocational rehabilitation of the Mentally Retarded (second impression) ILO.
12. Kalyanasundaram S. and Verghese,Mathew,(Eds).2000 India.	Innovations in Psychiatric Rehabilitation Richmond Fellowship Society, Bangalore,
13. Kapur, Malavika and Others. (Ed). 1979.	Psychotherapeutic process. NIMHANS Publication. Bangalore
14. Lakshman Prasad. 1994. handicapped.	Rehabilitation of the Physically Konark Publishers Pvt. Ltd.
15. Liberman, Robert. P. (ed). 1988. Psychiatric	Psychiatric Rehabilitation of Chronic Mental Patients. Washington D.C., American Association .
16. Madan, G.R. 2000 ed).	Indian Social Problems Vol.2 Social Work (3rd New Delhi, Allied Publishers.
17.Manning, Nick. 1989	Therapeutic Community Movement. London, Routledge Publications.
18. Pandu Naik. G. 1992 Lambani	A Review of Social Legislation in India. Publishers .
19. Schizophrenia Research Foundation. 1998 Publication.	Community Mental Health and Community Based Rehabilitation. Chennai, SCARF
20. Sen, Anima. 1988	Psycho-social integration of the Handicapped, New Delhi, Mittal Publishers.
21. Sharma, S and Chadda, R.K 1997	Essential Psychiatry, New Delhi, Interprint Publishers.
22. Wolberg, L.R. 1977	The Technique of Psychotherapy Part I & II, 3rd edition. New York, Grune and Stratton,.

Course code: SWC230
Course Title: SOCIAL POLICY, PLANNING AND DEVELOPMENT

INTRODUCTION

The course introduces the learner as to how policy is a link between Constitutional Principles, Development Plans, Legislative and Executive Actions. The analysis of these processes is to enable utilization of the knowledge to improve social work practice.

Further, it provides a critical and analytical framework to understand key concepts, development processes and current issues, pertaining to different parts of the world, with specific reference to India. This course is expected to provide the social work students with a context for micro-level interventions.

Course Outcome

CO1	Understand in detail concept and purpose of social policies and values underlying social policy
CO2	Learn in detail sectoral policies in India
CO3	Learn the social planning process
CO4	Learn in detail the concept of social development and Indicators of development

Course Content

UNIT I

Social Policy and Constitution: Concept of social policy, sectoral policies and social services - Relationship between social policy and social development-- Values underlying social policy and planning based on the Constitutional provisions (i.e. the Directive Principles of State Policy and Fundamental Rights) and the Human Rights - Different models of social policy and their applicability to the Indian situation.

UNIT II

Sectoral Social Policies in India: Evolution of social policy in India in a historical perspective-Different sectoral policies and their implementation, e.g. Policies

concerning education, health, social welfare, women, children, welfare of backward classes, social security, housing, youth, population and family welfare, environment and ecology, urban and rural development, tribal development and poverty alleviation.

UNIT III

Social Planning: Concept of social planning - Scope of social planning - the popular restricted view as planning for social services and the wider view as inclusive of all sectoral planning to achieve the goals of social development - Indian planning in a historical perspective - The Constitutional position of planning in India.
Niti Ayog - Coordination between Centre and State, need for decentralization - Panchayath Raj - people participation.

UNIT IV

Social Development: Concept of social development - Current debates of development - Approaches to development - Development indicators.

Social Development in India: The historical and social context of development in India - Demographic transitions - Rural development: Agrarian and land reforms; Green Revolution - Industrialization and urban development - Labour relations-Gender issues - Environmental issues (land, water, forest) - Education -
Health.

REFERENCES

1. Bagchi, A. K. 1982   Political Economy of Underdevelopment, Cambridge: Cambridge University Press.

2. Bhanti, R. 1993   Social Policy and Development in Rajasthan, Udaipur: Himanshu Publications.

3. Bulmer, M. et. al., 1989   The Goals of Social Policy. London: Unwin Hyman.

4. Chakraborty,S. 1987   Development Planning - Indian Experience, Oxford: Claredon Press.

5. Dandekar, V. M. 1994   "Role of Economic Planning in India in the 1990s & Beyond", Economic and Political Weekly, Vol. 29, No. 24, 1457-1464 .

6. Desai, V. 1988   Rural Development (Vol. 1) Mumbai: Himalaya Publishing House.

7. Dimitto, D. M. 1991 Public   Social Welfare: Politics and Policy, New Jersey: Prentice-Hall.

8. Fidelma, A. et. al. 1999   Contemporary Social and Political Theory: An Introduction, Buckingham: Open University Press.

