SRI RAMAKRISHNA MISSION VIDYALAYA

COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

COIMBATORE – 641 020

RE-ACCREDITED BY NAAC WITH 'A' GRADE

DEPARTMENT OF SOCIAL WORK

SYLLABUS

2016-17 ONWARDS

SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS), COIMBATORE – 641 020

MSW (Master of Social Work)

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code: 16PSW1C01

Course title   : CORE : Professional Social Work

Semester : 1   Duration: 4 hours / week   Credit: 4

OBJECTIVES
- To introduce students to history of social work
- To make them understand the basic concepts of social work
- To develop an understanding of emergence of social work as a profession
- To facilitate the understanding of social work practice in different settings

UNIT-I

Introduction to Social Work: **Social Work:** Definition, Objectives, Philosophy, Principles, Functions and Scope of social work in India - **Use of terms:** Social welfare, Social defense, Social service, Social reform, Social security, Social justice and Social legislation - Brief history of social work in USA, UK and India.

UNIT – II

Methods of Social Work: Concepts ofSocial case work, Social group work, Community organization, Social work research, Social welfare administration and Social action - Social reform movement in India - **Major contribution of social reformers:** Swami Vivekananda, Raja Ram Mohan Roy, Eashwar Chander Vidya Sagar, Dayanand Saraswathi and E.V. Ramaswamy -**Forms of social work**: Voluntary social work, Gandhian constructive work, Radical social work.

UNIT – III

Social work profession: Social work as a profession, Professional values, ethics, Skills of social work, Tools and techniques of social work, Applicability of the concept of social work in India - Field work and its importance -**Social work in India**: Recent trends in social work education in India –Micro, Mezzo and Macro social work practice in India, Problems and Prospects of professional social work - **Association of Social Work(Aims and Functions):**National Association of Social Work (NASW), NAPSWI (National Association of Professional Social Workers in India) and PSWA (Professional Social Workers Association – Tamil Nadu).

UNIT – IV

Emerging areas of social work practice: Disability: Concept of disability, Causes, Types of disability, Disability counseling, Skills and Intervention strategies at individual, group, family and community levels - Governmental and non-governmental services for the disabled - Person with Disabilities Act, 1995–

Environmental Protection: Concept and Objectives of environmental protection, Creating environment awareness among people, Role of social worker and Development organisations in environment education and protection.

UNIT – V

Emerging areas of social work practice: Disaster Management: Concept, Types, Stages and Phases of disaster management, The Disaster management Act, 2005 -**Gerontology**: Concept, Factors contributing to the problems of elderly, **Programmes for the elderly:**Constitutional and Legislative provisions for the welfare of the elderly -**Transgender:** Concept, Causes, Cultural practice, Issues faced by transgenders, Government policies and programmes for transgender.

REFERENCE

1. Anand Sirohni. (2005). *Encyclopedia of Social Welfare*. New Delhi: Dominant Publishers and distributors.
2. Bhattacharya Sanjay. (2004). *Social Work an Integrated Approach*. New Delhi: Deep & Deep.
3. Devi Rameshwari & Ravi Prakash. (2004). *Social Work Methods, Practices & Perspectives.* Vol. 1,2,3, Jaipur: Mangal Deep.
4. Hajirakumar.(1994). *Social Work an Experience, Experiments in India*. New Delhi: Gitanjali.
5. Harishkumar. (2004). *Social Work*. vol. I,II & III, Delhi: Isha Books.
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11. Nitin Batra.(2004). *Dynamic of Social Work in India.* Jaipur: Raj publishing House.

SUGGESTED READINGS

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2. Das Gupta, S. (Ed.). (1964).*The Concepts, Contents and Approaches Gandhian Constructive Work and professional Social Work*. New Delhi: Popular.
3. Fink A.E.(1974).*The Fields of Social Work*. Hendry Hold.
4. Fried Lander A.W. (1974). *Introduction to Social Work.* New Jersey: Prentice Hall.
5. Gangrade K.D. (1976). *Dimensions of Social Work in India*. New Delhi: Marwah.
6. Gore M.S. (1965). *Social Work and Social Education.* Bombay: Asia.
7. Govt. of India. (1987). *Encyclopedia of Social Work in India*. Vol. - I,II & III.
8. Khinduka S.K. (Ed.). (1965). *Social Work in India*, Rajasthan: Sarvodaya Sahitya Samaj.
9. Stroup H.H. (1960). *Introduction to Social Work*. New Delhi: Eurasis.
10. Subedhar I.S. (1974). *Field work training in Social Work*. Jaipur & New Delhi: Rawat.
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12. Wadia A.R. (Ed.). (1961). *History and Philosophy of Social Work in India*. Bombay: Allied.

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For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   **Subject Code :16PSW1C02**

Course title   : CORE: Working With Individuals and Groups

Semester: 1   **Duration : 4 hours / week**   **Credit: 4**

OBJECTIVES

- To introduce students to the concepts of working with individuals and its process
- To help them to understand the concepts of working with groups and its process
- To enrich them with the available fields of practice
- To facilitate their learning on the significance of recording

UNIT – I

Social Case Work: Definition, Objectives, Principles, Tools, Skills, **Techniques:** Genogram, Eco maps and Family schema-**Relationship:** Use of relationship in the helping process - **Problems in professional relationship:** Transference, Counter-transference and Resistance - Scope of Social case work.

UNIT – II

Social Group Work: Definition, Objectives, Principles -**Groups:** Definition, Tuckman model of group development - **Group dynamics:** Group and group membership, Group cohesiveness, Group norm, Group culture, Group control, Group morale, Group attraction, Communication and Interaction pattern - **Assessment of group interaction:** Sociometry, Socio-gram and Network analysis.

UNIT – III

Components of Social Case Work: Person, Problem, Place and Process – **Case Work Process:** Intake, Study, Diagnosis, Treatment, **Termination:** Monitoring, Evaluation, Follow-up and Termination.
Social Group Work Process: Pre-group planning, Beginning stage, Middle stage and Termination stage.

UNIT – IV

Social Case Work models: Psycho-social, Functional, Problem solving models –**Social Group Work models:** Social goal, Remedial, Reciprocal and Developmental models - **Social Case Work therapies**: Psycho therapy, Behaviour modification therapy, Family therapy, Crisis intervention and Counseling – **Social Group Work therapies:** Group therapy, Transactional analysis, T groups, Socio-drama, Psycho-drama, Gestalt therapy, Role play, Buzz group, Brain storming and Focused group discussion.

UNIT – V

Social Case Work and Group Work practice in different Settings: Family and Child Welfare, School, Medical and Psychiatry, Correctional, Industry, Persons with disabilities and Geriatry –**Recording**:

Significance, Principle, Types and Content - Problems and limitations of Social case work and Group work practice in India.

