

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 I

PCSWD20 – CONCURRENT FIELD WORK

| Year | SEM | Course Code | Title of the Course | Course Type | Course Category | H/W | Credits | Marks |
|------|-----|-------------|-----------------------|-------------|-----------------|-----|---------|-------|
| 1 | 1 | PCSWD20 | Concurrent Field Work | Practical | Core | 16 | 6 | 100 |

COURSE OBJECTIVES

- To develop self as a professional through acquiring knowledge, skills, attitudes and values appropriate for Social Work practice
- To enhance understanding of the socio-economic-cultural –rural realities
- To be oriented to rural life, enhance group living and leadership through planning and organisation of the rural camp
- To analyse the social system and its impact on individuals, groups, family, community and understand the role and functioning of organisations- Governmental and Non- Governmental

COURSE OUTCOME

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

CO1: Acquire knowledge, attitude and values for professional practice

CO2: Develop skills to analyse socio –economic-cultural-rural realities and their impact on individuals, families, groups and communities

CO3: Initiated and use to acquiring skills in systematic observation, critical analysis, develop a spirit of inquiry and document learning through preparation of family and community profile/reports

CO4: Understand the role of a Social Worker in an agency and in the community

CO5: Enhance their ability to plan, organize programmes and contribute as a team member

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

| | | | | | | |
|------------|---|---|---|---|---|---|
| CO4 | H | M | H | H | L | H |
| CO5 | M | M | H | M | H | M |

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

(Low - L, Medium – M, High - H)

The students are involved in supervised visits to a minimum of 15 agencies. NGO's, Hospitals, Industries and Government welfare agencies are visited with the purpose of observing and learning the administrative structure, aims & objectives, general, specific and welfare activities.

In addition the students are taken on a 10 days Rural camp during which they stay in a selected village and study the community living, develop rapport, do a statistical survey, identify specific social problem, organize and conduct an awareness program.

During observation visit students are expected to prepare a field work report for every agency and submit. During rural camp daily activity report and a comprehensive report is prepared and submitted. Regular review conferences are conducted by the field work supervisor. At the end of the semester a viva is conducted by an external examiner and marks are awarded.

Objectives of the Camp:

1. Living out experience
2. Learn, understand and accept different cultures.
3. Learn about basic research methods.
4. Learning skills in PRA methods.
5. Organizing and conducting awareness programmes.

Schedule of the camp:

1. Meeting community leaders and getting help and cooperation in the camp.
2. Observing and familiarizing a new community.
3. Meeting families and building rapport.
4. Preparing a systematic study of the village.

5. Collection of relevant information.
6. Organizing and using PRA tools.
7. Arriving at a community diagnosis.
8. Organizing and conducting awareness program.
9. Organizing small group activities.
10. Feedback and arranging follow up of community organization and development.

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

PCSWI20- COMPUTER APPLICATIONS FOR SOCIAL WORK

| Year | SEM | Course Code | Title of the Course | Course Type | Course Category | H/W | Credits | Marks |
|------|-----|-------------|---------------------------------------|-------------|-----------------|-----|---------|-------|
| II | III | PCSWI20 | Computer Applications for Social Work | Theory | Core | 5 | 3 | 100 |

COURSE OBJECTIVES:

- To gain an understanding of the computer and its usage for social work.
- To enable them to realize the need to have suitable skills for the practice of Statistical package of social sciences.
- To make aware on the different functions of this package for research work.
- To know the features of operating system
- To understand the procedure to enter data through SPSS

COURSE OUTCOMES

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

CO1 : Understand, implement, evaluate the basic applications of artificial intelligence

CO2 : Identify, select, and apply the different tools in SPSS

CO3 : Understand and develop the basic work of the SPSS and assess the needed data

CO4 : Formulating the various statistical analysis to test different hypothesis

CO5 : Analyze the significance of statistical application and data management system

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

| | | | | | | |
|------------|---|---|---|---|---|---|
| CO3 | H | H | H | H | H | H |
| CO4 | M | H | H | H | H | H |
| CO5 | M | H | H | H | H | H |

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

(Low - L, Medium – M, High - H)

