ST ALOYSIUS COLLEGE (AUTONOMOUS)

MANGALURU

Re-accredited by NAAC "A" Grade

Course structure and syllabus of

OF

M.S.W

CHOICE BASED CREDIT SYSTEM (CBCS)

(2021 –22 BATCH ONWARDS)

ST ALOYSIUS COLLEGE(AUTONOMOUS)
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Re-accredited by NAAC with 'A' Grade with CGPA 3.62/4
Recognised by UGC as "College with Potential for Excellence"
Conferred "College with "STAR STATUS" by DBT, Government of India.
Centre for Research Capacity Building under UGC-STRIDE

Date: 16-02-2021

NOTIFICATION

Sub: Syllabus of **M.S.W.** under Choice Based Credit System.

Ref: 1. Decision of the Academic Council meeting held on 12-12-2020 vide
        Agenda No: 8 (2021-22)
     2. Office Notification dated 16-02-2021

Pursuant to the above, the Syllabus1 of **M.S.W.** under Choice Based Credit System which was approved by the Academic Council at its meeting held on 12-12-2020 is hereby notified for implementation with effect from the academic year **2021-22**.

PRINCIPAL

REGISTRAR

To:

1. The Chairman/Dean/HOD.

2. The Registrar Office

3. Library

4. PG Office

1.

BOARD OF STUDIES IN MSW

Sl No	Category	Name/Address
1.	Chairman/Chairperson	Dr Shwetha Rasquinha
2.	Members of the Department	Dr Loveena Lobo Mr Gerald D'silva Dr Vidya D'souza Dr Roshan Monteiro Dr Prithwi M
3.	Subject Experts	Dr Arul Kamaraj Asst Prof Department of Social Work, Loyolla College, Chennai
		Dr Lena Ashok Asso Prof Department of Social Work Manipal Academy of Higher Education, Manipal University
		Sudershan Pasupuleti, MASW, M.Phil.,Ph.D. Associate Dean for Online Programs, UTRGV Graduate College Professor & Program Director, MSSW (Accelerated), School of Social Work **The University of Texas Rio Grande Valley (UTRGV)**
4.	Vice Chancellor Nominee (10.12.2019)	**Dr Shirly T Babu** Department of Social Work Alva's College of Social Work, Moodbidri
5.	Representative from Industry / Corporate Sector / Allied Area	Fr Bijo Director Community Radio
6.	Meritorious Alumnus	Sr Roseline Asst Prof , Department of Social Work, Christ University, Bangalore
7.	Student Representative	Takoyangba Lemtur I MSW

Programme Outcomes (PO) and Programme Specific Outcomes (PSO):
PO1. Our graduates will demonstrate professional knowledge of Social Work

They will be able to,

PSO1.1 Gain understanding into the needs of individuals, families, groups and communities and design Social Work intervention strategies

PSO 1.2 Understand and analyze the structure and functions of various social, economic and political institutions

PSO 1.3 Understand the significance of methods of Social Work Profession

PO2. Our graduates demonstrate value based professionalism and volunteerism

They will be able to

PSO2.1 Acquire values and ethics of Social Work Profession

PSO 2.2 Develop concern and commitment for marginalized sections of the society

PSO 2.3 Internalize social justice, cultural pluralism and democratic participation while reaching out to marginalized

PO3. Our graduates will demonstrate the skills to practice Professional Social Work

They will be able to

PSO 3.1 Develop skills of practicing methods of Social Work and addressing social problems at micro and macro levels

PSO 3.2 Develop skills of programme development, management and research

PSO 3.3 Develop skills of effective communication at various levels in their professional life

Structure and syllabus for MSW

SEM	HARD CORE COURSES (5 CREDITS EACH)		SOFT CORE COURSES (4 CREDITS EACH)		OPEN ELECTIVE (3 CREDITS EACH)		TOTAL CREDITS
	No of courses	Credits	No of Courses	Credits	No of Courses	Credits	
I	3T+1P	20	1T	4	-	-	24
II	2T+1P	15	1T	4	1	3	22
III	1T+1P	10	3T	12	1	3	25
IV	IP	5	4T	16	-	-	21

MSW PROGRAMME DESCRIPTION:
MSW programme is a Professional programme which is the blend of theory and concurrent field based training. This two years programme prepares students to build their career in various sectors like hospitals/industries/Government/Non Government, as Professional Social Workers and also to pursue higher studies. In this context programme offers training in concept and

theoretical framework, practice, inter disciplinary knowledge through Choice Based Credit System and skills of Professional Social Worker.

Vision:

Preparing students to respond effectively to the contemporary social issues and concerns through erudition in social work driven by deep social analysis and action oriented pedagogical practices

Mission:

- To mould competent, conscientious, empathetic and committed Social Work Professionals
- To prepare students to proactively participate in the development of our country and the world through transformative action and on-going research
- To engage and collaborate with Governmental and Non-Governmental organisations and effectively facilitate achieving sustainable social development

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PSO 3.2 Develop skills of programme development, management and research

PSO 3.3 Develop skills of effective communication at various levels in their professional life

Duration of the Programme:

Programme will be conducted in accordance to semester system. It is spread across four semesters, each semester consisting of minimum 16 weeks.

Structure of the Programme:

Theoretical component:

Every semester will have Hard Core and Soft Core courses. Hard core courses are those which form the crux of the knowledge-base of Social Work Profession and will havefive credits. Soft core courses include specialization courses and will carry four credits. Second and third semester will have one Open Elective course, carrying three credits each, where students can choose a course from other disciplines. Fieldwork practicum will be a compulsory Hard Core course in every semester. In third and fourth semester programme is offered based on specializations of

- Community Development (CD)
- Medical and Psychiatric Social Work (MPSW)
- Human Resource Development (HRD)

In the fourth semester, every student is required to take a Research Project carrying four credits.

Courses	Total marks	Credits
Hard Core Courses	1000	50
Soft Core Courses	900	36
Open Elective Courses	200	06
Total	**2100**	**92**

Practical Component:

Two days of concurrent fieldwork practicum in a week (a minimum of 15 hours) forms the major part of the training. During the first two semesters students shall be placed in various Social Welfare Organisations. During the third and fourth semesters students will be placed in their respective specialization settings. Each student would be placed under a faculty member for guidance.

In addition to the above, there will be following programs organized in various semesters

Orientation Visits: Visits will be organized to familiarize the students with the structure and functioning of regional organisations/industries/hospitals/urban and local communities

Rural Camp: Five days rural camp will be arranged in the second semester to sensitize students to the realities of rural and tribal communities

Study Tours: During the third semester, five days of study tour will be organized to acquaint the students with the best practices in their respective specializations.

Summer placements: After the completion of second semester students should undergo minimum 15 days placement in areas of their specialization

Internships (Block Placement): At the end of the Programme students should undergo a thirty-day internship for hands-on experience in their areas of specialization.

Assessment criterion:

Theory course:

Each theory course will be assessed for a total of 100 marks with a maximum of 30 marks for the Internal Assessment and 70 marks for the End Semester Examination.

Internal assessment for 30 marks will be on the following

- Two written tests (Conceptual questions in Section A and Descriptive/Analytical questions in Section B)
- Two assignments & a presentation: Assignment topic would be given to each student within the first fifteen days after the commencement of the semester. It will have to be written in the format of a scientific paper with an appropriate title page and references. For presentation each student will get ten to fifteen minutes on a topic pre-allotted.
- Two objective type tests: Objective type test will be given on the topics from the syllabus or any relevant topic given by the faculty
- Class participation or attendance will also be considered for Internal Assessment

End Semester Examination:

Examination will be conducted at the end of each semester for the duration of three hours. The maximum marks for the examination is 70. The pattern of the question paper is,

- Section A: Three questions carrying 10 marks each (30 marks)
- Section B: Two questions carrying 20 Marks each (40 marks)

Assessment of Fieldwork:

At the end of each semester assessment of fieldwork will be done based on the following criteria;

- Comprehensive Viva Voce Exam: 50 marks
- Assessment by field agency supervisor: 20 marks
- Internal assessment: 30 marks

Assessment of Research Project:

- Thesis valuation and viva voce: 70 marks
- Internal Assessment: 30 marks

Structure, credits and scheme of examination of the Post Graduate courses under Revised Choice Based Credit System

MSW							
Semester: I							
				Marks			
Code	**Title**	**Teaching Hours per Week**	**Duration of Examination**	**IA**	**End Semester Exam**	**Total**	**Credits**
PH 201.1	Social Work- History & Ideologies	5	3	30	70	100	5
PH 202.1	Case Work Practice	5	3	30	70	100	5
PH 203.1	Group Work Practice	5	3	30	70	100	5
PH 204.1	Concurrent Fieldwork Practicum – I	5	-	30	70	100	5
PS 205.1	Dynamics of Human Behaviour	4	3	30	70	100	4
Total				150	350	500	24
Semester: II							

Code	Title	Teaching Hours per Week	Duration of Examination	IA	End Semester Exam	Total	Credits
PH 201.2	Community Organization and Social Action	5	3	30	70	100	5
PH 202.2	Social Work Research and Statistics	5	3	30	70	100	5
PH 203.2	Concurrent Fieldwork Practicum – II	5	-	30	70	100	5
PS 204.2	Social Sciences Perspectives for Social Work	4	3	30	70	100	4
PO 205.2	Indian Social Problems and Interventions (CBCS)	3	3	30	70	100	3
Total				**150**	**350**	**500**	**22**

Code	Title	Teaching Hours per Week	Duration of Examination	IA	End Semester Exam	Total	Credits
				Marks			
Semester: III							
PH 201.3	Social Welfare Administration	5	3	30	70	100	5
PS 202.3	Human Rights Perspectives for Social Work	4	3	30	70	100	4
Community Development Specialization							
PH 203.3a	Concurrent Fieldwork Practicum –III	5	-	30	70	100	
PS 204.3a	Tribal, Rural and Urban Development	4	3	30	70	100	5+4+4
PS 205.3a	Citizen Participation and Local Self Governance	4	3	30	70	100	
Medical & Psychiatric Specialization							
PH 203.3b	Concurrent Fieldwork Practicum –III	5	-	30	70	100	
PS 204.3b	Counselling: Theory & Practice	4	3	30	70	100	5+4+4
PS 205.3b	Psychiatric Social Work	4	3	30	70	100	
Human Resource Development Specialization							

Code	Title	Teaching Hours per Week	Duration of Examination	IA	End Semester Exam	Total	Credits
PH 203.3c	Concurrent Fieldwork Practicum –III	5	-	30	70	100	
PS 204.3c	Human Resource Management and Development	4	3	30	70	100	5+4+4
PS 205.3c	Labour Legislations and Industrial Relations	4	3	30	70	100	
PO 206.3	Human Rights and Social Defence (CBCS)	3	3	30	70	100	3
Total				**180**	**420**	**600**	**25**

Code	Title	Teaching Hours per Week	Duration of Examination	Marks			Credits
				IA	End Semester Exam	Total	
Semester: IV							
PS 201.4	Project Planning and Management	4	3	30	70	100	4
Community Development Specialization							
PH 202.4a	Concurrent Fieldwork Practicum – IV	5	-	30	70	100	
PS 203.4a	Education for Development	4	3	30	70	100	4+4+5
PS 204.4a	Corporate Social Responsibility	4	3	30	70	100	
Medical & Psychiatric Specialization							
PH 202.4b	Concurrent Fieldwork Practicum – IV	5	-	30	70	100	
PS 203.4b	Working with Children and Families	4	3	30	70	100	4+4+5
PS 204.4b	Medical Social Work	4	3	30	70	100	
Human Resource Development Specialization							
PH 202.4c	Concurrent Fieldwork Practicum – IV	5	-	30	70	100	4+4+5

