APPENDIX - AT

MADURAI KAMARAJ UNIVERSITY
(University with Potential for Excellence)

M.A. Social Work (Semester)

REVISED SYLLABUS

CHOICE BASED CREDIT SYSTEM
(With effect from the Academic Year 2018-2019)

SCHEME OF EXAMINATIONS AND REGULATIONS

1. Introduction

It is a two-year Master's Professional degree course in Social Work under the choice based credit system. The curriculum comprises inputs drawn from basic premises from social sciences and the methods of social work – case work, group work, community organisation and development, social welfare administration and policies, social work research and social action.

Social Work profession is a helping profession and the ultimate mission is to uphold social justice. This could be possible by initiating social change, problem solving and strengthening human relationships, empowerment and liberation of people and to augment their well-being. Human rights and social values are fundamental to social work. It bases its methodology on a systematic body of evidence-based knowledge derived from research practice and evaluation.

Social Work profession has been playing a crucial and significant role in ensuring the welfare and development of India for the past seven decades. Professional training began as early as 1936 and since then, Institutions offering Social Work have been growing and expanding rapidly in different parts of the country resulting in thousands of qualified social workers being added to the workforce in various sectors such as Policy making, advocacy, lobbying, bodies, National & International Developmental organizations, Consultants both national and abroad, Corporate sectors, community settings and working among targeted groups. The elementary requirements to pursue Social Work Education would include some of the characteristics like altruistic,empathetic,optimistic, balanced outlook, learning to improve his/her capacities, sense of satisfaction and self-understanding of assets and liabilities.

2. Eligibility for Admission:

Any graduate of Madurai Kamaraj University or of any university duly recognized by the Association of Indian Universities.

2.1 Duration of the Programme : 2 Years
2.2. Medium of Instructions : English

Order of Preference:

1) A Graduate of Social Work
2) An Arts Graduate

3) A Science Graduate

3. Objectives of the Programme:
1. To promote professionalism in tackling issues and challenges of human beings.
2. To enrich the existing knowledge with an integrated and inter-disciplinary approach.
3. To encourage research, training and extension to enrich human resources
4. To address various current social issues prevailing in the society.

5. To enhance professional skills for social transformation.

4. MSW Curriculum
During the first semester students will be introduced to the basics of social work as a profession along with three core papers such as Social Work Practice With Individuals, Social Work Practice With Groups and Field Work added with Sociology and Development strategies are offered as non subject electives.

In the second semesters core papers such as Social Work Practice with Communities & Social Action, Social Work, Research & Statistics and Field Work are offered. These core papers are supported with Social Work Administration & Social Legislation, Psychology for Social Work Practice and Local Self Government in Rural & Urban Settings as subject and non-subject electives respectively. Before the end of this semester, students are expected to formulate their research protocol for an independent research project through a selected guide from among the faculty members of the department.

At the end of the First year students will be placed for Summer placement in the related field of specialization.

In the third semester; keeping in view of the growing career demands in NGO sector, health care, developmental, industrial, and educational sectors at the national and international level; specializations such as Community Development, Human Resource Management and Medical & Psychiatric Social Work are offered. The students can specialize themselves in any one of the specializations according to their interest and choice. The rural, urban, tribal communities, Industries, Labour Departments, regional health, mental health, schools and other academic institutions, NGO's, women and child welfare organizations, correctional institutions; would be identified and selected for field work training for the students according to their specializations.

The growing revolution in ICT is given prime importance and hence a paper on Computer Application for Social Work is offered as a common paper to all the second year students in the third semester. More over two more non subjective elective such as Disaster Management and Disability Management is also taught.

In the fourth semester students will be given opportunities to learn theoretical and practical applications of specialized subjects. Students will also complete the research project in their area of specialization for which is a core paper for each of the specialization is offered viz., NGO Management, Organizational behaviour and Psychiatric Social Work. A subjective elective Counselling & Guidance and two non-subject electives such as Corporate Social Responsibility and Life skill for Social Work practice are also offered. Field work which is an

inbuilt part of social work curriculum will be the applied paper in this semester too in the respective area of specialization. This would also be enhanced by a **study tour** to organizations of excellence in the respective field of specialization. At the end of the second year students are placed for one month Block placement in the field settings in their area of specializations for equip themselves professionally so as to take up a career or to initiate their own venture in social work settings.

Placement

In addition to the prescribed curriculum, students will be given ample opportunities to enhance their personal and professional competencies holistically through active involvement in seminars, case conferences, panel discussions and book and article reviews with standardized assessments. Visits to the agency in the form of orientation visits and community engagements will enhance the skills of the students. An individual and group conference which is a unique feature of supervision in social work again enhances self and professional development. An internship would be provided at the end of the second semester to enhance the career development. Facilities will be provided to students to career guidance and campus placement.

Fields of Specializations
- ❖ Community Development
- ❖ Human Resource Management
- ❖ Medical and Psychiatric Social Work

Guidelines for field work

Social work is a practical oriented professional course. Field work is an integral part of social work curriculum. The field placement is intended to give an opening to apply the knowledge and skills gained in the classroom to field settings. Field work helps to interrelate theory and practice of social work methods concurrently. Fieldwork is arranged in pre-approved agencies and in communities under the guidance of a professionally trained social worker along with a faculty supervisor.

Major tasks of Field work
- ➢ Learning by doing is the core of field work practice
- ➢ Understanding both the agency and the clients in their socio-cultural contexts.
- ➢ Acquiring knowledge on administrative procedures and programme management.
- ➢ Developing skills of problem solving process, practice based research and recording.
- ➢ Promoting critical understanding of legal process social policy and programmes
- ➢ Inculcating professionalism to practice and train in the field
- ➢ Make conscious use of professional values and ethics.

