

Kodaikanal Christian College

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Affiliated to Madurai Kamaraj University Approved by UGC under 12(b), 2(f) Status

BSW SYLLABUS

SEMESTER – I

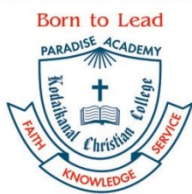
Part	Course Code	Course	Title	Hours/Week	Internal Marks	Final Marks	Total Marks	Credit
I	20ULT01/ 20ULF01	Language I	General Tamil – I / Introduction to French – I	3	40	60	100	3
II	20UEW01	English I	Professional Communication Skills – I	3	40	60	100	3
III	20SWC11	Core I	Introduction to Professional Social Work	5	40	60	100	5
	20SWC12	Core II	Dynamics of Human Behaviour	5	40	60	100	5
	20SWC1X	Core III	Field Work Practicum	5	40	60	100	5
	20SWA10	Allied I	Introduction to Social Sciences	3	40	60	100	3
IV		Non-Major Elective	Offered by Other Departments	2	40	60	100	2
		Total		26				26

IV	20SWNAA	Non Major Elective I**	Introduction to Social Work	2	40	60	100	2
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*For students of other majors who opt for the course “**General Tamil – I**”

Prerequisites for Language – I and Non Major Elective – I

- Students who have studied Tamil in school till Standard XII, can opt for the course ‘General Tamil – I’ / ‘Introduction to French’
 - Those opting for the course ‘General Tamil – I’, should choose a ‘Non Major Elective – I’ offered by any other department.
 - Those opting for the course ‘Introduction to French – I’, should choose the course ‘Advanced Tamil – I’ as Non Major Elective – I.
- Students who have not studied Tamil in school, should opt for the course ‘Introduction to French – I’ (Language – I) & ‘Basic Tamil – I’ (Non Major Elective I)



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SEMESTER - II

Part	Course Code	Course	Title	Hours/Week	Internal Marks	Final Marks	Total Marks	Credit
I	14ULT02/ 14ULF02	Language II	General Tamil – II / Introduction to French – II	3	40	60	100	3
II	14UEW02	English II	Professional Communication Skills – II	3	40	60	100	3
III	14SWC21	Core IV	Social Work Practice with Individuals and Groups	5	40	60	100	5
	14SWC22	Core V	Social Welfare Administration	5	40	60	100	5
	14SWC23	Core VI	Counselling in Social Work	5	40	60	100	5
	14SWA20	Allied II	Social Work Interventions and Methods	3	40	60	100	3
IV		Non-Major Elective	Offered by Other Departments	2	40	60	100	2
		Core III	Field Work Practicum	5	40	60	100	5
		Total		31				31

IV	14SWNAB	Non Major Elective	Self Development and Self Assessment	2	40	60	100	2
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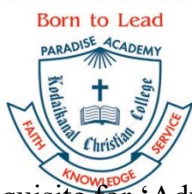
*For students of other majors who opt for the course “General Tamil – II”

Note:

Prerequisite for ‘General Tamil – II is ‘General Tamil – I’

Prerequisite for ‘Introduction to French – II is ‘Introduction to French – I’

Prerequisite for ‘Basic Tamil – II is ‘Basic Tamil – I’



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Prerequisite for 'Advanced Tamil – II' is 'Advanced Tamil – I'

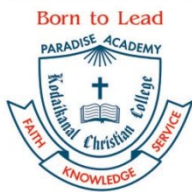
SEMESTER – III

Part	Course Code	Course	Title	Hours/Week	Internal Marks	Final Marks	Total Marks	Credit
III	14SWC31	Core VII	Community Organization and Social Action	5	40	60	100	5
	14SWC32	Core VIII	Social Work Research and Statistics	5	40	60	100	5
	14SWC33	Core IX	Introduction to Community Development	5	40	60	100	5
	14SWC3X	Core X	Field Work Practicum	5	40	60	100	5
	14SWA30	Allied III	Understanding Financial Operations in Social Work	3	40	60	100	3
IV	14BTNAA/ 14ATNAA	Non Major Elective III*	Basic Tamil - I / Advanced Tamil - I	2	40	60	100	2
		Total		25				25

IV	14SWNAC	Non Major Elective III**	Effective Communication	2	40	60	100	2
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*BSW Students opt for Non Major Electives offered by other Departments.

**Course offered by the BSW Department for students of other Majors.



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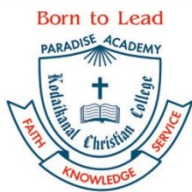
SEMESTER – IV

Part	Course Code	Course	Title	Hours/Week	Internal Marks	Final Marks	Total Marks	Credit
III	14SWC41	Core XI	Social Problems in India and Social Legislation	5	40	60	100	5
	14SWC42	Core XII	Introduction to Medical and Psychiatric Social Work	5	40	60	100	5
	14SWC43	Core XIII	Introduction to Social Structure	5	40	60	100	5
	14SWC4X	Core XIV	Field Work Practicum	5	40	60	100	5
	14SWA40	Allied V	Non-Governmental Organizations: An Overview	3	40	60	100	3
IV	14BTNAB/ 14ATNAB	Non Major Elective III*	Basic Tamil - II / Advanced Tamil - II	2	40	60	100	2
		Total		25				25

IV	14SWNAD	Non Major Elective IV**	Introduction to Counselling	2	40	60	100	2
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*BSW Students opt for Non Major Electives offered by other Departments.

**Course offered by the BSW Department for students of other Majors.



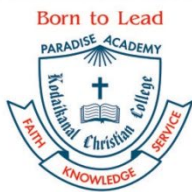
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SEMESTER - V

Part	Course Code	Course	Title	Hours/Week	Internal Marks	Final Marks	Total Marks	Credit
III	14SWC51	Core XIV	Emergency Care and Disaster Management	5	40	60	100	5
	14SWC52	Core XV	Welfare of the Weaker and Targeted Sections	5	40	60	100	5
	14SWC53	Core XVI	Corporate Social Responsibility	5	40	60	100	5
	14SWC54	Core XVII	Human Rights and Social Justice	5	40	60	100	5
	14SWC5X	Core XVIII	Field Work Practicum	5	40	60	100	5
IV	14UES51	Compulsory Course – UGC	Environmental Science	2	40	60	100	2
		Total		27				27



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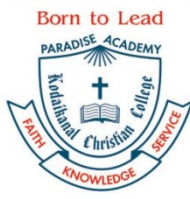
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SEMESTER - VI

Part	Course Code	Course	Title	Hours/Week	Internal Marks	Final Marks	Total Marks	Credit
III	14SWC61	Core XIX	Introduction to Family and Child Welfare	5	40	60	100	5
	14SWC62	Core XX	Social Work With disability	5	40	60	100	5
	14SWC63	Core XXI	Human Resources in Social Work	5	40	60	100	5
	14SWC6X	Core XXII	Field Work Practicum	5	40	60	100	5
	14SWC6P	Core XXIII	Project Work	5	40	60	100	5
IV	14UVE61	Course III	Value Education	2	40	60	100	2
		Total		27				27

TOTAL CREDITS: 160

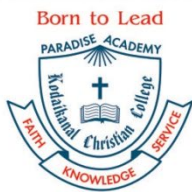


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SEMESTER – I



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INTRODUCTION TO PROFESSIONAL SOCIAL WORK

Hours: 5

Code: 14SWC11

Credit: 5

OBJECTIVES:

- To acquire an understanding and knowledge of the history and philosophy of social work and its Emergence as a Profession.
- To appreciate Social Work as a Profession and to recognize the need and importance of Social Work Education, Training and Practice.

UNIT – I

Social Work: Meaning, Definition, Scope, Objectives and Principles. *Nature of social work services in a diverse society:* concepts eg prejudice, interpersonal, institutional and structural discrimination, empowerment and anti-discriminatory practices *Inter-professional working:* significance of partnership working eg social care, education, housing, health, income maintenance and criminal justice services

UNIT – II

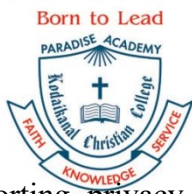
Historical Concept of Social Work: Development of Professional Social Work – USA, UK and India; Development of Social Work Education, Professional aspects of Social Work,–

UNIT – III

Basic Concepts related to Social Work: Social Work, Social Service, Social Welfare, Social Reform, Social Justice, Social Security, Social Policy, Social Defence, Social Development, Social Legislation and Social Administration.

UNIT – IV

Methods of Social Work: Meaning, Definition, Process and Principles – Case Work, Group Work, Community Organization, Social Action, Social Work Research and Social Welfare Administration. *Person-centred approach:* supporting preferences, wishes and needs;



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supporting privacy and dignity; supporting others to make informed choices about the services they receive. *Impact of initiatives*: changes to practice, development needs

UNIT – V

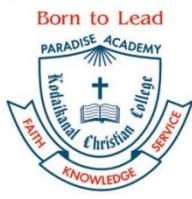
Values and Ethics of Professional Social Work: Concept of Ethics and Values, Ethical Responsibilities in Social Work, Ethical Decision Making and Dilemmas in Social Work, Code of Ethics for Social Workers and Qualities of Professional Social Worker.

