ST. XAVIER'S COLLEGE (AUTONOMOUS)
Palayamkottai - 627 002

(Recognized as "College with Potential for Excellence" by UGC)
(Accredited by NAAC at "A^{++}" Grade with a CGPA of 3.66 out of 4 in IV Cycle)
(Star College Programme by DBT, Govt. of India.)

SYLLABUS
MASTER OF SOCIAL WORK (MSW)

(w. e. f. June 2021)

ST. XAVIER'S COLLEGE (Autonomous), PALAYAMKOTTAI - 627 002
Post-Graduate Department of Social Work

Master of Social Work (MSW)

St. Xavier's college was started in 1923 by the dedicated French Jesuit Missionaries in Palayamkottai with an aim to take higher education to the poor and the downtrodden people of the southern part of Tamil Nadu. Their zeal had created a tradition of academic excellence and universal service.

The P.G. programme in Social Work was established by **Rev. Dr. G. Lawrence Amalraj S. J.,** in the Academic Year **2009-2010** with a view to solve socio-economic problem of people in professional manner, with a special reference to the southern districts of Tamil Nadu. It has two specializations namely, **Community Development (CD) and Human Resource Management (HRM).** This includes the issues related to the welfare of the disadvantaged sections and human rights.

SCOPE

Social Work Profession promotes social change, problem-solving in human relationships and the empowerment and liberation of people to enhance human well-being. Utilizing theories of human behaviour and social systems, Social Work intervenes at the points where people interact with their environments. Principles of human rights and social justice are fundamental to Social Work (Source: International Association of Social Workers).

CORE COMPETENCIES OF SOCIAL WORK

1. Communicate and Engage
2. Promote and Enable
3. Assess and Plan
4. Intervene and Provide Services
5. Work in Organizations
6. Develop Professional Competence

Post- Graduate students of Social Work are trained to plan and execute an extensive range of social services, social welfare activities, and work in Welfare Departments of the Government, Civil Society Organizations, Commercial and Industrial Establishments. Qualifying candidates can register as Professional Social Workers as per the requirements of Professional Social Work Councils in India and Abroad.

COURSE CONTENT AND STRUCTURE

The Post Graduate programme in Social Work is a two year full time Professional Course. In the First year, students acquire the knowledge of Science of Human Behaviour, Skills in Human Relationship, functioning of Social Systems and Institutions, practising the different methods of Social Work and values of the profession. In the Second year, students specialize in any one of the following fields:

(a) Community Development (CD)
(b) Human Resource Management (HRM)

The curriculum has three important components; Theory, Field Work and Research. It enables the students to acquire necessary knowledge of Sociology, Psychology, Philosophy and methods of Social Work and practical experience in Social Work Research. To facilitate the above complex learning process, the components of the course include independent study, lectures, seminars, research, Concurrent and Block Field Work Training, Rural camp and Educational tour.

Professional Social Workers are employed in a variety of settings such as:

1. <u>Social Welfare Agencies</u>: Supervisors, Coordinators, Directors or Welfare Officers,

2. <u>Companies and Industries</u>: Human Resource Managers, Labour Welfare Officers or Project Officers for Corporate Social Responsibilities.

3. <u>Colleges and Universities</u>: Student Counsellors, Counsellors in Hospitals or Coordinators of N.S.S & Y.R.C.S., or Social Development Professional

4. <u>Schools Social Work</u>: Human Rights Defenders or Educators

5. <u>Research and Development</u>: Research officers and investigators.

6. <u>Central and State Government Services</u>: Government Servants by writing competitive examinations.

Apart from these many Professional Social Workers function as Independent Consultants in areas of Human Resource Training and Development, Project Evaluation of CSOs, Psychotherapists and Family Therapists.

CONDITIONS OF ADMISSION

The candidate shall be admitted to pursue the course of Study for Master of Social Work (MSW) if:

He / She has previously qualified for a three year degree programme Arts or Science or Commerce of Manonmaniam Sundaranar University (10 + 2 + 3) or of any other university approved by Manonmaniam Sundaranar University.

CONDITIONS FOR ELIGIBILITY FOR THE DEGREE

A Candidate shall be eligible for the Master's Degree in Social Work provided he / she undergoes the course of study extending over Four Semesters in St. Xavier's College and passes the Examinations and meets the credit requirements prescribed by the Course in relation to Field Work, Research Project, Block Field Work, Educational Tour, Rural Camp and Co-curricular requirements of the Department.

COURSE OF STUDY

I YEAR

1. Introduction to Social Work   (21 PSW11)
2. Sociology for Social Work   (21 PSW12)
3. Human Growth and Behaviour   (21 PSW13)
4. Introduction to Social Case Work and Social Group Work   (21 PSW14)
5. Social Work Administration and Social Legislations   (21 PSW21)
6. Social Work Research and Social Statistics   (21 PSW22)
7. Community Organization and Social Action   (21 PSW23)
8. Advanced Social Case Work and Social Group Work   (21 PSW24)
9. Observational Field Visits
10. Concurrent Field Work
11. Rural Camp

II YEAR

Students can choose from any one of the following Fields of Specialization

Specialization I: Community Development (CD)

1. Rural Economy & Cooperation   (21 PSW33)
2. Rural Community Development   (21 PSW34)
3. Development of Marginalized Communities   (21 PSW35)
4. Urban Community Development   (21 PSW44)
5. Management of Civil Society Organizations   (21 PSW45)

Specialization II: Human Resource Management (HRM)

1. Human Resource Management   (21 PSW36)
2. Industrial Relations & Trade Unions   (21 PSW37)
3. Labour legislations & Case Laws   (21 PSW38)
4. Labour Welfare   (21 PSW46)
5. Organizational Behaviour   (21 PSW47)

Other mandatory requirements common to all Specializations

1. ICT for Social Work   (21 PSW32)
2. Corporate Social Responsibility   (21 PSW43)
3. Concurrent and Block Field Work
4. Research Project   (21 PSW42)
5. Educational Tour & Rural Camp
6. Block Field Work Placement

DURATION OF THE COURSE

As an Autonomous College, St. Xavier's College has adopted the Four Semester-cum-Credit System. At the Post-Graduate level, the curriculum of Master of Social Work is for two academic years. Each year is divided into Two Semesters. The duration of each Semester is 90 contact days.

SCHEME OF EVALUATION

The performance of students in each subject will be evaluated on the basis of Continuous Internal Assessment (CIA) and Semester Examination. Equal weightage (50%) will

be given to Continuous Internal Assessment (CIA) and Semester Examination.

A minimum for a pass is 23 marks out of 50 in the external examination and 50 marks out of 100 for internal and external components in aggregate.For conducting the Semester Examinations, the question papers will be set by external examiners and the question papers will be approved by the chairperson. There is double valuation for answer scripts with the subject teacher as one of the examiners and an external examiner as the other.

SCHEME OF EXAMINATION

SEMESTER - I

Course Code	Course Title	Continuous Assessment	Semester Exam	Total Marks	Hours	Credits
21 PSW11	Introduction to Social Work	50	50	100	5	4
21 PSW12	Sociology for Social work	50	50	100	5	4
21 PSW13	Human Growth and Behaviour	50	50	100	5	4
21 PSW14	Introduction to Social Case Work & Social Group Work	50	50	100	5	4
21 PSW15	Practical-I (Concurrent Field Work)	50	50	100	10	6
				Total Credits	30	22

SEMESTER - II

Course Code	Course Title	Continuous Assessment	Semester Exam	Total Marks	Hours	Credits
21 PSW21	Social Work Administration & Social Legislations	50	50	100	5	4
21 PSW22	Social Work Research & Statistics	50	50	100	5	4
21 PSW23	Community Organisation and Social Action	50	50	100	5	4
18PSW24	Advanced Social Case Work and Social Group Work	50	50	100	5	4
21 PSW25	Practical-II (Concurrent Field Work)	50	50	100	10	6
				Total Credits	30	22

SEMESTER - III

Course Code	Course Title	Continuous Assessment	Semester Exam	Total Marks	Hours	Credits
21 PSW31	Practical-III (Concurrent Field Work)	50	50	100	10	6
21 PSW32	ICT for Social Work Practice	50	50	100	5	4

Specialization I : Community Development						
21 PSW33	Rural Economy & Cooperation	50	50	100	5	4
21 PSW34	Rural Community Development	50	50	100	5	4
21 PSW35	Development of Marginalized Communities	50	50	100	5	4

Specialization II : Human Resource Management						
21 PSW36	Human Resource Management	50	50	100	5	4
21 PSW37	Industrial Relations & Trade Unions	50	50	100	5	4
21 PSW38	Labour Legislations & Case laws	50	50	100	5	4
				Total Credits	**30**	**22**

SEMESTER - IV

Course Code	Course Title	Continuous Assessment	Semester Exam	Total Marks	Hours	Credits
21 PSW41	Practical-IV (Concurrent Field Work)	50	50	100	10	6
21 PSW42	Research Project	50	50	100	5	7
21 PSW43	Corporate Social Responsibility	50	50	100	5	4

	Specialization I : Community Development					
21 PSW44	Urban Community Development	50	50	100	5	4
21 PSW45	Management of Civil Society Organizations	50	50	100	5	4

	Specialization II : Human Resource Management					
21 PSW46	Labour Welfare	50	50	100	5	4
21 PSW47	Organizational Behaviour	50	50	100	5	4
				Total Credits	30	25
				Grand Total	120	91

CONCURRENT FIELD WORK

Supervised Concurrent Field Work in an approved Field Work Agency is an integral part of the Training Programme for the students of MSW course. A minimum of 15 Hours of Supervised Field Work per week (Two days per week, 7 ½ hours per day) throughout the course is mandatory for each student. On field work days, the students are expected to involve and actively participate in all the activities and programmes of the agency besides practising different methods of Social Work. Field work training is both within and outside the agency. Attending special programmes, collateral contacts, writing field work reports if time permits and attending field work conference at the agency are the part of field work training component.

A student, who does not fulfil the field work requirement during the given semester, will not be eligible to continue the course, until he / she repeats the Field Work training programme for that semester to the satisfaction of the Department. Field Work requirements include:

1. 100% Field Work Attendance.
2. Appropriate Code of Conduct
3. Fulfilling the workload Norms as prescribed by the Department.
4. Regular and Timely submission of Field Work Reports.
5. Regular Attendance for the Field Work Conference.

The decision of the Department regarding the satisfactory completion of the Field Work, Block Placement Training, Rural Camp and Study Tour will be final and binding on the students.

Field Work Records

The Students shall submit the Field Work record to the Head of the Department on the day stipulated by the Department before 1.45 PM. However, if the record submission day is a holiday, the Field Work Record should be submitted on the subsequent working day. Theory classes and Field Work are arranged on a concurrent basis. On concurrent Field Work days there will be no class room lectures and on such days students will report to the Field Work Agencies.

Field Work may commence with Observational Visits to the selected Welfare Agencies followed by placement of students in Field Work Agencies. The Agencies selected for Field Work Programme should have a well-defined practice training programme, willingness to give facilities for the training of students and policy of maintaining high standards of service through application of the Methods of Social Work. Field Work Agency should be a registered organization and must be in existence for a period of at least five years. Government, Non-Government, Public and Private Industries could be the agencies for Field Work Training.

OBJECTIVES OF FIELD WORK

I SEMESTER

1. To provide an exposure to human deprivations at micro level situations.
2. To develop analytical and assessment skills of social problems at the level of individual, group and community.
3. To develop documentation skills to ensure continuity of service and growth of professional competence in the practice of the Methods of Social Work.

II SEMESTER

1. To familiarize with vision, mission, system, processes and objectives of the welfare organizations.
2. To analyse the critical role of the professional social worker in the organisation.
3. To evolve appropriates interventions at community level / civil society / state / national level with respect to policies and programmes relevant to the field of welfare.

SOCIAL CASE WORK: Each student should conduct a minimum of two case studies in the first semester. The student should complete totally five case studies by the end of the first year and submit the case records with their Field Work reports.

SOCIAL GROUP WORK: Each student should conduct a minimum of two group work programmes in the first semester.

COMMUNITY ORGANIZATION PROGRAMME: Each student should conduct one community organisation programme in his / her Field Work agency in one year.

MINI RESEARCH: Each student should conduct a small scientific study of a problem or a socio- economic survey of the people he/ she is serving through his/her field work agency and submit the Research Report to his /her faculty supervisor before the end of II Semester Field Work.

SECOND YEAR FIELD WORK OBJECTIVES (III & IV SEMESTERS)

The Objectives of the Third and Fourth Semester Field Work are related to the fields of Specialization. Students are expected to acquire professional knowledge and skills for rendering efficient service to people in the fields of their specialization. They are expected to develop some understanding of individual, group and institutional needs and problems, apply appropriate knowledge and the Methods of Social Work to meet their specific needs and solve their problems.