9. Ganapathy, R. S. and Others 1985   Public Policy and Policy Analysis in India, Delhi: Sage Publications.

10. Ghosh, A. 1992   Planning in India: The Challenge for the Nineties, New Delhi: Sage Publications.

11. Government of India   Five Year Plan Documents (latest), New Delhi.

12. Hebsur, R. K. (Ed.)   Social Intervention for Justice, Bombay: TISS.

13. Huttman, E. D. 1981 New   Introduction to Social Policy, York: McGraw- Hill.

14. International Labour Office. 1973   Multinational Enterprises and Social Policy, Geneva, ILO.

15. Jones, K. et. al., 1983   Issues in social Policy, London: Routledge & Kegan Paul.

16. Kahn, A. E. 1973   Social Policy and Social Services, New York: Random House.

17. Kulkarni, P. D. 1979   Social Policy and Social Development in India, Madras: Association of

18. Kulkarni, P. D. 1952	Schools of Social Work in India. Social Policy in India, New York: McGraw-Hill Book Company.
19. Kulkarni, P. D. 1975	Social Policy in India, Bombay, Tata Institute of Social Sciences.
20. Leonard, P. 1997 Reconstructuring	Postmodern Welfare: Emancipatory Project, London: Sage
21. Lindblom, C. E. 1980	The Policy-making Process, New Jersey: Prentice-Hall.
22. Livingstane, A. 1969	Social Policy in Developing Countries, London: Routledge & Kegan Paul.
23. Madison, B. Q .1980	The Meaning of Social Policy, London: Croom Helm.
24. Macpherson, S. 1980	Social Policy in the Third World, London: Wheatspeat Brooks.
25. Macpherson, S. 1982	Social Policy in the Third World, New York: John Wiley and Sons.
26. Mathur, K. Bjorkman New	Top Policy Makers in India, Delhi: Concept Publishing Co.
27. Meadows, D. H. 1972	The Limits to Growth, New York: University Books.
28. Mishra, R. 1977	Society and Social Policy, London: Macmillan Ltd.
29. Mukherjee, N. 1993	Participatory Rural Appraisal: Methodology and Applications, New Delhi: Concept Publishers.
30. Mundle, S. 1993	'Policies, Paradigms and Development Debate at the Close of Twentieth Century', Economic and Political Weekly, Vol. 28, No. 26, September 4, 1993 .
31. Mullard, M. and	Social Policy in a Changing

Society, Spieker. 1998   London: Routledge.

32. Phillips,D. R. and   Health and Development,
    London: Verhasselt Yola (Eds.) 1994   Routledge and Kegan Paul

33. Rao, V. 1994.   "Social Policy: The Means and
                                Ends Question" Indian Journal of
                                Public Administration, Vol. 50,
                                No.1, Jan.- March, 1994.

34. Rastogi, P. N. 1992   Policy Analysis and Problem-
                                solving for Social Systems, New
                                Delhi: Sage Publications

35. Roychaudhury, T. 1982   The Cambridge Economic History
                                of India, Vol. I & II,
                                    New Delhi: Cambridge
                                University.

36. Singh, R. R. (Ed.) 1995   Whither Social Development?
New
                                Delhi: ASSWI.

37. Singh, Y. 1972   Modernization of Indian
                                Tradition, Delhi: Thomas Press.

38. Spicker, Paul. 1998   Principles of Social Welfare: An
                                Introduction to Thinking About
                                the Welfare State, London:
                                Routledge.

39. The Probe Team. 1999   Public Report on Basic Education
    in Association with Centre for   India, New Delhi: Oxford
    University Development Economics. Press.

Course code: SWC240
Course Title: LEGAL SYSTEM IN INDIA

INTRODUCTION

The course is to help learners understand the legal system and procedures in India. It supports understanding the processes in public interest litigation and develops skills for the same.

Course Outcome

CO1   Learn in depth concept of social justice and understanding of Rights

CO2   Understand the divisions of law and chapters under IPC and CRPC

CO3   Understand the details of structure and functions of District Court, High Court and Supreme Court

CO4	Deliberate on legal aid, Public Interest litigation , Right to Information Act and Correctional Laws

.

**Course
Content**

UNIT I

Social Justice: Meaning and Concept; Social legislation: Meaning, definitions and concept. Social justice as an essential basis of social legislations; Social legislations in a welfare state with special reference to India.

Rights: Concept and definitions of Rights; types of Rights; Rights of women and children; Rights of Scheduled Castes and Scheduled Tribes; Rights of accused and offender under Constitution of India, Indian Penal Code and Criminal Procedure Code.

UNIT II

Division of Law: Substantive Law and Procedural Law.

Legislations pertaining to Social Institutions: Marriage, divorce, maintenance of spouse, adoption.
Legislations for prevention of Crime and Deviance: Indian Penal Code (relevant chapters like of Offences against Public Tranquility, of Offences affecting the Public Health, Safety, Convenience, of Decency and Morals, of Offences relating to Religion, of Offences affecting the Human Body, of Offences relating to Marriage, of Cruelty by Husband or Relatives of Husband)Legislations pertaining to women.