PS 203.4c	Employee Welfare in India	4	3	30	70	100	
PS 204.4c	Organizational Behaviour and Development	4	3	30	70	100	
PS 205.4	Research Project	4	-	30	70	100	4
Total				150	350	500	21
Grand Total				630	1470	2100	92

SYLLABUS

SEMESTER I
Paper: PH201.1 - SOCIAL WORK: HISTORY AND IDEOLOGIES
Teaching Hours: 60 Hours

Course Outcome

By the end of the course the student will be able to
- Understand the history and evolution of Social Work Profession both in India and in the West
- Differentiate between professional and voluntary Social Work
- Demonstrate the knowledge on methods of Social Work
- Recognize the trends in Social Work practice

Course Content
UNIT I: Introduction to Social Work   No. of Hours: 10

Social Work: Definition, Objectives, Philosophy and Scope
Concepts of related terms: Social Welfare, Social Service, Social Action, Social Reform, Social Development, Social Security
Historical development of Social Work in the UK and the US

UNIT II: Evolution of Social Work as a Profession   No. of Hours: 15

Social Work Profession: Meaning and characteristics
Values and Goals of Social Work Profession
Professional Associations and Forums: Goals, values and functions
Code of Ethics for Social Workers
Emergence of Social Work and Social Work Education in India

UNIT III: Methods of Social Work: No. of Hours: 10

Introduction to Methods of Social Work: Social Case Work; Social Group Work, Community Organization, Social Welfare Administration, Social Work Research, Social Action

Theoretical introduction on Fieldwork Practicum

UNIT IV: Ideologies of Social Work **No. of Hours:13**

Indian Ideologies of Social Service: Indian religions and social reformers of the 19th and 20th centuries and their contribution to social service- Poverty, Physical Social and Economic Disability

Western Ideologies of Social Service: Christian Ideologies, Secular Humanism, Protestantism, Rationalism. Welfarism, Liberalism, Socialism

UNIT V: Emerging Trends in Social Work Practice **No. of Hours: 12**

Emerging Social Perspectives for Social Work Practice: Social inclusion, Globalization, Human Rights, Gender and Feminism, Civil Society, Ecology and Environment, Social Work Practice at School, Institutions, Geriatric setting – Meaning and Social Work Intervention

Required reading:

- Desai,Murali, (2011). Methodology of Social Progressive Social Work Education, Jaipur: Rawat Publications
- Dilshad,Mohd, (2011).Integrated Social Work Practice, Jaipur and New Delhi:Anmol Publications Pvt.Ltd
- Gautham, P.R., Singh, R, S, (2011). Social Work – Methods, New Delhi: Centrum Press India
- Ghoshal,Suman, (2011). Social Work History and Ideology, New Delhi: Centrum Press
- Gupta, Sunil,(2011).Social Structure and Social Work, New Delhi: ABD Publishers
- Kumar,Aman,(2011).Social Work an Introduction, Jaipur: Aadi Publication
- Misra,P.D., Misra,Bina, (2011).Social Work Profession in India, Lucknow: New Royal book.co

Paper: PH 202.1 - CASE WORK PRACTICE

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Total No. of Hours: 60

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Course Outcome
By the end of the course the student will be able to

- Acquire proficiency in basic concepts of Social Case Work practice
- Obtain effective qualities to establish harmonious relationship between the client and the society
- Critically analyze problems of individuals and families and various determinants for human problems
- Obtain therapeutic knowledge and skills to work in various settings

Course Content

UNIT I: Introduction of Case Work Method: No. of Hours: 15

Case Work: Concept and Definitions, Philosophical Assumptions and Values
Principles of Case Work: Individualization, Purposeful expression of feelings, controlled emotional involvement, Acceptance, Non-judgmental attitude, Client self-determination and Confidentiality
Components of Case Work (Perlman's model): Person- client, significant others and collaterals; Problem- need, impaired social functioning; Place- agency, objectives, functions, policies and resources; Process- Case Work intervention

UNIT II: Case Work Process: No. of Hours: 8

Intake, Study, Continuous assessment and analysis, Negotiating, Contracts, Psycho-social diagnosis, Intervention, Follow-up, Termination
Case Presentation based on fieldwork practice

UNIT III: Tools of Working with Individuals and Families: No. of Hours: 15

Casework interview: Meaning, Phases and techniques; Relationship: Meaning, Types and Characteristics
Observation: Meaning, Aspects for observation; Listening: Meaning, Purpose and Obstacles; Home visit for Collateral contacts
Communication: Definition, Principles, Means of Communication
Recording: Structure; Types - Narrative, Process, Problem Oriented Record Keeping (PORK), Role recording and Summary; Uses
Case presentation as tool of professional development

UNIT IV: Techniques, Qualities and Issues in Case Work Practice

No. of Hours: 14 Hours

Case Work Techniques: Supportive, Resource Enhancement and Counseling Techniques
Qualities of Case workers and their role in the helping process: Cultural context of casework practice; Use of authority in practicing Case Work and relationship in casework practice
Transference and counter transference issues in Case Work

UNIT-V Theoretical Approach in Case Work Practice: No. of Hours: 8

Behavior Modification; Eclectic Model for Practice; Strength Based and Solution Focused Intervention; Problem Solving (Perlman); Client Centered Approach; Crisis Intervention; Integrated Approach of Practice and Transactional Analysis

Required reading:
- Agochiya, Devendra, (2010). Life Competencies for Adolescences, New Delhi: Sage Publication, Pvt. Ltd
- Alfred, Kadushin, (2015). Social Work Interview. Jaipur: Rawat Publication
- Denesh, Singh, (2011). Communication and Interpersonal Skills. Jaipur: Prateeksha Publications
- Edward, E., Smith, (2003). Introduction to Psychology, India: Wadswarth, Thomson Learning Information, Pvt. Ltd
- Gillian, Ruch., Et.al., (2010). Relationship Based Social Work. Library of Congress Cataloging in Publication Data
- Gladding Samuel., T, (2008).Counseling: A Comprehensive Profession (6 and7 Editions), India: Dorling Kindersley (India), Pvt. Ltd
- Guha, Ratna, (2012). Social Work with Individuals and Groups, New Delhi: Centrum Press

Paper: PH 203.1: GROUP WORK PRACTICE

Total Hours: 60

Course Outcome
By the end of the course the student will be able to

- Understand group work as a method of Social Work and its significance
- Display the knowledge on process, phases of group formation and will learn to identify and deal with the group dynamics
- Demonstrate skill of applying group work as a method of social work in social interventions

Course Content
UNIT I: Introduction for Groups and Group Work: No. of Hours: 13

Groups: Meaning, objectives, Characteristics and Significance
Social Group Work: Definition, Characteristics and Significance
Scope for Social Group Work in India
Historical Evolution of Group work in England, USA and India
Social Group Work: Values and Principles

UNIT II: Types of Groups, Planning and Formation: No. of Hours: 12

Types of Groups: Growth oriented groups, Therapeutic and Treatment groups, Educational groups and Task oriented groups.
Knowledge and skills required for Group Work Practice.
Pre – Group Planning: Factors of Group formation and role of Group Worker

UNIT III: Initial Phase and Group Dynamics: No. of Hours: 12

Initial Phase: Characteristics and role of the Group Worker.
Group Dynamics: Communication and interaction, Cohesiveness, Role, Group conflicts, Group decision making, Relationship and Bond, leadership, sub groups, Isolation –Social Group Worker as a facilitator

UNIT IV: Middle Phase: No. of Hours: 12

Middle Phase: Characteristics and role of the Social Worker.

Knowledge and skills needed for Group Facilitation.

Programme Planning and Development: Concept, components, principles, steps and types of programmes

Recording: Importance, principles, types, recording Structure

UNIT V: Termination Phase and Group Work in Various Settings: No. of Hours: 11

Evaluation in Group Work: Importance, types, methods; Group Worker's Role

Termination Phase: Need, Characteristics and Group Worker's role.

Application of Group Work: Health Settings; School Settings; Child Welfare Settings; Geriatric and Rehabilitation Institutions

Required reading:

- Forsyth Donelson R. (2006).Group Processes, New Delhi: Cengage Learning.
- Garvin, Gutierrez, and Galinsky, (2007).Hand Book of Social Work with Groups, New Delhi: Rawat Publications.
- Misra P. D., (2010).Social Group Work, Lucknow: New Royal Books Co.
- Northen H., (2002).Social Work with Groups, New York: Columbia University Press.
- Siddique H. Y., (2008). Group Work Theories and Practice, Jaipur: Rawat Publications.
- Lindsay, T., Orton, S. (2014). Group work Practice in Social Work. United Kingdom: SAGE Publications.
- Corey, C., Corey, M. S., Corey, G. (2008). Groups: Process and Practice. United Kingdom: Cengage Learning.

PH 204.1 CONCURRENT FIELDWORK PRACTICUM - I

No of hours: 200

Course Outcome
By the end of the course the student will be able to

- Understand the functioning of social welfare agencies
- Understand and analyse various facilities available for people from Government, social institutions and voluntary organisations
- Learn the composition and needs of the community

Course requirements:

- Study the organizational structure and functions of agency

- Visit to Panchayath/Municipal Corporation and Anganwadi to study the functions and its role in community
- Interaction with all the Community Based Organisations to study their involvement in the community
- Study the functioning of existing Voluntary Organisations of the community
- Conduct home visits (25 houses to be visited)
- Prepare a profile of the community and highlight the needs of Individuals, groups and community at large

Required reading:
- Guha Ratna (2011). Field Instruction in Social Work, New Delhi: Centrum Press.
- Lobo. T Joselyn (2017). Field Work in Social Work Education, Hennur: ATC Publishers
- Roy Sanjoy (2012). Fieldwork in Social Work, Jaipur: Rawat Publications.
- Subhedar, I.S. (2016). Field Work Training in Social Work, Jaipur: Rawat Publications.
- Walsh Joseph (2010). Direct Social Work Practice, Australia: Cengage Learning.

Paper: PS 205.1: DYNAMICS OF HUMAN BEHAVIOUR

Total No. of Hours: 50

Course Outcome
By the end of the course the student will be able to

- Acquire a clear understanding on the concepts of human behavior
- Gain a conceptual understanding into the various theories of development and its relevance.
- Analyse the changes throughout the life span stages and identify problems across these stages.
- Relate these developmental changes across the life span with real life situations.

Course Content
UNIT I: Behaviour and its Determinants: No of Hours: 12
Behaviour: Definition and its meaning
Human Behaviour and Social Environment
Social Functioning and Human Behaviour, Problems in Social Functioning
Mindfulness: Meaning & Significance, Mindfulness and Behaviour Change
Need for studying Human Behaviour in Social Work Practice
Determinants of Human Behaviour-Heredity and Environment

UNIT II: Human Needs and Theories of Development: No of Hours: 12
Basic Human Needs: Physical, Psychological and Social
Maslow's Theory of Hierarchy of Needs
Freud's Structural and Functional theory of Mind
Erickson's Psychosocial Theory of Development
Social Learning Theory by Albert Bandura

Prenatal Period: Zygote, Embryo and Foetal Stages - Characteristics & hazards. Importance of prenatal Care, Social and Emotional aspects of pregnancy
Infancy Period: Characteristics, hazards and Importance of Care.
Babyhood Period: Characteristics, developmental tasks, hazards, Role of parents.
Early Childhood Period: Characteristics, developmental tasks, hazards, Parenting & personality development.
Late Childhood Period: Characteristics, developmental tasks, Influence of school, peer relationship, cognitive and moral development.
Adolescent Period - Characteristics, developmental tasks, hazards,

UNIT IV: Life Span Stages of Development   **No of Hours: 10**
Early Adulthood Period: Characteristics, developmental tasks, hazards, Personal, social, Vocational and marital adjustments.
Middle Adulthood Period: Characteristics, developmental tasks, hazards, Personal and social adjustments
Late Adulthood Period: Characteristics, developmental tasks, hazards, Personal and social, adjustments.
Importance of studying Life span stages of development for Social Work practice.