Summer placement (Optional)

End of the first year students will be placed for Summer placement for about three weeks in pre-approved agencies.

Block Placement

Block placement is designed to integrate the theory and practice and to enhance professional competence. The students will be placed in a pre-approved agency continuously for a month under the supervision both the agency supervisor and a faculty supervisor. After the

completion of Block placement the student is expected to submit a report for evaluation.

Viva Voce examination
After completion of the concurrent field work in the respective semester; viva voce examination will be conducted by the Department. Here, the students' leaning and applicability of theory into practice will be assessed.

Research Project work
The students will be guided for taking-up a dissertation work under a faculty supervisor who will give orientations towards specialization-specific research projects. Regular guidance shall be planned during third and fourth semesters for the research work. In the beginning of the third semester, the students will submit their research protocol. The research project work is initiated in a phased manner according to the time budget finalized by the department. . At the end of the fourth semester the students are expected to submit their research project and for which viva examination shall be conducted and marks are awarded.

4. Outcomes of the programme
➢ Obtain adequate knowledge of Social Work
➢ Able to practice Professional Social Work
➢ Improve competency and skills so as to practice professionally
➢ Ability to contribute and perform in specialized fields of Social Work
➢ Acquire experience and knowledge in empirical research and add to existing knowledge
➢ Gain knowledge and experience in interdisciplinary subjects
➢ Prepared to undertake professional career with focused goals.

5. Core Subject Papers

01	**SOCIAL WORK PRACTICE WITH INDIVIDUALS**
02	**SOCIAL WORK PRACTICE WITH GROUPS**
03	**FIELD WORK**
04	**INTRODUCTION TO PROFESSIONAL SOCIAL WORK**
05	**SOCIAL WORK PRACTICE WITH COMMUNITIES & SOCIAL ACTION**
06	**SOCIAL WORK RESEARCH & STATISTICS**
07	**FIELD WORK - II**
08	**SOCIAL WORK ADMINISTRATION & SOCIAL LEGISLATION**
09a	**Specilization1: HUMAN RESOURCE MANAGEMENT**
10a	**INDUSTRIAL RELATIONS & LABOUR WELFARE**
11a	**FIELD WORK - III (SP1)**
09b	**Specilization2: RURAL COMMUNITY DEVELOPMENT**

10b	**URBAN COMMUNITY DEVELOPMENT**
11b	**FIELD WORK- III (SP2)**
09c	**Specilization3: MEDICAL SOCIAL WORK**
10c	**MENTAL HEALTH**
11c	**FIELD WORK- III (SP3)**
12	**COMPUTER APPLICATION FOR SOCIAL WORK**
13a	**Specilization1: ORGANIZATIONAL BEHAVIOUR**
14a	**FIELD WORK – IV (SP1)**
13b	**Specilization2: NGO MANAGEMENT**
14b	**FIELD WORK – IV (SP2)**
13c	**Specilization3: PSYCHIATRIC SOCIAL WORK**
14c	**FIELD WORK – IV (SP3)**
15	**RESEARCH PROJECT WORK**
16	**COUNSELLING& GUIDANCE**

6. Subject Elective Papers

01	**SOCIOLOGY FOR SOCIAL WORK PRACTICE**
02	**PSYCHOLOGY FOR SOCIAL WORK PRACTICE**
03	**LIFE SKILL FOR SOCIAL WORK PRACTICE**

7. Non-Major Elective paper

01	**DISASTER MANAGEMENT**

8. Unitization

Content of Every paper divided into FIVE units

9.Pattern of Examination

Internal and External respectively 25:75

10.Scheme for Internal Exam

Two Tests	-10 marks (average of best two tests)
Assignments	-5marks
Seminar/Group discussion/Quiz	-5marks
Peer-Team-Teaching	-5 marks
Grand Total	**-25 Marks**

11. External Exam

External Examination –Maximum 75 marks

12. Question Paper Pattern

All the Question Papers consists of Three Sections A, B and C

Section A must be Objective Type

Section B should be descriptive type with internal choice

Section C Should be descriptive type with choice

13. Scheme for Examination – Theory Papers

Time: 3Hours   Max.Marks:75

Section A: (10 x 1=10 marks)

Question No.1 to 10 (Multiple choice)

➢ Two questions from each unit.

➢ Four Choices in each questions

Section B: (5 x 7=35marks)

❖ Answer ALL the questions choosing either (a) or (b)

❖ Two questions from each unit

❖ Answers not exceed two pages

Question No. 11(a) or (b)

         12 (a) or (b)

         13 (a) or (b)

         14 (a) or (b)

         15 (a) or (b)

Section C: (3x10=30marks)

Answers not exceeding four pages

Answer any three out of five (One question from each Unit) Question No. 16–20

13A. Scheme of Examination for Field Work

Internal by Faculty Supervisor   - 50 marks

External viva by Dept. Panel   – 50 marks

13B. Scheme of Examination for Research Project

Internal by Faculty Supervisor   - 50 marks

External Viva by Dept. Panel   – 50 marks

14. Passing Minimum

1. 35% of the aggregate (External +Internal). 2. No separate pass minimum for Internal.

3. 23 marks out of 75 is the pass minimum for the External.

14.1 Classification :

S.No.	Range of CGPA	Class
1.	50 & above but below 60	II
2.	60 & above	I

3. 23 marks out of 75 is the pass minimum for the External.