UNIT III

Criminal Justice System in India:

Police: Structure, powers and functions and their role in maintaining peace and order in the society.

Prosecution: Meaning, structure, its role in criminal justice, trial

participation. Judiciary: Supreme Court, High Court - Constitution of

Supreme Court and
High Court: Powers and functions.
Sub-ordinate Courts - District Sessions Court, Magistrate Courts, and other subordinate courts.

UNIT IV

Correction and Correctional Laws: Corrective measures as per Criminal Procedure Code, Probation of Offenders Act, Juvenile Justice (Care and Protection of Children) Act.

Legal Aid: Concept of legal-aid, history of legal-aid, persons needing legal-aid, legal-aid schemes.

Public Interest Litigation: Meaning, Concept, Process and

Problems. Right to Information Act- Provisions and

implementation.

Role of Social Worker: Social Work intervention, need, methods.

REFERENCES

1. Aranha, T.	Social Advocacy - Perspective of Social Work, Bombay: College of Social Work.
2. Buxi, U. 1982	Alternatives in Development: Law the Crisis of the Indian Legal System, New Delhi: ,Vikas Publishing House.
3. Curry, J. C. 1977	The Indian Police, New Delhi: Manu Publications .
4. Desai, A. E. (Ed.) 1986 Vol.	Violation of Democratic Rights in India, 1.
5. Fleming, M. 1978 W.W.	Of Crimes and Rights, New York: Norton and Company.
6. Gandhi B.M. 2006. Book	Indian Penal Code, Lucknow, Eastern Company.
7. Iyer, V. R. K 1980. Social	Some Half Hidden Aspects of Indian Justice, Lucknow: Eastern Book Company.
8. Iyer, V. R. K 1984.	Justice in Words and Justice in Deed for Depressed Classes, New Delhi: Indian Social Institute.
9. Iyer, V. R. K 1981.	Law Versus Justice: Problems and

Solutions, New Delhi: Deep and Deep.

10. Iyer, V. R. K 1980. and

Justice and Beyond, New Delhi: Deep

Deep
.

11. Kelkar R. V. 2006.

Lectures on Criminal Procedure, Lucknow, Eastern Book Company.

12. Khanna, H. R. 1980

The Judicial System, New Delhi: II P A.

13. Mathew, P. D.

II P.A Legal Aid Series, Delhi: Indian Social Institut
e

14. McDonald. W. F. (Ed.) 1979

The Presentator, California: Berkeley: Hill

15. Newman, G. 1999 New

Global Report on Crime and Justice,

York: Oxford University Press.

16. Nirmal Anjali. 1992

Role and Functioning of Central Police
Organisations, New Delhi: Uppal.

17. Peak, K. J. 1998 and

Justice Administration - Police, Courts

Correction, New Jersey: Prentice-Hall.

18. Ratanlal and Dhirajlal, 2006   Indian Penal Code, Lexis and Lexis, Nagpur.

19. Singh. L. M. (Ed.) 1973

Law and Poverty: Cases
and   Materials, Bombay:
Tripathi.

20. Western, P. B. 1976

The Criminal Justice System: An
Introduction and Guidelines, California:
     Good   Year Publishers.

21. Government of India, 1973 Report of the Legal Aid Committee.

**Open
Elective
Course   Code:**

SWC510
Course Title: GERONTOLOGICAL SOCIAL WORK

INTRODUCTION
Changing demographic profile in India has led to rise in the number of elderly as never before. Along with the enhanced longevity, a number of issues related to care and management of elderly have come into focus. Social work as a profession concerned with providing professional service to the needy, has recognized the need to address the concerns of the senior citizens. The paper envisages training the learners in professional social work practice with the elderly.

The paper focuses on senior citizens as target client group for social work intervention; the paper deals with the issues, concerns, problems and social work methods in facilitating healthy adaptation of the client group in the current Indian context.

Outcomes
CO1: Get an overview of the perspectives on aging and scope for practice.
CO2: Understand the various challenges related to aging, healthy aging and problems of the elderly in difficult situations.
CO3: Identify agencies working with elderly, the different care settings and issues in working with elderly in different settings and gain an insight into process of working with elderly.
CO4: Train the learners in applying specific social work intervention
CO5: Understanding of National Policy on Older Persons, and the role of International and NGOs in improving the quality of life of the elderly.

Course Content

UNIT I

Gerontology – Definition and scope. Understanding the elderly – demographic, developmental, psychological, socio cultural, economic, and health perspectives. The issues pertaining to elderly- health, occupation, income, retirement planning, family support, gender issues, property Rights and any other

UNIT II

Developmental tasks in elderly: Issues in health care, changes in family structure, coping with aging process, challenges due to changing physiological, economic, safety, status in the family and other issues, Healthy aging, quality of life, coping with demise of the life partner, bereavement, resolving one's own death, and any other.