Unit I: Fundamentals of a Computer

(8 Hours)

- 1.1 Meaning, characteristics, (K2,K1)
- 1.2 Types of Fundamental data (K2,K3)
- 1.3 Basic operations – input, storage, processing, output, ALU and control (K5,K3,K4)
- 1.4 Word processing – structure of word window, creating document, saving, opening, operating, printing, find and replace (K6,K5,K4)
- 1.5 Spread sheet – Cells, rows, columns - Creating, opening, saving and printing a spreadsheet, creating tables, charts and calculations (K4,K3,K2)
- 1.6 E-mail etiquette and Internet usage. (K5, K3)

Unit II: Basics of Statistical Analysis

(8 hours)

- 2.1 Population, sample, case, case number, variable, variable level, types of variable, system missing value, scale of measurement, code sheet, types of statistics, statistical tests, types of analysis (K6,K5,K4)
- 2.2 Structure of SPSS window (K6,K5,K4)
- 2.3 Creating data file – define data, variable name, variable label values, value labels, editing data file, saving, printing and recording of data (K6,K5,K3)
- 2.4 Qualitative Data Analysis Software (K6,K4,K2)

Unit III: Analysis of Data

(8hours)

- 3.1 Single frequency, bivariate analysis, charts and diagrams (K5,K4)

- 3.2 Editing of tables and charts, fixing tables and charts in word document
- 3.3 Interpretation of data **(K5,K3)**
- 3.4 Application of statistical calculation and test **(K5,K4,K3)**
- 3.5 measurement of central tendency, dispersion **(K6,K5,K4)**
- 3.6 chi-square test, “t” test. **(K6, K4, K2)**

Unit IV: Data Creation

(8hours)

- 4.1 Practical: **(K6)**
- 4.2 Creating a document and use of various formatting facilities. **(K6,K4, K3)**
- 4.3 Create a spreadsheet and produce results. **(K6,K4, K3)**
- 4.4 Adding word table and Excel chart to power point. **(K6,K4)**
- 4.5 Creating data file, assigning names and values to variables and saving it. **(K6,K3)**

Unit V: Statistical Application

(8hours)

- 5.1 Running a simple analysis to create a frequency table. **(K6,K4, K3)**
- 5.2 Creating charts for different variables. **(K6,K3, K2)**
- 5.3 Statistical application to obtain central tendency and dispersion values. **(K5,K3,K2)**
- 5.4 Creating two-way tables and to obtain chi square values. **(K6,K4, K3)**

Books for Study and Reference:

1. Robert H.Carver, Jane G.Nash - Data Analysis Using SPSS for Windows – Tata McGraw Hill, 2010.
2. Sheridan J.Coakes, Lyndall Steed - SPSS for Windows - Tata McGraw Hill, 2007
3. Darren George, Paul Mallery - SPSS for Windows Step by Step - Tata McGraw Hill, 2009.
4. R.S.N.Pillai and Bagavathi – Statistics – S.Chand and Company – New Delhi – 17th Edition, 1984.

SEMESTER III – SPECIALISATION – I B

PSCDB20 – DEVELOPMENT PLANNING

| Year | SEM | Course Code | Title of the Course | Course Type | Course Category | H/W | Credits | Marks |
|------|-----|-------------|----------------------|-------------|-----------------|-----|---------|-------|
| II | III | PSCDB20 | Development Planning | Theory | Core | 5 | 4 | 100 |

COURSE OBJECTIVES :

- To develop theoretical understanding of development and planning.

- To enable students to gain an understanding on administrative machinery involved in development.
- To provide knowledge on various methods, strategies and developmental efforts.
- To understand the role and contribution of professional social worker in the development process.