15. Model Question

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M.A. SOCIAL WORK
MADURAI KAMARAJ UNIVERSITY
Model question paper

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SOCIAL WELFARE ADMINISTRATION & SOCIAL LEGISLATION

Time: Three Hours   **Max. marks: 75**

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Section-A

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Answer ALL questions   **10 x 1 = 10**

1. The word administration has been derived from the Latin words 'ad' and 'ministrate' which means a. to serve b. to manage c. to adopt d. to rule.
2. 'Helping the helpless' is a. social service b. social work c. social welfare d. social security
3. CSWB was established in the year a. 1951 b. 1954 c. 1953 d. 1940
4. The Renuka Ray Committee recommended the establishment of a. Dept. of insurance b. Dept. of Social Security c. dept. of Social welfare d. Dept. of social Dyanamics
5. The concepts fiscal planning, accounting and control are related with
    a. budget b. expense c. income d. spent
6. The fundamental rights of the constitution was adopted from:
      a.USA b. Nepal c. Srilanka d. UK
7. When was the drafting of the Indian constitution completed and adopted
        a. 25 Nov. 1949 b. 26 nov. 1949 c. 25 nov. 1950 d. 26 nov 1948
8. The most acceptable explanation of Social Justice is   a)   Economic development   b) Social development   c)   Uplift of specific sections   d) Uplift of all sections of society
9. Right to Information Act was enacted from
     a) 2000   b) 2005   c) 2002   d) 1999
10. Domestic Violence includes a. Biting b. Kicking c. Punching d. Shoving e.above all

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Section-B

1571

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Answer ALL questions   **5 x 7 = 35**

11a). Define Social Welfare and Explain the key points   **(OR)**
11b). List down the principles of Social welfare administration
12a). What are the roles of voluntary organization in development   **(OR)**
12b).How planning as an important process in welfare administration
13a). Narrate the various duties of the President in a development agency **(OR)**
13b). Describe the importance of public relations
14a). How the projects identification is done in welfare administration   **(OR)**
14b). What are the fundamental rights under Indian constitution
15a). Write the process under RTI act to access information   **(OR)**
15b). Explain the various homes under Juvenile Justice act 2006

PART – C   3 X10 = 30

ANSWER ALL QUESTIONS:

16). Sketch the administrative functions of Social Welfare agencies in detail
17). Discuss the various types and their functions of welfare agencies
18). Discuss the role of 'Executives' and 'General Body' in welfare agency
19). Sketch the importance of Monitoring and Evaluation in welfare administration
20). Why child labour in India and how to combat child labour in India

Subject and Paper Related Websites

☐ http://www.freebookcentre.net/medical_text_books_journals/psychiatry_ebooks_online_te
xts_download.html

☐ http://www.getfreeebooks.com/?p=11106
☐ http://onlinevideolecture.com/ebooks/?subject=Mental-Health&level=3
☐ https://www.scribd.com/doc/143440418/A-Short-Text-Book-of-Psychiatry-by-Niraj-Ahuja
☐ http://www.blackwellpublishing.com/intropsych/pdf/chapter15.pdf
☐ http://www.mind.org.uk/media/619080/understanding-mental-health-problems-2014.pdf
☐ http://www.health.vic.gov.au/mentalhealth/services/intro-mhservices.pdf ☐ http://www.free-
ebooks.net/profile/429248/national-institute-of-mental-health
☐ http://www.who.int/mental_health/policy/legislation/policy/en/
☐ http://www.yourarticlelibrary.com/sociology/rural-sociology/rural-community-top-   10-
    characteristics-of-the-rural-community-explained/34968/
☐ http://pmgsy.nic.in/Data2.pdf
☐ http://cdf.ifmr.ac.in/wp-content/uploads/2011/03/SGSY-Brief.pdf
☐ http://pib.nic.in/archieve/others/2005/nedocuments2005dec/ruraldevdec2005/Chapte_r2.pdf
☐ https://pgblazer.com/minimum-needs-programme-mnp-components-principles-
    objectives/
☐ http://planningcommission.nic.in/plans/planrel/fiveyr/10th/volume2/v2_ch5_5.pdf
☐ http://rural.nic.in/sites/downloads/latest/Draft_IAY_Guidelines_stakeholder_comme_nts.pdf

- http://rural.nic.in/sites/downloads/right-information-act/16CAPART(F).pdf
- http://planningcommission.gov.in/aboutus/committee/wrkgrp12/rd/wgrep_pura.pdf
  http://nrega.nic.in/netnrega/writereaddata/circulars/mgnrega_sameeksha.pdf
- http://panosa.org/wp-content/uploads/2015/01/resource1.pdf
- http://shodhganga.inflibnet.ac.in/bitstream/10603/76404/10/10_chapter%201.pdf
- http://www.exec.gov.nl.ca/exec/hrs/publications/HR_Resource_Binder.pdf
- http://www.sharadavikas.com/courcemeterials/mbis7.pdf
- https://www.slideshare.net/kavitasharma23/human-resource-planning-development
- https://www.slideshare.net/kushkalra28/definition-of-shrm
- http://www.whatishumanresource.com/strategic-human-resources-management
- https://www.slideshare.net/muralidharanh/strategic-human-resource-management-27029576
- www.who.org World Health Reports (1995-22050)
- www.tnhealth.org Annual Report
- mohfw.nic.in Annual Report
- www.nfhsindia.org National Family Health Survey, India
- vhai.org State of India's health report,
- Commission on health in India and other reports.
- http://wcd.nic.in/
- http://mospi.nic.in/Mospi_New/site/inner.aspx?status=3&menu_id=31
- https://archive.org/details/worldhealthorganization
- http://www.open.ac.uk/libraryservices/beta/feeds/?id=662

