SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE

Coimbatore - 641 020

(An Autonomous Institution Affiliated to Bharathiar University and
Re-accredited by NAAC with 'A' Grade)

DEPARTMENT OF SOCIAL WORK

SYLLABUS FOR MSW

UNDER CHOICE BASED CREDIT SYSTEM (CBCS)

For the students admitted in the academic year

2019-2020

SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE
(AUTONOMOUS), COIMBATORE – 641 020
MSW (Master of Social Work)
Under Choice Based Credit System (CBCS) 2018 - 2019 and onwards
SCHEME OF EXAMINATION

SEMESTER - I

Paper Code	Course Title	HRS /WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
18PSW1C01	Core: Professional Social Work	4	4	3	25	75	100
18PSW1C02	Core: Working with Individuals and Groups	4	4	3	25	75	100
18PSW1C03	Core: Personality Development and Human Behaviour	4	4	3	25	75	100
18PSW1EL1	Elective-1: Understanding Indian Society	4	4	3	25	75	100
18PSW1FW1	Core: Field Work Practicum – I*	14	4	-	40	60	100
TOTAL		30	20	-	-	-	500

SEMESTER – II

Paper Code	Course Title	HRS /WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
18PSW2C04	Core: Working with Communities	4	4	3	25	75	100
18PSW2C05	Core: Social Work Research & Statistics	4	4	3	25	75	100
18PSW2C06	Core: For CD: Management of Development Organizations	4	4	3	25	75	100
18PSW2C07	Core: For HRM: Labour Welfare and Labour Legislations						
18PSW2EL2	Elective-2: Social Work and Human Rights	4	4	3	25	75	100
18PSW2FW2	Core: Field Work Practicum – II* (Including Rural/Tribal Camp)	14	5	-	40	60	100
TOTAL		30	21	-	-	-	500

SEMESTER – III

Paper Code	Course Title	HRS /WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
18PSW3C08	Core: Common for CD & HRM: Social Policy, Social Welfare Administration and Social Legislations	4	4	3	25	75	100
18PSW3C09	Core: For CD: Rural and Tribal Community Development	4	4	3	25	75	100
18PSW3C10	Core: For HRM: Human Resource Management						
18PSW3C11	Core: For CD: Livelihood Promotion	4	4	3	25	75	100
18PSW3C12	Core: For HRM: Organisational Behaviour						
18PSW3EL3	Elective-3@ : Inter Department Elective Common for CD & HRM: Event Management and Social Marketing	4	4	3	25	75	100
18PSW3FW3	Core: Field Work Practicum – III* (Including Study Tour)	14	5	-	40	60	100
TOTAL		30	21	-	-	-	500

SEMESTER – IV

Paper Code	Course Title	HRS /WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
18PSW4C13	Core-: For CD: Urban Community Development	4	4	3	25	75	100
18PSW4C14	Core-: For HRM: Industrial Relations						
18PSW4C15	Core: Common for CD & HRM: Corporate Social Responsibility	4	4	3	25	75	100
18PSW4EL4	Elective-4: Common for CD & HRM: Counselling Skills for Contemporary Social Workers	4	4	3	25	75	100
18PSW4EL5	Elective-5: Common for CD & HRM: Applied Fields of Social Work Practice**	4	4	3	25	75	100
18PSW4FW4	Core: Field Work Practicum – IV*	14	4	-	40	60	100
18PSW4PRO	Core Practical-5: Research Project Report & Viva Voce	4	4	-	40	60	100
18PSW4CBT	Core Practical-6: Block Field work#	-	2	-	50	-	100
	Core Practical-6: Pre-Employment Training#		2		50		
TOTAL		34	28	-	-	-	700

* Field Work practical cum External Viva-voce
** Objective type and on-line examination
@ Inter Department Elective offered by Cooperation Department
#30 Marks for Report and 20 marks for Viva-voce (Will be examined only by internal examiner)

ABSTRACT – Semester wise

S. No.	Semester	HRS /WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
1	SEMESTER-I	30	20	-	-	-	500
2	SEMESTER-II	30	21	-	-	-	500
3	SEMESTER-III	30	21	-	-	-	500
4	SEMESTER-IV	34	28	-	-	-	700
TOTAL		124	90	-	-	-	2200

ABSTRACT – Paper wise

S. No	Paper type	Total No. of papers	Credits	Total Marks
1	Core Theory	11	44	1100
2	Core Practical	6	26	600
3	Elective	4	16	400
4	IDE	1	04	100
Total		22	90	2200

ADVANCE LEARNERS COURSE (OPTIONAL)

Paper Code	Course Title	HRS/WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
SEMESTER – III							
18PSW3ALC1	Social Work and Disaster Management	-	5	3	25	75	100
TOTAL		-	5	-	-	-	100

INTER DEPARTMENTAL ELECTIVE – IDE##

Paper Code	Course Title	HRS/WK	CRE-DITS	EXAM HRS	MAX. MARKS		
					INT	EXT	TOTAL
SEMESTER – III							
16PCM3EL3	Management of Non- Governmental Organizations	4	4	3	25	75	100
TOTAL		4	4	-	-	-	100

IDE## - Offered by Department of Social Work to Department of Co-operation

PG DEGREE COURSE : MSW (Master of Social Work)
Total Marks : 2200
Total Credits : 90
Additional Credit : 5 for those who take advance learners course

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

For candidates admitted from the academic year 2018 - 19and onwards under new CBCS

Programme: MSW (SOCIALWORK) **Course code: 18PSW1C01**

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 underst and 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 of Social 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, Mezzoand 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,2006. **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.

