THIRUVALLUVAR UNIVERSITY

MASTER OF SOCIAL WORK

DEGREE COURSE
UNDER CBCS

(with effect from 2008-2009)

The Course of Study and the Scheme of Examinations

Year / Semester	Subject	Paper	Title of the Paper	Ins. Hrs/ Week	Credit	Exam hrs	Max.Marks		
							IA	Uni. Exam.	Total
I Year I Semester	Core	Paper I	Introduction to Social Work	5	4	3	25	75	100
	Core	Paper II	Social Work Practice with Individuals	5	4	3	25	75	100
	Core	Paper III	Social Work Practice with Groups	5	4	3	25	75	100
	Core	Paper IV	Social Work Practice with Communities	5	4	3	25	75	100
	Core	Paper V	Personality Development and Human Behavior	5	4	3	25	75	100
	Elective I	Paper I	Indian Society	5	4	3	25	75	100
I Year II Semester	Core	Paper VI	Research Methodology	5	4	3	25	75	100
	Core	Paper VII	Statistics for Social Work Practice	5	4	3	25	75	100
	Core	Paper VIII	Social Work Practice with Individuals and Groups	5	4	3	25	75	100
	Core	Paper IX	Human Growth and Development	5	4	3	25	75	100
	Core	Paper X	Concurrent Field Work I	4(15)	8	V/R	40	60	100
	Core	Paper XI	Summer Placement	-	-	-	-	-	-
			Human Rights	2	2	3	25	75	100
	Elective II	Paper II	Skills for Social Work Practitioners	4	4	3	25	75	100
II Year III Semester	Core	Paper XII	Administration of service organizations	8	4	3	25	75	100
	Core	Paper XIII	Specialization Paper I (to choose 1 out of 4)	5	4	3	25	75	100
	Core	Paper XIV	Specialization Paper II (to choose 1 out of 4)	5	4	3	25	75	100
	Core	Paper XV	Concurrent Field Work II	4(15)	8	V/R	40	60	100

Year / Semester	Subject	Paper	Title of the Paper	Ins. Hrs/ Week	Credit	Exam hrs	Max.Marks		
							IA	Uni. Exam.	Total
	Elective III	Paper III	Disaster Management	4	4	3	25	75	100
	Elective IV (Non-Major Subject)	Paper IV	Computer Application in Social Work	4	4	3	25	75	100
II Year IV Semester	Core	Paper XVI	Social Policy and Social Legislation	5	4	3	25	75	100
	Core	Paper XVII	Specialization Paper III (to choose 1 out of 4)	5	4	3	25	75	100
	Core	Paper XVIII	Specialization Paper IV (to choose 1 out of 4)	5	4	3	25	75	100
	Core	Paper XIX	Research Project	6	6	V/R	20	80	100
	Core	Paper XX	Concurrent Field Work III	4(15)	8	V/R	40	60	100
	Compulsory	Paper XXI	Block Field Work (Compulsory)	(45)	8	-	-	-	-
	Elective V	Paper V	Project Formulation and Evaluation	5	4	3	25	75	100
			Total	120	120*				2500

*The total credits for the MSW Program is fixed at 120 for the following reasons:

i. Social Work is a professional degree which needs to conform international and national accreditation where the minimum prescribed credits is 120.

ii. Social Work is a skill oriented subject where emphasis is placed on Field Work Practicum which is spread over the concurrent field work (II, III and IV Semesters), wherein the student spends 2 full days (15 working hours per week) in the field.

iii. During the summer vacation at the end of the second semester the student can opt for field training (Summer Placement) for one month (24 working days - 45 hours per week) in the field. Successful completion of this training will be mentioned in the mark sheet but no credits are allotted.

iv. At the end of the final semester the student is required to put in another month (24 working days - 45 hours per week) in the field (Block Placement) which is a compulsory requirement and carries 8 credits.

v. The total number of courses conform to international and national standards justifying the 120 credits allotted.

THIRUVALLUVAR UNIVERSITY

MASTER OF SOCIAL WORK

SYLLABUS

UNDER CBCS

(with effect from 2008-2009)

I SEMESTER

PAPER I

INTRODUCTION TO SOCIAL WORK

UNIT-I

Social work history concept, philosophy, Principles. Related concepts: Social Service, Social Welfare, Social Reform, Social Security, Social Policy, Social Development, Empowerment. Social Work curriculum - theory, practice (field work) supervision, reporting, conference.

UNIT-II

Social Work Profession - components, values, goals, status, code of ethics, problems. Social Work methods - primary - casework, group work, community organization. Secondary methods - social welfare administration, social work research, social action. Social work professional organization - status and problems.

UNIT-III

Observational and exposure visits - meaning, types, need - Camp - concept, purpose, types, camp for social workers. Live in experience, community contact, base line survey monogram, resource mapping, community need assessment, community diagnosis.

UNIT-IV

Changing philosophy and trends in social work and the role of social worker and the government in promoting social work profession in India.

UNIT-V

Fields of Social Work: i. Family and child welfare, ii. Youth development, iii. Industrial social work, iv. Correctional administration, vs. Medical and psychiatric social work and vi. Community development.

References

1. Chowdhry, D. P. 2001. Introduction to Social Work. New Delhi: Atma Ram.
2. Gilbert, Neil. et. al. 2002. An Introduction to Social Work Practice. New Jersey : Prentice Hall.
3. Mathew, Grace. 1992. An Introduction to Social Case Work. Bombay : Tata Institute of Social Sciences.
4. Ross, M G. 1955. Community Organization. New York : Harper and Row.
5. Skidmore A Rx and Milton G Thackeray. 1976. Introduction to Social Work. New Jersey : Printice Hall.
6. Verma, Ratna. 1991. Psychiatric Social Work in India. New Delhi : Sage Publications.

PAPER II
SOCIAL WORK PRACTICE WITH INDIVIDUALS

UNIT-I

Historical development of social casework as a method of social work practice - objectives of working with individuals - values: Worth and dignity of clients; uniqueness and individuality; problem solving capacity and self-determination; confidentiality and mobilizing resources. Principles acceptance, individualization, client participation, controlled emotional involvement.

UNIT-II

Components : Person and family, problem, agency resources and process. Phase 1 - Exploration of person in environment, multidimensional assessment and planning. Multidimensional intervention. Phase 2 - Implementing and Goal attainment. Phase 3 - Termination and evaluation; follow up.

UNIT-III

Techniques in casework: Supportive techniques: acceptance, assurance, ventilation, emotional support, action oriented support and advocacy. Enhancing resources techniques: procuring material help, environment modification and enhancing information. Counseling techniques: Reflective discussion, advise, motivation, clarification, modeling, role-playing, reality orientation, confrontation, and reaching out.

UNIT-IV

Casework tools: Verbal and Non-verbal communication, listening, observation, questioning, giving feed back. Interviewing Process, home and collateral contacts. Casework Recording: Principles and types: Narrative, process and summary. Use of Genogram and Eco map in records.

UNIT-V

Use of relationship in the helping process: Empathy, nurturing, authority, professional and fostering clients growth. Problems in helping relationship: Resistance, transference and counter transference.

Reference

1. Currie, Joe. 1976. The Bare foot Counselor. Bangalore: Asian Trading Corporation.

2. Fuster, J.M. 1984. Personal Counseling. Bombay: St. Paul Publication.

3. Hollis, Flurence and mary E.Woods. 1981. Case Work – Psychosocial Therapy. New York: Random House.

4. Mathew, Grace. 1992. An introduction to Social Case Work. Bombay: Tata Institute of Social Sciences.

5. Narramore, M. Clyde. 1978. The Psychology of Counseling. Michigan: Zondervan Publishing House.

6. Prashantham, B.J. 1975. Indian Case studies in Therapeutic Counseling. Vellore: Christian Counseling Centre.

7. Richmond, E. Mary. 1971. Social Diagnosis. New York: Russel Sage Foundation.

8. Tilbury. D.E.F. 1977. Case Work in Context. Oxford: Pergamon Press.

9. Perlman, H.H. 1974. Social Case Work. Chicago: The University of Chicago Press.

10. Wasik, B.H. et. Al. 1990. Home Visiting Procedures for Helping Families. California: Sage Publications.

PAPER III

SOCIAL WORK PRACTICE WITH GROUPS

UNIT-I

Social Group: Concept, types and characteristics of groups; Life as a process of adjustment with different types of groups; Group as an instrument of change.

UNIT-II

Social Group Work: Concept, objectives, functions, principles and values. Nature of social group work: Development. Preventive, Remedial and Recreational; Historical development of group work.

UNIT-III

Group Work Process: Study, Formation, Analysis, Assessment, Treatment and evaluation. Role of group worker as an Enabler, Stimulator, Supporter, Guide, Educator, Resource person, Therapist and Supervisor.

UNIT-IV

Programs: Meaning and purpose; Nature of programs; Criteria for effective programs; Programme planning and its importance; Principles of program planning; Resources for programs; Internal and External; Difficulties in implementation of programs. Group Work Recording: Importance, Types, Principles and Uses.

UNIT-V

Group Dynamics: Concept, Basic Assumptions, Group Membership, Group Standards, Motivational Pressures in Groups, Differentiation of roles, Importance and characteristics of relationship in group work.

References

1. Argyle, Michael. 1969. Social Interaction. London: Tavistock Publications.

2. Button, Leslie. 1976. Development Group Work with Adolescents, London: Hodder and Stoughton Ltd.

3. Cooper, Cary L. 1976. Theories of Group Processes. London: John Wiley & Sons.

4. Day, Peter, R. 1987. Sociology in Social Work Practice. London: Macmillan Education.

5. Douglas, Tom. 1976. Group Work Practice. London: Tavistock Publications.

6. Douglas, Tom. 1978. Basic Group Work. London: Tavistock Publications,

7. Ely, P.J. and M.K.Mc Cullough. 1975. Social Work with Groups. London: Routtedge and Kegan Paul.

8. Gillbert, Neil, et al. 1980. An Introduction to Social Work Practice, New Jersy : Prentice Hall, Inc., Englewood Cliffs.

9. Heap Hen, 1977. Group Theory for Social Workers. England: Pergamon Press,

10. Heap Hen. 1979. Process and Action in work with Groups. England : Pergamon Press,

11. Heap Hen. 1985. The Practice of Social Work Groups A Systematic Approach. London: George Allen Unwin.

PAPER IV

SOCIAL WORK PRACTICE WITH COMMUNITIES

UNIT-I

Community organization - concept, meaning, definition, scope, principles, philosophy and its relevance.