CHAIRPERSON FOR BOARD OF STUDIES IN SOCIAL WORK UG/PG (2017-18), MK UNIVERSITY
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16. Teaching Methodology
1. Lecturing	2.Class Room Discussion
3. Audio visual programmes	4.Power Point Presentation
5. Peer – Team Teaching	6. Observation in the field

17. Text Books
Enclosed at the end of every Subject Units

18. Reference Books
Enclosed at the end of every Subject Units

19. Re-totalling and Revaluation Provision

1573

Students may apply for re-totalling and revaluation after declaration of result within 15 days

20. Transitory provision

Syllabus revision once in Two Years

Up to April 2021 (Three Years) Transitory Provision From 2021 to 2024

21. Subject and Paper Related Websites

CHOICE BASED CREDIT SYSTEM M.A. SOCIAL WORK COURSE:

SEMESTER	SUBJECTS					TOTAL HOURS
I	CS(6)	CS(6)	CS(6)	CS(6)	SE(6)	(30)
II	CS(6)	CS(6)	CS(6)	CS(6)	SE(6)	(30)
III	CS(6)	CS(6)	CS(6)	CS(6)	NME(6)	(30)
IV	CS(6)	CS(6)	CS(6)	CS(6)	SE(6)	(30)

Sem-I	Course	Course Title	Instn. Hrs/ Week	Credit
1.	Core Subject	**SOCIAL WORK PRACTICE WITH INDIVIDUALS** (CS-1)	6	4
2.	Core Subject	**SOCIAL WORK PRACTICE WITH GROUPS** (CS-2)	6	4
3.	Core Subject	**FIELD WORK - I** (CS-3)	8	6
4.	Core Subject	**INTRODUCTION TO PROFESSIONAL SOCIAL WORK** (CS-4)	6	4
5.	Subject Elective	**SOCIOLOGY FOR SOCIAL WORK PRACTICE** (SE-1)	4	3
			30	21

II 6.	CoreSubject	**SOCIAL WORK PRACTICE WITH COMMUNITIES & SOCIAL ACTION** (CS-5)	6	4
7.	Core Subject	**SOCIAL WORK RESEARCH & STATISTICS** (CS-6)	6	4
8.	Core Subject	**FIELD WORK - II** (CS-7)	8	6
9.	CoreSubject	**SOCIAL WORK ADMINISTRATION & SOCIAL LEGISLATION** (CS-8)	6	4
10.	Subject Elective	**PSYCHOLOGY FOR SOCIAL WORK PRACTICE** (SE-2)	4	3
			30	**21**
III 11	Core Subjects Specialization	**SP-1 HUMAN RESOURCE MANAGEMENT** (CS-9a) **(OR)** **SP- 2 RURAL COMMUNITY DEVELOPMENT** CS-9b)	6	5
12	Core Subjects Specialization	**SP-1 INDUSTRIAL RELATIONS & LABOUR WELFARE** -(CS-10a) **SP- 2 URBAN COMMUNITY DEVELOPMENT** -(CS-	6	5
13	Core Subjects Specialization	**SP-1 FIELD WORK - III** -(CS-11a) **(OR)** **SP- 2 FIELD WORK - III** -(CS-11b) **(OR)** **SP- 3 FIELD WORK- III** -(CS-11c)	8	6
14	Core Subject	**COMPUTER APPLICATION FOR SOCIAL WORK**-(CS-12)	6	5
15	Non -Major Elective	**DISASTER MANAGEMENT** (NSE-1)	4	3
			30	**24**
IV 16 17	Core Subject	**SP-1 ORGANIZATIONAL BEHAVIOUR** - (CS-13a) **(OR)** **SP- 2 NGO MANAGEMENT**- (CS-13b) **(OR)** **SP- 3 PSYCHIATRIC SOCIAL WORK**- (CS-13c)	6	5
18.	Core Subject	**SP-1 FIELD WORK – IV (CS-14a) (OR)** **SP- 2 FIELD WORK – IV (CS-14b) (OR)** **SP- 3 FIELD WORK – IV (CS-14c)**	8	6
19.	Core Subject	**RESEARCH PROJECT WORK** (CS-15)	6	5
	Core Subject	**COUNSELLING& GUIDANCE** (CS-16)	6	5

20.	Elective Major Subject	**LIFE SKILL FOR SOCIAL WORK PRACTICE** (SE-3)	4	3
			30	24

MSW SEMESTER –I

Core Subject/ Hours 6 / Credit 5

SOCIAL WORK PRACTICE WITH INDIVIDUALS

Objectives

1. To understand individual human beings and their needs and problems
2. To learn social case work method and its application in practice
3. To develop competencies to use the method in practice.
4. To impart values and skills necessary for working with individuals and families.

UNIT 1: Social Casework – Definition and Objectives - As a method of Social Work. Values - Worth and dignity of clients; Problem solving capacity and Confidentiality. Principles - Acceptance, Individualization, Client participation, Controlled emotional involvement. Components of case work –Person, Problem, Place and Process. Historical development of Social Casework.

UNIT 2: Case Work Process: Intake and Exploration: Analysis and Assessment - Psychosocial Diagnosis, Formulation of Goals, Prioritization of Needs, Development of Action Plan, Use of Contacts; Intervention - Direct and Indirect, Multi-dimensional Intervention; Goal attainment, Termination, Evaluation and Follow up.