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1. Aptekar, Herbet, H. (1982). *Dynamic of Casework and Counseling*. Boston: Houghton Mifflin.
2. Bhattacharya Sanjay. (2003). *Social Work – An Integrated Approach*. Delhi: Deep and Deep Publishers.
3. Brown Allan. (2005). *Group Work 3rd Edition*. Jaipur: Rawat Book Sellers.
4. Corey, Marianne Schneider and Corey, Gerald. (1992). *Groups: Process and Practice*. California: Brooskok
5. Devi Rameshwari, Ravi Prakash. (2004). *Social Work Methods, Practices & Perspectives Vol. 3*. Jaipur: Mangal Deep Publications.
6. Dirvedi. (2005). *Group Work with Children and Adolescents*. Jaipur: Rawat Book Seller.
7. Garrin. (2006). *Handbook of Social Work with Groups*. Jaipur: Rawat Book Sellers.
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10. Mishra P.D. (1994). *Social Work – Philosophy and Methods*. New Delhi: Inter India.
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13. Siddiqui H.Y. (2008). *Group Work Theory and Practice*. Jaipur: Rawat Book Sellers.
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5. Gouglas, Tom. (1976). *Group Work Practice*. New York: International University.
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7. Hamilton, G. (1967). *Theory and Practice of Social Casework*. Columbia University.
8. Konopka, Gisela. (1963). *Social Group Work: A Helping Process*. New Delhi: Prentice
9. Konopka, Gisela. (1984). *Groups in the Institutions: A Modern Challenge*. New Delhi: Association.
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13. Toseland, Ronald, W. and Rivas, Robert, F. (1984). *An Introduction to Group Work Practice*. New York: Macmillan.
14. Trecker, Harleigh, B. (1967). *Social Group Work: Principles and Practices*. New York: Association.
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For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code:16PSW1C03

Course title   : CORE : Personality Development and Human Behaviour

Semester: 1   Duration: 4 hours / week   Credit: 4

OBJECTIVES
- To update the knowledge of schools of psychology and recent trends of psychology
- To be familiarized with the developmental changes in various development stages across the life span
- To equip the knowledge of personality, intelligence, motivation, perception, learning and attitude
- To understand the importance of developmental stages of psychology and Health Psychology in social work practice and be able to know the real life situations.

UNIT – I
Psychology: Definition -Schools of Psychology: Structuralism, Functionalism and Gestalt - Recent trends: Biological, Psychodynamics, Cognitive, Behavioural, Humanistic - Application of Psychology in Social Work.

UNIT – II
Evolution of human life: Conception – Stages of Prenatal development a) Period of Ovum,b) Period of embryo, c) Period of Fetus –Birth and its types - Pre and Post natal care - Human growth and development: Developmental tasks, Hazardous, Physical, Social, Emotional and Cognitive development of Infancy, Babyhood, Childhood, Puberty, Adolescence, Adult, Middle age, Old age(Applicable wherever relevant).

UNIT – III
Personality: Definition and Characteristics -Major approaches to personality: Trait, Learning, Biological, Humanistic, Freudian and Neo Freudian - Assessment of personality - Influence of Heredity and Environment in one's personality development - Intelligence: Definition - Theories of intelligence: Unitary, Multi-faction, Two factor, Group factor, Hierarchical – Types of intelligence - Measurement of intelligence – Classification of I.Q – Mentally retarded – Gifted - Motivation: Definition, Human needs and motivation - Interaction of motivation – Theories of motivation: Instinct, Drive reduction, Arousal, Incentive, Cognitive, Maslow's Hierarchy.

UNIT – IV
Perception: Definition, Characteristics, Perceptual processes, Factors influencing perception, Depth perception and Motion perception, Perceptual illusion, Subliminal perception and Extra sensory perception - Learning: Concept and types of learning: Cognitive, Sensory, Motion and Verbal learning

(Contd..)

– **Theories:** Trial and error, Classical conditioning, Operant conditioning, Insightful – Transfer of learning - **Attitude:** Definition, Nature, Components of attitude and their Consistency, Prejudice, Process of attitude change.

UNIT – V

Health Psychology: Stress, Factors influencing stress, Stress reduction strategies – Defense mechanisms – A brief idea on major psychiatric illness – Significance of mental health – Role of social workers in promoting mental health.

REFERENCE

1. Feldman Robert. S. (2006). *Introduction to Psychology*. New Delhi: Tata Mc Graw Hill.
2. Mangal. S.K. (2007). *General Psychology*. New Delhi: Sterling.
3. Pankajam. G. (2005). *Know your Child*. New Delhi: Concept.
4. Pathak Shalini. (2007). *Human Development*. New Delh:, Sonali.
5. Sharma. K.K. (2003). *Principles of Developmental Psychology*. Jaipur: Sublime.

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1. David Off Linda. L. (1976). Introduction to Psychology. New Delhi: Mc Craw Hill.
2. Hilgard. E.R. (1975). Psychology and Modern Life. New Delhi: Mc Graw Hill.
3. Hurlock Elizabeth. B. (1995). *Developmental Psychology*. New Delhi: Mc Graw hill.
4. Joshi Sandya. (1996). *Child Survival and Social Work Intervention*. New Delhi: Concept.
5. Morgan and King. (1975). *Introduction to Psychology*. New Delhi: Mc Graw Hill.
6. Regis and Richard. (2004). *Stress Management*. Coimbatore: National HRD Network.
7. Sharan. A.K. (1997). *International Understanding of Human Psychology*. New Delhi: Common wealth.
8. Sharma Ramnath. (1995). *Outlines of Genral Psychology*. Meerat: Kedarnath Ramnath.
9. Vishala Mary. (2006). *Guidance and Counselling*. New Delhi: S.Chand.

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   **Subject Code :16PSW1EL1**

Course title   : ELECTIVE – 01: Understanding Indian Society

Semester: 1   **Duration: 4 hours / week**   **Credit: 4**

OBJECTIVES

- To provide students a sociological perspective on Indian Society and its structure
- To enrich their knowledge on social institutions
- To sensitize them the need to acquire suitable skills to deal with social issues

UNIT – I

Basic Concepts: Society, Community, Institution and Association – **Social Structure:** Meaning, Elements – **Social System:** Meaning, Characteristics, Elements and Mechanism of social system - **Social Groups:** Definition, Characteristics, Classifications and Importance of social groups – Reference Groups.

UNIT – II

Social Institutions: **Marriage:** Meaning, Functions, Types – **Family:** Meaning, Characteristics, Functions - **Types of family:** Definition, Characteristics, Merits and Demerits of Joint family and Nuclear family – Recent trends in the modern nuclear family — Kinships – **Religion:** Definition and Functions – **Political System:** Meaning, Functions of Welfare State.

UNIT – III

Social process: Integrative (Cooperation, Accommodation, Assimilation) and Disintegrative (Competition and Conflict) – **Rural, Urban and Tribal Communities:** Meaning, Characteristics – **Social Stratification:** Meaning, Characteristics, Functions –Caste, Class – **Collective behaviour:** Crowd, Audience, Public Opinion and Propaganda.

UNIT – IV

Leadership: Meaning, Functions, Types – Power structure - **Social Control:** Definition, Types and Agencies of social control – **Social norms:** Meaning, Characteristics, Functions – **Social Values:** Meaning, Functions – **Social Movements:** Definition, Characteristics, Causes, Types.

UNIT – V

Social Change: Meaning, Theories, Causes - Process of social change –**Social mobility:** Sanskritisation, Westernization, Modernization, Secularization and Urbanization – **Culture:** Meaning, Characteristics, Functions – Cultural Lag – Cultural diffusion – **Socialisation:** Concept, Process, Types, Theories – **Social Problems:** Meaning, Characteristics, **Types:** Divorce, Corruption, Alcoholism, Terrorism, Pollution.