Techniques of Teaching and Learning - Lecture, Power point presentations and Video presentations
Activity Based Learning - Seminar, Assignments, Group discussions, Role play, Simulation, Exercises, Case study and Group Activities

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.
6. Jacob K.K. (Ed.). (1994). *Social Work Education in India Retrospect*. New Delhi: Himachal.
7. Jha (Ed.). (2002). *Practice of Social Work*. New Delhi: Anmol.
8. Louise C. Jonson. (1994). *Social Work a Generalist Approach*. London: Allyan and Baco.
9. Martin Daview (Ed.). (2002). *Companion to Social Work.* USA: The Black Wall.
10. Misra P.D.(1994). *Social Work Philosophy and Methods.* New Delhi: Inter India.
11. Nitin Batra.(2004). *Dynamic of Social Work in India.* Jaipur: Raj publishing House.

SUGGESTED READINGS

1. Chowdry Paul P. (1972). *Introduction to Social Work*. New Delhi: Athmaram & Sons.
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.
11. University Grants Commission. (1980). *Review of Social Work Education in India, Retrospect and prospect*. New Delhi.
12. Wadia A.R. (Ed.). (1961). *History and Philosophy of Social Work in India*. Bombay: Allied.

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

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme :MSW(SOCIALWORK) **Course Code:18PSW1C02**

Course title :CORE: Working With Individuals and Groups

Semester:1 **Duration:4hours/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, Ecomaps and Family schema **- Relationship:** Use of relationship in the helping process-

Problems in professional relationship: Transference, Counter-transference and Resistance – Scope of Social casework.

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**: Psychotherapy, Behaviour modification therapy, Family therapy, Crisis intervention and Counseling – **Social Group Work therapies:** Grouptherapy, Transactional analysis, T groups, Socio-drama, Psycho-drama, Gestalt therapy, Role play, Buzz group, Brainstorming 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.

REFERENCE

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.
8. Mathew Grace. (1992). *An Introduction to Social Casework*. Bombay: Tata Institute of Social Sciences.
9. Mehr. Joseph. (1980). *Human Services: Concepts and Intervention Strategies*. Boston: Allen and Bacon.
10. Mishra P.D. (1994). *Social Work – Philosophy and Methods*. New Delhi: Inter India.
11. Misra P.D and Beena Misra. (2008). *Social Group Work – Theory and Practice*. Lucknow: New Royal Book Company.
12. Sheafer, Bradford, W. Horejsi, Charles, R. and Horejsi, Gloria, A. (1988). *Techniques and guidelines for Social Work Practice*. Boston: Allen and Bacon.
13. Siddiqui H.Y. (2008). *Group Work Theory and Practice*. Jaipur: Rawat Book Sellers.
14. Upadhyay P.K. (2003). *Social Case Work*. New Delhi:

Techniques of Teaching and Learning

Lecture, Power point presentations and Video presentations

Activity Based Learning

Seminar, Assignments, Group discussions, Role play, Simulation, Exercises, Case study and Group Activities

SUGGESTED READINGS

1. Balgobal, Pallasaama, R. Vassill, Thomas, V. (1983). *Groups in Social Work: An Ecological and Perspective.* New York: Macmillian.
2. Ephross. (1988). *Group that Work: Structure and Process*. Jaipur: Rawat Book Sellers.
3. Fischer, Joel. (1976). *The Effectiveness of Social Casework*. Springfield.
4. Garvin, Charles, D. (1987). *Contemporary Group Work*. New Jersey: Prentice Hill.
5. Gouglas, Tom. (1976). *Group Work Practic*e. New York: International University.
6. Hamilton, G. (1963). *Social Case Recording*. New York: Columbia University.
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.
10. Philips, V. (1957). *Essential of Social Work Skills*. New York: Association.
11. Piccard, Betty, J. (1983). *An Introduction to Social Work: A Premier*. Illinois: The Dossey.
12. Roberts, R.W. Nee, R.H. (Ed). (1970). *Theories of Social Casework*. Chicago: University of Chicago.
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.
15. Turner, Francis, J. (1974). *Social Work Treatment – Interlocking Theoretical Approaches*. New York: Free Press.

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For candidates admitted from the academic year 2018-19 and onwards under new CBCS

Programme: MSW (SOCIALWORK) **Course code: 18PSW1C03**

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 –Branches of psychology, 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 – **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 (Coping, relaxation, Meditation, Group, Music, exercise and relationship therapies) – Defense mechanisms – A brief idea on major psychiatric illness – Significance of mental health – Role of social workers in promoting mental health.

Teaching-learning activities: Lecture, PowerPoint presentations, Video presentations, Group discussions, Seminar, Assignments, Experience discussion, case analysis, role-play, practical training to other colleges

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.

SUGGESTED READINGS

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.

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For candidates admitted from the academic year 2018-19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW1EL1**

Course title : ELECTIVE – 1: 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.