COURSE OUTCOMES

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

CO1 : Investigating and understand the concept of planning and development

CO2 : Understand and support the relevance of participation in planning and the tools for enhancing development

CO3 : Critically analyze the different levels of planning for Development and analyse the knowledge about various schemes available for development for the people

CO4 : Examine the concept of Cooperative Movement and Acts related to it

CO5 : Assess the elements of Participatory technology Development and Programme Evaluation

| 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 | H |

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

(Low - L, Medium – M, High - H)

Unit I: Basic concept of planning and development

(15 hours)

- 1.1 Planning: Definition, Concept (K2,K1)
- 1.2 Models and approaches of planning (K4, K3)
- 1.3 Types planning process , Principles of planning (K4,K2)
- 1.4 Need and importance of planning for development. (K3, K2)
- 1.5 Development – definition – concepts – indicators (K1, K3, K2)
- 1.6 Types and models – need and importance of development planning. (K6,K4, K3)

Unit II: Participatory Planning (15 hours)

- 2.1 Definition of Participatory planning and development (K2,K1)
- 2.2 History of participatory development in India (K2,K1)
- 2.3 Models of participatory planning (K4,K3)
- 2.4 Approaches of participatory planning (K4,K3)
- 2.5 Different methods of Participatory planning (K4,K3)
- 2.6 Participatory planning in panchayatraj institutions.(K4, K3, K2)

Unit III: Different Levels of Planning (15 hours)

- 3.1 National level for development (K4,K3)
- 3.2 Welfare Schemes and Policies for Development (K5,K3)
- 3.3 State level organization for planning, (K4,K3)
- 3.4 NABARD – Objectives and Constrains (K2,K3)
- 3.5 District and Village level organizations for planning (K2,K1)
- 3.6 Types of plans. (K6,K4, K3, K2)

Unit IV: Co-operative Movement (15 hours)

- 4.1 Cooperative movement in India – History, principles (K3,K2)
- 4.2 **Tamilnadu Cooperative Societies Act 1961, 1983,(K3,K2)**
- 4.3 Tamil Nadu Self Reliant Cooperatives Act 1999 (K3,K2)
- 4.4 Models of Cooperatives, (K3,K2)
- 4.5 Role and achievements of cooperative, problems and limitations of cooperatives (K5,K4, K3)
- 4.6 Role of cooperatives to develop the poor. (K5, K3)

Unit V: PTD and Programme Evaluation (15 hours)

- 5.1 Participatory technology development (PTD) – definition, history (K1,K2)
- 5.2 Objectives, process of PTD (K3,K2)

5.3 Programme evaluation – meaning, principles (K1,K2)

5.4 Steps in evaluation – participatory evaluation (K4,K3,K2)

5.5 Four stages in programme evaluation (K3,K2)

5.6 Role of professional social workers in participatory development. (K5,K4,K3)

Books for Study and Reference:

1. Jain S. C – Rural Development Institute Strategies – Rawas Publications.
2. C. Karthikeyan – N. Balasubramani, D. Vijayalakshmi – Planning for development – Authors Press – Delhi, 2005.
3. Sulbha Khanna – Participatory Approach to Development – Discovery Publishing House – New Delhi – 2006.
4. D. Sundar Ram – Panchayat Raj Reforms in India – Kanishka Publishers – New Delhi, 2007.
5. B. Suguna – Empowerment of Rural Woman through SHG's – Discovery Publishing House – New Delhi, 2006.
6. Dr. I. A. Khan – Training and Development for cooperative Management – Raj Publishing House – Jaipur, 2004.

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)

UNIT-IV - Training And Development

(15 hours)

4.1 Types of training methods,training needs and importance- (K6,K4 K2)

4.2 Common practices,bench marking, competency, mapping and industry practices---(K5,K4)

4.3 Benefits, self development, knowledge management---(K5,K4,K3)

4.4 Compensation plan, recognition,reward---(K5,K4,K6)

4.5 Motivation, theories of motivation---(K4,K3,K2)

4.6 Career management,Development of mentor,Protégé relationship- (K6,K5)

UNIT-V - Performance Evaluation And Control Process

(15 hours)

5.1 Methods of performance evaluation, feedback- (K6,K4,K3)

5.2 Industry practices, Promotion, Demotion, Transfer and Separation- (K5,K4,K3)

5.3 Implication of Job change,,control process,importance and method -(K6,K5,K3)

5.4 Requirement of effective control systems grievances and causes---(K5,K4)

5.5 Redressal methods- (K6,K5,K4)

5.6 HR- ethics—(K6,K5,K3)

Books for Study and Reference:

1. SS.Khanka – Human Resource Management – S.Chand & Company Ltd., New Delhi, 2003, First Edition.
2. P.C.Tripathi – Personnel Management and Industrial Relations – Sultan Chand & Sons, New Delhi, 2005.
3. Flippen Edwin – Personnel Management – Tata McGraw Hill Book Company.