TEXT BOOKS

- Choudhry, Paul, 1992-, Introduction to Social Work, Atmaram and sons, New Delhi
- Sanjay Bhattacharya, 2003- Social work – An Integrated Approach, Deep & Deep Publications Pvt Ltd, New Delhi

REFERENCE

- Memoria C.B,1981, *Social problems and social disorganization in India*, Kitab Mahal, Allahabad
- Ahuja, Ram, 1997, *Social Problems in India*, Rawath Publication, Jaipur
- Sanjay Bhattacharya, 2003, Social work – *An Integrated Approach*, Deep & Deep Publications Pvt Ltd, New Delhi.



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DYNAMICS OF HUMAN BEHAVIOUR

Hours: 5

Code: 14SWC12

Credits: 5

OBJECTIVE

- To help the students to learn the important concepts of psychology.
- Understand the human behaviour, emotions, feelings and attitudes.
- Understand the basic concepts of psychology and its application in social work.

UNIT – I

Psychology: Meaning, Definition, Scope, Nature, Branches and Fields of Psychology. Relevance of psychology in Social Work.

UNIT – II

Basic Psychological Concepts and Theories: Intelligence, Thinking, Memory and Forgetting, Attention, Emotions, Attitudes, Learning, Perception and Illusion. Personality Motivation

UNIT – III

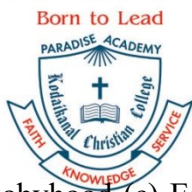
Methods of Psychology: Introspection Method, Naturalistic Observation, Experimental Method, Differential Method and Clinical Method.

UNIT – IV

Behaviour : Behaviour- Defn, Types. Body and Mind relationship in behaviour. Genetics and Behaviour. Environment and Behaviour, Brain and Behaviour. Psychology of Sensation. Dynamics of behaviour.

UNIT – V

Developmental Psychology: Human Growth and Stages of Development: (a) Infancy



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- (b) Babyhood (c) Early Childhood (d) Late Childhood (e) Adolescence (f) Early Adulthood
(h) Middle Age and (i) Old Age.

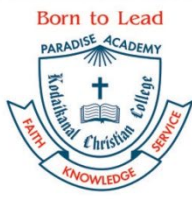
Explanations for the characteristics and circumstances of individuals: theories of human growth and development; managing loss and change; managing stress and behavior

TEXT BOOK

- Baron, R. A., Branscombe, N. R., & Byrne, D. (2009). *Social Psychology* (12th ed.). Boston, MA: Pearson/Allyn and Bacon.
- Mangal SK., (2007). *General Psychology* (15th ed.). Sterling Publishers Private Limited.

REFERENCE

- Hurlock, Elizabeth-2002- *Development Psychology*, New York, McGraw Hill
- Guilford, J P- 2007- *Fields of psychology*, New Delhi, Surjeet Publication.
- Smith, E. R., & Mackie, D. M. (2007). *Social Psychology* (3rd ed.). Philadelphia, PA: Psychology



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INTRODUCTION TO SOCIAL SCIENCES

Objectives:

1. To understand the basic concepts related to social work
2. To have an understanding of the society, community and mankind

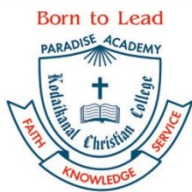
UNIT I Nature and Definition of Sociology, Pioneers of Sociology. Society, Meaning, Characteristics. The Process of Socialization mechanisms and the agents of Socialization. concept of Society and Culture. Community: Meaning, Characteristics, Differences between Society and Community Group: Meaning, Characteristics & Classification of Group (Primary and secondary Groups). Importance to Individual and Society

UNIT II Social Institutions: Marriage: Meaning, Characteristics, Forms of Marriage, Mate Selection: Exogamy & Endogamy. Family: Meaning, Function of Family, Types of Family: Nuclear, Extended, Joint Family, Features of Modern Family and Trends.

UNIT III Relationship between Economics and Social Work. Examples from theory and Practice. Creation and distribution of wealth. Five Year Plans of India (with reference to social development and poverty alleviation programmes)

UNIT-IV Relationship between Political Science and Social Work. Definition of Politics in terms of state, power, resolution of conflicts. Concepts of Rights, Liberty, Justice and Equality, Power, Authority, Legitimacy, Totalitarianism and Autocracy. A critique of the Marxian theory of class. Communism. Fabian socialism, elites and masses, Power structure, classical theories of democracy.

Unit V: Relationship between Anthropology and Social Work. Tribal society, towards a systematic view, kinship, descent and social structure, marriage, family and community. Development programmes and their impact on tribal population. Dislocation and resettlement, future directions of work in this area. Tribal population and development.



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NON-MAJOR ELECTIVE

INTRODUCTION TO SOCIAL WORK

Hours: 5

Code: 14SWNAA

Credit: 5

OBJECTIVES

- To appreciate Social Work as a Profession and to recognize the need and importance of Social Work Education, Training and Practice.
- To provide an awareness of various methods of professional practice and its application.

UNIT I

Social Work: Meaning, Definitions, Philosophy, Scope, Objectives, Basic values, Code of ethics and Principles of social work. **Methods of Social Work:** *Primary Methods* – Social Case Work, Social Group Work and Community Organization, *Secondary Methods* – Social Work Administration, Social Work Research and Social Action.

UNIT II

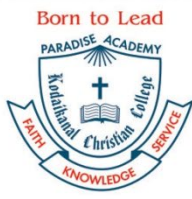
Social Case Work: Concept, Definition, Meaning, Objectives and History. Basic Components of Social case work: Person, Problem, Place, process. Principles of case work. Case Work Recording. Case Work Process.

Social Group Work-Definition, Philosophy, Objectives, Historical development, current trends, its relevance and scope. Group- Definitions, Types, Characteristics, life as a process of adjustment with different types of groups, psychological needs that are being met in groups. Role of groups in personality development. Group Work Process.

UNIT III

Community Organisation: Definition, Objectives, Principles and approaches, Phases of Community Organization, The various models of Community Organisation as practiced in our country.

Social Action – Definition, Objectives. Social Action for social Reform, social Development, Social Justice and Social Movement. Process of Social Action, Different approaches and social action adopted by Paulo Friere, Saul Alinsky, Ravy and Gandhiji. Problems in social activism.



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UNIT IV

Social Work Administration: Social Work Administration: Definition, Characteristics, Social Work Administration as a method of Social Work - Social Work Agency: CSWB, SSWB, Organisational structure, Boards and committees: Executive: Functions & Qualities - Administrative Process: policy formation, Planning decision making, Co-ordination, Communication, Reporting and Budgeting.

Social Work Research: Definition and objectives of research and social work research. Scope, Recent trends in Research. Identification and formulation of research problems-criteria. Research project: meaning and major steps of a research project.

UNIT V

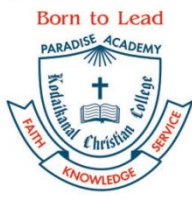
Fields of Social Work: Community Development, Medical and Psychiatric Social Work, Family and Child Welfare, Human Resource Management, Disaster Management and Crisis Intervention, Counselling etc.

TEXT BOOK

- Choudhry, Paul, 1992-, Introduction to Social Work, Atmaram and sons, New Delhi

REFERENCE:-

- Memoria C.B, 1981, Social problems and social disorganization in India, Kitab Mahal, Allahabad
- Ahuja, Ram, 1997, Social Problems in India, Rawath Publication, Jaipur.



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SEMESTER – II

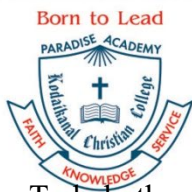
SOCIAL WORK PRACTICE WITH INDIVIDUALS AND GROUPS

Hours: 5

Code: 14SWC21

Credits: 5

OBJECTIVE



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- To help the students to learn about knowledge and application of case work and group work methods and techniques.

UNIT – I

Social Case Work: Concepts, Meaning, Definition, Objectives and Principles of Case Work and Case Work Relationship, Historical concepts of Social Case Work – Indian and Western;

UNIT – II

Case Work Process: Nature of problems, Types of problems faced by the Individuals, Techniques and Approaches. Making Case work Process online- Opportunities, benefits, challenges and Obstacles.

UNIT - III

Social Group Work: Concept, Definition, Scope, Objectives, Principles. Relationship between SGW and SCW

UNIT - IV

Group Work Process: Planning Phase, Beginning Phase, Middle Phase, Ending phase. Group Work Records. Making Group work Process online- Opportunities, benefits, challenges and Obstacles

UNIT V

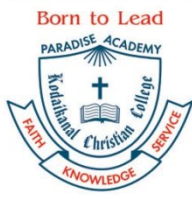
Settings: Role & Skills of Case worker & Group Worker in different settings: Family, School, Community, Correctional, Industries and Health, Pandemics.