UNIT-II

Process or phases of community organization. Study and survey, analysis, assessment, discussion, organization, action, reflection, modification continuation. Skills in community organization. Organizing, communication, training, consultation, public relations, resource mobilizations, liasoning, conflict resolution. Models of community organization, locality Development, social planning, social action.

UNIT-III

Social Action. Definition, Principles, and scope. Social Action as a method of social work.

UNIT-IV

Strategies and Tactics: Negotiation, conflict resolution, pressure, individual contact, conscientiization, legal suation, violence, public relations, political organization, collaborative - peace initiative.

UNIT-V

Application of Community organization and social action in tackling community issues.

Reference

1. Chowdhry, D.P. 1976. Introduction to Social Work. New Delhi: Atma Ram.

2. Christopher, A.J., and Thomas William, 2006. Community Organization and Social Action. New Delhi: Himalaya Publications.

3. Cox, F.M. et al. 1964. Strategies of Community Organization. Illinois: Peacock Publishers. Inc.

4. Dunham, Arthur. 1970. The New Community Organization. New York: Thomas, Y. Crowell Company.

5. Freire, Paulo. 1970. Education for the Oppressed. New York: Seaburg Press.

6. Freire, Paulo. 1972. Cultural Action for Freedom. Harmondo Worht: Penguin.

7. Gangrade, K.D. 1971. Community Organization in India. Bombay. Bombay: Popular Prakasam.

8. Kramer, Ralph and Harry Specht. 1975. Readings in Community Organization. Practice. London: Prentice Hall International.

9. Ross. M.G. 1955. Community Organization. Theories, Principles, and Practices. New York: Harper and Row.

10. Siddiqui. H. Y. Ed. 1984. Social Work and Social Action. New Delhi: Harnam Publications.

11. Skidmore, A. Rex and Milton. G. Thackeray. 1976. Introduction to Social Work. New Jersey: Prentice Hall.

PAPER V

PERSONALITY DEVELOPMENT AND HUMAN BEHAVIOUR

UNIT-I

Introduction to Social Psychology: Brief introduction to growth and development, developmental stages, developmental tasks. Personality: - Definition, theories of Personality, types of Personality, Factors influencing personality. Emotion: Nature and characteristics, Psychological and Situational factors in emotion, learning and emotion.

UNIT-II

Perception: Concept and principles, factors influencing perception, social perception. Intelligence: Concepts, levels of intelligence, influence of heredity and environment. Measurement of intelligence. Learning: Principles and theories of heredity and environment. Measurement of intelligence. Learning: Principles and theories of learning, learning and behaviour modification.

UNIT-III

Attitude: Definition, formation of attitude, measurement of attitude. Motivation: Definition and concepts, theories of motivation, types of motivation.

UNIT-IV

Adjustment: Concept of adjustment and maladjustment, Defense Mechanisms Stress, frustration and conflict sources of frustration and conflict, types of conflicts.

UNIT-V

Abnormal psychology: Concepts of normality and abnormality, causation of mental illness, neuroses, psychoses, psychosomatic disorders, measures to promote mental health.

Reference

1. Coleman, James. 1980. Abnormal Psychology and modern life. New Delhi: Tata McGraw Hill Ltd.

2. Hill, Winfred. 1970. Psychology. Principles and Problems. New York: Lippincolt Company.

3. Hielle, Larry. A and Ziegler Daniel. 1981. Personality Theories. New Delhi: McGraw Hill Ltd.

4. Lerner, Richman et. al. 1986. Psychology. New York: Macmillan Publishing Company.

5. Lindzey Gardner and Aronjon Ellio. Ed. 1975. The Handbook of Social Psychology. Vols.I, II and III. New Delhi: Amarchand Publishing Co. Pvt. Ltd.

6. Sheridan, Charles. 1978. Methods in Experimental Psychology. New Delhi: Holt Rinechart and Wisdom Ltd.

7. Snodgrass, Joan Gay. et. al. 1985. Human Experimental Psychology. New York: Oxford University Press,

8. Strange, Jack Roy. 1996. Abnormal Psychology. New Delhi: Tata McGraw Hill Ltd.

9. Ullmknn, Leonard and Krasneg Leonard. 1975. A Psychological Approach to Abnormal Behaviour. New Jersey: Prentice Hall Ltd.

10. Verma, Ratna. 1991. Psychiatric Social Work in India. New Delhi: Sage Publications.

ELECTIVE

PAPER I

INDIAN SOCIETY

UNIT-I

Society and Culture: Concept of Society - Definition - Major Elements of Society - Individuals, groups, association and Institutions; Culture - Characteristics - Elements - Function of Culture - Cultural Lag and Ethnocentrism

UNIT-II

Social Institutions and Social Control: Structure and functions, Marriage, Family, Religion, Education, Economics, Politics, Patterns of interactions and interdependence. Social Control: Concepts, Types, Functions, major agencies of social control - Kinship, Religion, Law, Education, Traditions and Customs.

UNIT-III

Social Change in India: Concept, the factors and process of social change. Urbanization, Industrialization, Westernization, Sanskritization, Secularization, Resistance to Change.

UNIT-IV

Social Problems: Causes and consequences - Major social problems - Poverty, Population growth, Unemployment, Beggary, Drug Addiction, Alcoholism, Prostitution, Crime, Delinquency, Corruption and Ecological problems.

UNIT-V

Approaches to the study of Indian Society: The Indo-logical Approach - Structural approach - Functional approach-Dialectical approach - Subaltern approach.

References

1. Dube, S.C. 1990. Society in India, New Delhi: National Book Trust,

2. Johnson, M.M. 1993. Sociology. A Systematic Introduction. New Delhi: Allied Publishers Ltd.

3. Kingsley, Davis, 1995. Human Society, New Delhi: Surjeet Publications.

4. Madan, G.R. 1997. Indain Social Problems (Vol.I& II) New Delhi: Allied Publications

5. Ram, Ahuja, 1993. Indian Social Systems. New Delhi: Rawat Publications.

6. Srinivas, M.N., 1980. Social Structure, New Delhi: Hindudthan Publishers Corporation.

7. Uberoi, Petricia, 1993. Family, Kinship and Marriage in India, New Delhi: Oxford University Press,

8. Giddens, Anthony, 2001. Sociology. Polity: Cambridge Press,

II SEMESTER

PAPER VI

RESEARCH METHODOLOGY

UNIT-I

Scientific Attitude - Meaning, Characteristics. Scientific Method - Meaning, Characteristics, application for the study of a Social Problem. Research - Definition, Objectives. Social Work Research - Meaning, Objectives, Procedures, Functions and Limitations. Scope of Social Work Research in India

UNIT-II

Research Problem - Meaning, Identification, Selection, Formulation. Variables - Meaning, Types - Independent, Dependent, Qualitative, Quantitative, Levels of Variables. Levels of Measurement - Nominal, Ordinal, Interval, Ratio. Definitions - Conceptual, Operational

UNIT-III

Qualitative Research - Meaning, Definition, Types, Process, Methodology, Relationship between Qualitative and Quantitative Research, Focus Group Discussion, Participatory Appraisal as a method of Research

UNIT-IV

Research Design - Definition and Importance, Types of Research Designs - Explorative, Descriptive, Diagnostic, Experimental, Surveys, Evaluative, Case - Study, Participatory

UNIT-V

Population - Meaning, Types, Sampling - Meaning, Principles, Sampling Methods and Types - Probability, Non-Probability, Hypothesis - Meaning, Importance, Types, Sources, Uses

References

1. Agarwal. Y.P. 1998. Statistical Methods Concepts Applications and Computation, New Delhi: Sterling Publishes Pvt. Ltd.

2. Anderson. 1970. Thesis and Assignment Writing, New Delhi: Wiley Easter.

3. Chose, B.N. 1997. Scientific Method and Social Research, New Delhi: Sterling Publishers. Pvt. Ltd.

4. Hatt, P.K. and W.J. Goode. 1981. Methods in Social Research, Auckland: McGraw Hill Book Company.

5. Kerlinger, Fred. N. 1964. Foundations of Behavioural Research, New Delhi: Surjeet Publications.

6. Kothari, C.R. 1985. Research Methodology, New Delhi: Vilkey Eastern.

7. Mark, R. 1994. Research Made Simple, California: Sage Publications.

8. Rubin, Allen et. al. 2006. Essential Research Methods for Social Work, California: Wadsworth Inc.

9. Rubin, Allen et.al. 2006, Research Methods for Social Work, California: Wadsworth Inc.

10. Singh, J. 1994. Introduction to Methods of Social Research, New Delhi: Sterling Publishers Pvt. Ltd.

11. Wilkinson, T.S. 1984. Methodology and Techniques of Social Research, Bombay: Himalaya.

12. Young, V. Pauline. 1975. Scientific Social Survey and Research, New Delhi: Prentice Hall.

PAPER VII

STATISTICS FOR SOCIAL WORK PRACTICE

UNIT-I

Data - Meaning, Types, Sources - Primary, Secondary, Quantitative, Qualitative. Tools of Data - Meaning, Importance, Formulation, Types, Pre-testing, Administration. Collection of Data - Process, Types, Methods, Limitations, Problems.

UNIT-II

Processing of Data - Meaning, Editing, Coding, Code-book, Code-Sheet. Presentation of Data - Single Frequency, Cross Tabulation, Diagrams, Graphs. Administrative Aspects of Social Work Research - Writing Research Proposal. Research Report - Contents, Format, References, Bibliography

UNIT-III

Statistics: Meaning, Importance, Types, Functions and Limitations. Descriptive Statistics - Percentages, Measures of Central Tendency Mean, Median, Mode - Meaning, application in Research

UNIT-IV

Measures of Dispersion - Meaning, Importance. Range, Quartile and Standard Deviation, Mean Deviation Correlation - Meaning, Types, Rank Order Correlation

UNIT-V

Testing of Hypothesis. Parametric and Non-Parametric Tests. Chi-square Tests, 't' Tests Steps for Testing of Hypothesis. Interpretation of Tables. Diagrams and Research Findings

References

1. Agarwal. Y.P. 1998. Statistical Methods Concepts Applications and Computation, New Delhi: Sterling Publishes Pvt. Ltd.