4. K.Aswathappa - Human Resource Management - Tata McGraw Hill Publishing Company Ltd., New Delhi, 2008.
5. R.N.Gupta – Principles of Management – S.Chand & Company Ltd., New Delhi, 2005.
6. S.Yuvaraj – Human Resource Development – Vrinda Publications (P) Ltd., New Delhi, 2003.
7. P.Parthasarathy – Principles of Management – 2nd Edition, Vrinda Publications (P) Ltd.

SEMESTER III

PISWC20- IEC- COUNSELLING

| Year | SEM | Course Code | Title of the Course | Course Type | Course Category | H/W | Credits | Marks |
|------|-----|-------------|---------------------|-------------|-----------------|-----|---------|-------|
| II | III | PISWC20 | IEC- Counselling | Theory | Core | | | 100 |

COURSE OBJECTIVES

- To develop a basic understanding of theory and skills in counseling.
- To learn the different approaches and to develop an eclectic approach to counseling.
- To integrate counseling skills in social work practice.

COURSE OUTCOME

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

CO1: Understand the basics of counseling and Guidance

CO2: Obtain knowledge on theories of Counseling.

CO3: Able to develop application of various counseling techniques with special groups

CO4: Understand linkages of Counseling and Guidance in Social Work

CO5: Demonstrate knowledge and skills related to building, maintaining, and utilizing counseling relationship to address mental health issues and meet client goals.

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

| CO/PO | PO |
|-------|----|
|-------|----|

| | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 |
|------------|------------|------------|------------|------------|------------|------------|
| CO1 | M | H | H | M | H | H |
| CO2 | M | H | H | M | H | H |
| CO3 | M | H | H | H | H | H |
| CO4 | M | H | H | M | H | H |
| CO5 | H | H | H | H | H | H |

(Low - L, Medium – M, High - H)

Unit I : Introduction

- 1.1 Counseling: Concept ,Definition (**K1, K2**)
- 1.2 Principles and goals (**K2,K3**)
- 1.3 Factors influencing counseling process (**,K2,K3,K4,K5,**)
- 1.4 Counselor as a professional; attitudes., values, beliefs, relationship, burn-out stress management, self-renewal. (**K1,K2, K3**)
- 1.5 Client as a person: Voluntary and non-voluntary client, (**K2, K3,K5**)
- 1.6 ,Expectations and client’s behavior.(**K2, K4,K5**)

Unit II: Different Approaches of Counseling

- 2.1 : Approaches (**K2,K3,K4,K5**)
- 2.2, Over view of alternate approaches: yoga, meditation, storytelling,, psychodrama, medical clowning (**K2,K3,K4,K5,K6**)
- 2.3 Art therapy (**K2,K3,K4**)
- 2.4 Laughter therapy (**K2,K3,K4**)
- 2.5 Movement therapy. (**K2,K3,K4**)
- 2.6 .Need for eclectic approach to Counseling (**K2,K3**)

Unit III: Types and Techniques of Counseling

- 3.1 Types (**K1, K2,K3**)
- 3.2 Directive counseling, non-directive counseling (**K2,,K4,K5**)
- 3.3 Individual counseling, , (**K2, K3,K4,K5**)
- 3.4 Group counseling, community counseling (**K2, K3,K4,K5**)
- 3.5 Peer counseling (**K2, K3,K4,K5**)

3.6. Counseling Techniques: Initiating contact, intake, rapport building, establishing structure, interaction, attending behaviour, observation and responding, SOLER .

