

SEMESTER I

PCSWB20 - SOCIAL CASE WORK

Year	SEM	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
1	1	PCSWB20	Social Case Work	Theory	Core	5	4	100

COURSE OBJECTIVES

- To understand the values and principles of social work and to develop the capacity to practice them.
- To develop in students an understanding of and an ability to adopt a multidimensional approach in assessment and intervention.
- To understand and apply the models of case work practice in different settings.
- Comprehend theory, models and approaches of social case work.

COURSE OUTCOME

After completion of the course the students will be able to attain the following outcomes,

CO1: Analyze and practice the basic philosophy, principles and values of social work as a method of social work.

CO2: Effectively understand the scope of social work

CO3: Study and support the application of theories and models in addressing the problems of individuals

CO4: Appreciate and practice the basic philosophy, principles and values of social work as a method of social work.

CO5: Acquire skills in recording, reflecting and evaluating on the work to grow professionally

CO/PSO	PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	H	H	H	M	H	H
CO2	H	H	H	H	H	H
CO3	H	M	H	H	H	H
CO4	H	H	H	H	H	H

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	H	H	H	H	M
CO2	H	H	H	M	H	H
CO3	M	H	H	H	H	H
CO4	H	H	H	H	H	M
CO5	H	M	M	H	M	H

(Low - L, Medium – M, High - H)

Unit I: Historical Development

(15 hours)

- 1.1 Historical development of social casework as a method of social work practice (K2,K1)
- 1.2 Scope and limitations (K2,K1)
- 1.3 Objectives of working with individuals (K3,K2)
- 1.4 Values Worth and dignity of clients, uniqueness and individuality, problem solving capacity and self-determination, confidentiality and mobilizing resources (K4,K3)
- 1.5 Principles of acceptance, individualization, client participation, controlled emotional involvement. (K5,K3)

Unit II: Different Process of Case Work

(15 hours)

- 2.1 Components: Person and family, problem, agency resources and process (K5,K3)
- 2.2 Phase 1 – Exploration of person in environment, multi-dimensional assessment and planning.
- 2.3 Multidimensional intervention (K6,K5,K3)
- 2.4 Phase II – Implementing and goal attainment. (K6,K5,K3)
- 2.5 Phase III – termination and evaluation, follow up. (K6,K4)

Unit III: Tools and Techniques of Case Work

(15 hours)

- 3.1 Techniques in Case work (K5,K3)
- 3.2 Supportive Techniques: acceptance, assurance, ventilation, emotional support, action oriented support and advocacy (K5,K3)

3.3 Enhancing resources techniques, procuring material help, environment modification and enhancing information (K6,K4,K2)

3.4 Counseling techniques- Reflective discussion, advice, motivation, clarification, modeling, role-playing, reality orientation, partialisation, confrontation and reaching out (K5,K4,K2)

Unit IV: Supporting Tools

(15 hours)

4.1 Casework tools: Verbal and non-verbal communication, listing, observation, questioning, giving feedback (K6,K3)

4.2 Interviewing process, home and collateral contacts. (K4,K2,K1)

4.3 Recording: Meaning, uses (K2,K1)

4.4 Principles and types of recording (K3,K4)

4.5 Narrative, process and summary – (K3,K1)

4.6 Use of Genogram and Eco map in records. (K4,K3,K2)

Unit V: Rapport building Process

(15 hours)

5.1 Use of relationship in the helping process (K4,K3,K2)

5.2 Empathy, nurturing (K3,K2)

5.3 Authority, professional (K3,K2)

5.4 Fostering clients growth (K3,K2)

5.5 Problems in helping relationship, resistance, (K5,K3,K2)

5.6 Transference and counter transference. (K5,K3,K2)

Books for Study and Reference:

1. P.K.Upadhyey – Social Case Work – Rewat Publications, Jaipur, 2003.
2. Prakash M. Katare – Social Work and Rural Development – Arise Publishers & Distributors, New Delhi, 2006.
3. Sanjay Bhattacharya – Social Work: An Integrated Approach – Deep and Deep Publications, New Delhi, 2005.
4. V.Ramamurthy – Guidance and Counselling of HIV/AIDS – Tarum Offset, New Delhi, 2004.
5. S. Narayanan Rao – Counselling and Guidance, 2nd Edition – Tata McGraw Hill Publishing, New Delhi, 2006.
6. Helen Harris Pearlman – Social case work-A problem solving process – university of California press - 2002
7. Grace Mathew – An introduction to Social case work – Tata Institute of social sciences – 1992 -Mumbai

SEMESTER I
PCSWC20 – SOCIAL GROUP WORK

Year	SEM	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
I	I	PCSWC20	Social Group Work	Theory	Core	5	4	100