UNIT 3: Casework Practice: Approaches and Models - Psycho Social approach, Psychoanalytical, Functional approach, Problem solving approach and Crisis Intervention. Relevance of an Eclectic approach. Casework settings: School, Family, Medical & Psychiatric Institutions, Correctional homes and Industry

UNIT 4: Techniques in Practice- Ventilation, emotional support, action oriented support, advocacy, environment modification, modeling, role-playing and confrontation.

UNIT 5 Tools - Observation, listening, communication, rapport building, questioning, giving feedback. Use of relationship in the helping process – Resistance, Transference and Counter transference. Recording Types – Verbatim, Narrative, Process and Summary recording

Reference

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

2. Hollis, Flurence and Mary E.Woods. 1981. Case Work –Psychosocial Therapy. Random House. New York.

3. Mathew, Grace. 1992. An introduction to Social Case Work. Tata Institute of Social Sciences. Bombay.
4. Perlman, H.H. 1974. social Case Work. The University of Chicago Press. Chicago.

5. Prashantham, B.J. 1975. Indian Case studies in Therapeutic Counselling. Christian Counselling Centre. Vellore.

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

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

Core Subject/ Hours 6 / Credit 5
SOCIAL WORK PRACTICE WITH GROUPS

1. To understand the group work in social work intervention

2. To adopt group work as an instrument of change/development in individual in groups.

3. To develop skills to work in different stages and record the process

UNIT 1: Groups: Meaning, Concept, types, formation and features of groups; Group Influence. Social Group Work: Concept, objectives, functions, principles and values. - Social Group work as a method of Social Work.

UNIT 2: Group Work Process and Practice: Process : Study, Formation, Assessment, Programming Treatment and Evaluation. Practice: Models of Social Group Work: Development, Preventive, Remedial, Recreational and Task –oriented model. - Roles of group worker ;

UNIT 3: Programs: Meaning and purpose; Program Process –Planning, Implementation and Evaluation (PIE); Criteria for effective programs; Principles of program planning; Resources for programs; Difficulties in implementing programs.

UNIT 4: Group Work Supervision : Concept, need, tasks, types, purpose and functions, techniques and conditions for good supervision. Group Work Evaluation: Meaning and its Place in Group Work, Steps in Group Work Evaluation and Criteria for Good Group Work. Group Work Recording: Meaning, Purpose, Principles, Process and Summary Records.

UNIT 5: Therapeutic Approach: Behavior Modification Therapy, Rational Emotive Therapy, Family Therapy. Socio-metry –Concept and Application in assessing individuals and groups. Group work settings: School, Family, Medical & Psychiatric Institutions, Correctional homes and Industry.

References
- Campbell, R. (2004). Groups for older adults. *Handbook of Social Work with Groups.* (pp. 275-291). New York: Guilford Press
- Konopka Gisela (1954) Group Work in Institution, New York : Associate Press
- Konopka Gisela (1983 3rd Ed.), Social Group Work a Helping Process, New Jersey :
- Prentice Hall
- Kosoff, S. (2003). Single session groups: Applications and areas of expertise. *Social Work with Groups, 26*(1), 29-45.
- Kurtz, L.F. (2004). Support and self- help groups. In C. Garvin, M. Galinsky & L. Gutierrez (Eds.) *Handbook of social work with groups* (pp. 139-159). New York: The Guilford Press .
- MacGowan,M. J. (2006). Evidence-based group work: A framework for advancing best practice. *Journal of Evidence-based Social Work*, *3*(1), 1-21.
- Stroup Herbert (1986), Social Welfare Pioneers, Chicago, Nelson - Hall
- Schiller, L.Y. (2007). Not for women only: Applying the relational model of group development with vulnerable populations. *Social Work with Groups, 30*(2), 11-26
- Trecker, Herleigh (1970) Social Group Work-Principles and Practices, New York : Associate Press.

Core paper 3
Core Subject/ Hours 8 / Credit 6/ Field work

CONCURRENT FIELD WORK –I

SEMESTER I

Field Work Components:

1. Observational Visits -The first year students during the first semester can make observational visits to various social work settings such as NGO's, Rural Community Setting, Medical & Psychiatric, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.

2. Rural Camp for a week

3. Laboratory Experience in Social Work Methods

4. Students Group Seminar on Current issues

The students spend two days in a week in the field for practice based learning.

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

The CA marks are awarded by the supervisor for the quality, regularity, initiatives, leadership, participation and team worker.

At the end of the semester Viva Voce is conducted by two examiners as one being the external

The marks for Internal field work and External viva would be 50 each totaling 100

Subject Elective/ Hours4/Credit 4

INTRODUCTION TO SOCIAL WORK PROFESSION

Specific Objectives:

To enrich the knowledge about the concepts of Social Work
To understand the background and models of Social Work
To aware of the Social Work profession and Social Work Education in India

Unit 1: Introduction -Social Work: Meaning, Objectives, Philosophy, Principles, Methods and Scope in India and Abroad. Related concepts in Social Work; Social Service; Social Welfare; Social Reform; Social Security, Social Defense and Social Justice; Evolution of Social Work in India, USA & UK.

Unit 2: Elements and Models - Social Work Profession: Qualities, Values, Ethics and Goals. Models of Social Work: Relief model, Welfare model, Clinical model, Systems model, Radical model, and Developmental model; National and International Professional Organizations in Social Work: NASW, IASW, IFSW.

Unit 3: Social Work Profession: Trends in India; Development of Social Work Education in India; Field work: Importance of Field Work and Supervision; Problems faced by the Social Work Profession in India

Unit 4 Fields and Forms of Social work:- Fields: Family and Child Welfare, Women Welfare, Welfare of aged, Differently abled, Labour Welfare, Rural &

Urban Community Development, Correctional Social Work, Youth Welfare, Medical & Psychiatry – Forms of Social work: Voluntary Social Work, Gandhian Constructive Work and Radical Social Work

Unit – 5 International Social Work - Definition and Scope of International Social work; Integrated perspectives of International Social Work – Global Perspective, Human Rights Perspective, Ecological Perspective, Social Development Perspective; Strength Based Social Work; Basic Programmes and Strategies for International Social Work .