TEXT BOOKS

- Mathew, Grace, 1993, *An introduction to social case work*, TISS, Bombay.
- Wilson and Ryland-, 1949, *Social group work practice*, Houghton Mifflin Company, Cambridge

REFERENCE

- Herbert- 1982- *Dynamics of case work and counselling*, Boston, Miffing Pub
- Roberts RW & Nee, RH, 1970, *Theories of social case work*, Chicago, Chicago University.
- Upadhyay, P.K- 2003- *Social case work*, New Delhi



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SOCIAL WELFARE ADMINISTRATION

Hours: 5

Code: 14SWC22

Credit: 5

OBJECTIVES

- To understand the meaning of management concepts, Principles and Process in the context of NGOs.
- To provide knowledge on Social Welfare Administration Project, Planning, Monitoring and Evaluation.
- To gain insight on the Government Programmes of various ministries and departments.

UNIT – I

Social Welfare Administration: Meaning, Definition, Principles. Administrative arrangements and constitutional base for social welfare at District, State and National Level, Evolution of Social Welfare Administration,

UNIT – II

Non Government Organizations: Meaning, Characteristics, Functions and organizational Structure and Types

UNIT – III

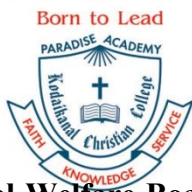
Elements of Administration: Byelaws, Memorandums and Records Management. POSDCORB, Office Procedures, Records Management and Office Automation. Use of online platforms for record management – Google drives,

UNIT – IV

Social Welfare Policies: Social Welfare Policies related to women, children, elderly, nutrition, health, poverty, unemployment, beggary.

Drafting of social policies, Governmental Procedures on drafting social policies.

UNIT – V



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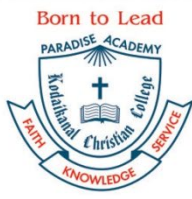
Social Welfare Board: Role and Functions of Central Social Welfare Board, State Welfare Board, Directorate of Social Welfare; Role of Voluntary agencies in Social Welfare.

TEXT BOOKS

- Friedlander, W (1995), *Introduction to Social Welfare*, New Jersey, Prentice Hall.
- Chandra, Snehalata, 2003 *Guidelines for NGOs Management in India*, Kanishka Publishers, New Delhi

REFERENCE

- Dennison, D and Champan, Social Policy and Administration, George Allam and Unwin, London, 1985
- Chowdry, Paul, (1993), *Hand Book on Social Welfare in India*, Delhi, Atmaram.



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SOCIAL WORK INTERVENTIONS AND SOCIAL CARE

Hours: 4

Code: 14SWA10

Credit: 4

UNIT – I

Social Work Intervention: Meaning, Definition, Methods of Social Work intervention-Macro, Micro and Mezzo; Purpose of Social Work Intervention. Importance of Social Work Intervention.

Social Care: Meaning, Definition. Difference between Social care and Health care. Importance of Social Care.

UNIT – II

Models of Social Work Intervention: Problem-Solving Model, Task-Centred Practice, Cognitive Behavioural Therapy, Crisis Intervention Model, The Psycho-Social Therapy Model, Person Centred Approach, Solution-Focused Brief Therapy (SFBT), Narrative and Behavioral Approach, Psychoanalytical models.

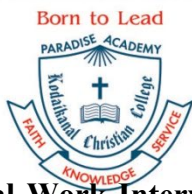
UNIT - III

Social Work Intervention for Children and Young People: Children and Young people - Meaning, definition. Safe guarding children – protection from physical, sexual and emotional harm, child maltreatment. Agency involved in child intervention – Child Welfare Committee, Ministry of women and child Development, Child Protection Officers.

UNIT – IV

Social Work Intervention for adults : Adults – Meaning and Definition. Vulnerable adults-Meaning and Definition. Vulnerable groups according to WHO - Old aged, diseased, disabled, Pregnant women. Safe guarding vulnerable groups- Protection from physical, sexual and emotional harm. Agency involved in adult intervention - Ministry of family and health welfare, Ministry of Social Justice and Empowerment, National Health Portal of India, National Institute of Social Defence. Department of Empowerment of Persons with Disabilities.

UNIT – V



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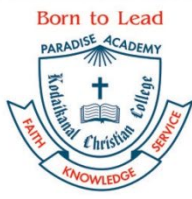
Social Work Intervention for substance abuse: Substance abuse – Meaning, Definition, and Types. Rehabilitation for Substances abuse. Agency involved in intervention for substance abuse – Ministry of family and health welfare, Ministry of Social Justice and Empowerment, National Health Portal of India, National Institute of Social Defence, National Drug Dependence Treatment Centre, AIIMS, New Delhi.

TEXT BOOK

- Choudhry, Paul, 1992-, Introduction to Social Work, Atmaram and sons, New Delhi

REFERENCE:-

- Memoria C.B, 1981, Social problems and social disorganization in India, Kitab Mahal, Allahabad
- Ahuja, Ram, 1997, Social Problems in India, Rawath Publication, Jaipur.



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COUNSELLING IN SOCIAL WORK

Hours: 5

Code: 14SWA20

Credit: 5

OBJECTIVES

- To acquire knowledge of the theoretical approaches to counseling.
- To understand the process of Counseling.
- To gain knowledge of practice of Counseling in different settings

UNIT-1

Counseling: Definition, meaning, goals, principles, scope, Need and Importance of Counseling. Qualification and skills of professional counselor. Basic principles of counseling: Participators, Individualization, Confidentiality, Communication, Acceptance, Self-Confidence, Self-Awareness and other principles governing the counseling relationship.

UNIT-II

Fields of counseling: School, family, marital, health, industrial, individual and group counseling, crisis intervention, Therapeutical Approaches.

UNIT-III

Theories of Counseling: Psychoanalytical, Client Centered, Behavioural, Rational emotive, Reality, Gestalt and Transactional Analysis.

UNIT-IV

Counseling in HIV: Definitions of HIV/AIDS, need and scope. Physical settings, steps and stages, home based care role of health care professional..

UNIT-V

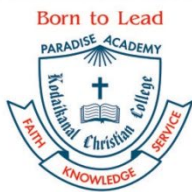
Counseling for substance use: Classification of substance biological, social, psychological and cultural impact, contribution of de addiction centre in management, relapse and rehabilitation. Alcohol Anonymous group: History and Function.

TEXT BOOK

- **Richard Nelson, Jones, 1996, Practical counseling and helping skill. London**
- Rao, Narayana, 2003 *Counselling and Guidance*, Tata McGraw Hill, New Delhi.India
- Palmer, 2004 *Counselling*, *British Association for counseling*, Sage publications New Delhi, India

REFERENCE

- Haper & Row. *Theories of counselling and psycho therapy*, New York
- Indu D(1983) *The basic essential of counselling*, New Delhi:-Sterling
- Richard Nelson, Jones (1996) *practical counselling and helping skill*. London.
- Ricky-L-George Teal (1989)-*Theory, methods and process of counseling and psychotherapy*, University of Missouri.



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NON-MAJOR ELECTIVE

SELF DEVELOPMENT AND SELF ASSESSMENT

Hours: 2

Code:14SWNAB

Credits: 2

OBJECTIVE

- To develop communication, public speaking, listening skills in students
- To develop students as trainers or resource person in conducting training programmes.

UNIT I

Self Development and Assessment: Self-Assessment, Self-Awareness, Perceptions and Attitudes, Values and Belief Systems, Personal Goal Setting, Career Planning, Building of Self Confidence.

UNIT II

Self-Esteem: Term self-esteem - Symptoms - Advantages - Do's and Don'ts to develop positive self-esteem – Low self-esteem - Symptoms - Personality having low self esteem - Positive and negative self-esteem. Self awareness.

UNIT III

Social and Emotional Development: Nature of Emotions, Personality and Temperament, Attachment and Parenting, Moral Development, Empathy, Love and Intimacy, motivation and Stress. Stress Management and life Skills.

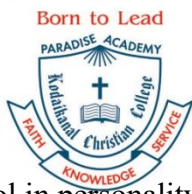
UNIT IV

Leadership skills Stress management and Emotional Intelligence:

Importance, EQ & IQ- Assessment. Components of EQ. Positive mental attitude. Factors influencing positive mental attitude. Measures to develop positive mental attitude and Life Skills

UNIT V

Personality Development: Role of Heredity & Environment. Personality types- Extroverts & Introverts. Theories of personality development. Determinants of personality. Role of family,



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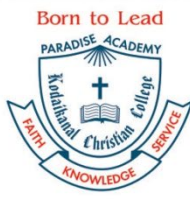
school in personality development. Components of personality development.