Required reading:
- Baron, A, Robert, (2002). Psychology, New Delhi: Pearson Education
- Baron, A, Robert, Branscombe,R, Nyle,ByrneDonn, Bharadwaj, Gopa, (2013),Social Psychology, New Delhi: Pearson Publishers
- Fernald, L., Dodge, Fernald, S, Peter, (2007). Introduction to Psychology, Bangalore: A.I.T.B.S. Publishers
- Hurlock, Elizabeth, B, (2001). Child Psychology, New Delhi: Tata McGraw Hill Publishing Company Ltd
- Hurlock, B, Elizabeth, (2001). Developmental Psychology, New Delhi: Tata McGraw Hill Publishing Company Ltd
- Jain, Madhu.,Saxena, Aradhana, (2002). Developmental Psychology, Jaipur: Pointer Publishers,
- Mangal, S, K, (2008). General Psychology, New Delhi: Sterling Publishers Private Limited

SEMESTER II

Paper: PH 201.2 - COMMUNITY ORGANIZATION AND SOCIAL ACTION
Total Hours: 60

Course Outcome
By the end of the course the student will be able to

* Understand community organization and social action as a method of Social Work
* Analyze the situation of subaltern groups and communities in our society
* Acquire skills of using participatory strategies of community development and social action

Course Content

UNIT 1: Basic Concepts in Community Organization   No. of Hours: 10

Community: Concept, Characteristics and types
Community Development: Concept and Objectives
Community organization Practice: Definition and Meaning
Historical Development of Community Organization Practice
Values, Principles, Assumptions Goals and Process of Community Organization Practice

UNIT II: Power Dynamics in Indian Communities   No. of Hours: 10

Concept of Power; Bases of power in Indian communities
Class-Caste-Gender nexus of inequality
Empowerment: Concept, Process and Strategies
Forces against People's Empowerment
Gender equality and reduced inequalities (SDG)

UNIT III: Models of Community Organization   No. of Hours: 10

Locality development Model; Social Planning model; Social Action Model
Skills of community Organizer: Training, Fund raising, Networking and Program planning
Roles of Community Organizer: Facilitator, Enabler, Expert, Educator, Advocate
Recording in Community work – Structure, Importance, Principles

UNIT IV: Social Action   No. of Hours: 15

Social Action: Concept, Principles
Methods – Protests, Demonstration, Networking, Advocacy and Public Interest Litigation
Ideas on Social Action: Gandhi and Saul Alinsky
Skills involved in Social Action
Chipko Movement and Narmada Bachao Andolan as the examples for Social Action Movements in India

UNIT V: Strategies of Community Development   No. of Hours: 15

Participatory Rural Appraisal (PRA): Meaning and Significance
Methods of PRA: Social mapping, Seasonal diagram, Venn diagram, Transect Walk, Do-It-Yourself
Micro Financing: Grameen Bank of Bangladesh as a Model
Self Help Groups; Meaning, Features, Role in Empowerment

Required reading:

- Gautam P.R.,Singh R.S. (2011). Social Work and Community Development, New Delhi: Centrum press.
- Guha R (2013). Community Organization and Social Action, New Delhi : Anmol Publications Pvt Ltd

- Kotwal Pradeep (2011). Community Work and Social Action, New Delhi: Adhyayan Publishers and distributors
- Patil, Asha, Ramanagouda. (2013).Community Organization and Development, Delhi: PHI Learning Pvt. Ltd
- Raju Lakshmipathi M. (2012) Community Organisation and Social Action, New Delhi: Regal Publications

Paper: PH 202.2: SOCIAL WORK RESEARCH AND STATISTICS
Total Hours: 50

Course Outcomes:

By the end of the course the student will be able to:

- Acquire knowledge of the scientific method of inquiry for the study of social phenomena
- Develop an understanding of the Research process and basic Research skills
- Demonstrate an understanding into the different methods of data collection and sampling.
- Enabled to apply statistical measures in Social Work Research.

Course Content:

UNIT I: Introduction to Research: **No. of Hours**:08
Scientific Research: Concept and application of Scientific method for the study of social phenomenon
Social Work Research: Meaning, Objectives and Scope of Social Work Research
Steps in Research Process
Ethical conduct in Research

UNIT II: Research Elements, Approaches and Methodology: **No.of Hours:12**
Formulation of Research Problem – Research Question
Review of literature, Concepts, Variable
Hypothesis: Meaning and Types
Research approaches: Quantitative and Qualitative
Research Designs: Descriptive, Exploratory, Diagnostic,Experimental, Formative research and Action Research
Sampling: Meaning, Types:Probability Sampling Types – Simple Random, Systemic Random, Stratified Random, Cluster sampling and Multistage sampling
Non-probability –Convenience, Purposive (Judgmental), Quota and Snowball sampling

UNIT III: Data Collection, Analysis, Reporting and Research Ethics: No. of Hours:11
Methods of Data Collection: Quantitative methods- Questionnaire and Interview Schedules
Qualitative methods – Observation, In-depth Interviews, Focus group discussion and Case study method
Formulation of Research Proposal
Data Processing, Data analysisand Interpretation, Report writing
Plagiarism in Research
Intellectual Property Rights – Meaning and its significance in Research
WritingResearch Paper /Article

UNIT IV: **Computation of Descriptive Statistics:**   **No. of Hours:10**
Definition, Meaning and Applicationof Statistics; Use of Statistics for Social Workers
Measures of Central Tendency: Definition and Computation of Arithmetic Mean, Median and Mode
Measures of Dispersion: Definition and Computation of Range, Quartile Deviation and Standard Deviation

UNIT V: Computation of Inferential Statistical Tests: **No. of Hours:09**

Correlation: Karl Pearson's co-relation Co-efficient and Spearman's Rank Co-relation
Measures of Significance: Student's 't' Test and Chi Square Test
Use of Statistical Package for the Social Sciences (SPSS) in Social Work research
Computer assisted Data Analysis (Practical Classes)

REFERENCES:

- Alston, Margaret; Bowles, Wendy, (2012). *Research for Social Workers*, New Delhi: Psychology Press
- Cauvery, R, (2003). *Research Methodology*, New Delhi: S Chand and Company Ltd
- Das, D.K, Lal, (2005). *Designs of Social Research*, New Delhi: Rawat Publications
- Das, D. K, Lal, (2000). *Practice of Social Research*, New Delhi: Rawat Publications
- Gupta Santosh, (2010). *Research Methodology and Statistical Techniques*, New Delhi: Deep and Deep Publications
- Kapoor, D, R, and Saigal, Puja, (2013). *Research Methodology-Methods and Techniques*, New Delhi: Regal Publications
- Kothari, C, R, (2006).*Research Methodology- Methods and Techniques*, New Delhi: VishwaPraskashan
- Kumar, Raj. (2002). *Methodology for Social Science Research*, Jaipur: Book Enclave
- O'Leary, Zina. (2005). *The Essential Guide to Doing Research*, New Delhi: Vistar Publications
- Patnaik, Asit Kumar. (2011). *Research Methodology in Social Science*, New Delhi: Commonwealth Publishers
- Ranganathan, m.; Krishnaswami. (2019). *Methodology of Research in Social Sciences*, New Delhi: Himalaya Publishing House Pvt Limited

PH 203.2 CONCURRENT FIELDWORK PRACTICUM- II

No of hours: 200

Course Outcome
By the end of the course the student will be able to

- Demonstrate the knowledge and skills of case work and group work practice and community organisation
- Acquire knowledge of research project and basic skills of research
- Learn the skills of liasoning between Government and people

Required reading:
- Guha Ratna (2011). Field Instruction in Social Work, Centrum Press, New Delhi
- Lobo. T Joselyn (2017). Field Work in Social Work Education, ATC Publishers, Hennur
- Roy Sanjoy (2012). Fieldwork in Social Work, Rawat Publications, Jaipur
- Subhedar, I.S. (2016). Field Work Training in Social Work, Rawat Publications, Jaipur
- Walsh Joseph (2010). Direct Social Work Practice, Cengage Learning, Australia

Paper: PS 204.2: SOCIAL SCIENCES PERSPECTIVES FOR SOCIAL WORK
Total Hours: 50

Course Outcome
By the end of the course the student will be able to
- Understand the concepts, structure, institutions and processes of Indian Society.
- Demonstrate the knowledge on divergent perspectives and necessary skills for analyzing Indian Society.
- Develop critical insights on the social problems and challenges confronting Indian Society.
- Understand and analyze economic and political systems in India and society –economy –politics   linkages.

Course Content

UNIT I: Society, Social Work and other Institutions: **No. of Hours: 12**

Society: Meaning, definition, features
Socialization: Meaning, process of socialization, agencies of socialization
Social Work and its relationship with other disciplines: Sociology, Psychology, Economics, History, Political Science

UNIT II: Indian Social Structure and Institutions: **No. of Hours: 14**

Institutions: Marriage, Family and Religion - Functions, Features and recent Trends
Social Conformity and Social Deviance: Meaning and nature
Indian Society: Tribal, Rural and Urban: Meaning, definition, characteristics & problems
Social Stratification in India: Caste and Class: Meaning, characteristics, and problems
Social Problems: Poverty, Illiteracy, Unemployment, Dowry, Casteism, Crime, Alcohol Dependency, Beggary - Concepts, meaning and causes
No Poverty, Zero Hunger (SDG)

UNIT III: Economic Systems: **No. of Hours: 13**

Economic System: Capitalism, Socialism and Mixed economy - Features, merits and demerits
Agricultural Sector: Characteristics and problems of farmers
Industrial Sector: Characteristics, problems and prospects
Underdevelopment: Concept, causes and contemporary development dynamics
Privatization and Liberalization: Influence in Third World Economies

UNIT IV: Political Systems: **No. of Hours: 11**
Political Systems: Concept of Politics
Major Systems of Polity: Dictatorship and Democracy
Political Parties: Functions
Pressure groups In India: Characteristics, functions, and benefits.

Required reading:
- Agarwal R.C., (2004). Political Theory, Principles of Political Science, New Delhi: S Chand.

- Ahuja Ram, (2014). Social Problems in India, New Delhi : Rawat Publications.

- Dr. Ahuja H. L., (2008). Advanced Economic Theory, New Delhi: S Chand.
- Hewstone M., Stroebe W., and Jonas K. (Eds). (2012). An Introduction to Social Psychology (5th Ed.), London: Blackwell
- Rao Shanker C. N., (2006). Sociology : Primary Principles Of Sociology, New Delhi: S Chand.
- Jaiswal Shipra, (2013). Sociology and Political Economy of Social Work, New Delhi: Pearl Books.
- Michel Roskin G., Robert Cord L., James A., Medeiros, (2013). Political Science: An Introduction (13th Ed.), London: Pearson Education.

Paper No: PO 205.2 INDIAN SOCIAL PROBLEMS AND INTERVENTIONS

Total Hours: 40

Course Outcome

By the end of the course the student will be able to

- Develop insights into the problems faced by the vulnerable section of the society
- Analyse the impact of social issues on the individual and the community
- Demonstrate knowledge and skills to mitigate the problems at an initial level
- Understand the role of institutional services for the welfare of people

Course Content

UNIT 1: Introduction & Social Problems of Children   **No. of Hours: 12**

Contemporary Social Problems in India and its impact on Societal Development
Social problems of Children: Child Abuse, Child Labour
Causes; Impact on Child's Health and Society
The Child Labour (Prohibition and Regulation) Amendment Act, 2016
Right to Education Act, 2009: - A Child Right
Voluntary, Corporate Sector and Governmental Interventions

UNIT 2: Social Problems of Women   **No. of Hours: 10**

Gender Discrimination
Violence against Women, Causes; Impact on Health and family
Governmental and Voluntary organizational Interventions to the Problems of Women: Reception homes, Short stay homes, Family counseling centres, Helplines for Women

UNIT 3: Problems of Youth   **No. of Hours: 10**

Youth: Meaning and Characteristics
Problems of Youth: Unemployment, Youth Unrest and Aggression, Crime, Suicide and Addiction
Causes; Effects on individual, family and Society
Interventions by Government and Voluntary agencies to address problems of Youth.