FIELD WORK OBJECTIVES FOR THE SPECILISATION OF COMMUNITY DEVELOPMENT

III SEMESTER

RURAL COMMUNITY DEVELOPMENT

1. To study the rural and semi-rural life in all its ramifications including group dynamics and power structure in a rural community.
2. To develop an understanding of the process of programme formulation and programme management of the rural local bodies, Government and Civil Society Organisations (CSOs).
3. To develop a positive attitude to work in a rural community setting and to acquire the skills such as public relations, fact findings, leadership, networking, fund raising, budgeting, report writing, lobbying and advocacy required for a development worker.

URBAN COMMUNITY DEVELOPMENT

1. To understand urban community life pattern-its social, economic, political and cultural aspects with specific focus to informal settlements, their needs and problems.

2. To develop skills in identifying and utilizing urban community resources both Governmental and Civil Society Organisations.

3. To sharpen the urban community development skills such as influencing leaders, rapport building, organising, resource mobilisation, recording, advocacy and lobbying.

FIELD WORK OBJECTIVES FOR THE SPECILISATION OF HUMAN RESOURCE MANAGEMENT

III SEMESTER

1. To familiarise with the manufacturing process in view of understanding its implications on personnel policies and programmes.

2. To assess the relevance of structure and functions of human resource department from the employee and labour perspective.

3. To develop necessary human resource competencies to collaborate with other departments specific to the industry.

IV SEMESTER

1. To gain knowledge about business process underlying Service Industries

2. To develop insight into the value addition by human resource department to further the business goals of the company

3. To cultivate relevant human resource skills to contribute to the strategic functions of the industrial organisations.

PROJECT REPORT

Every candidate is required to complete a Research Project on a topic related to his/her field of specialisation. Candidates shall select the topic of research in consultation with the faculty supervisor. Each candidate shall submit two copies of his/her Project Report in the prescribed format to the Head of the Department, during the Viva Voce held in the first week of March during the fourth semester.

BLOCK FIELD WORK

The Block Field Work Training is a mandatory requirement of Master's Degree in Social Work. Before the completion of the course, the students shall undergo a minimum of one month "On the Job Training" in an Agency according to their Field of Specialization of the

students, with the Approval of the Department. The Professional Social Work Trainee should strictly adhere to the following rules and regulations during the Block Field Work Training.

1. The Block Field Work Training should be under the guidance of a qualified Professional Social Worker.

2. Students should not choose Agencies/ Organizations managed/ owned by persons who are related to them.

3. The Professional Social Work Trainee must get a Letter of Acceptance from the Block Placement Agency beforehand.

4. As per UGC norms, 100 per cent attendance is a compulsory requirement of Block Field Work Training. Therefore, the Trainee should report to the Agency/ Organization on all the working days just like a Full Time Employee and follow the Rules and Regulations of the Agency / Organisation. The Trainee must sign in the Daily Attendance Register maintained by the Agency / Organisation.

5. The Trainee should follow the Dress Code prescribed for Field Work in the Agency / Organisation. The Trainee must also keep the College Identity Card with him/ her.

6. The Trainee should apply Knowledge, Skills and Values in the Practice of the Profession, along with the expected standards of behaviour with regard to the Agency / Organisation and the Client System.

7. The day to day activities (Main Activities Only) of the Trainee must be written in the Field Work Diary and it should be signed by the Trainee and the Agency / Organisation Supervisor.

8. The Trainee has to send photocopies of detailed Report of the day- to-day activities of his/her work to the Head, Department of Social Work once in ten days. These Reports need to be certified by the Agency Supervisor.

9. The Trainee has to bring a Comprehensive Report of the Block Field Work Training together with the Completion Certificate signed by the Head/ Director/ Chief Executive and the Professional Social Worker indicating the period and details of work done by him/her. This should be submitted on the day when the trainee appears for the Viva Voce.

All expenses incurred by the Trainee as part of travelling during Block Field Work Training may be kindly met by the Organization, as far as possible. In case the Trainee is paid any stipend or any other payment during the Internship, the same may kindly be notified to the Head of Department of Social Work, St. Xavier's College.

All II MSW students shall appear for the Viva Voce held in the Department of Social Work.

ASSOCIATION OF SOCIAL WORKERS

The Staff and Students of the Department of Social Work shall constitute the Association of Social Workers otherwise called General Body of the Association (GB). The GB formulates a Plan of Action for the whole year and empowers the Executive Committee to execute the Plan.

THE AIMS OF THE ASSOCIATION:

1. To provide opportunities for students to promote Social Work as a profession especially in matters relating to professional values, standards, ethics and Human Rights.
2. To collaborate with Academic Institutions and Organisations in promoting the participation of Social Workers in the enhancement of Social Work Knowledge, Training, Skills, Values and Professional standards of Social Work.
3. To provide opportunities for discussion and exchange of ideas and experience through meetings, study visits, research projects, publications and other methods of communication.
4. To establish and maintain relationships, and to promote the views relevant to social development and welfare of social work organisations and their members.

CONSTITUTION OF THE ASSOCIATION

Secretary and Principal	-	Patrons of the Association
Head of the Department	-	Chairperson of the Association
President	-	Faculty Member nominated by the Department

EXECUTIVE COMMITTEE

The Executive Committee comprises of the President of the Association, Teaching Staff members of the Department and elected Student Office Bearers. The Association shall have the following Student Office Bearers: Vice-President, Secretary, Treasurer, Joint-Secretary elected by the General Body of the Association and respective Class Representative of I & II year students. In case, no girl student is elected as an office bearer, the Department has the discretionary power to nominate a girl representative.

The **Vice-President** shall maintain close contact with all members and elicit their co-operation for the smooth functioning of the Association and active participation in all the programmes of the Association.

The **Secretary**, assisted by the Joint Secretary organizes and executes the activities of the Association and maintains Records of the Association.

The **Treasurer** is responsible for maintaining Accounts and preparation of all financial documents necessary for the Audit.

Activities of the Association

1. The association will provide opportunities to study important aspects of Social Work by conducting seminars and symposia involving experts in the field. A Study Conference on Social Work shall be held each year in which students from other colleges where Social Work is taught will be invited to take part. In addition, UG students and staff from other colleges where Social Work is not taught could also be invited to take part in some socially relevant seminars.

2. Emphasis is laid on the principles and techniques and to enable the members to apply them to the real problems in the field. For this purpose, the Association shall undertake some minor welfare activities through Social Case Work practice for the needy and the maladjusted, social surveys of the backward areas through the welfare centres visited by the students, leadership training programmes and cultural entertainment programmes wherever they are needed.

Activities of the Association and the involvement of each member should be recorded and submitted along with the Field Work report.

RIGHTS AND OBLIGATIONS OF MEMBERSHIP: All Members shall

1. Endorse and promote the Document "The Ethics of Social Work, Principles and Standards" adopted by the International Association of Schools of Social Workers (IASSW).

2. Apply the Ethical Principles of the Association.

3. Contribute to and promote Association Activities.

4. Participate in the work of Committees.

5. Be entitled to full participation in Association Elections.

6. Attendance is compulsory for all members at Association Meetings and Programmes.

7. Membership subscription is Annual.

INTRODUCTION TO SOCIAL WORK (21 PSW 11)

COURSE OUTCOME   **Total Hours: 45**

1. After the completion of the course the students should be:
2. Able to identify various methods of Social Work being practiced in organisational settings
3. Practicing different tools and techniques that are part of various methods of Social Work

UNIT I

Social Work Profession in the Indian Context:- Unitary Nature of Social Work, Clifford Manshardt, Tata Institute of Social Sciences (TISS); Introduction to Social Work:- Concepts, Principles, Objectives and Scope of Social Work in India; Definitions:- Social Work, Social Service, Social Reform, Social Defence, Social Welfare, Social Policy, Social Action, Social Legislation & Social Education

(**9 Hours)**

UNIT II

Historical Development of Social Work in England, USA and India:- The Elizabethan Poor Law 1601, Charity Organisation Society 1869, Settlement House Movement, The Poor Law Commission of 1905, The Beveridge Report of 1941; Post-Independent era and State activities in India:- Training in India, New Developments, Social Work Literature, Social Legislation, Contribution of Indian Social Reformers to Social Welfare with special reference to Tamil Nadu, Social Reformers, Social Movements, Religion-Philosophical Ideologies, Gandhian Philosophical Foundation to Social Work in India   **(12 Hours)**

UNIT III

Social work Profession:- Concept of Profession, Applicability of the concept of Social Work Profession in India as developed in U.S.A, Professional Values, Code of Ethics, fields and methods of Social Work and Skills of Social Worker; Social Work Education:- Growth of Social Work Education, Social Work Curriculum, Objectives of field work, Supervision; Professional Organizations:- National Bodies – NAPSWJ, International Bodies – IFSW, Association of Schools of Social Work in India, Association of Trained Social Workers in India, Status and Problems of Professional Social Workers

(**11 Hours)**

UNIT IV

Indian Constitution and its implication of Social Welfare:- Fundamental Rights Part-III, Fundamental Duties Part-IV A, Directive principles of State Policy Part-IV, Human Rights According to U.N; Charter and Indian Constitution; Sustainable Development Goals (SDG)

(**7 Hours)**

UNIT V

Voluntary Social Work:- Role of Government and Voluntary Organizations in promoting Social Welfare, Changing trends in Social Work, The role of Social Worker and the Government in promoting Social Work profession in India   **(6 Hours)**

References

1. Arthur Fink, 1978   :   The Field of Social Work, HOLT, Rinehart & Winston, New York.

2. Dasgupta, Sugantha, S., 1967   :   Towards a Philosophy of Social Work in India, Popular Book Services, New Delhi.

3. Gangrade, K. D., 1976   :   Dimensions of Social Work, Indersing Marwah for Marwah Publications, New Delhi

4. Gore. M. S., 1965   :   Social Work and Social Work Education, Asia Publication House, Mumbai.

5. Joshi. S. C., 2004   :   The Handbook of Social Work, Akansha Publishing House, New Delhi

6. Kunduka. S. K., 1965   :   Social Work in India, Sarvodaya Sahitya Samaj, Jaipur.

7. Paul Chowdry., 2000   :   Introduction to Social Work, Atma Ram & Sons, New Delhi

8. Sanjay Bhattacharya., 2003   :   Social work – An Integrated Approach, Deep & Deep Publications Pvt Ltd, New Delhi

9. Wadia. A. R.., 1972   :   History and Philosophy of Social Work in India, Allied Publishing House, New Delhi.

10. Walsh Joseph., 2006   :   Theories of Direct Social work practice, Thomson Brooks, New York.

Texts for Study

1. Umesh Kumar   :   Applied Social Work
2. G. R. Madan   :   Indian Social Problems; Vol - 1 & 2
3. Ratna Gupta   :   Field Instructions in Social Work

SOCIOLOGY FOR SOCIAL WORK (21 PSW12)

OBJECTIVES: **Total Hours: 45**

1. To provide the students a sociological perspective on Indian society, its structure, history and problem.
2. To help them acquire constructive attitudes to society on its problems those are appropriate to the profession.
3. To sensitize them to the need to acquire suitable skills to deal with social issues.

