

# THIRUVALLUVAR UNIVERSITY

## BACHELOR OF ARTS

### BACHELOR OF SOCIAL WORK (BSW) DEGREE COURSE

#### CBCS PATTERN (With effect from 2020-2021)

#### The Course of Study and the Scheme of Examinations

S.NO.	Part	Study Components		Ins. hrs /week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
SEMESTER I									
1.	I	Language	Paper-1	6	4	Tamil/Other Languages	25	75	100
2.	II	English (CE)	Paper-1	6	4	Communicative English I	25	75	100
3.	III	Core Theory	Paper-1	5	3	Introduction to Social Work	25	75	100
4.	III	Core Theory	Paper-2	5	3	Indian Social problems	25	75	100
5.	III	ALLIED -1	Paper-1	6	3	Sociology for Social Work Practice	25	75	100
6.	III	PE	Paper-1	6	3	Professional English I	25	75	100
7.	IV	Environmental Studies		2	2	Environmental Studies	25	75	100
				36	22		175	525	700
SEMESTER II							CIA	Uni. Exam	Total
8.	I	Language	Paper-2	6	4	Tamil/Other Languages	25	75	100
9.	II	English (CE)	Paper-2	6	4	Communicative English II	25	75	100
10.	III	Core Theory	Paper-3	4	3	Psychology for Social Work Practice	25	75	100
11.	III	Core Theory	Paper-4	4	3	Social Work with Individuals	25	75	100
12.	III	ALLIED-1	Paper-2	6	5	Fundamentals of Nutrition	25	75	100
13.	III	PE	Paper-2	6	3	Professional English II	25	75	100
14.	IV	Value Education		2	2	Value Education	25	75	100
15.	IV	Soft Skill		2	1	Soft Skill	25	75	100
				36	25		200	600	800

S.NO.	Part	Study Components		Ins. hrs /week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
SEMESTER III							CIA	Uni. Exam	Total
16.	I	Language	Paper-3	6	4	Tamil/Other Languages	25	75	100
17.	II	English	Paper-3	6	4	English	25	75	100
18.	III	Core Theory	Paper-5	4	4	Social Legislations	25	75	100
19.	III	Core Theory	Paper-6	4	4	Social Work practice with Groups	25	75	100
20.	III	Allied	Paper-2	6	3	Women and Development	25	75	100
21.	IV	Skill Based Subject	Paper-1	2	2	Disaster Management	25	75	100
22.	IV	Non-Major Elective	Paper-1	2	2	Professional Skill Development	25	75	100
				30	23		175	525	700
SEMESTER IV									
23.	I	Language	Paper-4	6	4	Tamil/Other Languages	25	75	100
24.	II	English	Paper-4	6	4	English	25	75	100
25.	III	Core Practical	Practical-1	4	3	Concurrent Field Wok- I	40	60	100
26.	III	Core Theory	Paper-7	4	3	Social Work in Hospitals	25	75	100
27.	III	Core Theory	Paper-8	4	3	Social Work practice with Communities	25	75	100
28.	III	Allied	Paper-2	6	5	Demography and Population Dynamics	25	75	100
29.	IV	NMSDC : Digital Skills for Employability	Skill-2	2	2	Office Fundamentals	25	75	100
30.	IV	Non Major Elective	Paper-2	3	2	Basic Skills in Counselling	25	75	100
				35	26		215	585	800
SEMESTER V							CIA	Uni. Exam	Total
31.	III	Core Theory	Paper-9	6	4	Fundamentals of Social Work Research	25	75	100
32.	III	Core Theory	Paper-10	6	4	Social Welfare Administration	25	75	100
33.	III	Core Theory	Paper-11	6	4	Entrepreneurship Development	25	75	100
34.	III	Core Theory	Paper-12	5	3	Family and Child Welfare	25	75	100
35.	III	Internal Elective	Paper-1	4	3	Development Communication	25	75	100
36.	IV	Skill Based Subject	Paper-3	3	2	Project Management	25	75	100
				30	20		150	450	600
SEMESTER VI							CIA	Uni. Exam	Total
37.	III	Core Theory	Paper-13	6	3	Social Work in Industries	25	75	100
38.	III	Core Theory	Paper-14	5	3	Correctional Social Work	25	75	100
39.	III	Core Practical	Practical-2	5	4	Concurrent Field Work - II	40	60	100

S.NO.	Part	Study Components		Ins. hrs /week	Credit	Title of the Paper	Maximum Marks		
		Course Title					CIA	Uni. Exam	Total
40.	III	Compulsory Project	Project	5	5	Compulsory-Project	25	75	100
41.	III	Internal Elective	Paper-2	3	3	Human Rights	25	75	100
42.	III	Internal Elective	Paper-3	3	3	Social Work Among Those Differently Abled	25	75	100
43.	IV	Skill Based Subject	Paper-4	3	2	Fundamentals of Accounting	25	75	100
44.	V	Extension Activities		0	1		100	-	100
45.				-	-	Block Field work(optional)			
46.	-	NMSDC : Employability Readiness		-	-	(choose any one) • Naandi • Unnati • Quest • Izpay • IBM Skills build	-	-	-
				30	24		290	510	800
				180	140				4400

Part	Subject	Papers	Credit	Total credits	Marks	Total Marks
Part I	Languages	4	4	16	100	400
Part II	Communicative English & English	4	4	16	100	400
Part III	Allied (Odd Semester)	2	3	6	100	200
	Allied (Even Semester)	2	5	10	100	200
	Electives	3	3	9	100	300
	Core	14	(3-5)	45	100	1400
	Core Practical	2	(3-4)	7	100	200
	Professional English	2	3	6	100	200
	Compulsory Project (Group/Individual Project)	1	5	5	100	100
Part IV	Environmental Science	1	2	2	100	100
	Soft skill	1	1	1	100	100
	Value Education	1	2	2	100	100
	Lang. & Others/NME	2	2	4	100	200
	Skill Based	4	2	8	100	400
Part V	Extension	1	1	1	100	100
	<b>Total</b>			<b>140</b>		<b>4400</b>

**SEMESTER III**  
**CORE PAPER - 5**  
**SOCIAL LEGISLATIONS**

**Course Objectives**

1. To provide an overview of social legislation relevant to social work practice.
2. To educate the students about the existing judicial system & its functioning.
3. To help students understand the concept of Social Legislation and its significance to the Social Work profession
4. To sensitize students for the application of Social Legislation to the various practice domains of the profession.
5. To develop Understanding on Social Legislation based Social Work interventions

**UNIT -I**

**Introduction** The concept of legislation, need and importance to legislation, legislation as a process, social welfare and social change - Directive principles of state policy.

**UNIT -II**

**Marriage & Law:** The Hindu, Muslim, Christian Laws Governing Marriage, Divorce, Adoption, Minority and Guardianship, Maintenance, Succession and Inheritance.

**UNIT -III**

**Legislation Relating to the Welfare of Women:** Dowry Prohibition Act - 1961, Suppression of Immoral Traffic Act - 1977, Medical Termination of Pregnancy Act - 1971.

**UNIT -IV**

**Legislation Related to Child:** The Protection of Children from Sexual Offences (POCSO) Act - 2012, Juvenile Justice Act - 1986, Child Marriage Restraint Act - 1929 and Child Labour (Prohibition and Regulation) Act - 1986.

**UNIT -V**

**Legislation for the Amelioration of Social Problems:** Protection of civil Rights Act - 1976, Consumer protection Act - 1986, Mental Health Act - 1987 and Beggary Prevention Act.

## **TEXT BOOKS**

1. Naik G.P. (1992), Social Legislation in India, Bangalore: Lambani Publish
2. Relevant BARE Acts. Print Well Publications.

## **REFERENCES**

1. Government of India, Social legislation Govt.of India Publications - 1956.
2. Tandon.M.P., Mohamedanlan- Allahabad, Lan Association, 1964.
3. Hindulaw- R.K.Agarwala, Central law agency, Allagabad.
4. Senewalla R.K., Tara Poralla D.H. & Sons, Law other Layman \_ Bombay 1962.
5. Devasia, V.V., LeelammaDevasia, Woman Social Justice and Human Rights, APH Publishing corporation, Delhi, 1998.
6. Child and Law - Indian Council for Child Welfare, Tamil Nadu, 1998.
7. SankarSen, A.P.H. Human Rights in Developing Society - Publishing Corporation, New Delhi, 1998.
8. Kohki, A.S., Sharma, S.R., Equal Oppurtutnity Human Rights and Social Welfare, Anmol Publications, Pvt.,Ltd, New Delhi,1997. Justice V.R.KrishnaIyer, HumanRights - A JudgesMiscellany, B.R.Publishing Corporation, Delhi, 199
- 9.Vyas, R.N. - The Soul of Indian Constituiton (A Critical evaluation) print wellPublications, Jaipur, 1998.
10. JagadeesanElatchiappea Marriage and Social Legislations in Tamil Nadu, Madras-7.
11. Chkaraparty N.K Juvenile Justice, Deep & Deep Publication, New Delhi 1999.
12. ParasDiwan&PeeyusaiDiwan, Children & Legal Protection, Deep &DeepPublication, New Delhi, 1994.
13. ShanmugaVelayudam, Social Legislation and Social Change, VazlaValamada Publications, 2000Chennai.