Teaching-learning activities: Lecture, PowerPoint presentations, Video presentations, Group discussions, Seminar, Assignments, Experience discussion, case analysis, role-play, practical training to other colleges

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.
4. Madan G.R. (1993). *Indian Social Problems*. New Delhi: Allied.
5. Memoria C.B. (1986). *Social Problems and Social Disorganisation in India*. Alahabad: Kitab Mahal.

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For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course Code: 18PSW1FW1**

Course title : Core: Field Work Practicum – I*

Semester: 1 **Duration: 14 hours / week** **Credit: 4**

OBJECTIVES

- A distinctive feature of the instructional programs in social work is the emphasis laid on concurrent field work as an integral part of the total curriculum.
- Field work in the first semester includes observation visits leading to an awareness of the general functioning and nature of various welfare agencies.
- The course aims to facilitate the students to understand various fields of Social Work.
- The administrative structure and overall functions of an Government, Non-Government Organizations and Corporate Companies were learned by the students through field work.

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For candidates admitted from the academic year 2018 - 19and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW2C04**

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 (B*arefoot 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), Rajendrasing (Water Conservation Movement)

Teaching-learning activities: Lecture, PowerPoint presentations, Video presentations, Group discussions, Seminar, Assignments, Experience discussion, Village visit.

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.
5. Murphy Campell. G.(1954). *Community Organisation Practice*. New York: Houghton Miffin.
6. Thomas David. N. (1976). *Organizing for Social Change.* London: George Allen & Unwin.

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

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW2C05**

Course title : CORE : Social Work Research & 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 – **Review of Literature:** Need and Sources - **Hypothesis:** Meaning, Definition, Importance, Sources, Types - **Theory:** Meaning, Role of theory in research. – Ethics 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:** Universe, Sampling frame, 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 –Measures of Central Tendency (Mean, Median and Mode)**(Practical sums)**, Uses and Conditions of using 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, Ethno methodology**,** Field research, Action research, Frame analysis, Grounded theory, Phenomology, Phenomography, Life word analysis and Narrative research - Ethical guidelines - Writing qualitative research report.

Techniques of Teaching and Learning : Lecture, Power point presentations and Video presentations
Activity Based Learning : Seminar, Assignments, Group discussions, Role play, Simulation, Exercises, Case study and Group Activities

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2. Baipai S.R. (1992). *Methods of Social Survey and Research*. Kanpur: Kitab Ghar.
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4. Creswell John W. *Research Design: Qualitative, Quantitative and Mixed Methods Approaches*.
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8. Kothari C.R. (1992). *Research Methodology - Methods and Techniques*. Madras: Wiley Esfern.
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11. Merriam Sharan B. *Qualitative Research: A Guide to Design and Implementation*.
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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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2. Cochran W.G. (1987). *Sampling Techniques*. New York: John Wiley & Sons.
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4. Fisher A. (1958). *Statistical Methods for Research Worker*. London: Oliver and Boyd.
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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

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

For candidates admitted from the academic year 2018–19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW2C06**

Course title : CORE : For CD: 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 and techniques, Need assessment, Planning – Project formulation – Strategic formation – Preparation of Project Proposals – Project implementation – Community-based rehabilitation - **Funding agencies & projects in India:** WHO, UNICEF, World Bank, Bill Gates Foundation, ILO, Ministry of Social Justice and Empowerment (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, problems of 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, approaches, PCM (Project Cycle Management), Impact Analysis and Indicator Based Assessment in a project – **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, LFA (Logical Frame Analysis).

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.

Teaching-learning activities: Lecture, PowerPoint presentations, Video presentations, Group discussions, Seminar, Assignments, Experience sharing, case analysis, role-play.

REFERENCE

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15. Mukherjee Neela. (1995). *Participatory Rural Appraisal and Questionnaire Survey*. New Delhi: Concept
16. Pricilla R. Ulin Elizabeth T. Robinson, Elizabeth E. Toller and Erin T. McNeill. (2002). *Qualitative Methods – A Field Guide for Applied Research*. North Carolina: Family Health International.
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SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS), COIMBATORE – 641 020

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW2C07**

Course title : CORE : For HRM: 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, Sexual Harassment and Migrant - 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.

UNIT – II

Labour Welfare: Concept, Objectives, Principles, Theories, **Types:** Statutory and Non–statutory – Labour welfare fund –Need and Role of Labour welfare officer.**Labour Legislations:** Concept, Principles, Need, ILO and labour legislation in India – Sources and Shortcomings of labour legislations in India.

UNIT – III

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

Techniques of Teaching and Learning - Lecture, Powerpoint presentations and Video presentations
Activity Based Learning - Seminar, Assignments, Group discussions, Exercises and sharing experience.

REFERENCE

1. Deepak Bhatnagar. (1985). *Labour welfare and Social Security Legislations in India*. New Delhi: Deep and Deep.
2. Deepak Bhatnagar. (1986). *Labour and Industrial Laws.* Pioneer
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SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS), COIMBATORE – 641 020

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW2EL2**

Course title : ELECTIVE – 2: 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 Commission (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.