Course Outcome: At the completion of this course the students should be:

1. Able to recall different concepts and theories of sociology. **(K1)**
2. Able to understand and summarize the contributions of different sociologists to the evolution of sociology. **(K2)**
3. Able to apply various methods of social work practices through gained knowledge about man and Indian society. **(K3)**
4. Able to analyse the interrelationship between social systems, institutions and structures. **(K4)**
5. Able to assess contemporary Indian social problems and develop different intervention strategies to address them. **(K5)**
6. Able to build the linkages between sociology and social work practices in order to help the profession. **(K6)**

UNIT I
Introduction to Sociology:- Definition, Nature, Scope and Importance of Sociology; Major Theoretical Perspectives:- Functionalist, Conflict and Interactive; Sociology as a Social Science
                                                                    (8 Hours)

UNIT II
Evolution of Sociology: - Contributions of August Comte, Herbert Spencer, Karl Marx, Emile Durkheim, Max Weber and M.N Srinivas; Recent Developments in the branches of Sociology:- Urban, Rural, Religious and Political and Sociology of Health   **(9 Hours)**

UNIT III
Basic Concepts in Sociology:- Meaning and Characteristics, Society, Community and Association; Social Systems and Social Institutions:- Family, Religion, Marriage, Education, Politics, Economics, Medicine and Recreation; Social Structure:- Role and Status, Power and Authority; Culture:- Meaning and Characteristics; Social Groups:- Definitions, Characteristics, Importance, Classification of Social Groups; Social Processes:- Social Interaction, Cooperation, Competition, Conflict, Subjugation, Accommodation and Assimilation   **(12 Hours)**

UNIT IV
Social Control: - Meaning, Purposes, Types, Mores, Social Norms and Values, Conformity and Deviance, the Class and Caste System; Social Change: - Social Stratification and Mobility, Social Lag, Sanskritization, Liberalization & Privatization, Globalization and Modernization
                                                                    (8 Hours)

Unit V

Indian Social Problems: - Displacement, Migration, Refugees and LGBT, Gender Inequality, Over-Population, Environmental Threats, Unemployment, Corruption, Crime and Delinquency, Suicide, Child Labour, Bonded Labour, Terrorism and Commercial Sex; Linkage between Sociology and Social Work Practice

(8 Hours)

References

1. Bottomore, T. B., 1980   :   Sociology: A guide to Problems and Literature, McGraw Hill, New Delhi.

2. Elliot & Merril., 1982   :   Society and Culture, Prentice Hall, New Delhi.

3. Ghurye, G. S., 1995   :   Caste, Class and Occupation, Popular Prakashan, Bombay.

4. Kapadia, K. M., 1997   :   Family and Marriage in India, Oxford University Press, New York.

5. Kingsley, Davis., 1998   :   Human Society, Asian Publication, Mumbai.

6. MacIver and Page., 1976 :   Society: An Introductory Analysis, Macmillan Publication, New Delhi.

7. Madan., G.R.   :   Indian Social Problems, Vol I and II, Rawat Publication, Jaipur.

8. Rao M, 1988   :   Urban Sociology in India, Orient Longman, New Delhi.

9. Srinivas, M. N., 1966   :   Social Change in India, Orient Longman, New Delhi.

Texts for study

1. 1. Rao., C.N.S., 2002   :   Sociology: Primary Principles, Sultan Chand , Mumbai.

2. Vidya Bhushan & Sachdeva., 1999   :   Introduction to Sociology, Kitab Mahal, New Delhi.

3. D. P Singh   :   Man, Society & Culture

OBJECTIVES: **Total Hours: 45**

1. To develop an understanding of the individual as Thinking, Feeling, and Responding Person.
2. To acquire knowledge of the Developmental Stages and Personality Patterns of the Individual.
3. To develop an understanding of the Concept of Health, Principles of Healthful living and the levels of Prevention in Health, with particular reference to the role of the Professional Social Worker.
4. To acquire Basic information with regard to Malnutrition, Common Communicable and Non-Communicable Diseases and Common Mental Disorders.

Course Outcome (CO): After the completion of the course the students should be:

1. Able to recall the concepts and theories of growth and development of human life spanning from conception to senescence. (**K1**)
2. Developing the ability to predict the personalities and behaviours of human beings. (**K2**)
3. Able to use the theories of personality, behavioural and humanistic theories in one's own life and the life of others. (**K3**)
4. Gaining confidence to identify and analyse the interactions between individuals and groups. (**K4**)
5. Able to make correct judgements on different personalities, and normal and abnormal behaviours of people in the given contexts. (**K5**)
6. Developing the ability to relate the theories of human growth and behaviour while helping individuals, groups and communities find solutions to their problems. (**K6**)

Teaching Methodology: Lecture, Presentation, Group Discussion, Seminar, Assignment and training through concurrent field work in organisation and field settings

UNIT I Introduction to Psychology
Psychology:- Relevance of Psychology for Social Work Practice   **(4 Hours)**

UNIT II Human Growth and Development
Growth and Development; Meaning, Approaches to the study of Human Development, Principles of Human Development, Biological and Social aspects of Human Growth and Behaviour Developmental stages with special reference to Indian Conditions:- a)Infancy, b)Babyhood, c) Early Childhood, d) Late Childhood, e) Adolescence, f) Early Adulthood, g) Late Adult hood, h) Middle Age and i) Old Age   **(10 Hours)**

UNIT III Personality Development
Personality:- Definition, structure and factor influencing Personality Development; Theories:- Psychosexual, Psychoanalytical, Psychosocial, Cognitive and Analytical Psychology; Physical, Emotional, Cognitive;   **(10 Hours)**

UNIT IV Personal Health and Hygiene and Social Psychology (New)
<u>Health and Hygiene</u>:- Concepts, Meaning, Types of Communicable and Non-communicable Diseases, Diseases due to Malnutrition and Deficiency; <u>Social Psychology</u>:- Concepts, Meaning, Social Perception, Attitude formation, Change and Measurement, Communication and Theories of Collective Behaviour;   **(11 Hours)**

UNIT V Normality, Abnormality and Mental Health
Normality and Abnormality:- Concepts, Meaning, Definition; <u>Mental Illness and Mental Retardation</u>:- Symptoms, Causes and Treatment; <u>Disorders</u>:- Neuroses, Psychoses, Psychopathic Disorders, Psychosomatic Disorders; Role of the Professional Social Worker in promoting Community Health and Community Mental Health   **(10 Hours)**

References:
1. Ahuja, Niraj., 2005	:	A Short textbook of Psychiatry, Himalaya Publishing House, New Delhi
2. Berrios, G. E & Dawson, J. H., 1983	:	Treatment and Management in Adult Psychiatry, Bailiere Tindall, London.
3. Coleman James. C., 1975	:	Abnormal Psychology and Modern Life, D. B. Taneporevela, Mumbai.
5. Clifford T. Morgan, Richard A. King, John R. Weise & John Schpler., 2003	:	Introduction to Psychology, Tata Mc Graw Hill, New York.
6. D'Souza. A., 1978	:	Psychiatry in India, Bhalani Book Depot Medical Booksellers, Mumbai.
7. Hurlock, Elizabeth., 2001	:	Developmental Psychology, Tata Mc Graw Hill, New York.
8. Nanda, V. R., 1997	:	Health Education, Amol Publication, New Delhi.
9. Park. J. E & Park., K, 2003	:	Text Book of Prevention and Social Medicine, Bansaridas Bhanot, Jabalpur.
10. WHO, 2004	:	The ICD – 10 Classification of Mental and Behavioural Disorders, Diagnostic Criteria for Research, AITBS, Publishers and Distributors (Regd.), Delhi.

E-references

1. http://www.icmr.nic.in
2. www.who.int/csr/resources/publications
3. FAO, WORLD BANK.

Part – A
Social Case Work

OBJECTIVES: **Total Hours: 22**

1. To understand the values, principles and scope of social case work and to develop the capacity to practice them.
2. To develop the skills and techniques of social case work and their applications and apply them in different settings.
3. To develop an understanding of and ability to adopt a multi-dimensional approach in assessment and interventions.
4. To understand the scope of social work and enable professionalism.

Course Outcome: At the completion of this course the students should be:

1. Able to list all the approaches and theories of social case work. **(K1)**
2. Understand the significance of social case work and as an effective method to deal different individual problems. **(K2)**
3. Learn to critically examine, select, apply and different intervention techniques of social case work practice with individuals in a culturally competent manner. **(K3)**
4. Imbibe values and attitudes; develop necessary skills to work with individuals. **(K4)**
5. Analyse the linkage between assessment and intervention, the critical evaluation of self and the use of empirical knowledge applied with the clients. **(K5)**
6. Generate self-awareness, develop empirical knowledge to analyse the different problem situations and apply professionalism to make the clients to adjust with the hardships. **(K6)**

UNIT I
Social Case Work:- Meaning Definition, Objectives, Nature and Scope, its relation to other methods of Professional Social Work, Philosophy and Principles of Social Case Work; Historical Developments of Case Work:- West and India; Components of Case Work:- the Person, the Place, the Problem and the Process; Social Case Work Process:- Initial Contact (Intake), Study, Analysis and Assessment, Diagnosis, Treatment, Termination and Follow up and Case Work Techniques of each Phase   **(8 Hours)**

UNIT II
Approaches and Theories of Social Case Work: - Psycho Social Approach, Functional Approach, Problem Solving Model, Diagnostic Approach and Crisis Intervention: Helping Techniques: - Interviewing, Environmental Modification, Supportive techniques, Home visits, Collateral Contacts and Referrals; Client Worker Relationship: - Definition, Use and Characteristics, Transference and Counter Transference and their use in Diagnosis and Treatment   **(7 Hours)**

UNIT III
Case Work Recording: - Use of Case Work Recording, Structure and Content of Case Work Records; Methods of Recording: - Verbatim, Narrative, Condensed, Analytical and Summary Records; Supervision and Development of Personal and Professional self   **(7 Hours)**

Part B
Social Group Work

OBJECTIVES: **Total Hours: 23**

1. To understand social group work as a participatory method of social work and apply it in the problem solving process in group settings.
2. To gain knowledge of groups and its impact in the individual life and community life.
3. To develop skills and techniques in relation to the group development and therapeutic aspects of the human life in various settings.

Course Outcome: At the completion of this course the students should be:

1. Recall concepts, principles, objectives, dynamics, theories and models of social group work. **(K1)**
2. Understand different types of groups and their characteristics. **(K2)**
3. Develop skills in group formation, identifying issues of group members, needs, resources, and assets within a framework of group processes, dynamics and developmental stages. **(K3)**
4. Develop skills in identifying, analysing and implementing group interventions and evaluating group effectiveness. **(K4)**
5. Develop competencies to use the appropriate programme as to tool for the group development. **(K5)**

UNIT IV
Social Group Work: - Definition, Philosophy, Principles and Objectives of Social Group work, Group Work as a method in Social Work, its relation to other Social Work Methods, Historical Development, Current Trends, its Relevance and Scope; Group: - Definition, Types, Characteristics, Life as a Process of Adjustment with different types of groups, Psychological Needs that are being met in Groups; Role of Groups in Personality Development   **(9 Hours)**

UNIT V
Group Process:- Bond, Acceptance, Isolation, Rejection, Subgroups, Conflict and Control, Functional and non-functional role of Individuals in group, Tools for assessing group interaction, Sociometry; Group Work Process:- Intake, Study, Objectives, Goal Settings, Evaluation; Developmental Stages   **(8 Hours)**

UNIT VI
Programmes as a Tool:- Principles of programme Planning Programme Media, Programme Development Process; Worker:- Role, Skills, Qualities; Recording:- Purpose, Types; Supervision, Group Work Administration   **(6 Hours)**

References

Social Case Work

1. Ammet.Garrett.,1962 : Interviewing: Its Principles and Methods, Family Service Association, New York, USA.

2. Balagopal and
   Vassily., 1983 : Groups in Social Work, Macmillan Publishers, New York, USA.

3. Banerjee., 1977 : Papers on Social Work- An Indian Perspective, TISS, Mumbai, India.

4. Hamilton, Gorden., 1955 : Theory and Practice of Social Case Work, Columbia University Press, New York, USA.

5. Mathew, Grace., 1992 : An Introduction of Social Case Work, TISS, Mumbai, India.

6. Pearlman, Helen., 1995 : Social Case Work: A Problem Solving Process, The University of Chicago Press, Chicago, USA.

7. Robert W, Roberts
   Robert H. Nee., 2000: Theories of Social Casework, University of Chicago Press, Chicago.

Texts for study

1. Meta Arora : Case Work; Concepts and principles

Social Group Work

1. Brown., 1991 : Groups for Growth and Change, Longman Publishers, New York.

2. Cory & Cory, 1982 : Groups: Process and Practice, C.A. Brooks/Cole Publishers, Monterey.

3. Goldstein, Eda &
   Noonan, Maryellen., 1999 : Short-Term Treatment and Social Work Practice: An Integrative Perspective, Free Press, USA.

4. Konopka., 1983 : Social Group Work: A helping Process, Prentice Hall, New Jersey, USA.

5. Trecker, H. B, 1983 : Social Group Work: Principles and Practice, New York Association Press, New York, USA.

6. Upadhyay, R. K., 2003 : Social Case work: A Therapeutic Approach, Rawath Publications, Jaipur, India.

SOCIAL WORK ADMINISTRATION AND SOCIAL LEGISLATIONS (21 PSW21)

PART A
Social Work Administration

OBJECTIVES: **Total Hours: 22**

1. To acquire knowledge of the basic process of administration.
2. To understand the procedures and policies involved in establishing and maintaining social welfare organizations.
3. To develop skills to participate positively in an administrative process.