## **Course Outcomes**

1. The student will be able to understand the legal provisions for women and child related to social work.
2. The students will be able to promote knowledge in understanding the cause and effect of discrimination and oppression.
3. The students will able to prepare modules and strategies for advocacy to bring sustainable social change.
4. The student will be able to understand the concept of social legislation and its significance to the Social Work profession.
5. The student will know the various legislation provisions for different social institutions.

## **CORE PAPER - 6**

### **SOCIAL WORK PRACTICE WITH GROUPS**

#### **Course Objectives**

1. To understand the nature and types of groups
2. To understand Social Group Work as a method of Social Work practice
3. To know the basic concepts, tools, techniques, processes and Skills of working with groups
4. Understand group work as methods of social work, and know the process of Group Work
5. Ability to understand the application of group work practice in various settings.

#### **UNIT -I**

**Group & Social Group:** Group - Meaning, Definition, Characteristics of groups. Social Group Work: Concept, Objectives, Principles of Group Work.

#### **UNIT -II**

**Classification of Groups:** Classification of Groups - Primary Group, Secondary Group, Criteria for Classifying Groups - based on group size, Duration, Exclusiveness and based on Organization, Types of Group in Social Group Work Practice - open and closed groups.

#### **UNIT -III**

**Models of Group Work:** Social goal, remedial and reciprocal models, Treatment/Therapeutic groups: Support, Educational, Growth, and Socialization groups. Task Groups: Teams, Committees, Social Action and Coalition groups. Developmental groups and Recreational groups. Groups. Recording in Group Work. Importance of recording in Group work.

#### **UNIT -IV**

**Group Work Process:** Intake/formation, Study/analysis and assessment, Treatment/programmes, Evaluation and Follow-up. Group Dynamics - Group Bond, sub-groups, group conflict, confrontation, apathy and Group Control.

#### **UNIT -V**

**Application of Group Work method:** Skills of group worker and roles of Social Worker in different stages of group development. Application of group work practice in Schools, Hospitals and other settings.

## **TEXT BOOKS**

1. Misra. P.D (1994), Social Work: Philosophy and Methods, New Delhi: Inter India.
2. Trecker, Harleigh B. 1970, Social Group Work: Principles and Practice, New Work: Association Press.

## **Reference Items: books, Journal**

1. Day, Peter. R, Sociology in Social work practice, Macmillan Education, 1987
2. Heap Hen, The practice of Social work groups, A systematic approach, George Allen, Unwim, London, 1985
3. Douglas, T., Group Work Practice, Tavistock Publications, London, 1976
4. Douglas, T., Basic Group Work, Tavistock Publications, London, 1978
5. Balgopal, P.R. and Vassil, T.V. (1983) Groups in Social Work: An Ecological Perspective. New York: Macmillan.
6. Brown, Allan (1994). Group Work. Hampshire: Ashgate.
7. Charles D. Gravin, Lorraine M. Gutierrez, Maeda J Galinsky (2004) Handbook of Social Work with Groups, Rawat Publications.
8. David Cappuzzi, Douglas R. Gross (2010) Introduction to Group Work, Fourth Edition: Mark D. Stauffer, Rawat Publications.
9. Douglas, T. (1972) Group Processes in Social Work: A Theoretical Synthesis. Chicester: Johan Wiley and Sons.
10. H.Y. Siddiqui (2008) Group Work: Theories and Practices: Rawat, Publications
11. Jarlath. F. Benson (1987) Working More Creatively with Groups: New York: Tavistock Publication
12. Kanopka, G. (1963): Social Group Work: A Helping Process. Eaglewood Cliffs: Prentice.
13. Phillips (1957) Essentials of Social Group Work Skills: New York: Association Press.
14. Toseland, R.W. and Rivas, R. (1984) An Introduction to Group Work Practice. New York: MacMillan.
15. Trecker, H.B. (1972) Social Group Work: Principles and Practice. New York: Association Press.

## **Course Outcomes**

1. The student will be able to understand social group work as a method of social work in solving problems of the group.
2. The students will be able to demonstrate familiarity with Group processes and types of groups
3. The students will be able to develop skills of Facilitation, Analytical Thinking, Leadership Building, Programme Planning, Evaluation and using methods of group work
4. The student will be able to understand social group work process
5. The student will be able to know the process involved in group work and application of group work in various settings.

**ALLIED - 2**  
**PAPER - 3**  
**WOMEN AND DEVELOPMENT**

**Course Objectives**

1. To understand key concepts, issues in gender and development
2. To give awareness about reciprocal relationship between women & men in society
3. To create awareness about the magnitude of gender disparities in the present context
4. To introduce students to the discipline of Women's Studies and its specific purposes, perspectives and understand the basic concepts of women's studies
5. To study the legal provisions for women and women's access to justice and issues relating to implementation of legislation

**UNIT -I**

**Women and Development:** Women and development - their roles in family - status of women - values with reference to Indian women.

**UNIT -II**

**Women and Family:** Women and family - family structures - Women's role in decision making in the family, Contribution of women in the development of the Family and Society.

**UNIT - III**

**Problems of Women:** Problems of women - child marriage, dowry, female infanticide, and foeticide educational backwardness, deserted and divorced women, prostitution - trafficking - sexual abuse.

**UNIT -IV**

**Roles and Responsibilities of Women:** Working women - women employment - working women and their problems - women in Industry - women in agriculture - women and self-employment.

**UNIT -V**

**Women and Health:** Women and Health - Health services - Women Welfare programs, Legal measures for women - Medical Termination of Pregnancy Act 1971.



## **TEXT BOOK**

1. Desai, N and Krishnaraj, M 1987: women and society in India. Delhi: Ajanta publishers

## **References**

1. Mazumdar,V (ed): women in changing society symbols of power, Bombay:Allied publishers
2. Augutine,(Ed):Indian family in transition New Delhi:Vickas publishing house.
3. Bhasin, K and Agarwal, B 1984:Women and Media Analysis Alternatives an Action, New Delhi, Kali for women
4. Benerjee, Nirmala: Indian women in a changing industrial scenario.
5. Gopalan C &Balasubramaniam SC Indian council of medical research, 1963

## **Course Outcomes**

1. The student will be able to know various programs and schemes for women and children.
2. The student will be able to critical analysis of gender and women development.
3. The student will be able to articulate how women's studies and gender studies is a distinct field connected to other interdisciplinary fields of study in social work.
4. The student will be able to describe how the effects of gender, sexuality, race, class and nation intersect in the construction of identity and institutional formations.
5. The student will be able to understand the legal measures for women and their health.

**SKILL BASED SUBJECT**  
**PAPER - 1**  
**DISASTER MANAGEMENT**

**Course Objectives**

1. To understand Processes of disaster mitigation and disaster management
2. To develop Skills and promote intervention strategies to assess the vulnerability and prepare modules for the future eventualities
3. To understand key concepts and typologies of disasters
4. To understand the need and methods of psychosocial support in disasters.
5. To know the recent developments in the field of psychosocial support during disasters.

**UNIT -I**

**Disaster:** Definition, hazards, Vulnerability and Disaster cycle. Key agents in disaster management. Dimensions of Disaster Management.

**UNIT - II**

**Response to Disasters:** survey, assessment, importance & scope /basics of planning, sources of information-nature of crisis information, communication, and co-ordination of information man and management- disaster planning- early warning systems.

**UNIT -III**

**Disaster - Types of Disaster:** Natural disaster & Man-made disaster. Nature Disaster - Floods/drought/cyclone/earthquake disaster - communal violence/Ethnic conflicts/refugees. Other disaster- epidemic/fire/industrial disaster/road accidents/air accidents/railway accidents.

**UNIT -IV**

**Indian Disaster Management:** Role of central state governments-role of NGO's in disaster management- role of media in disaster management-role of education in training and management.

**UNIT -V**

**Tsunami-Reality/Facts/Responses** Role of local/state/NationalInternational/NGO's& Role of social workers.

**TEXT BOOK**

1. Cuny, Frederick (1984), Disasters and Development, Oxford, Oxford University Press.

## References

1. ShailendraK.Singh, SubhashC.Keradu, Shoba Singh Handbook of modern Management Miffal publications, 1998 New Delhi-110059
2. Parasuram. S andUnnikrishnan. P.V Oxford University press, YMCA, library building, Jai singh Road, 2000 NewDelhi-110001
3. Sachdeva J.L., Indian Journal of Adult Education, Vol. 79, NO-3 July- September 1998.17-B,Indra prastha Estate, New Delhi-110 002.
4. Anil Sinha (2001), Disaster Management-Lessons Drawn and Strategies for Future. New Delhi, Jain Publications.
5. Backer, C.W. and Chapman, W. (ed.). (1969), Man and Society in Disasters, New Delhi, Basic Books.
6. Clarke, J.I., Peter Curson, et. al. (ed.) (1991), Population and Disaster, Oxford, Basil Blackwell Ltd.
7. Garb, S. and Eng. E (1969), Disasters Hand Book, New York, Springer.
8. Gupta, M.C, L.C. Gupta, B. K. Tamini and Vinod K. Sharma (2000), Manual on Natural Disaster Management in India, New Delhi, National Institute of Disaster Management. Delhi, Gyan Publishing House.
9. Tata Institute of Social Sciences (2002). Special Volume on Disaster Management, Indian Journal of Social Work, Vol.63, Issue 2, April.