Teaching-learning activities: Lecture, Powerpoint presentations, Video presentations, Buzz Group, Seminar, Assignments, Discussion with News Paper Cuttings, Experience discussion, Exercises, Case Study Discussion

REFERENCE

1. Devasia V.V and Devasia Leelamma. *Women Social Justice and Human Rights*. New Delhi: APH Publishing Corporation.
2. Dr. S. R. Myneni. Human Rights.
3. Gupta D.N. Chandrachursingh. (2003). *Human Rights – Acts Statutes and Constitutional Provisions Vol-I*. Delhi: Kalpaz.
4. Jaswal. S. Parakjit, Jaswal Nishtha. (2003). *Human Rights and Law*. New Delhi: APH Publishing Corporations.
5. Kohli A.S. (2004). *Human Rights and Social Work: Issues Challenges and response*. New Delhi: Kanishlea Publishers.
6. Reichert Elisabeth. (2003). *Social Work and Human Rights – a Foundation for Policy and practice*. Delhi: Rawat Publications.
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SUGGESTED READINGS

1. Chakraborty Manik. *Human Rights and Refugees – Problems, Laws and Practice*. New Delhi: Deep and Deep.
2. Sankar Rao, C.N. (2006). *Sociology of Indian Society*. New Delhi: S.Chand.
3. Sen Sankar. *Human Rights in Developing Society*. New Delhi: APH Publishing Corporation.
4. UNICEF. (2005). *Manual for Social Workers: Dealing with Child victims of trafficking and commercial sex exploitations*. New Delhi: Govt. of India.

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

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW2FW2**

Course title : Core: Field Work Practicum – II (Including Rural/Tribal Camp)

Semester: 2 **Duration: 14 hours / week** **Credit: 4**

OBJECTIVES

- A distinctive feature of the instructional programs in social work is the emphasis laid on concurrent field work as an integral part of the total curriculum.
- The students are placed in welfare organizations in order to familiarize with the practice of social work in different settings.
- The course aims to assist the students to understand various schemes, welfare programmes and different activities of Social Work practice.
- As a trainee the students are participate all the activities in their concerned field work agency, it helps to develop skills.

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

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW3C08**

Course title : CORE : Common for CD & HRM: 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

Functions of Social Welfare Administration: Planning, organising, staffing, directing, controlling, reporting and budgeting (POSDCORB). The duties and responsibilities of office bearers and executives - Role of the general body and the governing board. Fund raising, Public relation and Publicity communication. **Project Administration:** Project identification, preparation of the proposal, implementation strategy, Evaluation and Reporting.

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:** 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, Juvenile Justice (Care and Protection) Act, 2015, 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).

Techniques of Teaching and Learning - Lecture, Powerpoint presentations and Video presentations
Activity Based Learning - Seminar, Assignments, Group discussions, Role play, Simulation, Exercises.

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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8. Rupa C. (1992). *Reservation Policy – Mandal Commission and After*. New Delhi: Sterling.
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3. Chopra R.K. (1981). *Office Organization and Management*. Bombay: Himalaya.
4. Choudry P. (1979). *Social Welfare Administration*. New Delhi: Atman Ram & Sons.
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7. DubeyS.N.andMurdiaPatia.(1976).*AdministrationofPolicyandProgrammesforBackwardClassesin India*. Bombay:Somaiya.
8. GangradeK.D.(1978).*Social LegislationinIndia(Vol.I –III).*Delhi: Concept.
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10. KulkarniP.D.(1969).*SocialPolicyandSocialDevelopmentinIndia*.Madras:ASSWI

SRI RAMAKRISHNA MISSION VIDYALAYA COLLEGE OF ARTS AND SCIENCE

(AUTONOMOUS), COIMBATORE – 641 020

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW3C09**

Course title : CORE: For CD: 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 – Grama Sabha – 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 –NABARD in Rural Development – State Resource Centre.**Salient features of Rural Development Programmes:** SGSY (Swarnajayanti Gram SwarzarYojana), SGRY (Sampoorana Gram RojanYojana), IAY (IndraAwaasYojana), PMSG (Prime Minister Gramiya Satak Yojana), DPAP (Drought Prone Area Development Programme), IWDP (Integrated Watershed Development Programme), Housing (Upgradation of Hutcha Houses), Swatch Bharath, THADCO Schemes (Tamilnadu Housing and Adi Dravida Development Corporation), 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.

Teaching-learning activities: Lecture, PowerPoint presentations, Video presentations, Group discussions, Seminar, Assignments, Experience discussion, case analysis, role-play. E-Governance innovative assignment, village visit.