UNIT 4: Unorganized Labour   **No. of Hours: 08**

Concept, Meaning, Types and Characteristics
Impact on Individual and Society
Governmental Interventions to the problems of Unorganized Labour
Voluntary organizational Interventions for the Unorganized Labour

Required reading:

- Anuradha, S (2010), Children Sale, Abuse and Pornography. Delhi: Medhashri Publications
- Chakraborthy, Sudip (2010), Child Abuse and Exploitation. New Delhi: Regal Publications
- Madan, G, R. (2006). Indian Social Problems; Social Disorganization and Reconstruction. New Delhi: Allied Publishers Private Limited
- Mishra, M, K. (2009).Indian Social Problems. Jaipur: Mark Publications
- Poverty and Social Exclusion in India, (2011). Oxford University Press; New Delhi: YMCA Library Building
- Sarkar, Siddhartha; Kwaka, Isaac (2010), Gender Poverty and Sustainable Livelihood. New Delhi: Arrise Publishers and Distributors
- Sharma, K, L (2011), Ageism and Elder Abuse. Jaipur: Rawat Publications

Paper: PH 201.3: SOCIAL WELFARE ADMINISTRATION

Total Hours: 60

Course Outcome
By the end of the course the student will be able to

- Recognize the concept of social welfare and its relevance in modern India
- Analyse the role of social welfare services in societal well being
- Understand the functioning of social welfare Organisations
- Identify the key elements to manage an Organisation effectively

Course Content

UNIT I: Introduction to Welfare and Developmental Services:　　　No. of Hours: 12
Need for Welfare and Developmental organizations
Factors determining Social Welfare Programmes
Role of State, Voluntary Organisations and Corporate Sector in Social Welfare

UNIT II: Human Service Organizations:　　　No. of Hours: 12
Organization: Concept, Types and functions
Organizational Vision: Meaning, Types
Administrative Process in an Organization: Planning, Organizing, Staffing, Directing, Coordination, Reporting, Budgeting
Societies Registration Act, 1860 and advantages of Registration

UNIT III: Financial Resources and its Management:　　　No. of Hours: 12
Sources of finance and funding agencies
Role of Central Social Welfare Board and State Social Welfare Advisory Boards
Auditing: Meaning, Prerequisites, Process

UNIT IV: Public Relations and Training in Social Welfare Organisations:
No. of Hours: 12
Need for public relations, networking, resource building, accountability and transparency
Use of media for publicity
Training: Need and Importance
National Institute of Public Cooperation and Child Development: Objectives and Functions
National Institute of Social Defence: Objectives and Functions

UNIT V: Management of Social Welfare Organisations:　　　No. of Hours: 12
Human Resources: Executive boards, committees, professional and other staff relationships
Record Maintaining: Need and Process
Conflict Management: Meaning, Methods
Supervision: Requisites, Methods
Team building: Meaning, Steps
Change and its Management: Meaning, Methods, Barriers

Required reading:
- Choudhari, Paul, (2000). Social Welfare Administration. Delhi:Atma Ram and Sons

- Jacob, K, K. (2002). Social Work Education in India – Retrospect and Prospect. Udaipur: Himansu Publications
- Sachdeva, D, R. (2000). Social Welfare Administration in India. Allahabad: KitabMahal
- Agarwal, Shobha (2006), Labour Problems and Social welfare: Delhi: Information and News Network
- Goel, S.L (2010), Social Problems and Social Welfare; New Delhi: Deep and Deep Publication
- D, R, Sachdeva (2010), Social Problems and Social Welfare; Allahabad: KitabMaha
- Lewis, David; N, Ravichandran (2013), Social Problems and Social Welfare; New Delhi: Rawat Publications

Paper PS 202.3: HUMAN RIGHTS PERSPECTIVES FOR SOCIAL WORK
Total Hours: 50

Course Outcome
By the end of the course the student will be able to

- Understand the concept of human rights and significant UN declarations on human rights
- Contextualise the violation of Human rights of the vulnerable and to apply Human Rights framework for their empowerment
- Demonstrate knowledge on the role of Social Work Profession in protecting human rights

Course Content
UNIT I: Introduction to Human Rights: **No. of Hours: 10**
Concept and History of Human Rights
The Universal Declaration of Human Rights in 1948
United Nations Convention on the Rights of Child
Declaration on Elimination of All Forms of Intolerance and Discrimination Based on Religion and Belief

UNIT II: Human Rights in the Indian Context: **No. of Hours: 15**
Fundamental Rights in Indian Constitution
Contemporary issues in Human Rights: Violation of Child rights, Women's Rights, Rights of Minorities, Rights of Persons with Disabilities and elderly

UNIT III: Human Rights Regulation and Protection Systems: **No. of Hours:10**
Human Rights Commission (National and
State) and its role
Human Rights Advocacy and Civil Society Initiatives in India-People's Union for Civil Liberties and People's Union for Democratic Rights
Role of Media in protecting Human Rights

UNIT IV: Social Work Perspectives   **No. of Hours:15**
Institutional Services- Reception Homes; Short stay Homes; Day Care Centres

Community based Services: Family Counselling Centres; Help lines for Women and Elderly
Protection of Children from Sexual Offences Act 2012 [POCSO]
<mark>Institutional Services: Children's Home; Observation Homes</mark>
<mark>Community Based Services: Adoption; Foster care; Sponsorship; Child Line</mark>

Required reading:

- Arora Neelam, Kadli H. Jayadev, Lasune S.V. (2016) Issues and Challenges in Human Rights in Contemporary India Mark Publishers, Jaipur
- Battacharya, S K (2003) Social Defence: An Indian Perspectivs New Delhi:Regency Publications
- Deshta Sunil, Deshta, Kiran (2003). Fundamental Human Rights, New Delhi: Deep and Deep Publishing Private Ltd.
- Donnelly Jack (2014) Universal Human Rights, Rawat Publications, Jaipur
- Janusz Symonides (2005) Human Rights Concept and Standards, Jaipur: Rawat Publications.
- Nirmala V., (2013). Law Relating to Human Rights Hyderabad: Asia Law House.
- Reichert Elizabeth (2003). Social Work and Human Rights, New Delhi: Rawat Publications.

COMMUNITY DEVELOPMENT SPECIALISATION

PH 203.3a: CONCURRENT FIELDWORK PRACTICUM-III

No of Hours: 200

<u>**Course Outcome**</u>
By the end of the course the student will be able to

- Understand the structure and dynamics of communities
- Identify and analyze the needs of the communities
- Develop skills of working with communities by applying the Social Work methods - Social Action, Social Work research and Community Organization
- Design and implement participatory community development modules and projects

Course requirements:

- <mark>Prepare community profile and identify the power dynamics</mark>
- <mark>Study and analyze any five Government programmes or schemes implemented for the welfare of the subaltern groups (by visiting the respective Government departments to study the programme/ schemes and have discussions with the beneficiaries to evaluate the same)</mark>

- Identify and analyze any two needs of the community (Research /Focused Group Discussion with target population/ meetings with formal and informal leaders)
- Design and organize two programmes based on the needs of the community (follow the process of community organisation)
- Undertake a mini research study to identify local community-based issues

Required reading:

- Patil, Asha, Ramanagouda. (2013).Community Organization and Development, Delhi: PHI Learning Pvt.Ltd
- Raju Lakshmipathi M. (2012) Community Organisation and Social Action, Regal Publications, New Delhi
- Singh Ram Shankar (2011) Social Work and Community Development, ABD Publishers, Jaipur

Paper: PS 204.3a: TRIBAL, RURAL AND URBAN DEVELOPMENT

Total No. of Hours: 50

Course Outcome
By the end of the course the student will be able to
- Get conceptual clarity of tribal, rural and urban communities and analyse the dynamics in these communities
- Demonstrate in depth knowledge on challenges of tribal, rural and urban communities and analyze the intervention of Government and Non-Government Organisations
- Acquire skills of working with tribal, rural and urban communities applying the methods of Professional Social Work

Course Content

UNIT I: Rural and Tribal Society in India: **No. of Hours: 10**

Rural, Village: Concept and Characteristics
Tribe, Caste: Concept and Characteristics
Tribal - Rural- Urban distinctions
Historical perspective and emerging trends in Rural and Tribal social institutions
Globalization and its impact on Rural and Tribal Society

UNIT II: Issues faced by the Tribal and Rural Poor   **No. of Hours: 15**

Indebtedness; Unemployment; Lack of basic amenities; Ecological degradation; Tribal dislocation, Violation of Human Rights, Health issues: Causes and Effects of the issues and Social Work Interventions

The Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Rights) Act, 2006: Introduction, Forest rights, Authorities and procedures for vesting forest rights

UNIT III: Concepts and issues in Urban: **No. of Hours: 15**
Urbanization and Urban Life: Concept and characteristics

Concept of cities and metropolitan cities; Impact of Industrialization and Urbanization on urban Society:

Urbanization and Social problems: White Collar crimes; children in conflict with law; Prostitution; Beggary; Over Crowding &Problems of housing; Health issues

Slums: Definition, meaning, causes and consequences

Environmental conditions of Urban India: Causes and Types of Urban pollution, Urban Waste management measures.

UNIT IV: Rural and Urban Development: **No. of Hours: 10**

Concept, History and Philosophy of Rural development in India

Government programmes (Central and State) for Rural poor, Farmers, Artisans, Labourers, Women, Children, S.C and ST's, Youth -Critical analysis

Urban Community Development and Urban Development: Meaning, Need and Scope.