UNIT III

Care settings for elderly: General hospitals, geriatric wards/ hospitals, home- based care, homes for the aged, nursing homes, day-care-centers, hobby centers, and facilities for homeless elderly, elder helpline, and senior citizen forum.
Tools for assessment of the problems of elderly, intervention and follow up
services and
evaluation.

UNIT IV

Social work intervention measures for senior citizens through methods of social work:Case work, group work, community organisation, welfare administration, social work research, social action
Care giver issues - Needs, burden, coping and training; training for caregivers
of institutions for the
elderly

National Policy on Older Persons, Legal and governmental welfare benefits for senior citizens, Role of HelpAge India and other prominent Organisations working for elderly.
International
scenario

REFERENCES

1. Bali . P. Arun, 2001   Care of the Elderly in India. Shimla,
Indian

                                 Institute of Advanced Studies.

2. Chatterjee, S.C., Patna,   Discourses on aging and Dying. New
   Delhi, and   K.P., Charian, V. 2008., Sage
   Publications
            .

3. Dandekar, Kumudini. 1996 The   Elderly In India, New Delhi,
Sage

                                  Publications
                                  .
4. Desai, Murli and Raju,   Gerontological Social Work in India -
Some
       Siva (Ed.) 2000.   issues and Perspectives. Delhi, BR
                                  Publishing
                                  House,
                                  .

5. Dey, A. B (Ed.) 2003   Ageing in India: Situation Analysis

and Planning for the Future. New Delhi / WHO and AIIMS.

6. Emmatty, Leena. M. 2008 New   An insight into Dementia Care in India.

Delhi, Sage Publications,.

7. Hurlock, Elizabeth. 1981 New   Developmental Psychology. 5th Edition.

Delhi, Tata McGraw Hill Publications.

8. Khan M.Z. 1989   Voluntary Welfare Services for the Aged, Dept. of Social Work, New Delhi, Jamia Milia Islamia.

9. Kumar, Vinod (Ed.) 1996   Aging - Indian Perspective and Global Scenario, New Delhi, AIIMS.

10. Rajan, Irudaya.S., Publications.
    Mishra,U. S., and
    Sharma, S.P. 1999.   India's Elderly, New Delhi, Sage

11. Ramamurti P,V and

    Jamuna D (Ed) 2004.   Handbook of Indian Gerontology. New Delhi,
    Serial Publishers.

12. Vineeta B Pai 2000   Coping with Retirement, UNESCO CLUB, Naganur, Belgaum

JOURNALS.

1. Indian Journal of Gerontology, C-207, Manu Marg, Tilak Nagar, Jaipur 302
004

2. R & D Journal of Helpage India . C-14, Qutab Institutional Area, New Delhi,
   110016.

Open Elective
Paper Code: SWC610
Paper Title: SOCIETY AND SOCIAL WORK

INTRODUCTION

This course aims at introducing the learner to the dynamics of society, nature of human behavior, basic concepts of social work and its interventions. Understanding of these concepts in this course will help the students to understand the Individual

COURSE OUTCOME

CO1   Understand in depth on society and its institutions

CO2   Understand in details on the different concepts of psychology

CO3   Specify the characteristics of mental health and mental disorders

CO4   Deliberate in details on social work interventions, methods and fields of social work

Course content

UNIT I

Society & its Institutions: Meaning and components of society, origin and development, characteristics of Indian society; Social Institutions: concept, forms - Family, Marriage, Kinship, Religion, Education, Media & Culture, Emerging trends.

Social Inequalities & Problems : Concept, causes and consequences, disadvantaged & marginalized groups : SC, ST & OBC, women, children, aged, unorganized labour, physically and mentally challenged, substance

abuse, HIV / AIDS, sexual harassment, human trafficking, alienation –
causes, consequences, preventive & remedial measures.

UNIT II

Psychology : concept, scope & importance;   Basic Human Needs :
Physical, psychological, social and intellectual.   Motivation,
frustration and conflicts – their impact on behaviour; Stress – concept,
coping and social support; Group psychology, attitudes, public opinion,
mob behavior, leadership.

UNIT III

Mental Health : Concept of mental health and mental illness, common
misconceptions about mental illness; types of disorders - Neurosis,
Psychosis, Psychosomatic disorders, Psychopathic personalities and
perversions, Personality disorders, Delusional disorder, Epilepsy, Suicide,
Organic psychotic conditions – signs, symptoms & intervention.

UNIT IV

Social Work Interventions : Social Work: concept, definition, principles,
values, ethics, methods and interventions of Social Work ; Different fields
of Social Work, Social Service, Social Services, Social Welfare, Social
Reform and Social Development; Welfare and developmental services in
Indian Society, role of government, NGOs and the corporate sector.