## Course Outcomes

1. Student will be able to understand the impact of hazards and disasters.
2. Students will be able to understand disaster and its types.
3. Students will be able to reflect the roles of social worker in disaster and able to respond in vulnerable and emergency management to restore the quality of life.
4. Students will develop capacity to work theoretically and practically in the processes of disaster management
5. Student will know the impact of previous disaster which has happened in India.

## NON-MAJOR ELECTIVE

### PAPER - 1

#### PROFESSIONAL SKILL DEVELOPMENT

##### Course Objectives

1. To understand the role of heredity and environment in personality development
2. To understand the techniques of understanding self
3. To develop communication, public speaking, listening skills in students
4. To understand the importance of time management
5. To develop leadership skills

##### UNIT-I

**Personality Development:** Personality Development- Role of Heredity & Environment. Personality types- Extroverts & Introverts. Theories of personality development. Determinants of personality. Role of family, school in personality development. Components of personality development. Self-awareness, self esteem.

##### UNIT -II

**Techniques of understanding self: (Intra and interpersonal) and Self Development:**

SWOT analysis; Johari window; Mirror reflection techniques; six thinking Hats techniques. Self Development: meaning and Concept, Use of yoga and meditation for self development.

##### UNIT -III

**Communication:** Communication process in Social Work- meaning, types- verbal & nonverbal communication. Importance of body language. Interpersonal communication. Barriers to effective communication. Listening- importance, causes of poor listening, strategies of effective listening, selective listening. Effective Public Speaking & Presentation Skills

##### UNIT -IV

**Time Management:** Management of Time Career Guidance and career counselling. Interview- types, characteristics, principles techniques of interviewing, facing an interview Participatory Training Methodology: Planning, Conducting & Evaluating Training programmes, Group discussions, Seminars, Workshops, Camps, Conferences, Meetings

##### UNIT -V:

**Leadership-**meaning Types and theories: Leadership skills, Stress management, Emotional Intelligence- Importance, EQ & IQ- Assessment. Components of EQ. Positive mental attitude. Factors influencing positive mental attitude. Measures to develop positive mental attitude.

## **TEXT BOOK**

1. Barun K Mitra 2011 Personality Development and soft skills , Oxford University press-New Delhi

## **References**

1. Barun K Mitra 2011 Personality Development and soft skills, Oxford University press-New Delhi
2. Crispin Cross P. (1974) Interviewing and Communication, Boston Routledge and Kegan Paul
3. Joyce, Lishman (1994) Communication in Social Work, New York: Palgrave.
4. Kuppaswamy B (1961) An Introduction to social Psychology, Bombay Asia Publishing House
5. Patil, Jayant (2002) Mind, Body and Soul Management Handbook, 21st Century Life style, Pune: International Institute of Management research and applied Techniques.
6. Mishra ,Braj Kumar 2008 The study of Human Behaviour , PHI publisher
7. Allan Pease. (Author), Barbara 2004 The Definitive book of body Language Manjul Publishing House Pvt. Ltd.; 1st Edition (12th impression) edition

## **Course Outcomes**

1. Students will understand the role of heredity and environment in personality development
2. Students will understand the techniques of understanding self
3. Students will develop communication, public speaking, listening skills in students
4. Students will understand the importance of time management
5. Students will develop leadership skills

**SEMESTER IV**  
**CORE PRACTICAL**  
**PRACTICAL - 1**  
**CONCURRENT FIELD WORK I**

**Course Objectives**

1. To get exposure with regard to the various settings of social work
2. To observe and learn a spirit of enquiry
3. To undergo a group living experience and to understand the living conditions of people
4. To acquire the skill in street theatre and folk lore
5. To document the outcome of the visit

**Field Work Components:**

1. Observational Visits -The first year BSW students during the fourth semester go for observational visits to various Social Work Settings: Medical & Psychiatric, Rural Community Setting, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.
2. Street Theatre training
3. Rural Camp for three days
4. Group Project on Current issues – organized in groups.

The students spend one day in a week and expected to spend a minimum of 8 hours per week in the field for practice based learning.

Students write a report of their activities and submit to the concerned field work supervisor on every Monday. The supervisor conducts individual and group conference regularly.

The CIA marks out of 40 are awarded by the supervisor for the quality, regularity, initiatives, leadership, participation and team work.

At the end of the semester Viva Voce is conducted by the external and internal examiners and marks are awarded out of 60 for theoretical knowledge (15), practice skills (15), mobilizing resources(10), reporting(10), and communication and presentation(10).

## **CORE PAPER - 7**

### **SOCIAL WORK IN HOSPITALS**

#### **Course Objectives**

1. To develop the knowledge of Medical social work.
2. To acquire knowledge of Institutional and other approaches to provision of Health Services.
3. To acquire knowledge and skill in the practice of medical social work
4. Understand to help people facing illness, trauma-related crises, manage the psychosocial impact on their lives.
5. To learn to create a work environment that treats patients in the most effective and financially responsible way possible.

#### **UNIT -I**

**Hospital-** meaning - definition, nature and functions of hospital- classification of hospitals-based on objectives, based on ownership, based on system of medicine and based on the size of hospitals.

#### **UNIT -II**

**Different units in Hospitals** - Different departments required in a hospital- out patient - in patient services emergency care - laboratory facilities required - dietary services.

#### **UNIT -III**

**Hospital Administration-** Meaning, nature and scope. Human resource management in Hospitals- selection, promotion, transfer, performance appraisal, working hours, leave rules, safety, salary and wage policies, training and development.

#### **UNIT-IV**

**Record management-** Case Record management in hospitals - essentials of records management- content of medical record- advantages of record keeping- use of computers in Hospital.

#### **UNIT-V**

**Uses of social work methods** - Uses of Social Work methods in Hospital setting - Role and functions of medical social worker in hospital setting- Importance of team work in a hospital

**TEXT BOOK**

Sakharkar, B.M(2004)Principles of Hospital Administration and PlanningJaypee Publishers, New Delhi

**References**

1. BenjaminRobert,etal 1983 Hospital Administration New Delhi: Prentice.
2. Goal S.L 1981 Health care Administration New Delhi: Sterling.
3. Rabick&Jonathan,etal 1983 Hospital organization and Management. London: Spectrum.

**Course Outcomes**

1. The student will be able to understand the role and functions of medical and psychiatry social worker in hospitals.
2. Recognize how operational problems and situations are handled in practice by undertaking and reporting at a hospital attachment.
3. The student will develop the required knowledge of Medical social work
4. The student will acquire knowledge about various illnesses and understand its psychosocial impact
5. The student will know to apply the knowledge about application of Medical Social work in various settings



## **CORE PAPER - 8**

### **SOCIAL WORK PRACTICE WITH COMMUNITIES**

#### **Course Objectives**

1. To develop understanding regarding community organization as methods of social work
2. To understand the critical elements of community organization practice
3. To enhance the understanding of the roles of the agencies and community organizer
4. To enhance critical understanding of the models and strategies for community organization
5. To develop perspective and skills for participatory processes in the community and civil society

#### **UNIT-I**

**Introduction:** Community - Meaning, Definition, Types of communities.

#### **UNIT-II**

**Community Organization:** Meaning. Definition, Scope, Principles of Community Organization. Participatory Rural Appraisal (PRA) Meaning characteristics, Techniques of PRA- Transect walk, Resource map, Venn diagram and Social mapping

#### **UNIT-III**

**Process:** Process of community organization, study, survey, analysis, assessment, discussion, organization, action, reflection, modification, continuation.

#### **UNIT-IV**

**Skills in Community organization:** - organizing, communication, training, consultation, public relations, resource mobilization, liasoning, conflict resolution.

#### **UNIT-V**

**Application of community organization method:** community organization method in tackling community issues. Role of social worker in developing community.

#### **TEXT BOOKS**

1. Rose, M. G. 1955, Community Organisation Theories, Principles & Practice, York Harper and Row,
2. Gangrade, K. D. 1971, Community Organisation in India, Popular Prakasam, Bombay
3. Misra. P.D (1994), Social Work: Philosophy and Methods, New Delhi: Inter India.