COURSE OBJECTIVES

- To understand the significance of the group in the society.
- To acquire knowledge on Group dynamics.
- To understand values and principles of group work.
- To develop skills to apply group method for developmental and therapeutic work.
- To understand social group work as a method of social work

COURSE OUTCOMES

After completion of the course the students will be able to attain the following outcomes

CO1: Develop the students on the activities of group work process, types of group, characteristics of group, group dynamics and plan interventions based on appropriate Group Work models

CO2: Understand the significance of Social Group Work

CO3: Acquire knowledge, skills and values in practicing Social Work with Groups through Programme Planning

CO4: Examine the role of group worker in different settings

CO5: Acquire skills in recording and evaluation

CO/PSO	PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	H	H	M	H	H	M
CO2	H	M	H	H	M	H
CO3	M	H	H	M	H	H

CO4	H	H	M	H	H	M
CO5	H	M	H	H	H	M

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	M	H	H	H	H	M
CO2	M	H	H	H	H	H
CO3	M	H	H	H	H	H
CO4	H	H	H	M	H	H
CO5	M	H	H	H	H	H

(Low - L, Medium – M, High - H)

Unit I: Social Group (15 hours)

- 1.1 Meaning, Definition, Characteristics, (K3,K1)
- 1.2 Reasons for group formation, (K3,K2)
- 1.3 Types of groups, (K3)
- 1.4 Stages of group development, (K4,K3,K2)
- 1.5 Models of group work, Group dynamics (K4,K3,K2)
- 1.6** Membership, Cohesiveness, Group norm, Bond, Attraction, Communication and Interaction pattern, Problem solving, Goal setting, Mutual aid. (K5 K3,K2)

Unit II: Social Group Work (15 hours)

- 2.1 Definition, Objectives (K3,K1)
- 2.2 Principles of Group work , Historical development of group work in India (K3,K2)
- 2.3 Values and Characteristics of group work(K6,K3,K2)
- 2.4 Goals and Functions of group work (K5,K3)
- 2.5 Relationship between Casework and Group work (K4,K3,K2)
- 2.6 Group work process - Intake, Study, Diagnosis, Treatment, Evaluation, Termination and Follow-up. (K6,K4,K3,K2)

Unit III: Programme Planning (15 hours)

- 3.1 Meaning of Programme Planning (K2,K1)
- 3.2 Purpose of Programme Plannning (K3,K2)

- 3.3 Principles of program planning (K4,K3,K2)
- 3.4 Importance of programme in group work, (K5,K2)
- 3.5 Role of group worker in programme planning (K4,K2)
- 3.6 Programme laboratory values, tools and techniques - Games, Singing, Dancing, Dramatics, Street play, Puppetry, Role play, Group discussions, Social drama, Brain storming, Camping - Sociometry and Sociogram. (K6,K5,K2)

Unit IV: Application of Group Work and Role of Group Worker (15 hours)

- 4.1 Group work in family service agencies, Hospitals, Correctional agencies, Schools, Urban and Rural Community development settings (K6,K4)
- 4.2 Limitation of group work practice (K3,K2)
- 4.3 Qualities of group worker (K4,K3)
- 4.4 Leadership, Supervision -Meaning and definition(K2,K1)
- 4.5 Theories and qualities of a leader (K5,K3)
- 4.6 Role of group worker. (K6,K2,K1)

Unit V: Group Work Recording and Evaluation (15 hours)

- 5.1 Recording in group work, Meaning, (K2,K1)
- 5.2 Purpose, Principles of recording (K5,K4,K2)
- 5.3 Contents of group work records (K3,K2)
- 5.4 Types of records (K2)
- 5.5 Evaluation - purpose, Content of Evaluation, Evaluation of Group, (K4,K3)
- 5.6 Evaluation of Member's contribution to group.(K3,K2,K1)

Books for Study and Reference:

1. David W.Johnson, Frank P Johnson – Joining Together Group Therapy and Group Skills – 6th edition, Allyn and Bacon Publications, U.S.A., 1997.
2. Sanjay Bhattacharya – Social Work: An Integrated Approach – Deep and Deep Publications, New Delhi, 2005.
3. Mark Doel and Catherine Sawdon – The Essential Group Worker – Teaching and Learning Creative Group Work - Jessica Kinsley Publishers, London, 1999.
4. M.R.Kamble – Social Work with Children – Sheetal Printers, Jaipur, 2007.
5. Gisela Konopka – Social group work – A helping process – prentice hall college div – 1983.
6. Tom Douglas – Basic Group work – Routledge, 2000.
7. S.Rengasamy – Student's Guide to Social Group Work - Second Draft, Tamilnadu, 2010.

