Shrimathi Devkunvar Nanalal Bhatt Vaishnav College for Women, Chrompet, Chennai - 44

Department of Social Work

TITLE OF PAPERS

SEMESTER I

Core	-	Social Work Profession
Core	-	Social Work with Individuals
Core	-	Social Work with Groups
Elective	-	Sociology
Elective	-	Psychology
		Field Practicum

SEMESTER II

Core	-	Social Work with Communities
Core	-	Social Work Research and Statistics
Core	-	Social Legislation
Elective	-	Counseling
Elective	-	Non-Major Elective (Basic - Counseling)
		Field Practicum

SEMESTER III

Core	-	Human Resource Management /Introduction to Psychiatry
Core	-	Labor Legislation/Medical Social Work
Core	-	Employee Relation and Welfare/ Abnormal Mental Health and its

SEMESTER VI

Non-Major Elective Offered to Other Departments

1. Basic - Counseling
2. Corporate Social Responsibility

MASTER OF SOCIAL WORK – COURSE CURRICULUM

Sem	Paper No.	Title of the Paper	H	In	Ex	Credits
1	I	Social Work Profession	3	25	75	3
	II	Social Work with Individuals	3	25	75	3
	III	Social Work with Groups	3	25	75	3
	IV	Sociology - **E**	3	25	75	2
	V	Psychology - **E**	3	25	75	2
	VI	Field Practicum	15	25	25	6
2	VII	Social Work with Communities	3	25	75	3
	VIII	Social Work Research and Statistics	3	25	75	3
	IX	Social Legislation	3	25	75	3
	X	Counseling - **E**	3	25	75	2
		Non-Major Elective (Basic -Counseling) - **E**	3	25	75	3
	XI	Field Practicum	15	25	25	6
		Summer Placement (This credit is not included for classification)	-	-	-	1
3	XII	Human Resource Management / Introduction to Psychiatry	3	25	75	3
	XIII	Labor Legislation / Medical Social Work	3	25	75	3
	XIV	Employee Relation and Welfare / Abnormal Mental Health and its Assessment	3	25	75	3
	XV	Managerial and Development Economics-	3	25	75	2

		E				
		Non-Major Elective (Corporate social responsibility) - **E**	3	25	75	3
	XVI	Field Practicum	15	25	25	6
4	XVII	Organizational Behavior / Psychiatric Socialwork	3	25	75	3
	XVIII	Organizational Development / Community Health	3	25	75	3
	XIX	International Human Resource Management/ Working with Families, Children and Elderly	3	25	75	3
	XX	PROJECT	3	20	80	5
	XXI	Management of Organizations - **E**	3	25	75	2
	XXII	Field work Practicum	15	25	25	6
		Block Placement (This credit is not included for classification)	-	-	-	1

DISTRIBUTION OF HOURS FOR EACH SUBJECT

Semester & Paper No.	Title of Paper	Hours/ Week	Marks (100)		Credits
Semester I			Internal	External	
Paper I	Social Work Profession	3	25	75	3
Paper II	Social Work with Individuals	3	25	75	3
Paper III	Social Work with Groups	3	25	75	3
Paper IV	Sociology	3	25	75	2
Paper V	Psychology	3	25	75	2

Paper VI	Field Practicum	15	25	25		6
Total	**5 Theory; 1 Field Practicum**	**30**	**550**			**19**
	Soft skills	-	-			2
	TOTAL					**21**

DISTRIBUTION OF HOURS FOR EACH SUBJECT

Semester & Paper No.	Title of Paper	Hours/ Week	Marks (100)		Credits
			Internal	External	
Semester II					
Paper VII	Social Work with Communities	3	25	75	3
Paper VIII	Social Work Research and Statistics	3	25	75	3
Paper IX	Social Legislation	3	25	75	3
Paper X	Counseling	3	25	75	2
	Non-Major Elective (Basic – Counseling)	3	25	75	3
Paper XI	Field Practicum	15	25	25	6

Total	**5 Theory; 1 Field Practicum**	**30**	**550**	**20**
	Summer Placement (This credit is not included for classification)	-	-	1
	Soft skills	-	-	2
	TOTAL	-	-	**23**

DISTRIBUTION OF HOURS FOR EACH SUBJECT

Semester & Paper No.	Title of Paper	Hours/ Week	Marks (100)		Credits
Semester III			Internal	External	
Paper – XII	Human Resource Management / Introduction to psychiatry	3	25	75	3
Paper – XIII	Labor Legislation / Medical Social Work	3	25	75	3
Paper – XIV	Employee Relation and Welfare / Abnormal Mental Health and its Assessment	3	25	75	3
Paper – XV	Managerial and Development Economics	3	25	75	2

	Non – Major Elective (Corporate Social Responsibility)	3	25	75	3
Paper – XVI	Field Work Practicum	15	25	25	6
Total	**5 Theory; 1 Field Practicum**	**27**	**550**		**20**
	Soft skills	**-**	**-**		2
	TOTAL	**-**	**-**		**22**

DISTRIBUTION OF HOURS FOR EACH SUBJECT

Semester & Paper No.	Title of Paper	Hours/ Week	Marks (100)		Credits
Semester IV			Internal	External	
Paper – XVII	Organizational Behavior/ Psychiatric Social Work	3	25	75	3
Paper – XVIII	Organizational Development / Community Health	3	25	75	3
Paper – XIX	International Human Resource Management / Working with Families, Children and Elderly	3	25	75	3
Paper-XX	PROJECT	3	20	80	5
Paper-XXI	Management of Organizations	3	25	75	2
Paper-XXII	Field Practicum	15	25	25	6

TOTAL	**4 Theory; 1 Field Practicum, 1Project**	30	550	22
	Block Placement (This credit is not included for classification)	-	-	1
	Soft skills	-	-	2
	TOTAL	-	-	25

SEMESTER I

SOCIAL WORK PROFESSION

Teaching Hours:45

Objectives:
1. To gain understanding about Social Work and related concepts.

2. To provide information about evolution of Social Work in west and in India and its emergence as a profession.

3. To recognize the need and importance of Social Work education and training.

4. To understand various models of professional practices and its applications.

5. To gain insight into personality requirements and code of ethics.

Unit I – Introduction   **(12 hours)**
Social Work: Definition, Characteristics, Values And Principles. Concepts related to Social Work: Social Service, Social Reform, Social Action and Social Welfare, Social Movement, Social Development and Social Empowerment. Religion – Philosophical Foundation of Social Work In India. History of Social Work In West and in India. Voluntary Social Work in India. Concept of International Social Work, Objectives, Need and Importance of Social Work in India. Historical Development of Social Work Profession In India, USA & UK, , Role of Government & Voluntary Organization role in promoting Social Welfare.

UNIT II – Social Work Practice   **(12 hours)**
    Nature of Social Work – Scope - Functions-Goals Introduction to Methods of Social Work - Fields of Social Work, Micro , Macro Level of Social Work Intervention .Skills and Techniques. Ideologies of Professional Social Work -Ethics; Need and Purpose of Ethical Behavior In Social Work – Code of Ethics for Indian Social Worker Towards Clients, Colleagues, Agency, Professionals, Social Work Profession-Problems In Ethical Decision Making-Field Work Supervision.

UNIT III – Theories/Models of Social Work   **(5 hours)**
    Integrated Social Work Model, Radical Model, Development Model, Welfare Model, Empowerment Model and Justice Model. Ideologies of Professional Social Work.

UNIT IV - Social Work Education   **(10 hours)**
    Social Work Education in India. Current trends and Different Professional Status Of Social Workers In India. Professional Associations; International Level, National Level and State level. Social Work Research and Curriculum.

UNIT V - Social Welfare Programmers   **(6 hours)**
    Development Planning – Social Welfare Program From First To Tenth Five Year Plans Social Work And Sustainable Development.

References:

1. Terry Mizrani, Larry E. Davis (ed), Encylopaedia of social work, 20th ed , Vol: 1-4 NASW press, Oxford University Press, New York.