(K2,,K3,K4,K5,K6)

Unit IV: The Eagan Model of Counseling:

4.1 Stage-I Problem exploration and clarification. (**K2,K4,K5**)

4.2 Part I – Attending and listening, orienting oneself to the present, Micro skills- active listening- verbal and non- verbal messages and behaviour (**K2,K4**)

4.3 Part II – Helper’s response and clients self -exploration, Helper’s skills – accurate empathy (primary level), respect, genuineness, concreteness, client’s skills- self exploration. **S (K2,K4,)**

4.4 Stage -2: Integrative understanding/ dynamic self-understanding, Part-I focusing, summarizing, probing for missing experiences, behaviour feelings. (**K2, K4,K5**)

4.5, Part II- Helper’s skills- Skills of stage- 1 self- disclosure, immediacy, confrontation, Client’s skill – non- defensive listening, dynamic self – understanding. (**K2 K3,K4,K5**)

4.6 Stage -3: Facilitating action; developing new perspectives; preferred scenario, Part 1- helping clients see alternatives; choose and formulate action plan, implement evaluate. (**K2,K3,K4,K5,K6**)

Unit V: Counselling in Different Settings

5.1, Marital, family, HIV/AIDS, Pastoral Counseling (**K2, K3,K4,K5**)

5.2 Student Guidance and Counseling, career guidance and grief counseling, (**K2, K3,K4,K5,K6**)

5.3 Counseling suicidal clients, gerontological counseling (**K2,K3,K4,K5**)

5.4 Adolescent counseling (**K2,,K3,K4,K5,K6**)

5.5 De-addiction counseling and disaster counseling (**K2, K3,K4,K5**)

5.6 Correctional Counselling (**K2, ,K4,K5**)

Books for Reference:

1. Association of Psychological and educational counsellor of Asia (APECA, 198)
Counseling in Asia, Perspectives and practices.
2. Bianca cody Murphy, Carolyn Dillion(2003): interviewing in Action
Relationship,Process and Change. 2nd Ed, USA: Thompson Brooks/ cole.
3. Colin feltham (2010): Brief Counselling, New Delhi: Tata McGraw Hill.
4. David R. Evans, Margret T. Hearn, Max R. Ullamann& Allen E. Ivey (2008).

Essential interviewing: A Programmed Approach to Effective Communication, USA:
Thompson Brooks/Cole.

5. Dalaganjan Naik,(2004): Fundamentals of Guidance and Counseling. Delhi:Adhyayam.
6. Gibson L.Robert & Mitchell, (2008): Introduction to Counseling and Guidance.Prentice Hall of India.
7. Jacobs E, Masson L, Harvill L.(1998): Group Counseling Strategies and Skills. USA: Brooks/ Cole Publishing Company

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 – SPECIALIZATION II D

PSHRD20 – ORGANIZATIONAL BEHAVIOUR

| Year | SEM | Course Code | Title of the Course | Course Type | Course Category | H/W | Credits | Marks |
|------|-----|-------------|--------------------------|-------------|-----------------|-----|---------|-------|
| II | IV | PSHRD20 | Organizational Behaviour | Theory | Core | 5 | 4 | 100 |

COURSE OBJECTIVES

- To help students build a knowledge base appropriate to understand the human behavior in an organization.
- To enable the students to perceive the attitudes required for the successful applications of organizational behavior.
- To present a new perspective for management.

COURSE OUTCOME

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

CO1 : Analyse individual and group behavior and understand the implications of organizational behavior on the process of management.

CO2 : Identify different motivational theories and evaluate motivational strategies used in a variety of organisational settings.

CO3 : Evaluate the appropriateness of various leadership styles and conflict management strategies used in organizations.

CO4 : Explore managerial and interpersonal skills in presenting a new perspective for management.