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.
3. Dahama O.P. (1982). *Extension and rural Welfare*. Agra : Ram Prasad and sons.
4. Dubey. M.K. (2000). *Rural and Urban Development*. New Delhi: Common Wealth.
5. Goel. S.L. and Shalini Rajneesh. (2003). *Panchayati Raj in India – Theory and Practice*. New Delhi: Deep and Deep Publications.
6. Mahajan. J.M. (1993). *Employment through Rural Development towards Sustainability*. New Delhi: Deep and Deep.
7. Mathur. B.L. (2000). *Rural Development and Cooperation*. Jaipur: RBSA Publishers.
8. Ram K. Verma. (1996). *Development Infrastructure for Rural Economy*. Jaipur: Print well.
9. Singh (2000). *Ministry of Information and Broadcasting* in *India: A Reference Manual*. New Delhi: Publication Division.
10. Singh. (1990). *Panchayat Raj and Rural Organisations*. New Delhi: Publication Division.
11. Thakur. B.N. (1988). *Sociology of Rural Development*. New Delhi: Classical.
12. Thoha. M and Om Prakash. (1989). *Integrated Rural Development (Vol. I – IV).* Bangalore: Sterling.
13. Vasant Desai. (2005). *Rural Development in India – Past, Present and Future a Challenge in the Crisis*. Mumbai: Himalaya Publishing House.
14. Vasudeva Rao. D. (1985). *Fact and Rural Development*. New Delhi: Ashish.
15. Vijay. C.M. (1989). *Rural Development Administration in India*. Jaipur: Prateeksha.

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1. Arjunroa and Dharshan Singh. (1979). Leadership in Panchayat Raj. Delhi: Panchasheel.
2. Dubey. S.C. (1958). *India's Changing Villages*. London: routledge and Kegan Paul.
3. Heredro. J.M. (1971). *Rural Development and Social Change*. New Delhi: Manohar.
4. Rajeswar Dayal. (1962). *Community Development Programme in India*. Kitab Mahal: Allahabad.

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

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW3C10**

Course title : CORE : For HRM: 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: Introduction to Human Resource Management:

Human Resource Management: Definition, Objectives, Importance and Functions (An overview of Operative and Managerial) – **HRM Models:** Rational model, Social system model, Human resource development model - **Human Resource Policies**: Meaning, importance, types and formulation - Role of human resource manager.

UNIT – II: Acquiring Human Resources:

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

UNIT – III: Developing Human Resources:

Employee Training: Meaning, Objectives, Importance, Types, Methods, Needs for Training and Evaluation of Training effectiveness – **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: Compensation, Retaining and Controlling of Human Resource:

Wage and Salary Administration: Concept and Methods of Wages – Theories - Incentives – Job evaluation - Employee Benefits and Services. **Retaining of Human Resource**: Promotion: Meaning, purpose, types – Demotion – Transfer – Separation. **Controlling of Human Resource**: Human Resource Records: Meaning, objectives, importance, types and Principles of Record Keeping – Human Resource Reports – Human Resource Audit : Meaning, objectives, importance and scope – Human Resource Research: Meaning, objectives and techniques.

UNIT – V: Strategy of quality management:

Social Compliance: Definition, Meaning and 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).
Strategy of quality management: Six Sigma, Keizen, TQM, TPM, QMS - ISO Systems, ISO Certification Schemes, **ISO types:** ISO 9001, 14001, ISO/TS 16949– Preparing an Organization for ISO Certification - **Quality assurance:** Mckinesey's 7s frame work, HR out sourcing – People Capacity Maturity Model (PCMM).

Techniques of Teaching and Learning: Class Room Lectures, Power point presentation, Video presentation, Sharing of practical knowledge by experts.
Activity based learning: Simulation, Exercise, Group Discussion, Role Play, Assignment, Seminar.

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9. Prasad, Lallan & Bannerjee. (1997). *Management of Human Resource*. New Delhi: Sterling.
10. Rao Subba. (1996). *Essentials of Human Resource Management and Industrial Relations*. Mumbai: Himalaya.
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12. Shooka M.S. (2004). *A Hand Book of Human Relations with Structural Experiences and Instruments*. Delhi: Macmillan India Ltd.
13. Subash Garg. (1992). *Personal Human Resources*. Jaipur: Arihant.
14. Tripathi P.C.(2003). *Human Resource Development*. New Delhi: Sultan Chand & Sons.

SUGGESTED READINGS

1. Krishnaswami O.R. (1987). *Human resource Management & Industrial Relations*. Coimbatore: Rainbow.
2. Yoder & Statudohar. (1986). *Personnel Management and Industrial Relations*. New Delhi: Prentice hall.

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For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW3C11**

Course title : CORE : For CD: 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

Areas of livelihood promotional Activities: 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 (NRLM, NULM, World Bank, IMF, UN, Asian Bank and Commonwealth).

Teaching-learning activities: Lecture, Powerpoint presentations, Video presentations, Buzz Group, Seminar, Assignments, Discussion with News Paper Cuttings, Exercises

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.*
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6. Perpetua Katepa. (2005). Sustainable Livelihood Approaches in Operation: A Gender Perspective, International Associates for Development.
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8. State of India's Livelihoods Report. (2011). *The State of India's Livelihoods: A Timeof Volatility*', edited by Orlanda Ruthven and Vipin Sharma. New Delhi: SagePublications
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10. Vijay Mahajan, Sankar Datta and Gitali Thakur, (2001). *A Resource Book forLivelihood Promotion*. Hyderabad: BASIX

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For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW3C12**

Course title : CORE : For HRM: 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 behaviour.

UNIT – I

Organizational Behaviour: Concept, Historical background, Approaches and Models of OB - Challenges and Opportunities for OB – Contributions of 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:** Behaviourist, 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.