8. Charles H.Zastrow – Social Work with Groups - New Delhi, 20

SEMESTER II

PISWB20 -IEC - WOMEN AND DEVELOPMENT

Year	SEM	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
I	II	PISWB20	Women and Development	Theory	Core			100

COURSE OBJECTIVES: -

- To develop an understanding of the perspective of women and development in Indian society
- To develop an ability to identify areas of work with women and understand strategies to change the situation in terms of personal liberation as well as in terms of making women a part of the developmental process
- To develop a capacity to examine the social systems that effect women in meeting growth needs and special needs.

COURSE OUTCOMES

After completion of the course the students will be able to attain the following outcomes,

CO1 : Examine the concept of women empowerment and development

CO2 : Analyzing the importance of Education for the development of Women

CO3 : Identify and understand the different situations and make women a part in development process

CO4 : Identify and develop the process of protection of women health and environment

CO5 : Implement the planning skills on development of women and know about the national policies related to women's empowerment

CO/PSO	PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	H	H	H	H	H	H
CO2	H	M	H	H	H	M
CO3	H	H	H	M	H	H
CO4	H	H	M	H	H	H
CO5	H	H	H	H	H	H

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	M	H	H	H	H
CO2	H	M	H	H	H	H
CO3	M	M	H	H	H	H
CO4	M	M	H	H	H	H
CO5	M	H	H	H	H	H

(Low - L, Medium – M, High - H)

Unit I : Basic Concept

- 1.1 The concept of development with reference to women **(K2,K1)**
- 1.2 Women in development; **(K5,K2,K1)**
- 1.3 Women and development in society **(K3,K2,K1)**
- 1.4 Gender in development – **(K5,K2)**
- 1.5 Patriarchal structure in india- **(K3,K1)**
- 1.6 Ideological and socio-cultural constructs. **(K6,K4,K2)**

Unit II : Women and Education

- 1.1 Education and women's development - Definition **(K1,K2)**
- 1.2 Need and Purpose of Education in development **(K3,K2)**
- 1.3 Stereotyping : Definition, Meaning **(K2,K1)**
- 1.4 Sexism in education, education as agent of sex role stereotyping **(K4,K2,K1)**
- 1.5 Reorganizing and using the education system for raising the status of women **(K3,K2)**
- 1.6 Alternatives to formal education-non formal education, adult education, continuing education, distance education. **(K6, K4,K2)**

Unit III : Women and Employment

- 4.1 Women and employment -Definition **(K2,K1)**
- 4.2 Trends in women's employment **(K5,K2)**
- 4.3 Feminization of poverty **(K6,K4,K1)**
- 4.4 The concept of work and worker as defined by national sample survey (nss) **(K5,K3,K1)**
- 4.5 The census of india and its effect on women's employment **(K4,K3)**

4.6 Women's dual role. (K6,K4,K3)

Unit IV : Women and Health

- 4.1 Women and health – Definition (K2,K1)
- 4.2 Morality and morbidity patterns among women(K4,K3)
- 4.3 Health as a gender issues in society (K6,K5,K3)
- 4.4 Family planning methods and their impact on women (K5,K4,K3)
- 4.5 Differential access to health services, rural and urban differential in health (K4,K3)
- 4.6 Implication for the health of the rural women. (K6,K5,K2)

Unit V : Women and Law

- 5.1 Women and law – Definition (K2,K1)
- 5.2 Safe guards and provisions relation to women in the indian constitution (K4,K3)
- 5.3 A critique of women's legal rights (K5,K2,K1)
- 5.4 Rights of women in india with reference to marriage, divorce and maintenance, inheritance, adoption, employment, maternity benefits – (K6,K3,K4)
- 5.5 Legal provision regarding dowry, sati, rape, prostituton, eveteasing, sexual harassment and their effect of women- (K5,K2,K1)
- 5.6 violence against women in the family, workplace, media. (K4, K3, K2)

Books and Reference:

1. Bashin, kamala and agarwal ED 1984 Women and the media- analysis, alternatives and actions kali and women New Delhi.
2. Blumbrg R.L & Dwaraki L 1980 India's educated women options and constraints; Hindustan publishing corporation, delhi.
3. Devandhar, kiran 1985 Status and position of women in India; shakthi books, Delhi.
4. Hamilton R. 1978 The liberation of women, A study of Patriarchy; George Allen and Unwin, London.
5. ICSSR Status of women in India; report of the national committee; allied publishers, delhi.
6. Kanhere U.S Women and socialisation; Mittal publications.Delhi.
7. Kausghik, Susheela (Ed) Women's oppression- patterns and perspective; Shakthi books.
8. Kidwai M.H 1979 Women under different social and religious laws; Seema publications, delhi.
9. LWF studies Women human rights; The Lutheran world federation, Geneva.
10. Neera Desai & Mathraj Krishnaraj 1987 Women and society in India; Ajanta publications, New Delhi.