CO5 : Explain how organizational change and culture affect working relationships within organization..

| | |
|---------------|------------|
| 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 | M | H | M | H | M |
| CO2 | M | H | H | M | M | H |
| CO3 | H | M | H | H | H | H |
| CO4 | M | H | H | M | H | H |
| CO5 | H | M | H | H | H | H |

(Low - L, Medium – M, High - H)

UNIT I - INTRODUCTION TO ORGANIZATIONAL BEHAVIOUR (15hours)

- 1.1 History, definition, concept(**K2,K1**)
- 1.2 Need and importance of organizational behaviour (**K2,K1**)
- 1.3** Key elements of organizational behaviour (**K2,K1**)
- 1.4 Nature and scope (**K4,K2,K1**)
- 1.5 Frame work (**K4,K2**)
- 1.6 Organizational behaviour models. (**K3,K2**)

UNIT II - INDIVIDUAL BEHAVIOUR (15hours)

- 2.1 Concept of Individual Behaviour – Factors affecting Individual behaviour (**K4,K2,K1**)
- 2.2 Personality – types – Factors influencing personality – Theories(**K3,K2,K1**)
- 2.3 Learning – Types of learners – The learning process – Learning theories – Organizational behaviour modification - Misbehaviour – Types – Management Intervention. (**k5,K4,K2,K1**)
- 2.4 Emotions - Emotional Labour – Emotional Intelligence – Theories. Attitudes – Characteristics – Components – Formation – Measurement- Values. (**K4,k3,K2,K1**)

2.5 Perceptions – Importance – Factors influencing perception – Interpersonal perception
(K3,K2,K1)

2.6 Impression Management Motivation – importance – Types – Effects on work behavior –
Stress – management of stress. (K5,K4,K2)

UNIT III - GROUP BEHAVIOUR (15hours)

3.1 Organization structure – Formation (K2,K1)

3.2 Groups in organizations – Influence (K4,K3)

3.3 Group dynamics – Emergence of informal leaders and working norms (K4,K5)

3.4 Group decision making techniques (K4,K2,K1)

3.5 Group Cohesion - Team building - Interpersonal relations – Communication – Control.
(K5,K4,K6)

UNIT IV - LEADERSHIP AND POWER (15hours)

4.1 Meaning (K2,K1)

4.2 Importance (K2,K1)

4.3 Leadership styles – Theories (K4,K2,)

4.4 Leaders Vs Managers – Sources of power (K4,K2,K3)

4.5 Power centers (K5,K2)

4.6 Power and Politics. (K3,K2)

UNIT V – DYNAMICS OF ORGANIZATIONAL BEHAVIOUR (15 hours)

5.1

5.1 Organizational culture and climate – Factors affecting organizational climate – Importance.
(K4,K3)

5.2 Job satisfaction – Determinants – Measurements – Influence on behavior. (K4,K2,K1)

5.3 Organizational change – Importance – the change process – Resistance to change –
Managing change. (K4,K2,K3)

5.4 Stability Vs Change – Proactive Vs Reaction change (K3,K4)

5.5 Stress – Work Stressors – Prevention and Management of stress – Balancing work and Life.
(K4,K2)

5.6 Organizational development – Characteristics – objectives –. Organizational effectiveness.(
K5,K2,K3)

Books for Study and Reference:

1. P.K.Agarwal – Management Process and Organizational Behaviour – Vrinda Publications (P) Ltd., 2nd Edition, New Delhi, 2009.
2. J.Jayashankar – Organizational Behaviour – Margham Publications, Chennai, 1st Edition, 2006.
3. M.N.Mishra - Organizational Behaviour – Vikas Publishing House Pvt. Ltd., New Delhi, 2001.
4. Uma Sekaran - Organizational Behaviour – 2nd Edition, Tata McGraw Hill Education Pvt. Ltd., New Delhi, 2009.
5. Nirmal Singh - Organizational Behaviour – Deep & Deep Publications (P) Ltd, New Delhi, 1st Edition, 2009.
6. Jayantee Mukherjee Saha – Organizational Management and Behaviour – Anurag Jain Excel Books, New Delhi, 2006.
7. P.K.Agarwal, Management Process and Organisational Behaviour – 2nd Edition, Vrinda Publications, New Delhi, 2008.
8. Dr.H.L.Kaila – Organisational Behaviour and HRM – 3rd edition, AITBS Publishers, New Delhi, 2011.
9. Wendell L. French, Cecil H. Bell – Organizational Development – 6th Edition, Dorling Kindersley

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.