2. Arthur Fink: The Field of Social Work, Holt Rhinehart and Winston, New York.

3. Banerjee G R:Papers on Social Work: An Indian Perspective. TISS, Mumbai.

4. Malcom Payne, 2005 3rd ed, Modern Social Work Theory, Palgrave, Macmillan, New York.

5. Chaya Patel, 1995, Social Work Practice – Religio- Philosophical foundations, Rawat Publications, New Delhi

SOCIAL WORK WITH INDIVIDUALS

Teaching Hours: 45

Objectives:

To understand case work as a method of Social Work and to understand values and principles of working with individuals.

To develop the ability to critically analyze problems of individuals and factors affecting them.

To enhance understanding of the basic concepts, tools and techniques in working with individuals in problem solving and in developmental work.

Develop appropriate skills and attitudes to work with individuals.

To identify the various situations and settings where the methods could be used in the context of social realities of the country.

UNIT I – Social Case Work   **(6 hours)**
  Concepts, Objectives/ Purpose / Its Importance: Nature and Scope, Historical Development; Components; Values and Principles of Case Work Practice; Socio – Cultural Factors Affecting the Case Work Practice In India; Relationship With Other Method of Social Work.

UNIT II – Components of Case Work   **(8 hours)**
    Case Worker –Client Relationship: Meaning, Purpose and Elements / Components. Characteristics of Professional Relationships: Empathy, Transference, Counter Transference, Résistance, Sustaining The Relationship, Non-Possessive Warmth, Genuineness and Self-Disclosure; Principles of Client-Worker Relationship; Obstacles In Client Worker Relationship. Importance of interpersonal Relationship / Communication (IPR).

UNIT III - Case Wok Process   **(7 hours)**
    Intake: Study: Interviewing (Types, Purpose, Skills, Techniques and Principles of Interviewing), Home Visits, Collateral Contacts Assessment/Social Diagnosis: Use of genograms and eco maps. Treatment / Intervention, Evaluation, Termination.

UNIT IV - Approaches to Practice   **(13 hours)**
    Psycho Social, Problem-Solving, , Crisis-Intervention, Behavior Modification, Functional and Development of an Eclectic Model For Practice. Recording in Case Work: Meaning, Sources and Types- Process Record -Person Oriented and Problem Oriented Records and Its Components, Summative Record, etc; Principles Of Recording.

UNIT V - Application of Social case work in different settings & clientele groups
                                                  (11 hours)
    Medical and Psychiatric Settings- Mentally Retarded Shelter Homes; Mental Rehabilitation Center, De-addition and Detoxification Centers, Mental Health & Community Based Rehabilitation, Role of Social Worker In Hospital Settings, Family and Child Welfare Settings: Family, Child Guidance Clinic, Schools, Geriatric Care & Aged and the Terminally Ill People. Case Worker Practice in Community Settings Including Self- Help Groups, Industries and Correctional Institutions; Problems and Limitations and Role Of Case Worker In Various Setting.

Reference:

Cox David & Manohar Pawar: International Social Work, Vistaar, New Delhi

Malcom Payne, 2005 3rd ed, Modern Social Work Theory, Palgrave, Macmillan, New York.

Chaya Patel, 1995, Social Work Practice – Religio- Philosophical foundations, Rawat Publications, New Delhi.

  4. Russel, M.N. (1990), Clinical Social work: Research and practice; sage, Newbury Park.

. Sundel and Sundel (1999)Behaviour modification in the Human services, sage,Newbury Park.

SOCIAL GROUP WORK

Teaching Hours: 45

Objectives:

 To understand group work as a method of Social Work and to understand values and
 principles of working groups.

To develop the ability to critically analyze problems of groups and factors affecting
 them.

To enhance understanding of the basic concepts, tools and techniques in working with
 in groups in problem solving and in developmental work.

Develop appropriate skills and attitudes to work with groups.

To identify the various situations and settings where the methods could be used in the
 context of social realities of the country.

 UNIT I - Social Groups Work   **(8 hours)**
     Assumptions, Purpose, Principles and Values Of Group Work and Historical
Development of Group Work; Group Work as a Method Of Social Work; Theoretical
Basis Of Group Work Group: Definition ,Characteristics, Types Of Group and
Characteristics Of Effective Groups, Group Formation Phases: Forming – Storming,
Norming, Performing, Adjourning.

UNIT II - Social Group Work   **(8 hours)**

Group Dynamics-Definition, Functions and Basic Assumptions Of Group Dynamics. Group Process: Bond, Acceptance, Isolation, Rejection, Sub Group Formation, Clique And New Comers In The Group. Leadership in Group: Definition, Functions, Qualities of Leader, Types and Theories of Leadership. Communication with in Groups. Sociometry and Sociogram.

UNIT III - Group Work Process   **(8 hours)**
    a. Planning Phase –Selection of Members, Composing Group Orienting the Members, Preparing the Environment

    b. Beginning Phase- Preparing For Group Work, First Meetings-Interviewing, Ground Rules For Group Work Meeting, Goal Setting, Motivation, Assessment of Communication and Interaction.

    c. Middle Phase- Interviewing With Group Members, Problem Solving, Dealing With Difficult Members

    d. Ending Phase- Evaluation, Group Work Evaluation and Criteria for Good Group Work, Termination, Follow Up.

UNIT VI   **(8 hours)**
Models: Social Goal, Remedial and Reciprocal Models, Treatment Groups: Support, Educational, Growth, Therapy and Socialization Groups. Task groups: Teams, Committees, Social Action and Coalition Groups. Group Work Recording: Purpose, Types and Principles of Group Work Recording

UNIT V - Group Work Settings and Practice   **(8 hours)**
Skills of a Group Worker, Application of Group Work Method In Different Settings; Community Settings, Medical and Psychiatric Settings: Hospitals, De- physical and Visual and Mentally Challenged, Family and Child, Welfare Settings and Aged Homes, Schools, Correctional Institution, Industries.

Reference:

1. Trekker, Harleilgh B – Social Group Work – Principles and Practice, Association Press, New York.

2. Konaopka, G – Social Group Work: A helping Process Prentice Hall, Inc.

3. Balagopal, P.R and Vassil, T.V – Group in Social Work – An ecological perspective Macmillan Publishing Co., New York.

4. Dougals Tom (1972) Group Process in Social work, Chicester, Willey.

5.]Siddiqy, H Y (2008),Group work: Theories and Practices, Rawat Publications.

SOCIOLOGY

Teaching Hours: 30

Objectives:

1. To provide the students of Social Work a Sociological perspective on Indian Society, its structure and dynamics.

2. To sensitive the students of Social Work to the pressing social issues present in the Indian Society.

3. To enhance an analytical understanding among the students about the Indian Society to aid in better professional practice.

UNIT I – Introduction   **(5 hours)**
Sociology: Definition, Nature and Importance. Fundamental Concepts: Society, Community. Association, Institution, Organization, Social Structure and Social System. Relationship of Sociology with Social Work. Social Process (Co -operation, Competition, Conflict, Accommodation, Assimilation and Acculturation)

UNIT II - Institution, Culture and Society   **(6 hours)**
Concept, Functions and Elements of Culture – Norms, Folkways, Mores ,Institutions and Laws.

Institutions: Concept, Functions and Types of Institutions (Religious ,Economic, Educational, Social (Caste, Family, Kinship, Marriage), Political, institutions. Changing Trends In These Institutions and their Impact on Indian Society.

UNIT III - Social control   **(4 hours)**
Concept, Needs, Means Of Social Control – Formal and Informal. Agencies of Social Control – Values, Norms Folkways, Custom, Mores, Law and Fashion.

