THIRUVALLUVAR UNIVERSITY

MASTER OF SOCIAL WORK

DEGREE COURSE
UNDER CBCS

(with effect from 2012-2013)

The Course of Study and the Scheme of Examinations

S.NO.	Study Components	Course Title	Ins. hrs /week	Credit	Title of the Paper	Maximum Marks		
	SEMESTER I					CIA	Uni. Exam	Total
1	MAIN	Paper-1	6	4	Social Work Practice with Individuals	25	75	100
2	MAIN	Paper-2	6	4	Social Work Practice with Groups	25	75	100
3	MAIN	Paper-3	6	4	Social Work Practice with Communities	25	75	100
4	MAIN	Paper-4	5	4	Psychology	25	75	100
5	MAIN PRACTICAL	Paper-1	2(15)*	4	Concurrent Field Work I	40	60	100
6	ELECTIVE	Paper-1	5	3	Sociology	25	75	100
			30	23		165	435	600
	SEMESTER II					CIA	Uni. Exam	Total
7	MAIN	Paper-5	7	5	Research Methodology	25	75	100
8	MAIN	Paper-6	7	5	Administration of service organizations	25	75	100
9	MAIN	Paper-7	6	5	Social Policy and Social Legislation	25	75	100
10	MAIN PRACTICAL	Paper-2	2(15)*	4	Concurrent Field Work II	40	60	100
11	**Compulsory Paper**		2	2	**Human Rights**	25	75	100

						CIA	Uni. Exam	Total
	Optional		SUMMER PLACEMENT : No credits. Certified issued by the Department				
12	ELECTIVE	Paper-2	6	3	Life Skills for Social Work Practice	25	75	100
			30	**24**		**165**	**435**	**600**
SEMESTER III						**CIA**	**Uni. Exam**	**Total**
13	MAIN	Paper-8	7	5	Specialization Paper I (to choose 1 out of 4)	25	75	100
14	MAIN	Paper-9	7	5	Specialization Paper II (to choose 1 out of 4)	25	75	100
15	MAIN PRACTICAL	Paper-3	2(15)*	4	Concurrent Field Work III	40	60	100
16	ELECTIVE	Paper-3	7	3	Disaster Management	25	75	100
17	ELECTIVE	Paper-4	7	3	Computer Application is Social Work	25	75	100
			30	**20**		**140**	**360**	**500**
SEMESTER IV						**CIA**	**Uni. Exam**	**Total**
18	MAIN	Paper-10	10	5	Specialization Paper III (to choose 1 out of 4)	25	75	100
19	MAIN	Paper-11	10	4	Specialization Paper IV (to choose 1 out of 4)	25	75	100
20	MAIN PRACTICAL	Paper-3	2(15)*	4	Concurrent Field Work III	40	60	100
21	MAIN	Paper-12	8	5	Research Project	25	75	100
22	MAIN	Paper-13	(45)*	5	Block Field Work (Compulsory)	100	0	100
			30	**23**		**115**	**285**	**400**

Subject	Papers	Credit	Total Credits	Marks	Total marks
MAIN	1	4-5	60	100	1300
MAIN PRACTICAL	4	4	16	100	400
ELECTIVE	4	3	12	100	400
COMPULSORY PAPER	1	2	2	100	100
Total	**22**	**-**	**90**	**-**	**2200**

* Number of hours spent per week by a student in the field

Concurrent Field Placement Training - Social Work is a skill oriented subject where Field placement training is an important component. Concurrent field placement training is provided to the students in each semester. The students spend 2 full days per week (15 working hours per week) for the field placement training. At the end of the semester Field work viva is conducted by an external examiner.

Summer Placement Training - After the second semester examination and during the summer vacation students can opt for field placement training (Summer Placement) for one month (minimum 24 working days) in the field placement agency. For the successful completion of this training the department issues a certificate if the students submit the activity sheet, attendance certificate from the agency and a report and no credits are allotted.

Block Field Placement Training - During the fourth semester there are two theory papers and one research project hence the contact hours are more per subject and the syllabus is completed within 60 working days. For 30 working days the students undergo the Block field placement training (minimum 24 working days) and complete the training before the semester examination. A separate viva is conducted for the block field placement training by the department (internal assessment) and the marks and credits are allotted.

Research Project Work - The research project is carried out during the fourth semester. The Project Report may consist of 75 to 100 pages. The candidate has to submit the Research Project Report 15 days before the commencement of the IV Semester Examinations and appear for the viva voce examination. The project is valued for 75 marks in the semester end examination by the external examiner along with the internal guide or the teacher concerned. The award of marks is for the project report submitted and the performance in the viva voce examination. The internal guide awards the continuous assessment marks out of 25 separately.

THIRUVALLUVAR UNIVERSITY

MASTER OF SOCIAL WORK

SYLLABUS

UNDER CBCS

(with effect from 2012-2013)

SEMESTER I

PAPER - 1

SOCIAL WORK PRACTICE WITH INDIVIDUALS

UNIT-I

Social Casework as a method of Social Work. Concept & Definition. Historical development of Social Casework. Objectives of working with individuals. Values - Worth and dignity of clients; Problem solving capacity and Confidentiality. Principles - Acceptance, Individualization, Client participation, Controlled emotional involvement.

UNIT-II

Components:–Person, Problem, Place and Process. Phase 1 – Exploration of person in environment, Multidimensional assessment and Planning. Multidimensional intervention. Phase 2 – Implementing and Goal attainment. Phase 3 - Termination and Evaluation; Follow up. Interview – Home visits, Collateral contacts, Referrals.

UNIT-III

Models and Approaches of Practice- Social Diagnosis, Problem solving, Crisis Intervention, Psycho Social, Life Model and Functional approach. Relevance of an Eclectic approach.

UNIT-IV
Techniques in Practice- Ventilation, Emotional support, Action oriented support, Advocacy, Environment modification, Modeling, Role-playing and Confrontation. Tools – Communication - Verbal, Non-verbal, Listening, Observation, Questioning, giving feedback. Use of relationship in the helping process – Resistance, Transference and Counter transference

UNIT-V
Record keeping – Face sheet, Narrative, Process and Summary recording. Case Presentation as a tool of professional development. Working with Individuals in different settings: Medical and psychiatric, Correctional, Industrial, Family and Child Welfare setting. Influence of cultural factors in practice.

Reference

1. Currie, Joe. 1976. The Bare foot Counsellor. Bangalore:Asian Trading Corporation.
2. Fuster, J.M. 1984. Personal Counselling. Bombay: St. Paul Publication.
3. Hollis, Flurence and mary E.Woods. 1981. Case Work – Psychosocial Therapy. New York: Random House.
4. Mathew, Grace. 1992. An introduction to Social Case Work. Bombay:Tata Institute of Social Sciences.
5. Narramore, M. Clyde. 1978. The Psychology of Counselling. Michigan: Zondervan Publishing House.
6. Perlman, H.H. 1974. Social Case Work. Chicago:The University of Chicago Press.
7. Prashantham, B.J. 1975. Indian Case studies in Therapeutic Counselling. Vellore: Christian Counselling Centre.
8. Richmond, E. Mary. 1971. Social Diagnosis. New York: Russel Sage Foundation.
9. Tilbury. D.E.F. 1977. Case Work in Context. Oxford: Pergamon Press.
10. Wasik, B.H. et.al. 1990. Home Visiting Procedures for Helping Families. California: Sage Publications.

PAPER – 2

SOCIAL WORK PRACTICE WITH GROUPS

UNIT-I

Group and Social Group Work: Concept, types and characteristics of groups; Group as an instrument of change; Social Group Work: Concept, objectives, functions, principles and values. - Evolution of Social Group work

UNIT-II

Group Work Process, Practice and Recording: Process: Study, Formation, Analysis, Assessment, Treatment and evaluation. Practice: Models of Social Group Work: Development, Preventive, Remedial Recreational and Therapeutic; Roles of group worker; Recording: Importance, Types, and Principles of recording.

UNIT-III

Programs: Meaning and purpose; Program Process – Planning , Implementation and Evaluation (PIE); Criteria for effective programs; Principles of program planning; Resources for programs ; Difficulties in implementing programs.

UNIT-IV

Leadership and Dealing with Conflicts Of Interest: Leadership: Concept, Approaches, Theories, Styles of leadership, Conflicts of Interest: Concept of conflict. Sources of conflict in groups, styles of managing conflict

UNIT-V

Therapeutic Approach: Behavior Modification Therapy, Rational Emotive Therapy, Family Therapy – Sociometry – Concept and Application in assessing individuals and groups. Practice of Group work in various settings : Medical & Psychiatry, Community Setting, Correctional Setting, School Setting , Family & Child Welfare and Industrial Setting.

References:

1. Argyle Michael. 1969. Social Interaction. London: Tavistock Publications.
2. Button Leslie. 1976. Development Group Work with Adolescents. London: Hodder and Stoughton Ltd.
3. Cooper, Cary L. 1976.Theories of Group Processes. London: John Wiley & Sons,
4. Day, Peter, R. 1987. Sociology in Social Work Practice. London: Macmillan Education.
5. Douglas Tom. 1976. Group Work Practice. London: Tavistock Publications.
6. Douglas Tom. 1978. Basic Group Work. London:Tavistock Publications.
7. Ely, P.J.& M.K.Mc Cullough. 1975Social Work with Groups. London: Routtedge & Kegan Paul.
8. Gillbert Neil. et. at.1980. An Introduction to social work Practice. New Jersy :Prentice Hall, Inc., Englewood Cliffs.
9. Heap, Hen. 1977. Group Theory for Social Workers. England: Pergamon Press,
10. Heap, Hen. 1979. Process and Action in work with Groups. England: Pergamon Press,
11. Heap, Hen. 1985. The Practice of Social Work Groups, a Systematic Approach, London : George Allen, Unwin

PAPER – 3

SOCIAL WORK PRACTICE WITH COMMUNITIES

UNIT-I

Social work history concept, philosophy, Principles. Related concepts: Social Service, Social Welfare, Social Reform, Social Security, Social Policy, Social Development, Empowerment. Social Work curriculum - theory, practice (field work) supervision, reporting, conference. Social Work Profession - components, values, goals, status, code of ethics, problems.