Government Schemes and programmes: Housing;Water and Sanitation Programmes; Jawaharlal Nehru National Urban Renewal Mission; National Rural Health Mission, National Urban Livelihood Mission

Role of Social Workers in facilitating participatory strategies for Sustainable cities and communities (SDG)

Required reading:

- Mani M. (2016). Smart Cities and Urban Development in India, New Delhi: New Century Publications.
- Manji Suresh (2015) National Policy on Tribals and Tribal Rights, New Delhi: Crescent Publihing Corporation
- Nadarajah.M., Yamamoto Tomoko Ann (2007).Urban crisis, Jaipur: Rawat Publications
- Prasad Shankar Ravi, Sinha Kumar Pramod (2012) Empowerment of Tribal People In India, New Delhi: Anmol Publications
- Sah and Sisodia (2004).Tribal Issues in India, New Delhi: Rawat publications
- Yadav Gireesh (2015). Development and Deprivation of Tribes, New Delhi Rohit Publications

Paper: PS 205.3a: CITIZEN PARTICIPATION AND LOCAL SELF-GOVERNANCE

Total No of Hours: 50

Course Outcome
By the end of the course the student will be able to
- Recognize the key concept of citizenship, participation and governance.
- Develop critical understanding of the functioning of local government institutions
- Acquire understanding of the role of social work in promoting citizen participation in governance

Course Content

UNIT I: Citizen Participation and Local Governance: **No. of Hours: 10**

Citizenship: Concept, Rights and Duties of Citizens; Citizen Leadership

People's Participation: Concept, Principles and Significance

Definition and Concept of Governance, Self-Governance, Local Self- Governance and Good Governance

UNIT II: Evolution of Local Governance in India   **No. of Hours: 15**

73rd and 74th Constitutional Amendment Acts 1992
History of Panchayat, Panchayat Raj Institutions
BalwantRai Mehta Committee Report, Ashok Mehta Committee Report)
Structure and functions of Panchayath and Urban Bodies

UNIT III: Civil Society Organisations in Good Governance   **No. of Hours: 15**
Participation of Women, SC., STs, BCs in Panchayat Raj Institutions
Significance of GramaSabha and Ward Sabha
Role of Civil Society Organizations: NGOs, Media, People based Community Organizations in Good Governance, Right to Information Act, 2005

UNIT IV: Social Work with Rural and Urban Governance: **No. of Hours: 10**
Role of Social Worker in Promoting Participatory Good Governance in rural and urban administration
Direct Intervention: Rural, Urban and Municipality Governance: Mobilization and Organization
Required reading:

- Kaur, Harpreet, (2015). Governance and Democracy in India, New Delhi: Kitab Mahal publishers
- Koreth, George, (2013). Building a Citizens' Partnership in Democratic Governance, New Delhi: SAGE Publications India Pvt Ltd
- Maheshwari S R. (2008). Local Governement in India. Newdelhi: Anmol Publication
- Mahepal, (2015). Journal on Rural Development, Vol.63, No-05, March
- Mehta G S. (2012). Participation of Women in the Panchayet Raj System. New Delhi: Kaushika Publications
- Mehta G S. (2002). Participation of Women in the Panchayet Raj System. New Delhi: Kaushika Publications
- Sheikh, Ahmad,Younis (2014). People's Participation in Local Governance in India, (PDF), https://www.researchgate.net/publication/329415235_PEOPLE'S_PARTICIPATION_IN_LOCAL_GOVERNANCE_IN_INDIA

MEDICAL AND PSHYCHIATRIC SPECILISATION

PH 203.3b: CONCURRENT FIELDWORK PRACTICUM - III

No of Hours: 200

Course Outcome
By the end of the course the student will be able to

- Understand the functioning of a health setting
- Acquire skills in conducting case work (Medical /Psychiatric)
- Demonstrate skills of working with patient as well as family in the management of Patient
- Exhibit counselling skills and therapeutic treatment techniques to study and assess clients with psychological and socio-economic conditions
- Develop skills of planning and conducting health awareness programmes
- Demonstrate knowledge on documentation of interventions in health setting

Course requirements:
- Study organizational set up, structure and functioning of the Health Institution and prepare profile
- Case History taking (2cases)
- Mental Status Examination (2cases)
- Identify and Assessment of Problem areas in the case and list them (2 cases)
- Counselling Assessment and Psycho-education to clients and family (2 cases)
- Liaison Work in Case work (one case)
- Conduct group work (therapeutic/Educational/recreational) with patients/bystanders (2 GW)
- Health Awareness Programmes (1 programme)

Required reading:

- Ahuja, Neeraj, (2003). A Short Text Book of Psychiatry, New Delhi: Jaypee Brothers Medical Publishers Ltd
- Hurlock, Elizabeth, (2000). Child Growth and Development, New Delhi: Tata McGraw Hill Publishing Company Ltd
- Kavita, Singh, (2001). Counselling Skills for Managers, New Delhi: PHI Learning Ltd
- Samuel, T., Gladding, (2014). Counselling: A Compressive Profession, South Asia: Dorling Kindersley (India) Pvt. Ltd
- Sreevani, (2018). A guide to Mental Health and Psychiatric Nursing, New Delhi: Jayapee brothers Medical publishers Ltd.
- Taylor,E., Shelly, (2009). Health Psychology, New Delhi: McGraw Hill Education (India) Pvt. Ltd
- World Health Organisation, (2004). The ICD-10 Classification of Mental and Behavioural Disorders- Clinical descriptions and diagnostic guidelines, Delhi: A.I.T.B.S. Publishers and Distributors

Paper: PS 204.3b: COUNSELLING: THEORY AND PRACTICE

Total No. of Hours: 50

Course Outcome
By the end of the course the student will be able to

- Understand the Holistic Concept of Counselling as a tool for help

- Recognize and synthesize attitudes and values that enhance investment of Self in the Counsellors' role
- Acquire knowledge and skills of using therapeutic approaches
- Articulate the role of a Counsellor as a professional in dealing with various issues of life and to work in different settings

Course Content

UNIT I: Introduction to Counselling   **No. of Hours: 12**
Counselling: Meaning and Definition; Goals and Scope;
History and trends in Counselling
Personal and professional aspects in Counselling: Levels of helping, Professional helping specialties
Ethical and Legal aspects of Counselling: ethical principles and practices, education of professional and Credentialing of Counsellors
Characteristics of Counsellor: Empathy, Genuineness, Concreteness, Sense of humour, Sense of tragedy and Self awareness

UNIT II: Process and Skills of Counselling   **No. of Hours: 14**
Acquainting: Greeting skills, small talk, Privacy and Confidentiality Acceptance and Individualization
Founding: Attending, Observing and Listening Skills
Diagnosing: Study and Assessment, Types of Diagnosis, Psycho-social Diagnosis
Intervening: Pacing, Personalizing, Reframing, Initiating and Evaluating
Termination: Follow-up and Termination of Counselling relationship

UNIT III: Therapeutic Approaches in Counselling   **No. of Hours: 12**
Humanistic Approach: Existential and Client Centered Counselling
Cognitive Approach: Cognitive Behavior Therapy (CBT), Rationale Emotive Behavior Therapy (REBT), Transaction Analysis (TA)
Behavioral Approach: Operant and Classical Conditioning, Behavior Modification Techniques
Expressive Therapy: Music, Art, Drama, Horticultural therapy, Social media therapy
Indian contribution: Yoga and Meditation

UNITIV: Areas of Counselling   **No. of Hours: 12**
Group Counselling: Meaning, Stages, skills
Counselling in difficult Situations: Psychological First Aid Grief, Crisis and Suicide prevention strategies
Educational and Career Counselling: Nature and Scope, Role of Counsellor,
Importance and Need of counselling: Addiction, Marriage and family counselling, Correctional Geriatric and Employee counselling

Required reading:
- Agarwal, J, C, (2007). Essentials of Educational Psychology, 2nd edition, New Delhi: Vikash Publications
- Corey, G., Corey, M,.S., & Callanan, P, (2007). Issues and Ethics in the helping professions, United states: Thomson Brooks/Cole
- Elizabeth, Reynolds, Welfel., & Lewis, E., Patterson, (2005). The Counselling Process: A Multi-theoretical Integrative Approach, New Delhi: Cengage Learning, India, Pvt,
- Jones, Richard-Nelson, (2002). Essential Counselling and Therapy Skills, London: Sage Publications

- John, Antony, D, (2005). Trauma Counselling, Nagarcoil: Anugraha Publications,
- Samuel, T., Gladding, 2014. Counselling: A Compressive Profession, South Asia: Dorling Kindersley (India) Pvt. Ltd
- Kavita, Singh, (2001). Counselling Skills for Managers, New Delhi: PHI Learning Ltd

Paper: PS 205.3b: PSYCHIATRIC SOCIAL WORK

Total No. of Hours: 50

Course Outcome

By the end of the course the student will be able to

- Acquire knowledge on the concept of Mental disorders and Psychiatric Social work.
- Develop an understanding of the various classifications of Psychiatric disorders in children, adolescents and adults, their signs, symptoms, causes and Psycho social Interventions.
- Demonstrate knowledge and skills in the practice of Social work in Community Mental health and Rehabilitation.
- Gain knowledge on the legal provisions for Mental Health.

Course Content

UNIT I: Psychiatric Social Work – Introduction: **No. of Hours: 07**

Introduction to Psychiatric Social Work; Historical background of Psychiatric Social Work in India; Role of a Psychiatric Social Worker in Mental Health settings; Training and scope of Psychiatric Social Work in India

UNIT II: Mental Disorders: **No. of Hours:16**

International Classification of Disorders (ICD – 10)
Neurotic, Stress related and Somatoform Disorders: Phobic anxiety disorders, other anxiety disorders, obsessive compulsive disorders, Reaction to severe stress and adjustment disorders, somatoform disorders, dissociative conversion disorders: clinical symptoms, causes, and management.
Schizophrenia: Definition, types, Clinical symptoms, causes and management
Mood Disorders: Definition, types, Clinical symptoms, causes and management
Organic Mental disorders: Dementia and Delirium – Definition, Clinical symptoms, causes and management
Disorders of Adult Personality and Behaviour – Types, clinical symptoms, causes and management
Psychoactive Substance (Drug) Use Disorders: Major Dependance producing Drugs, criteria & stages of addiction, Management and role of a PSW

UNIT III: Childhood Disorders and Services: **No. of Hours:14**

Classification and Symptoms of Childhood Disorders (ICD-10): Disorders of Psychological development, Behavioural and Emotional disorders with onset usually occurring in childhood and adolescence, Treatment and Role of a Psychiatric Social Worker in the management of Childhood disorders
Mental Retardation: Definition, Levels, causes, Management
Child Guidance Clinic: Structure, functioning and role of a social worker

UNIT IV: Community Mental Health &Welfare/Legal Provisions for Mentally Ill:
                                                                                        No. of Hours:13
Community Mental Health: Meaning, Importance and Role of a Social Worker
Psycho-social Rehabilitation: Meaning and Approaches
Role of Psychiatric Social Worker in a Rehabilitation Centre: Residential/Day Care or Half way Home
National Mental Health Programme 1982;
Mental Health Act, 1987: salient features, Mental Health Care Act 2017: Important changes
Role of Mental Health Authority Boards (Centre & State)

Required reading:
- Ahuja, Neeraj. (2003). A Short Text Book of Psychiatry, New Delhi: Jaypee Brothers Medical Publishers Ltd
- E., Manjuvani. (2000). Influence of School and Home Environment on Mental Health of Children, New Delhi: Discovery Publishing House
- Kapur, Malavika. (2011). Counselling Children with Psychological Problems, Dorling Kindersley (India)Pvt. Ltd
- Namboodiri, V M D. (2014). Introduction to Psychiatry, CBS publications, Delhi
- Sekar, K and Parthasarathy, R. and Muralidhar, D. and Rao, Chandrashekar. (2007) Handbook of Psychiatric Social Work, Published by NIMHANS
- Sreevani. (2018). A guide to Mental Health and Psychiatric Nursing, New Delhi : Jayapee brothers Medical publishers Ltd.
- World Health Organisation. (2004). The ICD-10 Classification of Mental and Behavioural Disorders- Clinical descriptions and diagnostic guidelines, Delhi: A.I.T.B.S. Publishers and Distributors

HUMAN RESOURCE DEVELOPMENT SPECIALISATION

PH 203.3C: CONCURRENT FIELDWORK PRACTICUM-III
                                                                                        No of Hours: 200

Course Outcome
By the end of the course the student will be able to

- Exhibit skills of dealing with human resources for Organisational Development
- Understand the working conditions and mechanisms of Human Resource Development for employee welfare

Course requirements:

- Assist HR department in HR/Admin related function (3 no's)
- Report on Occupational Health and Safety Policies (1 no)
- Procedures on Accreditations (2 no's)
- Report on HRD mechanisms (2 no's)
- Minor research on HRM/HRD concept (1 no)

Required reading:

- Aquinhas, P, G, (2012). Human Resource Management. New Delhi: Vikas Publishing House
- Bhatia, S, K (2001). Case studies in Human Resource Management. New Delhi: Deep and Deep Publications

- Kumar H. L., (2015). What Everyone Should Know about Labour Laws, Delhi: Universal Law Publications Co. Ltd.
- Punekar, Deodhar and Saraswathi Sankaran, (2003), Labour Welfare, Trade Unionism and Industrial Relations, Mumbai: Himalaya Publishing House.
- Panigraphy (2002), Human Resource Development And Labour Welfare; New Delhi: Anmol Publications
- www.labour.gov.in