2. Anderson. 1970. Thesis and Assignment Writing, New Delhi: Wiley Easter.

3. Chose, B.N. 1997. Scientific Method and Social Research, New Delhi: Sterling Publishers. Pvt. Ltd.

4. Kerlinger, Fred. N. 1964. Foundations of Behavioural Research, New Delhi: Surjeet Publications.

5. Kothari, C.R. 1985. Research Methodology, New Delhi: Vilkey Eastern.

6. Mark, R. 1994. Research Made Simple, Californi: Sage Publications.

7. Rubin, Allen et. al. 2006, Essential Research Methods for Social Work, California: Wadsworth Inc.

8. Rubin, Allen et. al. 2006, Research Methods for Social Work, California: Wadsworth Inc.

9. Singh, J. 1994. Introduction to Methods of Social Research, New Delhi: Sterling Publishers Pvt. Ltd.

10. Wilkinson, T.S. 1984. Methodology and Techniques of Social Research, Bombay: Himalaya.

11. Young, V. Pauline. 1975. Scientific Social Surveys and Research, New Delhi: Prentice Hall.

PAPER VIII

SOCIAL WORK PRACTICE WITH INDIVIDUALS AND GROUPS

UNIT-I

Therapeutic approach to social work practice: Behavior Modification Therapy, Rational Emotive Therapy, family Therapy - Use of psychological testing and sociometry in assessing individuals and groups.

UNIT-II

Leadership and dealing with conflicts of interest: Concept, Approaches, Theories, Styles of leadership, Effective leader behavior in individuals, training individuals and group members for developing effective leader behavior. Concept of conflict, Sources of conflict in the context of individuals and groups, styles of managing conflicts, No-Lose Problem solving strategy Vs Win-Lose Strategy.

UNIT-III

Working with individuals and groups in different settings: Medical and psychiatric, correctional, industrial, family and child welfare and community development.

UNIT-IV

Cultural sensitive in practice: Professional values and code of ethics. Indigenisation of social work practice - Limitations of practicing social work with individuals and groups.

UNIT-V

Developing Professional Self: Self-awareness, Self Esteem Coping behavior, working relationship, objectivity, assertiveness and authenticity.

References

1. Button Leslie. 1976. Development Group Work with Adolescents, London: Hodder and Stoughten Ltd.

2. D' Souza Anthony. 1993. Leadership - A trilogy on Leadership and Effective Management. Bombay: Better Yourself Books.

3. Douglas Tom. 1976. Group Work Practice. London: Tavistock Publications.

4. Douglas Tom. 1978. Basic Group Work, London: Tavistock Publications.

5. Ely, P.J. & M.K.Mc Cullough. 1975. Social Work with Groups. London: Routtedge & Kegan Paul.

6. Heap Hen. 1977. Group Theory for Social Workers. England: Pergamon Press

7. Heap Hen. 1979. Process and Action in work with Groups. England: Pergamon Press.

8. Heap Hen. 1985. The Practice of Social Work Groups, a Systematic Approach. London: George Allen, Unwin,

9. Johnson, D.W & Frank P. Johnson. 1982. Joining Together – Group Theory and Group Skills. New Jersey: .Prentice – Hall, Inc, Englewood Cliffs.

10. Parker, Margaret. 1973. Your Turn to Lead. London: Scripture Union.

11. Shaw E. Marvinm 1977. Group Dynamics, the Psychology of Small Group Behaviour. New Delhi: Tata Mc Graw – Hill Publishing Co.Ltd,

PAPER IX

HUMAN GROWTH AND DEVELOPMENT

UNIT-I

Human Growth and Development: Concept and Patterns of growth and development: Maturation and learning. Development tasks.

UNIT-II

The Beginning of life: Human reproductive system: fertilization and fetal development: delivery, pre and postnatal care.

UNIT-III

Developmental periods: infancy, babyhood. Childhood, puberty adolescence, adulthood, middle age and old age, physical intellectual emotional and social development.

UNIT-IV

Influences of socialization and development: The family, social groups institutions. Community and culture.

UNIT-V

Health concept of physical health. Communicable and social diseases STD. AIDS. Nutrition and Malnutrition. Measures to promote physical health.

Reference

1. Argle, Michael Ed. 1981. Social Skills and Health. London: Mazheum Publishers.
2. Bodyazhina, V.I. 1983. Text Book of Obstetrics. Moscow: Mir Publishers.
3. Davies, J.M. 1979. Community Health Preventive Medicine & Social Services. London: Bailliere Tindal.

4. Hurlock, Elizabeth. 1972. Child Development. McGraw Hill. Tokyo: Kogakusha Ltd.

5. Hurlock, Elizabeth. 1981. Development Psychology – A Life Span Approach. New Delhi: .Tata McGraw Hill Ltd.

6. Sinclair, David. 1978. Human Growth after Birth. London: Oxford Medical Publications.

7. Ruseel and Smart. 1975. Readings in Child Development and Relationships. New Delhi: Light & Life Publishers.

8. Watson, Robert and Lingren Henry Clay. 1979. Psychology of the Child and the Adolescent. New York: MacMilan Publishing Company.

PAPER X
CONCURRENT FIELD WORK I

The first year students during the second semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field.

The first year students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization for a semester.

During the placement they have to practice all the primary methods of social work. One has to complete 5 cases in casework, one group following all the stages of group work practice with at least 10 sessions and in the community conduct common programmes or solve an issue of the community following the principles of community organization and social action.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference regularly.

At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. (60 marks for *viva voce* and 40 marks for IA)

PAPER XI

SUMMER PLACEMENT OPTIONAL

During the summer holidays the first year students are encouraged to go for one month filed placement training preferably in their respective field of specialization. This is only optional. The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries for a month according to their field of specialization.

During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, programs, activities, achievements and also involve with the activities of the organization to whatever extent possible.

Students should get daily activity certificate and daily records are needed which should be submitted to the department. After successful completion of the placement the students are awarded only credits.

HUMAN RIGHTS

COMPULSORY PAPER

UNIT-I

Definition of Human Rights - Nature, Content, Legitimacy and Priority - Theories on Human Rights - Historical Development of Human Rights.

UNIT-II

International Human Rights - Prescription and Enforcement upto World War II - Human Rights and the U .N .O. - Universal Declaration of Human Rights - International Covenant on Civil and Political Rights - International Convenant on Economic, Social and Cultural Rights and Optional Protocol.

UNIT-III

Human Rights Declarations - U.N. Human Rights Declarations - U.N. Human Commissioner.

UNIT-IV

Amnesty International - Human Rights and Helsinki Process - Regional Developments - European Human Rights System - African Human Rights System - International Human Rights in Domestic courts.

UNIT-V

Contemporary Issues on Human Rights: Children's Rights - Women's Rights - Dalit's Rights - Bonded Labour and Wages - Refugees - Capital Punishment.

Fundamental Rights in the Indian Constitution - Directive Principles of State Policy - Fundamental Duties - National Human Rights Commission.

Books for Reference:

1. International Bill of Human Rights, Amnesty International Publication, 1988.
2. Human Rights, Questions and Answers, UNESCO, 1982
3. Mausice Cranston - What is Human Rights
4. Desai, A.R. - Violation of Democratic Rights in India
5. Pandey - Constitutional Law.
6. Timm. R.W. - Working for Justice and Human Rights.
7. Human Rights, A Selected Bibliography, USIS.
8. J.C.Johari - Human Rights and New World Order.
9. G.S. Bajwa - Human Rights in India.
10. Amnesty International, Human Rights in India.
11. P.C.Sinha & Security - International Encyclopedia of Peace,
12. K. Cheous (Ed) Social Justice and Human Rights (Vols 1-7).
13. Devasia, V.V. - Human Rights and Victimology.

Magazines:

1. The Lawyer, Bombay
2. Human Rights Today, Columbia University
3. International Instruments of Human Rights, UN Publication
4. Human Rights Quarterly, John Hopkins University, U.S.A.

ELECTIVE

PAPER II

SKILLS FOR SOCIAL WORK PRACTITIONERS

UNIT-I

Self-Awareness: SWOT Analysis, Self- Disclosure, Self-Esteem, Positive Attitude towards others and work.

UNIT-II

Life Style: Critical Thinking, Developing Emotional Maturity, Holistic health through yoga, Meditation and Exercises, Work Ethics and work culture, Body Language, Etiquettes and Manners.

UNIT-III

Life Coping Skills: Time Management, Stress Managements, Problem solving, Decision Making, Assertive Behaviour.

UNIT-IV

Human Dynamics: The need to Achieve, Socialize and control, Motivating oneself and others, Team working with colleagues, Team Building with subordinates.

UNIT-V

Human Relationship Skills: Handling Negative criticism, Hurt feelings and Anger, building Relationships - Personal and Collegial, Trust Building.

Reference

1. Bishop Sue, 1996. Develop your Assertiveness. New Delhi: Kogan Page Indai Pvt. Ltd.

2. Celements Phi, 1998. Be Positive. New Delhi: Kogam Page India Pvt. Ltd.

3. Davar S. Rustom, 1996. Creative Leadership. New Delhi: UBS Publishers Ltd.

4. D'Souza Antony, 1995. Leadership. Mumbai: Better Yourself Books.

5. Gupta Seema, 2001. Etiquette and Manners, Delhi: Pustak Mahal.

6. Hasks Hurt, 1995. Motivation People, Delhi, Pustak Mahal

7. Johnson, David, Johnson P. Frank, 1982. Joining Together: Group Theory and Group Skills, New Jersey: Prentice-Hall Inc.

8. Lindenfield Gael, 1997. Assert Yourself, New Delhi: Harper Collins Publishers India Pvt. Ltd.

9. McGrath, e. H., 1997. Training for life and leadership in industry, New Delhi: Prentice Hall of India Pvt. Ltd.

10. Nelson, Richards & Jones. 1990. Human Relationship Skills, Mumbai: Better Yourself Books.

11. Rangnekar, Sharu. 1996. In the World of Corporate Managers, Delhi: Vikas Publishing Hourse Pvt. Ltd.

SEMESTER III

PAPER XII

ADMINISTRATION OF SERVICE ORGANISATIONS

UNIT-I

Social Welfare Administration: Definition, Principles and scope, democratic nature of social welfare administration. Delegation, decentralization and participation. Management by objectives as applied to social welfare administration.