UNIT-II

Community organization - concept, meaning, definition, scope, principles, philosophy and its relevance. Process or phases of community organization. Study and survey, analysis, assessment, discussion, organization, action, reflection, modification continuation. Skills in community organization. Organizing, communication, training, consultation, public relations, resource mobilizations, liasoning, conflict resolution. Models of community organization, locality Development, social planning, social action.

UNIT-III

Methods of community organization – awareness creation, planning, education, communication, participation, leadership, resource mobilization, community action, legislative and non legislative actions. Approaches to community organization – general content, specific content and process objective.

UNIT-IV

Social Action. Definition, Principles, and scope. Social Action as a method of social work. Approaches to social action – Paulo Friere, Saul Alinsky, Mahatma Gandhi, Ambedkar, E.V.R. Periyar.

UNIT-V

Strategies and Tactics: Individual contact, Conscientiization, Negotiation, Collaborative, Pressure, Advocacy, Legal suation, Public relations, Political organization, Conflict resolution, Violence, Peace initiative. Contextual usage of strategies.

References

1. Chowdhry, D. P. 2001. Introduction to Social Work. New Delhi: Atma Ram.

2. Christopher, A.J., and Thomas William, 2006. Community Organization and Social Action. New Delhi: Himalaya Publications.

3. Cox, F.M. et al. 1964. Strategies of Community Organization. Illinois: Peacock Publishers. Inc.

4. Dunham, Arthur. 1970. The New Community Organization. New York: Thomas, Y. Crowell Company.

5. Freire, Paulo. 1970. Education for the Oppressed. New York: Seaburg Press.

6. Freire, Paulo. 1972. Cultural Action for Freedom. Harmondo Worht: Penguin.

7. Gangrade, K.D. 1971. Community Organization in India. Bombay. Bombay: Popular Prakasam.

8. Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey : Prentice Hall.

9. Kramer, Ralph and Harry Specht. 1975. Readings in Community Organization. Practice. London: Prentice Hall International.

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

11. Ross, M G. 1955. Community Organization. New York : Harper and Row.

12. Siddiqui. H. Y. Ed. 1984. Social Work and Social Action. New Delhi: Harnam Publications.

13. Skidmore, A. Rex and Milton. G. Thackeray.   1976. Introduction to Social Work. New Jersey: Prentice Hall.

PAPER – 4

PSYCHOLOGY

UNIT-I

Psychology: Definition, Psychological approach to understand human behavior. Introduction to human growth and development, Developmental stages, Developmental tasks. The Beginning of life: Human reproductive system: fertilization, delivery, pre and postnatal care. Developmental periods: infancy, babyhood. Childhood, puberty adolescence, adulthood, middle age and old age; physical intellectual emotional and social development.

UNIT-II

Personality: - Definition, types of Personality, Factors influencing personality. Perception: Concept and principles, factors influencing perception, social perception. Measurement of intelligence.

UNIT-III

Attitude: Definition, formation of attitude, measurement of attitude. Concept of adjustment and maladjustment, Stress, frustration and conflict sources of frustration and conflict, types of conflicts.

UNIT-IV

Abnormal Psychology: Concepts of normality and abnormality, Causation of mental illness, neuroses, psychoses, measures to promote mental health – Classification of psychological disorders. Defense mechanism

UNIT-V

Developmental disorders- anxiety related disorders- Conduct disorders Epilepsy, Learning disabilities-Scholastic related problems. Personality disorders, Suicidal tendencies. Rehabilitation. The role of social worker as a team member of mental health professionals

Reference:
1. Coleman, Homes. 1980. Abnormal Psychology and modern life. New Delhi: Tata McGraw Hill Ltd.
2. Halle, Larry. A and Ziegler Daniel. 1981. Personality Theories. New Delhi: McGraw Hill Ltd.

3. Hill, Winfred. 1970. Psychology. Principles and Problems. New York: Lippincott Company,

4. Hurlock, Elizabeth. 1981. Development Psychology – A Life Span Approach. New Delhi: Tata McGraw Hill Ltd.

5. Lerner, Richman et.al.1986. Psychology. New York: Macmillan Publishing.

6. Lindsey Gardner. 1975. The Handbook of Social Psychology. Vols.I, II and III. New Delhi: Amerind Publishing Co. Pvt. Ltd.

7. Sheridan, Charles. 1978. Methods in Experimental Psychology. New Delhi: Holt Rinehart and Wisdom Ltd.

8. Snodgrass, Joan Gay. et.al. 1985. Human Experimental Psychology. New York: Oxford University Press.

9. Strange, Jack Roy. 1996. Abnormal Psychology. New Delhi: Tata McGraw Hill Ltd.

10. Ullman, Leonard 1975. A Psychological Approach to Abnormal Behaviour. New Jersey: Prentice Hall Ltd. .

11. Verma, Ratna. 1991. Psychiatric Social Work in India. New Delhi: Sage Publications. .

MAIN PRACTICAL

PAPER - 1

CONCURRENT FIELD WORK - I

Field Work Components:

1. Observational Visits -The first year students during the first semester go for observational visits to various settings: Medical & Psychiatric, Rural Community Setting, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.
2. Street Theatre training
3. Rural Camp for a week
4. Laboratory Experience in Social Work Practice with individuals, Groups and Community
5. Seminar on Current issues – organized in groups.

The students spend two days in a week and expected to spend a minimum of 15 hours per week in the field.

Every week the students write a report of their activities and submit to the concerned field work supervisor on Mondays. The supervisor conducts individual and group conference every week regularly.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded. The CA mark - 40 and the SE mark - 60.

ELECTIVE
PAPER – 1
SOCIOLOGY

UNIT-I

Sociology: Concept, Scope and Importance of Sociology. Sociology's Relevance to Social Work. Society: Evolution, Meaning and Types of Societies, Elements of Society: Individuals, Groups, Associations and Institutions. Social Process: Competition, Cooperation, Conflict, Accommodation and Assimilation. Culture: Functions of culture, Characteristic of Indian Culture, Folk Ways & Mores, Institutions and Laws.

UNIT-II

Social Institutions: Structure and functions, marriage, family, kinship, caste, religion, education, economics, polities, patterns of interactions interdependence. Social Stratification: Caste, Class and Race. Social control: Concepts, Types, Functions of social control. Major Agents of Social control: Kinship, Religion, Law, Education, Traditions and Customs.

UNIT-III

Social and Cultural Changes in India: Concept, Theories and factors for Social Change. Process of Social Change: Urbanization, Industrialization, Westernization, Sanskritisation, Secularization. Cultural lag, Ethnocentrism and resistance to social change.

UNIT-IV

Social Movements in India: Meaning, Characteristics, Process of social movements - Peasant, Tribal, Dalits, Backward Class, Women, Working Class, Student, Middle Class, Human Right and Environmental movements.

UNIT-V

Social Problems: Gender Issues - Female Infanticide, Violence against women, Child Labour, Child Abuse, HIV/AIDS, Communalism, Terrorism and Corruption.

Reference:
1. Anthony Giddens. 1998. Sociology. Oxford : Blackwell Publication.
2. Bhushan, Vidya. 2006. An Introduction to Sociology. New Delhi: Kitab Mahal Agencies.
3. Chanshyam, Shah. 2004. Social Movements in India. New Delhi: Sage Publication.

4. Jainendra, Kumar Jha. 2002. Basic Principles of Developmental Sociology. New Delhi: Anmol Publications.
5. Johnson, M. M. 1993. Sociology. A Systematic Introduction. New Delhi: Allied Publication.
6. Ken Morrison, 2006, Marx Durkheim Weber - Formations of Modern Social Thoughts. New Delhi: Sage Publication,.
7. Kingsley, Davis, 1995. Human Society. New Delhi: Surjeet Publications..
8. Kumar. 1992. Urban Sociology. Agra: Lakshmi Narain Agarwal Publishers.
9. Madan, G. R. 1997. Indian Social Problems. Vol 1 and 2 New Delhi: Allied Publication.
10. Mehta, Sushila. 1980. A Study of Rural Sociology in India. New Delhi: S. Chand & Company Ltd.
11. Ram, Ahuja. 1993. Indian Social Systems. New Delhi.: Rawat Publications.
12. Shankar Rao, C.N. 1990, Sociology-Principles of Sociology with an Introduction to Social Thoughts. New Delhi: S. Chand Publication.
13. Vaisyayan, 1975. Indian Society and Social institutions. Meerut: Kedarnath & Ramnath Publishers.

SEMESTER II

PAPER – 5

RESEARCH METHODOLOGY

UNIT-I

Scientific attitude, characteristics, scientific method. Research meaning, objectives and types. Social work research, steps of social work research – define, strategy, execution and reporting. Research problem – identification, selection, formulation of research problem. Research proposal preparation.

UNIT-II

Research design- exploratory, descriptive, diagnostic experimental, hypothesis nature and types, assumptions and its nature. Sampling - meaning, types, errors and principles. Research tools – questionnaire, interview schedule, interview guide, observation schedule, standardized tools. Survey – meaning types and steps. Variables – meaning, types and levels of measurement. Reliability and validity.

UNIT-III

Qualitative research – meaning, definition, types, process, and methods – grounded theory, ethnography, participant observation, naturalistic observation, field research, phenomenology, case study, historical method and action research. Methods of collection of data – in depth interview, focus group interview and artifacts. Relationship between qualitative and quantitative research.

UNIT-IV

Data analysis and processing of data - editing, coding, code book preparation, code sheet preparation. Classification, tabulation, frequency distribution, diagrammatic and graphic presentations – interpretation of data.