REFERENCES

Bhushan, Vidya and Sachdev, D.R. 1999   *An   Introduction   to   Sociology*,
Allahabad, Kitab Mahal.

Broom, Leonard, Charles M. Bonjean,   *Sociology*, Wordsworth publication
Co. Belmout.

Ely Chinoy. 1967   *Society   -   An   Introduction   to
Sociology*, New   York : Random
House.

Kapadia, K.M. 1966   *Marriage   and   Family   in   India*,
London : Oxford University Press.

Shankar Rao. C.N. 2005   *Introduction to Sociology*, Himalaya Publishing House, New Delhi.

Hurlock, Elizabeth B. 1978   *Child Growth and Development,* New Delhi, Tata McGraw-Hill Publishing Company Ltd.

Hurlock, Elizabeth B. 1975   *Developmental Psychology,* New Delhi, Tata McGraw-Hill Publishing Company Ltd.

Nataraj P.   *Introduction to Psychology*, Chetana Book House, Mysore.

Course code SWD060

Course Title: ORGANIZATIONAL BEHAVIOUR AND ORGANIZATIONAL DEVELPOMENT

INTRODUCTION
The course aims to provide an understanding of human behavior at work so that the learner may acquire the skills required to analyze problems and develop a problem- solving approach.

Course Outcome

CO 1	Deliberate in depth organizational behaviour and need for training
CO 2	Specify the significance of transactional analysis and theories of motivation
CO 3	Understand group dynamics and organization development
CO 4	Deliberate in depth on organizational change, stress and burnout

Course content

UNIT I

Conceptual Framework: Organization Behavior: Definition, concept, approaches and scope, historical background of Organization Behavior.

Introduction to Enneagram, personality types according to Enneagram. Emotional Intelligence; Attitude, Values, Personality; Job satisfaction,

Employee Morale : Meaning, influences and outcomes - Measuring job satisfaction.

Assertiveness Training: Benefits of assertiveness –
components of assertive behavior, measuring assertiveness, handling fear, handling anger, handling depression, developing assertive behavior skills, assertiveness on the job, assertiveness in interpersonal relations.

UNIT II

Transactional Analysis (TA), TA and self awareness, Winners and Losers, Structural analysis, Life positions, transactions, games and strokes, Life scripts, TA applications in motivation, Leadership and Teamwork, TA in counseling.

Motivation: Concept and theories, techniques of motivation, role of reinforcement and punishment, motivation and organization reward system, awards, employee empowerment and engagement.

UNIT III

Leadership: Meaning, roles, skills, and styles, leadership theories, types of leadership, powerful persuasion strategies.

Group dynamics: Concept, types of groups, dynamics of group formation, decision making in groups.

Organization Development: Concept, emerging approaches and techniques, Foundations of OD, Organizational Diagnosis, OD interventions – An overview, individual and interpersonal interventions, team/group interventions, comprehensive interventions, organizational transformation, success and failure of OD, Planned Organizational change, feedback and OD.

UNIT IV

Organizational Conflict: Concepts, causes and types, conflict-resolution strategies.

Organizational change: Concept, forces of change and resistance to change, managing organizational change and diversity, facilitating creative and divergent thinking, planned organizational change.

Stress and Burn Out: Concepts, causes, consequences and coping strategies. Managerial Ethics: Individual ethics, ethical dilemmas in management, Ethical practices of Indian Managers, Corporate ethics.

REFERENCES

1. Andrew, Dubrin J, 2006   Leadersip – Research Findings, Practice, and Skills, New Delhi, Biztantra Publication.

2. Aswathappa K, 2008   Organisational Behaviour- Text, Cases and Games, Mumbai, Himalaya Publication House.

3. Donald, Hislop, 2007   Knowledge Management in Organisation- A Critical Introduction, Oxford University Press.

4. Khanka, S S,2008   Organisational Behaviour, New Delhi, S Chand and Co., Ltd.

5. Hellriegul Don and Delhi, Slocum John W., Jr,2004   Organisational Behaviour, New Thomson South-Western.

6. ICFAI, 2004   Organisational Behaviour, Hyderabad, Centre for Management Research.

7. Kumar Arun and Meenakshi N, 2009 Management   Organisational Behaviour- A Modern Approach, NIILM Center for Studies, New Delhi.

8. Luthans Fred, 2005   Organisational Behviour, New York, McGraw Hill International Edition.

9. Moorhead Gregory and Griffin Ricky W, 2005   Organisational Behaviour- Managing People and Organisations, New Delhi, Biztantra Publications.

10. Nelson, Debra L and Quick, James Compbell, 2007   Organisaional Behaviour- Foundations, Realities and Challenges, New Delhi, Thomson South-Western,.

11. Northouse Peter G, 2003   Leadership- Theory and Practice, New Delhi, Response Books: A Division of Sage Publications.