UNIT-II

Basic Administration Processes: Planning, Organizing, staffing, decision-making, coordination, communication, monitoring, evaluation, public relations and networking.

UNIT-III

Financial and Office Administration: Budgeting, accounting, auditing, fundraising, office procedure and record maintenance.

UNIT-IV

Social welfare Organization: Registration of Societies and Trusts. Foreign Contribution and Regulation Act - 1976. Function and responsibilities of governing board, committees and office bearers. Organizational structure, functions, programe of Central Social Welfare Board and state Social welfare Board.

UNIT-V

Personnel Administration: Manpower planning, induction, training, supervision, staff welfare, service condition and staff moral, problems faced by NGOs.

References

1. Banerjee, Shyamal. 1981. Principles and Practice of Management. New Delhi: Oxford & IBH Publishing Co. Pvt. Ltd.

2. Chowdhry, D.Paul. 1992. Social Welfare Administration. New Delhi: Atmaram and Sons.

3. Encyclopaedia of Social Work. Vol I & III

4. Lalitha N V. 1981. Financial Assistance to Voluntary Organisations for Development. New Delhi: NIPCCD.

5. Madan, G.R. 1973. Indian Social Problems. Bombay: Allied Publishers.

6. Sarita Sharma, Basotia G.R.Popalia A.K. 1997. Management, Function, Financial Planning and Policy. New Delhi: Kanishka Publishers

7. Shankaran R & Rodrigues: A handbook to the Management of Voluntary Organisations. Madras: Alpha Publishers.

8. Skidmore and Miltons G. Thackeray. 1976. Introduction to Social Work. London: Prentice-Hall International.

PAPER XIII

SPECIALISATION I

COMMUNITY DEVELOPMENT SPECIALISATION

RURAL COMMUNITY DEVELOPMENT

UNIT-I

Rural demography, rural social structure, rural economic structure, rural political structure. Societal analysis for the assessment of needs and problems of the community. Application of Participatory Rural Appraisal.

UNIT-II

Early experiments of rural development. Sriniketan, Marthadam, Gurgaon, Rural Reconstruction, Firka Development, Nilokheri Project, Etawah Project. Concept and definition of community development, rural development, approaches philosophy, principles to rural development. Extension, Philosophy, Principles and approaches.

UNIT-III

Rural problems - Casteism, untouchability, status of women, sex discrimination, bonded labour, unemployment, illiteracy, ill health, superstition, culture of silence, migration, Community Conflict, Refuges.

UNIT-IV

Rural development administration. Administration structure and functions of rural development from national to grass roots level. Cooperatives, philosophy and principles. Cooperative legislation, types of cooperatives at different level. Rural Credit and banking. Panchayatiraj. Need for people's participation, democratic decentralization, local self-government, three tier system and functions.

UNIT-V

Poverty alleviation programmes. Watershed management, wasteland development. Self Help Groups, Entrepreneurial Development Programme, Coastal Area Development Programme. Role of Community Development Worker in rural development.

Reference

1. Desai, A.R. Ed. 1978. Rural Sociology in India. Bombay: Popular Prakasam.

2. Desai, Vasanth, 1988. Rural Development Vol.I & II. Bombay: Himalaya publishers.

3. Gurusamy,S. 1997. Social Demography Process and Perspectives. New Delhi: Sterling Publishers.

4. Harichandran, C. 1983. Panchayatiraj and Rural Development. New Delhi: Concept Publishers.

5. Khanna, B.S. 1994. Panchayat Raj In India. New Delhi: Deep and Deep.

6. Kumar, Somesh. 2004. Participatory Method in Community Work. New Delhi: Himalya Publisher.

7. Mathur, B.S. 1982. Cooperation in India. Agra: Sahitya Bhawan.

8. Maheswari, S.R. 1994. Rural Development in India. New Delhi: Sage publishers.

9. Misra, S.N. and Kushal Sharma. 1993. Problems and Prospects of Rural Development. New Delhi: Oxford & IBH Publishing Company.

10. Singh, Prabhakar. 1994. C.D. Programmes in India. New Delhi. Deep and Deep.

PAPER XIII

SPECIALISATION I

FAMILY AND CHILD WELFARE SPECIALISATION

FAMILY SOCIAL WORK

UNIT-I

Theoretical and conceptual frame works to study family. Origin and evolution of family and marriage. Ideology of family rights and responsibilities.

UNIT-II

Normative family functions and structure and changes. Normative family and marriage functions and structure, ethnicity and socio-economic background Social changes and family. Implications for the family and its members.

UNIT-III

Alternative Family and Marriage Patterns and Structures. Dual earner / career families. Single parent families. Female headed households. Childless families. Reconstituted / step families. Consensual unions. Homosexual families

UNIT-IV

Socialization of the Child in the Family, Family interactions, Family development, Family life cycle

UNIT-V

Family problems - causes, types. Family Assessment and family problem assessment. Methods and its implications.

References

1. Desai, M. (ed), 1994. Family and Intervention: A course Compendium. Bombay: Tata Institute of Social Sciences.

2. Engles, F. 1994. Origin of the Family, Private Property and the Status. Bombay: People's Publishing House.

3. Haritman. A. and J. Laird. 1982. Family Centered Social Work Practice. New York: Free Press.

4. Horchschild. A, 1989. The Second Shift: Working Parents and the Revolution at Home. New York: Viking.

5. India: Ministry of Welfare 1994. India's Commitment of Family Well Being, An Overview of the Report of National Seminars on the International year of the family. Bombay: Tata Institute of Social Sciences.

6. Khasgiwala, A. 1993. Family Dynamics: Social Work Perspectives. New Delhi: Anmol Publishers.

7. Klein, D. M. and White, J. M. 1996. Family Theories: An Introduction. London: Sage Publications.

PAPER XIII

SPECIALISATION I

HUMAN RESOURCE MANAGEMENT SPECIALIZATION

HUMAN RESOURCE MANAGEMENT

UNIT-I

Human Resource Management : Concept, Role and Importance as part of general mangement : Obejctives and Classification of Functions : Challenging role of Human resource Manager.

UNIT-II

Human Resource Planing : Concept and process of HRP - Recruitment and Selection - Sources of Labour supply - Job Design, Job Analysis, Job Description, Job Classification and Job Evaluations - Induction - Placement.

UNIT-III

Retainment And Separation : Standing orders - Disciplinary procedures - Domestic Enquiry - Grievance Handling - Performnace Appraisal system : Purpose and Limitations -Transfers and Promotion - Lay off, Retrechment, Discharge, Dismissal - Retirement, Exit Interview, Retirement Benefits.

UNIT-IV

Wage and Salary Administration : Concept - Wage Theories - Types of wages - wage differentials - wage regulators - Incentive schemes.

UNIT-V

Human Resource Development : Identification of Training needs HRD - concepts, Need and objectives, HRD Instruments and their implementation - HRD for workers, Rationale, Training, counselling, Mechanism - Functions of HRD Department.

Reference

1. Balan, K.R. 1995. What the Management Defines... Public Relations Refines. New Delhi: Sterling Publishers Pvt. Ltd.

2. Bhousle, Y.B. 1977. Personnel Management: The Indian Scene. New Delhi: Sultan Chand and Company.

3. Chatterjee, B. 1999. Human Resource Management: A Contemporary Text. New Delhi: Sterling Publishers Pvt. Ltd.

4. Dale, S. Beach. 1975. Personnel - The Management of People at Work. New York: Mc Millan Publishers.

5. Dwivedi, R.S. 1982. Management of Human Resources. New Delhi: Oxford & IBH Publishing Company.

6. Flippo. B. Edwin. 1971. Principles of Management. Tokyo: McGraw Hill.

7. Jethwaney, J.N.et. all. 1994.   Public Relations Cencepts, Strategies and Tools. New Delhi: Sterling Publishers.

8. Koontz, Harold and Syril O' 1972. Maagement. Tokyo: .Mc Graw Hill.

9. Luthans, F. 1998 Organizaional Behaviour. Boston: The McGraw-Hill Companies. Inc.

10. Mamoria, C.B. 1984. Personnel management. Bombay: Hialaya Publsihing House.

11. Putti, M. Joseph. 1980. Personnel - The Management of Securing and maintaing the Work Force. New Delhi: Sultan Chand & Co.

12. Strauss, George, R. Sayles Leonard.   1976.   Personnel - Institute of management. New Delhi: Prentice Hall of India.

PAPER XIII

SPECIALISATION I

MEDICAL AND PSYCHIATRY SPECIALIZATION

MEDICAL SOCIAL WORK

UNIT-I

The beginnings of medical social work: the meaning of health, hygiene, illness and handicap: medicine through the ages; changing concept of health: concept of patient as a person. Historical development in medical social work in the west, in India. Trends in medical social work practice in Chennai. Scope of medical social work.

UNIT-II

Health care models - medical health prevention and promotion model, integrative model and development model; holistic approach to health: alternative system of health - yoga naturopathy.

UNIT-III

Organization and administration of medical social work department in hospitals.

Medical social work relation to different disciplines, Multidisciplinary approach and teamwork, Patients right in health care, Implications of hospitalization for the patient and his family

UNIT-IV

The Psychosocial Problems. Major communicable disease - TB, STD, AIDS, Polio. Diarrhoeal diseases. Malaria, typhoid, leprosy, leptospirosis. Major non communicable diseases - cancer, diabetes, hypertension, cardio disorders, neurological disorders, and asthma; Physically challenged, Nutritional disorders, Occupational health problems, Women's health problems, Pediatric health problems, Geriatric health problems

UNIT-V

Medical social work practice in different settings - hospital, out patient departments, emergency / crisis care. Hospice, special clinics: and community health use of volunteers; social support and self help groups. Problems encountered by medical social workers in the field.

References

1. Anderson R. & Bury M. (eds.) 1988. Living with Chronic Illness - the Experience of Patients and their Families. London: Unwin Hymman,

2. Bajpai P.K. (Ed.) 1997. Social Work perspectives in health; Rawat Publications, Delhi.

3. Barlett H.M. 1961. Social Work Practice in the Health Field. New York: National Association of Social Workers.

4. Crowley M.F. 1967. A New Look at Nutrition. London: Pitman Medical Publishing Company Ltd.

5. Field M. 1963. Patients are People - A Medical - Social Approach to Prolonged Illness. New York: Columbia University Press.