UNIT-V

Statistics – meaning, types. Measures of central tendency, measures of dispersion. Meaning, usage and application of, correlation, regression, parametric and non parametric tests, testing of hypothesis, ANOVA, Cluster analysis, Factor analysis. (Manual calculations are not emphasized)

Reference:

1. Adams, John et.al. 2009. Research Methods for Graduate Business and Social Science Students. New Delhi : David white.
2. Agar, M.H. 1986. Speaking of Ethnography. California: Sage Publications.
3. Agarwal. Y.P. 1998. Statistical Methods Concepts Applications and computation. New Delhi: Sterling Publishes Pvt. Ltd.
4. Cargan, Leonard. 2008. Doing Social Research. Jaipur: Rawat Publications.
5. Chadhary, CM. 2009, Research Methodology, Jaipur: Ashish Paranmi Publishers.
6. Debashis, Chakraborty. 2009. Research Methodology. New Delhi: Saurabn Publishing House.
7. Gupta, S. P. 2009. Statistical Methods. New Delhi: Sultan Chand and Sons.
8. Hatt, P.K. and W.J. Goode. 1981. Methods in Social Research. Auckland: McGraw Hill Book Company.
9. Kerlinger, Fred. N. 1964. Foundations of Behavioural Research. New Delhi: Surjeet Publications.
10. Kothari, C.R. 2004. Research Methodology – methods and techniques. New Delhi: New Age International Private Limited.
11. Mark, R. 1994. Research Made Simple. California: Sage Publications.
12. Mattheen, Mark and Nick Foard. 2006. A Short Introduction to Social Research. New Delhi : Vistaar publications,.
13. Padgett, D.L. 1998. Qualitative Methods in Social Work Research. California: Sage Publications.
14. Riessman, C.K. 1994. Qualitative Studies in Social Work Research. California: Sage Publications.
15. Silverman, D. 1993. Interpreting Qualitative Data. London: Sage Publications Ltd.
16. Singh, Kultar. 2007. Quantitative Social Research Methods, New Delhi: Sage Publications India Pvt Ltd..
17. Wilkinson, T.S. 1984. Methodology and Techniques of Social Research. Bombay: Himalaya.
18. Young, V. Pauline. 1975. Scientific Social Survey and Research. New Delhi: Prentice Hall.

PAPER – 6

ADMINISTRATION OF SERVICE ORGANISATION

UNIT-I

Human Service Organizations – Features - Non-Government, Non-Profit making and Self – governing. Types of HSO –By Orientation, Levels of operation and Focus. National Policy on Voluntary sector (2007). Organizational structure and characteristics of Human Service organizations. Approaches to Organizational Management – Bureaucratic model, Human Relations model and System Theory.

UNIT-II

Basic Administration Processes: Planning, Organizing, Staffing and Directing. Elements of Directing – Supervision, Motivation, Leadership, Communication,   Monitoring and Evaluation. Elements of democratic administration –Delegation, Decentralization and Participation.

UNIT-III

Personnel Administration: Manpower planning, Job design, Induction, Training, Staff welfare and Service conditions. Management by Objectives as applied to HSOs. Supervision. Organizational climate.   Public relations and Networking.

UNIT-IV

Financial Administration: Budgeting, Accounting and Auditing. Banking procedures & practices. Maintenance of books of accounts and Financial Documents and Records. Mobilization of Financial Resources, Grants in Aid. Administrative skills – Writing reports, letters and minutes of meetings. Maintaining records and data banks.

UNIT-V

Procedures in Registering an organization - Societies Registration Act,1860, Charitable Trust Act, 1912, Section 25 of Indian Companies Act, 1956. Foreign Contribution and Regulation Act – 1976. Exemption from Income tax.   Administrative Structure – Memorandum, Bye laws, Constitution, Functions and responsibilities of governing board, committees and office bearers. Administrative structure at the Central, State and Local level. Social Welfare Departments. Programme of Central Social Welfare Board and state Social welfare Board.

References:

1. Banerjee, Shyamal. 1981. Principles and Practice of Management. New Delhi: Oxford & IBH Publishing Co. Pvt.Ltd.
2. Batra, Nitin. 2004. Administration of social Welfare in India. Jaipur: Raj Publishing House.
3. Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi: Rawat Publication.
4. Chowdhry, D.Paul. 1992. Social Welfare Administration. New Delhi: Atmaram and Sons.
5. Encyclopaedia of Social Work. Vol I & III.
6. Kohli, A.S & S.R. Sharma. 1998. Encyclopedia of Social Welfare and Administration. New Delhi: Anmol Publication.
7. Lalitha N V. 1981. Financial Assistance to voluntary Organisations for Development. New Delhi: NIPCCD,
8. Madan, G.R. 1973. Indian Social Problems. Bombay: Allied Publishers.
9. Patel, N, vinod & Rana, K, Girish. 1991. Personnel Management. Jaipur: Oxford Book Company.
10. Pigors, Paul & Myers, A, Charles. 1993. Personnel Administration. New Delhi: McGraw- Hill Kogakusha. Ltd.
11. Sarita Sharma, Basotia G.R.Popalia A.K. 1997. Management, Function, Financial Planning and Policy. New Delhi: Kanishka Publishers.
12. Shankaran R & Rodrigues: A handbook to the Management of Voluntary Organisations, Alpha Publishers Madras.
13. Skidmore and Miltons G.Thackeray. 1976. Introduction to Social Work. London: Prentice-Hall International.

PAPER - 7

SOCIAL POLICY AND SOCIAL LEGISLATIONS

UNIT - I

Social policy: Meaning, Scope, Objectives and Types - Social Welfare policy – Indian Constitution: Fundamental rights and Directive principles of State Policy - Social Policy and Planned social change.

UNIT - II

Policies and Programmes in India – Education, Health, Housing, Environment, Social Security, Employment, Family, Child, Women, Elderly, Disabled and Backward Classes.

UNIT -III

Social Legislation: Meaning and Scope, Major Social Legislations, Indian Penal Code, Family Courts, Lok Adalats, The Legal Aid, Public Interest Litigation and Right To Information Act (2005).

UNIT -IV

The Special Marriage Act 1955, Dowry Prohibition Act 1986, Adoption and Maintenance Act 1986, Juvenile Justice act 1986, Child Labour Abolition and Regulation Act 1986, Bonded Labour Abolition Act 1976.

UNIT - V

Protection of Civil Rights Act 1955. Prevention of Immoral Traffic Act 1986 Protection of Consumer Act. 1986. Transplant of human Organ Act 1994, Tamil Nadu Prohibition of Eve Teasing Act 1988, Tamil Nadu Prohibition of Ragging Act 1997.

Reference:

1. Chatvervedi, A.N. 1984. Rights of the accused under Indian Constitution. Deep and Deep.Delhi.
2. Constitution of India. 1991. New Delhi: Govt. of India.
3. Donnisson, D & Chapman, Valeris: Social Policy and Administration.London: George Allen and Unwin
4. Encyclopedia of Social Work. Vol. I & III
5. Gangrade K D. 1973. Social Legislation in India. Bombay: Popular Prakasam.
6. Nair, T.Krishanan (ed): Social work Education and Development of Weaker Sections. Madras: Association of Schools of Social Work in India.
7. Nation Law School. 1991. Select Materials on public Legal Education. National Law School of India University. Bangalore.
8. Velayutham, K.Shanmuga 1998. Social Legislation and Social Change. Chennai: Vazhga Valamudan Publishers.

MAIN PRACTICAL

PAPER - 2

CONCURRENT FIELD WORK II

The first year students during the second semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field.

The first year students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization for a semester.

During the placement they have to practice all the primary methods of social work. One has to complete 5 cases in casework, one group following all the stages of group work practice with at least 10 sessions which include the formation, naming, fixing of objectives, organizing programmes based on the objectives, evaluation, sociometry and sociogram. and in the community conduct common programmes or solve an issue of the community following the principles of community organization and social action.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference every week regularly.

At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. (60 marks for *viva voce* and 40 marks for IA)

SUMMER FIELD PLACEMENT TRAINING (OPTIONAL)

During the summer holidays the first year students are encouraged to go for one month filed placement training preferably in their respective field of specialization. This is only optional. The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries for a month according to their field of specialization.

During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, programs, activities, achievements and also involve with the activities of the organization to whatever extent possible.

Students should submit daily activity sheet, attendance certificate from the organization where placed for the training and a report to the department. After successful completion of the placement the students are given only a certificate from the department. There are no credits for this placement.

ELECTIVE

PAPER – 2

LIFE SKILLS FOR SOCIAL WORK PRACTICE

UNIT-I

Basics of Life Skills – Definition. Need and importance of Life Skills. Types of Life Skills. Methods of imparting Life Skills. Self Esteem and Self Efficacy. Self Awareness and empathy through SWOT Analysis, Johari Window. Positive Attitude towards oneself and others.

UNIT-II

Coping with emotions. Emotional Intelligence & Empathy (Daniel Goleman). Handling Negative Criticism, Hurt feelings and Anger. Mind- Body relationship. Promoting wellness through Pranayama, Yoga, Meditation Exercises and Recreation. Developing Spirituality and Life Purpose.

UNIT-III

Thinking & Coping Skills: Critical Thinking, Creative thinking, Problem Solving & Decision Making, Coping with Stress. Negotiation skills. Managing diversity in cross cultural settings.

UNIT-IV

Education – Goal setting, Time Management, Study skills and memory techniques, Examination preparation. Career choice. Work Ethics – Reliability, Self presentation, Personal responsibility, Sustaining motivation in work. Leadership skill. Team Work with colleagues. Enhancing team performance.

UNIT-V

Effective communication and inter personal skills – Exploring peer relations, Handling negative peer pressure. Managing relationship problems. Responsible sexual behavior. Handling stigma & discrimination. Assertive behaviour. Etiquettes and Manners.