PS 204.3c: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT
Total No. of Hours: 50

Course Outcome
By the end of the course the student will be able to

- Describe and analyse the role of HR Department in an Organisation
- Recognize the need for employee development function
- Identify the challenges faced by the Human Resource professionals and understand ways to resolve it.
- Demonstrate knowledge and skills for people management

Course Content
UNIT 1: Introduction to Human Resource Management: No. of Hours : 10
Human Resources Management (HRM): Meaning and Nature
Difference between Human Resource Management and Personnel Management
Strategic Human Resource Management: Meaning and Scope
Application of Social Work Methods
Role of Industrial Social Worker

UNIT II: Functional areas of Human Resource Management: No. of Hours: 14
Human Resource Planning: Importance, Process, Barriers
Talent Acquisition: Polices, sources and methods
Selection: Concept, process
Induction: Process, Evaluation
Learning and Development: Meaning, Types; Management Development
Remuneration Management: Fixation of remuneration, Salary Components, Fringe benefits

UNIT III: Functional areas of Human Resource Management: No. of Hours: 14
Promotion, Transfers, Demotion: Meaning, Types, Causes
Management of Leave and Holidays
Grievance Management: Importance, Process
Separation: Concept of Retirement, Resignations, Dismissal, Exit Interviews
Talent retention: Importance and methods

UNIT IV: Introduction to Human Resource Development: No. of Hours : 12
Human Resources Development (HRD): Meaning, Nature and Scope
Human Resource Development: Processes and Outcomes
360 Degree Appraisal- Process, Advantages and Disadvantages
Career Management and Development: Importance and Process
Employee Counselling- Need and Method

Required reading:

- Aquinhas, P, G, (2012). Human Resource Management. New Delhi: Vikas Publishing House
- Ashwathappa, K, (2013). Human Resource Management Text and cases.NewDelhi:McGraw Hill Education (India) Pvt Ltd
- Bhatia, S, K (2001). Case studies in Human Resource Management. New Delhi: Deep and Deep Publications
- Bhattacharyya Deepak Kumar (2012). Human Resource Management. New Delhi: Excel Books
- Dash, Babita (2013).Job Satisfaction and Motivation. New Delhi: SSDN Publishers and Distributors
- Flippo, Edwin, (1984). Personnel Management. Singapore: McGraw-Hill International Editions
- Rao, Subba, Rao, (2007). Personnel and Human Resource Management. Mumbai: Himalaya Publishing House

PS 205.3c: LABOUR LEGISLATIONS AND INDUSTRIAL RELATIONS

Total No. of Hours: 50

Course Outcome
By the end of the course the student will be able to

- Understand various Labour legislations and Industrial Relations in India
- Interpret and apply relevant laws and acts in specific cases
- Critically reflect on issues, limitations and challenges confronting labor laws in India
- Gain Insights on labour problems and industrial relations in India and offer meaningful inputs for improvement of labour-industry relations

Course Content
UNIT I: Introduction to Labour Legislations and Welfare Legislations:

No. of Hours : 13

Concept, Objectives importance and classification
ILO and Indian Labour Legislation
The Factories Act, 1948: Definitions, Objectives, Applicability, Obligations, Provisions, Factories Inspector – Appointment and Powers
The Karnataka Shops and Commercial Establishments Act, 1961: Definitions, Objectives, Applicability, Obligations, Provisions, Powers of Inspector and Maintenance of Registers
The Contract Labour (Regulation and Abolition) Act, 1970: Definition, Applicability, Registration, Licensing, Welfare and Health, Inspecting Staff and Maintenance of Registers

UNIT II: Wage Legislations: **No. of Hours: 12**
The Payment of Wages Act, 1936: Definitions, Objectives, Applicability and Provisions and deductions

The Minimum Wages Act, 1948: Definitions, Objectives, Applicability, Fixation, Provisions, Advisory Board, Obligations and Inspectors
The Payment of Bonus Act, 1965: Definitions, Objectives, Eligibility, Computation
Equal Remuneration Act, 1976**: Objectives, Scope, Applicability& Provisions

UNIT III: Industrial Relations   No. of Hours: 13
Industrial Relations: Concept, Meaning and Objectives
Grievances: Causes, Grievance Redressal Procedures
Disciplinary procedure: Aspects of discipline, Principles for maintenance of discipline, Code of discipline, Steps in disciplinary action
Workers Participation in Management: Meaning, Objectives & Types
Collective Bargaining: Definition, Process, Importance

UNIT IV: Legislations for Industrial Relations   No. of Hours: 12
The Industrial Disputes Act, 1947: Definitions, Objectives; Authorities, Committees; Conciliation, Arbitration and Adjudication Procedure, Labour Court and Tribunals; Strikes and Lockouts; Lay-off and retrenchment
The Industrial Employment (Standing Orders) Act, 1946: Preamble, Applicability, Provisions
The Trade Union Act, 1926: Definitions, Applicability, Registration, Provisions

Required reading:

- Dr. Sanjeev Kumar, (2002). Industrial and Labour Laws, New Delhi: Bharat Law House Pvt. Ltd.
- Jayaprakash Reddy R., (2004). Labour Welfare and Personnel Service, New Delhi: APH Publishing Corporation.
- Kapoor N. D., (2006), Elements of Industrial Law, New Delhi: S Chand and Co.
- Kumar H. L., (2015). What Everyone Should Know about Labour Laws, Delhi: Universal Law Publications Co. Ltd.
- Punekar, Deodhar and Saraswathi Sankaran, (2003), Labour Welfare, Trade Unionism and Industrial Relations, Mumbai: Himalaya Publishing House.
- Singh B. D., (2008). Industrial Relations and Labour Laws, New Delhi: Excel Books.
- Misra, S.N. (2016). Labour and Industrial Laws. New Delhi: Universal Law Publisher

PO 206.3 - HUMAN RIGHTS AND SOCIAL DEFENCE (Open Elective)

Total No. of Hours: 40

Course Outcome
By the end of the course the student will be able to

- Define and explain the concept of human rights and recognize the rights of various marginalized sections of society
- Apply human rights framework for understanding vulnerable groups
- Acquire competencies of using the legal provisions and social defence systems to protect the vulnerable

Course Content

UNIT I: Introduction to Human Rights: No. of Hours: 7
Concept and History
The Universal Declaration of Human Rights in 1948
United Nations Convention on the Rights of Child
Declaration on Elimination of All Forms of Intolerance and Discrimination Based on Religion and Belief

UNIT II: Human Rights in the Indian Context: No. of Hours: 10
Human Rights Evolution in India and concern
 Fundamental Rights in Indian Constitution
Contemporary issues in Human Rights: Violation of Child rights, Women's Rights, Rights of Minorities, Dalit Rights and Rights of Persons with Disabilities
Environment and Human Rights

UNIT III:Human Rights Regulation and Protection Systems: No. of Hours: 11
Human Rights Commission (National and State) and its role
Human Rights Advocacy and Civil Society Initiatives in India-People's Union for Civil Liberties and People's Union for Democratic Rights
Role of Media in protecting Human Rights
International Human Rights Agencies: Amnesty International and Human Rights Watch

UNIT IV: Social Defence and Services for Children   No. of Hours: 12
Juvenile Justice (Care and Protection of Children) Act 2015
Protection of Children from Sexual Offences Act 2012 [POCSO]
Institutional Services for Children, Women and elderly
Community Based Services for Children, Women and elderly

Required reading:

- Biswal, Tapan (2007). Human Rights Gender and Environment, Viva Books Private Ltd, New Delhi.
- Janusz, Symonides (2005). Human Rights Concept and Standards, Rawat Publications, Jaipur:
- Nirmala V. (2013). Law Relating to Human Rights, Asia Law House, Hyderabad:
- Reichert, Elizabeth (2003). Social Work and Human Rights,: Rawat Publications, New Delhi
- Sharma, Subhash (2018). Human Rights Text and Context, Rawat Publications, Jaipur
- Usgaonkar, Manju (2020). Human Rights and Women Empowerment, Mark Publishers, Jaipur

PS 201.4: PROJECT PLANNING AND MANAGEMENT

Total No. of Hours: 50

Course Outcome
By the end of the course the student will be able to

- Acquire knowledge and skills to facilitate participatory project management
- Develop competency to facilitate process of participatory planning with varied groups.
- Imbibe values and attitudes that are essential for participatory projects for development

Course Content
UNIT I: Participatory Project Planning and Management   **No. of Hours: 10**
Project: Concept, types and components
Project Planning and Management
Participatory Project Planning and Management
Project cycle

UNIT II: Project Formulation and Projects for Development   **No. of Hours: 12**
Process of Project Formulation; Participatory study, Problem identification and problem analysis-Cause/Effect analysis, Problem Statement
Designing Project Proposals: Project on Micro Enterprises, Project on Education, Project on Health, Project on Housing, Project on Empowerment, Project on Malnutrition, Project on Self Employment Training
Development: Concept
Project Development Environment
Participatory Rural Appraisal in Project Development

UNIT III: Techniques and Strategies in Project Development   **No. of Hours: 14**
Alternative ways of achieving objectives-Force field analysis
Programming: Gantt chart, Personnel plan.
Budgeting: Costing and Financial Plan;
Profit Analysis (Breakeven analysis)
Programme Evaluation and Review Techniques [PERT]: Concepts and uses
Evaluation: Criteria and means of evaluation
UNIT IV: Project Funding   **No. of Hours: 14**
National and International Funding Agencies: Central Social Welfare Board, CARITAS, OXFAM, CFI, UGC, CAPART , Ford Foundation and CSR funds
Foreign Contribution (Regulation) Act, 1976 - Requirements for Registration, Rules and Regulations, Privileges and recent amendments
Trust Act, 1908- Requirements for Registration, Rules and Regulations, Privileges
The Cooperative Society Act, 1912 - Requirements for Registration, Rules and Regulations, Privileges
The Companies Act, 1956- Requirements for Registration, Rules and Regulations, Privileges

Required reading:

- Cleland, David. 2011. Field guide to project management. New York: Wiley.
- Drucker, Peter, F,(2011). The Practice of Management, New Delhi: Allied Publishers Limited

- Devaux, Stephen. 1999. Total project control: A manager's guide to integrated project planning, measuring, and tracking. New York: Wiley.
- Kerzner, H. 1998. Project management: A systems approach to planning, scheduling, and controlling, 6th Ed. New York: Van Nostrand Reinhold
- Roberts P, 2010. A Guide to Project Management. London: Profile Book Ltd
- Schermerhirn, John.,R,(2010). Introduction to Management,New Delhi: Wiley India
- Soundaians, S, (2011). New Dimensions of Management,Chennai: MJP Publications
- Soundaians, S, (2011). New Dimensions of Management,Chennai: MJP Publications

COMMUNITY DEVELOPMENT SPECIALISATION

PH 202.4a: CONCURRENT FIELDWORK PRACTICUM-IV

Total Hours – 20 hrs

<u>**Course Outcome**</u>
By the end of the course the student will be able to

- Develop the skills of community organizer
- Learn the administrative tasks
- Inculcate professional values of community organizer

Course requirements:

- Mobilize people of the community (to address any one need of their community)
- Organise activities for their capacity reflection and action to meet their need
- Organize one community programme based on the felt need of the community (network with Government and Non-Government Organisations)
- Initiate or become a part of social action movement organized by any civil society organisation
- Prepare one proposal for community welfare by applying the methods of project planning (Force field analysis/Gantt chart/ PRA)

Required reading:
- Patil, Asha, Ramanagouda. (2013).Community Organization and Development, Delhi: PHI Learning Pvt.Ltd
- Raju Lakshmipathi M. (2012) Community Organisation and Social Action, Regal Publications, New Delhi

- Singh Ram Shankar (2011) Social Work and Community Development, ABD Publishers, Jaipur

PS 203.4a: EDUCATION FOR DEVELOPMENT

Total No. of Hours: 50

Course Outcome

By the end of the course the student will be able to

- Develop critical perspective on the system of formal as well as non-formal education.
- Acquire skills of designing educational programmes for varied groups of disadvantaged learners
- Develop Social Work strategies in the field of education.