References:

- Albin Joseph, G & A.Thomas William, 2016 Professional Social Work Practice, Authors Press, New Delhi
- Gangrade, K. D. 1975 Dimensions of Social Work, Marwah Publications, New Delhi
- Misra P.D. Social Work Philosophy and Methods
- Paul Chowdry D. 1972 Introduction to Social Work, History, Concept, Methods and Fields

- David Cox & Manohar Pawar, 2006, International social work, issues, strategies and programmes, sage Publications, New Delhi.

- Wadia, A.R., 1961 History and Philosophy of Social Work in India. Allied Publications Pvt. Ltd., Mumbai.

Subject Elective/ Hours4/Credit 4
SOCIOLOGY FOR SOCIAL WORK PRACTICE

SEMESTER I	**I MSW**	**SUBJECT CODE: New**

Specific Objectives:

To facilitate the students to learn the various aspects of Society, Socialization, Family, Social stratification and Social Problems
To understand the relevance of sociology for practicing social work

UNIT 1: Society - Meaning and Characteristics. Community – Meaning Types and features. Social Institution: Structure and functions - marriage, family, kinship, caste, religion, education - Patterns of interaction and interdependence – Basic social process: co-operation, conflict, accommodation and adjustment

UNIT 2: Social Stratification: Caste and Class. Social control: Concept, types and functions. Major Agents of Social control: Traditions, Customs, Family, Kinship, Religion, Law and Education,

UNIT 3: Theories of Social Change: Evolutionary Theory, Neo-functionalism, Conflict Theory and Social Disorganization. Process of Social Change: Urbanization, Industrialization, Westernization, Sanskritisation, Secularization. Cultural lag, Ethnocentrism. Resistance to social change.

UNIT 4: Social Movements in India: Meaning, Characteristics, Process of social movements - Peasant, Tribal, Dalits, Backward Class, Women, Minority groups, Working Class and Student movements

UNIT 5: Social Problems: Poverty, Population explosion, Unemployment, Corruption, Crime, Women and Crime. Female Infanticide, Violence against women, Child Labour, Child Abuse, Juvenile Delinquency, Communalism and Terrorism.–Government and Voluntary Efforts. Role of Social Work: Identification and Intervention

References

1. Ghanshyam Shah, 2004, Social Movements in India, Sage Publication, New Delhi.

2. Jainendra Kumar Jha, 2002, Basic Principles of Developmental Sociology, Anmol Publications, New Delhi.
3. Madan, G. R. 1997. Indian Social Problems. Vol 1 and 2 Allied Publication, New Delhi.

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

5. Thomas William A & Christopher A.J., 2004 Women Criminals in India, Anmol Publications New Delhi
6. Vidya Bhushan & Schdeva, 2006, An Introduction to Sociology, Kitab Mahal Agencies, New Delhi.

SEMESTER –II

Core Subject/ Hours 6 / Credit 5

SOCIAL WORK PRACTICE WITH COMMUNITIES & SOCIAL ACTION

UNIT 1: Community organization –History, concept, principles and objectives of Community Organization. Community organization and community development - Process of community organization: Study and survey, analysis, assessment, discussion, organization, action, reflection, modification, continuation.

UNIT 2: Models of community organization - locality Development, social planning, social action - Approaches in Community Organisation –Strategies and Role of Social Worker in each of the Approaches. Skills :- Communication, training, consultation, public relations, resource mobilization, Liaison. Community Organisation as a Para –Political Process – Networking, Conscientisation, Planning and Organising

UNIT 3: Methods of community organization –Awareness creation, planning and organizing, education, networking, participation, leadership, community action, legislative and non legislative actions. Approaches to community organization –general content, specific content and process objective.

UNIT 4: Social Action in Community Organization - Concept, Purpose and Techniques Social Action as a method of social work. Approaches to social action –Paulo Friere, Saul Alinsky, Mahatma Gandhi, Ambedkar, E.V.R. Periyar.

UNIT 5: Strategies and Tactics - individual contact, conscientization, negotiation, collaborative, pressure, advocacy, lobbying, legal suasion, public relations, political organization, conflict resolution, violence. Contextual usage of strategies - Recent forms of social action – (Marina Students Festive Revolution – 2017 – (Not for question paper setting))

Reference

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

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

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

4. Freire, Paulo. 1970. Education for the Oppressed. Seaburg Press. New York.
5. Freire, Paulo. 1972. Cultural Action for Freedom. Penguin. Harmondo Worht.

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

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

Core Subject/ Hours 6 / Credit 5

SOCIAL WORK RESEARCH & STATISTICS

Specific Objectives:

To enrich the knowledge about the fundamentals of Research process,
To understand Research designs and Sampling, Methods and tools for data collection
To enhance the research skills on Data analysis and Report writing
To equip with the basic Statistics and its application to Social Work Research.

UNIT 1:. Research meaning, objectives and types. Scientific attitude, characteristics, scientific method - Social work research: steps of social work research –defining, strategy, execution and reporting. Research problem –identification, selection, formulation of research problem. Research proposal preparation.

UNIT 2: Research design- exploratory, descriptive, diagnostic experimental, hypothesis nature and types, assumptions and its nature. Sampling - meaning, types, errors and principles. Research tools –questionnaire, interview schedule, interview guide, observation schedule, standardized tools.