6. Golstein D. 1955. Expanding Horizons in Medical Social Work. Chicago: The University Chicago Press.

7. Narasimhan, M. C. & Mukherjee A.K. 1987. Disability - A continuing Challenge. New Delhi: Wiley Eastern Ltd.

8. Pathak S. H. 1961. Medical Social Work in India. New Delhi: DSSW.

9. Pokarno K.L. 1996. Social Beliefs, Cultural Practices in Health and Diseases. New Delhi: Rawat Publications.

10. Sweiner C. Sengupta N and Kakula. S. 1978. Manual for Child Nutrition in India; New Delhi: VHAI,

11. Uphoam F. 1989. A dynamic Approach to Illness - A Social Work Guide. New York: Family Service Association of America.

PAPER XIV

SPECIALISATION II

COMMUNITY DEVELOPMENT SPECIALIZATION

URBAN COMMUNITY DEVELOPMENT - I

UNIT-I

Urbanization - concept and characteristics, urbanization and economic development - urbanization and industrialisation - Urbanization and Social problems - Over Urbanization and problmes of over urbanization.

UNIT-II

Urban ecology - Growth of cities - Characteristics of Town - Metropolis - Megapolies - Satellite towns - city inter-land relaionships - Leisure time theories - Leisure time in cities.

UNIT-III

Slum - Definition - Causes - characteristics - theories of slums - consequences. Slums in Indian cities - Slum clearance Board - Community organization in urban areas - Community development projects in slums and new settlements.

UNIT-IV

Pavements dwellers - Employment for pavement dwellers - Night shelters - Urban poverty and its impact - Urban poverty eradication programmes in Tamil Nadu - Air water soil and noise pollutions. Pollution control in cities.

UNIT-V

Urban housing problems - Modern housing - Housing schemes - funding agencies for housing - Urban health problems - Services for urban health and sanition.

Reference

1. Allan, Gilbert. 1981. Cities, Poverty and Developmetn. Oxford: English Lanugage Bok Society.

2. Bose, Ashis. 1978. India's Urbanization 1901 - 2000. New Delhi: Tata McGraw Hill Pulishing Company.

3. Cherunilam, Francis. 1984. Urbanization in Developing Countries. Mysore: Himalaya Publshing House.

4. Ja, F. Bulsara. 1984. Perspectives on Social Welfare In India. New Delhi: S. Chand and Company.

5. Kadekodi, G. K. and K. Chipra. 1999. Operationalising Sustainable Development. New Delhi: Sage Publications Inda Pvt. Ltd.

6. Kothari, A. et. Al. 1988. Community and conservation. California: Sage Publications,

7. Mahajan, V. s. 1993. Envoronment Protection. New Delhi: Deep and Deep Publications.

8. Mani. N. D. 2004. Information Technology for Development, Dingidul: Gandhigram Rural Institue.

9. Noble, G. Allan. 1977 Indian Urbanization. New Delhi: Tata McGraw Hill Publishing Company.

10. Quinn, James. A. 1967. Urban Sociaology. New Delhi: Euraria Publishing House.

11. Rangwala, K. 1983. Town Planning. New Delhi: Chavater Publishing House.

12. Ravindra, Prasad D. 1989. Urban Renewal. The Indian Experience. New Delhi: Sterling Publishers.

13. Sadhu, B.K. 1998. Pupulaton Education. New Delhi: Sterling Publshers Pvt. Ltd.

PAPER XIV

SPECIALISATION II

FAMILY AND CHILD WELFARE SPECIALIZATION

SOCIAL WORK WITH CHILDREN

UNIT-I

Child Welfare: Concept, demographic profile of the child in India: Constitutional safeguards for children in India, national policy for children, UN. Charter on the rights of the child, advocacy of children's rights, laws relating to the child. The place of child in the family in India. SAARC Policy on the female child

UNIT-II

Health and Educational Needs of the Child in India. Health and nutritional services for the child in India - the ICDS project. school health programmes, child health and health education of the mother. Role of UNICEF & WHO. Educational Needs of the Child in India: Governmental and non-governmental programmes / strategies for education of the rural and urban child in India.

UNIT-III

Children in Special Circumstances. The destitute child: meaning of destitution, cause of destitution, services for the destitute child. Institutional and non-institutional services. The delinquent child: meaning of delinquency causes of delinquency. The justice system in India. Institutions for juvenile offenders. Prevention of juvenile delinquency. Street Children: Definition, nature, causes and effects of the problem, services for street children. Role of the Social Worker.

UNIT-IV

Socially Exploited and Oppressed Children. Child Labour: Nature and extent of the problem of child labour in India, cause and effects of child labour. Legal provisions regarding child labour in India. Social work intervention in the problem of child labour.

UNIT-V

Child Abuse: Nature, types and causes of child abuse in India, the Battered child, and child Trafficking, Child-Prostitution, and Child-Beggars. Social work intervention in the problems of child abuse.

References

1. Devi, Laxmi (ed) 1998. Child and Family Welfare. Institute of Sustainable Development. Lucknow: Anmol Publications Pvt. Ltd.

2. Kaldate, S. V. 1982. Society, Delinquent and Juvenile Court, New Delhi: Ajanta Publications.

3. M. S. Swaminathan Research Foundation, 1994. Policy for the Young Child in Tamilnadu Proceedings No. 10.

4. M. S. Swaminathan Research Foundation & NIPCCD, 2000, Learning Innovations, - Report of a consultation in innovative approaches in early child care and education.

5. National Institute of Public Cooperation & Child Development, 1994. The Child in India a Statistical Profile. New Delhi: NIPCCD.

6. Rane, Asha, 1994. Street Children - Challenge to Social Work Profession- Mumbai: Tata Institute of Social Sciences.

7. Sarkar, Chandana. 1999. Juvenile Delinquency in India, an Etiological Analysis. Delhi: D. P. House

8. Tandon, R. K., & Sudarsha, K. N. 1998. Directory & Hand book on Children. New Delhi: Oxford Publishing House

9. Vidhya Rao, 1994. Restoring Childhood Learning, Labour and Gender in South Asia Delhi: .Konark Publishers Pvt. Ltd.

PAPER XIV

SPECIALISATION II

HUMAN RESOURCE MANAGEMENT SPECIALIZATION

LABOUR LEGISLATIONS AND LABOUR WELFARE

UNIT-I

Industrialization and Labour Problems in India : Extent, composition and characteristics of Indian labour force.

UNIT-II

Labour Welfare: Concept, need, objectives, priciples, theories, scope, limitations. Administration of labour, labour welfare officer, need, roled functions, status, qualifications, education, training.

UNIT-III

The Factories Act of 1948. Industrial Employment (Standing Orders) Act 1946, Apprentices Act 1961 Contract Labour(Regulations and Abolition) Act 1970,

UNIT-IV

Industrial Relations Legislation: Indian Trade Union Act 1926, Industrial Disputed Act 1947, Employment Legislation, Employment Exchange (Notification of Vacancies) act 1956, Tamilnadu Shops and Establishment Act 1947. The Tamil Nadu Caterering Establishment Act 1958.

UNIT-V

Wage Legislation: Workmen's Compensation Act 1923, Employees State Insurance Act 1948, Employees Provident Fund Act 1952, Payment of Gratuity Act 1972, Employees Family Pension Scheme 1971, Maternity benefit Act 1961.

Payment of wages Act, Minimum wages Act, payment of Bonus Act.

Reference

1. Agarwal, R.D. 1973, Dymanics of Personnel Management in India. New Delhi: Tata MCGraw Hill Ltd.

2. Dasgupta, S.K. 1983. Commercial & Industrial Law. New Delhi: Sterling Publishers.

3. Kapoor, N.D. 1995. Hand Book of Industrial Law. New Delhi: Sultan chand & Company.

4. Kapoor, N.D. 1993. Elements of Industrial Law. New Delhi: Sultan Chand & Sons.

5. Ramaswamy, E.A. & Uma Ramaswamy. 1981. Industry and Labour: An Introduction. New Delhi: Oxford University Press.

6. Rideost, Roger. 1972. Principles of Labour Law. London: Sweet & Maxwell.

7. Tripathi, P.C. 1994. Personnel Management and Industrial Relations. New Delhi: Sultan Chand & Company.

8. Vaidyanathan, S. 1986. Factory Laws Applicable in Tamilnadu, Vols: 1,2,3, Madras: Madras Book Agency.

PAPER XIV

SPECIALISATION II

MEDICAL AND PSYCHIATRY SPECIALIZATION

MENTAL HEALTH AND SOCIAL WORK

UNIT-I

Psychiatric Social Work: History and scope of psychiatric social work; changing perspective of psychiatric social work; changing trends in mental health care; India view of mental health and well being.

UNIT-II

Life - stress and Coping: Stress and Mental health problems especially among children adolescents, women, workers, elderly and related to physical illness, coping with stress and crisis; use of internal and external resources in coping.

UNIT-III

Psychiatric Assessment: History taking and mental status examination, psycho social and multidimensional assessment of mental disorders in psychiatric social work. Common Mental Disorders - symptoms, causes and Treatment of Neuroses, Psychoses Psycho Physiological Disorders, Personality Disorders.

UNIT-IV

Alcoholism, Drug abuse and Suicide. Mental Retardation and alzamirs disease, sexual deviation, epilepsy, culture bound syndrome.

UNIT-V

Childhood Disorders: Autism & infantile schizophrenia, attention deficit and hyperactivity disorder, behaviour and habit disorder, disorders associated with eating, speech and sleep, scholastic backwardness, identity crisis.

References

1. Abelin, T. Brzenski and V.D. Carstairs. Measurement in Health Promotion and Protection. Copenhagen: WHO.

2. Alderson, M. An Introduction to Epidemiology. 2nd Ed. 1983. London: Macmillan.

3. Francis, C. M. 1991. Promotion of Mental Health with Community Participation. Kerela: The Center for Health Care Research and Education.