TEXT BOOKS

- John Adair: Time management and personality development
- Stephen R Covey : Principle Centered Leadership

REFERENCE

- Personality and development Vijay Pratap Singh.
- Secrets of Mind Power: Harry Lorayne
- Understanding emotional intelligence, IQ: Dr. Jyotsana Codaty
- Count your chickens before they hatch: Arindam Chaudhuri.
- Use your memory Tony Buzan.
- Emotional intelligence Daniel Goleman.
- Working with emotional intelligence Daniel Goleman

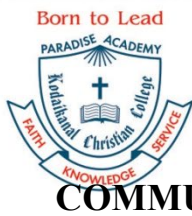


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SEMESTER - III



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COMMUNITY ORGANIZATION AND SOCIAL ACTION

Hours: 5

Code: 14SWC31

Credits: 5

OBJECTIVE

- To help the students to learn about knowledge and application of community organization and social action as methods in social work field.

UNIT – I

Community: Concept, Meaning, Definition, Types, Community as Social System, Community power structure and Community dynamics. Community Organization as a method of Social Work; Principles, Scope and Approaches.

UNIT – II

Process: Community Organization as a process – Problem Identification, Discussion, Action Plan, Determination of Strategy, Implementation, Evaluation. **Methods and Scope:** Methods of CO: Public Interest Mobilization, Litigations, Protests and Demonstrations. Scope of Community Organization

UNIT -III

Community Organization methods and Steps: Jack Rothmans Model- Locality Development, Social Planning and Social Action .Community organization and Community development.

Phases /Steps in community organization- study, analysis, assessment, decision making, planning, action and modification. Classification of methods /Tools (Arthur Dunham). importance of conflict resolution methods. Skills of a community organizer

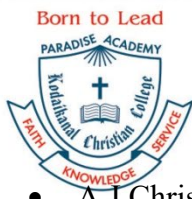
UNIT –IV

Social Action: Meaning, Definition, Objectives, Principles, Strategies, Models of Social Action, Approaches of Social Action.

UNIT – V

Skills in Community Organization and Social Action: Organization, Communication, Consultation, Public Relation, Resource Mobilization, Liaison, Facilitating, Networking, Advocacy, Legislative Promotion and Conflict Resolution.

TEXT BOOK



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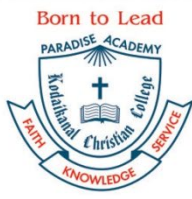
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- A.J Christopher & A. Thomas William-2005- Community Organization and Social Action- Himalaya Publication.
- HY Siddique- 1984- Social Work and Social Action(Development Perspective) New Delhi, Harnam Publication.

REFERENCE:-

- Gangrade K.D- 1971- Community Organization in India-Bombay- Popular Prakasan.
- Murray. G .Ross-1955- Community Organization. Theory, Principles and Practice.



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SOCIAL WORK RESEARCH AND STATISTICS

Hours: 5

Code: 14SWC32

Credit: 5

OBJECTIVES

- To help the student to understand Social research as a method of social work research and to develop the appropriate skills to effectively implement the research methods and techniques in the field.
- To facilitate better understanding of the current trends and practices in Social work research.
- To enable the students to understand the importance of statistics application in Social work research.

UNIT I

Research: Meaning, definition, objectives and types of research. Scientific Method: - Meaning, Research Process and Steps-Social Work Research. Difference between social science research and social work research

UNIT II

Meaning and Types: Hypothesis-Variables - Review of Literature-Formulation of research problem- Research Design: - Meaning, Types- Sampling-Meaning, definition and types of sampling.

UNIT III

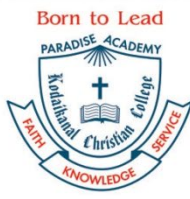
Sources of data: Primary and secondary sources. Methods and tools of data collection- Observation, Interview, Interview Guide, Interview Schedule, Questionnaire.

UNIT IV

Statistics: Meaning, definition. Central Tendency- Mean, Median and Mode. Measures of Dispersion- range, quartile deviation, standard deviation, Chi-Square. Diagrammatic representation of data and the use of SPSS.

UNIT V

Research Report Writing: Cauterization-Bibliography -References and footnote. Basics of Computer in Research.



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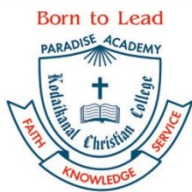
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TEXT BOOKS

- Kothari, C.R, 1990, Research methodology-methods and techniques, Vishwa prakashan publishers, New Delhi.
- Gupta S.P (1990) Fundamentals of Statistics, New Delhi, Himalaya Publishing House.

REFERENCE

- Dr. S. Nakkiran and Dr. R. SelvaRaju (2001), Research Methods in Social Sciences, Mumbai, Himalaya Publishing House.
- Hall.D& Hall, (1996) Practical Social Research “New Delhi, Macmillan Press.
- Goode, Wand Hutt, P.K (1981) Methods of Social Research, New Delhi, McGraw Hill



INTRODUCTION TO COMMUNITY DEVELOPMENT

Hours: 5

Code: 14SWC33

Credit: 5

OBJECTIVE

- To help the students to know about Community Development as one of the important specializations of social work

UNIT I

Concept of community development: Concept, Meaning, Definition Objectives, and principles. History of community development in India.

UNIT II

Urban Community Development- Meaning, Definition, Objectives, Characteristics; Rural Community Development: - Meaning, Definition, Objectives, Characteristics; Tribal Community Development: - Meaning, Definition, Objectives, Characteristics

UNIT III

Understand the complex nature of communities and community development

Community development: projects and initiatives related to eg health, education, leisure, culture, crime prevention, care services, health and safety, fundraising, regeneration

Diversity: religion; culture; sexual orientation; gender; age; disability; socio-economic status; demographics; environment; housing; lifestyle

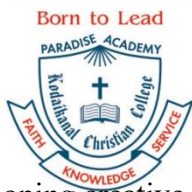
Strengths and support systems: individual, group and organisational; nuclear and extended family groups; self-help groups and networks; neighbourhood support; voluntary organisations; community forums; tenants associations

Potential problems: discrimination; marginalisation; social exclusion; alternative values and beliefs; crime; vandalism; safety; lack of communal facilities for eg sport, leisure, social networking

UNIT IV

Understand the role and responsibilities of the community development worker in facilitating community initiatives

Knowledge and skills: communication; collaboration; negotiation; networking; partnership working; development of resources; funding strategies; accountability and control of financial resources; publicity, marketing and media networks; use of ICT; identifying problems;



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developing creative solutions; teamwork; political awareness; knowledge of local community support systems; knowledge of relevant legislation and agreed ways of working
Empowering communities: identification and agreement of community needs; inclusion; participation; partnership working; interaction with individuals, groups and agencies eg government, voluntary, charitable, community forums, tenants associations; development of learning opportunities for individuals and groups; conflict resolution; collective action

UNIT V

Understand the impact of community development work on communities

Long- and short-term impact: positive impacts eg changing attitudes and perceptions, continuing motivation, improved relationships, empowerment, improved facilities and life chances; negative impacts eg marginalisation, dependency, imbalance of power relationships, sustainability problems

Potential barriers: lack of funding; apathy; lack of physical resources; breakdown in communication; different priorities; opposing factions; demotivation

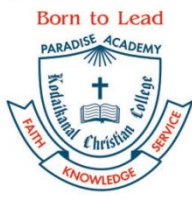
TEXT BOOK

- Mukherii, B (1996), Community Development in India, Orient Longman, Delhi.

REFERENCE:-

- Debendra, K.Das,(1994), Dynamics of Rural Community Development, Perspectives and Challenges.
- Vidya Bhushan and D.R. Sachdeva (2002), An Introduction to Sociology, Allahabad, Kitab Mahal.
- Maheswari S.R. (1995), Rural Development in India, New Delhi, Sage Publications.

<http://www.sociologydiscussion.com/india/development-programmes/list-of-development-programmes-in-india-sociology/13518>



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Understanding Financial Operations in Social Work

Hours: 3

Code: 14SWA30

Credit: 3

OBJECTIVES

- To help the students to learn the important concepts of economics pertinent to Social work
- Understand the basic economic concepts, principles, theories & its application in social work profession
- Understand and analyze economic problems with social work perspective

UNIT I

Economics: Meaning, Definitions. Basic economic questions Significance of economic concepts in social work Basic Concepts: Factors of Production. Land, Labour, Capital and Organization. Capitalism, Socialism – Definitions, Features, Advantages and Disadvantages.

UNIT II

Source of finance for NGOs: Meaning of Finance – Types of sources – types of institution providing funds to NGOs – Government – Private agencies . Audit of NGOs.