12. Robibins, Stephen P, 2007   Organisational Behaviour, New Delhi, Pearson Education.

13. Ryan, Rosemary K C, 2008 HR   Leadership Development- A Guide for and Training Professionals,

New Delhi, Elsevier Publications.

14. Sadler, Philip, 2004   Lerdership-   Styles,   Role   Models,
                           Qualities, Behaviours, Concepts, New
                           Delhi, Kogan Page India Pvt., Ltd.

15. Subba Rao, P, 2004   Organisational   Behaviour,
                                             Mumbai,   Himalaya
                           Publications House.

Even semester (IV Semester)

Course code: SWD 020
Course Title: **MENTAL HEALTH AND PSYCHIATRIC SOCIAL WORK**

 INTRODUCTION

This course is to provide awareness about mental health and
mental health problems and also application of social work in mental
health settings.

Course Outcome:

CO1	Learn the details of concept of Mental Health, Mental Illness and its classification
CO2	Understand the concept of psychiatric Social Work and Multidisciplinary approach and team work
CO3	Learn about the institutional care of mentally ill and role of social workers
CO4	Understand the psycho social rehabilitation and legislations related to mental

Health

**Course
Content**

UNIT I

Concept of mental health and mental illness - Mental health as a part
of general health - Misconceptions about mental illnesses. General
approaches to the mentally ill - International Classification of Mental
Disorders.
Signs, symptoms, etiology, diagnosis, prognosis and
management of the following:
- Neuroses
- Psychoses
- Psycho physiologic disorders
- Personality disorders
- Psychiatric disturbances in children and adolescents
- Organic psychotic conditions
- Mental retardation.

UNIT II

Introduction to Psychiatric Social Work: Meaning and Scope -
Historical background of psychiatric social work in India and abroad
- Reasons for its development as a specialty. Application of social
work methods and other related techniques used in the field -
Multi-disciplinary approach and team work in mental health care -
Problems of hospitalization - Impact of mental illness on the patient,
family and community.

Practice of Social Work: Importance of home visit and visit to the place
of work
- Role of family in the treatment of mentally ill - Preparing the
family and community for the return of the affected individual, follow-
up.

UNIT III

Care of mentally ill: Day-care centre, night-care centre, half-
way-home, sheltered workshop, Occupational therapy units - Role of
social worker and role of voluntary organisations.
Role of voluntary organisations, governmental-agencies and
paraprofessionals
in the welfare of mentally
ill.

Role of social worker in mental health centers, departments of
psychiatry in general hospitals, child guidance clinics, community
mental health units, correctional institutions, industries, and family
welfare centres.

Role of social worker with head injured, paraplegics and epileptics.

Role of social worker in the management of substance abuse – Educational avenues in psychiatric social work - Research avenue in the field of mental health for social workers.

UNIT IV

Organisation of psychiatric social work department - Functions; and collaboration with other departments.

Community mental health and social work, NMHP, Innovations like Satellite clinics, district mental health programme etc.

Rehabilitation and Acts: Occupational therapy - Principles and practice - Psychosocial rehabilitation.

Mental Health Act, 1987.

The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

REFERENCES

1. Ahuja, Niraj 1995   A Short Textbook of Psychiatry, Third
                               Edition, New Delhi, Jaypee Brothers.

2. Anderson, David. 1982   Social Work with. Mental Handicap, London, Macmillan Press Ltd.

3. Banerjee, G. R. 1968   Psychiatric Social Work, Chapter 26, In.
                               Wadia, A. R. (Ed.): History and Philosophy of Social Work in India, Bombay: Allied Publishers.

4. Brody, Elaine M. and term care
   Contributors 1974   A Social Work Guide for Long-term care
                               Facilities, U. S. Department of Health, Education and Welfare,

Public Health Service, Maryland: National Institute of Mental Health.

5. Coleman, J. C. 1976   Abnormal Psychology and ModernLife,

                            .   Bombay, D. B. Taraporevala and Sons.

6. Dickerson, Martha Ufford. 1981   Social Work Practice with the Mentally

                               Retarded, New York: Free Press.

7. Freedman, A. M. and   Comprehensive Textbook of Psychiatry

                               ,

   Kaplan, H. I. (Eds.) 1967   Baltimore, Williams and Wilkins Company.

8. French, Lois Meredity. 1940   Psychiatric Social Work, New York; The Commonwealth Fund.

9. Friedlander, W. A. 1967   Introduction to Social Welfare, (Chapter 12: Social Work in Medical and Psychiatric Settings), New Delhi: Prentice-Hall of India.

10. Feldman Robert S 1997   Understanding Psychology, 4th Edition, Tata McGraw-Hill Publishing Company Limited, New Delhi

11. Golan, Naomi. 1978   Treatment in Crisis Situations, New

                               York: Free Press.