REFERENCE

1. Ahuja Ram. (1992). *Social Problems in India.* Jaipur: Rawat.
2. Rao Shankar. (2006). *Sociology.* New Delhi: S.Chand.
3. Rao Shankar (2006). *Sociology of Indian Society.* New Delhi: S.Chand.
4. Vidyabhushan and Sachdeva D.R. (2005). *An Introduction to Sociology.* New Delhi: Kitab Mahal.

SUGGESTED READINGS

1. Ahuja Ram. (1993). *Indian Social System.* Jaipur: Rawat.
2. Sirohi Anand. (2005). *Encyclopedia of Social Welfare.* New Delhi: Dominant.
3. Dube S.W. (1990). *Indian Society.* New Delhi: National Book.
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For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code:16PSW2C04

Course title   : CORE: Working With Communities

Semester:2   Duration: 4 hours / week   Credit: 4

OBJECTIVES
- To gain knowledge on concept, phases and methods of community organization and community welfare organization
- To update the require skills of community organization and role of community organizer in the different fields
- To gain insight into concept of social action and recent active Social movements & Social activist in the social work field

UNIT – I

Community Organization: Definition, Philosophy, Objectives, Assumption, Values, Ethics, Characteristics, Steps, Principles, Models, Approaches, Scope and History of community organization in India -Community organization as a method of social work.

UNIT – II

Phases & Methods of Community Organisation: Phases: Reconnaissance, Social Study or diagnostic, Planning or developmental, Implementation -**Other phases:** Relationship, Assessment, Discussion, Organization, Reflection, Modification and Continuation -**Methods:** Planning, Education, Communication, Community participation, Collective decision making, Leadership development, Resource mobilization, Community action, Legislative and Non-legislative promotion, Co-ordination.

UNIT – III

Skills in Community Organization: Skills: Conference and Committee, Communication, Training, Consultation, Negotiation, Conflict resolution, Public relations, Resource mobilization, Organizing, Writing reports, Networking -**Roles:** Guide, Enabler, Expert, Therapist, Communicator, Animator, Counselor, Collaborator, Consultant, Innovator, Motivator, Catalyst, Facilitator, Mediator, Educator, Advocate - **Community Welfare Organization:** Nature, **Types**: Community Council, Community Chest, Neighbourhood association, Welfare association -**Community organization practice:** Rural, Urban, Tribal, Religious and Ethnic minorities-Problems faced by community organizer.

UNIT – IV

Social Action: Definition, Objectives, Principles, Models, Means and Strategies - **Social action approach:** Paulo Freire (Conscientisation approach) and Saul Alinsky (Individual and Community approach) -Role of social worker - Social action in Indian context.

UNIT – V

Social activist &Social movements: Mehta Patkar (Narmada Bachao Andolan Movement), J. Bandopadhyay and Vandana Shiva (Chipko movement), Bunker Roy (Barefoot movement),Sugathakumari (Silent Valley movement), C. Radhakrishnan (Solidarity Youth Movement), Kailash Satyarthi (Bachpan Bachao Andolan - Save the Childhood Movement), Kurian (White Revolution movement) and UNICEF (Micro Finance Movement).

REFERENCE

1. Brisco Catherine and Thomas David. N. (1977). *Community Work, Learning and Supervision*. Boston: George Allen & Unwin.
2. Christopher. A. J. & Willium Thomas. A. (2006). *Community Organisation and Social Action*. Mumbai: Himalaya.
3. Delgado Melvin. (2000). *Community Social Work Practice in an Urban Context*. New York: Oxford.
4. Krammer and Specht. (1975). *Community Organisation Practice*. New Jersey: Englewood Cliffs.
5. Oza. D.K. (1981). *Voluntary Action and Gandhian approach*. New Delhi: National Book trust.
6. Ross. M.G. (1955). *Community Organisation Theory, Principles and Practices*. New York: Harper and Row.
7. Siddiqui. H.Y. (1984). *Social Work and Social Action*. New Delhi: Harnam.

SUGGESTED READINGS

1. Bhatia. K.C. (1994). *Social Justice and Indian Constitution*. New Delhi: Deep & Deep.
2. Gangrade. K.D. (1971). *Community Organisation in India.* Bombay: Popular Prakasam.
3. Henderson paul. Jones David & Thomas davis. N. (1995). *The Boundarier of Change in Community Work.* Boston: George Allen & Unwin.
4. Hillman Arthur. (1950). *Community Organisation and Planning*. New York: McMillan.
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6. Thomas David. N. (1976). *Organizing for Social Change.* London: George Allen & Unwin.

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code:16PSW2C05

Course title   : CORE: Social Work Research and Statistics

Semester: 2   Duration: 4 hours / week   Credit: 4

OBJECTIVES
- To understand the importance of research and its process
- To facilitate the knowledge on qualitative and quantitative research techniques
- To introduce to different statistical methods
- To develop the capacity to independently conceptualize a problem and execute research

UNIT – I

Social Science Research: Definition, Characteristics– **Social Work Research:** Definition, Scope of social work research in India -**Problem Identification:** Criteria for selection of research problem, problem formulation - **Hypothesis:** Meaning, Definition, Importance, Sources, Types. **Theory:** Meaning, Role of theory in research.

UNIT – II

Research Design: Definition, Importance - **Types of Research Design:** Exploratory, Descriptive, Experimental, Historical, Comparative, Case Study, Survey -**Sources of Data:** Primary and Secondary data–**Types of research:** Qualitative and Quantitative - Differences between qualitative and quantitative research**.**

UNIT – III

Methods of Data Collection: Observation: Meaning and types–Questionnaire**,** Interview guides and Interview schedule - **Scaling techniques:** Concept, **Types**: Bogardus and Likert – **Variables:** Independent and Dependent variables -**Sampling:** Population, Sample, Census - Principles of sampling – **Sampling procedure:** Probability and Non - probability sampling.

UNIT – IV

Processing of data: Editing, Coding, Classification, Tabulation, Frequency distribution, Diagrammatic and Graphic presentation - **Research reporting:** Interpretation of data, Contents of research report, Difference between reference and bibliography -**Statistics:** Definition, Importance, Functions and Limitations – Uses and Conditions of using Measures of Central Tendency (Mean, Median and Mode), Measures of Dispersion (Range, Quartile and Standard Deviations), Correlations, Chi-square, t-test and Anova. (**No practical sums).**

UNIT – V

Qualitative Research: Definition - Methods of data collection: Observation, Interview, Case studies and Focus groups - Types of qualitative research: Ethnography, Ethnomethodology, Field research, Action research, Frame analysis, Grounded theory, Phenomology, Phenomography, Life word analysis and Narrative research -Ethical guidelines - Writing qualitative research report.