UNIT IV - Social Change and Social Movements   **(5hours)**
Social Change – Meaning, Theories, Factors, Processes. Social Change in India.
Social Movements – Meaning, Causes, Types. Major Social Movements in India – Narmadha Bacho Andolan, Dalit Movement, Consumer Movement, Women Movement, Women, Self Respect Movement, Naxalbari Movement, Terrorisms, Religious Movements

UNIT V - Social Problems and Developmental Issues   **(10 hours)**
Social Problems – Meaning, Causes And Consequences. General Social Problems – Terrorism, Health, Environmental Degradation, Population, Unemployment, Poverty, Illiteracy. Developmental Issues – Arising out of Liberalizations , Globalization and Privatization.

Reference:

1. An Introduction to Sociology by Vidya Bhusan and D.R.Sachdeva.Kitab Mahal Publications.Allahabad.2005.

2. Indain Social Problems by G.R.Madhan,Allied Pacific Pvt .Ltd.1973.

3. Sociology by Richard T.Schaefer & Robert.P.Lamm.Mc.Graw Hill Inc.New york.1995.

4. Sociology by Antony Gidden.Poloty Press.Cambridge.2001,Sociology- Focus on Society by Lucil Duberman and Clayton.A.Hartjen

PSYCHOLOGY

Teaching Hours:30

Objectives:

1. To understand the evolution of personality across individual life span

2. To understand stress and management of the same.

3. To equip the student with the broad knowledge of abnormal behaviour with specific reference to select abnormal behaviour.

4. To facilitate the integration of above knowledge with social work practice.

UNIT I - Introduction   **(6 hours)**
Psychology: Definition of Psychology, its importance, role in Social Work Practice. Scientific basis of psychology. Definition of Behaviour. Psychology as a study of individual differences and Observable Behaviour. Brief history & Fields of Psychology, Normality and Abnormality.

UNIT II- Psychological Functions   **(6 hours)**
Perception and Learning- Perceptual Process, Learning Theories, Application of Learning, Concept Formation; Thinking – Concept, Thought Process; Memory – Process,

Encoding, Retention, Retrieval, Forgetting. Motivation and Emotion – Concepts, Theories, Types; Attitude – Formation, Maintenance, Attitude and Behaviour.

UNIT III- Life Span Of An Individual – Conception – Old Age   **(6 hours)**
    Conception, Infancy, Babyhood, Childhood, Adolescence, Adulthood, Middle Age, Old Age- Definition of the Period, Developmental Tasks, Physical, Emotional and Social Development - Personality Development.

UNIT IV -   Personality Theories   **(6 hours)**
    Sigmund Freud - Psychoanalytic Theory and Ego – Defense Mechanism, Skinner – Behaviour Theory and Behaviour Modification Techniques, Individual/ Humanistic Theories – Maslow and Roger

UNIT V- Abnormal Psychology   **(6 hours)**
    Definition and Types of Frustration and Conflict. Stress – Definition, Types. Definition of Stressors. Stress Management Techniques.

Reference:

    Morgan, Clifford, T King, A.Richard(1979), Introduction to Psychology, Mc Graw Hill.

    Weisz John.R & Schopeler John(1986), Introduction to Psychiatry, Hill, New York.

    Sperling Abraham & Gill H.S, Psychology made simple

    Hurlock Elizabeth.B(1980), Developmental Psychology, Mc Graw Hill.

    Specht Riva & Crag J.Grace, Human Development-a Social Work Perspective.

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SEMESTER II

SOCIAL WORK WITH COMMUNITIES

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Teaching Hours:45

Objectives

1. To develop an understanding of the concepts related to working with communities and processes involved in it.

2. To make students understand the use and practice of community organization in various fields of social work.

3. To provide the knowledge about the role of social worker in social change and social development.

4. To familiarize the emerging trends and experiments in community organization

5. To introduce various aspect of social action as an effective method of social work.

UNIT I - Introduction   **(9 hours)**
     Community: Meaning, Types, Structure and Dynamics. Community Organization: Definition, Objectives, Principles, Approaches, Historical Development, Community Organization as a Method of Social Work. Similarities and Dissimilarities Between

Community Organization and Community Development. Community Leadership: Concept, Types of Leadership and Power Structure of the Community.

UNIT II - Phases in Community Organization   **(9 hours)**
   Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification and Continuation. Methods: Locality Development, Social Planning and Social Action. Skills of Community Organization.

Unit III - Application of Community Organization in Different Fields   **(9 hours)**
   Emerging Trends and Experiments in Community Organization. Models of Community Organization: Saulo-Alinsky, Paulo-Frerie and Gandhi an Model.

UNIT IV - Social Action   **(9 hours)**
   Meaning, Definition, Objectives, Principles, Scope, Processes, Methods, Skills And Strategies of Social Action such as PIL, Advocacy, Lobbying etc., Social Action for Social Change and Development.

UNIT V – Social Legislation And Social Action   **(9 hours)**
   Social Legislation through Social Action. Social problems and Social Action. Role of Social Worker in Social Action. Contributions of Contemporary Social Activists.

Reference:

   1. Clinard Marshall, B., (1970), **Slums and Community Development,** The Free Press, New York.

   2. Gangrade, K.D., (1972), **Community Organization in India,** S. Chand and Co., Bombay.

   3. Harper. E & Dunham, A., **Community Organization in Action,** Association Press, New York.

   4. Hillma, Arthur, (1952), **Community Organization and Planning,** The Macmillan Company, New York.

   5. Kuppusamy, B., (1989), **Social Change in India,** Vikas Publishing House (P), Ltd., New Delhi.

   6. Ross, Murray, G., **Community Organization; Theory and Principles,** Harper and Brothers, Bombay.

   7. Walter, A., Friedlander, **Concepts and Methods of Social Work:** 2nd Ed., Prentice Hall of India Pvt., Ltd, New Delhi.

8. Encyclopedia of Social Work, Government of India, New Delhi.

SOCIAL WORK RESEARCH AND STATISTICS

(Teaching Hours- 45)

Objectives:

1. To highlight the relevance of Research for Social Work.

2. To study the various facets of the Research Process with special emphasis on quantitative Research.

3. To hone the skills in undertaking Research and in writing about the same.

UNIT I - Introduction   **(9 hours)**
Meaning: Research, Social Research and Social Work Research; Scope and Objectives of Social Work Research; Social Work Research Ethics; Relevance of Research for Social Work; Approaches to Research: Quantitative and Qualitative Research.

Introduction to qualitative research: meaning, characteristics and methods(case study, focus group, diaries, documents). Approaches – mixed method approach, historical approach. Concept of participatory and development research.

UNIT II - Problem Conceptualization and Research Design   **(9 hours)**
    Research Process: Identifying The Research Issue- Selecting The Specific Research Problem- Reviewing Literature- Formulating The Objectives- Clarifying The Concepts, Variables : Conceptualization and Operationalisation – Formulating Hypothesis. Research Design: Meaning and Types.

UNIT III - Data Collection   **(9 hours)**
    Data: Meaning, Sources: Primary And Secondary, Tools: Observation, Questionnaire, Interview Schedule, Guide, Group Interviews, Focused Group Discussion. Pre testing of the Tool: Scaling Techniques – Concepts And Types (Likert, Thurston). Reliability and Validity Of The Tool. Selection of Sample: Meaning Of Sample, Universe, Sampling Methods (Probability Vs Non- Probability) and Techniques. Usage of Internet In Data Collection.

UNIT IV - Data Processing and Analysis   **(9 hours)**
    Content Checking- Editing Data- Clarification- Coding- Tabulation- Presentation-interpretation. Levels of Measurements (Nominal, Ordinal, Interval And Ratio). Types of Data Analysis-Univariate, Bivariate, Multivariate Analysis. Descriptive Statistics: Percentages, Measures Of Central Tendency (Mean, Median, Mode), Measures of Dispersion (Range, Mean Deviation, Standard Deviation), Measures of Association: Correlation. Hypothesis Testing: Chi-Square Test (Concept And Application) and T-Test (Concept). Use of Computers for Statistical Analysis- Statistical Packages Available for Social Sciences.

UNIT V - Data Presentation and Interpretation and Research Writing   **(9 hours)**
    Data Presentation and Data Interpretation: Meaning and Need.
Research Writing: Research Reporting: Format of a Research Report- Writing Research Proposals- Writing Research Abstracts- Referencing Styles.