4. Jay, Pee. 1994. Diagnostic and Statistical Manual of Mental Disorders (DSM IV). New Delhi: Oxford Press.

5. Kaplan, Saddock. 1994. Synopsis of Psychiatry 7th Ed. New Delhi: BI Waverly Pvt. Ltd.

6. Kappur. M. Sheppard. Child Mental Health-Proceedings of the Indo-US symposium.

7. Mane P. & Gandevia K. 1994. Mental Health in India Issues and Concerns; Tata Institute of Social Sciences, Mumbai.

8. Shepherd, Michael et al. 1971. Childhood Behavior and Mental Health. London: University Press.

9. World Health Organization. Geneva. 1992. The ICD 10 Classification of Mental and Behavioral disorders, Clinical Description and Diagnostic Guidelines; Oxford University. Press

PAPER XV
CONCURRENT FIELD WORK II

The second year students during the third semester go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field.

The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries for a semester.

During the placement they have to practice all the primary and secondary methods of social work in their respective fields of specialization. During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, programmes, activities, achievements and also involve with the activities of the organization to whatever extent possible.

The students also undertake any assignments given to them by the agency, they may also undertake any research for the organization.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference regularly.

At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. (60 marks for *viva voce* and 40 marks for IA)

ELECTIVE

PAPER III

DISASTER MANAGEMENT

UNIT-I

Disaster: Meaning, Concept and related concepts, disaster, risk, Hazard. Models of disaster - crunch model and release model.

UNIT-II

Types and Effects of Disaster. Natural disaster: Meteorological: Storm, cyclone. Topological: Avalanche. Telluric: Earthquake. Man made disasters. Effects: Physical, social, economic, psychological, spatial.

UNIT-III

Participatory Assessment of Disaster Risk steps - preparation, hazard assessment, vulnerability assessment, capacity assessment, key informant interviews and action planning.

UNIT-IV

Disaster Management and Phases. Pre-disaster: Prevention, Preparation, education vulnerability and preparedness. Actual disaster: Contingency, short-term and long term plans, search, relief, rescue, recovery and restoration. Post disaster: Rehabilitation and commemorations.

UNIT-V

Role of social workers and voluntary agencies. Role of social work professionals at different levels: Resources mobilization, working with other professionals, working with government and voluntary organizational. Voluntary agencies working on disaster management.

References

1. Abarquez I and Murshed Z .2004. Community-Based Disaster Risk Management: Field Practitioners' Handbook. New Delhi: Asian Disaster Preparedness Center

2. Anderson M and Woodrow P. 1998. Rising from the Ashes: Development Strategies in Times of Disaster. London: ITDG Publishing, www.itdgpublishing.org.uk

3. Blaikie P, Cannon T, Davis I and Wisner B. 2004. At risk: Natural hazards, people's

   Vulnerability and Disaster. London: Routledge.

4. Carter I. 2002. Preparing for disaster, PILLARS Guide, Tearfund UK. Order from

   roots@tearfund.org or download from www.tearfund.org/tilz

5. Carter I. 2003. Mobilising the community, PILLARS Guide, Tearfund UK. Order from roots@tearfund.org or download from www.tearfund.org/tilz

6. Deshpande, B.G. 1996. Earthquakes. Animals and Man. Gurgaon : JAC Trust.

7. Heijmans A and Victoria L 2001. Citizenry-Based and Development-Oriented Disaster Response. Philippines: Centre for Disaster Preparedness.

8. Mohan, Munasinghe and Clarke Caroline. 1992. Disaster Prevention for Sustainable Development, Economic and Policy Issues. Geneva: World Bank

9. Tearfund UK. 2004. Development and Risk Reduction in the Indian State of Andhra Pradesh: A case study

   http://tilz.tearfund.org/Topics/Disaster+Management

ELECTIVE

PAPER IV

(NON MAJOR SUBJECT)

COMPUTER APPLICATION IN SOCIAL WORK

UNIT-I

Fundamentals of a Computer: Meaning, Characteristics, basic operations - input, storage, processing, output, ALU and control. Components or functional organization input, CPU and out put. Devices of a computer hard ware, software, Computer language - machine, assembly high level. Assembler, interpreter and compiler, operating system. Dos, Windows.

UNIT-II

Word Processing: Meaning, Features, advantages. Structure of a word window. Creating document, saving opening and printing, find and replace. Creating table. Mail merge-main document, data source and merging. Spread Sheet Package: Cell, rows and columns. Range, structure of excel window. Creating, saving opening and printing a spreadsheet, creating tables, charts, Calculations. Presentation package: Creating presentations in power point text, tables, charts. Animation running slide show, saving the slides, printing presentations. Internet and browsing E-Mail, use of Internet in Research.

UNIT-III

Statistical Package for Social Sciences: Basics of Statistical analysis - population, sample, case, case number, variable, variable level, types of variable - numeric, string, alpha numeric, system missing value, user defined missing value, code book and code sheet, types of statistics, statistical tests, types of analysis. Structure of SPSS windows.

UNIT-IV

Creating data file: Defining data, Variable name, Variable label, Values, value labels. Editing data file, add cases, add variables, saving files, retrieving data files, printing data file. Recoding of data.

UNIT-V

Analysis of data: Single frequency, bivariate analysis, charts and diagrams. Editing of table and charts, fixing tables and charts in word document. Interpretation of data,

Application of statistical calculation and test, measurement of central tendency, dispersion, X^2 test, 't' test.

COMPUTER PRACTICALS

1. Creating a document and use various formatting facilities.

2. Using Mail Merge.

3. Creating a spreadsheet and produce results.

4. Working with slide (Creating, View, run and Slid show).

5. Adding Ms-Word table and Ms-Excel chart to Power Point..

6. Creating data file assigning names and values to variable and saving it.

7. Running a simple analysis to create a frequency table.

8. Creating charts for different variables.

9. Statistical application to obtain central tendency and dispersion values.

10. Creating a two-way tables and to obtain chi square values.

Reference

1. Foster, J.J. 1998. Data Analysis Using SPSS for Windows. London: Sage Publications Ltd.

2. Kelle, V. 1998. Computer Aided Qualitative Data Analysis. Theory, Methods and Practice. London: Sage Publications Ltd.

3. Lincoln, Y. S. and N. K. Denzin. 1994. Handbook of Qualitative Research. California: Sage Publications.

4. Mansfield, Ron. 1997. The Compact Guide to Microsoft Office Professional. USA: Sybex Computer Books Inc.

5. Miles, M.B. and E.A. Weitzman. 1995 Computer Literacy in Human Services. New York: The Haworth Process.

6. Saxena, Sanjay. 1999. A First Course in Computers. New Delhi: Vikas Publishing House Pvt. Ltd.

7. Sheldon, Tom. 1997. Windows 3.1 Made Easy. New York: .McGraw-Hill Companies Inc.

8. Singh and Singh. 1998. Windows 95 Illustrated. New Delhi: Asian Publishers.

9. Spencer, D.D. 1998.   The Illustrated Computer Dictionary. USA: .Bell and Howell Company.

10. Sundarajan, K. 1998. Internet. Chennai.: Kandadasan Pathippagam.

11. Taxali, R.K.. 1998 PC Software Made Simple. New Delhi: Tata MCGraw-Hill Puhlishing Company Ltd.

12. Taxali, R.K. 1998. PC Software for Windows Made Simple. New Delhi: Tata Mc Graw-Hill Publishing Company Ltd.

IV SEMESTER

PAPER XVI

SOCIAL POLICY AND SOCIAL LEGISLATION

UNIT-I

Social policy, Social Welfare policy, it's relation to constitution, fundamental rights and directive principles of state policy, social policy and planned social change.

UNIT-II

Policies in India regarding backward classes, scheduled Classes, Scheduled Tribes, women, Children, Handicapped and Aged.

UNIT-III

Social Legislation, Indian Penal Code, code of criminal procedure, family courts, lok adalats, the legal aid and public interest litigation.

UNIT-IV

Hindu Marriage Act 1955, Dowry Prohibition Act 1986, Adoption and Maintenance Act 1986, Juvenile Justice act 1986, Child Labour Abolition and Regulation Act 1986, Bonded Labor Abolition Act 1976.

UNIT-V

Protection of Civil Rights Act 1955. Prevention of Immoral Traffic Act 1986 Protection of Consumer Act. 1986. Transplant of human Organ Act 1994, Tamilnadu Rehabilitation of Eve Teasing Act 1988, Tamilnadu Rehabilitation of Ragging Act 1997.

Reference

1. Chatvervedi, A.N. 1984. Rights of the Accused under Indian Constitution. Delhi: Deep and Deep.

2. Constitution of India. 1991. Govt. of India.

3. Donnisson, D & Chapman, Valeris: Social Policy and Administration. London: George Allen and Unwin.

4. Gangrade, K. D. 1978. Social Legislation in India. New Delhi: Concept Publications.

5. Mathew, P.D. 1986. Family Courts. New Delhi: Indian Social Institute.

6. Nair, T.Krishanan (ed). 1986. Social work Education and Development of Weaker Sections Madras: Association of Schools of Social Work in India.

7. Nation Law School. 1991. Select Materials on Public Legal Education. Bangalore: National Law School of India University.

8. Smith, N.J. 1972. Brief Guide to Social Legislation. London: Methuen and Co. Ltd.

9. Velayutham, K.Shanmuga 1998. Social Legislation and Social Change. Vazhga Valamudan Publishers. Chennai.

PAPER XVII

SPECIALISATION III

<u>COMMUNITY DEVELOPMENT SPECIALISATION</u>

RURAL DEVELOPMENT MANAGEMENT

UNIT-I

Rural Development Planning Planning for Rural Development - Planning Process - Multi - Level Planning - District Planning - Block Planning - Micro Level Planning

UNIT-II

Rural Development Management - Formulation and Appraisal - Management of Rural Development Projects - Project Dimension, Identification and formulation - Project appraisal - Technical, Economic and financial.

UNIT-III

Rural Development Project Management - Implementation, monitoring & evaluation - Planning and Management of Project Implementation - Monitoring Development Projects - Project Evaluation.

UNIT-IV

Voluntary Action - Voluntary effort in Rural Development - Voluntary Agency Administration - Developing Community based Programmes and Projects.

UNIT-V

Development of Rural Women - development of Rural Children Development of SC, ST and under privileged groups.