Reference:

1. Atkinson, Jacqueline. 1993. Better Time Management. New Delhi: Indus.
2. Bishop, Sue. 1996. Develop Your Assertiveness, New Delhi: Kogan Page India Pvt. Ltd.
3. Clements, Phil, 1998. Be positive, New Delhi : Kogam Page India Pvt. Ltd.
4. D'Souza, Anthony. 1995. Leadership, Mumbai: Better Yourself Books.
5. Davar, S. Rustom. 1996. Creative Leadership, New Delhi: UBS Publishers Ltd.
6. Gupta, Seema. 2001. Etiquette and Manners, Delhi:Pustak Mahal.
7. Hasks, Hurt. 1995: Motivating People, Delhi, Pustak Mahal.
8. Iyengar, BKS. 2005. The Art of Yoga. New Delhi: Harper Collins.
9. Johnson, David, and Johnson P. Frank. 1982. Joining Together: Group Theory and Group Skills, New Jersey: Prentice – Hall Inc.
10. Lindenfield, Gael. 1997. Assert Yourself. New Delhi: Harper Collins Publishers India Pvt. Ltd.
11. Lundlow, Ron and Fergus Panton. 1995. Effective communication. New Delhi: Prentice- Hall of India Private Ltd.
12. Maheswari, G.D.2000. Complete Guide to Career Planning. New Delhi: S. Chand & Company Ltd.
13. McGrath, E.H. 1997. Training for Life and Leadership in Industry. New Delhi: Prentice Hall of India Pvt. Ltd.
14. Nelson, Richards and Jones. 1990. Human Relationship Skills. Mumbai: Better yourself Books.
15. Pestonjee, D.M. 1999. Stress and Coping 2nd Ed. New Delhi: Sage Publications Ltd.
16. Rangnekar, Sharu. 1996. In the World of Corporate Managers. Delhi: Vikas Publishing House Pvt.Ltd.
17. Sing, Dalip. 2006. Emotional Intelligence at work 3rd Ed. New Delhi: Response Books.
18. Stogdon, Chris and Robin, Kiteley. 2010. Study Skills for Social Workers. New Delhi: Sage Publications Ltd.
19. Sudha, Datar. 2010. Skill Training for Social Workers. New Delhi: Sage Publications Ltd.
20. Vas S.R. Luis. 2001. Discover the power of your Inner Self, Mumbai: Better Yourself Books.

SEMESTER III

PAPER - 8

SPECIALISATION I

(to choose 1 out of 4)

1. COMMUNITY DEVELOPMENT SPECILIZATION

RURAL COMMUNITY DEVELOPMENT

UNIT - I

Community – meaning, types, characteristics, dynamics, diagnosis. Methods of social analysis. Assessment of needs and problems in the community. Participatory Rural Appraisal – meaning, philosophy, characteristics, principles, tools, steps and limitations.

UNIT - II

Community development – meaning definition and philosophy. Rural Community Development – meaning, approaches, principles. Early experiments of rural development. Extension – meaning, philosophy, principles, approaches. Sustainable development – meaning, importance, Millennium development goals. Human Development Index – meaning, importance.

UNIT - III

Rural development administration – local self government, Panchayati raj institution - officials and non officials, roles and functions, Cooperation – meaning, characteristics, types, principles, achievements, village resource center, village knowledge center.

UNIT- IV

Voluntary action – voluntary agency, NGO in rural development, administration of voluntary organizations. Community based organization, programme and projects. Government programmes and activities – poverty alleviation, women development, SC/ST development, child development.

UNIT - V

Participation – meaning, purpose, need, relevance, technique, types, levels. Dimensions of participation. Theories of participation. Participation in rural development.

Reference:

1. Christopher, A J. and Thomas William. 2006. Community Organisation and Social Action. New Delhi: Himalaya Publishing House.

2. Desai, A.R. Ed. 1978. Rural Sociology in India. Bombay: Popular Prakasam.

3. Desai, Vasanth, 1988. Rural Development Vol. I & II. Bombay: Himalaya Publishers.

4. Harichandran, C. 1983. Panchayatiraj and Rural Development. New Delhi: Concept Publishing House.

5. Khanna, B.S. 1994. Panchayat Raj In India. New Delhi: Deep and Deep.

6. Kumar, Somesh. 2004. Participatory Method in Community Work. New Delhi: Himalya Publisher.

7. Mathur, B.S. 1982. Cooperation in India. Agra: Sahitya Bhawan.

8. Maheswari, S.R. 1994. Rural Development in India. Delhi: Sage publishers.

9. Misra, S.N. and Kushal Sharma. 1993. Problems and Prospects of Rural Development. New Delhi: Oxford & IBH Publishing Company.

10. Singh, Prabhakar. 1994. C.D. Programmes in India. Delhi: Deep and Deep.

11. William, A. Thomas and A. J. Christopher. 2011. Rural Development – concept and recent approaches. Jaipur: Rawat Publications.

2. FAMILY AND CHILD WELFARE SPECIALIZATION

FAMILY SOCIAL WORK

UNIT-I

Theoretical and conceptual frame works to study family. Origin and evolution of family and marriage. Ideology of family rights and responsibilities.

UNIT-II

Normative family functions and structure and changes. Normative family and marriage functions and structure, ethnicity and socio-economic background Social changes and family. Implications for the family and its members.

UNIT-III

Alternative Family and Marriage Patterns and Structures. Dual earner / career families. Single parent families. Female headed households. Childless families. Reconstituted / step families. Consensual unions. Homosexual families

UNIT-IV

Socialization of the Child in the Family, Family interactions, Family development, Family life cycle

UNIT-V

Family problems - causes, types. Family Assessment and family problem assessment. Methods and its implications.

References

1. Desai, M. (ed), 1994. Family and Intervention: A course Compendium. Bombay: Tata Institute of Social Sciences.

2. Engles, F. 1994. Origin of the Family, Private Property and the Status. Bombay: People's Publishing House.

3. Haritman. A. and J. Laird. 1982. Family Centered Social Work Practice. New York: Free Press.

4. Horchschild. A, 1989. The Second Shift: Working Parents and the Revolution at Home. New York: Viking.

5. India: Ministry of Welfare 1994. India's Commitment of Family Well Being, An Overview of the Report of National Seminars on the International year of the family. Bombay: Tata Institute of Social Sciences.

6. Khasgiwala, A. 1993. Family Dynamics: Social Work Perspectives. New Delhi: Anmol Publishers.

7. Klein, D. M. and White, J. M. 1996. Family Theories: An Introduction. London: Sage Publications.

3. HUMAN RESOURCE MANAGEMENT SPECIALIZATION

HUMAN RESOURCE MANAGEMENT

UNIT-I

Human Resource Management : Concept, role and importance as part of general management – objectives and classification of functions – Challenging role of human resource manager.

UNIT-II

Human Resource Planning: Concept and process of Human Resource planning – Recruitment and selection – Sources of manpower supply, employee outsourcing – Application Blank , interviewing techniques, different interviewing tools, Offer Letters, References - Induction and Placement; Job design, job analysis, Job descriptions, Job classification and Job evaluations.

UNIT-III

Employee Retention and Separation: Attrition and Retention – Concept, - Employee benefit plans. Disciplinary procedures – Domestic enquiry – Grievance Handling – Performance Management Systems; – Transfers and Promotions –Discharge, and Dismissal – Retirement : Exit Interview, Retirement Benefits - VRS

UNIT-IV

Compensation Management : Concept of Wage and Salary – Wage Theories – Types of wages – wage differentials – wage regulators – Incentive Schemes.

UNIT-V

Human Resource Development : Functions of HRD department. - HRD instruments and their implementations. Competency matrix. Need for Training - Training Need Analysis – Identifying training needs, Training Areas – Organizing Training programmes for employees at various levels :Workers, Staff, Officers, Middle Level Managers and Executives – Evaluation of Training Programs – Employee Counseling : Rationale, Training, Counseling, Mechanism – Concept of Management Development Program (MDP)

Reference:

1. Balan, K.R. 1995. What the management Defines… Public Relations Refines. New Delhi: Sterling Publishers Pvt. Ltd.
2. Bhousle, Y.B. 1977. Personnel Management: The Indian Scene. New Delhi:Sultan Chand & co.
3. Chatterjee, B. 1999. Human Resource Management: A Contemporary Text. New Delhi:Sterling Publishers Pvt. Ltd.
4. Dale, S. Beach. 1975. Personnel – The Management of People at Work. New York:Mc Millan Publishers.
5. Dwivedi, R.S. 1982. Management of Human Resources. New Delhi:Oxford & IBH Publishing Company.
6. Flippo. B. Edwin. 1971. Principles of Management. Tokyo:McGraw Hill.
7. Jethwaney, J.N.et. all. 1994. Public Relations Cencepts, Strategies and Tools. New Delhi: Sterling Publishers.
8. Koontz, Harold and Syril O' 1972. Tokyo:Maagement. Mc Graw Hill.
9. Luthans,F. 1998 Organizaional Behaviour. Boston: The McGraw-Hill Companies. Inc.
10. Mamoria, C.B. 1984. Personnel management. Bombay: Himalaya Publsihing House.
11. Putti, M. Joseph. 1980. Personnel – The Management of Securing and maintaing the Work Force. New Delhi:Sultan Chand & Co.
12. Strauss, George, R. Sayles Leonard. 1976. Personnel – Institute of management. New Delhi:Prentice Hall of India.

4. MEDICAL AND PSYCHIATRY SPECIALIZATION

MEDICAL SOCIAL WORK

UNIT-I

The beginnings of medical social work: the meaning of health, hygiene, illness and handicap: medicine through the ages; changing concept of health: concept of patient as a person. Historical development in medical social work in the west, in India. Trends in medical social work practice in Chennai. Scope of medical social work.

UNIT-II

Health care models - medical health prevention and promotion model, integrative model and development model; holistic approach to health: alternative system of health - yoga naturopathy.

UNIT-III

Organization and administration of medical social work dept in hospital. Present practice and equipment of medical social work in various setting .a) Government hospital, corporate and private, specific disease hospitals, specialized clinics, community health centers, blood banks, eye banks, health camps b)schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged.

UNIT-IV

The Psychosocial Problems. Major communicable disease - TB, STD, AIDS, Polio. Diarrhoeal diseases. Malaria, typhoid, leprosy, leptospirosis. Major non communicable diseases - cancer, diabetes, hypertension, cardio disorders, neurological disorders, and asthma; Physically challenged, Nutritional disorders, Occupational health problems, Women's health problems, Pediatric health problems, Geriatric health problems

UNIT-V

Medical social work practices in different in facilitative settings. Social work in schools, social work in industry. Supportive services and networking for practice of medical social work teamwork in medical setting. Skills and techniques used in medical social work practice.