## References

1. Arora R. K. (Ed.) 1979 People's Participation in Development Process: Essays in Honour of B. Mehta, Jaipur: the HCM State Institute of Public Administration.
2. A. J Christopher and William Thomas, Community Organisation and Social Action, Himalaya Publications, New Delhi.
3. Dayal, R. 1960 Community Development Programme in India, Allahabad: KitabMahal Publishers.
4. Gandhi, M. K. Sarvodaya (The Welfare of All), Ahmedabad: Navjivan Publishing House.
5. Gangrade, K. D. 1971 Community Organisation in India, Bombay, Popular Prakashan.
6. Henderson, Paul; Jones, The Boundaries of Change in Community David and Thomas, Work, Boston, George Allen and UnwinDavid N. 1980
7. Lal, A. K. 1977 Politics of Poverty: A Study of Bonded Labour. New Delhi: Chethana Publications.
8. Marulasiddaiah, H. M. 1987 Community: Area and Regional Development in India, Bangalore, Bangalore University.
9. Mayo H., Jones D. 1974 Community Work, London: Routledge and Kegan Paul.
10. McMiller, W. 1945 Community Organisation for Social Welfare, Chicago: University of Chicago Press.
11. Murphy, C. G. 1954 Community Organisation Practice, Boston: Houghton Mifflin Co.
12. Patnaik, U. and Chains of Servitude, Bondage and Dingwaney, M. 1985 Slavery in India. Madras: Sangam Books Pvt. Ltd.
13. Polson and Sanderson. 1979 Rural Community Organisation, New York: John Wiley and Sons.
14. Ramchandra Raj, G. 1974 Functions and Dysfuctions of Social Conflict, Bombay: Popular Prakashan.
15. Ross Murray G. 1967 Community Organisation: Theory, Principles and Practice, New York: Harper and Row.Siddiqui, H. Y. 1997 Working with Communities: An Introduction to Community Work, New Delhi: Hira Publications.

## Course Outcomes

1. The students will be able to demonstrate familiarity with community organization as methods of social work profession.
2. The students will be able develop skills of collecting and collating information to understand community.
3. The student will be able to understand the structure and components, gain the experience and exposure to practice community organization at micro and macro levels.
4. The students will be able to understand the relationship of community organization with other methods of social work
5. The student will be able to understand social community organization as a method of social work in solving problems of the different communities.

## ALLIED -2

### PAPER - 4

#### DEMOGRAPHY AND POPULATION DYNAMICS

##### Course Objectives

1. To provide insight about present population and demography and change of their magnitude.
2. To enable the students to understand the impact of population explosion on social life.
3. To equip students with knowledge and techniques in order to prepare them to function as practicing in academic, public and private organizations, including self-employment.
4. To provide training and a solid foundation for the development of analytical, conceptual and theoretical skills required for understanding population dynamics.
5. To help students develop the practical, intellectual and technical skills necessary for making linkages among conceptual issues, theoretical issues related to demography and population.

##### UNIT-I

**Introduction:** Definition - Nature - Importance and scope of the study - Relations with other discipline. b) Basic Demographic concepts: Ratio - proportion -percent rate - Natural increase - Fecundity.

##### UNIT-II

**Theories of Population:** Theories of Population: Malthusian theory - Optimum theory - Biological Theories - Socio Economic Theories.

##### UNIT-III

**Composition of Population:** Composition of population: Rural urban composition - Sex composition - Age composition - Religious composition - Class composition.

##### UNIT-IV

**Population Growth in India:** Population growth in India: Contemporary trends in population growth - Causes and effects. Census:Importance and Uses of Population Census.

##### UNIT-V

**Population Policy:** Population policy and control in India: Population policy of India - Family Welfare planning programmes in India - Measures of Population Control.

## References

1. Agarwala, S.N. India's Population Problems, Tata McGraw Hill, New York.
2. Raj, Huns. Population Studies, Surgeet publications, Delhi, 1988.
3. Chandrasekar, S. Infant Mortality population growth and family planning in India, London George Allen Unwin Ltd., 1972.
4. Basu Ashish and Desai P.B. Studies in Demography Essays presented in honour of prof. S. Chandrasekar, London, Allen & Unwin and Chopal Hill University, North California press, 1971.
5. Krishna Reddy M.M. Marriage population and Society - Kanishka Publishers, New Delhi, 1998.
6. Krishna Reddy M.M. Population and Society in India, Kanishka Publishers, New Delhi, 1998
7. Population Transition in India Vol I & Vol II - Singh Pram Bhatia Bose, B.R. Publishing corporation, New Delhi, 1989.
8. The Billings Method - Dr. Evelyn Billings Ann Westmore, Randon House, New York, 1981.
9. Fertility Status of Women - G.A. Siddique, Published by Rohit Publications, 4675/21, Ansari Road, Darya Ganj, New Delhi - 02, 2001.

## Course Outcomes

1. The student will be able to understand about population and its dynamics in changing the development of the country.
2. The student will be able to explain demographic changes in the world and their major determinants and apply demographic concepts.
3. The student will know the use of demographic concepts and population.
4. The student will be able to understand contemporary socio-economic issues and current affairs and assess the relationship between demographic change and policy.
5. The students will be able to know the various population policies in India.

## **SKILL BASED SUBJECT**

### **PAPER - 2**

#### **COMMUNITY PROGRAMMES AND NGO's**

##### **Course Objectives**

1. To understand the various community development programmes in India
2. To understand the various community based organisations and their roles
3. To have knowledge about community health and various health programmes
4. To gain knowledge about the community social audit and NGOs role in social audit
5. To gain knowledge about how to start an NGO and their challenges in India

##### **UNIT-I**

**Community Development programmes in India:** Objectives of Community development programme, Basic characteristics of community development programme. Sustainable Livelihood - Principles, Tools and Techniques for Livelihood mapping, Major Livelihood Programmes in India NRLM - National Rural Livelihood Missions, MahalitThittam, NREGP - National Rural Employment Guarantee Program.

##### **UNIT-II**

**Community Based Organizations (CBO):** Community Based Organizations (CBO) SHG, Youth Club, Mahila Mandals, SDMC, Community Chest-Concept and importance, Objectives, Origin; Formation, Principles, need and stages in the formation, criteria for membership. Role of NGOs in promoting economic and social development of women.

##### **UNIT-III**

**Community Health:** Meaning, Definition. Public health:- Communicable and Non - communicable diseases; prevention and control; Indicators of Health; National Health Programs.

##### **UNIT-IV**

**Community Social Audit:** Social Audit - Concepts, Scope, Objectives, Principles of Social Audit, Benefits of Social Audit, Types of Social Audit, Role of Grama Panchayath, Grama Saba, NGOs in Social Audit.

##### **UNIT-V**

**NGO:** Meaning, definition, types, role and functions, challenges, growth and performance in India, how to start an NGO

**Text book**

1. Balagopal Gayathri & Mary Kapanee Aruna Rose (2019) Mental Health Care Services in Community Settings: Discussions on NGO Approaches in India, Springer Edition

**References**

1. Action Aid. Annual Report 1994-95.
2. Oxfam. Annual Report 1994-95.
3. NGO: Guidelines for Good Policy and Practice. UG: The Common Wealth Foundation.

**E-materials**

1. [www.springer.com](http://www.springer.com)
2. [www.ivolunteer.in](http://www.ivolunteer.in)

**Course Outcomes**

1. Students will understand the various community development programmes in India
2. Students will understand the various community based organisations and their roles
3. Students will gain knowledge about community health and various health programmes
4. Students will gain knowledge about the community social audit and NGOs role in social audit
5. Students will gain knowledge about how to start an NGO and their challenges in India

## NON-MAJOR ELECTIVE

### PAPER - 2

#### BASIC SKILLS IN COUNSELLING

##### Course Objectives

1. To develop a holistic understanding of counselling as a tool for help.
2. To acquire knowledge of various approaches, their theoretical underpinning for goals, values, processes, and techniques.
3. To develop skills of application to real life situations.
4. To develop the ability to recognize and synthesize attitudes and values that enhance investment of self in the counsellor's role.
5. To develop the ability to use the tools/scales in various settings.

##### UNIT - I

**Introduction to Counselling:** Meaning, Definition, Need and importance of counselling and professional counselling. Basic principles of counselling: participation, individualization, confidentiality, communication, acceptance, self-confidence, self-awareness, and other principles governing the counseling relationship.

##### UNIT - II

**Theories of counselling:** Psychoanalytic, adlerian, client centered, behavioral approach, rational emotive, reality, gestalt, transactional analysis, cognitive behavioral therapy, and eclectic theories.

##### UNIT - III

**Counselling process:** Interview and its significance in counselling- use of observation in counselling and understanding of emotions in counselling.

##### UNIT - IV

**Types of counselling:** individual and group counselling, family counselling, marital counselling, student counselling, and industrial counselling. Techniques of group counselling, strategies and structure - barriers to effective counseling sessions; counselling evaluation.

##### UNIT - V

**Components of effective counselling:** counsellor's skills - Role and functions of the counselors in schools, industries, family, hospital, and rehabilitation institution.