Reference:

1. Goode, William.j and Paul K.Hatt: Methods in social research, Mc.Graw Hill, New York.

2. Gopal M.B: An introduction to research procedure in social sciences, Bombay: Asia publication house.

3. Gupta S.C : Fundamentals of statistics, himalaya publication Co.

4. Kothari C.R: Research methodology, methods and techniques, vishwa prakash , New Delhi

5. Rubin, Allen and Babbie: research methods for social work with infotrac, Thompson and wadsworth publishing, California.

6. Young, Pauline: scientific social surveys and research.

SOCIAL LEGISLATION

Teaching Hours: 30

Objectives:

1. To enable students to understand the judicial system and the legal mechanisms for seeking justice.

2. To impact knowledge about the various legislations available to deal with social problems.

3. To make the students understand the mechanism of utilizing social legislation for transformation.

4. To expose them to law enforcement institution.

UNIT I- Introduction   **(2 hours)**
Social Policy and Judicial System in India. Role of Police as a Custodial of Law. Role of Social Workers in Promotion Of Social Justice, Human Rights Through Social Legislation.

UNIT II- Personal Laws   **(6 hours)**
   Hindu Marriage Act 1955, Hindu Adoption and Maintenance Act 1956, Christian Marriage Act 1955, Laws pertaining to Marriage, Divorcé, Adoption under Mohammedan laws, Special Marriage Act 1954, Family Court's Act 1984.

UNIT III - Women and Law   **(8 hours)**
   Dowry Prohibition Act 1961,Medical Termination of Pregnancy 1971, Prevention of Immoral Traffic Act 1956, Tamil Nadu Prohibition of Eve Teasing Act 1988, Tamil Nadu Prohibition Of Ragging Act 1997,Indecent Representation of Women Act 1986, Domestic Violence Act 2005, Sexual Harassment in Work Place – Guidelines**.**

UNIT VI - Children and Law   **(6 hours)**
    Juvenile Justice Act 2000, Child Labor Abolition & Regulation Act 1986), Central Adoption Resource Agency Guidelines 1991, Prenatal Diagnostic Techniques Act 1954.

UNIT V - Social problems and Law   **(8 hours**)
    Transplant of Human Organs Act 1994, Person with Disabilities Act 1995, Mental Health Act 1986, Right to Information Act 2005, Rural Employment Guarantee Act 2005, Cyber Crime Laws.
Legal Provisions: Free Legal Aid, Public Interest Litigation, Lok Adalat.

Reference:

1. Adams Robert, (2002), **Social Policy for Social Work,** Palgrove.

2. Baldock John, (2000), **Social Policy,** Oxford University Press.

3. Dubey S.N. (1979), **Administration of Social Welfare Programmes in India,** Soymaiya Publications, Bombay.

4. Gangrade, K.D., (1991), **Social Legislation in India,** Concept Publishing, New Delhi.

5. Kulbarai P.D., (1999), **Social Policy and Social development in India,** ASSWI

6. Kulkarni. P.D., (1965), **The Central Social Welfare Board,** Asia Publishing House, New Delhi.

7. Nair, T. Krishnan (ed.) (1976), **Social Work Education & Development of Weaker Sections,** Madras-Association of Schools of Social Work in India.

8. Shanmukavalayutham K, 1988, Social Legislation and Social Chan ge, Vazhga Valamudam Publishers, Chennai.

9. Yeetes Nicole, (2001), **Globalization of Social Policy,** Sage Publication.

COUNSELLING

Teaching hours:30

Objectives:

1. To introduce the students to the concept, definition and needs for counseling.

2. To equip the students on the emerging areas of counseling.

3. To equip the students on the skills and techniques of counseling.

UNIT I - Introduction   **(6 hours)**
    Counseling - Definition, Objectives. Qualities required for a Counselor. Theoretical Approaches of Counseling.

UNIT II - Counseling skills and its process   **(6 hours)**
    Skills: Relationship, Sympathy Vs Empathy and Problem Solving, Decision Making, Behavior Modification Skills. Process: Steps, Techniques and interventions. Models in counseling - Gerad Agens Model, Skills Model.

UNIT III - Types of counseling   **(6 hours)**
    Life Span Counseling /Counseling with Different Age Groups. Work Place Counseling.

UNIT IV - Counseling at different situations   **(6 hours)**
    Trauma care, Communal riots, Rape victims, Marital, Family, Alcoholic and their family, Suicide and AIDS.
Counseling for managing changes – Migrants, Refugees and organizational changes etc

UNIT V - Ethics in counseling   **(6 hours)**

Code of Ethics and Practice of counseling. Issues a and situations.

Reference:

1) Phil Joyce & Charlotte Sills; Skills in Gestalt Counseling & Psychotherapy, 2002, Sage publication, New Delhi.

2) Michael Carroll; 1996, Workplace counseling; A systematic approach to employee care, Sage publication, New Delhi.

3) Ray Wolf & windy Dryden; 1996, Handbook of Counseling Psychology, Sage publication, New Delhi

NON-MAJOR ELECTIVE

BASIC COUNSELLING

Teaching hours:30

Objectives:

1. To introduce the students to the concept, definition and needs for counseling.

2. To equip the students on the emerging areas of counseling.

3. To equip the students on the skills and techniques of counseling.

UNIT I - Introduction   **(6 hours)**
    Counseling - Definition, Objectives. Qualities required for a Counselor. Theoretical Approaches of Counseling.

UNIT II - Counseling skills and its process   **(6 hours)**
    Skills: Relationship, Sympathy Vs Empathy and Problem Solving, Decision Making, Behavior Modification Skills. Process: Steps, Techniques and interventions. Models in counseling - Gerad Agens Model, Skills Model.

UNIT III - Types of counseling   **(6 hours)**
    Life Span Counseling /Counseling with Different Age Groups. Work Place Counseling.

UNIT IV - Counseling at different situations   **(6 hours)**
    Trauma care, Communal riots, Rape victims, Marital, Family, Alcoholic and their family, Suicide and AIDS.
Counseling for managing changes – Migrants, Refugees and organizational changes etc

UNIT V - Ethics in counseling   **(6 hours)**

Code of Ethics and Practice of counseling. Issues a and situations.

Reference:

4) Phil Joyce & Charlotte Sills; Skills in Gestalt Counseling & Psychotherapy, 2002, Sage publication, New Delhi.

5) Michael Carroll; 1996, Workplace counseling; A systematic approach to employee care, Sage publication, New Delhi.

6) Ray Wolf & windy Dryden; 1996, Handbook of Counseling Psychology, Sage publication, New Delh

SEMESTER III

HUMAN RESOURCE AND MANAGEMENT

(Teaching Hours- 45)

Objectives:

1. To introduce the students to the different functional areas of HRM & HRD.

2. To impart necessary skills to manage the HR.

3. To sensitize the students on the emerging trends in the field of HR.

UNIT I – Introduction to Human Resource and Management:
Concept, Meaning and Evolution of Personal Management(P.M),structure and functions of Personal Department HRM, HRD – concept clarification – P.M., HRM and HRD; objectives and scope – HRM and HRD as a part of general management. HR-challenges and opportunities. HR policies, procedure and programs. Skills for HR Manager.

UNIT II - Human resource planning :
Job Analysis, Job Design, Recruitment, Selection, Placement procedure, psychometrics. Job changes, employee retention; career planning and career Development. Succession planning, Dual career, repatriates

UNIT III – Compensation Management:
Job Evaluation, - Assessing job worth and developing wage structure, wage salary and administration, wage policy, wage boards; Incentives , performance based pay and employee benefits; executive compensation and international compensation. personal taxation. Current trends and compensation management – ESOP

UNIT IV – Training and Development**:**

Training policy ,Training need identification, Designing training programs, Training Methods training for operators ,supervisory and Top & Middle Management – Assessment of effectiveness of training .Competency mapping & competency building, Multiskilling, Redundancy Management, Monitoring , Knowledge Management.