REFERENCE

1. Babbie Ear   J.R. (1995). *The Practice of Social Research*. New York: Woodworth.
2. Baipai S.R. (1992). *Methods of Social Survey and Research*. Kanpur: Kitab Ghar.
3. Creswell John W. *Qualitative Inquiry and Research Design: Choosing among Five Approaches*.
4. Creswell John W. *Research Design: Qualitative, Quantitative and Mixed Methods Approaches*.
5. Denzin Norman K. and Yvonna S. Lincoln. *The SAGE Handbook of Qualitative Research*. Sage Publishers
6. Flick UWE. (2009). *An Introduction to Qualitative Research*. New Delhi: Sage Publications.
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12. Quinn Patton Michael. *Qualitative Research & Evaluation Methods*.
13. Ramachandran P. (1993). *Survey Research for Social Work*. Bombay: A Primer.
14. Sadhu F. Singh. (1998). *Research Methodology in Social Science*. New Delhi: Himalaya.
15. Saldana Johnny. *The Coding Manual for Qualitative Researchers*.
16. Sioberg F. Nett. (1992). *A Methodology for Social Research*. New Delhi: Rawat.
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SUGGESTED READINGS

1. Aggarwal, Y.P. (1988). *Better Sampling – Concepts, Techniques and Evaluation*. New Delhi: Sterling.
2. Cochran W.G. (1987). *Sampling Techniques*. New York: John Wiley & Sons.
3. Devadas P. Rajammal. (1969). *A Handbook on Methodology of Research*. Coimbatore: Vidyalaya.
4. Fisher A. (1958). *Statistical Methods for Research Worker*. London: Oliver and Boyd.
5. Garrett Henry E. (1973). *Statistics in Psychology and Education*. Bombay: Woodworth, R.S. Vakils, Fetter and Simons.
6. Goode William J. and Hatt Paul K. (1981). *Methods in Social Research*. Singapore: McGraw Hill.
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8. Grosof Miriam Schapiro and Sardy Hyman. (1985). *A Research Primer for the Social and Behavioural Sciences*. London: Academic.
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13. Schuessler K. (1971). *Analysing Social Data*. Boston: Houghton Mifflin.
14. Tripathi .C. (1987). *Research Methodology in Social Sciences*. New Delhi: Sultan Chand and Sons.
15. Wilkinson and Bandarkar. (1977). *Methodology and Techniques of Social Research*. Bombay: Himalaya.
16. Young P.N. (1956). *Methods of Social Survey and Research*. USA: Prentice Hall.
17. Young Pauline V. (1966). *Scientific Social Survey and Research*. Bombay: Schmid, Calvin. Asia

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For candidates admitted from the academic year 2016–17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code:16PSW2C06

Course title   : CORE: Management of Development Organization

Semester: 2   Duration: 4 hours / week   Credit: 4

OBJECTIVES

- To understand the knowledge of management of development organization and its related legislations
- To equip the knowledge of project and project proposal writing and funding agencies in India
- To imbibe the budgeting and fund raising skills in development organization
- To impart knowledge of Project Monitoring and Evaluation development organization
- To acquire the training, training institution, report writing and filling skill of development organization

UNIT – I

Introduction to Development Organization: **Volunteerism:** Meaning, Theories - **Development Organization:** Definition, Objectives, Characteristics, Types, Strategies – Difference between Voluntary Organization & Development Organization – Formulation of Society, Trusts, Salient features of The Societies Registration Act, 1860, The Indian Trust Act, 1882, The Companies Act, 2013, Difference between Society and Trust.

UNIT – II

Project Identification: Feasibility (or) Baseline studies, Problem tree, Tools, Need assessment, Planning – Project formulation – Strategic formation – Preparation of Project Proposals – Project implementation – Community-based rehabilitation - **Funding agencies & projects in India:** WHO, UNICEF, FORD Foundation, Bill Gates Foundation, ILO, Ministry of Social Defense and Women and Child Welfare, Women Development Corporation and Skill Development Corporation.

UNIT – III

Budgeting: Meaning, Purpose, Sources, Important items, Steps in preparing budget - **Fund raising:** Meaning, Types, Principles, Steps and Basic requirements, Basic techniques, Documentation of fund raising - Procedure to register under FCRA (Foreign Contribution and Regulation Act, 2012) - Problems of fund raising.

UNIT – IV

Project Monitoring & Evaluation: **Monitoring:** Meaning, Objectives and Types, European union concept - Theory of change (Impact Analysis) and Organization Development (Indicator Based Assessment) – **Evaluation:** Meaning, Objectives, Procedure of project evaluation, **Project evaluation**

techniques: Management Information System, Project appraisal through Participatory Rural Appraisal (Principles and Methods), SWOC (Strengths, Weaknesses, Opportunities, Challenges) Analysis and Social auditing.

UNIT – V

Training &Development Organization: **Training:** Meaning, Need and Importance of training in the social welfare sector - **Process of training:** Determining objectives, Sessions designing, Required facilities to conduct the training, Training techniques and Aids, Validation and Implementation of training, Evaluating effectiveness and Assessment methods of training - Role and skills required for a trainer -**Training institutions:** **CPME (Centre for Planning, Monitoring and Evaluation)** and Karl Kubale – Report Writing – Types of records, Record Maintenance – Employee's Benefit Schemes - Problem faced by Development Organisations.

REFERENCE

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2. Chowdhry Paul. (1973). *Administration of Social Welfare Programmes in India*. Bombay: Somaiy.
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SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE

(AUTONOMOUS), COIMBATORE – 641 020

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   **Subject Code:16PSW2C07**

Course title   : CORE : Labour Welfare and Labour Legislations

Semester: 2   **Duration: 4 hours / week**   **Credit: 4**

OBJECTIVES
- To develop knowledge on labour welfare and problems of labour welfare.
- To understand the importance of health, hygiene and problems related to industrial hazards, occupational diseases and its safety management.
- To gain knowledge on various government organisations working for labour welfare.
- To develop knowledge about labour laws that are applicable to factories, mines,plantation, contract labour and shops and establishments.

UNIT – I

Employee: Concept, Characteristics of Indian labour - **Problems of Employees:** Absenteeism, Alcoholism, Indebtedness and Sexual Harassment - Problems of Automation, Rationalization and Globalisation - Labour in organized and unorganized Sectors - Recommendations of National Commission on Labour - Directive Principles of State Policy on Labour - Labour Policy of Government of India – Attrition and Retention management – Problem of migrant employees.

UNIT – II

Labour Welfare: Concept, Objectives, Principles, Theories, **Types:** Statutory and Non–statutory – ILO - **Industrial Accidents:** Causes and Effects – Safety measures – Labour welfare fund – Industrial Health and Hygiene – Occupational disease – Role of trade union in labour welfare – Need and Role of Labour welfare officer.

UNIT – III

Labour Legislations: Concept, Principles, Need, Historical development of labour legislation in India – ILO and labour legislation in India – Sources and Shortcomings of labour legislations in India.

Welfare Legislations

1. The Factories Act, 1948
2. The Tamilnadu Factories (Welfare Officers) Rules 1953
3. The Plantation Labour Act, 1951
4. The Mines Act, 1952
5. The Apprentice Act, 1961
6. The Motor Transport Workers Act, 1961
7. The Contract Labour (Regulation and Abolition) Act, 1970

UNIT – IV

Wage Legislations

1. The Payment of Wages Act, 1936
2. The Minimum Wages Act, 1948
3. The Payment of Bonus Act, 1965
4. The TN Shops and Establishment Act, 1947
5. The Unorganised Services Act, 2011

UNIT – V

Social Security Legislations

1. The Employees State Insurance Act, 1948
2. The Employees Provident fund and Miscellaneous Provisions Act, 1952
3. The Pension Scheme, 1995
4. The Payment of Gratuity Act, 1974
5. The Employee Compensation Act, 1923
6. The Tamil Nadu Labour Welfare Fund Act, 1972

REFERENCE

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For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code:16PSW2EL2

Course title   : ELECTIVE – 02: Social Work and Human Rights

Semester:2   Duration: 4 hours / week   Credit: 4

OBJECTIVES
- To understand the concept of Human Rights
- To develop the knowledge of Human Rights institution in Central & State level
- To expand the information about the Indian Constitution
- To ensure the international level Human Rights interventions

UNIT – I

Human Rights: Meaning, Historical development – Universal Declaration of Human Rights (1948) – International convention on civil and political rights (1966) – International convention on economic, social and cultural rights (1966).