Reference

1. Brachat, Neil. 1999. Health Promotion at Community level. New Delhi: Sage Publications.

2. Chowdhry, D.P. 1971. Voluntary Social Welfare in India. New Delhi: Sterling Publishers Pvt. Ltd.

3. Chandra, Prasanna. 1988. Project: Preparation, Appraisal, Budgeting and Implementation. New Delhi: Tata MCGraw Hill.

4. Chakravarty, Sukhamoy. 1987. Development Planning. The Indian Experience. . Oxford: Oxford Claredon Press

5. Desai, Vasanth. 1988. Rural Development. Vol. I to VI. Bombay: Himalaya Publishing House.

6. Kadekodi, G.K. and K. Chopra. 1999. Operational sing Sustainable Development. New Delhi: Sage Publications. India Pvt. Ltd.

7. Pareek, Udai. 1982. Education and Rural Development in Asia. New Delhi: Oxford and IBH Publlications.

8. Reddy, Y. Venugopal. 1979. Multi level Planning in India. New Delhi: Vikas Publication.

9. Siddiqui, H.Y. Ed. 1984. Social Work and Social Action. New Delhi: Harnam Publications.

10. Stoner, James. A.F. and Charles Wankel. 1988. 1988. Management. New Delhi: Prentice Hall of India Pvt. Ltd.

PAPER XVII

SPECIALISATION - III

FAMILY AND CHILD WELFARE SPECIALISATION

SOCIAL WORK WITH YOUTH

UNIT-I

Youth welfare: Concept, definition, aims and objectives - demographic profile of the youth in rural and urban India.

UNIT-II

Needs of youth - physical, intellectual, emotional, social and religious needs. Socialisation of youth -influence of the family peer, neighborhood, reference groups, religion. Impact of westernization, modernization and urbanization

UNIT-III

Specific problems of the youth: Behavioural problems, Drug abuse, alcoholism, Suicide, Sexually transmitted diseases, sexual problems. Functional disorders - eating disorders, obesity. Emotional problems - identity crises, alienation. low self esteem, careers, conflict, conflicts in selecting a partner.

UNIT-IV

Role of youth in social change - youth in politics - youth policy - youth welfare programmes for rural and urban youth. Governmental: NCC. NSS, Scouts, Guides, Youth Hostels, Youth festivals, career counseling. Other programmes AICUF, TRYSEM, NYK, Vishva Yuva Kendra, Bharat Seva Samaj and Servants of India Society.

UNIT-V

Application of social work methods in working with youth and youth groups.

References

1. Arimpoor. J.P. 1983. Indian Youth in Perspective. Tirupattur: Sacred Heart College.

2. Chowdhry D.P.1988. Youth Participation and Development. New Delhi: Atma Ram and Sons Publications.

3. Gore, M.S. 1978. Indian Youth – Process of Socialisation. New Delhi: Vishva Yuvak Kendra.

4. Harper and Malcolm. 1996. Empowerment Through Enterprise. London: Intermediate Technology Publications.

5. Kenyon, et. Al 1996. Youth Policy 2000: Formulating and Implementing National Youth policies, Chandigarh.: Module 9. CYP. Asia Regional Centre.

6. Macwan'gi M - Zambia.1998. Promoting Enterprise and Economic Development. Module 11. Chandigarh: CYP.Asia Regional Centre.

7. Philip and Mc Michael 1996. Development and Social Change: A global Perspective. Sage publications. London.

8. Wyn J and R. White. 1997. Rethinking Youth. London: .Sage Publications limited.

/

PAPER XVII

SPECIALISATION III

HUMAN RESOURCE MANAGEMENT SPECIALISATION

ORGANIZATIONAL BEHAVIOUR

UNIT-I

Organizational behaviour: Brief History, evolution, concept. Contributions of the Behavioural Sciences. Systems Model of Organizations.

UNIT-II

Human Behaviour at Work: Theories of Motivation, Attitudes. Job satisfaction. Morale. Frustration and Conflict. Stress and Monotony.

UNIT-III

Foundations of Group Behaviour: Group Dynamics. Group Cohesion. Team-work. Decision-Making. Leadership. Power Structure.

UNIT-IV

Organizational Development: Concept, definition, theory and practice: Management of change. OD Intervention techniques: Sensitivity Training. Quality Circles. Survey Feedback. Theory Z.Johari Window. SWOT Analysis.

UNIT-V

Current Trends in OB Practices: Traditional Management Thought (Indian Models) Just-in-time(JIT). 5S model. TPM. TQM. Kaizen. ISO.SEI. Computer Applications in OB practice: MIS Introduction to SAP and People soft.

Reference:

1. Bhonsle, Y.B. 1999. Personnel Management Indian Scene. Mumbai: Deborah Prayer House,

2. Frence, Wendell and Cecil, 1995. Organisation Development. New Delhi: Prentice-Hall of India Ltd.

3. Luthans, Fred, 2000. Organisational Behaviour. Singapore: McGraw Hill Ltd.

4. Maier, Norman, 1976. Psychology in Industry. Mumbai: Oxford Publishing House.

5. Ouchi, William. 1981. Theory Z. New York: Avon Books.

6. Pareek, Udai 1999. Motivating Organisational Roles. Jaipur: Rawat Publications.

7. Pareek, Udai, 1999. Organizational Behaviour Process. Jaipur: Rawat Publications.

8. Robbinns, Stephen. 1995. Essentials of Organisations Behaviour. Delhi: .Prentice-Hall of India Ltd.

9. Szilagyi, Andrew and Marc Wallace. 1997. Organisational Behaviour and Performance. London: Scott Foresman and Company.

PAPER XVII

SPECIALISATION III

MEDICAL AND PSYCHIATRY SPECIALIZATION

PSYCHIATRIC SOCIAL WORK

UNIT-I

Psychiatric social work practice - cope, magnitude of mental health problems; analysis of mental health problems among vulnerable groups such as women, aged, socio-economically disadvantages urban and rural population and disaster victims-scope of social work in mental health.

UNIT-II

Social work practice in mental health field, Psychiatric settings - hospitals, Non-psychiatric settings, Non-institutional models of mental health as alternatives to institutional care (community based), Collaborating and networking with various organizations; new avenues of mental health.

UNIT-III

Social Work treatment - Theory and Models, Psychoanalytical, Psycho-social, Transactional analysis, life model, family centred treatment, tasks centred, crisis intervention, behaviour modification, cognitive therapy.

UNIT-IV

Psychiatric social work in special settings Child mental health and social work practice; development and psychological perspectives in child mental health; social work practice in child guidance clinic; Prevention and treatment intervention in family, school, neighborhood and community settings. Social work practice in de-addiction and crisis intervention centers and with special groups such as rape victims and HIV/AIDS patients.

UNIT-V

Psychological rehabilitation: concept, principles, process and progammes; role of social workers. Mental health policies and legislation in India; national mental health programes. Designing and implementing programmes that health in communities, Research – single case evaluation; qualitative and action research on mental health issues; monitoring and evaluation of programmes; case study of models of mental health care in Chennai TTK Hospitals and SCARF.

References

1. Berriors G.E. and Dawson J.H. 1983. Treatment and Management in Adult Psychiatry. London: Bailliere Tindall.

2. Ellis, Albert. 1967. Reason and Emotion in Psychotherapy. New York: Lyle Stuart.

3. Gerald Caplin. 1961. An Approach to Community Mental Health: New York: Grun & Stratton.

4. Goldstein E. 1984. Ego Psychology and Social Work Practice: New York: Free Press.

5. Goldstein H. 1979. Social Work Practice a Unitary Approach: Caroline: University of South Caroline Press.

6. Hartman and Lairdj. 1983. Family Centered Social Work Practice. New York: The Free Press.

7. Jehu, Derek et al. 1972. Behavior Modification in Social Work. London: Wiley Inter Science.

8. Kaplan, Sadock. 1994. Synopsis of Psychiatry. 7th Ed. New Delhi: BI Waverly Pvt. Ltd.

9. Scully, James H. 1995. Psychiatry. New Delhi: BI Waverly Pvt. Ltd.

10. Jay, Pee. 1994. Diagnostic and Statistical Manuel of Mental Disorder. New Delhi: Jay Pee Brothers.

PAPER XVIII

SPECIALISATION IV

COMMUNITY DEVELOPMENT SPECIALIZATION

URBAN COMMUNITY DEVELOPMENT II

UNIT-I

Urban Community Development: Meaning, need, scope. Urban community development and urban development, origin of urban community development in India.

UNIT-II

Approaches of Community Development in Urban area: Welfare, extension project of Central Social Welfare Board, Delhi Project, Baroda project, major voluntary agencies engaged in urban community development local voluntary welfare association, formation functions, roles.

UNIT-III

Urban Development Policies: Town planning, rules in town planning, programmes of City Corporation, Programmes of Metropolitan Development authority.

UNIT-IV

Civic administration: History of local self-government, Municipal government types, composition structure, functions, personnel, finance, municipal government & state.

UNIT-V

Urban renewal programmes: Ring roads, transport renewal, housing renewal, programmes, achievement and limitations, industrial social workers role, community development projects of industries. Geographic Information System (GIS) and urban development. Remote Sensing for Urban planning and renewal.

Reference

1. Allan, Gilber. 1981. Cities, Poverty and Development. Oxford: English Language Book Society.

2. Bose, Ashis 1978, India's Urbanization 1901 – 2000. New Delhi: Tata Mcgraw Hill Publishing Company.

3. Cherunilam, Franics. 1984. Urbanization in Developing Countries. Mysore: Himalaya Publishing House.

4. Jai, F. Bulsar. 1984. Prespecties on Social Welfare in India. New Delhi: S. Chand and Comapany.

5. Kadekodi, G. K. and K. Chopra. 1999. Operationalising Sustainable Development. New Delhi: Sage Publications India Pvt. Ltd.

6. Kothari. et.al. AI 1988. Community and Conservation. Sage Publications, California.

7. Mahajan, V. S. 1993. Environment Protection. New Delhi: Deep and Deep Publications.

8. Mani N. D. 2004. Information Technology for Development. Dindigul: Gandhigram Rural Institute.

9. Noble, G. Allan. 1997 India Urbanization. New Delhi: Tata McGraw Hill Publishing Company.

10. Quinn, James. A. 1977 India Urbanization. New Delhi: Tata McGraw Hill Publishing House.

11. Rangwala, K. 1983. Town Planning. New Delhi: Chavater Publishing House,

12. Ravindra, Prasad D. 1989. Urban Renewal. The Indian Experience. Sterling Publishers. New Delhi.

PAPER XVIII

SPECIALISATION IV

FAMILY AND CHILD WELFARE SPECIALIZATION

SOCIAL WORK WITH THE ELDERLY

UNIT-I

Roles, Power and Status of Elderly Historical norms in different cultural, urban/rural, economic. Age and gender contexts. Emerging trends and issues in their context of the liberalized political economy. Historical norms of practices related to death and bereavement and emerging trends.