##### TEXT BOOKS

1. Murphy David (2017) Counselling Psychology: A Textbook for Study and Practice, Wiley-Blackwell publication
2. Gladding T Samuel and Batra Promila (2018) Counseling: A Comprehensive Profession Pearson Education

## References

1. Feltham, Colin, ed. *Controversies in psychotherapy and counselling*. Sage, 1999.
2. Fullmer, Daniel W., and Harold Wright Bernard. *Counseling: Content and process*. Science Research Associates, 1964.
3. Geldard, Kathryn, David Geldard, and Rebecca Yin Foo. *Counselling children: A practical introduction*. Sage, 2013.
4. Harms, Ernest, and Paul Schreiber, eds. *Handbook of counseling techniques*. Pergamon Press, 1963.
5. Hurlock, Elizabeth Bergner. *Developmental psychology*. Tata McGraw-Hill Education, 2001.
6. Philip Simon (2020) Theory and practice in counselling, New Man Publication, Parbhani
7. Kennedy, Eugene. "On becoming a counselor: a basic guide for non-professional counselors." (1977).
8. McLeod, John. *An introduction to counselling*. McGraw-Hill Education (UK), 2013.
9. Noonan, Ellen. *Counselling young people*. Routledge, 2002.
10. Shostrom, Everett L., and Lawrence M. Brammer. "The dynamics of the counseling process." (1952).

## Course Outcome

1. Students will develop a holistic understanding of counselling as a tool for help.
2. Students will acquire knowledge of various approaches, their theoretical underpinning for goals, values, processes, and techniques.
3. Students will develop skills of application to real life situations.
4. Students will develop the ability to recognize and synthesize attitudes and values that enhance investment of self in the counsellor's role.
5. Students will develop the ability to use the tools/scales in various settings.



**SEMESTER V**  
**CORE PAPER - 9**  
**FUNDAMENTALS OF SOCIAL WORK RESEARCH**

**Course Objectives**

1. To develop a scientific approach for systematic procedure in social work research
2. To familiarize with various statistical techniques for analysing data
3. To know the method of Research in Social Work studies.
4. To gain understanding of nature and relevance of social science research and its application in the study of social phenomena
5. To learn steps and process of formulation of research design and carry out the same

**UNIT-I**

**Introduction:** Research - Meaning, Definition, Objectives, Importance of Research in Social Work Profession. Differences between Social research & Social Work Research, Formulation of Research Problem.

**UNIT-II**

**Research Design:** Definition and importance of Research Designs, Objectives, Types of Research Design - Exploratory, Descriptive, Diagnostic, Experimental. Hypothesis - Nature, Types of Hypothesis. Variables - Meaning, Types and levels of measurement.

**UNIT-III**

**Universe and Sampling Techniques:** Universe - Meaning, Types of Universe, Sampling - Meaning, Definition, Types of Sampling - Probability and Non-Probability, Advantages and Disadvantages.

**UNIT-IV**

**Tools of Data Collection:** Tools of Data Collection - Observation, Interview Schedule, Questionnaire, and Interview guide. Pilot study - Definition, objectives, purpose. Pretest: Definition, Objectives, Purpose.

**UNIT-V**

**Statistics for Social Work Research:** Uses of Statistics in Social Work Research, Measures of Central tendency - Mean, Median and Mode. Measures of Dispersion - range, inter quartile range, quartile deviation, Mean Deviation and Standard Deviation, Lorenz curve.

## **TEXT BOOKS**

1. Desai M (2005); Ideologies and Social Work: Historical and contemporary analysis. Jaipur Rewat Publications.
2. Bhattacharya, S (2005), Social Work - An Integrated Approach, New Delhi, Deep & Deep Publications Pvt. Ltd.
3. Misra. P.D (1994), Social Work: Philosophy and Methods, New Delhi: Inter India.
4. Dhawan, N (2011). Social Work Perspective. Philosophy and Methods, Lucknow: Bhanat Book Centre

## **References**

1. Naikiran S., &Selvaraju R., Research Methods in Social Science, Himalaya Publishing House, Mumbai - 04, 1st Edition 2001.
2. Krishnaswami O.R., Methodology of Research in Social Sciences, Himalaya Publishing House, Mumbai - 04, 2001.
3. Goode William and Halt, Methods in Social Research.
4. Pauline Young, Scientific Social Surveys and Research.
5. Norman Polansky, Social Work Research.
6. Kothai C.R., Research Methodology Methods and Techniques.
7. Moser C.A. and Kalton G., Survey Methods in Social Investigation.
8. Hebert and Blaodo, Social Research.
9. Sharma B.A.V., Research Methods in Social Sciences.
10. Gupta. S.P. Statistical Methods, New Delhi, Sultan chundand Sons, 1988.
11. Allen Rubin & Earl Babbie, Research Methods for Social Work, Books/Cole Publishing Company, 1993.
12. David Hall & Irene Hall, Practical Social Research, Macmillan Press Ltd., 1996.
13. Singh A.K., Bharathi, Tests, Measurements and Research methods in behavioural Sciences Bhavan Publishers/Distributors, 1997.

## **Course Outcomes**

1. The student will be able to know and understand the importance and process of Social Work Research.
2. The student will be able to demonstrate ability to be able to conduct research, and to do this with an understanding of the application of different methods and tools
3. The student will be able to develop skills of data collection, organization, presentation, analysis and report writing
4. The student will be able to understand the importance of research as a social work method
5. The student will be familiar with various research designs, methods, statistical tools and techniques relevant to social work research.

## CORE PAPER - 10

### SOCIAL WELFARE ADMINISTRATION

#### Course Objectives

1. To study Voluntary Agency Administration and legal aspects of Social Work Administration
2. To create awareness about the various social welfare programs implemented by Central & State Governments
3. To understand concept of social welfare and social welfare administration
4. To understand Structure and components of social welfare administration
5. To understand relevance of social welfare administration for social workers

#### UNIT-I

**Administration:** Concept, importance in administration, definition, goals, type of administration. Social Welfare Administration - Concept, meaning, definition and scope of social welfare administration.

#### UNIT-II

**Basic Administrative Processes:** Concept of POSDCORB - Planning, organization, staffing, direction, co-ordination, reporting, budgeting.

#### UNIT-III

**Personnel Administration:** Staff selection, Induction, Training, Orientation, Placement, Service conditions, Discipline, staff morale, Supervision and Evaluation.

#### UNIT-IV

**Public Relations:** Meaning, Need for Public relations, Principles, uses of different media, Fund Raising - Needs and Importance of Fund Raising.

#### UNIT-V

**Voluntary Organisations:** Registration and role of voluntary organization in social welfare: Functions and responsibilities of Boards and Committees. Registering of an organization - Procedures related to registering under Societies Registration Act 1869 and Charitable Trust Act 1912.

#### TEXT BOOKS

1. Sachadeva, D.R. Social welfare Administration - in India, KitabMahal New Delhi, 1998.
2. Desai M (2005); Ideologies and Social Work: Historical and contemporary analysis. Jaipur Rewat Publications.

3. Bhattacharya, S (2005), Social Work - An Integrated Approach, New Delhi, Deep & Deep Publications Pvt. Ltd.
4. Misra. P.D (1994), Social Work: Philosophy and Methods, New Delhi: Inter India.
5. Dhawan, N (2011). Social Work Perspective. Philosophy and Methods, Lucknow: Bhanat Book Centre

### **References**

1. Kulkarani. Dm, essays in Social Administration.
2. Urwick.L, the elements of Administration.
3. Fraser Moore, Public Relations.
4. Arthur Denhen, Administration.
5. Jain S.P., Social Welfare Administration.
6. Paul Chowdary, Social Welfare Administration.
7. Elwood Stree, Social Agency Administration.
8. Hall, P.L.Public Administration.
9. Pat Young, Mastering Social welfare, McMillan Press Ltd., London,2000.

### **Course Outcomes**

1. The students will be able understand important aspects and functioning of voluntary organization.
2. The student will be able to understand concept of social welfare and social welfare administration
3. The student will be able to understand the Structure and components of social welfare administration
4. The student will be able to understand the relevance of social welfare administration for social workers
5. The student will be able to critically think and develop skill on administrative process for equipping as managers.

## CORE PAPER - 11

### ENTREPRENEURSHIP DEVELOPMENT

#### Course Objectives

1. To understand different perspectives of entrepreneurship and framework for social innovation.
2. To orient on entrepreneurship and guidelines for undertaking entrepreneurial activities.
3. To demystify students about the role of corporate in achieving social objectives.
4. To develop basic understanding on Skill and Entrepreneurship
5. To develop understanding on the qualities and attributes of entrepreneurs

#### UNIT-I

**Concept of entrepreneurship:** Concept of entrepreneurship-Definition, characteristics and functions of entrepreneur. Key elements of entrepreneurship, types of entrepreneurship.

#### UNIT-II

**Institutional Finance:** Institutional finance to entrepreneurs - SSI - KVIC- SIDCS - DICS - SIDB - Small Industries Development Bank.

#### UNIT-III

**Incentives and Subsidies:** Incentives and Subsidies - Subsidy scheme for selected categories of Industries- subsidy for feasibility report /studies, Exemption from power cut, concessional power tariff, concession in water Royalties, interest free sales tax loan, stamp duty exception, special concession for SC and ST entrepreneurs

#### UNIT-IV

**Project Identification:** Project Identification - meaning and classification of project-project formulation - concept, significance and elements of Project Formulation, Project Monitoring & Evaluation.