Course Outcome: At the completion of this course the students should be:

1. Able to describe different concepts, characteristics, and scope of social work administration. **(K1)**
2. Understand the need and develop knowledge of the basic process of registering, managing, and administrating social welfare agencies in the context of social work profession. **(K2)**
3. Able to acquire skills required for managerial functions, administrative process, and programme delivery. **(K3)**
4. Develop management competencies suitable across different organisational settings. **(K4)**

UNIT I
Social Work Administration:- Definition, Characteristics, Scope. Social Work Administration as a Method of Social Work; Social Work Agency:- Organisational Structure, Boards and Committees, Executive, Functions & Qualities; Administrative Process:- Policy Formation, Planning Decision Making, Co-ordination, Communication   **(7 hours)**

UNIT II
Personnel Administration:- Selection of Staff, Orientation, Placement, Service Conditions, Promotions, Discipline, Welfare Programmes for Staff; Financial Administration:- Budgeting, Accounting, Bookkeeping and Fund-Raising; Office Administration:- Office Management and Maintenance of Records, Supervision, Evaluation and Public Relations   **(7 hours)**

UNIT III
Boards, Ministry and Centres of Social Welfare:- Planning Machinery at National, State and Regional Level, Central Social Welfare Board, State Social Welfare Advisory Boards, Indian Council of Social Welfare, Indian Council of Child Welfare, Ministry of Social Justice & Empowerment, Role of Civil Society Organizations in Social Welfare; Problems faced by Civil Society Organizations, Co-ordination and Co-operation between Civil Society Organizations and Government Welfare Agencies   **(8 hours)**

Social Legislation

OBJECTIVES: **Total Hours: 23**

1. To enable students to apply prevailing laws for redressal in the case of victims of and violation of human rights.
2. To make the students understand the mechanisms of utilising social legislation as a critical instrument of social transformation.
3. Students will apply the basic components of particular laws to enable social justice to weaker and vulnerable sections of society.

Course Outcome: At the completion of this course the students should be:

1. Able to recall the existing social legislations and amendments related to children, women, family and other marginalized groups. **(K1)**
2. Understanding the role of social workers especially in the field of advocacy and lobbying. **(K2)**
3. Develop in-depth understanding of the Indian legal systems and its functioning. **(K3)**
4. Able to bring sensitisation among the public and work as a change agent ensuring social equality and social justice. **(K4)**
5. Build self-awareness and conduct empirical studies to identify the factors for the contemporary social issues and increase awareness with the local community. **(K5)**

UNIT IV
Legislation:- Meaning, Legislation as an Instrument of Social Change and Social Welfare; Social Legislation:- Legislation relating to Hindu, Muslim and Christian; Personal Laws:- Laws on Marriage, Divorce, Maintenance, Guardianship and Succession; Legislation for Public Good:- Protection of Human Rights Act 1993, Right to Information Act 2005, Rural Employment Guarantee Act 2005   **(8 Hours)**

UNIT V
Legislation and Guidelines pertaining to Children:- Child Labour (Prohibition and Regulation) Act 1986, The Juvenile Justice (Care and Protection of Children) Act, 2000, The Right of Children to free and compulsory Education Act, 2009, The Protection of Children from Sexual Offences Act, 2012; Legislation and Guidelines related to Women:- Dowry Prohibition Act 1961, Medical Termination of Pregnancy Act 1971, Indecent Representation of Women Act 1986, Domestic Violence Act 2005, Sexual Harassment Act 2013; Legislation and Guidelines concerning Socially Disadvantaged:- The Maintenance and welfare of Parents and Senior Citizens Act, 2007, The SC/ST (Prevention of Atrocities) Act 1989 & Rules 1995
                                                                   (10 Hours)

UNIT VI
Social Legislation and Social Work:- Public Interest Litigation, Legal Aid in India, Role of Social Workers in the Enactment and Implementation of Social Legislation and Promotion of Social Justice; Contemporary Social Issues:- Cyber-crime, Eve Teasing, Ragging, Honour Killing and related Legislations and Guidelines   **(5 Hours)**

References

1. Chandru, Geetha., 1998	:	Child and Law in India, Indian Council for Child Welfare, Chennai.
2. Chowdry, Paul., 1992	:	Social Welfare Administration, Atma Ram and Sons, Delhi.
3. Sankaran and Rodrigues, 1983	:	Handbook for the Management of Voluntary Organisations, Alpha Publications, Chennai.
4. Shanmugavelayutham. K., 1998	:	Social Legislation and Social Change, Vazha Valamudan Publishers, Chennai.
5. Subba, Rao G.C.V., 1999	:	Family Law in India, S. Gogia and Company, Hyderabad.
6. Sulivan, Michael, 1987	:	Sociology and Social Welfare, Allen and Unwin, Winchester, USA.

Texts for study

1. R. N. Prasad	:	Public Administration in India

Journals
Combat Law
Economic and Political Weekly
Women's Collective
Social Scientist

E-reference
www.nic.in
www.supremecourtofindia.nic.in
www.judis.nic.in
www.indiancourts.nic.in
www.pucl.org
www.lawyerscollective.org

SOCIAL WORK RESEARCH & STATISTICS (21 PSW22)

OBJECTIVES: **Total Hours: 45**

- To help the students to Understand Social Research as a Method of Social Work and to develop the Appropriate Skills to effectively Implement the Research Methods and Techniques in the Field.
- To facilitate better Understanding of the current Trends and Practices in Social Work Research
- To enable the students to understand the importance of the Application of Statistics in Social Work Research
- To enable and equip the Students the Necessary Skills and Ability to take up Research Projects independently

Course Outcome (CO): After the completion of the course the students should be:

1. Able to recollect the meaning, nature and scope of research, social science research and social work research. (**K1**)
2. Obtain the ability to orderly arrange the major steps in the research process. (**K2**)
3. Able to calculate and apply statistics and examine the data for making inferences. (**K3**)
4. Able to classify and analyse the data, and interpret those data. (**K4**)
5. Able to make arguments based on the data by applying logical reasoning. (**K5**)
6. Developing the ability to draw conclusions using the logical reasoning and to complete the research projects. (**K6**)

Teaching Methodology: Lecture, Presentation, Group Discussion, Seminar, Assignment, training through concurrent field work in organisation and field settings and conducting mini social work research project

UNIT I Introduction
Research:- Concept and Meaning; Social Research:- Concept, Definition, Objectives, Functions, Characteristics, Scope and Limitations; Social Work Research:- Social Work Research in India; Basic elements in Social Work Research:- Concepts, Variable, Constructs, Theory, Hypothesis, Fact, Data and levels of Measurement   **(6 Hours)**

UNIT II Research Process 1
Identification and Formulation:- Concepts, Meaning, Identification of Research Problems and Researchable Problems, Literature Review, Construction of Research Title and Theoretical Framework, Formulation of Objectives and Hypotheses; Research Design, Approaches and Methods:- Concepts relating to Research Design, Types of Research Design, Qualitative and Quantitative Research Approaches, Mixed Research.   **(7 Hours)**

UNIT III Research Process 2
Sampling:- Definition, Purpose and Importance; Types of Sampling:- Probability and Non-probability Sampling, Sampling Error; Sources, Methods and Tools for Data Collection:- Primary and Secondary; Questionnaire, Interview Schedule - Construction and Qualities, Scaling Techniques, Observation and Interview techniques   (**10Hours**)

UNIT IV Research Process 3

Data Processing and Analysis using SPSS:- Editing, Coding, Data Entry and Processing, Classification, Tabulation and Diagrammatic and Graphical Presentation, Qualitative Analysis, Case Analysis, Content Analysis, Focus Group Discussion (FGD); Data Interpretation:- Meaning, Techniques, Drawing Inferences   **(7 Hours)**

UNIT V Basic Statistics

Descriptive Statistics:- Measures of Central Tendency: Mean Median and Mode, Measurers of dispersion: Range, Standard Deviation, Coefficient of Variance; Correlation:- Pearson's Coefficient of Correlation (ungrouped data), Rank Correlation; Testing of Significance:- Pearson's Chi square test, 'T' test and 'F' test   **(9 Hours)**

UNIT VI Research Report Writing

Report Writing:- Purpose, Structure, and Procedures of Research Report Writing; Research Report:- Styles, Steps and Presentation of Research Report, References & Bibliography, Citing, Research Ethics and Plagiarism   **(6 Hours)**

References

Social Work Research

1. Alan Bryman, 2004	:	Social Research Methods, Oxford University Press, New York.
2. Broad B (Ed).,1999	:	The Politics of Social Work Research and Evaluation. Birmingham: Venture Press.
3. Darin Weinberg., 2002	:	Qualitative Research methods, Blackwell publishing, UK.
4. Everitt., A, 1998	:	Research and Development in Social Work, Macmillan, London.
5. Gupta.S.P, 2005	:	Statistical Methods, Sultanchand Publishers, New Delhi
6. Harvey .L 1990	:	Critical Social Research, Unwin Hyman, London.
7. Humphries B, Mertens D.M and Truman C., 2000	:	Arguments for an Emancipatory research paradigm, UCL Press, London.
8. Janet M. Ruane, 2005	:	Essentials of Research Methods, Blackwell Publishing, UK.
9. Lakmi Devi, 1997	:	Encyclopaedia of Social research, Anmol publications, New Delhi, Vol I, II & III.
10. LalDas .D. K., 2000	:	Practice of Social Research, Rawat Publications, Jaipur.
11. Lazarsfeld and Rosenberg, 1955	:	Language of Social Research, Free Press, New York.
12. Moser & Kalson, 1971	:	Survey Methods in Social Investigation, Heinemann Educational Book ltd, London.
13. Pauline V Young, 1996	:	Scientific Social Surveys and Research, 4th Edition, Prentice Hall, India.
14. Sarantakos, 2005	:	Social research, Palgrave Macmillan, New York
15. Truman C, Mertens D.M and Humphries B, 2000	:	Research and Inequality, UCL Press, London.
16. A. Thomas William, 2021:		Research Methods, Quantitative, Qualitative and Mixed, Authors Press, New Delhi -110 016.

Text for Study

1. Kothari. C. R, 2004	:	Research Methodology, NAI Publishers, New Delhi.
2. Roger Smith	:	Doing Social Work Research
3. A. K. Singh	:	Methodology for Social Work Research
4. Sharma	:	Quantitative Research in Social Work
5. A.K. Phophalia	:	Modern Research Methodology

Statistics

1. Earl Babbie,, 1998	:	Adventures in Social research using SPSS, Pine Forge press, New Delhi.
2. Hays W. L., 1988	:	Statistics, Holf Rinshart and Winstion Inc, Chicago.
3. Morrison, D. F., 1990	:	Multivariate Statistical Methods, McGraw Hill, Sydney.
4. Seigal S, 1987	:	Non-parametric Statistics, McGraw Hill, Sydney.
5. Van Da Geer, J. P., 1993	:	Multivariate Analysis of Categorical data theory, Sage Publication, New Delhi.
6. Vijay Rohatgi., 2001	:	An Introduction to probability and statistics, A Wiley – Interscience publication – John Wiley & Sons Inc, New York.
7. Winer, B.J., 1971	:	Statistical Principles in Experimental Design, Me Graw Hill, New Delhi.

COMMUNITY ORGANISATION AND SOCIAL ACTION (21 PSW23)

PART – A
Community Organisation

COURSE OUTCOME   **Total Hours: 22**

1. After the completion of the course the students should:
2. Be able to acquire different assessment strategies in the community settings
3. Be able to understand community on the basis of their socio-economic, cultural and environmental background typical of their nation.

UNIT I
Community Organisation:- Definition, Objectives and a brief Historical Development of Community Organisation in UK, USA and India; Community:- meaning, types, structure and dynamics with special reference to India; Leadership:- Concept, Leadership pattern in Indian Communities.   **(8 Hours)**

UNIT II
Community Organisation Method:- CO as a Method of Social Work; The similarities and differences between Community Organisation and Community Development; The phases of Community Organisation:- Study, Analysis, Assessment, Discussion, Organisation, Action, Evaluation, Modification and Continuation; PRA techniques; The various models of Community Organisation as practiced in our country   **(7 Hours)**

UNIT III
Community Organisation and Social Work: Principles and Approaches, Roles of the Community Organisation worker, Methods and Skills in Community Organisation, Use of Social Work methods in Community Organisation, Use of Community Organisation in the various fields of Social Work with special reference to India   **(7 Hours)**

PART – B
Social Action

COURSE OUTCOME   **Total Hours: 23**

1. After the completion of the course the students should:
2. Be able to acquire different social action techniques in Indian context
3. Be able to demonstrate social action methods on different social issues

UNIT IV
Social Action:- Definition, Objectives, Social Action as a method of Social Work, Social Action for Social Reform, Social Action and Social Movement, Social Action for Social Development; Concept of Justice, Concept of Social Justice and Distributive Justice Social Action for Social Justice   **(8 Hours)**

UNIT V
Processes of Social Action; Principles, Methods and Strategies; Scope of Social Action in India, Social Action to deal with Social problems in India, Social Legislation as a measure of Social

Action, Enforcement of Social Legislation through Social Action; Different approaches and Social Action adopted by Paulo Friere, Saul Alinsky, Gandhiji, Allen Smith, E.V.R Periyar, Metha Patkar and Nelson Mandela **(8 Hours)**

UNIT VI
Social Movement Concept and Types:- Sarvodaya, Dravida Kalagam, Dalit and Naxalbari Movement; Social Worker and Social Activism:- Role, Functions and Personality requirements of a Social Activist, Problems in Social Activism, Lobbing, Advocacy and Public Interest Litigation (PIL), Schools of Social Work and Social Action **(7 Hours)**

Reference*:*

1. Chowdhry., D. P. 1976	:	Introduction to Social Work, Atma Ram, New Delhi.
2. Friedlander., W. A. (Ed), 1977	:	Concepts and Methods of Social Work, Prentice Hall of India Pvt. Ltd., New Delhi.
3. Gangrade., K. D 1971	:	Community Organisation in India, Popular Prakashan, Mumbai.
4. Indian Social Institute. 1980	:	Synod of Bishop, Promotion of Social Justice, New Delhi.
5. Martin Luther King 1968	:	Where do we go from here, chaos or community Bantam Books, New York.
6. Rao, N. S. A 1984	:	Social movement in India, Manohar Publishers, New Delhi.
7. Siddique, H. Y. (Ed.) 1984	:	Social Work and Social Action, Harman Publications, New Delhi.