11. Pal B.K Problem and concerns of Indian women; ABC publishing house, New Delhi.
 12. Usha rao N.J 1983 Women in developing society; Ashish publications, New Delhi.

SEMESTER III – SPECIALIZATION – II B
PSHRB20 – HUMAN RESOURCES MANAGEMENT

Year	SEM	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	III	PSHRB20	Human Resources Management	Theory	Core	5	4	100

COURSE OBJECTIVES

- To help students acquire knowledge in Human Resources Management.
- To understand the various functions of Human Resources Management.
- To develop the skills and attitudes required of a successful HR professional.

COURSE OUTCOME

After completion of the course the students will be able to attain the following outcomes,

CO1 : Acquire and build the appropriate knowledge base to Human resource management.

CO2 : Contribute to the development, implementation and evaluation of employee recruitment, selection and retention plans and processes.

CO3 : Gain knowledge on corporate culture related to social issues in the work place.

CO4 : Acquire the skills of comprehending a multi-stakeholder perspective in viewing workplace issues

CO5 : Develop implement and evaluate organizational development strategies aimed at promoting organizational effectiveness.

CO/PSO	PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	H	H	M	H	H	M
CO2	H	M	H	H	M	H
CO3	M	H	H	M	H	H
CO4	H	H	M	H	H	M
CO5	H	M	H	H	H	M

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6

CO1	H	H	M	H	H	M
CO2	M	H	M	H	H	H
CO3	H	M	H	M	H	H
CO4	H	H	M	H	M	H
CO5	H	M	M	H	H	H

(Low - L, Medium – M, High - H)

UNIT-I - Introduction To Management Definition (15 hours)

- 1.1 Definition, Functions and Principles of management----(K4,K2,K1)
- 1.2 Role and types of managers and managerial skills and roles----(K5,K4,K3)
- 1.3 Evolution of Management, Scientific, human relations, system and contingency approaches—(-K6,K4,K3)
- 1.4 Types of business organization, Sole proprietorship, partnership and public and private sector enterprises—(-K5,K4,K3)
- 1.5 Organisational culture and environment---(K6,K5,K4)
- 1.6 Current trends and issues in management—(K6,K5,K4,K3)

UNIT-II - Perceptive In Human Resource Management (15 hours)

- 2.1 Evolution of human resource management---(K6,K5,K3)
- 2.2 Importance of the human factor and objectives of human resource management---(K5,K4,K2)
- 2.3 Inclusive growth and affirmative action---(K6,K4,K3)
- 2.4 Role of human resource managers---(K6,K4,K3,K2)
- 2.5 Human resource policy—(K6,K5,K4,K2)
- 2.6 Human Resource Informative System, Human resource accounting and audit---(K6,K5,K4,K3)

UNIT-III - The Concept Of Best Fit Employee (15 hours)

- 3.1 Importance of human resource planning (K4,K5,K3)
- 3.2 Forecasting human resource requirement, Internal and external sources---(K4, K5,K3,K2)
- 3.3 Selection process screening, tests, validation, interview (K6,K5,K4)
- 3.4 Recruitment Introduction and importance---(K6,K5,K4)
- 3.5 Medical examination---(K5 K4)
- 3.6 Socialization benefits---(K6,K5 K4)

II	III	PSMSA20	Medical Social Work	Theory	Core	5	4	100
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COURSE OBJECTIVES

- To know and understand the beginning of social work in the medical setting and its development and current status.
- To develop a holistic and integrated approach to social work practice in the field of health.
- To develop a deeper understanding of common physical diseases and health problems of vulnerable groups.
- To develop the capacity to perceive the relation of environment and socio cultural and psychological factors in causation, treatment and prevention of diseases.

COURSE OUTCOME

After completion of the course the students will be able to attain the following outcomes,

CO1: Understand the various dimensions of health to help people with illness manage the psycho-social impact of the same on their lives

CO2: Acquire skills to contribute in a multidisciplinary team to provide the psycho- social dimension of the medical condition affecting the patient and his/her family

CO3: Enhance their ability to identify and arrange community supports and resources to facilitate discharge from hospital/transfer to alternate care

CO4: Provide support to patient and family during grief, mourning and be able to counsel patients facing death

CO5: Enhance their ability to identify and arrange community supports and resources to facilitate discharge from hospital/transfer to alternate care

CO/PSO	PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	H	H	H	H	H	H
CO2	H	H	M	H	H	H
CO3	H	M	H	H	H	H
CO4	H	H	H	H	H	M
CO5	H	H	M	H	H	M