UNIT III

Accounts for Non- Trading concern: Income and Expenditure – receipt and payment – balance sheet preparation- social accounting- reporting of social accounting – social cost benefit analysis in India

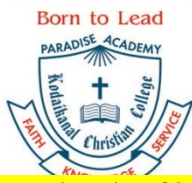
UNIT IV

Financial Definitions and Concepts

Income, cost-benefit analysis, expenditure, budget, capital, cost control, outsourcing Banking, Cash flow, Smart card, Relevance of Balance sheet

UNIT V

Taxation for NGOs



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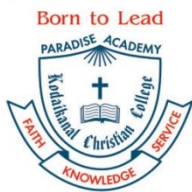
Different heads of income – exemption – deduction under section 80G , 12A – donations – membership fees- entrance fees -

TEXT BOOKS

- Tandon, b.b, k.k Tiwari, 1997, Indian Economy, Tata McGraw Hill , New Delhi.
- A N Agarwal: Indian economy- Problems of development & planning

REFERENCE

- Indian Economy- Dutt and Sundaram
- Indian economy towards the 21st century: Surendra J Patel
- Economic and Political thought- S. Lokanath
- Advanced economic theory: Misra & Puri
- Development & Underdevelopment-
- *The political economy of global inequality:*
- Mitchell A Seligson & John T Passé Smith
- India's economic reforms & development: A Vaidyanathan
- Indian economy towards the 21st century: Surendra J Patel
- Kerala- The development experience Govindan Parayil



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NON-MAJOR ELECTIVE

EFFECTIVE COMMUNICATION

Hours: 2

Code: 14SWNAC

Credit: 2

OBJECTIVES

- To help the students to learn the role of communication in developmental areas.
- To understand the significance of social work practices.
- To understand the role of mass media in society.

UNIT I

Overview: Definitions and Basic Issues Communication - verbal and non verbal, elements and barriers. Significance in social work practice. Development communication- purpose and content.

UNIT II

Use of media for Development communication: Folk media-puppetry, folk drama, folk song, folk dance, street theatre .Communication with groups-lectures, group discussions, games, role play. Use of audio visual aid-flash card, flannel graph, flip chart.

UNIT III

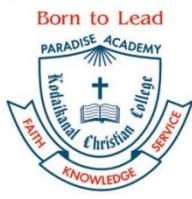
Verbal and Nonverbal Spoken Communications: Includes planning, preparation, delivery and feedback and assessment of activities like: Public speaking, Group Discussions, Oral Presentation skills, Perfect interview, listening and observation skills, Body Language, Use of presentation graphics, Use of presentation aids, study of Communication Barriers.

UNIT IV

Leadership and Interpersonal Communications: Leaders - their skills, roles, and responsibilities, Vision, Empowering, delegation, motivating others, organizational skills, Problem Solving and conflict management, team building, interpersonal skills. Organizing and conducting meetings, decision making, giving support.

UNIT V

Skill training: effective public speaking, meeting, conference, seminars, effective written communication and low cost participatory media. Mass media-cinema, television, radio, print media, exhibitions, posters. Information technology and World Wide Web. Media culture and values-media analysis- critical analysis, representation of gender, race and events in mass media. Impact of mass media on development.



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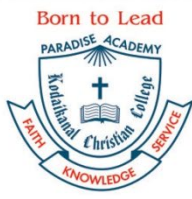
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TEXT BOOK

- Ahuja, B, N and Chabra, s.s, 1992, *Development Communication*, Surjeet pub, New Delhi.

REFERENCE

- Gandhi,V.P, 1995, *media and communication today*, kanishka publishers, New Delhi.
- Melkote,Srinivas R,1991, *communication for development in third world*, sage publication, New Delhi.

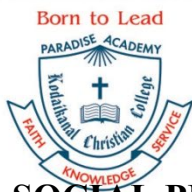


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SEMESTER – IV



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SOCIAL PROBLEMS IN INDIA AND SOCIAL LEGISLATION

Hours: 5

Code: 14SWC41

Credit: 5

OBJECTIVE

- To enable the students to understand serious social problems and issues in India.
- To make the students to understand the causes, effects and types of social problems in India.
- To help the students to understand the basic knowledge about various social legislations appropriate to social work.
- To educate the students about the existing judicial system and its functioning.

UNIT – I

Social Problems – Meaning, Definitions, basic theories, nature, types and causes of Social Problems in India.

UNIT – II

Meaning, Definition, Types, Effects, Causes and Measures: Poverty, Beggary, Children, Unemployment, Corruption, Crime and Juvenile delinquency.

UNIT – III

Meaning, Definition, Types, Effects, Causes and Measures: Casteism, Status Violence, Gender Inequality, Over- Population, Illiteracy, HIV/AIDS, Women and Youth.

Epidemiology: incidence (geographical distribution, incidence rates, trends); vulnerable groups; causes; spread and controls

Infectious disease: one of eg influenza, food/water borne infections, HIV/AIDS, a childhood illness, tuberculosis, MRSA, COVID 19

Non-infectious disease: one of eg malignant disease, cardiovascular diseases obesity, asthma

Statistical data: graphical, numerical, tabular; probabilities, incidence rates, trends

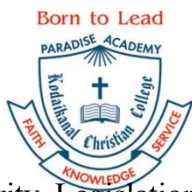
Approaches and strategies: surveillance, screening, immunisation, education, legislation, social welfare, environmental controls

UNIT – IV

Indian Judicial System and Personal Laws: Courts – Civil, Criminal, Family and Juvenile. Justice Act, Marriage Acts, Special Marriage Act, 1954;

UNIT – V

Laws for the protection and care of Women, Children, Disabled, Minorities: Social



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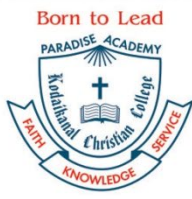
Security Legislations – Maternity Benefits Act, 1961; Child Labour Act, 1986; Employee State Insurance Act, 1948; Factories Act, 1948 and Workmen's Compensation Act, 1923.

TEXT BOOKS

- Madan. G.R(1995) Indian Social Problems , Athmaram & Sons, Calcutta.
- Ram Ahuja (2005) Indian Social Problems, Rawat Publication, Jawahar Nagar, Jaipur.
- Gangarade K.D, 1978, *Social Legislation in India*, concept publishing company, New Delhi
- Durga Das Basu, *Introduction to the Constitution of India*, 15th edition, Prentice Hall of Private Limited

REFERENCE:-

- Lemert, (1978) Social Pathology , New York , Hard Course Brace
- Merton, Robwert. K and Nisbet Robert Lamert, (1965) Contempromy Social Problems New York Hard Course Brace
- Athrchya, Venkatesh B Shecla Ravi Chunkath. (1966) Literacy and Empowerment Sage, New Delhi
- Social Legislation in India: Gangrade K D
- Social Policy & Social Development in India: Kulkarni P D
- Encyclopaedia of Social Work in India
- Introduction to the Constitution of India Brig kishore Sharma.
- Handbook of Human Rights Jayant Chaudhary



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INTRODUCTION TO MEDICAL AND PSYCHIATRIC SOCIAL WORK

Hours: 5

Code: 14SWC42

Credits: 5

OBJECTIVE

- To help the students to understand the fields of Medical and Psychiatric social work

UNIT-I

Medical Social Work: Definition, concept, Meaning, Historical development in India and abroad.

Health: Meaning, Definition, Types and factors affecting health.

UNIT-II

Community health: concepts and origin. Health care systems: primary health centre, private health systems indigenous system and voluntary health systems. Major national health programmes – ICDS, UIP, NEMP, NTP, NLEP and international health organizations – UNICEF, WHO and Red Cross.

UNIT-III

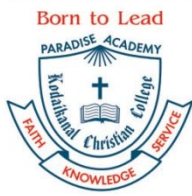
Psychiatric Social Work: Concept, definition meaning, scope, history of psychiatric Social Work in India and abroad. Psychiatric social work practice and facilities in India.

UNIT-IV

Psychiatric Illness: Mental Disorder, Functional Psychosis (*schizophrenia, mood disorders*). Anxiety Disorders. Psychosomatic Disorders, Eating Disorders. Personality Disorders. Sexual Disorders, Suicide and Depression.

UNIT-V

Role of Social Worker in Medical and Psychiatry Settings Health in different settings and



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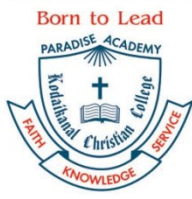
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TEXT BOOKS

- P.K. Park, 1999, *Preventive and social medicine*, Bhansidas Bhanot, Jabalpur.
- V M D Namboothiri, *Concise textbook of Psychiatry*, B I Waverly Hill Pvt. Ltd, New Delhi.

REFERENCE

- Verma, Rattan (1991) *Psychiatric social work in India*, New Delhi, Sage publications.
- Tuner JF(1993) *Differential diagnosis and treatment in social work*, new York, Free press.
- Butrym, Zotia (1961) *Social Work in medical Care*, London, Roulteege and kegan paul
- Kapil Krishnan (1971) *Social Service opportunities in Hospital*, Bomba, J.I.S.S
- John R. Huws (1979), *The Doctor and the Social Services*, London. The Athlonne press
- UNICEF, *Facts for Life*, Third edition.
- UNICEF, *Children for Health*



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INTRODUCTION TO SOCIAL STRUCTURE

Hours: 5

Code: 14SWC43

Credits: 5

OBJECTIVE

- To help the students to understand the important concepts of sociology, relevant to social work.