PART A
Social Case Work-II

OBJECTIVES: **Total Hours: 22**

1. To understand the scope of social case work in different settings and develop the capacity to practise them.
2. To develop in students an understanding of and ability to adopt a multi-dimensional approach in assessment and interventions.
3. To develop the ability to prepare and present adequate and detailed report on social case work.

Course Outcome: At the completion of this course the students should be:

1. Understand the wider scope of social case work practice in different settings. **(K1)**
2. Develop the ability to adopt a multi-dimensional approach in assessment and intervention strategies. **(K2)**
3. Able to understand recent developments and develop competencies like multiple interviewing, psychotherapy and psychiatric consultations. **(K3)**
4. Able to understand individuals on the basis of their socio-economic, cultural and environmental background typical of their nation. **(K4)**
5. Develop the ability to prepare and present adequate reporting skill on advanced social case work. **(K5)**

UNIT I
Case Work practice in different settings:- Family and Child Welfare Settings, Geriatric Care Settings, Medical and Psychiatric Settings, Correctional Settings, Industrial Settings, Community Development Settings; Marriage Guidance and Counselling

                                                                (7 Hours)

UNIT II
Recent Developments in Social Case Work:- Short Term Case Work, Preventive Case Work Intervention, Multiple Interviewing, Psychotherapy, Similarities and Difference between Case Work, Counselling and Psychotherapy, Use of Psychiatric Consultation and Psychological Tests

                                                                (8 Hours)

UNIT III
Social Case Work practice in Indian Society:- Scope, Influence of Cultural factors on Social Work practice; Inhibiting factors like Authority Dependence, Social Hierarchy, Castes, Dharma and Karma Theories and their Influences on Case Work Practice   **(7 Hours)**

<center>**PART B**
Social Group Work-II</center>

OBJECTIVES: **Total Hours: 23**

1. To understand the Scope of Social Group Work in Different Settings.
2. To gain Knowledge of the Group Dynamics and understand the Concept and Theories of Leadership.
3. To develop Skills to apply the Method for Development and Therapeutic Group Work.

Course Outcome: At the completion of this course the students should be:

1. Able to recall different group work models and dynamics. **(K1)**
2. Able to develop adequate skills for interventions necessary for alleviating critical social problems and enhancing group well-being. **(K2)**
3. Developing personal competencies in areas of leading, facilitating, enhancing, guiding and delegating and thereby becoming as a best therapeutic person in the field social group work. **(K3)**
4. Design group work as an instrument of change / development of individual in any group. **(K4)**

UNIT IV
Group Dynamics:- Definition, Basic assumptions, Group membership, Group norm, Group cohesiveness, Cliques, Dyads and Traits, Group Culture, Group Control, Group Morale, Group Attraction; Communication and Interaction Pattern:- Sociometry, Problem Solving, Decision Making, Goal Setting, Conflict Resolution; Group Leadership:- Concept, Theories, Types, Roles and Qualities of Leadership, Participatory Leadership Training   **(8 Hours)**

UNIT V
Therapeutic Group Work:- Concept, Principles, Process in Group Therapy, Group Work and Group Therapy; Group Work Models:- Social, Remedial and Reciprocal Models; Task Groups:- Committee, Administrative, Delegate and Coalitions; Treatment Groups:- Educational, Growth, Remedial and Socialization   **(8 Hours)**

UNIT VI
Group Work Practice in different Settings:- Institution for Children and Aged, Family Service Agencies, Correctional Settings, Community Development Settings, Educational Institutions
          (7 Hours)

References

1. Ammet.Garrett., 1962	:	Interviewing: Its Principles and Methods, Family Service Association, New York, USA.
2. Balagopal and Vassily., 1983	:	Groups in Social Work, Macmillan Publishers, New York, USA.
3. Banerjee., 1977	:	Papers on Social Work- An Indian Perspective, TISS, Mumbai, India.
4. Brown., 1991	:	Groups for growth and change, Longman Publishers, New York, USA.
5. Cory & Cory, 1982	:	Groups: Process and Practice, C.A. Brooks/Cole Publishers, Monterey.
6. Konopka, 1983	:	Social Group Work: A Helping Process, Prentice Hall, New Jersy, USA.
7. Goldstein, (Ed) & Noonan, Maryellen., 1999	:	Short-Term Treatment and Social Work Practice: An Integrative Perspective, Free Press , USA.
8. Hamilton, Gorden,. 1955	:	Theory and Practice of Social Case Work, Columbia University Press, New York, USA.
9. Mathew, Grace, 1992	:	An Introduction of Social Case Work, TISS, Mumbai, India.
10. Pearlman, Helen., 1995	:	Social Case Work: A Problem Solving Process, The University of Chicago Press, Chicago, USA.
11. Robert W, Roberts Robert H. Nee., 2000	:	Theories of Social Casework, Univ of Chicago Press, Chicago.
12. Trekker., 1983	:	Social Group Work: Principles and Practice, New York Association Press, New York, USA.
13. Upadhyay, R. K., 2003	:	Social Casework: A Therapeutic Approach, Rawath Publications, India.

Common Paper for All

ICT FOR SOCIAL WORK PRACTICE (21 PSW 32)

OBJECTIVES   **Total Hours: 45**

- To understand the process of communication.
- To study the types and models of communication.
- To learn the skills of effective social advocacy
- To understand the various approaches to communication process.
- To gain knowledge of mass communication & Visual communication
- To understand the applications of ICT in Social Work practice

Course Outcome (CO): After the completion of the course the students should be:

1. Able to define and describe communication using ICT tools. (**K1**)
2. Developing the ability to associate and differentiate the verbal and non-verbal communication. (**K2**)
3. Able to solve problems arising out of communication with individuals and groups. (**K3**)
4. Able to identify right and wrong methods of communication and to select proper encoding and decoding of messages. (**K4**)
5. Able to assess and recognise the social issues fast and accurately with ICT tools and techniques. (**K5**)
6. Developing the ability to design programmes and address the mass with effective use of technology. (**K6**)

Teaching Methodology: Lecture, Presentation, Group Discussion, Seminar, Assignment and training through concurrent field work in organisation and field settings

UNIT I Communication, Classification and Models
Communication:- Meaning, definition, Nature and Scope, Elements and Process of Communication, Intrapersonal and Interpersonal Communication, Characteristics of Verbal and Non-verbal Communication, Models of communication, Problems in communication, Approaches in Communication   **(7 Hours)**

UNIT II Communication Skills
Communicative Ability: Listening, Speaking and Writing; Communication with Groups:- Types of Lectures and Forums, Group Discussions, Brainstorming, Buzz groups, Role play, In basket exercise and Demonstration   **(7 Hours)**

UNIT III Mass Communication and Social Media
Mass Communication:- Characteristics, Functions and Importance; Forms of Mass Media:- Print Media and Electronic Media, Public Relation, Role of Mass Media in Social Work; Social Media:- Face book, Twitter, LinkedIn, WhatsApp, Other forms of current Social Media, Role of Social Media in Social Work   **(7 Hours)**

UNIT IV Social Advocacy

Social Advocacy and Communication:- Meaning, Developing Language for Advocacy: Campaigning, Sensitizing, Facilitating, Harnessing political will, Challenges and Collaborative Campaigning   **(7 hours)**

UNIT V IT Skills

Basic Computer Applications:- Functions of Windows XP and MS Office, MS Word: Creating, Editing, Document - Formatting-Spell Check-Clipart, Word Art Symbols- table Creation, MS Excel: Basic Work Performing and Calculation with functions, MS PowerPoint: Creating Presentations, Working with Slides, Custom Animations, Presenting Slide show; Internet: Internet Concepts, Communication Protocols, E internet Service providers, Email: Concepts, Creating E mails, Attaching Files, Email basics, Search Engines: Special kind of Websites and pages   **(9 Hours)**

References

1. Berto. D. K. 1960	:	The Process of communication, Rinchard and Winston Publisher, New York.
2. Robbins, 1993	:	Organizational Behaviour, Prentice Hall of India, New Delhi.
3.Knudson (Ed), 1978	:	Vital factors in interpersonal communication, Winthrop Publishers, Cambridge.
4.Kumar, Keval, 2004	:	Mass communication in India, Jaco Publishing House, Delhi.
5. Ganesh. S, 1995 Distributors, Delhi.	:	Lectures on Mass Communication, India Publisher's

Specialization: Community Development

RURAL ECONOMY AND COOPERATION (21 PSW33)

COURSE OUTCOME   **Total Hours: 45**

After the completion of the course the students should be:
1. Able to develop the communicative ability to interact with officials of concerned departments both central and state
2. Developing the ability to organise programmes and addressing agricultural issues

UNIT I
Rural Economics: - Definition, Characteristics, Concepts, Demand, Supply, Price Money Flow and Factors of Production; System, Reforms and Movements:- Land Tenure System, Land Reforms and Movements (Bhoodhan and Gramdhan), Issues in Agriculture:-, Landholdings, Irrigation and Water issues, Soil erosion, Fertilizers and Pesticides, Warehousing and Marketing
(12 Hours)

UNIT II
Agriculture Labour:- Concept, Types and Characteristics of Agriculture labours; Problems of Agriculture Labour:- Low wages, Poor Standard of Living, Child Labour, Unemployment and Indebtedness, Farmers' Suicides, Migration; Programmes and Schemes:- MNREGA **(9 Hours)**

UNIT III
Small and Marginal Farmers: - Meaning, Concept and Characteristics; Problems and Issues:- Socio-economic, Political and Cultural issues; Rural Economic Measures and Evaluation:- Financial measures, Programmes and Evaluation; Cottage and Village Industries:- Roles in Economic Development of the Rural Poor   **(8 Hours)**

UNIT IV
Cooperation: - Concept, Philosophy, Meaning, Scope and Principles; Co-operatives:- History, Scope and Types; Co-operative Movements:- Movements in India, Problems and Limitations,
(7 Hours)

UNIT V
Cooperative Institutions: - Meaning, Concept, Scope and Principles, Organizational Set-up; Legislations on Cooperative: - Cooperative Societies Act, 1904 & 1912; Role of Financial Institutions:- Reserve Bank of India, NABARD, Micro and Macro Institutions (National, State and District levels, PACS, SIDBI); Case Studies:- Case Study of AMUL and IFFCO
(9 Hours)

References

1. Agarwal, A.N, 2001   :   Indian Economy: Nature, Problem & Progress, Vikas Publishing House, New Delhi.
2. Alak Ghosh, 1984   :   Indian Economy, Asian Publication, New Delhi.
3. Bansil, P.C, 1981   :   Agricultural Problems of India, Vikas Publishing House, New Delhi.
4. Bagai Krishnan, 2000   :   The Cooperative Movement in India, Vijaya Press, New Delhi
5. Dutt & Sundaram, 2006   :   Indian Economy, Sultan & Chand, New Delhi.
6. Dasai, A. R.1995   :   Rural sociology in India, ISAE, Bombay.
7. Kishen, Ram, 2003   :   Management of Co-operatives, Jaico Publishing House, Mumbai.
8. Mathur. B, 1998   :   Co-operative in India: A Critical Analysis of the Co-Operative
9. Sankaran, S, 1981   :   Economic Development of India, Progressive Co-operation, Bombay
10. Tyagi, R. B., 1968   :   Recent trends in Co-operative Movements in India, Asia Publishing House, New Delhi.