UNIT V - Performance Appraisal and Potential Appraisal:

Methods of Performance Appraisal, 360 degree Appraisal. Performance counseling, performance management – employment motivation; managing discipline ; Grievance handling .Managing health and safety – quality of work life ; Employee separation: retirement, resignation, dismissal and VRS – HR audit, HRIS, HR Consultancy & Outsourcing, ISO 9001, ISO 14000.

Reference:

1. Jyothi P. and Venkates D.N. "Human Resource Management", Oxford University Press, New Delhi 2006.

2. Dipak Kumar Bhattacharya, "Human Resource Management" Excel Books, New Delhi 2002.

3. Bhatia S.K. "Human Resource Management – A Competitive advantage", Deep and Deep Publications Pvt. Ltd., New Delhi 2006.

Journals:
1. Hardward Business Review.

2. HRM Review.

3. HRD Times.

4. Human Capital

5. Indian Journal of Industrial Relations.

6. Indian Journal of Social Work.

7. Indian Journal of Training and Development.

8. Indian Management.

9. Personnel Today.

10. Corporate governance.

Magazine:

1.Bussiness today

2.Bussiness world

3.Bussiness in India

4.Economic and political weekly

INTRODUCTION TO PSYCHIATRY

Teaching Hours: 45

Objectives:

To understand psychiatric social work in the context of changing trends in health care.

To understand the concept of mental health and acquire knowledge in mental disorders, stress and coping in the context of holistic health.

To develop skills in identifying mental disorders in health setting and community and to understand in characteristics of positive mental health.

UNIT I - Classification of Psychiatry   **(9 hours)**
    Theory, causes of symptoms of Neuroses – Anxiety Disorder, Phobic Disorder, obsessive – Compulsive Disorder, Dissociative and Conversion Disorders, somatoform Disorders. Reactions to stress and Adjustment Disorders.

UNIT II - Theory, cause and symptoms of Psychoses   **(9 hours)**
     Schizophrenia: Paranoid Schizophrenia, Disorganized or Hebephrenic Schizophrenia, Catatonic Schizophrenia, Residual and latent Schizophrenia, Undifferentiated Schizophrenia, Simple Schizophrenia, Post Schizophrenia Depression.

UNIT III   **(9 hours)**
    Mood Disorders – Disorders of Adult Personality and Behaviour. Cognitive Disorders: Dementia, Delirium and Amnesia.

UNIT IV Child Psychiatry   **(9 hours)**
    Mental Retardation, Specific developmental disorders, Pervasive developmental disorders, Hyper Kinetic disorders, Conduct Disorders, Tic Disorders Enuresis and encopresis, Speech Disorders, other Disorders.

UNIT V - Other Psychiatric Disorders   **(9 hours)**

Sexual Disorders, Psychoactive Substance Use Disorders.

Reference:

Barker, P Child Psychiatry, Grananda Publishing Ltd.

Americal Psychiatric, ASSN, (1994), Diagnostic Criterion from DSM-IV American Psychiatric Assn, Washington DC.

Berrios, G.E. & Dawson, J.H., (1983), Treatment Management in Adult Bailliere Tindall, London.

Gerald Caplin, (1961), An Approach to Community Mental Health, Grun & Kaplan, H.I., Freedom A.M. and Sadock, B.J (1980), Comprehensive Text Book of Psychiatry, (third ed.) vols. 1,2 & 3; Williams and wikins, Baltimore, London.

Miller D., (1976), Dimensions of Community Health, C Brown Co Levant Ronald F. (1984) , family Therapy, Prentice Hall of India Pv., Ltd.

Mane P&Gandicia K.(eds.) (1992), Mental Health in India. Issues and Concerns; Tata Institute of Social Sciences..

Susan Nolen-Hoeksema(1998) Abnormal Psychology, McGraw-Hill.

LABOUR LEGISLATION

Teaching Hours: 45

Objectives :

1) To help the students learn the basics facts concerning Lab our Law.

2) To assists the students to acquire attitudes that are apt in the practice of Lab our Law.

3) To enable tem to realize the need to have suitable skills for the practice of Lab our Law.

UNIT I - Introduction   **(9 hours)**

Lab our in the Indian constitution; Industrial jurisprudence; Lab our Law distinguished from industrial Law

UNIT II - Legislation pertaining to working conditions   **(9 hours)**

Factories act, 1948
Industrial Employment (Standing Orders) Act, 1946
Tamil Nadu Shops and Establishment Act, 1947
Contract Labour (Regulations and Abolition) Act,1970
The Tamil Nadu Catering Establishments Act, 1958

UNIT III -Wage Legislation   **(9 hours)**

Payment of Wages Act, 1936
Minimum Wages Act, 1948
Payment of bonus Act, 1965

UNIT IV- Social Security Legislation   **(9 hours)**

Employee's State Insurance Act, 1948
Employee Provident Fund and Miscellaneous Provisions Act, 1952

Maternity Benefit Act, 1961
Payment of Gratuity Act, 1972

UNIT V-Industrial Relations Legislations   **(9 hours)**
   Trade Unions Act, 1926
    Industrial Disputes Act, 1947

Reference:

1) Bhagoliwal, T.N, (1967), **Economics of Labour and Social Welfare**, Sahitya Bhawan, Agra.

2) Government of India, Department of Labour and Employment,(1969), **Report of the committee on Labour Welfare**, Manager of Publication, Delhi.

3) Gupta,S.N. (1982), **Labour and Industrial Law**, Collins Publications,

4) Puri, S.K.(1984), **Introduction to Labour Law & Industrial Law**, Agricultural Institute, Allahabad.

5) Suryanarayanan Misra, (1982), **Introduction to Labour Law & Industrial Law**, Agricultural Institute, Allahabad.

6) Taxmann Series, **Industrial Law**.

MEDICAL SOCIAL WORK

Teaching Hours: 45

Objectives:

1) To know and understand the beginnings of social work in the medical setting and . its development and current status.

2) To develop a holistic and integrated approach to social work practice in the field of health

3) To develop a deeper understanding of common physical diseases and health problems of vulnerable groups

4) To develop the capacity to perceive the relation of environment and socio cultural and psychological factors in the causation, treatment and prevention of diseases.

UNIT I -The Beginning Of Medical Social Work
The Meaning of Health, Hygiene, Diseases, 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 Modal, Integrative Model and Development Model; Holistic Approach to Health; Alternative System of Health - Yoga, Naturopathy.
Health Education**:** Concept and Principle, Models, Methods and Techniques: Causes, Treatment & Outcome of Major Communicable & Non-Communicable Disease.

UNIT III - Organization and Administration of Medical Social Work
Organization and Administration of Medical Social Work Department in Hospitals.
Medical Social Work In 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 of

    Major Communicable Diseases - TB, STD, AIDS, Polio, Diarrhea Diseases, Malaria, Typhoid, Leprosy, Leptospirosis, RTI.
Major Non-Communicable Diseases - Cancer, Diabetes, Hypertension, Cardiac, 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

    Hospitals, 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.

Reference :

Anderson R, & Bury M. (eds) (1988), Living with chronic illness - the experience of patients and their families, Unwin Hyman, London.

Bajpai P.K. (ed.) (1997), Social work perspectives in health, Rawat Publications, Delhi.

Barlett H.M. (1961), Social work practice in the health field; National association of social workers, New York.

Crowley M.F., (1967), A New look at nutrition; Pitman Medical Publishing Co., Ltd., London.

Field M., (1963), Patients are people - A Medical - Social Approach to Prolonged illness; Columbia University press, New York.

Gambrill E. (1997), Delhi Social Work in the 21st century, Pine forge press, New Delhi. ,

Golstein D., (1955), Expanding horizons in medical social work, the University of Chicago press, Chicago.