Techniques of Teaching and Learning: Lecture, Power point presentations and Video presentations
Activity Based Learning: Seminar, Assignments, Group discussions Experience discussions and Exercices

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.
3. Jit S. Chandan. (1999). *Organisational Behaviour.* N. D: Vikas Publishing House.
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5. Nirmal Sign. (2000). *Human Relations and Organisational Behaviour.* New Delhi: Deep & Deep Publications Pvt., Ltd.
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8. Stephen P. Robbins. (2004). *Organizational Behaviour.* New Delhi: Prentice Hall of India.
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10. Udaipareek. (1996). *Organizational Behaviour Process.* Jaipur: Rawat Publications.
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SUGGESTED READINGS

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3. Berne, E.(1967). *Games People Paly.* London: penguin.
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8. New Strom & Davis. (1986). *Human Behaviour at Work and organizational Behaviour.* New York: Mc Graw Hill.

Programme : MSW (SOCIAL WORK)

Course Title : ELECTIVE : Event Management and Social Marketing Course Code : 16PSW3EL3

Year : II Semester: III

Hours / week : 4 Credit : 4

OBJECTIVES

- To get introduced to Events and its Management.
- To enrich knowledge on Event Marketing.
- To orient to Social Market and Social Marketing Strategies.
- To understand the social marketing concepts and services

UNIT – I

Introduction to Event: Scope, Nature, Importance, Types, Unique features and similarities – Practices in event management – Duties and Responsibilities of event manager – Key steps to a successful event.

UNIT – II

The Dynamics of Event Management: Event planning and Organising, Leadership traits and Characteristics, Event proposal, SWOC (Strength, Weakness, Opportunity and Challenges) analysis Event budget, Implementation, Evaluation, Site and Infrastructure management.

UNIT – III

Event Marketing: Customer care equipment and Tools: Promotion, Media relation and Publicity – Event coordination – Visual and Electronic communication – Event sponsorship – Event presentation – Event evaluation.

UNIT – IV

Market: Concepts, Functions, Classification of market – Social Marketing: Definition, Nature, Scope, Challenges, Conceptual frame work, Need and Problems of social marketing.

UNIT – V

Social marketing strategies and applications: Social market segmentation - Product strategies - Marketing mix - Pricing strategies - Promotion strategies - Role of Government and Development Organisations in social marketing.

BOOKS FOR STUDY:

1. Balu V. Dr. Marketing Management. Chennai: Sri Venkateshwara Publications.
2. Barry Avrich. (1994). Event and Entertainment Marketing. New Delhi: Vikas Publishers.
3. Bhatia. A.K. (2001). Event Management. New Delhi: Sterling Publishers.
4. David. C. Watt. (1998). Event Management in Leisure and Tourism. UK: Pearson.
5. Gupta C.B Dr. and Rajan Nair N. Dr. Marketing Management. New Delhi: Sultan Chand & Co.
6. Gupta Dr. S.L and Varshney R.L Dr. Marketing Management. New Delhi: Sultan Chand & Co.
7. Joe Gold Blatt. (1997). Special Events – Best Practices in Modern Events Management. New York: John Wiley and Sons.
8. Mathews J.M. I st ed. (2006). Hospitality Marketing and Management. Avishkar Publisher.
9. Natarajan L. Dr. Service Marketing. Chennai: Margham Publications.
10. Pillai and Bhagavathi. (2011). Marketing Management. New Delhi: Sultan & Chand Publishers. Rapuda. Media and Communication Marketing Management. Himalaya Publishing House.

E-Resources

1. https://www.eventtia.com/en/home
2. https://www.eventmanagerblog.com/exciting-event-agency-websites
3. https://www.eventcreate.com/
4. https://www.cvent.com/in/event-management-software

   https://www.capterra.com/event-management-software/

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For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW3FW3**

Course title : Core: Field Work Practicum – III * (Including Study Tour)

Semester: 3 **Duration: 14 hours / week** **Credit: 4**

OBJECTIVES

- A distinctive feature of the instructional programs in social work is the emphasis laid on concurrent field work as an integral part of the total curriculum.
- The students opted for community development will work with various development organisations and those opted for human resources management undergo specialized training in industrial settings.
- As a trainee the students are participate all the activities in their concerned field work agency, it helps to develop skills.
- All the second year students should go on a study tour during third semester for visiting important agencies at various places in India.

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

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW4C13**

Course title : CORE : For CD: 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, C**lassification:** 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),Slum Clearance Board, EXNORA, SULAB International, United Nations Centre for Human Settlements (UNCHS), 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 (TNUDP) - 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) - Urban Health and Sanitation programme - Problems in implementation of urban community development programme.

UNIT – V

Local Self-government: History of local self-government – Forms of urban local self government – **Urban Sector (**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.

Teaching-learning activities: Lecture, Powerpoint presentations, Video presentations, Buzz Group, Seminar, Assignments, Discussion with News Paper Cuttings, Block Placement Experience discussion, Exercises

REFERENCE

1. Clinard B. Marshall. (1970). *Slums and Community Development*. New York: The Free Press.
2. Datta. A (Ed.). (1980). *Municipal and Urban India*. New Delhi: Indian Institute of Public Administration.
3. David Antony Pinto. (1987). T*he Mayer, The Commissioner and Metropolitan Administration*. New Delhi: Vivkas.
4. Delgado (Melvin). (2000). *Community Social Work Practice in an urban context*. New Delhi: Oxford University Press.
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SUGGESTED READINGS

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2. Ramnath Sharma. (1975). *Text Book of Urban Sociology*. Meerut: Rajhans Press.
3. Satish Sharma. (2002). *Social Transformation in Urban India*. New Delhi: Dominant.