COURSE OUTCOME   **Total Hours: 45**

1. After the completion of the course the students should be:
2. Able to identify and utilise the available resources
3. Developing the ability to actualise lobby and advocacy for rural development

UNIT I
Rural Community
Rural Community:- Definition, Meaning, Characteristics of Rural Community; Approaches:- Rural Development Approach, Multipurpose Approach, Integrated Development Approach, Area Development Approach, Multilevel District planning Approach, Target group Approach, India's Strategy for Rural Development; Rural Community Development: Definition, Meaning, Objectives, Scope and Models; Social Analysis of Rural Society: Definition and Meaning.
(9 Hours)

UNIT II
Panchayat Raj, Constitutional Provisions and Committee Reports
Panchayati Raj:- Local Self Government in Ancient India, Moguls Period and British Period, Panchayati Raj after independence; Constitutional Provisions and Committee Report:- Balwant Roy Metha Committee Report, Ashok Metha Committee Report, Main features of Panchayati Raj legislation (74th Amendment)   **(9 Hours)**

UNIT III
Panchayat Raj System and Rural Administration
Panchayat Raj System:- Meaning, Structures, Organisation and Administrative Structure of Panchayati Raj System; Three Tier System:- Administrative Set-up and Finance, Community Development Administration; Role of Panchayati Raj Institution in Planning:- Planning by Zilla Parishad, Planning at Block level, Planning at Village level; Functions:- Functions of BDO/Commissioner; Role of NGO's and PRI in Rural Community Development; Problems of Panchayati   **(8 Hours)**

UNIT IV
Rural Community and Development Programmes
Post independent Rural Development Programmes and Schemes:- Pradhan Mantri Gram Sadak Yojana, Swarna Jayanti Gram Swarozgar Yojana, Sampoorna Grameen Rozgar Yojana, National Food for Work Programme, Minimum Needs Programme, Rural Water Supply Programme, Swach Bharat, Indraa Awas Yojana, Pradhan Mantri Kaushal Vikas Yojana, Water Shed Development Programme, Accelerated Rural Electrification Programme, Integrated Rural Energy Programme Pradhan Mantri Ggramodava Yojana, MNREGA, PURA, Role of Five Year plans, NITHI AYOG, LIVELIHOOD MISSION ACTIVITIES, THADCO, NIRD, SIRD in Rural Development
(9 Hours)

UNIT V
Civil Society Participation in Rural Development
Partnership in Rural Development:- Global Organisations: WTO, World Bank, IMF, UNDP, ADB and UNICEF; Financial Institutions:- Commercial Banks, Rural Banks, Industries, MFI; Community Organisations:- Self Help Groups, Associations and CBOs; Roles and Skills of Community Development Worker:- Identification and Working with leaders, Resource Mobilisation, Organising the People, Working in Groups, Influencing Panchayat Bodies,

Advocacy, Lobbying, Networking; Impact of Globalisation on Rural Development **(10 Hours)**

References

1. Agarwal, A. N., 2001	:	Indian Economy; Nature, Problems and Progress , Vikas Biraj Praksah, New Delhi.
2. Chambers. R., 1983	:	Rural Development: Putting the Last First, Harlow, Longman, Datt & Sundaram, 2002 Indian Economy, S. Chand & Co., New Delhi,
3. Desai A.R., 1995	:	Rural Sociology in India, ISAE, Bombay.
4. Douglas, Ensminger., 1960:		A Guide to Community Development, Ministry of Community Development.
5. Dube. S. C., 1965	:	India's changing Villages, Rutledge and Kegan Paul, London.
6. Dubhashi, P. R., 2000	:	Rural Development Administration in India, Mumbai.
7. Jain, S.C., 1998	:	Community development and Panchayat Raj in India, Allied Publishers Ltd., Chennai-2
8. Jain, S.C., 1998	:	Rural Development Institute and Strategies, Raws Publications, New Delhi.
9. Katar Singh, 1986	:	Rural Development – Principles, Policies and Management, Sage Publications, New Delhi.
10. Riley John. M., 1995	:	Stakeholders in Rural Development, Sage Publications, New Delhi.
11. Sachinanda and Purnendu., 2001	:	Fifty Years of Rural Development in India, Firma KLM Pvt Ltd., Kolkata.

Texts for Study

1. Sreedhar	:	Rural Development in India

DEVELOPMENT OF MARGINALIZED COMMUNITIES (21 PSW 35)

OBJECTIVES: **Total Hours: 45**

- To sensitize the Students to understand the different types of Marginalized Groups/ Communities and their Specific Problems.
- To understand the measures and Schemes / Programmes available to the Marginalized Communities.
- To explore the possibilities of Professional Support and the role of Community Development Worker for the Development of the Marginalized.

Course Outcome: After the completion of the course the students should be:

1. Able to know the concepts and criteria for marginalisation. (**K1**)
2. Able to compare and interpret the caste system and its hierarchical structure. (**K2**)
3. Able to help solve the socioeconomic, cultural and political issues of the different sections of the marginalised community. (**K3**)
4. Developing the ability to categorise the status and issues of the marginalised community. (**K4**)
5. Able to recognise the felt-needs of the individuals, children, women, differently abled and other vulnerable sections of the society. (**K5**)
6. Able to organise the marginalised sections in ensuring their needs and demands using Community Organisation skills. (**K6**)

Teaching Methodology: Lecture, Presentation, Group Discussion, Seminar, Assignment and training through concurrent field work in organisation and field settings

UNIT I Marginalisation
Marginalised Community:- Definition, Concept, Criteria for Marginalization, Meaning of Scheduled Castes, Schedule Tribes, Denotified Communities, Nomadic and Semi Nomadic Communities and Most Backward Classes; Administrative setup:- Central, State and District levels for the Development of Marginalized Sections   **6Hours)**

UNIT II Caste System, Reforms and Legal measures
Caste System:- Hierarchical Structure, Place of Scheduled Caste community in the Structure; Socio-economic status and Problems of SC; Forms of Discrimination; Role of Social Reformers and Voluntary Agencies in the removal of Untouchability; Constitutional and Legislative measures for the Welfare of SC and for the eradication of Untouchability; Policies and Programmes of the Central and State Government for the welfare and Development of SC **(15 Hours)**

UNIT III Marginalised Community: SC and ST
Scheduled Tribes:- Definition, Characteristics of Tribes, Ecological and Demographic Distribution; Types of Tribal movement; Problems of ST; Causes for Tribal unrest; Policies and the programme of the Government for the Development of the Tribal Community; Development Projects and Displacement of Tribes   **(7 Hours)**

UNIT IV Marginalised Community: Bonded Labour, Differently Abled, Sexual Minorities

Bonded labour:- Definition, Meaning, Features, Causes, Forms of bonded labours, Measures taken by the Government to abolish bonded labour; Differently abled:- Classification and problems and Rehabilitative Measures taken by the Government and Civil Society Organization; Role of Social Workers in the welfare of Differently abled; Sexual Minorities:- Meaning, Transgender: Types, welfare measures taken by the Government and Voluntary Organisation, Legislative Measures   **(8 Hours)**

UNIT V Marginalised Community: Women

Status of Women and Empowerment:- Status of Women - Ancient age, Medieval Age, Modern Age; Problems of Women in Modern India; Development and Welfare of Women; Empowerment of Women; Constitutional Provisions to safeguard the interest of Women; Role of Civil Society Organization in the Empowerment of Women; Impact of Globalization of Development of Women   **(9Hours)**

References

1. Borede P. T, 1968	:	Segregation and Desegregation in India –Socio Legal Study, Bombay.
2. Dabra C.D, 1984	:	Development of Weaker Sections: New Delhi.
3. Dubey S.N, 1976	:	Administration of Policy and Programmes Mundra Ratna For Backward class in India, Bombay.
4. Government of India, 1999	:	Economical and educational development of Scheduled Castes New Delhi: Govt. of India.
5. Mukhepadhyaya, 1998	:	Women's health on public policy and community Action, New Delhi.
6. Nair T. Krishnan, 1975	:	Social work education and Development of weaker Section, Madras school of Social Work, Chennai.
7. Puroshothaman, 1998	:	The Empowerment of women in India, Sage publication, New Delhi.
8. Uma Joshi	:	Aging in twenty first century
9. Duvvins	:	Global Aging
10. M. P. Rao	:	Child Labour
11. Sarjee Patel	:	Aging

Text for Study

1. Shankar Rao C.N, 2006	:	Sociology of Indian Society, S. Chand publication, New Delhi.
2. Sujen Singh	:	Legal Aid Human Right to Equality
3. S. K. Pavigrahi	:	Castes in India
4. M. Balsara	:	Introduction to Disability and Disorder Management

E-reference
www.ministryofsocialjustice.nic

HUMAN RESOURCE MANAGEMENT (21 PSW 36)

OBJECTIVES: **Total Hours: 45**

- To understand the Basic Concepts of Human Resource Management.
- To familiarize with the Sub Systems of Human Resource Management
- To interpret Human Resource Functions with the Strategic Management Process
- To acquire the Skills and Ability to Manage the Personnel in any Dynamic Organization.
- To demonstrate the skills necessary for a HR Practitioner in the industrial settings.

Course Outcome: After the completion of the course the students should be:

1. Able to become mastery over the concepts on management thoughts, functions of H R Management and the organisational structure of a HR department and an industry. (**K1**)
2. Developing the ability to associate the mutual interests of the employees and the organisation. (**K2**)
3. Able to initiate different methods towards the talent management of employees. (**K3**)
4. Able to identify the roles and responsibilities of a HR manager with the employees. (**K4**)
5. Able to assess and evaluate the employee grievances and disputes. (**K5**)
6. Able to design HR Policy and Programmes to create employee engagement in the organisation. (**K6**)

Teaching Methodology: Lecture, Presentation, Group Discussion, Seminar, Assignment and training through concurrent field work in industrial settings

UNIT I Management, Thoughts, Functions
Management:- Concept, Characteristics, Introduction and History of Management; Schools of Management Thought:- F.W. Taylor, Elton Mayo, Henry Fayol, C.K. Prahalad; Functions of Management:- POSDCORB; HRM:- Importance of Human Resources in an Organization, Traditional and Modern Approaches to managing people, Diversity of Work Force, Importance of Human Relations in Organizations; Functions of HRM:- Operational and Functional; Organizational Structure:- Flat versus Tall and other models   **(8 hours)**

UNIT II HR Planning, Selection, Compensation Management
Human Resource Planning:- Objectives and Importance, HR Policies, Skill Inventory, Time and Motion Study, Job Analysis, Job Description, Job Specification, Job Design, Job Enrichment, Job Enlargement; Career Succession Planning:- Talent Acquisition, Types and Methods; Selection:- Methods and Criteria for Selection, Placement and Induction; Compensation Management:- Objectives and Importance, Designing compensation packages, Components and Determinants of Compensation,   **(13 hours)**

UNIT III Learning & Development, Performance Management
Learning and Development:- Definition, Need and Scope, L&D Need Identification and Assessment; Methods of L&D:- On-the-Job, Off-the-job and other methods; Development Assessment Centres:- Coaching, Mentoring and other recent techniques; Performance

Management:- Meaning, Objectives, Process; <u>Methods of Managing Performance and their Merits and Demerits</u>:- Ranking Method, Rating Method, Paired Comparison, Free Essay, Forced Choice, Critical Incidents, Key Result Areas, Management By Objectives (MBO), 360* Appraisal; Recent trends and best practices **(12 hours)**

UNIT IV Talent Retention and Separation, Grievance Management

<u>Talent Retention and Separation</u>:- Retention: Employee Engagement Programmes, Employee Participation in Decision Making, Promotion management, Rewards and Recognition schemes; <u>Separation</u>:- Causes and forms of separation, Retirement on Super Annuation, Resignation, Retrenchment, Voluntary Retirement Schemes, Dismissal, Exit Interviews, Retirement Benefits; Employee Grievances Management. **(6 hours)**

UNIT V Global HR and Recent Trends

<u>International HRM and Emerging horizons of HRM</u>:- Concept, Models of IHRM; <u>Global HR Practices</u>:- E-HRM, HRIS (Human Resource Information System), HR Audit, Business Process Outsourcing (BPO), People Capability Maturity Model (PCMM), Total Quality Management (TQM), Employees' Stock Option Plan (ESOP), Six Sigma, 5 S, Kaizen, ISO **(6 hours)**

References

1. Koontz and Weihrich., 1980 : Essentials of Management. McGraw Hill, New York.

2. Mamoria C.B., 1996 : Personnel Management: Himalayan Publications, New Delhi.

3. Mondy, Robert. & Shane., 1996 : Human Resource Management, Prentice Hall, New Delhi.

4. Pigors and Myers., 1993 : Personnel Management, McGraw Hill, New York.

5. Rao T. V., 2000 : Human Resource Development, Sage Publications, New Delhi.

6. Rao V.S.P., 2000 : Human Resource Management: Sage Publications, New Delhi.

7. Tripathi P.C., 1999 : Principles of Management, Tata McGraw Hill, Mumbai.

INDUSTRIAL RELATIONS & TRADE UNIONS (21 PSW37)

OBJECTIVES: Total Hours: 45

1. To understand the basic concepts of industrial relations.
2. To develop a holistic understanding of the functioning of the industrial relations system.
3. To familiarize with the recent trends in industrial relations.