CO/PO	PO
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	PO1	PO2	PO3	PO4	PO5	PO6
CO1	M	H	M	M	H	H
CO2	H	H	H	H	H	H
CO3	H	H	H	M	H	H
CO4	H	H	H	M	H	H
CO5	H	H	H	H	H	H

(Low - L, Medium – M, High - H)

Unit I

(15 hours)

- 1.1 Medical social work; Definition, Importance of medical social work (**K1,K2**)
- 1.2 Foundation of medical social work (**K1, K2**)
- 1.3 Historical development of medical social work in west, in India (**K2,K3,K4**)
- 1.4 Scope of medical social work (**K3,K4,K5**)
- 1.5 Meaning of Hygiene - Disease and Illness.(**K4,K5**)

Unit II: Communicable Diseases:

(15 hours)

- 2.1 Factors responsible for the spread of Communicable diseases, Disease cycle, Levels of Prevention, Disease Transmission (**K1,K2**)
- 2.2 Immunity: General measures of control of infectious disease (**K1,K2**)
- 2.3 Psycho social problems of major communicable diseases, Ebola. (**K1,K2,K3**)
- 2.4 Respiratory infections: Smallpox, Chickenpox, Measles, Tuberculosis, Influenza, Acute respiratory infections. (**K1,K2,K3**)
- 2.5 Intestinal infections: Polio, Diarrhoeal diseases, Typhoid, Arthropod - borne infections: malaria, Zoonoses: Rabies, (**K1,K2,K3,K4**)
- 2.6 surface Infections: Leprosy, STD, AIDS. (**K1,K2,K3**)
- 2.7 Major Non communicable disease: Cancer, Diabetes, Hypertension, Cardiovascular diseases.(**K2,K3K4 K5**)
- 2.8 Health problems of the Aged:-Problems due to the ageing process, Problems associated with long term illness, Psychological problems - Child health problems. (**K2,K3,K4,K5**)

Unit III:

(15 hours)

- 3.1 Health: Meaning, Changing concept of health (**K1,K2**)

- 3.2 Dimensions of health. Positive health (K2,K3)
- 3.3 Levels of health care - Public Health: Meaning, changing concept
- 3.4 Health care models: Medical, Prevention and Promotion, Integrative model, Developmental health, Holistic approach to Health (K3,K4)
- 3.5 Health status and health problems – (K3,K4)
- 3.6 Health care system - Alternative system of Health, Yoga, Naturopathy.(K2,K4,K5)

Unit IV: (15 hours)

- 4.1 Medical social work in relation to different discipline (K1,K2)
- 4.2 Multi disciplinary approach and Team work (K2,K3)
- 4.3 Medical social work practice in different settings -Hospitals (out patient department, emergency/ crisis care, hospice)Special clinics (K3,K4,K5)
- 4.4 Community health - Use of volunteers, (K3,K4)
- 4.5 Role of medical social worker in a hospital setting. (K3,K5)
- 4.6 Problems encountered by medical social worker in the field. (K3,K4,K5)

Unit V: (15 hours)

- 5.1 Community Health:-Meaning Organization and administration of health care at the center, state, district, municipality and village level Role of Social worker in community health.(K2,K3,K4,K5)

Books for Study and Reference:

1. Anderson R. Bun M. (eds) - Living with Chronic Illness: The Experience of Patients and Their Families - London, Unnwin Hymman, 1988.
2. Bajpai P.K. (Ed) - Social Work Perspectives in Health - Rawat Publications, Delhi. 1977
3. Barlett H.M. - Social Work Practice in the Health Field - New York, National Association of Social Workers, 1967.
4. Crowley M.F. - A New Look at Nutrition - London, Pitman Medical Publishing Company Ltd., 1967.
5. Field M. - Patients Are People: A Medical Social Approach to Prolonged Illness - New York. Columbia University Press, 1963.
6. Goldstein D. - Expanding Horizons in Medical Social Work - Chicago, The University Chicago Press - 1955.
7. Narasimhan M.C., Mukherjee A.K. - Disability: A Continuing Challenge - New Delhi. Wiley Eastern Ltd., 1987.
8. Pathak S.H. - Medical Social Work in India-New Delhi, DSSW, 1961.
9. Pokamo K.L. - Social Benefits, Cultural Practices in Health and Diseases - New Delhi. Rawat Publications, 1996.
10. Sweiner C. Sengupta N and Kakula S. - Manual for Child Nutrition in India - New Delhi. VHAI, 1978.

11. Uphoam F. - A Dynamic Approach to Illness: A social Work Guide - New York, Family Service Association of America, 1989.
12. Park and Park - Social and Preventive Medicine.