#### UNIT-V

**Industrial Sickness:** Industrial Sickness - Causes and Consequences of Industrial sickness, corrective measures - Government policies for small scale enterprises. Problems faced by entrepreneurs - economic, social, psychological problems - measures to overcome the problems.

**References**

1. Khanka S.S 1999 Entrepreneurial development New Delhi
2. ParamjeetKaur 1994 Women entrepreneurs, New Delhi
3. Saravanavel .P 1987 Entrepreneurial Development, Chennai
4. Srinivasan. N.P. 1999 Entrepreneurial Development New Delhi

**Course Outcomes**

1. The student will be able to equip understand the skills which would be required for successful entrepreneur.
2. The student will able to understand the basics of Entrepreneurial Skill
3. The student will be able to understand the qualities and attributes of a successful entrepreneurs
4. The student will be able to understand the abilities and Skills of successful entrepreneurs
5. The student will be able to know various incentives and subsidies provided by various governmental and non-governmental institutions.

## **CORE PAPER - 12**

### **FAMILY AND CHILD WELFARE**

#### **Course Objectives**

1. To extend the knowledge attitudes and values and skill of interest across a wide range of child care settings and in changing circumstances.
2. To provide a platform for advancement of family and child welfare by the government
3. To understand fundamental concepts of family welfare, child welfare,
4. To understand needs and problems of family, child,
5. To know various institutional and non-institutional provisions and policy frame related to family, child,

#### **UNIT-I**

**Family:** Concept, Philosophy, Types of Family, Roles of Family in Child Development.

#### **UNIT-II**

**Family Welfare:** National Family welfare programs in India. Measures to promote family welfare programs. Child Welfare: Concept, programs for the welfare of the children.

#### **UNIT-III**

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

#### **UNIT - IV**

Family and child welfare services by social welfare and other departments of government.

#### **UNIT-V**

Role of voluntary agencies in family and child welfare services Institutional and Non-Intuition services for family and child welfare, national and international organisations working for children in India.

#### **TEXT BOOKS**

1. Desai M (2005); Ideologies and Social Work: Historical and contemporary analysis. Jaipur Rewat Publications.
2. Bhattacharya, S (2005), Social Work – An Integrated Approach, New Delhi, Deep & Deep Publications Pvt. Ltd.
3. Misra. P.D (1994), Social Work: Philosophy and Methods, New Delhi: Inter India.
4. Dhawan, N (2011). Social Work Perspective. Philosophy and Methods, Lucknow: Bhanat Book Centre

## **References**

1. Bee Dell, C. 1970, Residential life with Children London: Routledge and Keganpaul.
2. Daridson. F andGornicki.B 1964, Care of Children in day centers Genera W.H.O., Publications.
3. Deranandan and Thomas, M.M.1959, changing Pattern of Family in India, Bangalore press.
4. Gokkale S.D and Lohani N.K.1979, Child in India: Bombay Lomaria Publication.
5. GirijaKhannaandVarghesu M.A.1978,Indian women today,DelhiVikas Publications.
6. Rudolf C.Heredia, The Family in changing World, Edward Mathias, Indian Social Institute, New Delhi, 1995.
7. ArunaKhasGiwala, Family Dynamics, Anmol Publication, New Delhi.
8. DigumartiBhaskaraRao, Care the Child Vol I and Vol II, Discovery Publishing House, New Delhi, 1997.
9. Laxmi Devi, Encyclopaedia of Child and Family Welfare Vol I & II, Institute for Sustainable Development, Lucknow and Anmol publication, New Delhi.

## **Course Outcomes**

1. The student will be able to come to know various programs for child welfare and the importance in of Family in building a child's future.
2. The student will be able to gain opportunity in understanding contemporary fields of social work profession
3. The student will be able to influence to practice, analyse and evaluate social work interventions in child and family welfare setting.
4. The student will demonstrate an understanding of the social work role in the child, and family sector
5. The student will be able to critically review social, cultural, organisational and ethical contexts of child, and family practice.



**INTERNAL ELECTIVE**  
**PAPER - 1**  
**DEVELOPMENT COMMUNICATION**

**Course Objectives**

1. To develop communication, public speaking, listening skills in students
2. To develop students as trainers or resource person in conducting training programs
3. To develop communicative competence.
4. To impart knowledge of the technicalities of proper pronunciation, structure, appropriate use and style of English Language.
5. To develop English writing and speaking Skills.

**UNIT-I**

**Communication:** Concept, definition and purpose; Need and importance of communication, skills in communication. Role of language in Communication.

**UNIT-II**

**Types of Communication:** Types of communication - Verbal Communication (Oral & Written Communication), Nonverbal Communication, Formal Communication, Informal Communication.

**UNIT-III**

**Process of Communication:** Various components of Communication- Context, The Message, The speaker/Sender/Encoder, Medium, The audience/Receiver/Decoder.

**UNIT-IV**

**Media & Communication:** Mass communication for social change and social action; Types of mass media, role of mass media in developing communication.

**UNIT-V**

**Written Communication:** Written communication - Types, Guidelines in developing different types of written communication. Barriers in Communication, ways to overcome barriers in communication.

**References**

1. Dahama, O.P., Communication for education, New Delhi, JCH.
2. Berlo David.K: the process of communication. An Introduction to theory and practice, New York, Holt Rinehart and Winston Inc.
3. Nalini Vittal: Communication for Rural Development in India: some facts, Hyderabad HIRD.
4. Schram Wilbur: Mass communication Urban. (A university of Illinois press)
5. Tunitall. J (ED): Media Sociology: Reader London Constable.
6. Singh K.N & Singh S.N - Effective communication media for Rural Audiences (Bombay: Dharmmal Morarji Chemical Co.Ltd.,)

7. Rogers E.M & Shoemaker F.F: Communication of innovations, A cross cultural approaches.
8. Developing Communication Skills, Krishna Mohan MeeraBanerji, Birla Institute of Technology and Science, Pilani, 1990.
9. Rayudu C.S., Communication, Himalaya Publishing House, Mumbai.
10. Singh U.K. Sudarasan K.N., Broadcasting Education, Discovery Publishing House, New Delhi.

### **Course Outcomes**

1. The student will be able to communicate effectively in their field of development progress.
2. They will be able to understand the importance of communication in development.
3. The student will be able to develop communicative competence.
4. The student will be able to understand the technicalities of proper pronunciation, structure, appropriate use and style of English Language.
5. The student will be able to develop English writing and speaking Skills.

**SKILL BASED SUBJECT**  
**PAPER - 3**  
**PROJECT MANAGEMENT**

**Course Objectives**

1. To understand process and components of project management.
2. To orient on fund raising and corporate social responsibility.
3. To develop application skills for effective organizational management.
4. To understand the concept, basic features of project formulation and project cycles
5. To learn the Importance of project formulation in Social Work

**UNIT-I**

**Project Identification:** Project Identification: concepts, tools and techniques; Project preparation: Guidelines for drafting a Project. Project Formulation - Detailed Project Report. Project Identification - meaning and classification of project - project formulation - concept - significance and elements of project formulation - evaluation and project report.

**UNIT-II**

**Planning:** Planning: nature, purpose, steps, types, merits and demerits; Organizing: nature, purpose departmentation, span of control, delegation, centralization and decentralization.

**UNIT-III**

**Fund Raising:** Fund Raising: Fund Raising strategy & techniques. Networking of NGOs. Role of National and International Funding agencies.

**UNIT-IV**

**Project Monitoring:** Project Monitoring: Formulation of objectives; Importance of Monitoring, Designing a monitoring system; Monitoring Process, Types of Monitoring,

**UNIT-V**

**Evaluation of projects:** Evaluation of projects: Types, Procedures; Participatory Evaluation: Participatory Rural Appraisal (PRA). Writing an Effective Evaluation report. The Project manager: Manager's role and functions.

**TEXT BOOKS**

1. Desai M (2005); Ideologies and Social Work: Historical and contemporary analysis. Jaipur Rewat Publications.
2. Bhattacharya, S (2005), Social Work - An Integrated Approach, New Delhi, Deep & Deep Publications Pvt. Ltd.
3. Misra. P.D (1994), Social Work: Philosophy and Methods, New Delhi: Inter India.

4. Dhawan, N (2011). Social Work Perspective. Philosophy and Methods, Lucknow: Bhanat Book Centre

### **References**

1. Nagarajan K. 2001. Project Management. New Delhi: New Age International.
2. Desai, Vasant. 1997. Project Management. Mumbai: Himalaya Publishing House
3. Singh, Narendra. 1998. Project Management and Control. Mumbai: Himalaya Publishing House.
4. Terry, G. Principles of Management.
5. Karmakar, K.G. Rural Credit and Self Help Groups: Micro Finance.
6. Narayanasamy, N. et al. 2001. SuyaUthaviKulukaMelanmai (Tamil). Gandhigram: Gandhigram Rural Institute.

### **Course Outcomes**

1. The student will be able to understand and managing projects and implementing them in agencies.
2. The student will be able to understand how knowledge of project formulation is helpful for Social Workers
3. The student will be able to know concept and basic features of NGO and project formulation
4. The student will be able to develop legal understanding about managing projects in NGOs
5. The student will be able to understand and develop insights in setting up and NGO/Trust/Society.