UNIT 3: Qualitative research –meaning, definition, types, process, and methods –grounded theory, ethnography, participant and non participant observation, naturalistic observation, field research, phenomenology, case study, historical method and action research. Methods of collection of data – in depth interview, focus group interview and artifacts. Relationship between qualitative and quantitative research. Survey –meaning types and steps.

UNIT 4: Variables –meaning, types and levels of measurement. Reliability and validity. Data analysis and processing of data - editing, coding, code book preparation, code sheet preparation. Classification, tabulation, frequency distribution, diagrammatic and graphic presentations –interpretation of data.

UNIT 5:
Descriptive Statistics: Measures of Central tendency – Mean, Median, Mode; Measures of dispersion –Standard deviation; Testing of Significance: Chi-square test, t-test, Correlation and Rank correlation. Uses of statistics and its limitations; Statistical application in Social Work Research – #Introduction to SPSS# (Not for question paper setting)

Reference

1. Cargan, Leonard. 2008. Doing social research. Jaipur. Rawat publications.
2. Debashis Chakraborty, 2009, research methodology, Saurabn publishing house. New Delhi.

3. Gupta, S P. 2009. Statistical methods. New Delhi. Sultan Chand and sons.

4. Hatt, and Goode. 1981. Methods in social research. Auckland. Mcgraw Hill book company.

5. Kothari, C.R. 2004. Research methodology –methods and techniques. New Delhi. New age international private limited.

6. Russel and Enger, 2009, Fundamentals of social work research, Sage pub. New Delhi
7. Wilkinson. 1984. Methodology and techniques of social research. Bombay. Himalaya.
8. Young,V. Pauline. 1975. Scientific social survey and research. New Delhi. Prentice hall.

Core Subject/ Hours 8 / Credit 6/ Field work
CONCURRENT FIELD WORK –II

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

The first year students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization for their practice based social work.

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

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

The CA marks are awarded by the supervisor out of 50 marks for the quality, regularity, initiatives, leadership, participation and team worker.

At the end of the semester Viva Voce is conducted by two examiners an external examiner and the supervisor and marks are awarded out of 50

Core Subject/ Hours 6 / Credit 5
SOCIAL WELFARE ADMINISTRATION AND SOCIAL LEGISLATION
Objectives:
To make the students to understand the Social Welfare Administration
To gain knowledge on different Social Welfare agencies
To orient students on various Social Legislations

UNIT 1 : Social Work Administration Processes: Planning, Organizing, staffing and directing. Budgeting, accounting and auditing - Mobilization of financial resources - Grants in Aid. Foreign Contribution and Regulation Act –2010. Administrative skills –Writing reports, letters and minutes of meetings. Administrative structure at the Central, State and Local level. Social Welfare Departments. Programme of Central Social Welfare Board and State Social welfare Board.

UNIT 2: Social Welfare policy –Indian Constitution: Fundamental rights and Directive principles of State Policy - Social Policy and Planned social change. Policies and Programmes in India –Education, Health, Shelter, Environment, Social Security, Employment, Family, Child, Women, Elderly, Disabled and Weaker sections.

UNIT 3: Societies Registration Act,1860, Charitable Trust Act, 1912, Section 25 of Indian Companies Act, 1956. Administrative Structure – Memorandum, Bye laws, Constitution, Deed, Functions and responsibilities of governing board, committees and office bearers.

UNIT- 4

Social legislation: Concept, need and scope. Social legislation as an instrument for social reform. History of social legislation in India - Legislations pertaining to women - over view of the Act: Dowry Prohibition Act, 1961, Immoral Traffic Prevention Act, 1986, Tamil Nadu Prohibition of Harassment of Women Act, 2000, Medical Termination of Pregnancy Act, 1971, The Domestic Violence Act, 2005

UNIT- 5

Legislations pertaining to children: Hindu Adoption and Maintenance Act, 1956, The Guardian and Wards Act, 1890, Child Labour (abolition & regulation) Act 1986. Juvenile Justice (Care and Protection) Act 2000, Child Marriage Restraint Act, 1929, POCSO Act 2012, Right to Education Act, 2010 Right to Information Act 2005

Major Social Legislations in India: Legislations pertaining to Marriage and Divorce: Hindu Marriage Act 1955, The Indian Christian Marriage Act, 1872, The Muslim Marriage Act, 1954, and Special Marriage Act, 1954

The Maintenance and Welfare of Parents and Senior citizens Act, 2007 - Legal Aid and Public Interest litigation (PIL) – Constitutional Remedies

References

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

2. Batra, Nitin. 2004. Administration of social Welfare in India. Jaipur: Raj Publishing House.

3. Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi: Rawat Publication.

4. Chowdhry, D.Paul. 1992. Social Welfare Administration. Atma Ram and Sons.
5. Encyclopaedia of Social Work. Vol I & III Also for Units IV & V

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

7. Bare acts relating to legislations found in the syllabus

Subject Elective/ Hours4/Credit 4
PSYCHOLOGY FOR SOCIAL WORK PRACTICE

Objectives:

To understand Psychology and its significance in Social work
To equip the student with a broad knowledge of abnormal behavior with specific reference to select abnormal behavior
To facilitate the integration of above knowledge with social work practice

UNIT 1: Psychology: Field, Definition and fields **-** Developmental stages & Developmental tasks - Developmental periods: infancy, babyhood. childhood, puberty & adolescence, adulthood, middle age and old age. Areas of Human Development - Social, emotional, cognitive and physical.