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For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW4C14**

Course title : CORE : For HRM: 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 – **IR Approaches:** Marxist, Giri, Gandhian, Pluralist, Dunlop – **Tripartite bodies in India:** ILC, SLC, 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: Conflicts Resolution: Meaning, Causes, Types**,** consequences of Conflicts – Weapons of Employees' (Strikes, Boycott, Picketing and Gherao) - Employers' weapons (Employers Association, Closure, Lock out, Lay off, Terminations of services)- **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

Techniques of Teaching and Learning: Class Room Lectures, Power point presentation, Video presentation, Sharing of practical knowledge by experts.
Activity based learning: Simulation, Exercise, Group Discussion, Role Play, Assignment, Seminar.

REFERENCE

1. Dewan & Sudarshen. (1996). *Labour Management*. New Delhi: Discovery Publishing House.
2. Kumar H.L. (1992). *Law Relating to Strike, Lockout, Gherao and Demonstration*. Delhi: Universal Book Traders.
3. Makanday Katju. (1996). *Administration of Industrial Labour Disputes*. N.M.Tripathi Private Ltd.
4. Memoria C.B & Memoria S. (1995). *Dynamics of Industrial Relations in India*. Bombay: Himalaya Publishing House.
5. Preeti Oberai. (2002). *Labour Management Relations*. Delhi: IVY Publishing House.
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7. Sinha P.R.N. (et, all). (2004). *Industrial Relations and Trade Unions and Labour Legislations*. New Delhi:

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2. Gaur G.L. (1986). Trade Unionism & Industrial Relations. New Delhi: Deep & Deep Publisher.
3. Hagoliwel T.N. (1988). Personal Management and Industrial Relations. Agra: Sathya Bhavan.
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5. Paril B.R. (1977). Conciliation in India. Allagabad: Chaudh Publication.
6. Rao K. (1966). A Practical Approach to Domestic Enquiry. Madras: Sitaram & Co.
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8. Sri Vatsava S.C. (1984). Industrial Disputes and Labour Management Relations. New Delhi: Deep & Deep.

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

For candidates admitted from the academic year 2018 - 19and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW4C15**

Course title : CORE : Common for CD & HRM: 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 anorganization – 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 forCommunity Initiatives), Tata Model on CSR – National CSR HUB of TISS, Mumbai – CSR Awards in India.

Teaching-learning activities
Lecture, PowerPoint presentations, Video presentations, Group discussions, Seminar, Assignments, Experience discussion, case analysis, role-play, practical training to other colleges

REFERENCES

1. Benn & Bolton, (2011). *Key concepts in corporate social responsibility*. Australia: Sage Publications Ltd.
2. Bradshaw, T. and D. Vogel. (1981). *Corporations and their critics: Issues andanswers to the problems of corporate social responsibility.* New York: McGraw HillBook Company.
3. Brummer, J.J. (1991). *Corporate Responsibility and Legitimacy: An interdisciplinaryanalysis.* Westport, CT: Greenwood Press.
4. C V Baxi, Ajit Prasad, 2005, Corporate Social Responsibility, Anurag Jain for Excel Books, New Delhi.
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6. Crane, A. et al., (2008). *The Oxford handbook of corporate social responsibility*. New York: Oxford University Press Inc.
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10. http://www.tatapower.com/sustainability/environmental.aspx
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12. Sanjay K. Agarwal. (2008). *Corporate Social Responsibility*. New Delhi: Response Book's Publication.
13. Werther, W. B. & Chandler, D. (2011). *Strategic corporate socialresponsibility*. Thousand Oaks, CA: Sage
14. William B. Wherther, Jr. David Chandler, (2010). *Strategic Corporate Social Responsibility*. New Delhi: Sage Publications India Pvt Ltd.

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

For candidates admitted from the academic year 2018 –19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW4EL4**

Course title : ELECTIVE – 4: Common for CD & HRM: 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, Techniques, Skills and ethics of a counsellor – Foundations **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 and 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.

Techniques of Teaching and Learning: Lecture, Powerpoint presentations and Video presentations
Activity Based Learning: Seminar, Assignments,Group discussions, Role play with worksheet, Experience discussion and Supervised counselling

REFERENCE

1. Bellel R.B. *Interviewing & Counselling*. London: S.T. Botsford.
2. Bengalee M. Ehno. D. (1972). *R.B. Guidance if you please*. Bombay: Macmillan.
3. Carkhuff R. Bereason, B.S. Holt. *Beyond Counselling and Therapy*. London:
4. *Counselling in Asia, Perspective and Practices*. (1982). Association of Psychological and Practices, Educational Counsellors of Asia.
5. Frank A. Nugent. (1990). *An Introduction to the Profession of Counseling*. New York: Macmillan Publishing Company.
6. Fullmer D.W & Bernard H.W. *Counselling - Context and Process*.
7. Gerald Corey. (1991). *Theory and Practice of Counselling and Psycho-therapy*. California, USA: Books/Cole.
8. Kennedt E. *On Becoming a Counsellor: A basic guide for non-professional counselors*. New Delhi: Macmillan.
9. Lewis. E. Patterson. (2001). *The Counselling Process*. USA: 5th Balt, Wadsworth / Thomson Learning, Belmount.
10. Zastrow Charles. H. (1999). *The Practice of Social Work*. Singapore: Books/Cole publishing company.