Pokarno K.L., (1996), Social Beliefs, Cultural practices in Health and diseases; Rawat Publications, Delhi

EMPLOYEE RELATION AND WELFARE

Objectives: **Teaching Hours:45**

1. To provide knowledge on the industrial relations system in India.

2. To familiarize the students with the various IR processes.

3. To give an insight into the concept of welfare & social and organizations response thereof.

UNIT I - Industrial Relations: **(9 hours)**
Concept; Stakeholders; Characteristics of a model Industrial Relations (IR) System.

UNIT II -I.R. Climate: **(9 hours)**
Industrial Conflict: Meaning, Causes, Consequences, Manifestations, Interventions (Statutory and Non-Statutory Machinery for Preventions and Settlement of Disputes). Industrial Peace.

UNIT III- Proactive and Reactive IR.   **(9hours)**
Collective Bargaining: Meaning, Objective, Process, Skills;
Grievance Redressal : Meaning and Process;
Employee Discipline: Meaning and Disciplinary Procedure;
Employee Empowerment: Meaning and Mechanisms.

UNIT IV- Labor Welfare   **(9 hours)**
Meaning, Objectives, Philosophies, Scope, Limitations and types of employee Welfare. Statutory and Non-Statutory welfare Measures.

UNIT V - Social Security   **(9 hours)**
Concept, Need Types and schemes for the organized sector in India.

Reference:

Mamoria, Dr. C.B. and Mamoria, Dr. S., Dynamics of Industrial Relations, Himalaya publishing House.

Nair, NG and Nair, Lata, Personnel Management and Industrial Relations, S Chand and Co. 200

Publishing House (P) Ltd., New Delhi, 1995.

Pylee. M.V. and Simon George, Industrial Relations and Personnel Management, Vikas. 1995.

ABNORMAL MENTAL HEALTH AND ITS ASSESSMENT
Teaching Hours- 45

Objectives

1. To understand the concept of abnormality related to psychiatric social work
2. To develop skills in assessing the abnormal mental health
3. To develop an understanding on professional responsibilities towards mental health

UNIT I - Introduction   **(9 hours)**
    Defining Abnormality-Cultural Relativism, Statistical Deviance, Subjective discomfort, Mental disease/Illness Criterias, The consensus. Historical perspectives on abnormality.

UNIT II - Approaching Abnormality   **(9 hours)**
    Biological theories of Abnormality-Structural Brain Abnormality, Bio-Chemical Causes, Genetic Factors, Family History Study, Twin Studies and Adoption Studies.

UNIT III - Assessing Abnormality   **(9 hours)**
    Diagnosis-DSM(4),ICD-10,Case History taking, Mental Status Examination. Gender and Cultural Bias in Diagnosis, The dangers of diagnosis.

UNIT IV - Assessment Tools   **(9 hours)**
    Biological test, Neuro Psychological test, Intelligence tests, Structured clinical interviews, Symptom questionnaires, Personality Inventories, Behaviour Observations and self monitoring and Projective tests.

UNIT V - Society and Mental Health   **(9 hours)**
     Misconception about Abnormal Mental Health. Emergency Psychiatry, Patient's Rights, Gender and Ethnicity Issues, legal issues, Professional's Duties towards clients and the Society.

References:

American Psychiatric ASSN,(1994), Diagnostic criteria from DSM-IV

Gerald Caplin,(1961), An Approach to community mental health, Grun &Straton.

Kaplon, H.I, Freedom A.M and Sadock, B.J(1980), Comprehensive text book of psychiatry,(Third Edition) Volume 1,2&3,Willians & Wilkins,Baltimore, London.

Susan Nolen-Hoeksema(1998) Abnormal Psychology, McGraw-Hill.

MANAGERIAL AND DEVELOPMENTAL ECONOMICS

Teaching Hours - 30

Objectives:

To help the student to gain an insight about Indian economy.

To get a grasp about human resources and economic development.

To gain knowledge about foundations of managerial economics.

To facilitate the student about macroeconomic environment.

To help the student to gain an insight about Indian Economy.

To get a grasp about Human resources and economic development.

To gain knowledge about the role of agriculture and industry in economic development.

MANAGERIAL ECONOMICS

UNIT I- Foundation of Managerial Economics   **(5 hours)**

   Concept of Economics, Definition and Scope of Managerial Economics, Decisions handled by Managerial Economics, Positioning Managerial Economics, Supply – Demand Analysis, Application of Supply – Demand Analysis.

UNIT II - Firm as a Producer   **(5 hours)**

   Existence of Firms, Profits, the motive behind existence, Determination of the Profit-Maximizing level of output, Goals of Non-Profit Firms and Public Sector Firms.

UNIT III - Principles of Economic Decision Making   **(5 hours)**

   Capital budgeting techniques – Present Worth Method - Future Worth Method, Rate of Return Method, Replacement Economy, Cost of Capital, Analysis of Risk and Uncertainty. New Economy - its Characteristics - Net Work Industries etc.

DEVELOPMENTAL ECONOMICS

UNIT IV- Concept of Development   **(5 hours)**
   Concept of Developed and Developing economies. Basic characteristics of the Indian economy, Major issues of development. Women as contributors to Development. Importance of knowledge of economics for social work practice

UNIT V- Agriculture and Economy   **(5 hours)**
   Place of Agriculture, Causes of Low Productivity, Farm Size, Fragmentation of Holdings, Co-operative Forming, Concept of Food Security and Self Sufficiency, Green Revolution and Mechanization of Agriculture. Agriculture Policy.

UNIT IV – Industry and Development   **(5 hours)**
   Industry and Economy: role of industrialization, pattern of industrialization, definition and role of public and private sector, IT sector, Service sector, Small scale industry, Village and cottage industry. Five Year plans and Current industry policy-central and state and Special Economics Zones-issues and implications

Reference

Datt, Ruddar, Sundaram "Indian Economy". KPM. Sultan Chand, 1999.

Gupta G.S, "Managerial economics," Tata McGraw Hill.

Human Development Reports, UNDP publication.

NON-MAJOR ELECTIVE

CORPORATE SOCIAL RESPONSIBILITY

Objectives   **Teaching Hours:30**

1. To provide the knowledge of corporate social responsibility in the business world.
2. To make the students to understand the business ethics and corporate social responsibility in global scenario.
3. To familiarize the emerging management in CSR and the policies.

UNIT: I   **(4 hours)**
CSR- Definition, concepts and need. Concentration areas of CSR.
Corporate social responsibility in India. Triple bottom approach and sustainable development.

UNIT- II   **(6 hours)**
Business ethics and corporate social responsibility in global scenario:
CSR-business ethics, and corporate governance, ethical decision-making in different culture, consumer protection, environment protection, gender issues in multi-culturelism, Ethics and corruption.

UNIT-III   **(4 hours)**
Corporate community participation & Role and skills of social worker in CSR: Corporate, NGO, Government, Citizen, need for partnership, need assessment .Role and skills- Advocacy, administration, marketing, mediating, budgeting, organizing, documenting, presenting, public speaking, teaching, supervising, writing.

UNIT-IV   **(6 hours)**
Tools of CSR: MDGs, Global Compact, GRI, Human Rights, SA8000, aalOOQ, Fair Trade, ISO 26000

UNIT-V   **(10 hours)**
National and International CSR activities: Case Studies and Seminar, Presentation of (CSR project run by different Industries in India.

REFERENCE :-

4. The Business of social responsibility – Harsh Shrivastava, Books for change, Bangalore2000.
5. Corporate social responsibility – concepts and cases, CV, Baxi, 2005.

SEMESTER IV

ORGANISATIONAL BEHAVIOUR

Objectives: **Teaching Hours:45**

To help students to gain knowledge about the dynamics of human behavior in organization setup.

To enable them to gain understanding on the factors influencing human behavior in organization.

To import necessary skills essential for the management of human behavior in organizations.

UNIT I – Introduction to Organizational Behavior: **(9 hours)**

Concept, Definition, Relevance, Scope , Emerging trends (knowledge organization, Learning organization, organization structure) – challenges(Diversity, Ethics).Theoretical Frame work of organizational behavior(Cognitive , Behavioral, Social learning).