UNIT – II

Theories of Human Rights: Natural Rights theory, Positivist theory, Social contract theory, Social welfare theory, Idealistic theory of rights (personality theory of rights).

UNIT – III

Indian Constitution and Human Rights: Directive Principles of State Policy (DPSP) –Fundamental rights – **Rights of vulnerable groups in social work perspectives:** Child, Women, Aged, Patients, Persons with disabilities, Convicted prisoners, Minorities and Displaced populations.

UNIT – IV

Human Rights Protection in India: **Human Rights Institutions (Central and State):** Administrative structure, Functions and Power, Inquiry procedure and steps, Investigations – Human rights courts.

UNIT – V

Social Work Profession and Human Rights Approach: Foundations of Social Work Profession - **Major Intervention Strategies:** Challenging oppression, Empowerment - Mission of social work profession – **Human Rights Issues:** Ethical principle, Ethical responsibilities - **Role of Human Rights Organisations:** Amnesty International (AI), Human Rights Watch, UNHCR (United Nations High Commission for Refugees) – Discussion of few case studies.

REFERENCE

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SUGGESTED READINGS

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SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS), COIMBATORE – 641 020

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code :16PSW3C08

Course title   : CORE: Social Policy, Social Welfare Administration and Social Legislations

Semester: 3   Duration: 4 hours / week   Credit : 4

OBJECTIVES

- To introduce social policy and social welfare policy to the students
- To equip their understanding on social welfare administration
- To bring an awareness on the available social legislations

UNIT - I

Social Policy: Definition, need, evolution and sources of social policy - **Policies regarding:** Backward classes, Scheduled castes, Scheduled tribes and De-notified communities - **Social welfare policy:** Definition, Policies regarding women, family, child, youth, aged and handicapped.

UNIT - II

Social welfare administration: Concept, Evolution, Need, Principles, Techniques and Functions - **Field of administration:** Family and Child welfare, School, Youth welfare, Persons with Disabilities, disaster relief, BC, SC and ST –**Models:** Familial model, Residual model, Mixed economy model, Model of state control - **Welfare organisations:** Central and State social welfare boards and their functions, Functions and Problems of development organizations (NGOs / NPOs) in India.

UNIT - III

Process of Social Welfare Administration: Planning, Policy formulation, Programmes, Implementation Strategy, Action, Decision making, Personnel administration, Supervision, Staff development, Financial administration, Office management, Office automation, Fund raising, Public relation and Publicity communication, Co-ordination, Evaluation, Reporting - The duties and responsibilities of office bearers and executives - Role of the general body and the governing board.

UNIT - IV

Social legislation: Concept, Need and Scope - Social legislation as an instrument for social control, social change, social justice, social defense and social reform - History of social legislation in India - **Legislations pertaining to women - over view of the Act:** Dowry Prohibition Act, 1961, Immoral Traffic Prevention Act, 1986, Tamil Nadu Prohibition of Harassment of Women Act, 2000, Medical Termination of Pregnancy Act, 1971, The Domestic Violence Act, 2005, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

UNIT - V

==Overview of Major Social Legislations in India==

==Legislations pertaining to marriage and divorce:== Hindu Marriage Act, 1955, The Indian Christian Marriage Act, 1872, The Muslim Marriage Act, 1954, and Special Marriage Act, 1954 - ==Legislations pertaining to children:== Hindu Adoption and Maintenance Act, 1956, The Guardian and Wards Act, 1890, Child Labour (abolition & regulation) Act, 1986, Juvenile Justice (Care and Protection) Act, 2015, Child Marriage Restraint Act, 1929, Right to Education Act, 2010, The Protection of Children from Sexual Offences (POCSO) Act, 2012- ==Legislations pertaining to social problems:== Protection of Civil Rights Act, 1976, The Mental Health Act, 1987, The Bonded Labour Abolition Act, 1976, Transplant of Human Organs Act, 1994, Persons with Disabilities Act, 1995, Right to Information Act, 2005, The Maintenance and Welfare of Parents and Senior citizens Act, 2007 –Lokpal Bill - Legal aid and Public Interest Litigation (PIL).

REFERENCE

1. Baldock John & Manning Nick. (1999). *Social Policy*. Delhi: Oxford University.
2. Devi Laxmi. (1993). *Encyclopaedia of Women's Development and Family Welfare (Vol. I-V)*. Lucknow: Anmol.
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2. Bose A.B. (1970). *Social Welfare Planning in India*. New Delhi: Ecafe.
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10. Kulkarni P.D. (1969). *Social Policy and Social Development in India*. Madras: ASSWI.

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code :16PSW3C09

Course title   : CORE: Rural and Tribal Community Development

Semester: 3   Duration: 4 hours / week   Credit: 4

OBJECTIVES
- To understand the knowledge of rural, rural community development, Panchayat raj and planning for rural development.
- To understand the knowledge of tribes, tribal movement and tribal development administration.
- To equip the knowledge Rural and Tribal Community Development, Training Institution, Salient features of Rural and Tribal Development Programmes and Application of social work methods in rural and tribal development

UNIT – I

Rural Community: Definition, Characteristics - **Rural Community Development:** Definition, Objectives, Scope, Theories and Approaches - **Origin and development:** Early experiment, Pilot projects and Five year plans - **Rural problems in India:** Poverty, Community health, Unemployment and Untouchability.

UNIT – II

Panchayat Raj: Concept, Objectives - **Development of Panchayat Raj after Independence:** Balwant Raj Metha Committee, Ashok Metha Committee - Main features of Panchayat Raj Legislation (73rd Amendment) –**Structure and Functions of Panchayat Raj:** Village panchayat, Block panchayat, and District panchayat, Resources of panchayat – State control over Panchayat Raj Institutions – Problems of Panchayat Raj system - **Planning for rural development:** Planning process, National, State, District and block level planning – Role of Panchayat Raj Institutions in Planning – GramaSabha – Lacuna in Planning - E- Governance.

UNIT – III

Tribes: Concept, Characteristics, Types and Characteristics of PTGs (Primitive Tribal Groups) - **Tribal Movements in India:** The Santhal Insurrection, The Munda Rebellion, The Bodo movement, Jharkhand movement - **Tribal problems:** Loss of control over natural resources, Lack of education, Displacement and Rehabilitation, Problems of health and nutrition, Gender issues, Erosion of identity, Indebtedness, Illiteracy, Bondage and Exploitation.

UNIT – IV

Tribal Development Administration: Administrative structure at Central, State and District levels - Hill Development Councils - Functions of Tribal Development Blocks/Agencies - Constitutional safeguard for tribal community development - Legislations related to Tribes.

UNIT – V

Training Institutions for Rural and Tribal Community Development: NIRD, SIRD, Tribal Cultural Research & Training Institute, Hyderabad – Role of CAPART(Council for Advancement of People's Action and Rural Technology) and NABARD in Rural Development – State Resource Centre.