12. Henderson, Sir David   Textbook of Psychiatry, New
  York and Batchelor, I. R. C. 1962 Oxford University Press.

13. Hudson, Barbara L. 1982   Social Work with Psychiatric Patients, London: Macmillan.

14. Humble, Stephen and   Self Help in Health and Social
  Welfare, Unell, Judith (Ed.) 1989   London: Routledge.

15. Jones, Kathleen. 1972   A History of the Mental Health Services, London: Routledge and Kegan Paul.

16. Jordan, William. 1972   The Social Worker in Family Situations, London: Routledge and Kegan Paul.

17. Maller, Joshua-o. 1971   The Therapeutic Community with Chronic Mental Patients, S. Karger.

18. Mishne, Judith (Ed.) 1980   Psychotherapy and Training in Clinical Social Work, New York: Gardner Press.

19. Page, J. D. 1983   Abnormal Psychology, New York, McGraw-Hill.

20. Robbins, Arthur J. 1957   Mental Hospitals in India and Social Work Service, Delhi School of Social Work.

21. Strean, Herbert S. 1979   Psychoanalytic Theory and Social Work Practice, New York: Free Press.

22. Stroup, H. H. 1960   Social Work - An Introduction to the Field, (Chapter 9: Psychiatric Social Work), New Delhi: Eurasia Publishing House.

23. Todd,F.Joan.1967   Social Work with the Mentally Subnormal, New York: Routledge and Kegan Paul.

24. Towle, Charlotte. 1941   Social Case Records from Psychiatric Clinics with Discuss Notes, Chicago; Illinois: University of Chicago Press.

25. Yelloly, Margaret. 1980   Social Work Theory and Psychoanalysis, New York: Van Nostrand Reinhold Company.

26. National Mental Health Programme for India

Even
semester
    Code: **SW**

D030
Title: **SOCIAL WORK PRACTICUM - V**

Course Outcome:

CO1	Learn managerial skills
CO2	Ability to initiate and participate in direct service delivery

Concurrent practice learning of two-days a week - on going learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning social work practice for two, or two and a half days or its equivalent, each week of the semester. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery. Practice learning is a vital component of the educational opportunity to be provided to the learner. The teaching-learning process must be designed to help the learner to move on the mastering strategies, skills and techniques to practice social work.

Even
semester

Code: **SWD040**

Title: **SOCIAL WORK PRACTICUM – VI**: (BLOCK
PLACEMENT)

Course Outcome:

CO1	Understand to Initiate on the job training
CO2	Integrate learning, generate new learning by participating in the intervention process

Course content:

Block Placement - enables learners to integrate learning and
generate newer learning by participating in the intervention process
over a period of 6 weeks continuously, in a specific agency. Usually,
block field work is provided at the end of the two-year programme.
There shall be a professionally qualified worker in the setting
willing to plan orientation and provide consultation,
when
needed.

Code SWD050
Title: **MAJOR PROJECT**

Course Outcome:

CO1   Understand in depth on empirical evidence based project

CO2   Deliberate the project is prepared on the Social Work Research
             Methodology

Course content:

Students are given broad guidelines for undertaking empirical evidence- based project in the fourth semester. In case of group project work, the group will be formed by the college or the university department by adopting random method of selection. The project shall comprise of selection of the topic, methodological details, analysis, interpretation and deductions made. The department will prepare a set of guidelines for presenting the report.

Course code: SWD210
Course Title: HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE WELLNESS

INTRODUCTION

The purpose of this course is to provide practical exposure and knowledge in behavioural science to develop skills not only to understand and analyse problems but also to develop a problem-solving approach to issues.

Course Outcome

CO1   Understand concept, approaches and dimensions of Human resource development

CO2   Deliberate in depth on HRD Interventions

CO3   Learn in details with examples concept and importance of talent development

CO4   Deliberate on employee wellness and standardization of systems

Course Content
UNIT I

Human Resource Development (HRD): Concept, origin and needs for HRD; Overview of HRD as a Total system; Approaches to HRD; human capital approach; social psychology approach and poverty alleviation approach; HRD and its dimensions, Competency Mapping.

UNIT II

HRD Interventions: Performance Measurement Systems – Fundamental issues. Feedback sessions. Organizational goal setting process, Key Result Area (KRA) and Key Performance Indicator (KPI),Coaching, Mentoring, career planning, career development, reward system, quality of work life. HRIS: - Computers and computer based Information Systems. Measuring HR : Changing role of HR, HR as a strategic partner, the need for measuring HR. Approaches to measuring HR: - Competitive Benchmarking, HR Accounting, HR Auditing, HR Effectiveness Index, HR Key Indicators, HR MBO (Management by Objectives).

Instructional Technology: Learning and HRD; Building Learning Organization: measuring learning – the intellectual capital, architecting a learning organization, Organizational Learning, models and curriculum; factors and principles of learning; group and individual learning; HRD trends; behavioural sciences; transactional analysis; Concepts of continuous learning, behavior modeling and self-directed learning;

evaluating the HRD effort; data gathering; analysis and feedback; HRD experience in Indian organizations; future of HRD
- Organization culture and development.