UNIT II Individual Behavior: **(9 hours)**

Meaning and implication to organizational Behavior. Perception, personality, values and attitudes, learning, reinforcement, organization commitment, motives, Goal setting, Reward system, job satisfaction, frustration, morale and stress.

UNIT III Group and Team Behavior: **(9 hours)**

Team (Nature, features, skills, difference between groups and teams, types, factors influencing effective functioning of team)informal work groups, Power(Meaning and Types)Political Behavior (meaning, characteristics, manifestations) conflict and negotiation, leadership, inter personal communication.

UNIT IV Key pillars of Organizational Behavior: **(9 hours)**

Motivation: Meaning, Needs, theories (Maslow, Herzberg, Alderfer, Vroom, Attribution theories) –Organization strategies for motivation.

Leadership: Meaning, Styles, Attributes of good leader, skills of good leader, Theories (trait theory, path goal theory, contingency theory, transformational leadership theories, Daniel Goldman theory of EQ & leadership).

UNIT V Foundation of Organization Behavior: **(9 hours)**

Communication (Meaning, Types, Facilitators, Barriers): Decision - Making; Organizational Culture; Organizational Climate; Organizational citizenship Behavior; whistle – blowing behavior.

Reference:

John W. Newstorm and Keith Davis, "Organizational Behavior" (10th Ed) Mcgraw Hill New York 1997.

Stephen B. Robbins, "Organizational Behavior", (7th Ed) Prentice Hall of India Pvt Ltd, New Delhi 1996..

PSYCHIATRIC SOCIAL WORK

Objectives   **Teaching Hours- 45**

1. To understand psychiatric social work in the context of changing trends in health Care.
2. To understand the concept of mental health, and acquire knowledge in Mental Disorders, stress and coping in the context of holistic health.
3. To develop skills in identifying mental disorders in health settings and community and to understand the characteristics of positive mental health.

UNIT I -Psychiatric Social Work   **(9 hours)**

History and Scope of Psychiatric Social Work, Changing perspective of Psychiatric Social Work, Changing trends in Mental Health care, Magnitude of Mental Health Problems, Analysis of Mental Health problems among vulnerable groups as women, aged, socio-economically disadvantages urban and rural population and disaster victims - Scope of Social Work in Mental Health.

UNIT II - Biological Methods of Treatment   **(9 hours)**
Electro Convulsive, Therapy, Psychosurgery. Psychoanalysis - Ego Defense Mechanism in relation to specific Mental Disorders.

UNIT III - Psychological Treatment   **(9hours)**
Behavior Therapy, Jacobson's Relaxation Therapy, Transactional Analysis, Systematic De-sensitization, Client-Centered Psychotherapy, Hypnosis, Group Therapy, Cognitive Behavior Therapy, Behaviorism, Rational Emotive Therapy, Primal therapy, Will therapy, Gestalt Therapy, Existential Logo Therapy, Progressive Muscular Relaxation, Token Economy.

UNIT IV - Disaster Management: **(9 hours)**
Disaster Management Cycle: Prevention, Mitigation, Preparedness, Response, Recovery and Rehabilitation.
Stages in Disaster – Pre, During and Post Disaster.
Psycho-Social aspects of Disaster.

UNIT V - Psychiatric social work in special settings   **(9 hours)**

: child mental and social work practice; developmental 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.

Psychological rehabilitation: concept, principles, process and programmes; role of social worker

Reference

Americal Psychiatric, ASSN, (1994), Diagnostic Criterion from DSM-IV American Psychiatric Assn, Washington DC.

Berrios, G.E. & Dawson, J.H., (1983), Treatment Management in Adult Bailliere Tindall, London.

Gerald Caplin, (1961), An Approach to Community Mental Health, Grun & Kaplan, H.I., Freedom A.M. and Sadock, B.J (1980), Comprehensive Text Book of Psychiatry, (third ed.) vols. 1,2 & 3; Williams and wikins, Baltimore, London.

Miller D., (1976), Dimensions of Community Health, C Brown Co Levant Ronald F. (1984), family Therapy, Prentice Hall of India Pv., Ltd.

Mane P&Gandicia K.(eds.) (1992), Mental Health in India. Issues and Concerns; Tata Institute of Social Sciences.

ORGANIZATIONAL DEVELOPMENT

Objectives: **Teaching Hours:45**

1. To help students to build knowledge on OD.

2. To help the students to develop skill in implementation of OD practices.

UNIT I   **(9 hours)**
Introduction, Objectives, Characteristics, History and trends in organizational development.

UNIT II   **(9 hours)**
Introduction to Management of Change: Process of Managing organizational change, managing resistance to change, strategies and guidelines for Imparting change, Theories and Approaches to planned change.

UNIT III   **(9 hours)**
The process of organizational development: Entering, Contracting, Diagnosing, Collecting, Analyzing and Feeding Diagnostic Information, Transactional analysis, Designing Intervention, Leading and Managing changes, Evaluating and Institutionalizing Intervention, Measuring Intervention and change.

UNIT IV   **(9 hours)**
Human Process Intervention: Inter personal and group process approaches – T group, Team and Team Building; organizational process Approach – Inter group relations Interventions, Meetings and conflict management.

UNIT V   **(9 hours)**
Techno Structural Interventions:
Restructuring organization; Employee involvement; Work Design

Reference:

1. Organizational Development and human resource development – mac Milan.

2. Management of change and organizational development – innovative.

3. Management of Organizational Development –Basotiag. R.,Sharma K.K,

4. Organizational Development – Intervention and Strategies – Ramanarayan, T.V.Rao, Kuldeep Singh

5. Organizational Development and Change – Comings & Worley

COMMUNITY HEALTH

Teaching Hours:45

Objectives:

- To develop an understanding of the health care system in India, health policies and legislative provision relating to health.

- To develop an understanding of the existing programs and services at local, national and international levels and the need for a preventive and developmental approach in the field of the health.

- To develop skills in programs planning and education for different target groups about handling of their problems.

- To develop a holistic and integrated approach to social approach to social work practice in the field of health.

UNIT I - Public health   **(8 hours)**
   Concept and development in India : Organization and administration of health and care at the center, state, district, municipality and village level; health planning in India; health committees; five years plans and its relation to health care,

UNIT II - Community health care   **(8 hours)**
   Changing concepts; primary health care for all; health status and health problems; health care systems - primary health center; private health systems; indigenous systems; voluntary health systems; role of social worker in community health.

UNIT III- Health Legislations and Policies   **(8 hours)**
   ESI Act, 1948, Amendment, 1975, MTP Act, 1971, Doctors, patients and the consumer protection act, 1986, PWD and Equal Opportunities Act, 1995, Environment Protection Act, National Health Policy, 1983, The Population Policy, Health for all 2000.

UNIT IV -National health programs   **(12 hours)**
   Family welfare; maternal & chills health, ICDS; Schools Health Programs, UIP NEMP; NLEP; NTP; Diarrhoea disease control Program: IDD: AIDS control program: National Program, for control of blindness: minimum needs program: 20 Point program under the 7th plan: Health Programs under five year plans, welfare measures for the physically challenged; International health Organizations (WHO, UNCEF, Red Cross) State health programs for weaker sections, Physically challenged and developmentally challenged.

UNIT V- National mental health Program   **(8 hours)**

Research Application in Health - sources of health information - epidemiological and vital statistics; role of ICMR in health research.

Reference :

1. Banerjee U. (1977), Health Administration in Metropolis, Abhinav Publications, New Delhi.

2. Berrios, G.E. & Dawson, J.H., (1983), Treatment Management in Adult Bailliere Tindall, London.

3. Rose A & Desai P B (1982), Studies in the social dynamics of primary health care : Hindustan Publishing Co. Delhi.

4. Charns M.P. & Schaeffer MJ. (1983), Health Care Organisation - A Model for management; Prentice Hall Inc., New Jersey.