Course Outcome: At the completion of this course the students should be:

1. Able to recall concepts and approaches of industrial relations. **(K1)**
2. Understanding the role of different stakeholders in relation to industrial relations. **(K2)**
3. Develop and apply skills in managing trade unions. **(K3)**
4. Analysing the contemporary issues of industrial relations and develop skills and strategies in managing conflicts and develop negotiating skills. **(K4)**
5. Able to act as an industrial relation manager and build harmony and peace in and outside the industries. **(K5)**

UNIT I
Introduction to Industrial Relations:- Meaning, Concepts, Objectives, Historical Development of Labour Movements in UK, USA and India; IR Approaches:- Social, Psychological, Socio-economic, Human Relations and political factors

(7 Hours)

UNIT II
Stakeholders of Industrial Relations:- Role of Govt. Employer, Employee and Trade Unions in regulating Industrial Relations; National Labour Policy; Workers' Participation in Management:- Meaning and Forms, Works Committee, Board Level Participation, Joint Management Councils; Standing Committee of Labour, National Labour Commission; Industrial Dispute Settlement Mechanisms:- Conciliation, Arbitration and Adjudication

(15 Hours)

UNIT III
Trade Unionism in India:- Historical development of Trade Unions in India, Present State of Trade Unionism in India, Major Central Trade Union Organizations (AITUC, INTUC, CITU, HMS & BMS):- Organisational Structure, Membership, Financial Status, Leadership, Ideologies, Trade Union Rivalry and Challenges   **(8 Hours)**

UNIT IV
Employee Discipline:- Meaning, Objectives, Approaches; Domestic Enquiry:- Principles of Natural Justice and Process of Holding Enquiry, Grievance Settlement Procedure; International Labour Organisation (ILO):- Structure, Functions and its Impact on Labour Policies in India

(7 Hours)

UNIT V
Collective Bargaining:- Meaning, Theories, Need and Importance, Principles, Strategies, Skills, Subject Matters of Collective Bargaining, Factors Influencing Collective Bargaining, Administration of Collective Agreements; Charter of Demands (Trade Unions) and Management Proposal (Employer):- Problems pertaining to Parties involved in Collective

Bargaining in India   **(8 Hours)**
References

1. Ahuja .K. K., 1990	:	Industrial Relations theory & Practice, Kalyani publishers, Ludhiana.
2. Bhatia.S K., 1988	:	Personnel Management & Industrial Relations, Deep & Deep Publications, New Delhi.
3. Gupta. C. B., 2000	:	Industrial Relations & Labour Laws, Sultan Chand, New Delhi.
4. Mamoria. C. B, 2000	:	Dynamics of Industrial Relations, Himalaya publishers, Mumbai.
5. Misra. S. N., 1986	:	Labour & Industrial Laws, Allahabad Book Agency, Allahabad.
6. Monappa, Arun , 2005	:	Industrial Relations, Tata McGraw Hill Book, New Delhi.
7. Sarma. A. M., 2000	:	Industrial Relations: Conceptual and Legal Frame work Himalaya Publishers, Mumbai.
8. Subramanian, 2002	:	Labour Management Relations in India, Asia Publishing House, Chennai.
9. Tiwari. R. S., 1999	:	New challenges in Industrial Relations, Tamil Nadu Book House, Chennai.
10. Tripathi. P. C., 1998	:	Industrial Relations & Labour Laws, Sultan Chand Publication, New Delhi

Texts for Study

1. Bejial Kumar   :   Industrial Relations

Reports

1. Govt. of India Report of the study group on worker participation in Management.

2. Govt. of India Report of the National Commission on Labour (1969).

OBJECTIVES: **Total Hours: 45**

1. To familiarize with the evolution of labour legislations in the context of Indian constitution and international conventions.
2. To develop an in-depth understanding of relevant labour legislations.
3. To impart analytical skills in the interpretation of legislations in the light of recent judgments.

Course Outcome: At the completion of this course the students should be:

1. Able to recall all the labour legislations, types, amendments, policies and proceedings. **(K1)**
2. Understanding the development of judicial setup of labour laws. **(K2)**
3. Enriching their knowledge in the field of labour laws and should become familiar with legal provisions to help employees in industries and face any challenges of the corporate world. **(K3)**
4. Understanding the need and update their knowledge and develop in-depth understanding of relevant labour legislations with special reference to Tamil Nadu. **(K4)**
5. Developing their ability to integrate the knowledge of labour law and design best HR practices in the field. **(K5)**

UNIT I
Introduction to Labour Legislations:- Objectives, Types, History of labour legislations in India, Labour in the Indian Constitution, International Labour Code (ILC); Structure and Administration of Industrial and labour Judiciary at the Centre and State levels; Administrative set-up and functions of the Directorate of Industrial Safety and Health (DISH)   **(8 Hours)**

UNIT II
Legislations governing Health, Safety, Welfare and Working Conditions:- Factories Act, 1948, Plantations' Labour Act, 1951, Motor Transport Workers Act, 1961, Industrial Employment (Standing orders) Act, 1946, Apprentices Act, 1961, Employment Exchange (Compulsory Notification of Vacancies) Act, 1959, Contract Labour (Regulations and Abolition) Act, 1970
                                                                                (10 Hours)

UNIT III
Legislations concerning Payment of Wages and Compensation:- Payment of Wages Act, 1936, Minimum Wages Act, 1948, Payment of Bonus Act, 1965, Employees' Compensation Act, 2010; Legislations relating to Protection of Employees:- Industrial Disputes Act, 1947, Trade Unions Act, 1926; Tamil Nadu Industrial Establishment (conferment of permanent Status to Workmen) Act, 1981   **(14 Hours)**

UNIT IV
Legislations pertaining to Social Security Measures:- Employees' State Insurance Act, 1948, Employees' Provident Fund and Miscellaneous Provisions Act, 1952, Maternity Benefit Act, 1961, Payment of Gratuity Act, 1972, Tamil Nadu Labour Welfare Fund Act, 1972, Tamil Nadu Labour Welfare Officers Rules, 1953, Tamil Nadu Payment of Subsistence Allowance Act, 1981,   **(8 Hours)**

UNIT V

Legislations related to Shops, Establishments and Miscellaneous Provisions:- Tamil Nadu Shops and Establishments Act, 1947, Tamil Nadu Catering Establishments Act, 1958, Tamil Nadu Industrial Establishment (National and Festival Holidays) Act, 1951, Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013   **(5 Hours)**

UNIT VI

New Labour Codes: The Code on Wages, 2019, The Code on Social Security, 2020, The Industrial Relations Code, 2020, The occupational Safety, Health & Working Conditions Code, 2020.

Important Note:
Current Bills, New Case Laws and New Laws will form part of the Syllabus.

References

1. Garg, Ajay, 2007   :   Labour Laws one should know, A Nabhi Publications,
                                        New Delhi.
2. D. P. Jain, 1991   :   Industrial Law, Konar publication, New Delhi.
3. Malhotra. O. P, 1998   :   The Laws of Industrial Disputes, Universal Law
                                        Publishing   Company, New Delhi.
4. Misra, S. L., 1983   :   Labour and Industrial Laws, Pioneer publication,
                                        New Delhi.
5. Srivastava, S. C, 2000   :   Industrial Relations and Labour Laws, Vikas Publishing
                                        House, New Delhi.
6. Subramaninan, 1998   :   Factory Laws applicable in Tamil Nadu, Madras
                                        Book Agency, Chennai.

Text for reference:
1. Gupta. C.B, 2000   :   Industrial Relations & Labour Laws, Sultan Chand,
                                        New Delhi.
2. Kapoor. N. D, 2006   :   Handbook of Industrial Laws, Sultan Chand, New Delhi.
3. Tripathi. PC, 1998   :   Industrial Relations & Labour Laws, Sultan Chand
                                        Publication, New Delhi
4. D. P. Jain, 1991   :   Industrial law, Kanor Publication, New Delhi.

Common Paper for All

CORPORATE SOCIAL RESPONSIBILITY- CSR (21 PSW43)

COURSE OUTCOME   **Total Hours: 45**

1. After the completion of the course the students should be:
2. Able to develop necessary skills to become a CSR-Social Worker
3. Able to develop wider network with different stakeholders in CSR

UNIT I
Corporate Social Responsibility:- Introduction and Conceptual understanding, Definition, Scope and Coverage, CSR and Stakeholders, CSR at National and Global perspectives   **(8 Hours)**

UNIT II
CSR Initiatives and Business Ethics:- CSR-Business ethics, Corporate governance on CSR across the nations, CSR and Workforce diversity, CSR and Three Bottom Line Approach (Social, Economic and Ecology)   **(8 Hours)**

UNIT III
Corporate and Community Participation:- Roles and responsibilities of Corporates, CSO (Civil Society Organisations), Government and Citizens; Public Private Partnership:- Need Assessment, Tools and Techniques of building successful partnership; Skills required of Professional Social Workers:- Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public Speaking, Teaching, Supervising, Writing.
                                                                           (12 Hours)

UNIT IV
Policies and Statutory Norms governing CSR:- Companies Act, 2013 (Clause 135) and schedule VII; National and International Standards on CSR Programmes; Models of CSR Initiatives   **(10 Hours)**

UNIT V
Case studies of successful CSR Initiatives:- AMM Foundation, Bajaj Auto, CII, Zoho, HMT, Hindustan lever, Infosys, Azim Premji Foundation, Ford Foundation, NLC, Ranbaxy, Super Tannery, TATA, Taj Group of Hotels, Titan, TVS, MRF, Saint Gobain, Orchid and other Corporates involved in CSR Activities; Evaluation and Impact Studies on CSR Initiatives
                                                                           (7 Hours)

Reference

Wayne Visser, Dirk Matten , Manfred Pohl , and Nick Tolhurst .
The A to Z of Corporate Social Responsibility: the Complete Reference of Concepts, Codes and organizations.

Texts for Study

1. J. O. Miluai	:	Corporate Social Work; Frame Work
2. Sanjay K Agarwal	:	Corporate Social Responsibility in India, 2008, SAGE Response
3. Madhumita Chatterji	:	Corporate Social Responsibility, 2011 OXFORD UNIVERSITY PRESS
4. Kumar. H	:	Corporate Social Responsibility, 2008 Aitbs Publisher
5. K. S. Ravichandran	:	CSR- Emerging Opportunities and Challenges in India, 2016, Lexis Nexis Publisher
6. Kshama V Kaushik	:	CSR in India- Steering Business towards Social Change, 2017, Lexis Nexis Publisher

Philip Kotler and Nancy Lee
-Corporate Social Responsibility: Doing the Most Good for Your Company and Your Cause.

E-Reference-
https://www.csr.gov.in/

COURSE OUTCOME   **Total Hours: 45**

1. After the completion of the course the students should be:
2. Able to evaluate various developmental initiatives taken by Government, NGO and other bodies
3. Able to develop necessary skills to work with urban population

UNIT I

Characteristics of Urban life, Urban services and deficiencies; Concept of Industrialization and Urbanization and its impact on the Urban Society; Characteristics of town, City and Metropolis, Suburb, Satellite town, Corporation city, Sustainable Cities, Smart Cities, Municipality and Town Panchayat   **(8 Hours)**

UNIT II

Major Problems of Urban Communities in India:- Economic problems, problem of Housing, lack of training, problem of unemployment; Special Problems:- Addiction, Commercial Sex Work, Trafficking, Living Relationship, Teen Pregnancy and Adoption   **(7 Hours)**

UNIT III

Concept of Urban Development; Urban Development and Urban Community Development; Urban Community Development:- Meaning, Need and Scope; Urban Development:- Policy and laws related to Urban Development: Urban Land Ceilings (Amendment) Act, 2013, and Land Acquisition Act, 2015, Origin of Urban Community Development in India; Model Urban Community Development projects:- (Welfare extension projects of CSWB), Development, Displacement and Resettlement   **(10 Hours)**

UNIT IV

Slum:- Definition, Theories, Causes, Characteristics and Problems of People in Slums; Tamil Nadu Slum (Improvement and clearance) Act, 1971; Tamil Nadu Slum Clearance Board; Tamil Nadu Housing Board Housing for all   **(10 Hours)**

UNIT V

Administrative Set-up of Local Self-Government in Indian Cities and Towns:- Municipal Corporation, Structure, Functions, Services and Finance; Agencies concerned with Urban Community Development; Models**,** MDA, CMDA, BDA, MMDA, HUDCO

(10 Hours)

References

1. Ashish Bose., 2001	:	India's Urbanization, Institute of Economic Growth, Mc Grew Hill, New Delhi.
2. Bala., 2000	:	Trends in Urbanization in India, Patel enterprises, New Delhi.
3. Bhattacharya B., 2000	:	Urban Development in India, Shree Publishing House, New Delhi.
4. Census of India	:	Government of India Publication, 2001.
5. Cherunilam Francis., 1984	:	Urbanisation in developing countries, Himalaya Publishing House, Mumbai.
6. Desai A. R & Devadas Pillai(Ed)., 1970	:	Slums & Urbanization, Popular Prakashan Pvt. Ltd, Mumbai.
7. De Souza Alfred & Singh, A.M., 1998	:	The Urban Poor, Manohar Publications, New Delhi.
8. Gerald Breeze., 1996	:	Urbanization in newly developing countries, Prentice Hall Inc. London.
9. Jacob Z. Thudipara., 1993	:	Urban Community Development, Rawath Publishers, New Delhi.
10. Jayamala Diddee & Rangasamy, N., 1993	:	Urbanisation Trends, Perspectives & Challenges, Rawat Publications, Jaipur
11. Paul Wiebe., 1998	:	Social Life in an Indian slum; Vikas Publishing House, New Delhi.
12. Ramachandran R., 1975	:	Urbanisation & Urban Systems in India, Oxford, University Press, Madras.
13. Satish Sinha., 1995	:	Slum Eradication & Urban Renewal, Inter-Publications, New Delhi.
14. Sharma C.L., 1992	:	Urban Power Structure; Shiva Publications, Udaipur.
15. Tha S.S., 1986	:	Structure of Urban Poverty, Popular Prakashan, Bombay.