UNIT - I

Social Stratification: - Concept, theories, and determinants of Caste, Class, Race and Colour. Historical Perspective of caste, class, Race and colour.

UNIT – II

Social Stratification in India - Caste system. Constitutional provision for caste system. Violence related to caste system in India. Case studies related to violence of caste system in India. Social Movements in eradication of caste system in India. Role of Social Reformers in eradication of caste system in India.

UNIT – III

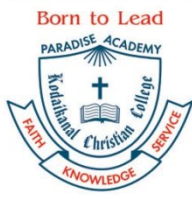
Social Stratification in U.K and U.S.A. – Class system. History and violence related to class system. Violence related to the class system. Case Studies related to the class system. Social movements.

UNIT – IV

Racism and Colourism: Meaning, Definition, Concept. History and Violence related to racism and colourism. Social Movements. Social Reform.

UNIT - V

Social Structure and Social Control-Definition, Meaning, Primary control and Secondary control, Social Deviance and Agents of Social Control. Sociology in relevance to Social Work.



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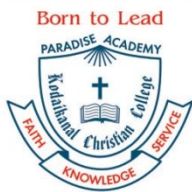
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TEXT BOOKS

- Viidya Bhushan and D.R. Sachdeva (2002), *An Introduction to Sociology*, Allahabad, Kitab Mahal.
- Kumar S. (1953). *Principles of Sociology*, New Delhi, New Heights Publishers

REFERENCE

- Bottomore, T.B (1972) *Sociology: A Guide to literature and Problems*, New Delhi,
- Mac Iver and Page, (1962) *Society* Macmillan &Co
- Srinivas, M.N(1962) *Caste inn Modem India*, New Delhi, Asia Publishing House
- Tumin. M. (1981) *Social Stratificatopn*, New Jersy, Prentice Hall



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NON-GOVERNMENTAL ORGANIZATIONS: AN OVERVIEW

Hours: 3

Code: 14SWA40

Credit: 3

OBJECTIVE

- To help the Students to learn about the important Concept of Government and Non-Government linkages and services relevant to Social Work.

UNIT I

NGO: Meaning, Definition and Activities. Difference between Human Service Organization, Non Governmental Organization, Non Profit Organization and Voluntary Organization.

Social Welfare Programmes: structure and functions of state and central ministries and Departments Central Social Welfare Board, State Welfare Board, Ministry of Women and Child Development and NGOs

UNIT II

Voluntary Agencies-Definition, Characteristics, Types, Role and Functions, Participation of NGO- CAPART, NABARD, JNNURM, NRHM.

UNIT III

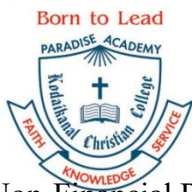
Registering NGO: Board, Trustee, Committees, executives their roles and function. Laws related to NGOs: Society registration Act 1860, Trust Act of 1912, Cooperative Societies Act 1912, FCRA and related issues.

UNIT IV

Elements in NGOs: Constitution and Bye-laws of NGOs - Board, Functions, Types of Members, Qualifications, Committee, Types of Committees, Sub-committees, Principles of Effective Committee Work – Holding meetings of the statutory bodies, keeping minutes, filing returns, sending timely reports.

UNIT V

Fund raising, Sustainable development for an NGO:. Resource Mobilization for Financial



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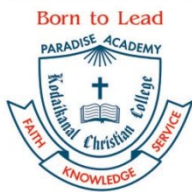
Affiliated to Madurai Kamaraj University Approved by UGC under 12(b), 2(f) Status and Non-Financial Resources. Accounting for NGOs: Basic Accounting, Principles and Policies. Income and Expenditure Accounts, Receipt and Payment Account and Treatment of special items in NGOs.

TEXT BOOKS

- Chowdhari, Paul, 1992, - social welfare administration, Atma Ram and sons, New Delhi.
- S.L Goel and Rajan- social welfare administration, vol I and II

REFERENCE

- Chowdhari, Paul, 1992, - social welfare administration, Atma Ram and sons, New Delhi
- Reidar, Dale 2004, Evaluating development programmes and projects, II edition, Sage publications.



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NON-MAJOR ELECTIVE INTRODUCTION TO COUNSELLING

Hours: 2

Code: 14SWNAD

Credit: 2

OBJECTIVES

- To acquire knowledge of the theoretical approaches to counselling.
- To understand the process of Counselling.
- To gain knowledge of practice of Counselling in different settings.

UNIT-1

Counselling: Definition, Meaning, Goal, Principles, Scope, Process, Ethics, differences between counselling and guidance, qualifications and skills of counsellor.

UNIT-II

Family counselling – Children, adolescents, women and aged and marriage counselling.

UNIT-III

Educational counselling: For students at school, college and professional institutions – special Educational Institutions.

UNIT-IV

Counselling at industry/factory / company – Counselling for skilled and non –skilled workers & problematic workers.

UNIT V

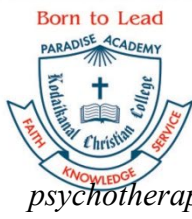
Counselling in Different Settings.

TEXT BOOKS

- Rao, Narayana, 2003 *Counselling and Guidance*, Tata McGraw Hill, New Delhi.India
- Palmer, 2004 *Counselling*, *British Association for counseling*, Sage publications New Delhi, India

REFERENCE

- Haper & Row. *Theories of counselling and psycho therapy*, New York
- Indu D(1983) *The basic essential of counselling*, New Delhi:-Sterling
- Richard Nelson, Jones (1996) *practical counselling and helping skill*. London.
- Ricky-L-George Teal (1989)-*Theory, methods and process of counseling and*



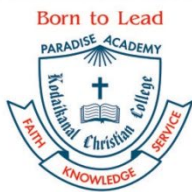
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psychotherapy, University of Missouri.

SEMESTER – V



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EMERGENCY CARE AND DISASTER MANAGEMENT

Hours: 5

Code: 14SWC51

Credit: 5

OBJECTIVES

- To enable the students to know about Disasters, its causes, mitigation and management and prevention.
- To know them the relief activities of the Govt & Non Governmental Organizations

UNIT – I

Disaster: Meaning, Definition History and Classification and an Overview. Environmental Issues and Disaster, Consequences.

UNIT – II

Pre-disaster preparedness and precautions: Flood, Cyclone, Earthquake, Tsunami, Sun-Stroke, Drought War, Epidemics, Pandemics and Endemics. Role of NGO in Management of preparedness.

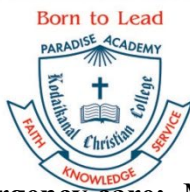
UNIT – III

Post – Disaster Management Agencies. Evacuation, Corpse Disposal, Rehabilitation, Sanitation, Fooding, Medical Care, HAM Radio. Relief and Rehabilitation of the Affected.

UNIT – IV

Role of voluntary agencies -In relief, prevention, mitigation, rehabilitation, Psycho-social support and management of disasters – National Institute of Disaster management – India.

UNIT – V



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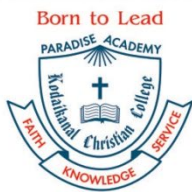
Emergency care: Meaning, definition, types. Emergency care in developed countries - U.K. & U.S.A. Role of Social Worker in Emergency care. Rehabilitation in Disaster management.

TEXT BOOKS

- Ram Ahuja- 2006, Social Problems in India, Rawat Publication, Jaipur.
- Gorman, Robert F – 1994- Historical Dictionary of Refugees and Disaster relief Organization- Metuchen, N J Scarecrow Press.

REFERENCE

- International migration Law-2004- *International Organization for Migration* – Geneva
- Wagner K D- 1998- *Environmental Management* W.B Saunders Co. Philadelphia- USA- 499p.



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WELFARE OF THE WEAKER AND TARGETED SECTIONS

Hours: 5

Code: 14SWC52

Credit: 5

OBJECTIVES

- To expose the students to the reality of the dispossessed sections of the society
- To facilitate an understanding of the social and political factors that influence the weaker sections
- To provide an analytical perspective of the issues involved in the weaker sections.

UNIT- I

Weaker Sections: Meaning, Definition and Classification of Weaker Sections. Socio-Economic situation of Weaker Sections in India.

UNIT – II

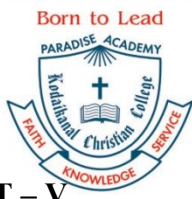
Problems of the Weaker Sections: Definition and Problem of Scheduled Castes, Scheduled Tribes and Other Backward Classes. Constitutional provisions and. Welfare Programs for S.C S.T. and OBC.

UNIT – III

Women and Children: Women – Status of Indian Woman – then and now. Constitutional provisions and. Welfare Program for Women. Children – Status of Children – then and now. Constitutional provisions and. Welfare Program for Children.

UNIT - IV

Welfare of the elderly: Constitutional provisions and Welfare Programs for Aged. Transgender and other Marginalized sections of society.



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UNIT – V

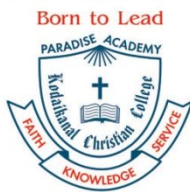
Role of Social Worker in the Welfare of Weaker Sections. Social Work Interventions for the various weaker and targeted sections of the society.