SEMESTER IV

PISWD20 -IEC- SOCIAL WORK PROFESSION IN DIFFERENT SETTINGS

| Year | SEM | Course Code | Title of the Course | Course Type | Course Category | H/W | Credits | Marks |
|------|-----|-------------|--|-------------|-----------------|-----|---------|-------|
| II | IV | PISWD20 | IEC- Social Work Profession in Different Settings. | Theory | Core | | | 100 |

COURSE OBJECTIVES :

- To gain knowledge on various approaches, skills and techniques of working with individuals, groups and communities
- To develop an understanding of social work practice in various settings
- To understand the role and contribution of professional social work in different fields
- To provide knowledge on various National and International agencies

COURSE OUTCOME

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

CO1: Gain a opportunity in understanding and apply in contemporary fields of social work profession.

CO2: Able to influence the practices and the professional skills of social worker in different settings like individual, groups, community, Hospital settings, correctional settings and vulnerable groups.

CO3: Understand a roles and functions of social work profession in field.

CO4: Gain and understand the knowledge about various national and international agencies.

CO5: Able to understand the Problems faced by professional social workers

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

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

(Low - L, Medium – M, High - H)

Unit :1 : Basic Concept and Process

- 1.1 Social work practice with individuals **(K5,K3)**
- 1.2 Approaches to working with individuals - remedies,preventive, promotive and development **(K5,K3)**
- 1.3 Case work Process - Communication in social case wok process **(K6,K4)**
- 1.4 Models of case work practice Psycho social, functional life models, problem solving, crisis intervention , family centered approach **(K5,K3)**
- 1.5 Eco-system perspective in social case work. **(K6,K5,K3)**

Unit : II : Principles and Skills

- 2.1 Social work practice with groups-**(K5,K3)**
- 2.2 Principles and skills – **(K4,K3)**
- 2.3 Role of group worker –**(K6,K3)**
- 2.4 Group work process - Group dynamics –**(K2,K3)**

2.5 Application of group work: Techniques of group work in community development, medical and Psychiatric, Rehabilitation, Family and child welfare, Correctional, Personnel management and industrial social work settings. **(K6,K5,K4,K2)**

Unit : III Social work in community

- 3.1 Social work Practice with communities **(K5,K3)**
- 3.2 Types of communities and characteristics **(K5,K3)**
- 3.3 Rural, Urban and Tribal communities – **(K5,K3)**
- 3.4 Organization: Fields of social work; Medical, Psychiatric, Correctional, Industrial, Slums; Emergencies like war, drought, fire, famine and flood. **(K6,K4)**
- 3.5 Community dynamics - Skills in community- **(K5,K3)**
- 3.6 Process of community organization - Application of Community **(K5,K3,K2)**

Unit : IV Practice in different settings

- 4.1 Social work Practice in medical settings; Hospitals, Medical Psychiatry and rehabilitation units **(K5,K4,K3)**
- 4.2 Social work Practice Industry settings **(K5,K3)**
- 4.3 Social work Practice NGOS **(K5,K3)**
- 4.4 Social work Practice Welfare (Child, Women, Transgender, Elderly, Specially challenged) **(K5,K2,K1)**
- 4.5 Social work Practice Community settings **(K5,K3)**
- 4.6 Skills needed for social workers **(K5,K4,K2)**

Unit: V :Limitations

- 5.1 Problems faced by professional social workers **(K5,K3)**
- 5.2 Limitations in social work practice **(K5,K3)**
- 5.3 National and International Agencies in the field of social work **(K4,K3,K2)**
- 5.4 Role and functions of different agencies **(K4,K3,K2,K6)**

Books for Study and Reference:

- 1. R. K. Upadhyey- Social Case Work - Rewat Publications, Jaipur, 2003
- 2. Helen Harris Pearlmén – Social Case Work - A Problem Solving Process - Universi. of California Press, 2002

3. Gisela Konopka - Social Group Work- A Helping Process - Prentice Hall, 1983
4. S. Rengasamy - Student's Guide to Social Group Work - Second Draft, Tamilnadu. 2010
5. Siddiqui. H. Y. (Ed.) - Social Work and Social Action, Harnam Publication NewDelhi, 1984
6. Sanjay Bhattacharya - Social Work: An Integrated Approach - Deep and Deep Publications, NewDelhi, 2005