References

1. Anderson R. & Bury M. (eds.) 1988. Living with Chronic Illness - the Experience of Patients and their Families. London: Unwin Hymman,

2. Bajpai P.K. (Ed.) 1997. Social Work perspectives in health; Rawat Publications, Delhi.

3. Barlett H.M. 1961. Social Work Practice in the Health Field. New York: National Association of Social Workers.

4. Crowley M.F. 1967. A New Look at Nutrition. London: Pitman Medical Publishing Company Ltd.

5. Field M. 1963. Patients are People - A Medical - Social Approach to Prolonged Illness. New York: Columbia University Press.

6. Golstein D. 1955. Expanding Horizons in Medical Social Work. Chicago: The University Chicago Press.

7. Narasimhan, M. C. & Mukherjee A.K. 1987. Disability - A continuing Challenge. New Delhi: Wiley Eastern Ltd.

8. Pathak S. H. 1961. Medical Social Work in India. New Delhi: DSSW.

9. Pokarno K.L. 1996. Social Beliefs, Cultural Practices in Health and Diseases. New Delhi: Rawat Publications.

10. Sweiner C. Sengupta N and Kakula. S. 1978. Manual for Child Nutrition in India; New Delhi: VHAI,

11. Uphoam F. 1989. A dynamic Approach to Illness - A Social Work Guide. New York: Family Service Association of America.

PAPER – 9

SPECIALISATION II

(to choose 1 out of 4)

1. COMMUNITY DEVELOPMENT SPECIALIZATION

URBAN COMMUNITY DEVELOPMENT - I

UNIT-I

Urbanization: Concept- Characteristics- Urbanization and Economic Development- Urbanization and Industrialization.- Urbanization and social problems – Over Urbanization _ Problems of over Urbanization – Theories of Urbanization – Concentric zone theory – Sector Theory – Multi-Nucleus theory. Types of urban centers - Town – Metropolitan city Satellite towns – Megacity - Parallel city. Urban Social problems: Environment protection – Air, Water, Soil, Noise Pollution – Legislation to protect environment- Crime – accidents – Prostitution. Slums: Definition – Causes – Characteristics – Theories of slum – Slums in Indian cities- Slum clearance board- Functions of slum clearance Board- Programs for slum dwellers.

UNIT-II

Urban traffic problems- Metro rail and MRTS projects – Road safety systems - Infra- structure development – Zoning – Master plans – Land use guidelines – Urban housing problems – Housing schemes- Funding for housing – Urban development Policy- Town planning – Rules of town planning – Layout plans – Urban renewal programs- Need for urban renewal - Ring road program- MRTS program- Market Place development program- Fly over for connectivity- Housing renewal- Limitations of Urban renewal. Urban Renewal in Indian cities.

UNIT-III

Urban community development – meaning – need- urban development and urban community development – origin of urban community development- Welfare extension policy of central social welfare board as pilot project – Delhi project – Baroda project – Jamsedpur project. Involvement of NGOs in urban community development - Need for NGOs in urban community development – N.G.Os working at Urban centers.

UNIT - IV

History of local self government – Municipal government composition – Structure- Functions – Personnel- Finance- Municipal government and state government- Problems in Municipal administration. 73rd and 74th amendments in the constitution- Provisions of the amendments- Structure, Functions and Programmes of Metropolitan development Authority. Limitations of metropolitan development authority.

UNIT - V

Geographic Information system- Meaning- Nature- Use of Geographic Information system- Application of Geographic Information system in Urban development and Administration- Limitations in using Geographic Information System- Recent Programs implemented by the government for urban community.

References:

1. Bose Ashish 1978 India's Urbanization 1901 – 2000 New Delhi: Tata McGraw Hill Publishing company
2. Francis Cherunilam 1984 Urbanization in Developing Countries. Mysore Himalya Publishing House
3. Jal F. Bulsara 1984 Perspectives on Social welfare in India. New Delhi. S. Chand And company.
4. Leonard Broom 1977 Sociology New York Mcgraw Hill Publishing company
5. Mohanty bidyut, 1993, urbanization in developing contries, basic services and community participation, institute of social sciences. New delhi.
6. Muttagi P.K. 1989 Urban Development. Bombay: Tata institute of Social sciences.
7. Noble G. Allan 1997 India Urbanization New Delhi. Tata McGraw Hill Publishing Company
8. Ravindra Prasad D. 1989 Urban Renewal. New Delhi: Sterling Publishers

2. FAMILY AND CHILD WELFARE SPECIALIZATION
SOCIAL WORK WITH CHILDREN

UNIT-I

Child Welfare: Concept, demographic profile of the child in India: Constitutional safeguards for children in India, national policy for children, UN. Charter on the rights of the child, advocacy of children's rights, laws relating to the child. The place of child in the family in India. SAARC Policy on the female child

UNIT-II

Health and Educational Needs of the Child in India. Health and nutritional services for the child in India - the ICDS project. school health programmes, child health and health education of the mother. Role of UNICEF & WHO. Educational Needs of the Child in India: Governmental and non-governmental programmes / strategies for education of the rural and urban child in India.

UNIT-III

Children in Special Circumstances. The destitute child: meaning of destitution, cause of destitution, services for the destitute child. Institutional and non-institutional services. The delinquent child: meaning of delinquency causes of delinquency. The justice system in India. Institutions for juvenile offenders. Prevention of juvenile delinquency. Street Children: Definition, nature, causes and effects of the problem, services for street children. Role of the Social Worker.

UNIT-IV

Socially Exploited and Oppressed Children. Child Labour: Nature and extent of the problem of child labour in India, cause and effects of child labour. Legal provisions regarding child labour in India. Social work intervention in the problem of child labour.

UNIT-V

Child Abuse: Nature, types and causes of child abuse in India, the Battered child, and child Trafficking, Child-Prostitution, and Child-Beggars. Social work intervention in the problems of child abuse.

References

1. Devi, Laxmi (ed) 1998. Child and Family Welfare. Institute of Sustainable Development. Lucknow: Anmol Publications Pvt. Ltd.

2. Kaldate, S. V. 1982. Society, Delinquent and Juvenile Court, New Delhi: Ajanta Publications.

3. M. S. Swaminathan Research Foundation, 1994. Policy for the Young Child in Tamilnadu Proceedings No. 10.

4. M. S. Swaminathan Research Foundation & NIPCCD, 2000, Learning Innovations, - Report of a consultation in innovative approaches in early child care and education.

5. National Institute of Public Cooperation & Child Development, 1994. The Child in India a Statistical Profile. New Delhi: NIPCCD.

6. Rane, Asha, 1994. Street Children - Challenge to Social Work Profession- Mumbai: Tata Institute of Social Sciences.

7. Sarkar, Chandana. 1999. Juvenile Delinquency in India, an Etiological Analysis. Delhi: D. P. House

8. Tandon, R. K., & Sudarsha, K. N. 1998. Directory & Hand book on Children. New Delhi: Oxford Publishing House

9. Vidhya Rao, 1994. Restoring Childhood Learning, Labour and Gender in South Asia Delhi: .Konark Publishers Pvt. Ltd.

3. HUMAN RESOURCE MANAGEMENT SPECIALIZATION
LABOUR LEGISLATIONS AND LABOUR WELFARE

UNIT- I

Industrialization – Labourers at various occupations. Charecteristics of Indian Labour - Labour Problems in India - Labour Welfare: Concept, need, objectives, principles, theories, scope, limitations. Administration of labour, - Central and State level . Labour welfare officer : Need, roles and functions, status, qualifications, education, training.

UNIT-II

The Factories Act of 1948. The Mines Act , The Motor Transport Workmen Act, Plantation Labour Act, Dock Labour Act.,Tamilnadu Shops and Establishment Act 1947.

UNIT-III

Industrial Relations Legislation: Indian Trade Union Act 1926, Industrial Disputes Act 1947, Employment Legislations: Industrial Employment (Standing Orders) Act 1946, Contract Labour (Regulations and Abolition) Act 1970.

UNIT-IV

Wage Legislations: Workmen's Compensation Act 1923, Payment of wages Act, Minimum wages Act, Payment of Bonus Act.

UNIT-V

Social Security Legislations :Employees State Insurance Act 1948, Employees Provident Fund Act 1952, Payment of Gratuity Act 1972, Maternity benefit Act 1961.

Reference:

1. Agarwal, R.D. 1973, Dymanics of Personnel Management in India. New Delhi: Tata MCGraw Hill Ltd.

2. Babu Sharath and Rashmi Shetty. 2007. Social Justice and Labour Jurisprudence. New Delhi: SAGE Publication.

3. Dasgupta, S.K. 1983. Commercial & Industrial Law. New Delhi: Sterling Publishers.

4. Kapoor, N.D. 1993. Elements of Industrial Law. New Delhi: Sultan Chand & Sons.

5. Kapoor, N.D. 1995. Hand Book of Industrial Law. New Delhi: Sultan chand & Company.

6. Ramaswamy, E.A. & Uma Ramaswamy. 1981. Industry and Labour: An Introduction New Delhi: Oxford University Press.

7. Rideost, Roger. 1972 Principles of Labour Law. London: Sweet & maxwell.

8. Tripathi, P.C.1994. Personnel Management and Industrial Relations. New Delhi: Sultan Chand & Co.,.

9. Vaidyanathan, S. 1986. Factory Laws Applicable in Tamilnadu, Vols: 1,2,3, Madras:Madras Bood Agency.

4. MEDICAL AND PSYCHIATRY SPECIALIZATION

MENTAL HEALTH AND SOCIAL WORK

UNIT-I

Psychiatric Social Work: History and scope of psychiatric social work; changing perspective of psychiatric social work; changing trends in mental health care; India view of mental health and well being.