SEMESTER III
PESWE20 - ELECTIVE III A: PROJECT FORMULATION

Year	SEM	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	III	PESWE20	Project Formulation	Theory	Elective	5	4	100

COURSE OBJECTIVES :

- To know the meaning of planning and components of planning.
- To know the different types of appraisal of projects
- To enhance the students to acquire skills for Project development
- To understand the strategies and techniques involved in project formulation
- To assess and apply the process of project and project cycle

COURSE OUTCOMES

After completion of the course the students will be able to attain the following outcomes,

CO1 : Understanding the basic concepts of Project Formulation and Planning

CO2 : Develop and support the basic concepts and nature of the project proposal Support to Strengthen the individual to work with research.

CO3 : Understand about the community, different strategies and problem analysis techniques.

CO4 : Acquire skills of planning and Evaluation to develop project

CO5 : Analyzing the elements and significance of Project Development

CO/PSO	PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	H	H	H	H	M	H
CO2	H	M	H	H	H	H
CO3	H	H	H	H	H	M
CO4	H	H	H	M	H	H
CO5	M	H	H	H	H	H

CO/PO	PO
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	PO1	PO2	PO3	PO4	PO5	PO6
CO1	H	M	H	M	H	H
CO2	M	H	H	H	H	H
CO3	M	H	H	H	H	H
CO4	H	H	H	H	H	H
CO5	M	H	H	H	H	H

(Low - L, Medium – M, High - H)

Unit I: Project Formulation: Basic concept (15 hours)

- 1.1 Meaning of project (K1,K2)
- 1.2 Meaning of project formulation (K1,K2)
- 1.3 Nature of project formulation (K3,K2)
- 1.4 Characteristics of a project (K3,K4)
- 1.5 **Planning:** Meaning of Planning - nature of planning (K1,K2)
- 1.6 Principles of planning (K4, K5)

Unit II: Proposal Writing (15 hours)

- 2.1 Project Proposal Writing(K5,K4)
- 2.2 Development of Objectives (K6,K4)
- 2.3 Review of literature (K5,K4,K3)
- 2.4 Methodology (K5,K4)
- 2.5 Funding Strategies. (K3,K4)
- 2.6 Different methods of funding(K4,K3,K2)

Unit III: Selection and planning (15 hours)

- 3.1 Steps in Project planning (K3,K4,K2)
- 3.2 Selecting a community (K3,K4,K2)
- 3.3 Community diagnosis (K3,K4,K2)
- 3.4 Prioritization (K6,K5,K2)
- 3.5 Problem analysis (K3,K2)
- 3.6 Goals and objectives ,Strategy (K5,K4, K3)

Unit IV: Planning and Evaluation (15 hours)

- 4.1 Action Plan (K3,K4,K2)
- 4.2 Man power planning (K3,K2)
- 4.3 Monitoring and evaluation (K3,K2,K1)
- 4.4 Potential obstacles (K3,K4,K2)
- 4.5 Budget (K3,K2)
- 4.6 Executive summary. (K3,K2)

Unit V: Project Development

(15 hours)

- 5.1 Types of development projects (K6,K4,K5)
- 5.2 Project Cycle (K4,K2)
- 5.3 Process of Project (K5,K4,K2)
- 5.4 Appraisal of projects. (K6,K5,K3)

Books for Study and Reference:

1. Ghosh. A.S. - Project Management - Anmol Publishers, New Delhi, 1990
2. Jerome, Levy - Project Management with CPM and PERT - AHI, 1994
3. Prasanna. C. - Project Planning Analysis, Selection - Tata McGraw Hill, 2006.
4. Puneet Srivastava - Accidental Entrepreneur - 2005
5. S.K. Pandey - SWA - Mahaveer & Sons, 2007.
6. Karthikeyan - Planning for Development - Authors Press, 2005
7. P.C. Kesava Rao - Project Management and Control - S. Chand & Sons, 1997
8. Gary R Heerkens - Project Management - Tata McGraw Hill, 2004
9. S.S. Khanka - Entrepreneurial Development - S. Chand & Sons, 2000

SEMESTER IV – SPECIALIZATION I D

PSCDD20 –ENTREPRENEURSHIP DEVELOPMENT

Year	SEM	Course Code	Title of the Course	Course Type	Course Category	H/W	Credit	Marks
II	IV	PSCDD20	Entrepreneurship Development	Theory	Core	5	4	100

COURSE OBJECTIVES :

- To encourage students to become an Entrepreneur
- To develop the Entrepreneurship plan among the students

- To understand the role and contribution of professional social work in the field of Entrepreneurship.
- To encourage women to be economically empowered
- To examine the historical development of Entrepreneurship

COURSE OUTCOMES

After completion of the course the students will be able to attain the following outcomes,