5. Hanion J.H. (1975), Principles of Public Health Administration, C.V. Mosby Co. Tokyo.

6. Pandy R & Kahere V. (1997), Activist's handbook of occupational Health & safety; Society for participatory research in Asis, New Delhi.

7. Kappur, M.Sheppard, Ralph and Renate (eds.), (1993), Child Mental Health - Proceedings of the Indo-US Symposium, NIMHANS and ADAMHA.

INTERNATIONAL BUSINESS AND INTERNATIONAL HUMAN RESOURCE MANGEMENT

Teaching Hours:45

Objectives:

To introduce the student to the International Business Environment.

To give necessary exposure to International Human Resource Management.

To impart necessary skills required Human Resource Management with regard to the management of International business organizations.

UNIT I- Globalization and International Business   **(6hours)**
   Global business environment – Globalism & Globalization, Concept, Meaning and definition, objectives, Drivers of Globalization. International regulation of trade – WTO, GATT, IMF and World Bank. Managing in the global market place. Globalization debate- Anti-globalization protests; Globalization, Jobs and the Income; Globalization, Labor policies and the Environment; Globalization and National Sovereignty; Globalization and World power. Trends in Globalization process. Regional Trading Blocs- The TRIAD; Strategies, choices for firms to enter international environment-International, Multi domestic, Multinational, Global, Transnational; Social responsibility, ethics & code of conduct of MNCs.

UNIT II – International / Global Human Resource Management   **(6 hours)**
    Concept, meaning and definition history of International Human Resource Management (IHRM) – Difference between Domestic Human Resource Management and International Human Resource Management.
Types of employees of an international firm. Reasons for emergence of IHRM. Importance for learning about IHRM. Strategic role of IHRM.
Management of International HR cycle, Leadership Across Borders and cultures.

UNIT III-Staffing, Training and Performance Management for Global operations
                                                                                                                       (6 hours)
    Staffing philosophies for global operations – Ethnocentric approach, Polycentric approach, Globule staffing / Geo centric approach , Regiocentric approach ; Global selection – Expatriate selection , Factors influencing foreign in posting – problems with expatriation and international personnel problems.
Aligning Training and Development with business strategies – Training and Development for Global work/Multi national organizations – Cultural shock, Sub – culture, Cross – cultural traning   Language training , Practical training , Diversity training; Training techniques; Repatriation of Expatriates.

Expatriate Performance Appraisal – Issues and Guide lines.Expartriate Performance Management – Strategic importance , Scope and practices. Criteria for effective Performance Management

UNIT IV – International Compensation   **(6 hours)**
   Significance of International compensation. Cost and Benefit / Balance sheet approach to International compensation. National Differences in compensation.
Components of an expatriate and repatriate compensation package, executive pay policies for global managers.

UNIT V -Contemporary Issues in IHRM   **(6 hours)**
   The concern of organized labor / Trade unions and international firm. The strategy of organized labor. Approaches to labor relations. Employers Associations and international firm. Collective bargaining, Grievance, Discipline, Termination and Industrial conflict
Motivation and leading: The meaning of work - Need hierarchy in international context- Reward system – Role of culture in motivation – Leading.
Women in International management.
IHRM in developing counties – IHRM in 21st century.

Reference:

Charles W.L. Hill, "International Business," Tata McGraw Hill Publishing Co, New Delhi.

Helen Deresky, "International Management – Managing Across Borders and Cultures," Prentice Hall of India Pvt. Ltd.,

WORKING WITH FAMILIES, CHILDREN AND ELDERLY

Teaching Hours:45

Objectives:

- To gain a theoretical & conceptual understanding of families, children and elderly.
- To sensitize the students on the problem of children and elderly and to develop an understanding of the needs and importance of child development and acquire skill in working with family, child and elderly.
- To enhance understanding of the role of social work in family, child and elderly welfare.

UNIT I-Theoretical and conceptual framework of family and its dynamics. **(7 hours)**
   Family and Marriage: definition, meaning, structure, functions, ideology of family and its rights and responsibilities, family interaction, family development theory and family life cycle.

UNIT II- Family Life Education and Family Issue   **(8 hours)**
   Family Life Education: Scope, focus, definition, positive parenting and oppressive parenting. Family Issue: Separation and divorce, stress, lack of adequate child care, inflexible work environment, infertility, family violence, family intervention..

UNIT III- Children   **(7 hours)**
   Definition, concept of child welfare, constitutional safeguard for children in India, National Policy for children, UN Charter for child rights and law relating to children.

UNIT IV- Children in different circumstances.   **(8 hours)**
   Children in special circumstances; destitute and abandoned children, individual delinquent child, street children, children living with HIV/AIDS, children of sex workers-causes and intervention.
Children in needs of special care : disabled, slow learners, hyper active children and emotionally disturbed children.

UNIT V - Social work with children   **(8 hours)**
   Health services- ICDS, MCH, school health and NGO program: role of UNICEF and WHO- various types of health intervention for children.
Educational status : universal primary education- SSA, Transit school. Program and intervention for Children in needs of special care.

UNIT VI -Elderly and their health status   **(7 hours)**

Definition of ageing, demography, changing roles and contemporary roles, impacts of globalization, longevity, empty nest syndrome, structural adjustments.
Health status of the elderly: common health problems : physical, mental and emotional health of elderly. Health services- Government, Non-Government, health insurance.

Reference:

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

Engles, F., (1994), Origin of the Family, Private Property and the State, People's Publishing House, Bombay.

Hartman, A, and Laird, J (1982), Family Centred Social Work Practice**,** Free Press, New York.

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

Khasgiwala, A., (1993), Social Work Perspectives, Anmol Publications, New Delhi.

Klein, D.M. and White, J.M., (1996), Family Theories : An Introduction, Thousand Oaks: Sage Publications.

Raju M.L. and Krishna, G.R. (eds.) (1996), Future of Indian Family Challenges for Social Work Education, Tirupathi : Sri Padmavathi Mahila Visvavidyalayam, Special Issue of The Indian Journal of Scoial Work on **"Family Development",** Tata Institute of Social Sciences, Mumbai.

Uberoi, P. (2000), The Family in India : Beyond the Nuclear Versus Joint **Debate,** Occasional Paper in Sociology, Institute of Economic Growth, Delhi.

MANAGEMENT OF ORGANISATIONS

Teaching Hours:30

Objectives:

1) To provide basic idea about organization and administration of a business organization.

2) To impart necessary skill for the management of business organization.

3) To provide students an understanding of non-profit organizations.

4) To provide students an understanding of non profit issues such board development and fund raising.

PROFIT ORGANIZATIONS   (6 hours)

UNITI -Basic Concepts of Organizations.
   Elements of organizations, organizational objectives, organization structure, organizations as systems and changing nature of the organizations.

UNIT II - Nature, Importance and Evolution management   **(6 hours)**
   Functions of Management- Planning-Organizing, Influencing and Controlling. Managerial activities, skill and roles.

UNIT III Operational Areas Of Management.   **(6 hours)**
   Production Management, Human Recourse management, marketing management and advertising management, materials management.

NON-PROFIT ORGANIZATIONS

UNIT IV   **(6 hours)**
   Definition, concept, need and importance of non profit organizations in modern world. History of philosophical foundations of non profit. Philanthropic structure of non profits. vision and mission statements for organization, organizational goals, strategies. Ethical considerations. Establishments, registration, type of registration for legal status of non profit organizations. Social enterpreneurship.

UNIT V   **(6 hours)**
   Project proposal writing for submission for funding agencies. Fund raising principles and practices, importance of developing fund raising activities and accountability of

funds, evaluation of funds raising effectiveness. Identifying and motivating donors to support.

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3. Sherlekar. S.A./ Heredia.et al., "industrial organization and management", Himalaya publishing house, Bombay, 1979,(658.8)
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5. Joseph L. masssie, "essentials of management", prentice hall of India ltd, New Delhi,1973
6. Harold koontz, Heinz welhrich and remachandra aryasir, "principles of management", tata mcgrew hill publishing co Ltd, New Delhi-2004.