Course Content

UNIT1: Introduction to the concept   **No. of Hours: 10**

Concept and types of Education: Formal, Informal, Non formal, Historical review of Education in India, The importance of Education in Development & Social Changes;

National Educational Policy 2020

UNIT II: Non formal Education and Adult Education   **No. of Hours: 14**

Adult Non- formal Education; Concept of Adult Education, Adult literacy, Aims and objectives of Non Formal Adult Education, Historical background of Adult Education in India; National policy on Adult Education; National literacy Mission, Critique of Adult Education policies and programmes   Role of Social Workers in Adult Education and Alternative Education for children as a Facilitator, Organizer, Programme planner and Resource Mobilizer.

UNIT III: Contemporary and Participatory School of Education   **No. of Hours: 12**

Theoretical perspectives and approaches to contemporary and participatory Education: Paulo Friere -Contradictory consciousness; Paulo Freire's Conscientization process; Buddhist, Gandhian, Ambedkar's perspectives on Education; Education as a tool for Empowerment and Justice.

UNIT IV: Designing Participatory School of Education   **No. of Hours:14**

Designing Participatory Adult Education Programmes, Understanding the learners, Identifying and Analyzing learning needs, formulating general and measurable objectives, selecting appropriate content, Choice of methods and material, formulating criteria and methodology for Participatory and Non- participatory educational programmes.

Required reading:

- K, Venkata Reddy, K . (2012) Changing Attitude in Education in India, Atlantic Publishers, New Delhi,
- *NCRI,(2013). National Policy on Education with modifications undertaken in 1992 (PDF),National Council of Educational Research &Training*
- Rao, Pulla, (2012). Right to Education, as an Inclusive Policy, New Delhi: ABD Publishers
- Reddy, K, Venkata,(2012).Changing Attitude in Education in India, New Delhi: Atlantic Publishers
- Sasikumar, v, (2011). Education System in India, New Delhi: Anmol Publications
- S,P , Naik ,(2010),   (Education for Twenty First Century, Anmol publication, New Delhi
- S. Venkataiah. (2011). Nonformal Education, Anmol publication Pvt. Ltd.
PS 204.4a CORPORATE SOCIAL RESPONSIBILITY

Course Outcome

By the end of the course the student will be able to
- Understand the concepts, need and functioning of CSR in India
- Analyze the CSR strategies of various corporate sectors of India
- Develop the skills and knowledge of managing CSR projects and socially responsible initiatives

Course Content

Unit I: Introduction to Corporate Social Responsibility (CSR)   **No. of Hours 10**

Corporate Social Responsibility (CSR): Meaning, definition and concept

Business Ethics and Corporate Social Responsibility: Case study of WIPRO

Theories of CSR

Principles of CSR

Unit II: Corporate Social Responsibility in India   **No. of Hours 10**

Evolution of CSR in India

Scope for CSR in India

Provision of CSR in Companies Act, 2013 (Section 135)

Companies (Corporate Social Responsibility Policy) Amendment Rules, 2016

Unit III: Planning and Implementation of CSR   **No. of Hours 15**

Components of CSR Policy: Case studies of Infosys and TATA steel

Participatory programme planning, financial management, administration, monitoring and evaluation of CSR projects

Case studies of successful corporate initiatives – Bajaj Auto, Coca- Cola India, Hindustan Lever and MRF

Unit IV: Corporate Partnership and Institutions   **No. of Hours 15**

Role of NGO's in promoting CSR

Role of Government in promoting CSR in public sector

Role of Social Work Profession in CSR – Application of Social Work methods

Critical issues in implementing CSR

Required reading:
- Bansal, Sandeep K., Bansal, Sanjeev K., Bansal, Rama. (2018). Business Ethics and Corporate Governance, Kalya Publishers, Ludhiyana
- Baxi C.V., Ray,Sinha, Rupamanjari (2012). Corporate Social Responsibility, Vikas Publishing House, Noida
- Crane, Andew., Matten Dirk (2016). Business Ethics. Oxford University Press, UK
- Rao, Viyyanna K., Raju, Naga G. (2017). Business Ethics and Corporate Governance, I.K., international Publishing House, Pvt, LTD, New Delhi
- Sharama, Sanju., (2016) Business Ethics and Corporate Social Responsibility, Rawat Publications, New Delhi
- Singh Chandarama (2017). Corporate Social Responsibility Challenges in the age of Globalization. Horizon Press, Jaipur

MEDICAL AND PSYCHIATRIC SPECIALISATION

PH 202.4b: CONCURRENT FIELDWORK PRACTICUM - IV

Total Hours: 200

Course Outcome

By the end of the course the student will be able to

- Understand the role of Psychiatric and Medical Social Worker in a health setting
- Acquire skills in conducting case assessment and diagnosis (Medical /Psychiatric)
- Specific Skills in working with patient as well as family in the management of patient
- Develop skills in planning and conducting health awareness programmes
- Demonstrate knowledge on documentation of interventions in health setting
- Exhibit knowledge on specific areas of Medical Social Work in health care settings

Course Requirements:

- Case History assessment (2 cases)
- Mental Status Examination (4 cases)
- Assessment of Problem areas in the case and prepare trainee's Intervention plan (2 cases)
- Psycho-education to family (4 cases)
- Liaison Work in Case work (2 cases)
- Conduct group work (therapeutic/Educational/recreational) with patients/bystanders (one each-therapeutic/Educational/recreational)
- Health Awareness Programmes (1programmes)
- Study of specific areas of Medical Social Work Practice-Rehabilitation, Organ Donation, Blood Bank, ICTC, Community Health Care, Oncology, Pediatric, Geriatric Social Work, Hospital Administration etc

Required reading:
- Ahuja, Neeraj, (2003). A Short Text Book of Psychiatry, New Delhi: Jaypee Brothers Medical Publishers Ltd
- Samuel, T., Gladding, (2014). Counselling: A Compressive Profession, South Asia: Dorling Kindersley (India) Pvt. Ltd
- Sreevani, (2018). A guide to Mental Health and Psychiatric Nursing, New Delhi: Jayapee brothers Medical publishers Ltd.
- Taylor,E., Shelly, (2009). Health Psychology, New Delhi: McGraw Hill Education (India) Pvt. Ltd
- World Health Organisation, (2004). The ICD-10 Classification of Mental and Behavioural Disorders- Clinical descriptions and diagnostic guidelines, Delhi: A.I.T.B.S. Publishers and Distributors

PS 203.4b: WORKING WITH CHILDREN AND FAMILIES
Total No of Hours: 50

Course Outcome

By the end of the course the student will be able to

- Gain understanding into the problems of children and adolescents and need for child welfare
- Demonstrate knowledge of various child welfare services, programmes, policies and legal provisions.
- Develop an understanding of the family life cycle stages, identify problems across these stages and Social work interventions.
- Gain insight into working with the changing families.

Course Content

UNIT I: Child Welfare and Child Issues: No. of Hours:15
Child Welfare: Meaning, importance and need for Child Welfare in India
Child Abuse: Forms, Impact on Child, Interventions

Child Trafficking: Meaning, situation in India, Impact on child, Interventions
Child Labour: Situation in India, problems, Governmental and Non-governmental measures
Girl Child: situation, Governmental and Non-governmental measures
Street children: Definition, Situation in India, Governmental and Nongovernmental measures

UNIT II: Child Welfare: Legal Provisions and Services: **No. of Hours:12**
Concept of Child Rights; UN Charter on Rights of the child
National Policy for children; Juvenile Justice (Care and Protectio of Children) Act, 2015
Prevention of Children against Sexual Offences (POCSO) Act, 2012
De-institutionalization Services for children: Adoption, Foster Care, Sponsorship
Child line and its functioning
Child Rights Advocacy

UNIT III: Adolescent Development, Problems and Interventions: **No. of Hours:08**
Adolescent Development: Characteristics & needs of Adolescent Period
Parent adolescent relationship: significance and issues
Psychological/Emotional issues & Risk behaviors in adolescents and Interventions
Welfare measures for Adolescent girls- Central and State Government

UNIT IV: Family Life Cycle and Changing Families: **No. of Hours:15**
Need and Importance of working with families: Social Work perspective
Introduction to Family Life Cycle (FLC) perspective, FLC stages (Duvall & Miller,1985): Stage 1 to Stage 8 - Developmental tasks, problems and Interventions.
Single Parent Families: Issues & Interventions
Family Violence: Forms, Impact on Individual & Interventions
Divorce: Its impact on spouse and children & Interventions
Role of family Courts in India

Required reading:

- Bose,A. B. (2003). The state of Children in India, New Delhi: Manahar Publishers
- Chakraborthy, Krishna. (2002). Family in India, New Delhi: Rawat Publications
- Ghosh, Sumathi. (2003). Adolescent Behaviour, New Delhi: Penguin Books
- Hurlock, Elizabeth. (2000). Child Growth and Development, New Delhi: Tata McGraw Hill Publishing Company Ltd
- Kumar, Praveen; Kumari, Ved. (2010). The Juvenile Justice System in India, Oxford University Press
- Manjuvani, E. (2000). Influence of Home and School Environment on Mental Health of Children, New Delhi: Discovery Publishing House
- Patel, Tulsi. (2005). The Family in India: Structure and Practice, New Delhi: Sage Publications

PS 204.4b: MEDICAL SOCIAL WORK

Total No of Hours: 50

Course Outcome
By the end of the course the student will be able to

- Demonstrate knowledge on communication strategies for promotion of health in prevention, care and management.
- Critically appraise policies, programmes and advocacy strategies of various national and inter-national organizations in the field of health and care services
- Articulate personal and professional values and promote skills required to perform as valued professionals in a multidisciplinary health settings
- Utilize community resources for purposes of consultation, collaboration, advocacy, referral, and networking on behalf of clients and families and reinforce the needs of clients.