UNIT-II

Life - stress and Coping: Stress and Mental health problems especially among children adolescents, women, workers, elderly and related to physical illness, coping with stress and crisis; use of internal and external resources in coping.

UNIT-III

Psychiatric Assessment: History taking and mental status examination, psycho social and multidimensional assessment of mental disorders in psychiatric social work. Common Mental Disorders - symptoms, causes and Treatment of Neuroses, Psychoses Psycho Physiological Disorders, Personality Disorders.

UNIT-IV

Alcoholism, Drug abuse and Suicide. Mental Retardation and alzamirs disease, sexual deviation, epilepsy, culture bound syndrome.

UNIT-V

Childhood Disorders: Autism & infantile schizophrenia, attention deficit and hyperactivity disorder, behaviour and habit disorder, disorders associated with eating, speech and sleep, scholastic backwardness, identity crisis.

References

1. Abelin, T. Brzenski and V.D. Carstairs. Measurement in Health Promotion and Protection. Copenhagen: WHO.

2. Alderson, M. An Introduction to Epidemiology. 2nd Ed. 1983. London: Macmillan.

3. Francis, C. M. 1991. Promotion of Mental Health with Community Participation. Kerela: The Center for Health Care Research and Education.

4. Jay, Pee. 1994. Diagnostic and Statistical Manual of Mental Disorders (DSM IV). New Delhi: Oxford Press.

5. Kaplan, Saddock. 1994. Synopsis of Psychiatry 7th Ed. New Delhi: BI Waverly Pvt. Ltd.

6. Kappur. M. Sheppard. Child Mental Health-Proceedings of the Indo-US symposium.

7. Mane P. & Gandevia K. 1994. Mental Health in India Issues and Concerns; Tata Institute of Social Sciences, Mumbai.

8. Shepherd, Michael et al. 1971. Childhood Behavior and Mental Health. London: University Press.

9. World Health Organization. Geneva. 1992. The ICD 10 Classification of Mental and Behavioral disorders, Clinical Description and Diagnostic Guidelines; Oxford University. Press

MAIN PRACTICAL

PAPER-3

CONCURRENT FIELD WORK III

The second year students during the third semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field.

The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries according to their field of specialization for a semester.

During the placement they have to practice all the primary and secondary methods of social work in their respective fields of specialization. During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, programmes, activities, achievements and also involve with the activities of the organization to whatever extent possible.

The students also undertake any assignments given to them by the agency, they may also undertake any research for the organization.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference regularly.

At the end of the semester Viva- Voce is conducted by an external examiner, (60 marks for *viva voce* and 40 marks for IA)

ELECTIVE

PAPER – 3

DISASTER MANAGEMENT

UNIT-I

Disaster: Meaning, Concept and related concepts, disaster, risk, Hazard. Models of disaster - crunch model and release model.

UNIT-II

Types and Effects of Disaster. Natural disaster: Meteorological: Storm, cyclone. Topological: Avalanche. Telluric: Earthquake. Man made disasters. Effects: Physical, social, economic, psychological, spatial.

UNIT-III

Participatory Assessment of Disaster Risk steps - preparation, hazard assessment, vulnerability assessment, capacity assessment, key informant interviews and action planning.

UNIT-IV

Disaster Management and Phases. Pre-disaster: Prevention, Preparation, education vulnerability and preparedness. Actual disaster: Contingency, short-term and long term plans, search, relief, rescue, recovery and restoration. Post disaster: Rehabilitation and commemorations.

UNIT-V

Role of social workers and voluntary agencies. Role of social work professionals at different levels: Resources mobilization, working with other professionals, working with government and voluntary organizational. Voluntary agencies working on disaster management.

References

1. Abarquez I and Murshed Z .2004. Community-Based Disaster Risk Management: Field Practitioners' Handbook. New Delhi: Asian Disaster Preparedness Center

2. Anderson M and Woodrow P. 1998. Rising from the Ashes: Development Strategies in Times of Disaster. London: ITDG Publishing, www.itdgpublishing.org.uk

3. Blaikie P, Cannon T, Davis I and Wisner B. 2004. At risk: Natural hazards, people's Vulnerability and Disaster. London: Routledge.

4. Carter I. 2002. Preparing for disaster, PILLARS Guide, Tearfund UK. Order from roots@tearfund.org or download from www.tearfund.org/tilz

5. Carter I. 2003. Mobilising the community, PILLARS Guide, Tearfund UK. Order from roots@tearfund.org or download from www.tearfund.org/tilz

6. Deshpande, B.G. 1996. Earthquakes. Animals and Man. Gurgaon : JAC Trust.

7. Heijmans A and Victoria L 2001. Citizenry-Based and Development-Oriented Disaster Response. Philippines: Centre for Disaster Preparedness.

8. Mohan, Munasinghe and Clarke Caroline. 1992. Disaster Prevention for Sustainable Development, Economic and Policy Issues.   Geneva: World Bank

9. Tearfund UK. 2004. Development and Risk Reduction in the Indian State of Andhra Pradesh: A case study

ELECTIVE

PAPER-4

COMPUTER APPLICATION IN SOCIAL WORK

UNIT-I

Fundamentals of a Computer: Meaning, Characteristics, basic operations – input, storage, processing, output, ALU and control. Devices of a computer hard ware, software, types of software – application, system, utility. Meaning of programme. Computer language – machine, assembly high level. Assembler, interpreter and compiler, operating system. Dos, Windows.

UNIT-II

Word Processing: Meaning, Features, advantages. Structure of a word window. Creating, saving opening and printing documents. Creating table. Mail merge-main document, data source and merging.

Spread Sheet Package: Cell, rows and columns. Range, structure of excel window. Creating, saving opening and printing a spreadsheet, creating tables, charts, calculations.

Presentation package: Creating presentations in power point, tables, charts. Animation running slide show, saving the slides, printing presentations. Internet and browsing E-Mail, use of Internet in Research. Practicals – creating document, excel, power point and mail merge.

UNIT-III

Statistical Package for Social Science: Basics of Statistical analysis – population, sample, case, case number, variable, variable level, types of variable – numeric, string, alphanumeric, system missing value, user defined missing value, code book and code sheet, types of statistics, statistical tests, types of analysis. Structure of SPSS windows.

UNIT-IV

Creating data file, syntax file and output file: Defining data, Variable name, Variable label Values, value labels. Editing data file, adding cases, adding variables, saving files, retrieving data files, printing data file. Recoding of data. Practicals – creating data file, syntax file, output file. Fixing output file in word.

UNIT-V

Analysis of data: Single frequency, bivariate analysis, charts and diagrams. Editing of table and charts, exporting tables and charts in word document. Interpretation of data, Application of statistical calculation and test, measurement of central tendency, dispersion, x^2 test, 't' test. Application of correlation, regression. ANOVA, factor analysis. Practicals – creating frequcny table, cross tables, charts, statistical tests – chi square test, test.

References :

1. Barrett, Neil. 1997. 30 Minutes to master Internet. Kongan Page India pvt. Ltd. New Delhi.
2. Foster, J.J. 1998. Data Analysis Using SPSS for Windows. Sage Publications Ltd. London.
3. Kelle, V. 1998. Computer Aided Qualitative Data Analysis. Theory, Methods and Practice. Sage Publications Ltd. London.
4. Lincoln, Y. S. and N. K. Denzin. 1994. Handbook of Qualitative Research. Sage Publications. California.
5. Mansfield, Ron. 1997. The Compact Guide to Microsoft Office Professional. Sybex Computer Books Inc. USA.
6. Miles, M.B. and E.A. Weitzman. 1995 Computer Literacy in Human Services. The Haworth Process. New York.
7. Saxena, Sanjay. 1999. A First Course in Computers. Vikas Publishing House Pvt. Ltd. New Delhi.
8. Sheldon, Tom. 1997. Windows 3.1 Made Easy. McGraw-Hill Companies Inc. New York.
9. Singh and Singh. 1998. Windows 95 Illustrated. Asian Publishers. New Delhi.
10. Spencer, D.D. 1998. The Illustrated Computer Dictionary. Bell and Howell Company. USA.
11. Sundarajan, K. 1998. Internet. Kandadasan Pathippagam. Chennai.
12. Taxali, R.K.. 1998 PC Software Made Simple. Tata MCGraw-Hill Puhlishing Company Ltd. New Delhi.
13. Taxali, R.K. 1998. PC Software for Windows Made Simple. Tata MCGraw-Hill Publishing Company Ltd. New Delhi.
14. Vaughan, T. 1994. Multimedia: Making It Work. Osborne McGraw-Hill. California.

SEMESTER IV

PAPER – 10

SPECIALISATION III
(to choose 1 out of 4)

1. COMMUNITY DEVELOPMENT SPECIALISATION
PROJECT CYCLE MANAGEMENT

UNIT-I

Planning – meaning, process, reasons, usefulness, types, barriers, importance. Development cycle in planning – existing development cycle and desired development cycle. Project cycle – meaning, phases – identification, design, implementation, evaluation. Project cycle management – meaning and the importance. Concept note – meaning, outline.

UNIT-II

Project identification – need assessment, tools for need assessment – listening, interviewing, focus groups, community mapping, priority fixing. Capacity assessment – meaning, types of assets in capacity assessment. Assets and capacity. Appreciative inquiry – discover, dream, design and deliver.

UNIT-III

Project design – meaning. Process of project designing – stakeholder analysis, research including problem analysis, log frame, risk analysis, action planning, budgeting. Implementation – meaning, phases, factors affecting the implementation. Monitoring Reviewing and Evaluation – meaning, purposes, differences, indicators, reporting

UNIT-IV

Corporate social responsibility – meaning, importance, theory and models of CSR.Social auditing – meaning, uses, principles, stages – social book keeping, social accounting and social auditing. Methodology and process of social auditing.

UNIT-V

Advocacy – meaning, roles, advocacy and development work. Advocacy approach to development, practice of advocacy – participation, accountability, legitimacy, advocacy cycle.