TEXT BOOKS

- Govind, Kalera D. (1984) *Development of Weaker Sections*, New Delhi, Inter India
- Sachdeva, D.R. (1997) „*Social Welfare Administration in India*“, Allahabad, Kitab Mahal, Kananaika.

REFERENCE

- D. Francis and Rao Chandu Subba (2000) *Development of Weaker Sections*“, Jaipur, Rawat Publications
- Jose (1985), „*Seventh Plan and Development of Weaker Section*“, New Delhi, Indian social institute.
- Kamble M.D. (1986) „*Deprived Castes and Their Struggle for Equality*“ New Delhi, Mittal Publications.



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CORPORATE SOCIAL RESPONSIBILITY

Hour: 5

Code: 14SWC53

Credit: 5

OBJECTIVES

- To Provide the knowledge of corporate social responsibility in the business world
- To make the students to understand the business ethics and corporate social responsibility in global scenario.
- To familiarize the emerging management in CSR and the policies.
- To make them to become a CSR-Social worker

UNIT - I

Corporate social responsibility in Indian context and International: CSR-Definition, concepts, overview of corporate social responsibility, concentration areas. Need to be social responsible.

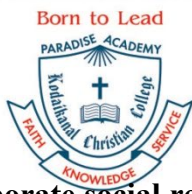
UNIT - II

Social Business ethics and corporate social responsibility in global scenario: CSR-Business ethics, corporate governance across the nations, ethical decision-making in different culture, consumer protection, environment protection, gender issues in multi culturalism , ethics and corruption, ethics and safety.

UNIT - III

Corporate community participation & Role and skills of Social worker in CSR: Corporate, NGO, Government, citizen, need for partnership,—Role and Skills Advocacy,administration,marketing,mediating,budgeting,organizing,documenting,presenting, public speaking, teaching, supervising, writing.

UNIT - IV



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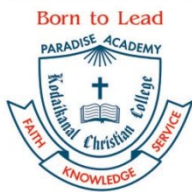
Corporate social responsibility-policies and activities: ISO-standard on CSR, International standards and norms. National and International activities.

UNIT - V

Corporate Communication and Case studies of successful CSR Initiative: Hindustan lever, TATA, The Taj Mahal Hotel, Titan, TVS. Fund Raising strategies through CSR.

REFERENCE

- Wayne Visser , Dirk Matten , Manfred Pohl , and Nick Tolhurst .-The A to Z of Corporate Social Responsibility: the Complete Reference of Concepts, Codesn and organizations.
- Philip Kotler and Nancy Lee -Corporate Social Responsibility: Doing the Most Good for Your Company and Your Cause.



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HUMAN RIGHTS SOCIAL JUSTICE

Hours: 5

Code: 14SWC54

Credit: 5

OBJECTIVES

- To explore and understand the human rights intervention processes in a social work.
- To learn the techniques to social work interventions in Human Rights Violation.
- To identify and evolve systematic interventions to specific situation.

UNIT – I

Human Rights: Concepts, Meaning, Definition, Historical Development and Classification – Civil Rights, Political Rights, Social Rights and Cultural Rights.

UNIT – II

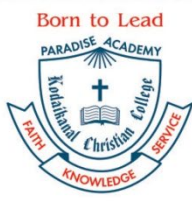
International HR instruments: United Nation's Universal Declaration of Human Rights – Articles, Human Rights Conventions against elimination of all forms of discrimination in the globe.

UNIT – III

Human Rights in India: Indian Constitution, Fundamental Rights, Duties and Judicial remedies under the Indian Constitution, National Human Rights Commission, State Human Rights Commission, Protection of Human Rights Act and Human Rights Courts.

UNIT – IV

Human rights for selected target populations: Human Rights with specific reference to Women, Children, Dalits, Tribes, Physically and Mentally Challenged persons. Role of Social Work Organizations in relation to Human Rights, Role of Social Workers and Civil Societies and Mass Media in Human Rights.



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UNIT – V

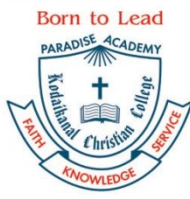
Social Justice: Meaning, Definition and Types. Social Structure and Social Injustice. Difference between Equality, Equity, inequality and Social Justice. Various Approaches to social justice. Instruments in Social justice – Constitutional Base and Indian legal system, public advocacy, Role of civil society as a pressure group, Statutory bodies. Public Interest Litigation in India: History, Growth, issues to be raised in PIL. Social Justice and Human Rights.

TEXT BOOKS

- Diwan. P & Diwan P- 1998- *Human Rights and the Law*- New Delhi- Deep & Deep
- Gangarade K.D, 1978, *Social Legislation in India*, concept publishing company, New Delhi

REFERENCE

- Gogia S P- 1996- *Laws Relating to Human Rights*, Hyderabad, Asia Law House
- Patil Sivaraj V- 2005- *Humanity And Human Rights*, Madurai, SOCO.
- IHRE- 2003- *Human Rights Study Material*, Madurai, IHRE
- Mehta Prayag, *Work, Democracy & Development*, I edition, Sage publications, New Delhi.
- Sambandham S, *The Protection of Human Rights Act*, Second edition, 1993, C. Sitharaman & Co. pvt Ltd.
- Mohith Bhattachrya, *New Horizons of Public Administration*, Third edition, Jawahar Publishers & Distributers, New Delhi.
- Padma Ramachandran, *Public Administration in India*, Fourth edition, National book trust, New Delhi.

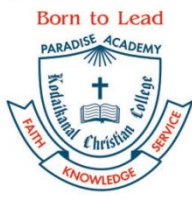


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SEMESTER – VI



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INTRODUCTION TO FAMILY AND CHILD WELFARE

Hours : 5

Code: 14SWC61

Credit: 5

OBJECTIVES

- To help the students to know about Family and Child Welfare as one of the important specializations of social work.
- To help the students to critically review the various policies, programmes and services available for children, in India.

UNIT – I

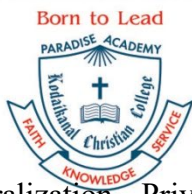
Family – Meaning and Definition, Types of Family, Functions and Characteristics. Importance of Family in Development of Individuals and Family Dynamics.

UNIT – II

Family Disorganisation – Causes, impact and remedial measures, Concept of Marriage, Role of Marriage in Family process. Importance of communication in family.

UNIT – III

Family in the context of Social Change and Quality of Life and Family: Concept and Characteristics of Social Change, Impact of Migration, Industrialization, Urbanization,



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Liberalization, Privatization and Globalization on family, Changing functions, values, Relationship and Communication. Concept of Quality of life, Indicators of Quality of life, Family and Millennium Goals.

UNIT – IV

Child Welfare: Historical review of child welfare in India, Changing philosophy of work with children, Constitutional Provisions and National Policy for Children. National Action Plan, Commission for Protection of Child Rights, Child Rights Act, 1986.

UNIT – V

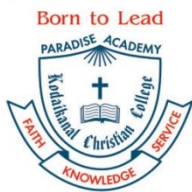
The place of child in the family and in society: Status of Children in India - Stages of child development. Child rearing pattern. Needs and behavioral problems of different types of children – Infants, Destitutes, Gifted, Neglected, Dependent, Exploited, Child labor, Street children, Sexually exploited, Dropouts, Delinquent children, Physically handicapped and Emotionally disturbed children.

TEXT BOOKS

- Dradison .F. and Gornieki B. 1964 *Care of children in Day Centres*, Genera W.H.O
- David & Manohar, 2006 *International social work*, Vistas publication, New Delhi

REFERENCE:-

- Gokale. S.D and Lohani.N.K 1979 *Child in India*, Bombay, Lomaria Publications
- Girija, K and Varghese M.A 1978 *Indian Woman Today*, Delhi Vikas Publications
- Bee Dell, C 1970, *Residential life with children*, London: Routledge and Kegan Paul.



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SOCIAL WORK AND DISABILITY

Hours: 5

Code: 14SWC62

Credit: 5

OBJECTIVE

- To help the students to know about Disability, its causes, types, prevention and management.

UNIT I

Disability, rehabilitation and accessibility Concept and Definition of Impairment, Disability and Handicap, Types of Disabilities: Nature, Characteristics, Causes and Prevention. Barrier-Free Environment for Persons with disabilities (Attitudinal, Development, Environmental, Learning) and How to overcome them, seven Principles of Universal Design.

UNIT II

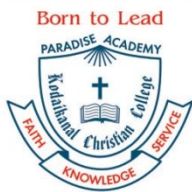
Statutory Provisions, Concessions/Benefits for the Persons with Disabilities Government Policies and Legislations, Government Supported Schemes, Concessions and Entitlements. Factors responsible for successful integration and inclusion, Person with Disabilities (Equal opportunities, Protection of Rights and full participation) Act 1995

UNIT III

Growth and Development Meaning, Definitions and Principles of Growth and Development, Stages of Development with reference to children with disabilities. Factors Affecting Development. Need for early Identification and Intervention. Tools for Screening and assessment procedures for educational placement.