Salient features of Rural Development Programmes: SGSY (Swarnajayanti Gram SwarzarYojana), SGRY (Sampoorana Gram RojanYojana), IAY (IndraAwaas Yojana), PMSG (Prime Minister GramiyaSatak Yojana), DPAP (Drought Prone Area Development Programme), IWDP (Integrated Watershed Development Programme), Housing (Upgradation of Hutcha Houses), THADCO Schemes (Tamilnadu Housing and AdiDravida Development Corporation), MGNREGS (Mahatma Gandhi National Rural Employment Guarantee Scheme), ICDS(Integrated Child Development Scheme) and Social Welfare Programmes of Government of Tamilnadu.

Salient features of Tribal Development Programmes: Tribal Area Development Programme, Hill Area Development Programmes, The Tribal Cooperative Marketing Development Federation (TRIFED) and Tribal Sub Plan (TSP).

Application of social work methods in rural and tribal development, Problems in implementation of rural and tribal development programmes.

REFERENCE

1. Aruna Sharma and Rajagopal. (1995). *Planning for Rural Development Administration*. New Delhi: Rawat.
2. Bhadouria and Dua. (1986). *Rural Development Strategies and Perspectives*. Delhi: B.R.
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SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS), COIMBATORE – 641 020

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code :16PSW3C10

Course title   : CORE: Human Resource Management

Semester: 3   Duration : 4 hours / week   Credit: 4

OBJECTIVES
- To achieve a sound theoretical understanding about Human Resource Management
- To develop knowledge and skill in handling Human Resource in an organisation
- To orient the student about the social compliance & Social Audit followed by an organisation
- To acquaint the student with the goals of the organization

UNIT – I

Personnel Management and Human Resource Management: Definition, Growth and Evolution of personnel management -**Human Resource Management:** Definition, Importance and Objectives – **Overview of Human Resource Management functions:** Operative and Managerial - **HRM Models:** Rational model, Social system model, Human resource development model - Role of human resource manager.

UNIT – II

Human Resource Planning: Definition, Need, Process – **Job analysis:** Job Description, Job specification, Job evaluation – **Recruitment:** Meaning, Sources of Recruitment (internal and external),e-recruitment, Recent trends in Recruitment - **Selection:** Meaning and Steps – Placement and Induction.

UNIT – III

Training and Development: Meaning, Importance, Purpose and Methods – Training Needs and Evaluation – **Human Resource Development:** Concept, Need, Interventions – **Performance Appraisal:** Objectives, Uses and **Methods:** Traditional and Modern methods (720 Degree performance appraisal system), Barriers of performance appraisal - Career planning, Succession planning and Competency map.

UNIT – IV

Wage and Salary Administration: Concept and Methods - Types of Wages – Theories - Incentives – Employee Benefits and Services - **Social Compliance:** Definition, Meaning, Significance – **Social Compliance Audit:** Purpose, Obligations of employers, Audit process – **Social Compliance Standard:** SA 8000 (Social Accountability 8000) – **Social Compliance Training:** GSCP (Global Social Compliance Programme) – **Social Compliance Certification:** Principles, Significance of WRAP(Worldwide Responsible Accredited Production).

UNIT – V

<mark>Strategy of quality management: Job change: Promotion:</mark> Meaning, Purpose, Types, Competency Management – Demotion, Transfer, Separation – Personnel records, Report, Audit and Research – <mark>Strategy of quality management:</mark> Six Sigma, Keizen, TQM, TPM, QMS -ISO Systems, ISO Certification Schemes, <mark>ISOtypes:</mark> ISO 9001, 14001, ISO/TS 16949– Preparing an Organization for ISO Certification - <mark>Quality assurance:</mark> Mckinesey's 7s frame work, HR out sourcing –People Capacity Maturity Model (PCMM).

REFERENCE

1. Ahuja. (2002). *Personnel Management*. Luthian: Kalyani Publishing.
2. Biswajeet Pattanayak. (2001). *Human Resource Management*. New Delhi: Prentice Hall of India Private Ltd.
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SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS), COIMBATORE – 641 020

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme : MSW (SOCIAL WORK)   Subject Code :16PSW3C11

Course title   : CORE : Livelihood Promotion

Semester: 3   Duration : 4 hours / week   Credit : 4

OBJECTIVES
- To understand the concept of livelihood and livelihood promotion
- To develop understanding about the livelihood frameworks
- To acquire skills in developing livelihood interventions

UNIT - I

Livelihood Promotion: Concept, Meaning, Principles, Need, History and Importance of livelihood promotion - **Understanding Livelihood Assets/Capitals:** Natural, Physical, Financial, Human and Social - Policies and Process of livelihood promotion – Sustainable Development Goals.

UNIT - II

Objectives of livelihood promotion: Enhancing income, Increasing food security, Reducing risk, Reducing variances in income, Reducing migration, Organizing producers, Enhancing money circulation, Vulnerability reduction and Livelihood enhancement, Poverty reduction and Livelihood promotion.

UNIT – III

Approaches: The sustainable livelihood approach, Sustainable livelihood enhancement and Diversifications - Livelihood frame-work analysis - Different models of livelihood promotion – International Fund for Agricultural Development (IFAD), United Kingdom Department for International Development (DFID), Cooperative for Assistance and Relief (CARE), Bhartiya Samruddhi Investments and Consulting Services Ltd(BASIX).

UNIT – IV

Linkages and Interventions: Understanding rural &urban livelihood linkages – **Methods of Interventions**: Technology, Training, Marketing, Policy advocacy, Asserting rights, Developing local economy, Credit, Infrastructure and Institution building – Ownership and management.

UNIT – V

Case studies in Livelihood Promotion: Watershed, Animal husbandry, Microenterprises, Micro finance, Business and Services – **Initiatives:** Corporate, Government (State and National level), and **Development Organisations:** National and International (World Bank, IMF, UN, Asian Bank and Commonwealth).

REFERENCES

1. Datta, S.; Mahajan, V.; Thakur, G.: (Eds). (2014). *An Introduction to Livelihood Promotion*: BASIX; New Economics Foundation; Ford Foundation

2. Dr. Sankar Datta, .Ms. Rama Kandarpa& Mr. Vijay Mahajan. (Fourth Edition). *Resource Book for Livelihood Promotion*: Institute of Livelihood Research and Training (earlier The Livelihood School)

3. Keshav Lall Maharjan. (24 March 2014). *Communities and Livelihood Strategies in Developing Countries.*Publisher: Springer;

4. Kirti Singh, Meena Ramjee Lal and Mandal Pankaj Kumar (7 Feb 2014). *Role of Social Capital in Rural Livelihood Promotion Paperback.*

5. Niraula and Bikash. *Assessment on Livelihood Promotion Activities of Rural Sector Author*: LAP Lambert Academ

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For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code :16PSW3C12

Course title   : CORE: Organizational Behaviour

Semester: 3   Duration: 4 hours / week   Credit: 4

OBJECTIVES

- To develop a sound theoretical knowledge and understanding of organizational behavior.
- To know how the people at work in an organisation could be motivated to work together in harmony.
- To orient the student about leadership and perspective of organizational behavior.

UNIT – I

Organizational Behaviour: Concept, Historical background, Approaches and Models of OB - Challenges and Opportunities for OB - Hawthorne studies - **Behavioural Science foundation:** Sociology, Psychology & Anthropology.