**SEMESTER VI**  
**CORE PAPER - 13**  
**SOCIAL WORK IN INDUSTRIES**

**Course Objectives**

1. To gain knowledge about the management of human resources
2. To gain knowledge about the management of human resource planning
3. To understand various concepts in labour
4. To gain knowledge in various labour legislations
5. To acquire knowledge and skill in the practice of Social work in industrial relations

**UNIT - I**

**Human Resource Management:** Concept, role and importance as part of general management - objectives and Functions of HRM - Evolution of HRM - HRM in Service and Manufacturing Organisations: Industry, Hospital, Hotel, Shops and Establishments, Software Industry and Service Organisations.

**UNIT - II**

**Human Resource Planning:** Concept and process of Human Resource planning - Recruitment and selection. Selection Process. Induction and Placement; Job descriptions, Job classification and Job evaluation. Sources of manpower supply.

**UNIT-III**

**Labour:** Labour: concept, characteristics and problems of Indian labour- labour in organized and unorganized sectors. Labour Welfare: concept, scope, and Principles of Labour welfare. Role and functions of Labour Welfare Officer.

**UNIT-IV**

**Labour Legislation:** Labour Legislations: Concept and need. Factories Act, 1948 - Occupational safety and health- The Contract Labour (Regulations and Abolition) Act, 1970, Legislations relating to Wages: The Payment of Wages Act, 1936- The Minimum Wages Act, 1948.

**UNIT-V**

**Industrial Relations:** Meaning, Scope and Need. Factors influencing IR - employers and the government. Objectives and functions of International Labour Organization (ILO).

## **TEXT BOOKS**

1. Premavathy N. 2011. Human Resource Management and Development. Sri Vishnu Publications. Chennai.
2. Flippo Edwin B(1984) personnel management. McGraw-Hill international Edition New Delhi

## **References**

1. Memoria C.B.: Industrial relations in India
2. 6.Ajay Bhola, J.N. Jain.(2009). Modern industrial relations and labour laws.Regol Publications.
3. ArunMonappa. (1989). Industrial relations. New Delhi: Tata Magraw-Hill
4. BD Singh.(2010). Industrial relations and labour laws. Excel Books Publications.
5. Bhatia S.K. (2008). Industrial relations and labour laws. New Delhi: Deep and Deep Publications.
6. DewanandSudharsan. (1996). Labour management. New Delhi: Discovery Publishing House
7. Gaur.L. (1986). Trade Unionism and industrial relations. New Delhi: Deep and Deep
8. Giri,V.V. (1959). Labour problems in Indian industry. Bombay: Asia publishing house.
9. Jain J.N. (2009). Modern industrial relations and labour laws. New Delhi: Regal Publications

## **Course Outcomes**

1. Students will gain knowledge about the management of human resources
2. Students will gain knowledge about the management of human resource planning
3. Students will understand various concepts in labour
4. Students will gain knowledge in various labour legislations
5. Students will acquire knowledge and skill in the practice of Social work in industrial relations

## **CORE PAPER - 14**

### **CORRECTIONAL SOCIAL WORK**

#### **Course Objectives**

1. To acquaint the students with new Forms of criminality and delinquency, their causes;
2. To promote them an Insight into the administration of the correctional measures and programmes
3. To understand about the scientific approaches applied for the investigation trial of criminal cases; and also approaches and Strategies for the prevention and control of crime.
4. To understand the practice correctional Social Work in different institutional and noninstitutional settings
5. To understand process and the mechanism of social control

#### **UNIT-I**

**Criminal Justice System:** Legislative - police - judiciary and correctional system - origin and development of correctional social work in India.

#### **UNIT-II**

**Penology:** Penology and corrections - probation - parole - half way homes - open air prisons - prisoners' rights UN minimum standard rules for prisons.

#### **UNIT-III**

**Social Defense:** Social defense in India - juvenile delinquency - Institutional & Non - institutional programmes for delinquency -Juveniles guidance Bureau - Boys Club - Boot Camps and other programmes meant for delinquents.

#### **UNIT-IV**

**Victimology:** Victimology Meaning, definition, Concept, Philosophy - Victimology in India. Problems of victims - physical, psychological, socio-cultural.

#### **UNIT-V**

**Correctional Techniques:** Correctional Techniques: Preventive and curative measures - Role of social worker in correctional Administration.

#### **References**

1. Sutherland and Chessy, Principles of Criminology, Bombay. The times of India Press, 1968.
2. Tappan Paul, W. Contemporary Corrections, New York: Hill Book Ltd., Inc.1951.
3. Tappan Paul, W. Crime, Justice& Correction, New York: Mc.Graw Hill Book Company.

4. Wadia, A.R., Historical and Philosophical Background of Social Work, Tata Institute of Social Publications, Bombay.
5. Chakrabarthy N.K., Juvenile Justice, Deep & Deep Publications, Pvt.Ltd., New Delhi, 1999.
6. Panakal J.J. & S.D. Gokhale, Crime and Corrections in India, Tata Institute of Social Sciences, Bombay, 1989.
7. Parvesh K. Atri, Dimensions of Crime in India, Anmol Publications Pvt.Ltd., New Delhi, 1998.
8. Ansari, M.A. Social Justice and Crime in India, Sunlime Publications Jaipur, 1996.
9. Antony A. Vass, Social Work Competencies - Core Knowledge Values and Skills, Sage Publications, New Delhi, 1998.
10. Rajendra K. Sharma, Criminology and Penology, Atlantic Publishers and Distributors, Delhi, 1998.

### **Course Outcomes**

1. The student will be able to understand the importance of social work in the field of criminology.
2. The student will be able to understand the cause, effect and impact of deviant and criminal behaviour
3. The student will be able to associate with different services and delivery systems in resolving crisis situation
4. The students will discuss and enhance knowledge on the problems of victims.
5. Students will be able to understand about various social defence settings and role of social worker.



**CORE PRACTICAL**  
**PRACTICAL - 2**  
**CONCURRENT FIELD WORK II**

**Course Objectives**

1. To practice the primary methods of social work in different settings
2. To understand the applicability of the methods and techniques of Social Work in the fields of social work
3. To help the agency in their pursuit of their goals
4. To learn from the activities and function of the agency
5. To enhance their skills in leadership, participation and teamwork

The third year students during the sixth semester go for practice based social work for one day in a week and expected to spend a minimum of 8 hours per week in the field where they are placed.

Students are placed in villages or hospitals or schools or NGOs or government offices or counselling centres or welfare organizations or service organization for their practice based social work.

During the placement they have to practice the primary methods of social work. One has to help minimum of 2 clients using casework method, and form one group and practice group work method following all the stages of group work practice with at least 10 sessions. They need to conduct a common program 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 regularly.

Students should be given ample opportunity and exposure to various national and international Organisations of repute in the form of field trip that can change and promote their professional perspectives.

The CA marks are awarded by the supervisor out of 40 marks for the quality, regularity, initiatives, leadership, participation and team work.

At the end of the semester Viva Voce is conducted by External & Internal examiner and marks are awarded out of 60 for theoretical knowledge (15), practice skills (15), reporting(10), communication(10) and presentation(10).

**Course Outcome**

1. Students will practice the primary methods of social work in different settings.
2. Students will understand the applicability of the methods and techniques of Social Work in the fields of social work.
3. Students will help the agency in their pursuit of their goals.
4. Students will learn from the activities and function of the agency.
5. Students will enhance their skills in leadership, participation and teamwork.

# **PROJECT**

## **Course Objectives**

1. To gain research methodology knowledge by undertaking a research project
2. To understand the steps of research by its application
3. To acquire the skills of undertaking a research project
4. Each student is assigned with a research supervisor. The students have to get the guidance and carryout the following steps and complete the research project within a semester.

## **Components**

**Front pages:** Cover Page, Title page, Certificate, declaration, acknowledgement, Preface, Table of Content, List of Tables, List of figures, Abbreviation

**Chapter I Introduction**

**Chapter II Review of Literature (appropriate title may be given)**

**Chapter III Methodology**

**Chapter IV Analysis and Interpretation**

**Chapter V Main Findings**

**Chapter VI Suggestions**

**Chapter VII Summary and Conclusion**

**Bibliography**

**Appendix**

The project should be valued for 75 marks by an external examiner; however, the Viva-Voce examination should be conducted by both the external examiner appointed by the University and the respective internal examiner / guide/teacher concerned. The average of marks awarded in the viva-voce by both the external examiner and the internal examiner is to be intimated along with the marks obtained by the candidate in project evaluation, to the University.

The candidate has to submit the Project Report 30 days before the commencement of the VI Semester Examinations.

A candidate who fails in the Project/Dissertation or is absent may resubmit the report, on the same topic, with necessary modification / correction / improvements in the subsequent even semester examination for evaluation and shall undergo viva-voce examination.

## **Course Outcome**

1. Students will gain research methodology knowledge by undertaking a research project
2. Students will understand the steps of research by its application
3. Students will acquire the skills of undertaking a research project
4. Students will gain skill in working with a research supervisor. The students have to get the guidance and carryout the following steps and complete the research project within a semester.