UNIT IV

Disability and Education - special, integrated and Inclusive education Special education, integrated education and inclusive education. Different approaches of Education. Child centred learning



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UNIT V

Social Work and Disabilities Models for considering disability from both individual and societal frameworks. Effect of disability at different periods of an individual's life
Empowerment Practice with Persons with Disabilities

REFERENCES:

1. Helander, E. (1993) Prejudice and Dignity. UNDP, N.Y.
2. The Salamanca Statement and Framework for Action on Special Needs Education. World Conference on Special Needs Education: Access and Quality, Salamanca, Spain, 7-10 June 1994. UNESCO and Ministry of Education and Science, Spain 1994.
3. Jönsson, T. (1995) Inclusive Education. UNDP, Geneva
4. WCEFA. (1990) World Declaration on Education for All, Inter-Agency Commission for the World Conference on Education for All, 1990
5. Gloria Burrett, Mita Nundy. (1994) Convention on the Rights of the Child, The Disabled Child

TEXT BOOK

- UN Convention on the Rights of Persons with Disabilities; CBR Guidelines WHO

REFERENCE

- Registrar General , Census of India 2001, Government of India,2003
- 11th Five Year Plan (2007-12), National Policy on Disability 2006, Ratification of the UN Convention on the Rights of Persons with Disabilities.

HUMAN RESOURCES IN SOCIAL WORK

Hours: 5

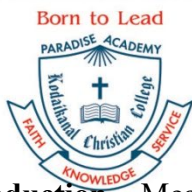
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Credit: 5

OBJECTIVE

- To help students attain an effective utilization of human resource in the achievement of organizational goals and to create facilities and opportunities for individual or group development so as to match it with the growth of the organization

UNIT – I



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Introduction – Meaning, Definition, Importance of Human Resources – Functions of Human Resource management – Human Resource Department – Organizational Chart – place of HR manager in the organization

Human Resource Planning – concepts, methods – Job analysis – Job description, Job specification selection process – Employment tests and interviews – Induction programme – Meaning and Objectives – Advantages - Content of an Induction programme

UNIT – II

Understand processes for recruiting individuals

Factors for planning recruitment: succession planning; change (organisational, policy, use of services, work roles, local circumstances); defining human resource requirements eg fulltime, part-time; job description and person specification eg qualifications, experience, personal attributes; advertising; vacancies; career progression opportunities; training and development needs

Legislative and policy frameworks: relevant and current legislation, codes of practice and policies (relating to worker rights, health and safety, diversity, anti-discriminatory practice, care standards, protection of vulnerable people) relevant and current legislation, codes of practice and policies (relating to worker rights, health and safety, diversity, anti-discriminatory

practice, care standards, protection of vulnerable people)

Selection of best individuals: shortlisting applicants, models of selection eg interview, audition, psychometric assessment, assessed task; involvement of stakeholders eg members of team, service users, external stakeholders

UNIT – III

Training and Development: Importance and Objectives of Training-Training need analysis – Training Methods: On the job training and off the job training. Executive Development – Methods and practices.

Understand approaches for managing people

Theories of leadership: transactional, transformational, emotional intelligence; theories proposed by eg Fiedler, Vroom and Yetton, Mintzberg, Handy, Goleman

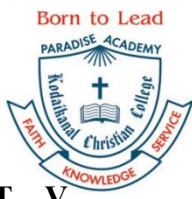
Management of working relationships: influence of management style, emotional intelligence,

organisational structure; leadership versus management; contingency management (best-fit), role-modelling, effective communication, team building, constructive feedback, shared values; accountability (monitoring and assessing performance, communicating decisions, disciplinary and grievance procedures)

Own development: attributes (confidence, skills competencies, knowledge and understanding); qualifications; career development; ability to work with change

UNIT – IV

Wage and Salary Administration: Time rate and Piece rate – Wage incentives – Job evaluation – Advantages – Methods of Job evaluation – Performance Appraisal: Meaning and Definition – Advantages – Methods of Performance appraisal



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UNIT – V

Attrition and Retention – Causes of Absenteeism and Labour Turnover – Measures to overcome Absenteeism and Labour Turnover – Retention Techniques – Retirement and other benefits –VRS – Gratuity, The Employees Provident Fund and EDLI Scheme.

TEXT BOOK

- Gupta C.B, Human Resource Management, New Delhi, Macmillan India Pvt Ltd, 2008.

REFERENCE

- Tripathi P.C, *Personnel management and Industrial Relations*, New Delhi, TMH, 2005.
- Monappa A, Mirza S.Saiyadain, *Personnel management*, New Delhi, TMH, 2004.
- Davar R.S, *Personnel management and Industrial relations*, New Delhi, Vikas Publishers, 2007.
- Sarma A.M, *Industrial Relations – Conceptual and Legal framework*, Mumbai, Himalaya Publishing House, 1996.
- Srivastava S.C, *Industrial relations and labour laws*, New Delhi, Vikas Publishers, 2006.
- Monappa A, *Industrial relations*, New Delhi, TMH, 1985.

PROJECT WORK

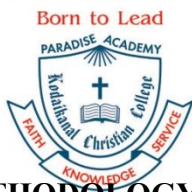
Hours: 5

Code: 14SWC6Z

Credit: 5

OBJECTIVE

- After acquiring knowledge of the core management subjects, it is important that students have an exposure to the working environment of corporate world. This would help the student to understand how organizations actually work and the student would be able to bridge the gap between textbook knowledge and the real industry environment.



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METHODOLOGY

During the process of project, the student is required to identify real-life problems and provide scientific and logical solutions to the industry. Each student will be allotted a faculty guide and the student is required to be in regular contact with the guide to seek guidance wherever necessary.

EVALUATION

The project will be tested on two major aspects:

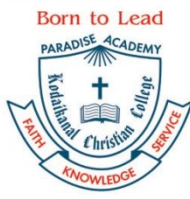
- (i) The content understanding of the specific problem, organization, and the findings.
- (ii) The communication abilities, both written & spoken of the project work through proper structuring & precise presentation.

GUIDELINES

- Students are required to contact their faculty guide once a week at least and take guidance from them and should send a weekly report.
- During the project, the student will be under the supervision of a person in the organization who will act as his corporate guide and will provide guidelines for the corporate work during the stay of the student in the organization.
- The student will be required to abide by the rules of the organization where he/she is undergoing training.
- All students are required to maintain strict confidentiality regarding any information they come across in the organization in the course of their training.
-

All the students have to prepare and submit a written project at the time of the examination. The project report would have to be certified by the organization.

- Data collection may be done during the vacation.



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VALUE EDUCATION

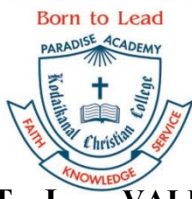
Hours: 2

Code: 14UVE61

Credit: 2

OBJECTIVES

- To sensitize the student towards value formation.
- To deepen the understanding, motivate and take responsibility with regard to making positive personal and social choices.
- To inspire individuals to choose their own personal, social, moral and spiritual values and be aware of practical methods for developing and deepening them.



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UNIT – I VALUES AND THE INDIVIDUAL

Values meaning – The Significance of Values – Classification of Values – need of Value Education – Values and the individual: Self Discipline, Self Confidence, Self Initiative, Empathy, Compassion, Forgiveness, honesty and Courage

UNIT – II VALUES AND RELIGION

Karmayoga in Hinduism – Love and Justice in Christianity – Brotherhood in Islam – Compassion in Buddhism – Ahimsa in Jainism and Courage in Sikhism – Need for Religious harmony

UNIT – III VALUES AND SOCIETY

Definition of Society – Democracy – Secularism – Socialism – Gender Justice – Human Rights – Socio-Political Awareness – Social Integration – Social Justice

UNIT – IV PROFESSIONAL VALUES

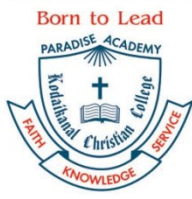
Definition – Accountability – Willingness to learn – Team Spirit – Competence Development – Honesty – Transparency – Respecting Others – Democratic Functioning – Integrity and Commitment

UNIT – V ROLE OF SOCIAL INSTITUTIONS IN VALUE FORMATION

Role of Family – Peer Group – Society – Educational Institutions – Role Models, and Mass Media in value formation.

REFERENCES

- Subramanyam. K, *Values in Education*, Madurai, Ramana Publications, 1995
- Joseph K.P, *Peace and Value Education: A Creative Response to Consumerism and Communalism*, Hyderabad, National Institute of Peace and Value Education, 2003
- Bedi Kiran, *What Went Wrong . . . and Continues*, Delhi, UBS Publishers and Distributors Pvt. Ltd., 2005
- Tagore Rabindranth, *Personality*, New Delhi, Macmillan India Ltd.



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