Course Content
UNIT I: Concept of Health   **No. of Hours: 10**

Meaning of Health
Dimensions of Health: Physical, Mental, Social and Spiritual
Determinants and Indictors of Health
Health Education: Meaning and Importance, Principles, Techniques and Strategies
Good Health and Wellbeing (SDG)

UNIT II: Medical Social Work   **No. of Hours: 14**

Medical Social Work: Meaning, Definition, Objectives, Need and scope
Historical Development of Medical Social Work in India and Abroad
Practice of Social Work methods in Hospital settings: Need and importance of working with patients and families
Role and Functions of Medical Social Worker: Maternity and Pediatrics, Gerontology, Blood Banks, Organ Transplant Centres, Trauma Care Centres, Hospice Settings, NGOs managing Health Services and Hospitals
Team work and Multi-disciplinary approach to Health Care

UNIT III: Community and Health Care Organizations   **No. of Hours: 12**

Hospitalization: Concept, Impact of long-term hospitalization on Patients and families
Hospital Administration: Meaning and concept
Community Health Care and Education: Concept, Principles of Health care role of Medical Social Worker
Levels of Health Care: Primary Health Care, Secondary Health Care and Tertiary Health Care
National and International Organisations: WHO, UNICEF and NACO

UNIT IV: Diseases and Management   **No. of Hours: 14**

Disease: Meaning and Concept
Communicable and Non-communicable Diseases: Meaning, Causes and Types
Terminal Illnesses and Chronic Illnesses: Meaning, Impact on Patient and family; Palliative Care and
Pain Management; Psychosocial Interventions-Role of a Social Worker
National Health Programmes: National Vector Borne Diseases Control Programme, Revised National Tuberculosis Control Programme (RNTCP), National AIDS Control Programme (NACP)
Rehabilitation: Definition, types and principles; Role of Medical Social Worker in Rehabilitation

Required reading:

- Goel, Rajneesh, (2002). Community Health Care, New Delhi: Deep and deep Publication, Pvt. Ltd,
- Goel, S, L, (2007). Health Education: Theory and Practice, New Delhi: Deep and deep Publication, Pvt. Ltd
- Pandya, Ramaswami, (2010). Community Health Education, Jaipur: Rawat Publications,
- Park, K, (2007). Preventive and Social Medicine, Jabalpur: M/S BamaraidasBhonot Publication
- Satpathy, G, C, (2003). Prevention of HIV/AIDS and Drug Abuse, New Delhi: ISHA Books,
- Saxena, Amit, (2004). Medical Social Work, New Delhi: Centrum Press, ISBN 978-83-5084-116
- Singh, Surendra., & Misra P, D, (2000). Health and Diseases, Dynamics and Dimensions ,Luknow: New Royal Book Company, -ISBN 81-85936-06-4

HUMAN RESOURCE DEVELOPMENT

PH 202.4C: CONCURRENT FIELDWORK PRACTICUM-IV

Total hours: 200

<u>**Course Outcome**</u>
By the end of the course the student will be able to

- Acquire social work knowledge and professionalism in the areas of Human Resource Development
- Develop critical understanding on applicability of labour legislations in various organizational set- up

Course requirements:

- Learn Organisational Profile (1 no)
- Meeting with Facilitators (2 no's)
- Report on HR Manuals (2 no's)
- Organise/ Assist HR Department in Organisational events (1 no)
- Report on best practices of the Organisation (1 no)
- Procedures of enrolment and updating of employee details on Governmental portal (2 no's)

Required Reading:

- Sanjeev Kumar, (2002). Industrial and Labour Laws, New Delhi: Bharat Law House Pvt. Ltd.
- Jayaprakash Reddy R., (2004). Labour Welfare and Personnel Service, New Delhi: APH Publishing Corporation.
- Kapoor N. D., (2006), Elements of Industrial Law, New Delhi: S Chand and Co.
- Kumar H. L., (2015). What Everyone Should Know about Labour Laws, Delhi: Universal Law Publications Co. Ltd.
- Punekar, Deodhar and Saraswathi Sankaran, (2003), Labour Welfare, Trade Unionism and Industrial Relations, Mumbai: Himalaya Publishing House.
- Singh B. D., (2008). Industrial Relations and Labour Laws, New Delhi: Excel Books.
- Misra, S.N. (2016). Labour and Industrial Laws. New Delhi: Universal Law Publisher

PS 203.4c: EMPLOYEE WELFARE IN INDIA

Total No. of Hours: 50

Course Outcome
By the end of the course the student will be able to

- Demonstrate proficiency in the concept of Employee Welfare
- Relate the role of Human Resource professionals in development of employee conditions
- Propose and implement employee welfare programmes
- Interpret labour laws and apply provisions for employee/organisational development

Course Content

UNIT I: Introduction to Employee Welfare: **No. of Hours: 11**

Employee Welfare: Meaning, Scope and Philosophy
Role of the State in Employee Welfare
Merits and Demerits of welfare measures
Types of Welfare Activities: Intra-mural facilities and Extra- Mural facilities

UNIT II: Social Condition and Development: **No. of Hours: 12**
Development of Labour Conditions in India
Industrial Working Class and its Characteristics
Problem of Recruitment and Employment
Problems of Unorganized Labour, Bonded Labour and Child Labour

UNIT III: Industrial Problems: **No. of Hours: 13**
Absenteeism and Job turnover, Problem of Job Commitment, Housing Problems, Indebtedness, and Alcoholism
Industrial accidents: Nature, types and causes
Occupational Health Hazards: Types, effects on health
Role and responsibilities of industry in occupational health and safety

UNIT IV: Statutory Regulations to Employee Welfare: **No. of Hours: 14**
Employees' State Insurance Act, 1948: Objectives, Applicability, Contributions, Procedure for enrolment, Benefits, Obligations of an employer, Forms and Returns
The Employees' Provident Funds and Miscellaneous Provisions Act, 1952: Objectives, Applicability, Contributions, Obligations of an employer, Benefits
Maternity Benefit Act, 1961: Objectives, Applicability, Conditions of benefits, Obligations of an employer, Benefits
Payment of Gratuity Act, 1972: Meaning, Calculation, Obligations
The Employee's Compensation Act, 1923: Objectives, Liability of the Employer, Calculation

Required reading:

- Thiruchanuru, Swetha (2013). Effectiveness of Employee Welfare. Lambert Publications
- Moorthy, M, V. (2011). Principles of Labour Welfare. Delhi: Oxford and IBH

- Pandey, Meena, (2010). Labour Laws. Mumbai: Himalaya Publishing House
- Row, Sanyasi, (2001). Labour Laws. Vishakapatnam: Andhra Law House
- Panigraphy (2002), Human Resource Development And Labour Welfare; New Delhi: Anmol Publications
- Jayanthi, S. and Ilangovan, Dr. K., A Study on Awareness and Satisfaction towards Employee Welfare Measures (2019). International Journal of Engineering and Management Research, Volume- 9, Issue- 4 (August 2019), Available at SSRN: https://ssrn.com/abstract=3479598
- Dayarathna, Dushar. (2019). Employee Welfare Management.New Delhi: Anmol Publications

PS 204.4c: ORGANIZATIONAL BEHAVIOUR AND DEVELOPMENT
Total No. of Hours: 50

Course Outcome
By the end of the course the student will be able to

- Understand the concepts and foundations of organizational behaviour
- Develop capacity to analyze the motivations and implications of individual and group behaviour on organizations.
- Demonstrate knowledge on nature of organizational set up.
- Critically analyze the dynamics of organizational behaviour and to reflect on the essentials of organizational development

Course Content

UNIT I: Introduction to Organizational Behaviour: No. of Hours: 12
Organizational Behaviour: Definition, Objectives, Nature and Scope
Role of Organizational Behaviour
Process and Models of Organizational Behaviour
Challenges faced by Management with organisational Behaviour

UNIT II: Foundations of Individual Behaviour: No. of Hours: 13
Personality: Concept, Types, Factors Influencing Personality
Enneagram Model of Personality: Concept
Perception: Meaning and Importance, Process, influencing Factors, Enhancing Perception, Application in Organizational Behaviour
Motivation: Meaning, Types, Steps and Effects on Work Behaviour
Attitudes and Values: Meaning, Components of Attitude (ABC model); Changing Attitudes, Values and Organizational Behaviour

UNIT III: Foundations of Group Behaviour: No. of Hours: 12

Group Behaviour: Group Norms, Group Cohesion, Group Role, Group Conflict, Group Decision Making

Team Building: Meaning, Types, Process, Roles, Causes for team failure, Techniques for team success

Leadership: Meaning, Nature, Functions

Job Satisfaction: Meaning, Determinants, Measurement, Effects

UNIT IV: Dynamics of Organisation   **No. of Hours: 13**

Organisational Structure: Meaning, Elements; Division of Labour, Departmentalisation, Span of Control, Delegation of Authorities, Centralization and Decentralisation, Formalisation

Organizational Climate: Concept, Need, Determinants

Organizational Culture: Definition, Types, Functions

Organizational Conflict: Definition, Source, types, Conflict Management

Organizational change: Concept, Factors of Organizational change, planned change, Resistance to change, overcoming resistance to change

Organizational Development: Meaning, Objectives, Characteristics and Interventions –Individual and group focused

Required reading:

- Ashwathappa K., (2014). Organisational Behavior (11ᵗʰ Ed.), New Delhi: Himalaya Publishing House.
- Khanka S. S., (2000). Organisational Behaviour, New Delhi: Excel Books.
- Nelson and Quick, (2009). Organisational Behaviour, New Delhi: Cengage Learning.
- Rao Subba P., (2014). Management and Organisational Behaviours, New Delhi: Himalaya Publishing House.
- Schermerhorn, Hunt and Osborn, (2001). Organisational Behaviour, (7th Ed.) New Jersey: John Wile.
- Singh Kavita, (2010). Organisational Behaviour, Delhi: Pearson Education.
- Stephen Robbins P., (2001). Organisational Behaviour (9th Ed.), Chennai: Prentice Hall of India.

PS 205.4   RESEARCH PROJECT

Course Outcome
By the end of the course the student will be able to

- Understand the nature of social science research and its distinctive characteristics
- Understand the requirements and components of social science research
- Develop a critical perspective of the subject matter in the backdrop of review of literature
- Adopt appropriate plan and methodology for research, data collection and analysis relevant to research area and to organize research in accordance with the methodological requirements.

Requirements:

Research project is mandatory for every student in the fourth semester. However, students should begin the work in the third semester in consultation with the research guide. Here student identifies the problem and formulates the problem with objectives. Review of literature and introductory material is gathered and tools are formulated. During third semester vacation students are expected to do their data collection. Every student will complete the research project under the guidance of a faculty of the Department on topics related to Social Work and/or its thrust areas.

Guidelines to prepare the Research Project:

- Research project report should be typed on A4 sized sheets, one sided print in Times Roman12 point font, double –spaced and with 1"margin on all sides of the page.

- It should be in accordance with the methodological requirements of thesis and should consist of references in APA format.

- Length of the research project should be between 85- 100 pages, but not exceeding 150 pages (including pages of annexure).

- Minimum of 50 samples must be taken in the project

- Report of research project has to be typed and hard bound.

- Study should be original and plagiarism should be avoided so as any unacknowledged sources and commercial notes.

Assessment and submission

Total marks for the research project will be 100 (30 marks of Internal assessment+70 marks thesis valuation and viva voce).
Three copies of the research project report duly certified by the faculty supervisor and counter signed by the Head of the Department and the Principal should be submitted before the commencement of the End Semester Examination or Fourth Semester.
When the research study is undertaken in any organization/industry/clinical setting a copy of research project report should be submitted to them

Format of the Research Project:
Each Research Project shall consist of the following sections.
Section I: Preliminaries
Section II: Body of the Report
Section III: Annexure

Section I: It is a formal general section and shall have the following details
   1. Title page

2. A face sheet having details regarding the title of the study, name of the researcher with Register number, name of the guide, department and institution through which the study has been undertaken under University, year of the work.
3. Forward/ Acknowledgement
4. Table of contents with Page numbers
5. List of tables, Charts, Graphs
6. Certification from the guide
7. Certification from the agency where study has been carried out (certificate is not compulsory in case of the topic related to the open community)

Section II: It's a formal technical section which shall consist of the following chapters
Abstract
1. Introduction
2. Review of literature
3. Methodology
4. Results and Discussion
5. Major Findings & conclusion
6. Recommendations

Section III: This section shall consist of all such additional information (Annexures) that are not disclosed in the body of the report.
1. Bibliography
2. A copy of the tool used for data collection
3. Additional statistical tables
4. Photographs
5. Any other relevant material approved by the guide

Required reading:

- Anand, Shelley, (2002). Research Methods and Techniques in Social Science, New Delhi: Common Wealth Publishers
- Das, D.K, Lal, (2005). Designs of Social Research, New Delhi: Rawat Publications
- Gupta, Santosh, (2003). Research Methodology and Statistical Techniques, New Delhi: Deep and Deep Publications
- Kapoor, D, R, and Saigal, Puja, (2013). Research Methodology-Methods and Techniques, New Delhi: Regal Publications
- Walliman, Nicholas. (2001). London: Your Research Project, Sage Publications

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