## **INTERNAL ELECTIVE**

### **PAPER - 2**

#### **HUMAN RIGHTS**

##### **Course Objectives**

1. Understand the concept of Human Rights, its evaluation at the International level as well as in India and impact of the society.
2. Develop ability to understand areas of Human Rights and acquaintance with Human Rights machinery and their functions.
3. To help students understand the concept of human rights and its significance to the Social Work profession
4. To sensitize students for the application of human rights to the various practice domains of the profession
5. To develop Understanding on Human Right based Social Work interventions

##### **UNIT-I**

**Introduction:** Meaning of Human Rights - Kinds of human rights - The concept of human rights - History and Development of Human rights concepts.

##### **UNIT-II**

The universal declaration of human rights - Fundamental rights in Indian Constitution.

##### **UNIT-III**

Directive principles of state policy - Recent amendments of Indian constitution.

##### **UNIT-IV**

Violation of human rights - women - children - workers - prisoners -Dalits.

##### **UNIT-V**

Human rights and voluntary organization at International, National and State level - Human rights commissions in India - National Human rights commission - power and Functions.

##### **References**

1. Agarwal, H.O. Human rights. Allahabad Central Law Agency
2. Bagyamuthu. D.Human Rights and people's structure.Chennai;Christian Literature Society
3. Gadgil D.R.1968 Human Rights in a Multi - Nation. Bombay; Asia Publishing
4. Gokuleshsharma Human Rights and Legal Remedies New Delhi:Deep and Publishing
5. SivagamiParamasivan Human Rights - A study in Salem Sri Ram Computer Printers

6. Sudhir Kapoor Human Rights in 21st century Jaipur; Mangal Deep Publications, Lalitparmar
7. Human Rights - Aam / Publications Pvt.Ltd- New Delhi - 110 002.(India) 1998
8. J.Ravindran Human Rights Praxis A resource book for study, action and reflection. The Asian Forum for Human rights and Development(Forum - ASIA) Bangkok 10320, Thailand, Printed at Multivista Global Ltd Chennai - India.

### **Course Outcomes**

1. The student will be able to understand the concepts and core of Human Rights related with the social work.
2. The student will be able to understand the concept of human rights and its significance to the Social Work profession
3. The student will be able to understand the application of human rights to the various practice domains of the profession
4. The student will be able to understand on Human Right based Social Work interventions.
5. The student will be able to conceptualise and learn about Human

## INTERNAL ELECTIVE

### PAPER - 3

#### SOCIAL WORK AMONG THOSE DIFFERENTLY ABLED

##### Course Objectives

1. To understand the concepts disability and its types.
2. To understand the causes and legal approaches for the welfare of person with disabilities.
3. To understand concepts and models of disability.
4. To understand issues and challenges faced by disabled
5. To understand policies, programmes and legislation pertaining to disability

##### UNIT-I

**Disability:** Concepts, impairment and handicapped. Types of disabilities - Visually handicapped, hearing handicapped, mentally handicapped, orthopedically handicapped including spastics children and leprosy cured. Social work intervention with the disabled

##### UNIT-II

**Causes of Disability:** Causes of disabilities- malnutrition, vitamin deficiencies, genetic disorder, congenital deformities, accidents etc.

##### UNIT-III

**Legal Provisions:** Persons with Disability Act 1995- emphasis on the appointment of state commissioners for disabled in all States.

##### UNIT-IV

**Government Scheme:** for disabled offered by state commissioner for disabled-(a) Special education (b) Training programme (c) Employment of persons with disability (d) Self Employment for disabled and (e) Supplying of aids and appliances

##### UNIT - V

**Rehabilitation Programmes:** Rehabilitation - community based approach and outreach programmes by NGO'S for disabled, Role of family in the treatment, training and rehabilitation of the handicapped.

**References**

1. Spurgeon and Pearson- Emotional Problems of living.
2. Minna field, Patients and People, New York, Columbia University press.
3. Ida M. Cannon, On the Social Frontiers of Medicine, London, Harward University press.
4. Merfalia,J.C-Handicapped Child.
5. Merfalia,J.C-Rehabilitation in India, Publication.
6. Policy Note, Citizens Charter and Performance Budget of social welfare Dept, Govt. of Tamilnadu.
7. PWD Act 1995 Govt. of India Publication.
8. Schemes for Disabled by state commissioner.

**Course Outcomes**

1. The student will be able to know different types of disability and social worker's role in their welfare.
2. Various schemes for the person with disability will be discusses and sensitized.
3. The student will be able to learn concepts and models of disability into social work practice
4. The student will be able to understand issues and Challenges faced by disabled
5. The student will be able to understand various policies, programmes and legislation pertaining to disability

**SKILL BASED SUBJECT**  
**PAPER - 4**  
**FUNDAMENTALS OF ACCOUNTING**

**Course Objectives**

1. To understand the importance of accounting for Social Work and understanding financial aspects in organization.
2. To understand Cash flow and management of money for systematic functioning of organization.
3. To preparing financial statements in accordance with appropriate standards for social work
4. To understand the relation between accounting and economics and the role of accounting information in the functioning of social work.
5. To understand basic concepts of balance sheet and purpose of the balance sheet is to report the results of a firm's investing and financing activities at a moment in time.

**UNIT-I**

**Book keeping:** Definition, objectives, systems; Book of Accounts: Day book, Ledger accounts; Recording of Transactions: kinds of accounts; Rules for debit and credit.

**UNIT-II**

**Trial Balance:** Meaning, objectives, scope, preparation, error and rectification; Proforma Invoice; Stock Register.

**UNIT-III**

**Final Accounts and Balance Sheet:** Definition, objectives and preparation of trading accounts; Profit and Loss Account and Balance Sheet.

**UNIT-IV**

**Accounting for Non-Profit Organisation:** Receipts and Payments Account, Income and Expenditure Account; Balance Sheet; Maintenance of Project Account.

**UNIT-V**

**Accounting Information System:** Meaning and importance, end users; Financial Statements: limitations, rearrangement and modification, Accounting vs. Reporting formats; Preparation of Reports: Statement of Accounts, Statement of Inventory, Cash Flow Summaries.

**TEXT BOOK**

Grewaal, T.S. Introduction to Accountancy. New Delhi: S. Chand & Sons.

**References**

1. Krishnaswamy, O.R. 1980. Cooperative Account Keeping. New Delhi: Oxford and IBH Publishing Co.
2. Maheswari, S.N. 1993. Financial Accounting New Delhi: Vikas Publishing House.
3. Gupta, R.L. Advance Accounting. Vol. I. New Delhi: S. Chand & Sons.

**Course Outcomes**

1. The student will be able to understand the importance of accountancy in social work for finance management.
2. The student will be able to demonstrate knowledge of various advanced accounting issues related to Financial Accounting
3. The student will be able to demonstrate knowledge in setting up a computerized set of accounting books for a “Not for profit “entity.
4. The student will be able to demonstrate knowledge of preparation of Financial Statements and or financial schedules in accordance with Accounting Principles.
5. The students will demonstrate progressive learning in the elements of managerial decision making, including planning, directing and controlling activities in a business environment.



## **EXTENSION ACTIVITIES**

### **Extension Activities**

“All those activities under NSS/NCC/Sports/YRC programme and other co and extra-curricular activities offered are part of the Extension Activities.

Proper and relevant records shall be maintained by the respective departments and if necessary, it may be verified by the university authority at any time. The extension activities shall be conducted outside the regular working hours of the college. The mark sheet shall carry the gradation relevant to the marks awarded to the candidates. This grading shall be incorporated in the mark sheet to be issued at the end of the semester for which students shall pay fee for one theory paper.

The marks shall be sent to the Controller of Examinations before the commencement of the final semester examinations.

### **Marks to be awarded as follows:**

- 20% of marks for Regularity of attendance
- 60% of marks for Active Participation in classes/camps/games/special Camps/programmes in the college/ District / State/ University activities
- 10% of marks for Exemplary awards/Certificates/Prizes
- 10% of marks for other social components such as Blood Donations, Fine Arts, etc

## **BLOCK FIELD WORK**

### **Course objectives**

1. To gain experience in a social work field by being in an open or closed setting
2. To understand the techniques and approaches adopted by the organization
3. To apply the knowledge gained, in the field of social work
4. To get a placement of their choice and to get into their career

After the sixth semester examinations the students can go for one month block field work placement preferably in their interested field of social work area(specialisation). The students can be placed as per their request in villages, hospitals, schools, NGOs, government offices, counselling centres, welfare organizations, service organization or industries during the course of block field work placement. Department may facilitate the prospective student to get block field work placement. Students may get daily activity sheets signed by the concerned persons in the organizations.

This, optional block field work does not involve Internal marks or External marks or Credits. This is to help them to get a good placement of their choice and to boost up to start their career.

### **Course Outcome**

1. Students will gain experience in a social work field by being in an open or closed setting.
2. Students will understand the techniques and approaches adopted by the organization.
3. Students will apply the knowledge gained in the field of social work.
4. Students will get a placement of their choice and to get into their career.

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