MANAGEMENT OF CIVIL SOCIETY ORGANIZATIONS (21 PSW 45)

OBJECTIVES: **Total Hours: 45**

- To understand the Meaning, Management Concepts, Principles, Process and its Applicability in the context of CSOs.
- To familiarize and to acquire the Skills of Project Proposal Writing, Monitoring, Evaluation and Reporting.
- To gain insight on the Government Programmes of various Ministries and Departments.

Course Outcome: After the completion of the course the students should be:
1. Able to define the roles and functions of a civil society organisation. (**K1**)
2. Able to arrange the management process and operational management of a CSO. (**K2**)
3. Able to demonstrate the use of baseline survey, need assessment and stakeholder analysis. (**K3**)
4. Developing the ability to identify the felt-needs of the community by organising human resource and mobilizing funds and other resources. (**K4**)
5. Verifying the value of proposal writing, fund raising, monitoring & evaluation and reporting of development projects in the field. (**K5**)
6. Developing the ability to create the process of establishing a CSO and proposal writing. (**K6**)

Teaching Methodology: Lecture, Presentation, Group Discussion, Seminar, Assignment and training through concurrent field work in industrial settings

UNIT I Introduction to CSO
Concept of Organization:- Charitable Organization, Registered Society, Trust, Voluntary Organization; CSOs:- History and Growth of CSOs, Type, Role and Functions, ;   (**I0 Hours**)

UNIT II Management Process and Operations
Management Pocess:- Concept and Principles of Management, Planning, Policy Making, Organising, Delegation, Decision Making, Coordination and Control (concepts and principles); Operational Management:- Human Resource Management, Financial Management (Accounting, Auditing and Transparency), Fund Raising, MIS and Time Management, Capacity Building, Performance Appraisal, Monitoring and Evaluation   (**I0 Hours**)

UNIT III Setting up CSO
Establishing CSO:- Board, Trustee, Committees, Executives their Roles and Function; Laws related to CSOs:- Society registration Act, 1860, Trust Act, 1912, FCRA and related issues with recent Amendments; Farmers' Company:- Models   (**8 Hours**)

UNIT IV Project Management
Development Project Proposal Writing and Stages:- Baseline Survey, Participatory Project Planning Approach, Need assessment, Methodology, Expectations; RBM:- Logical Framework Analysis (LFA): Importance, Need, Application and Formulation of LFA; Report writing:- Documentation and Maintenance of Records: Interim report and Completion report (**I0 Hours**)

UNIT V Projects and Programmes of Department and Donor Agencies
Projects and Programmes:- Ministries and departments (Centre and State), International and National Donor Agencies, Procedure and Process of availing Grants.   (**7 Hours**)

References:

1. Brown, Andrew., 1970	:	Management Development and MBO, Sonalaya Publications, Bombay.
2. Chandra., Snehalata, 2003	:	Guidelines for CSOs Management in India, Kanishka Publishers, New Delhi.
3. Chambers., R, 1994	:	The Origins and Practice of Participatory Rural Appraisal, World Bank.
4. Keith Davis., 1964	:	Readings in Human Relations, Mc Grew Hill Book, New Delhi.
5. Lewis & Wallace., 2000	:	New roles and Relevance; Development of CSOs and Challenge of change, Kumarian press, Chennai.
6. Paul Samuel.,	:	Managing Development Programmes, The Lessons of Success, Boulder Co West View Press, Washington.
7. Padaki & Manjulika.,2005	:	Management Development in Non-Profit Organisation, Sage Publications, New Delhi.
8. Roy Sam, M., 2002	:	Project Planning and Management focusing on Proposal Writing, CHAI, Secunderabad.
9. Sen, Amartya., 2005	:	Human Rights and Human Development, UNDP Human Development Report

Texts for Study

1. L. K. Singh	:	NGOs Management and Social Work
2. S. Chandra	:	Guidelines; NGO Management in India

LABOUR WELFARE   (21 PSW46)

OBJECTIVES: **Total Hours: 45**

1. To understand the basic concepts of labour welfare.
2. To know its relevance and applicability in the industry.
3. To understand its implications on Indian labour.

Course Outcome: At the completion of this course the students should be:

1. Able to recall principles, approaches and classifications of laws related to labour welfare. **(K1)**
2. Understanding the concepts and compliance of statutory and non-statutory welfare measures. **(K2)**
3. Analysing the recent trends in labour welfare and develop skills accordingly. **(K3)**
4. Able to critically analyse and compare the welfare measures provided and linkages between IT and Non-IT sectors. **(K4)**

UNIT I
Labour:- Meaning and Significance, Perspectives at National and Global levels, Characteristics of Industrial Labour in India; Ratifications of International Bodies and conventions;
Labour Welfare:- Definition, Objectives, Scope, Classification, Approaches, Principles, Historical Development of Labour Welfare in India; Role of Government, Employers and Trade Unions in promoting Labour Welfare   **(8 Hours)**

UNIT II
Study of Working Conditions and Hazards in Factories, Mines, Plantations and Docks; Industrial Hygiene and Health:- Occupational Diseases; Industrial Accidents:- Causes, Prevention, Statistics and Records; Safety Administration:- National Safety Organizations (NSO), National Safety Council, Duties and Functions of Safety Officer; Statutory and Labour Welfare Measures:- Organization and Administration of Crèche, Canteen, Industrial Housing, Credit and Consumer Cooperatives in Industry; Labour Welfare Officer:- Qualification, Duties and Service Conditions   **(13 Hours)**

UNIT III
Central Board of Workers' Education & Development (CBWE & D):- Objectives, Structure, Levels, Scope and Functions; Evaluation of Workers' Education Schemes   **(7 Hours)**

UNIT IV
Social Security:- Meaning, Definition, Features and Forms of Social Security Measures; Social Insurance and Social Assistance; Scope of Social Security:- Social Security Measures in India
                                            (10 Hours)

UNIT V
Labour Welfare in IT, ITES and MNCs:- Scope and Implications, Critical analysis of Labour Welfare Measures in IT industries and MNCs in present Global Scenario, Comparison of

Welfare Measures across Sectors   **(7 Hours**)
Reference

1. Bascia, N., 1995	:	Social security and labour welfare in India, Ashish Publishers, New Delhi.
2. Bhogoliwal, T. N., 1973	:	Economics of Labour and Social Welfare, Sakithya Bavan, Agra.
3. Giri, V. V., 2000	:	Labour Problems in Indian Industry, Asia Publishing House, New Delhi
4. Laldas, D. K., 1991	:	Personnel management industrial relations and labour welfare, YK Pub, Agra.
5. Sarna, A. M., 1999	:	Aspects of Labour Welfare and Social Security, Himalaya Publishing House, Delhi.
6. Saxena, R. C., 2006	:	Labour Problems and Social Welfare, K. Nath & Co. Educational Publishers, Meerut.
7. Vaid, K. N., 1970	:	Labour welfare in India, Sriram Centre for Industrial Relations, New Delhi

Reports

Govt. of India Department of Labour & Employment, 1969, 2000
Report of the National Commission on Labour, 1969.

OBJECTIVES: **Total Hours: 45**
- To understand the Dynamics of Human Behaviour in the Organisation
- To understand the Organisational Culture and Change.
- To familiarise with the Micro and Macro level Perspectives of Organizational Behaviour.

Course Outcome: After the completion of the course the students should be:
1. Developing the ability to recall the dimensions and dynamics of individual and group behaviour in organisation. (**K1**)
2. Able to interpret various factors and issues affecting human behaviour in organisation. (**K2**)
3. Able to solve the interpersonal misunderstandings and conflicts in the organisation. (**K3**)
4. Able to identify the interpersonal and intrapersonal relationships of human behaviour. (**K4**)
5. Developing the ability to assess dysfunctional behaviour and verify the values of functional behaviour of individuals and groups with the organisation. (**K5**)
6. Able to relate the organisational process, conflict resolution strategies, organisational change and culture, organisational development and organisational transformation. (**K6**)

Teaching Methodology: Lecture, Presentation, Discussion, Seminar, Assignment, Role-play and training through concurrent field work in industrial settings

UNIT I Introduction to Organisational Behaviour
Organizational Behaviour:- Meaning, Concept, Approaches and Scope; Models and Contributions of Behavioural Science Disciplines; Contributions of Hawthrone Studies; Historical Background of Organizational Behaviour; Emerging Perspectives on Organizational Behaviour; Dimensions of Organizational Behaviour   **(6 Hours)**

UNIT II Individuals in Organisation
Interpersonal and Intra-personal Behaviour:- Physical and Intellectual Ability, Emotional Intelligence, Attitude, Job Satisfaction, Job Involvement and Organizational Commitment, Personality, Perception, Assertiveness, Learning; Process and Theories:- Transactional Analysis, Johari Window; Motivation:- Concept, Theories and Techniques; Morale:- Meaning, Importance, Factors, Measures and Techniques of promoting positive morale   **(14 Hours)**

UNIT III Group Behaviour and Group Dynamic in Organisation
Foundation of Group Behaviour at Workplace:- Concepts, Types of groups, Group structure; Group Dynamics:- Decision making, Team work, Communication; Leadership:- Meaning, Roles, Skills, Styles, Theories, Types of Leaderships; Power and Politics; Quality of Work Life; Work Life Balance, Employee Engagement   **(6 Hours)**

UNIT IV Organisational Process, Change, Development and Transformation
Organizational Process:- Organizational Conflict: Concepts, Causes and Types; Conflict Resolution Strategies; Organizational Change:- Concept, Forces of Change and Resistance to Change, Managing Organisational Change and Diversity; Organizational Culture and Climate; Organisational Development:- Concepts, Emerging Approaches, Foundations and Techniques; Organizational Diagnosis and Organizational Development Interventions; Organizational Transformation   **(12 Hours)**

UNIT V Functional and Dysfunctional Behaviour in Organisation
Functional Behaviour:- Job Satisfaction, Positive Mental Health, Stress Management; Dysfunctional Behaviour:- Frustrations, Employee Absenteeism, Alcoholism, Fatigue, Monotony, Industrial Accidents and Boredom; The role of Behavioural Scientist in Industry
(7 Hours)

References:

1. Baron, R.A., 1999 : Behaviour in Organizations, Prentice Hall India, New Delhi.
2. Callahan, Robert E., 1986 : Understanding Organisational Behaviour, Charles Emerril Publishing, Columbus.
3. Davis, Keith., 1990 : Human Behaviour at Work, Tata Mc Grew Hill, New Delhi.
4. Gibson, James L., 1989 : Organisational Behaviour, Structure Processes, Business Publications, Dallas.
5. Hersey & Blanchard., 1982: Management of organizational Behaviour, Prentice Hall India, New Delhi.
6. Hursey, Paul., 1988 : Management of Organisational Behaviour, Prentice Hall, Cliffs.
7. Luthans, Fred, 1998 : Organizational Behaviour, 8th Edition, Mc Graw Hill International.
8. Newstrom, John.W., 1997 : Organisational Behaviour: Human Behaviour at work, McGraw Hill, New York
9. Prasad, L.M., 2002 : Organisational Behaviour, Sultan Chand & Sons Publication, New Delhi.
10. Ramon J. Aldag., 1991 : Managing Organisational Behaviour, West Publishing, St. Paul.
11. Robbins., 1998 : Organisational Behaviour, Prentice Hall of Indian Ltd, New Delhi.
12. Tom Peters &
    Waterman, 1984 : In search of Excellence, Harper and Row, New York.