CO1 : Analyze the basic concept of Entrepreneurship and develop entrepreneurial skills to craft innovative responses to social problems

CO2 : Apply social entrepreneurship to both profit and non-profit firms to create social value

CO3 : Recognize, evaluate the opportunities, explore innovative approaches, mobilize resources, manage risks, and build viable social enterprises

CO4 : Bridge the social, cultural and economic gap by providing opportunities and encourage women to be economically empowered

CO5 : Analyze and understand the scope of SmallScale Industries for employment opportunities

CO/PSO	PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	H	H	M	H	H	H
CO2	H	M	H	H	H	H
CO3	H	H	H	H	M	H
CO4	H	H	H	M	H	H
CO5	M	H	H	H	H	M

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	M	H	H	H	H	H
CO2	M	H	M	H	H	H
CO3	M	H	H	H	H	H
CO4	M	H	H	H	H	H
CO5	M	H	H	H	H	H

(Low - L, Medium – M, High - H)

Unit I: Basic Concept of Entrepreneurship (15 hours)

- 1.1 Entrepreneur and Entrepreneurship : Definition ,meaning (K2,K1)
- 1.2 Importance of Entrepreneur, (K2,K3)
- 1.3 Characteristics and competencies, (K2,K3)
- 1.4 Enterprise culture, (K5,K3)
- 1.5 Role of Entrepreneurs in economic development, (K6,K5,K2)
- 1.6 Problems of Entrepreneurs. (K4,K2,K1)

Unit II: Evolution of Entrepreneurship (15 hours)

- 2.1 Evolution of Entrepreneurship: Definition, (K2,K1)
- 2.2 Concepts of Entrepreneurship (K2,K3)
- 2.3 Nature of Entrepreneurship (K2,K1)
- 2.4 Elements and interactive process (K2,K3)
- 2.5 Qualities of successful Entrepreneur (K4,K3)
- 2.6 Classification and types of Entrepreneurs. (K6,K5,K4)

Unit III: Entrepreneurship Development (15 hours)

- 3.1 Developing the Entrepreneurship plan (K6,K3)
- 3.2 Environmental assessment (K5,K3)
- 3.3 Opportunities in education (K2,K4)
- 3.4 Managing Entrepreneurship growth (K4,K3)
- 3.5 Developmental stages (K5,K4,K3)
- 3.6 Motivating factors. (K5,K3,K2)

Unit IV: Women Entrepreneurship (15 hours)

- 4.1 Women Entrepreneurship: Definition (K2,K1)
- 4.2 Concept of Entrepreneurship (K2,K3)
- 4.3 Success of women Entrepreneurship (K2,K3)
- 4.4 Constrains for women entrepreneurs (K2,K3)
- 4.5 Rural Entrepreneurship, approaches to rural Entrepreneurship (K5,K3)
- 4.6 Different governments schemes of welfare development. (K5,K4,K3,K2)

Unit V: SSI**(15 hours)**

- 5.1 Small Scale Industry: Definition and meaning, **(K2,K1)**
- 5.2 Classification of SSI **(K3,K2)**
- 5.3 Characteristics of SSI **(K2,K3)**
- 5.4 Importance of SSI, **(K2,K3)**
- 5.5 Exports and SSI sector, **(K5,K4,K3)**
- 5.6** Financial institutions, SSIs , SHGs. **(K5,K4)**

Books for Study and Reference:

1. Kuratko D.F.etal. –Entrepreneurship: A Contemporary Approach – H.C. Publishers, London, 2001.
2. Gupta M.C – Entrepreneurship in Small Scale Industry – Anmol Publications, New Delhi, 1987.
3. Schumadcher E.F - Small is Beautiful – Harper and Row, NY, 1972.
4. Curtis E.t.etal. - Effective Small Business Management – Business Publications, Texas, 1975.
5. Curtis E.T. et al. – Successful Small Business Management – Business Publications, Texas, 1975.
6. Schumpeter J.A – Management of Small Scale Industries – Harvard University Press, 1949.
7. Lambden J. and Targett D. – Small Business Finance: A Simple Approach – Pitman Publishers, London, 1990.
8. Kuratko – Entrepreneurship Theory, Process - Practice – Sanat Printers, Haryana, 2007.
9. Puneet, Srivastava – Accidental Entrepreneur – Rupa & Co. Delhi, 2005.
10. Vasant Desai – Dynamics of Entrepreneurial Development and Management – Himalaya Publishing House, Delhi, Nagpur, 2006.
11. C.B.Gupta, N.P.Srinivasan – Entrepreneurial Development – Sultan & Sons, Delhi, 2006.
12. 1001 Ideas for Small and Tiny Industries, Govt. Publication.