UNIT-II

Health of the Elderly, Longevity and physical health. Mental and emotional health, Ill health, disabilities and care giving. Sexuality in old age Spirituality in old age

UNIT-III

Review of health policies of the elderly. Policies for the disabled and their implementation with references to elderly. Health intervention: periodical check up, information and awareness about prevention of problems, recreation and creative art programmes, spiritual discourses, counseling, physical aids and access to geriatric treatment.

UNIT-IV

Elderly and livelihood. Work participation of elderly in the organized and unorganized sectors. Economic situation of the elderly. Age related policies and laws for education. Employment, Retirement, social security and pensions. Intervention needs: retirement planning, promoting savings, investments and making a will, training and opportunities for income generation, employment exchange and sponsorship programmes.

UNIT-V

Elderly and family. Interventions of elderly with parents, Spouse, children, children. children-in-laws, grandchildren and others. Care giving roles between elderly and the family. Issues of division of property, housing and social security. Issues of neglect, abuse, violence and abandonment. Review of laws for inheritance and protection from abuse. Intervention needs: Raising family awareness and family and bereavement counseling .

References

1. Chowdhry, Paul. D. 1992. Aging and the Aged. A Source Book. New Delhi: Inter India Publications.

2. Cox, Enid O and J Parson Ruth. 1994. Empowerment Oriented Social Work Practice with the Elderly. California: Brooks Cole Publishing Company.

3. Dandekar, K. 1996. The Elderly in India. New Delhi: Sage Publications.

4. Desai. M and Siva Raju. 2000. The Elderly in India. New Delhi: Sage publications

5. Irudaya Rajan et al. 1997. Indian Elderly: Asset or Liability. New Delhi: Sage Publications.

6. Kakula S, B. 1978. Basic Readings in Medical Sociology. London: Tavistok Publishers.

7. Khan, M. Z. 1997. Elderly in Metropolis. New Delhi: Inter India Publishers.

8. Krishnan, P and K. Mahadevan (eds) 1992. The Elderly Population in the Developed World: Policies, Problems and Perspectives. Delhi: B. R. Publishing.

9. Upham, F. 1999. Living with Chronic Illness - the Experience of Patients and their Families. London: Unwin Hyman.

PAPER XVIII

SPECIALISATION IV

HUMAN RESOURCE MANAGEMENT SPECIALIZATION

UNION MANAGEMENT RELATIONS

UNIT-I

Union - Management Relations: Concept, Characteristics and Approaches State and Industrial Relations - Code of Conduct and Code of Discipline in Industry.

UNIT-II

Trade Unions: Origin and Growth of trade union movement in India - Theories - Functions - Administration of Unions - Leadership - Membership and Finance - Close shop, Open Shop and Check off system - Employers' organization: Objectives collective bargaining - Skills of an effective bargaining.

UNIT-III

Collective Bargaining: Concept - Theories - Goals - Principles - Prerequisites - Stages of Collective Bargaining - Bargaining Strategies - The factors influencing Collective bargaining - Skills of an effective bargaining agent.

UNIT-IV

Workers Participation in Management: Concept - Aims and objectives - Scope - Levels of Participation - Conditions essential for working of the Scheme of workers' participation in Management.

UNIT-V

International Labour Organization: History - Aims and Objectives - Structure - Functions. Emerging Trends in Union - management relations: Impact of Globalization and Liberalization.

Reference

1. Johnson, T. L. 1981. Introduction to Industrial Relations. Britain: MacDonald & Enerd. Great

2. Mamkootam. Kuriakose. 1982. Trade Unions. Myth and reality. New Delhi: Oxford University press.

3. Mamoria, C. B. and Mamoria Satish. 1984. Industrial Labour. Social Security and Industrial peace in India. Allahabad: Kitab Mahal.

4. Punekar, S. D. et. al. 1981. Lobour welfare. Trade Unions and Industrial Relations. Bombay: Himalaya Publishing House.

5. Ramassamy. E. A. and Uma Ramasamy. 1981. Industry and Labour An introduction. New Delhi: Oxford University Press.

6. White, K. Head. 1977. Industrial Relations. London: Hodder & Sought.

7. Yoder, Dale. 1976. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.

8. Yoder, Dale and Paul, D. Stanbhas, 1985. Personnel Management and Industrial Relations. New Delhi: Prentice Hall of India Pvt. Ltd.

PAPER XVIII

SPECIALISATION IV

MEDICAL AND PSYCHIATRY SPECIALIZATION

COMMUNITY HEALTH

UNIT-I

Public health-concept and development in India; Organization and administration of health care at the center, state, district, municipality and village level; health planning in India; health committees; five year plan I relation to health care.

UNIT-II

Community health care - changing concepts; primary health care for all; health status and health problems; health care systems - primary health centre; private health systems indigenous systems; voluntary health systems; role of social worker in community health

UNIT-III

Health Legislation; ESI Act. 1948, Amendment 1975. MTP Act. 1971. Doctors. Patients and the consumer protection act. 1986. PWD & Equal opportunities Act. 1995.

UNIT-IV

Health Policies, National Health Policy. 1983, The Population , Environment Protection Act.

UNIT-V

National Health Progrmmes: Family Welfare; Maternal & Child health; ICDS; Schools Health Programmes UIP; NEMP; NLEP; NTP; Diarrhoeal disease control.

References

1. Levant, Ronald F. 1984. Family Therapy. New Delhi: Prentice Hall of India Pvt. Ltd.

2. Mane P. and Gandevia K. 1992. Mental Health in India, Issues and Concerns. Bombay: Tata Institute of Social Sciences.

3. Mayor C.H. 1983. Clinical Social Work in the Eco-Systems Perspective. Columbia: University Press.

4. Satir, V. 1967. Conjoint Family Therapy. America: Science and Behaviour Books Inc.

5. Schopler J.H. and Galinsky M.J. 1989. Groups in Health Care Setting. London: The Haworth Press.

6. World Health Organization. 1986. Prevention of Mental Neurological Psychosocial Disorders. Geneva: WHO.

7. World Health Organization. 1988. Psychiatric Disability Assessment Schedule. Geneva: WHO

8. World Health Organization 1990. Schizophrenia Information for Families – A Manual prepared by the World Schizophrenia Fellowship for Publication in Cooperation with the WHO.

9. World Health Organization 1992. Innovative Approaches in Mental Health Care. Psycho Social Interventions and Case Management. Geneva: WHO.

RESEARCH PROJECT
PAPER XIX

The students are placed under a supervisor for the research project work.

The students start the project work in the third semester itself. Each student identifies a research problem defines the problem, collect the review of literature, formulates objectives, prepare a proposal formulate the research probelm, construct a tool for data collection.

After the completion of the third semester and before starting the fourth semester the students collect the data.

In the fourth semester the students complete the data processing and complete the research study and submit the final copy for valuation.

At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the Research Supervisor. (80 marks for Final Project Work done and V*iva Voce* / 20 marks for IA)

PAPER XX
CONCURRENT FIELD WORK III

In the final semester the students go for practice based social work for two days in a week and expected to spend a minimum of 15 hours per week in the field.

The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries for a semester.

During the placement they have to practice all the primary and secondary methods of social work in their respective fields of specialization. During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, programmes, activities, achievements and also involve with the activities of the organization to whatever extent possible.

The students also undertake any assignments given to them by the agency; they may also undertake any research for the organization.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference regularly.

At the end of the semester Viva- Voce is conducted by two examiners, one being an external examiner and the other would be the supervisor. (60 marks for *viva voce* and 40 marks for IA)

PAPER XXI

BLOCK FIELD WORK (Compulsory)

Immediately after the final semester written examination the students are placed for a month for block placement training which is compulsory.

The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries for a month.

The student has to be part of the organization and take part in all the activities of the organization and undertake the assignments given to him.

After completion of one month placement the student submits an activity certificate, daily reports which is assessed and certified by the department that the student has successfully completed the placement and the credits are awarded. If the placement is not satisfactorily completed the student has to repeat the block field placement tranning.

ELECTIVE

PAPER V

PROJECT FORMULATION AND EVALUATION

UNIT-I

Meaning of Planning: Meaning of project formulation, nature of planning, nature of project formulation. Principles of development, principles of project planning.

UNIT-II

Components of Project Planning: Objectives, Background and history of the agency Project description, project phasing, cost estimates and financing. Organization and management, expectations and justifications, out standing issues, follow up details annexure details, important aspects for effective project formulation, basic data, agency details, legal aspects, organizational aspects, technical aspects.

UNIT-III

Types of development Projects, appraisal of projects, technical appraisal, economic appraisal, financial appraisal.

UNIT-IV

Concept of Evaluation: Types of Evaluation, Need and importance of Evaluation. Participatory Evaluation

UNIT-V

Criteria for evaluation: Indicators of Impact. Technical, Economic, Financial Appraisal of Projects.

Reference

1. Chowdhry, D. Paul. 1992. Social Welfare Administration. New Delhi: Atma Ram & Sons.

2. Desai, Vasant. 1997. Project Management Preparation Appraisal. Bombay: Himalaya Publications,

3. Ghosh, A.S. 1990. Project Management. New Delhi: Anmol Publishers.

4. Leonard. 1977. Evaluation Research Methods. New Delhi: Sage Publications.

5. Moder, Joseph. 1986. Project Management with CPM and PERT. New Delhi: C.B.S.

6. Prasanna, C. 1993. Project Preparation. New Delhi: Tata Mcgraw Hill.

7. Puttaswamaiah, K. 1980. Project Evaluation Criteria Cost Benefit Analysis. New Delhi: Oxford and I.B.H.

8. Rossi. 1992. Evaluating Social Programmes. New York: Seminar Publications.

Sharma, P.N. 1989. Project Planning for IRDP. Luckno: .Print House.

✷✷✷✷✷✷