UNIT – II

Individual Dimension of OB: Personality: Self–esteem, Self-efficacy, perception, values – **Attitude:** Job satisfaction, job involvement, Organizational commitment – **Work   Motivation:** Theories (Content, process) – **Job Design:** Job rotation, Job enlargement, Job enrichment - QWL – **Learning Theories:** Behaviorist, Cognitive and Social learning, Principles of learning - Punishment &Reinforcement.

UNIT – III

Dynamics of OB: Groups & Teams - Conflict & Negotiation - Stress & Stress management – **Leadership:** Types (Charismatic, Transformational and Substitute), Approaches (Managerial grid approaches, Likert's four system approaches), Skills - Emotional intelligence and managerial test - Implications of EION managers and their performance.

UNIT – IV

Perspective of OB: Use and Types of Information Technology in Communication (MIS, Telecommunication, E-mail &Voice messaging) – **Non Verbal Communication:** Body Language & Paralanguage - **Decision making:** Group decision making, Delphi technique, Nominal group technique – Organizational Design – **Organizational culture and climate:** Definition and Characteristics.

UNIT – V

Organizational Change and Development: **Organizational Change:** Concept,   Planned   change, Resistance to change, Merges and Acquisitions - **Organizational analysis:** Tools, techniques - **Organizational Development:** Concept, ESOP (Employee Stock Ownership Plan), Down sizing, Smart sizing - Organizational ergonomics - **OD Intervention:** Sensitivity training, Grid OD, Survey feedback, Process consultation, Team building, MBO.

REFERENCE

1. Amrik Singh Sudan & Kumar N. (2003). *Management Process and OB.* Delhi: Anmol Publications.
2. Don Hellriegel, John (etall). (1995). *Organizational Behaviour.* New York: West Publishing Company.
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SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS), COIMBATORE – 641 020

For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme : MSW (SOCIAL WORK)	**Subject Code :16PSW4C13**

Course title   : CORE: Urban Community Development

Semester: 4	**Duration : 4 hours / week**	**Credit: 4**

OBJECTIVES

- To understand the concept of urban and urban Community
- To extend the knowledge about the slum and urban Problems
- To attain skills in developing idea related to recent urban development programmes
- To expand the information about the urban local self government

UNIT – I

Urban: Meaning, **classification:** City, Town, Metropolis, Satellite town and Smart cities – **Urbanization:** Meaning, Characteristics, Theories of urban growth - **Urban community:** Meaning, Characteristics.

UNIT – II

Slum: Definition, Causes, Characteristics, Slum culture, Theories of slums - **Urban problems:** Housing, Air, Water and Noise pollution, Solid waste management, e-waste management, Juvenile delinquency, Commercial sex workers and Migration.

UNIT – III

Urban community development: Meaning, Objectives, Principles, UCD Pilot Project (Delhi and Hyderabad – An outline) -**Approaches:** Basic service approach, Integrated development approach, Participatory approach, Sustainable development approach - **Urban development agencies:** Chennai metropolitan development authority (CMDA), EXNORA, SULAB International, Institute of Urban Studies.

UNIT – IV

Urban development programme: Town planning: Meaning, The Tamilnadu Town& Country planning Act, 1971 – Urban Basic Services Programmes (UBSP) - Tamil Nadu Urban Development Project (TNUP) - National Slum Development Programme (NSDP) - Integrated Housing & Slum Development Programme (IHSDP) - Jawaharlal Nehru National Urban Renewal Mission Scheme (JUNURUM) - Prime Minister's Integrated Urban Poverty Eradication Programme (PMIUPES) - Swarna Jayanti Shahari Rozhar Yojana (SJSRY) - Nehru Rozgar Yojana (NRY) - Tamil Nadu Slum Clearance programme - Urban Health and Sanitation programme - Problems in implementation of urban community development programme.

UNIT – V

<mark>Local self-government</mark>**:** History of local self-government – Forms of urban local self government – <mark>Urban Sector:</mark> Town panchayat, Municipality and Corporation – Organization structure, Various functions of departments in urban sector - 74th amendment in the Constitution - Relationship between officials and non- officials -Problems in urban sector administration - Role of voluntary agencies and social workers in urban community development.

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For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code :16PSW4C14

Course title   : CORE: Industrial Relations

Semester : 4   Duration : 4 hours / week   Credit : 4

OBJECTIVES
- To acquire a sound theoretical knowledge regarding the concept, origin and perspectives on industrial relations.
- To develop knowledge and skill to analyse Labour Management Cooperation in an organisation
- To acquire skills of Industrial Relations Machinery
- To know the concept, objectives, origin and growth of trade unions and their social responsibilities
- To acquire knowledge about Industrial Relations Acts.

UNIT – I

Industrial Relations: Meaning, Scope, Need, Factors influencing IR, Conditions for good IR - **Actors of IR:** Employees and their organization, Employers and the Government – Roles and Responsibilities of IR - Factors promoting IR – **IR Approaches:** Marxist, Giri, Gandhian, Pluralist, Dunlop – **Tripartite bodies in India:** ILC, Industrial committees, Committees on convention – **Bipartite bodies:** Works committee, JMCs.

UNIT – II

Discipline: Meaning, Causes of indiscipline, Types (Positive and Negative discipline) – Hot stove rule - The Principles of natural justice – **Disciplinary Action:** Guidelines, Process (Show cause notice, Explanation, Domestic Enquiry) - **Penalties and Punishment:** Fine, Suspension, Discharge and Dismissal - Code of discipline and Code of efficiency – **Worker's Participation in Management in India:** Concept, Objectives, Importance and Various levels of participation.

UNIT – III

Industrial Dispute and Conflict: Meaning, Causes, Types and Dispute solving machineries **-** **Conflicts Resolution:** Meaning, Causes, Types of Conflicts (Strikes, Lock outs, Lay-off, Closure, Retrenchment) – **Grievance:** Meaning, Causes, Redressal procedure – **Collective Bargaining:** Meaning, Principles, Process, Levels, Difficulties in India –Industrial democracy – Industrial peace, Harmony and Unrest.

UNIT – IV

Trade Union Movement: Definition, Objectives, History, Theories, Functions, Structure and Governance – Major trade unions in India (National level) – Problems and weaknesses – Future roles of trade unions in India – Social responsibilities of trade Union – Trade union leadership – Need for one union for one industry.

UNIT – V

IR Legislations:

1. The Trade Unions Act, 1926
2. The Industrial Employment (Standing Orders) Act, 1946
3. The Industrial Disputes Act, 1947
4. The Subsistence Allowance Act, 1981

REFERENCE

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For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code :16PSW4C15

Course title   : CORE: Corporate Social Responsibility

Semester: 4   Duration : 4 hours / week   Credit : 4

OBJECTIVES
- To understand the scope and complexity of Corporate Social Responsibility (CSR).
- To gain knowledge on the impact of CSR implementation on corporate culture, particularly as it relates to social issues.
- To acquire skills to frame CSR policies and practices appropriate to the Indian conditions.

UNIT - I

Corporate Social Responsibility (CSR): Concept, Need, Principles, Scope, Evolution and Concentration areas of CSR, Phases of CSR, Strategic context of CSR, Carroll's model of CSR (Pyramid of CSR), Globalization and CSR.