Reference:

1. Blackman, Rachel. 2003. Project Cycle Management. UK: Tearfund.

2. Chakravarty, Sukhamoy. 1987. Development Planning. The Indian Experience. Oxford: Oxford Claredon Press.

3. Chandra, Prasanna. 1988. Project: Preparation, Appraisal, Budgeting and Implementation. New Delhi: Tata MCGraw Hill.

4. Crooks, Bill. 2003. Capacity Self Assessment. UK: Tearfund.

5. Desai, Vasanth. 1988. Rural Development. Vol. I to VI. Bombay: Himalaya Publishing House.

6. Gordon, Graham. 2002. Practical Action in Advocacy. UK: Tear fund

7. Gordon, Graham. 2002. Understanding Advocacy. UK: Tear fund

8. Kadekodi, G.K. and K. Chopra. 1999. Operationalising Sustainable Development New Delhi: Sage Publications. India Pvt. Ltd.

9. Pareek, Udai. 1982. Education and Rural Development in Asia. Oxford and IBH Publlications. New Delhi.

10. Reddy, Y. Venugopal. 1979. Multi level planning in India. New Delhi: Vikas Publication.

2. FAMILY AND CHILD WELFARE SPECIALISATION

SOCIAL WORK WITH YOUTH

UNIT-I

Youth welfare: Concept, definition, aims and objectives - demographic profile of the youth in rural and urban India.

UNIT-II

Needs of youth - physical, intellectual, emotional, social and religious needs. Socialisation of youth -influence of the family peer, neighborhood, reference groups, religion. Impact of westernization, modernization and urbanization

UNIT-III

Specific problems of the youth: Behavioural problems, Drug abuse, alcoholism, Suicide, Sexually transmitted diseases, sexual problems. Functional disorders - eating disorders, obesity. Emotional problems - identity crises, alienation. low self esteem, careers, conflict, conflicts in selecting a partner.

UNIT-IV

Role of youth in social change - youth in politics - youth policy - youth welfare programmes for rural and urban youth. Governmental: NCC. NSS, Scouts, Guides, Youth Hostels, Youth festivals, career counseling. Other programmes AICUF, TRYSEM, NYK, Vishva Yuva Kendra, Bharat Seva Samaj and Servants of India Society.

UNIT-V

Application of social work methods in working with youth and youth groups in different settings like school, college, and youth clubs.

References

1. Arimpoor. J.P. 1983. Indian Youth in Perspective. Tirupattur: Sacred Heart College.

2. Chowdhry D.P.1988. Youth Participation and Development. New Delhi: Atma Ram and Sons Publications.

3. Gore, M.S. 1978. Indian Youth – Process of Socialisation. New Delhi: Vishva Yuvak Kendra.

4. Harper and Malcolm. 1996.   Empowerment Through Enterprise. London: Intermediate Technology Publications.

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7. Philip and Mc Michael 1996. Development and Social Change: A global Perspective. Sage publications. London.

8. Wyn J and R. White. 1997. Rethinking Youth. London: Sage Publications limited.

3. HUMAN RESOURCE MANAGEMENT SPECIALISATION

ORGANIZATIONAL BEHAVIOUR

UNIT-I

Organizational behaviour: Brief History, Definition, Contributions of the Behavioural Sciences. -Human Behaviour at Work: Theories of Motivation – Motivating Humans – Systems Theory, EQ at Work. Stress and anxiety management, Frustration, Conflict. Job Satisfaction, Job Rotation, Job Clarification, Employee Morale, Job Monotony and Role Conflict.

UNIT-II

Team-work and Team building, Change Management Leadership : Theories , Styles and power structure, Decision-Making. Employee Participation and Organizational Commitment.

UNIT-III

Organizational Development: Concept, Definition, theories and practice: OD and OB, OD Intervention techniques: Sensitivity Training. Quality Circles. Survey Feedback, Management of change.

UNIT-IV

Current Trends in OB Practices: Just-in-time(JIT). 5S model. HR Connect, Six Sigma and Lean Six Sigma , TPM. TQM. SGA, Kaizen. ISO. SEI, IED,   Suggestion Scheme and QWL .

UNIT-V

Relevance of OB in Social Work. Challenges involved in application and practice of OB . Behavioural changes in individuals and teams.

Reference:

1. Bhonsle, Y.B. 1999. Personnel Management Indian Scene. Mumbai: Deborah Prayer House,
2. Frence, Wendell and Cecil, 1995. Organisation Development. New Delhi: Prentice-Hall of India Ltd..
3. Luthans, Fred, 2000. Organisational Behaviour. Singapore: McGraw Hill Ltd.
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8. Robbinns, Stephen. 1995 Essentials of Organisations Behaviour. Delhi: Prentice-hall of India Ltd.,.
9. Szilagyi, Andrew and Marc Wallace.   1997.   Organisational Behaviour and performance. London: Scott Foresman and Company.

4. MEDICAL AND PSYCHIATRY SPECIALIZATION

PSYCHIATRIC SOCIAL WORK

UNIT-I

Psychiatric social work practice - cope, magnitude of mental health problems; analysis of mental health problems among vulnerable groups such as women, aged, socio-economically disadvantages urban and rural population and disaster victims-scope of social work in mental health.

UNIT-II

Present practice and equipment of psychiatric social work in various clinical setting. Mental health institutions, psychiatric dept in G.H ,private psychiatric clinics, half way homes, day care centres, sheltered workshops, child guidance clinics, dept of teaching hospitals including dept of preventive and social medicine in medical colleges.

UNIT-III

Social Work treatment - Theory and Models, Psychoanalytical, Psycho-social, Transactional analysis, life model, family centred treatment, tasks centred, crisis intervention, behaviour modification, cognitive therapy.

UNIT-IV

Psychiatric social work in special settings Child mental health and social work practice; development and psychological perspectives in child mental health; social work practice in child guidance clinic; Prevention and treatment intervention in family, school, neighborhood and community settings. Social work practice in de-addiction and crisis intervention centers and with special groups such as rape victims and HIV/AIDS patients.

UNIT-V

Psychological rehabilitation: concept, principles, process and progammes; role of social workers. Mental health policies and legislation in India; national mental health programes. Designing and implementing programmes that health in communities, Research – single case evaluation; qualitative and action research on mental health issues; monitoring and evaluation of programmes; case study of models of mental health care in Chennai TTK Hospitals and SCARF.

References

1. Berriors G.E. and Dawson J.H. 1983. Treatment and Management in Adult Psychiatry. London: Bailliere Tindall.

2. Ellis, Albert. 1967. Reason and Emotion in Psychotherapy. New York: Lyle Stuart.

3. Gerald Caplin. 1961. An Approach to Community Mental Health: New York: Grun & Stratton.

4. Goldstein E. 1984. Ego Psychology and Social Work Practice: New York: Free Press.

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7. Jehu, Derek et al. 1972. Behavior Modification in Social Work. London: Wiley Inter Science.

8. Kaplan, Sadock. 1994. Synopsis of Psychiatry. 7th Ed. New Delhi: BI Waverly Pvt. Ltd.

9. Scully, James H. 1995. Psychiatry. New Delhi: BI Waverly Pvt. Ltd.

10. Jay, Pee. 1994. Diagnostic and Statistical Manuel of Mental Disorder. New Delhi: Jay Pee Brothers.

PAPER-11

SPECIALISATION IV

(to choose 1 out of 4)

1. COMMUNITY DEVELOPMENT SPECIALIZATION

STRATEGIES FOR COMMUNITY DEVELOPMENT

UNIT-I

Self Help Groups meaning- Characteristics- formation- animation. Federation of SHGS at the panchayats, cluster, block and district. Role of state in SHGs. Role of banks in SHGs. Maintenance of records in SHGs. Grading and evaluation of SHGs. Role of SHGs in local issue tackling.   Leadership in SHGs. Problems faced by SHGs. SHGs and Economic development. Role of NGOs in SHGs. Role of social workers in SHGs. Micro finance- meaning and characteristics- working of Micro finance- Philosophy of micro finance- Role of Social worker in Micro finance.

UNIT-II

Water shed Management – meaning, philosophy, objectives, and implementation. Economic benefits, social benefits. People's participation in water shed management, by products of water shed management. Role of NGOs in water shed management. Role of government in water shed management. Changes in life style due to water shed management. Limitations of water shed management. Role of social workers in water shed management.

UNIT-III

Waste land development – meaning and characteristics. Identification of waste land, assessment of waste land, process of waste land development. Role of NGOs in waste land development. Role of government in waste land development. People's participation in waste land development.   National economic development and waste land development. Limitations of waste land development. Role of social worker in waste land development projects.

UNIT-IV

Entrepreneurship – meaning, characteristics. Problems of entrepreneurship. Women entrepreneurs, rural entrepreneur. Personality and dynamics of entrepreneurs. Training and development of entrepreneurs. Role of SIDCO, TADCO, NABARD, SSIS. SIPCT, and KVIC in entrepreneur development. Role of social workers in entrepreneur development.

UNIT-V

Community Based Organizations for sustainable development – meaning, characteristics-community participation- Role of leaders in community based organization- animation of community based organization- Role of NGOs in community Based organization- Role of state in Community Based organization- Role of social workers in Community Based Organization.

Reference:

1. Daniel A.V. 2011. Stratiges for Agricultural Development Bombay: Vora..
2. Danial, Lazer. 2008. Micro Training Poverty and Eradication New Delhi: New Century Book House.
3. Desai Vasant. 2004: Dynamics of Entrepreneurial Development. New Delhi: Sultan anand & sons.
4. Giriappa. S. 2011. Water the Efficiency in Agriculature. Calcutta: Oxford Press.
5. Gupta C.B. 2004: Entrepreneurial Development. New Delhi : Sultan Anand & Sons.
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7. Selvapathi, K. 1995.   An Economic Analysis of the Watershed Development. Tirupattur: Sacred Heart college..
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12. Sharma, R. K. 2011. Entrepreneurship Development. Bombay: Himiliya Publishing House
13. Upendra, Nath Roy. 2005. People Participation in Watershed Management. New Delhi: Kanishka Publisher.
14. Usharani, K. 2008. Marketing Strategies, Finance Viability of Self Help Group. New Delhi: Sarop & Sons,.
15. Vijaya, 2005. Agarwal, Micro finance An Introduction. Hydrabad: ICFAI University-.