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

For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW4EL5**

Course title : ELECTIVE –5: Common for CD & HRM Applied Fields of Social Work Practice

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, Types and 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, 1978 and Probation of Offenders Act, 1958 -Need and importance of

correctional institutions – Role of social worker in correctional settings.

Techniques of Teaching and Learning - Lecture, Powerpoint presentations and Video presentations.
Activity Based Learning - Seminar, Assignments, Group discussions, Exercises.

REFERENCE

1. Antony A. Vars. (1996). *Social Work Competencies*. New Delhi: Saji Publication.
2. Chowdry Paul. D. (1992). *Social Welfare Administration*. New Delhi: Atmaramn and Sons.
3. Chyya Patel, Prem Rawal. *Social Work Practice*. Jaipur: Rawat Publications
4. Devi Rameshwari and Ravi Prakash. (1998). *Social Work and Social Welfare Administration Methods and Practices.* Jaipur: Mangal Deep Publications.

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For candidates admitted from the academic year 2018 - 19and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW4FW4**

Course title : Core: Field Work Practicum – IV*

Semester: 4 **Duration: 14 hours / week** **Credit: 4**

OBJECTIVES

- A distinctive feature of the instructional programs in social work is the emphasis laid on concurrent field work as an integral part of the total curriculum.
- The students opted for community development will work with various development organisations and those opted for human resources management undergo specialized training in industrial settings.
- As a trainee the students are participate all the activities in their concerned field work agency, it helps to develop skills.
- The knowledge gathered in the class room is applied in the field under the effective supervision of teachers as well as agency to gain skills and technique.

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For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW4PRO**

Course title : Core Practical-5: Research Project Report & Viva Voce

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

OBJECTIVES

- To provide basic knowledge in social work research.
- To learn how to formulate research problem and to select appropriate method according to the nature of research problem.
- To develop the data collection skill, coding and analysis.
- To learn how to write thesis based on data collection and findings.

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For candidates admitted from the academic year 2018 – 19 and onwards under new CBCS

Programme : MSW (SOCIAL WORK) **Course code: 18PSW4CBT**

Course title : Core Practical-6: Block Field work* & Pre-Employment Training*

Semester: 4 **Credits: 4**

OBJECTIVES

- The students specialized in Community Development will be placed in Block Development Office, Municipal Corporations and City Corporation for the period of 10 days.
- The students specialized in Human Resource Management will be taken for a visit to the Office of the Deputy Commissioner of Labour, Office of the Inspector of Factories, Labour Court and Office of the Employees Provident Fund and Employees State Insurance for five days and arrangements will be made for orientation from the authorities of the respective organizations for another five days.
- The Community Development students are placed in State, National and International level NGO's and the Human Resource Management students are place in Industries for a period of one month the fourth semester examinations.
- The students will get hands-on-training and employment experience through this course.

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: M. Com Co-Op. Management (II Year) **Course code: 16PCM3EL3**

Course title: Management of Non - Governmental Organisations

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

OBJECTIVES

- To learn about the NGO's Registration Act and various projects proposal.
- To identify Resources mobilization techniques and Income generation programmes.
- To equip the knowledge of project, project proposal writing and funding agencies.
- To impart knowledge of Project Monitoring and Evaluation development organization.

UNIT – I

Introduction to NGO: Meaning, Objectives, Characteristics, Types of NGO, Formation of Society and Trust, Difference between Society and Trust. FCRA Registration procedure.

UNIT – II

Project identification: Feasibility / Baseline studies, Project Planning - Project formulation - Preparation of Project Proposals - Project implementation - Community Based Rehabilitation.

UNIT - III

Financial Management: Budgeting: Meaning, Steps, Important Items in Budget - Funds Raising: Meaning, Principles, Steps and Techniques, Income Generation Programmes (International Central and State Government Assistance in India).

UNIT – IV

Project Evaluation: Types of Evaluation - Creating Management Information System - **Project Appraisal**: Meaning and Techniques - Logical Frame Analysis (LFA), **Participatory Rural Appraisal (PRA)**: Principles and Methods of PRA.

UNIT - V

Non- Profit Organisation (NPO) Management: Training: Meaning, Need, Methods - **Report Writing** – **Record Maintenance** (Filing) - Employee's Benefit Schemes - Multifarious Role of NGO's - Problem faced by NGO's.

REFERENCE

1. Behera.M.C. (2006) Golbalising Rural Development, New Delhi, Sage.
2. Chowdhry Paul(1973) Administration of Social Welfare Programme in India, Bombay, Somaily.
3. Clark John (1991) Voluntary Organisation: Their Contribution to Development, London , Earth Scan.
4. Ginsbery Leon.h. (2001), Social Work Evaluation - Principles and Methods, Singapore, Allyn and Bacon.