UNIT – II

CSR Policy: Designing a CSR policy – Norms and standards of CSR - Factors influencing CSR policy – Managing CSR in an organization – Role of HR Professionals in CSR – Global recognitions of CSR- ISO 14000 - SA 8000 - AA 1000 - Codes formulated by UN Global Compact – UNDP, Global Reporting Initiative.

UNIT – III

Corporate-Community Participation: Corporate perspectives on building successful partnership – Tools and techniques of CSR – **Roles and Skills:** Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public speaking, Teaching, Supervising and Reporting.

UNIT – IV

Implementing CSR: CSR in the marketplace – CSR in the workplace – CSR in the community – CSR in the ecological environment – Success and Challenges of CSR initiatives -**Case Studies:** Lifebuoy Soaps' *Swasthya Chetna*, ITC's e-*Choupal* venture, Titan Industries Limited, Tata Iron & Steel Company, Larson &Toubro, Texmo, CRI Pumps, PRICOL.

UNIT – V

CSR in India: Legal provisions (CSR Act) and specifications on CSR – TCCI (Tata Council for Community Initiatives), Tata Model on CSR – National CSR HUB of TISS, Mumbai – CSR Awards in India.

REFERENCES

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For candidates admitted from the academic year 2013 –14 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code :16PSW4EL4

Course title   : ELECTIVE – 04: Counselling Skills for Contemporary Social Workers

Semester : 4   Duration : 4 hours / week   Credit: 4

OBJECTIVES
- To enrich knowledge on Counselling and its evolution
- To have exposure to different therapeutic approaches
- To equip with skills and techniques to work with specific population

Unit – I

Counseling: Definition, Characteristics, Goals, Scope -**Evolution of Counseling:** 1. Philosophical foundation: Dignity of human person. 2. Sociological foundation: Influence of social system. 3. Psychological foundation: Concept of self, Goal directed behavior, Learning principles, Development need at different stages – Problems and limitations of counseling in Indian context.

Unit - II

Theoretical Approach to Counseling: Psychoanalysis and Psychodynamic theories, Behavioral and Cognitive-Behavioral theories, Developmental theories, Humanistic theories, Multimodal therapy or Eclectic approach.

Unit - III

Individual counseling: **Stage 1:** Problem concern, **Stage 2:** Relationship to counselor, **Stage 3**: Motivation, **Stage 4:** Conceptualizing the problem, **Stage 5:** Exploration of resolution strategies, **Stage 6:** Selection of a strategy, **Stage 7:** Implementation, **Stage 8:** Evaluation and Termination - **Family Counseling:** Pre-marital and marital counseling.

Unit - IV

Group Counseling: Definition, Ethical behavior with groups, Forming a group, Composition of group, Frequency and Duration of sessions, Co-leaders, Screening group members -**Group Stages:** 1. Initial exploration stage, 2. Transition stage, resistance and conflicts, 3.Working stage: Cohesiveness and productivity, 4. Consultation and termination.

Unit - V

Counseling the Specific Population - Ethnic Minorities: Gays and Lesbians - Counseling the older adults and Persons with disabilities - **Counseling in Educational Institutions:** Elementary schools, Secondary schools and Colleges - Counseling in communities - Substance abuse counseling - Career counseling - **Counseling related Functions:** Outreach, Consultation functions, Crisis interventions, Suicide intervention, Intervention during disasters.

REFERENCE

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For candidates admitted from the academic year 2016 –17 and onwards under new CBCS

Programme   : MSW (SOCIAL WORK)   Subject Code: 16PSW4EL5

Course title   : ELECTIVE : Applied Fields of Social Work Practice (Online)

Semester: 4   Duration : 4 hours / week   Credit: 4

OBJECTIVES
- To get introduced to various fields of social work
- To prepare for competitive examinations
- To be ready to work with various categories of people

UNIT – I

Labour Welfare: Concept of Employee: Characteristics of Indian labour - Labour in organized and unorganized Sectors - Recommendations of National Commission on Labour - Directive Principles of State Policy on Labour - Labour Policy of Govt. of India - **Labour Welfare and Human Resource Management:** Concept, Principles and Approaches – **Problems concerning Industrial Labour in India:** Absenteeism, Migratory character, Indebtedness and Exploitation – **Types of labour welfare:** Statutory and   Non–statutory, Theories - **Industrial Accidents:** Causes & Effects – Safety measures – Industrial health and hygiene – Occupational disease - Concept of collective bargaining – Workers' participation in management – HRD sub-systems – **Legislations:** Factories Act, 1948 and other legislations relating to Trade Union, Industrial Disputes, Employees' State Insurance, Wages, Gratuity, Provident fund, Plantation, Mines and others – Role of welfare officer – Role of trade union in labour welfare - Use of social work knowledge and skills.

UNIT – II

Medical and Psychiatry: Evolution of social work practice in the field of Medical and Psychiatric social work in India, Emerging trends and scope – Health/Mental health care system – Policies, Programmes, Analysis of existing health policies, Major health concerns of disadvantaged groups – Social and Psychological factors and Physical and Mental disorders – Role of social work in health care delivery system and in institutions for the Persons with disabilities – Social work practice in Hospitals, Specialized medical and mental health institutions, Child guidance clinics, Stress and Crisis intervention centers.

UNIT – III

Community Development: Concept, Goals, Process and Models of Community Development – Needs and problems related to Urban, Rural and Tribal development – **Institution of Panchayat Raj:** Philosophy, Role and Functions – Government programmes and service for the development of Tribals, Scheduled castes, Women and Children in urban, rural and tribal areas – Role of development organizations in urban, rural, tribal development.

UNIT – IV

Family, Women, Youth, Aged and Child Welfare: Changes in demographical and social situations of Families, Women, Youth, Aged and Children in India – Problems of Families, Women, Youth, Aged and Children in India – Social legislations for Families, Women, Aged and Children – Policies, Programmes and Services of Government and Development organizations (National and International levels) for Families, Women, Youth, Aged and Children – Social Work intervention with Families, Children, Women, Elderly and People with Special Needs.

Welfare of persons with disabilities: Definitions, Causes, Typesand Magnitude of various disabilities and their impact on persons with disability and their families - Discourses and Models of disability - **Types of disability:** Physical, Sensory, Intellectual, Multiple disabilities, Learning, Developmental disabilities, Psychosocial disability – Causes, Types and Care for persons with disabilities (medical and other interventions including aids and appliances) - **Process of rehabilitation:**Early identification, Education, Vocational rehabilitation and Social inclusion and Empowerment within the family and community - Understanding the experience of disability, limitations, strengths and potentials of persons with disabilities - Impact of disability on individuals and their families – Persons with Disabilities Act, 1995.

UNIT – V

Correctional Social Work:, Crime in India, Concepts of crime and deviance, Types of crime, Theories of causation – Objectives, Forms and Justification of punishment, Limitations of punishment – **Correctional Services:** History and scope of criminology and correctional administration, Nature – Adult and juvenile correctional programmes, Institutional and community-based treatment, Legal provisions, Intervention programmes for victims of violence, neglect and abuse – **Juvenile Delinquency:** Nature and causes, Juvenile Justice Act, 2015, Suppression of Immoral Traffic Act, 1978and Probation of Offenders Act, 1958 -Need and importance of correctional institutions – Role of social worker in correctional settings.

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