2. FAMILY AND CHILD WELFARE SPECIALIZATION

SOCIAL WORK WITH THE ELDERLY

UNIT-I

Roles, Power and Status of Elderly Historical norms in different cultural, urban/rural, economic. Age and gender contexts. Emerging trends and issues in their context of the liberalized political economy. Historical norms of practices related to death and bereavement and emerging trends.

UNIT-II

Health of the Elderly, Longevity and physical health. Mental and emotional health, Ill health, disabilities and care giving. Sexuality in old age Spirituality in old age

UNIT-III

Review of health policies of the elderly. Policies for the disabled and their implementation with references to elderly. Health intervention: periodical check up, information and awareness about prevention of problems, recreation and creative art programmes, spiritual discourses, counseling, physical aids and access to geriatric treatment.

UNIT-IV

Elderly and livelihood. Work participation of elderly in the organized and unorganized sectors. Economic situation of the elderly. Age related policies and laws for education. Employment, Retirement, social security and pensions. Intervention needs: retirement planning, promoting savings, investments and making a will, training and opportunities for income generation, employment exchange and sponsorship programmes.

UNIT-V

Elderly and family. Interventions of elderly with parents, Spouse, children, children. children-in-laws, grandchildren and others. Care giving roles between elderly and the family. Issues of division of property, housing and social security. Issues of neglect, abuse, violence and abandonment. Review of laws for inheritance and protection from abuse. Intervention needs: Raising family awareness and family and bereavement counseling .

References

1. Chowdhry, Paul. D. 1992. Aging and the Aged. A Source Book. New Delhi: Inter India Publications.

2. Cox, Enid O and J Parson Ruth. 1994. Empowerment Oriented Social Work Practice with the Elderly. California: Brooks Cole Publishing Company.

3. Dandekar, K. 1996. The Elderly in India. New Delhi: Sage Publications.

4. Desai. M and Siva Raju. 2000. The Elderly in India. New Delhi: Sage publications

5. Irudaya Rajan et al. 1997. Indian Elderly: Asset or Liability. New Delhi: Sage Publications.

6. Kakula S, B. 1978. Basic Readings in Medical Sociology. London: Tavistok Publishers.

7. Khan, M. Z. 1997. Elderly in Metropolis. New Delhi: Inter India Publishers.

8. Krishnan, P and K. Mahadevan (eds) 1992. The Elderly Population in the Developed World: Policies, Problems and Perspectives. Delhi: B. R. Publishing.

9. Upham, F. 1999. Living with Chronic Illness - the Experience of Patients and their Families. London: Unwin Hyman.

3. HUMAN RESOURCE MANAGEMENT SPECIALIZATION

UNION MANAGEMENT RELATIONS

UNIT-I

Union - Management Relations: Concept, Characteristics and Approaches State and Industrial Relations - Code of Conduct and Code of Discipline in Industry.

UNIT-II

Trade Unions: Origin and Growth of trade union movement in India - Theories - Functions - Administration of Unions - Leadership - Membership and Finance - Close shop, Open Shop and Check off system - Employers' organization: Objectives collective bargaining - Skills of an effective bargaining.

UNIT-III

Collective Bargaining: Concept - Theories - Goals - Principles - Prerequisites - Stages of Collective Bargaining - Bargaining Strategies - The factors influencing Collective bargaining - Skills of an effective bargaining agent.

UNIT-IV

Workers Participation in Management: Concept - Aims and objectives - Scope - Levels of Participation - Conditions essential for working of the Scheme of workers' participation in Management.

UNIT-V

International Labour Organization: History - Aims and Objectives - Structure - Functions. Emerging Trends in Union - management relations: Impact of Globalization and Liberalization.

Reference

1. Johnson, T. L. 1981. Introduction to Industrial Relations. Britain: MacDonald & Enerd. Great

2. Mamkootam. Kuriakose. 1982. Trade Unions. Myth and reality. New Delhi: Oxford University press.

3. Mamoria, C. B. and Mamoria Satish. 1984. Industrial Labour. Social Security and Industrial peace in India. Allahabad: Kitab Mahal.

4. Punekar, S. D. et. al. 1981. Lobour welfare. Trade Unions and Industrial Relations. Bombay: Himalaya Publishing House.

5. Ramassamy. E. A. and Uma Ramasamy. 1981. Industry and Labour An introduction. New Delhi: Oxford University Press.

6. White, K. Head. 1977. Industrial Relations. London: Hodder & Sought.

7. Yoder, Dale. 1976. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.

8. Yoder, Dale and Paul, D. Stanbhas, 1985. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.

4. MEDICAL AND PSYCHIATRY SPECIALIZATION

COMMUNITY HEALTH

UNIT-I

Public health-concept and development in India; Organization and administration of health care at the center, state, district, municipality and village level; health planning in India; health committees; five year plan I relation to health care.

UNIT-II

Community health care - changing concepts; primary health care for all; health status and health problems; health care systems - primary health centre; private health systems indigenous systems; voluntary health systems; role of social worker in community health

UNIT-III

Health Legislation; ESI Act. 1948, Amendment 1975. MTP Act. 1971. Doctors. Patients and the consumer protection act. 1986. PWD & Equal opportunities Act. 1995.

UNIT-IV

Health Policies, National Health Policy. 1983, Population problems and control. Environment Protection Act.

UNIT-V

National control of blind program, minimum need program, welfare program for physically challenged, national health progrmmes: family welfare, maternal and child health, ICDS, schools health program UIP, NEMP, NLEP, Diarrhoea disease control program

References

1. Levant, Ronald F. 1984. Family Therapy. New Delhi: Prentice Hall of India Pvt. Ltd.

2. Mane P. and Gandevia K. 1992. Mental Health in India, Issues and Concerns. Bombay: Tata Institute of Social Sciences.

3. Mayor C.H. 1983. Clinical Social Work in the Eco-Systems Perspective. Columbia: University Press.

4. Satir, V. 1967. Conjoint Family Therapy. America: Science and Behaviour Books Inc.

5. Schopler J.H. and Galinsky M.J. 1989. Groups in Health Care Setting. London: The Haworth Press.

6. World Health Organization. 1986. Prevention of Mental Neurological Psychosocial Disorders. Geneva: WHO.

7. World Health Organization. 1988. Psychiatric Disability Assessment Schedule. Geneva: WHO

8. World Health Organization 1990. Schizophrenia Information for Families – A Manual prepared by the World Schizophrenia Fellowship for Publication in Cooperation with the WHO.

9. World Health Organization 1992. Innovative Approaches in Mental Health Care. Psycho Social Interventions and Case Management. Geneva: WHO.

MAIN PRACTICAL

PAPER-4

CONCURRENT FIELD WORK IV

In the final semester the students go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field.

The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries according to the fields of specialization for a semester where MSW supervisor is available.

During the placement the students are expected involve with the activities of the organization to whatever extent possible.

The students make effort to get exposure and experience to relate the theoretical knowledge what they have gained in the class room and try to practice them.

The students also undertake any assignments given to them by the agency; they may also undertake any research for the organization.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference regularly. The objectives of the field work is to gain knowledge, skill and values related to the field of specialization.

At the end of the semester Viva- Voce is conducted by an external examiner. (60 marks for *viva voce* and 40 marks for IA)

PAPER-12
RESEARCH PROJECT

The students are placed under a supervisor for the research project work.

The students are encouraged to start the project work in the third semester itself.

In the fourth semester the students complete the research study and submit the final copy for valuation.

At the end of the semester Viva- Voce is conducted by an external examiner (75 marks for Final Research Project Report and V*iva Voce)*. The internal assessment is for 25 marks)

Research Report Format (The Research Project Report should be typed in Times New Roman Font, 12 font size with 1.5 line space)

1. Outer Cover
2. Title Page
3. Certificate
4. Preface
5. Acknowledgement
6. Table of Contents
7. List of Tables
8. List of Figures
9. List of Plates (if any)

{(The above nine items are the preliminaries of the research report, which should be numbered in Roman small numbers at the bottom of the page e.g.i, ii, iii.) Arabic numbers are used for the following items.}

Chapter I   :   Introduction

        1. A brief General Introduction
        2. Statement of the Research Problem
        3. Need / Significance / Importance of the Study

Chapter II   :   It consists of Review of Literature (with an appropriate title)
        This chapter ends with General and Specific Objectives

Chapter III   :   Methodology

This chapter describes the various steps used in carrying out the research task. It is described in the past tense.

      1.   Chapter Introduction
      2.   Field of Study.
      3.   Pilot Study
      4.   Research Design
      5.   Selection of Sample
      6.   Tools of Data Collection
      7.   Sources of Data
      8.   Pre testing
      9.   Actual Data Collection
      10.   Definition of Terms
      11.   Analysis
      12.   Limitations
      13.   Organisation of the Report

Chapter IV   :   Analysis and Interpretation

This chapter presents the analysed data either by a table or a chart and not both for the same variable. The variable name is given as a sub title, introduction of the variable, presentation of data (table No. and table title) analysis then interpretation of data. Interpretation is not mere description of the numbers into words but giving meaning for the data distribution.

Chapter V   :   Main Findings (Percentage in brackets) and Suggestions

Chapter VI   :   Summary and Conclusion

Bibliography It is arranged in the alphabetical order by the author's name. Author's surname, year, title, place, publisher Appendix

PAPER-13

BLOCK FIELD WORK (Compulsory)

In the last month of the fourth semester the students go from block field placement training according to their fields of specialization (24 working days).

The student has to be part of the organization and take part in all the activities of the organization and undertake the assignments given to him.

After completion of one month placement the student submits an activity sheet, attendance certificate, daily reports to the department. The department evaluates the report and conducts viva and awards the marks out of 100 and the prescribed number of credits. This evaluation is fully internal and no external examiner for the viva. If the placement is not completed successfully the student has to repeat the block field placement training.

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