SEMESTER IV**PESWG20– ELECTIVE IV A: ADMINISTRATION OF SERVICE ORGANIZATION**

Year	SEM	Course Code	Title of the Course	Course Type	Course Category	H/W	Credits	Marks
II	IV	PESWG20	Administration of Service Organization	Theory	Elective	5	4	100

COURSE OBJECTIVES :

- To acquire knowledge on administration of agencies.
- To encourage students to apply administration process into practice
- To develop the skills to start an NGO
- To understand different registration process and the functions of Social welfare board at central and state level
- To motivate students to develop Innovative methods and techniques for effective social welfare services

COURSE OUTCOMES

After completion of the course the students will be able to attain the following outcomes,

CO1 : Understand and support about the concepts of social welfare and social welfare administration

CO2 : Learn and develop the knowledge on actual structure, process and components of welfare administration

CO3 : Understand and evaluate the relevance of social welfare administration in the field of Social Work

CO4 : Analyse ,Gain knowledge on office procedures, NGO's and role of social worker in different settings.

CO5 : Application of Administration process in Service Organizations

CO/PSO	PSO					
	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6
CO1	H	H	M	H	H	H
CO2	H	H	H	M	H	H
CO3	H	M	H	H	H	H
CO4	H	H	H	H	H	H
CO5	H	H	M	H	H	H

CO/PO	PO					
	PO1	PO2	PO3	PO4	PO5	PO6
CO1	M	H	H	M	H	H
CO2	H	H	H	H	H	H
CO3	M	H	H	H	H	H

CO4	M	H	H	H	H	H
CO5	M	H	H	H	H	H

(Low - L, Medium – M, High - H)

Unit I: Basic concept (15 hours)

- 1.1 Social Welfare Administration: Definitions, (K2,K1)
- 1.2 Scope and Principles, Purpose, (K2,K3)
- 1.3 Types of administration, Functions of administration (K2,K3)
- 1.4 Democratic nature – Delegation, Decentralization, (K3,K4,K5)
- 1.5 Management by Objectives, (K3,K5)
- 1.6 Sustainable Development Goals. (K4,K3,K6)

Unit II: Process (15 hours)

- 2.1 Administration process and Office Administration: Planning, Staffing(K2,K1,K3)
- 2.2 Co-ordination, Communication, (K2,K1,K3)
- 2.3 Public-Relations, Evaluation, (K2,K1,K3)
- 2.4 Budgeting, Accounting, (K2,K1,K3)
- 2.5 Auditing, Fund raising, (K2,K1,K3)
- 2.6 Office procedures and record maintenance. (K5,K2,K1)

Unit III: Different Registration (15 hours)

- 3.1 Social Welfare Organization: Registration of societies and trusts (K5,K4)
- 3.2 Foreign contribution and regulation act 1976(K2,K3)
- 3.3 Functions and responsibilities of governing board of FCRA(K2,K1,K4)
- 3.4 committees and office bearers of FCRA(K2,K5)
- 3.5 Organizational structure and programme of central social welfare board and State social welfare board. (K5,K4,K2)

Unit IV: Starting NGO (15 hours)

- 4.1 Stating an NGO: Introduction, Board of Directors, (K6,K4)
- 4.2 Developing mission statement, vision statement, values (K6,K5)
- 4.3 NGO Byelaws, (K3,K5)
- 4.4 Register the NGO, (K5)

4.5 Funding, Office Management, Networking, (K3,K5,K4)

4.6 NGO's in different settings. (K6,K5,K2)

Unit V: Administration process

(15 hours)

5.1 Personnel Administration: Manpower planning, (K2,K1,K3)

5.2 Induction, training, (K2,K1,K3)

5.3 Supervision, staff welfare(K2,K1,K3)

5.4 Service condition and staff morale (K2,K1,K3)

5.5 Problems faced by NGOs. (K5,K3,K2)

Books for Study and Reference:

1. Chowdry D.Paul - Social Welfare Administration – ATMA Ram & Sons, Delhi, 1992.
2. Dr.Radhakrishnan - Encyclopedia of Social Work - Vol. I, II, III Planning Commission Govt. of India.
3. Madan G.R. – Indian Social Problems - Vol. I, II, Social Work, Allied Publishers, 1987.
4. Susan Erels & Barbara Harriss White – Outcast From Social Welfare – Books for Change, Bangalore, 2002.
5. Shaikh Ashar Iqbal – An Introduction to Social Welfare – Sublime Publishers, Jaipur, 2005.
6. Shaikh Ashar Iqbal – Problems of Social Welfare and Work - Sublime Publishers, 2005.
7. S.K.Pandy - Social Work Administration - Mahaveer & Sons, New Delhi, 2007.