UNIT III

Talent Development: Concept and importance; Training Need Analysis, process of training, designing and evaluating training and development programs. Use of information technology, Types and Methods of Training: Training within industry (TWI), External; on the job and off the job; Training methods; lecture, incident process, role play, structured and unstructured discussion, in-basket exercise, simulation, vestibule, training, management games, case study, programmed instruction, team development, and sensitivity training; review of training programs.

UNIT IV

Employee Wellness: Concept, philosophy, principles and scope; Importance and relevance of wellness programs, Role of Welfare Officer as per the Factories Act 1948. Relevance - with reference to Accidents, Absenteeism, Alcoholism, Domestic Violence: Preventive and remedial measures.

Employee Counseling. Role of Counselor in Organizations. Corporate Social
Responsibility (CSR): CSR as a business strategy.

Environmental management systems ISO 14001, ISO 26000: Social responsibility guidance standard, environmental impact assessment.

REFERENCES

1. Bhattacharyya, Dipak Kumar.1999   Managing People, New
                                      Delhi, Excel Books.

2. Business Today   Managing People: The
                                        Business Today,

                                      Experiential Guide
                              to Managing
                                      Workforce 2000, January 7-21,
1996.

3. Cowling, Alan and James Philip   The Essence of Personnel
                                      Management and Industrial
                              Relations,
                                      New Delhi, Pentice-Hall of India Pvt.,
                      Ltd.

4. Davis, Keith. 1983 — Human Behaviour at Work, New Delhi: Tata McGraw-Hill

5. Fisher, Cynthia; Schoenfeldt, Lyle F. and Shaw, James, B. 1997 — Human Resource Management, Third Edition, Boston, Houghton Mifflin Company.

6. Jayagopal, R. 1990 — Human Resource Development: Conceptual Analysis and Strategies, New Delhi: Sterling Publishers Pvt. Ltd.

7. Moorthy, M. V. 1982 — Priciples of Labour Welfare, New Delhi, Oxford & IBH.

8. Moorthy, M. V. 1992 — Human Resource Management Psycho-Sociological Social Work Approach, Bangalore, R & M Associates.

9. Norman, M. 1960 — Psychology in Industry, London, Harrap & Company.

10. Prasad, L. M. 1996 — Organisational Behaviour, New Delhi, S.Chand & Co.

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

12. Rao, T. V. 1991 — Reading in Human Resource Development, New Delhi: Oxford and IBH Publishing Co. Pvt. Ltd

13. Rudrabasavaraj, M. N. 1984 — Human Factors in Administration, Bombay: Himalaya Publishing House.

14. Sahni, P. and Sharma, K. K. 1988 — Organisational Behaviour, New Delhi: Deep and Deep Publications.

15. Singh M. K. and Bhattacharya Delhi : (Eds.) 1990 — Personnel Management, New Discovery Publishing House.

16. Vroom, V. H. and Human Grant, L. 1969 — Organisational Behaviour and Performance, New York. Wiley.

Code: SWD220
Title: CASE STUDIES

Course Outcome:

CO1   learn the analytical skills to study an individual, an Institution, a community

CO2   Understand in depth Social Work Research Methodology

Course Content:
Every Candidate is expected to take up five cases, study them in depth and present the intervention, if any. Case refers to a unit of study – an individual, an institution, a community or an incident. The candidate has to work under the guidance of faculty member and submit the report on or before the date prescribed.

The university or the college concerned can develop guidelines for undertaking case studies. However, the students are encouraged to start his/her work on case studies from the beginning of the course.

PATTERN OF QUESTION PAPER

(The Question paper comprising of 3 parts: A,B and C as follows)

PART – A

There are 8 questions and a candidate has to answer any 5 questions. Each question carries 5 marks. This part covers all units of the syllabus.

PART – B

There are 5 questions and a candidate has to answer any 3 questions. Each question carries 10 marks. This part covers all units of the syllabus.

PART –C

There is a single compulsory question such as case study (may contain sub questions) covering entire syllabus carrying 15 marks.

ASSESSMENT OF SOCIAL WORK PRACTICUM

A viva-voce examination shall be conducted for each candidate in all semesters. The performance of the candidate shall be assessed by a committee consisting of three members as follows.

1. Chairperson of the Department
2. One Senior Member of the Faculty
3. One External Examiner

Components for Internal Assessment
1. Seminar – 5 marks
2. Assignment – 5 marks
3. Test – 5 marks

*C1 will be conducted before the end of eight week of the semester(15 marks)
*C2 will be conducted before the end of the sixteenth week of the semester (15 marks).
*C3 semester end examinations will be conducted before the end of twentieth week for 70 marks.