UNIT 2: Needs and Motives- Emotions - Intelligence - Measurement of intelligence Learning and motivation. Personality - types of personality, factors influencing personality– Heredity and Environment. Learning and behaviour modification.

UNIT 3: Social Bases of Behaviour –Perception: Hallucination, Delusion, Illusion –Attitudes, prejudices, biases, stereotyping and Public Opinion. Processes of Adjustment & Mal-adjustment. Coping Mechanisms vs. Defense Mechanisms.

UNIT 4: Abnormal Psychology: Concepts of normality and abnormality. Classification of psychological disorders: Diagnostic and Statistical Manual for Mental Disorders (DSM), International Classification of Diseases (ICD) - Neurosis & Psychosis.

UNIT 5: Stress: Meaning, Causes and Effects; Conflict: Meaning, Types, Coping drives,; Mental Illness Mental Health: Concept and Definition, Types, Mental retardation, Role of Social Workers in promoting Mental Health - # Psychological Testing: IQ / Achievement Test, Attitude Test, neuropsychological Test, Personality Test, Objective Test and its relevance to treatment, Measurements in psychology# (Not for question paper setting)

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

2. Halle, Larry. A and Ziegler Daniel. 1981. Personality Theories. McGraw Hill Ltd, New Delhi.
3. Hill, Winfred. 1970. Psychology. Principles and Problems. Lippincott Company, New York.

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

5. Lindsey Gardner . 1975. The Handbook of Social Psychology. Vols.I, II and III. Amerind Publishing Co. Pvt. Ltd. New Delhi.

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

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

SUMMER PLACEMENT (Optional)

At the end of the first year the students are placed for one month field placement training in their respective field of specialization. The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries during the summer holidays according to their field of specialization.

During the placement the students are expected to enhance their professional skills through learning the vision, mission, philosophy, administration, strategies, programmes, activities, achievements and also involve with the activities of the organization to whatever extent possible.

Students should get daily activity sheets signed by the organization supervisor. They have to write daily records of their learning and submit to the department once they complete their summer placement

III SEMESTER: Human Resource Management Specialisation

Core Subject/ Hours 6 / Credit 5

HUMAN RESOURCE MANAGEMENT

Objectives

To inculcate the concept of Management

To learn the human resource management at its application in industries

To understand the trends in Human resource management and develop managerial skills

Unit I: Management: Concept, Definition, Functions - POSDCORB, Principles – Henry Fayol; Scientific Management – F.W.Taylor; Management vs. Administration; Human Resource Management; Definition, Importance and Scope; Qualities, Roles and status of Human Resource Manager.

Unit II: Functions of Human Resource Management: Human Resource Planning, Recruitment and Selection - Methods, process, Mode of assessment; Placement, Induction, Transfer, Promotion, Demotion; Human Resource Policy; Job Analysis, Job Description, Job Specification, and Methods of Job Evaluation; Talent Management; Employee Retention; Procedures of TQM, TPM, Kaizen, 5 S, and ISO.

Unit III: Wage and Salary Administration: Meaning, Importance, Principles; Determinants of wages and salary; Wage theories; Wage policy, Wage fixation; Wages – Types and Components; Incentives– Financial and Non-Financial; Intrinsic and extrinsic rewards; Fringe Benefits; Retirement benefits.

Unit IV: Strategic Human Resource Management (SHRM) – Concepts and Perspectives, Definition, characteristics, Functions, Implications of SHRM on the organization, Human Capital Management; International Human Resource Management – Definition, Reasons, Challenges

Unit V: Industrial Social Work – Definition, Scope; Employee Assistance Programme (EAP) – Origin, Meaning, Definition, Underlying Assumptions, Core Components, Features, Models, Services, Role of Social Worker in the industry.

References

Famularo, Joseph 1987 Handbook of Human Resource Administration, McGraw-Hill.

Gary Desslar 1997 Human Resource Management, 7th Edition, New Delhi: Prentice Hall of India Pvt. Ltd.

McKenna, Eugene and Beech, Nic 1997: The Essence of Human Resource Management, New Delhi, Prentice – Hall of India Pvt. Ltd.

Nalini, R. 2011, Social Work and the Workplace. New Delhi: Concept Publishing Company.

Tripathi 2003 Human Resource Management, Kitab Mahal, New Delhi

Core Subject/ Hours 6 / Credit 5

INDUSTRIAL RELATIONS AND LABOUR WELFARE

Objectives

To impart the knowledge on industrial relations and labour welfare
To provide an opportunity to learn about the trends and significance
To enhance professional competence in the subjects

Unit I - Industrial Relations

Concept and Characteristics; Emerging trends in IR; Employee Relations across Organizations in different sectors; Impact of Globalization and liberalization on IR, Principles of Natural Justice, Qualities and Roles of IR Manager.

Unit II - I.R. Climate

Industrial Conflict: Meaning, Causes, Consequences, Manifestations, Interventions (statutory and non-statutory machinery for preventions and settlement of disputes); Industrial Peace; Industrial Disputes Act 1947; Trade Unions Act 1926; Industrial Employment Standing Orders Act 1946

Unit III – Workers participation

Collective Bargaining: Meaning, Objectives, Process, Skills; Grievance Redressal: Meaning and Process; Employee Discipline: Meaning & Disciplinary procedure; Hot stove rules, Employee Empowerment: Meaning & Mechanisms; Workers' Participation in Management.

Unit IV- Labour Welfare

Employee Welfare: Meaning, Objectives, Philosophy, Scope, Limitations and Types of Employee Welfare- Statutory and Non-statutory Welfare measures, Fringe benefits. Factories Act 1948

Unit V- Social Security

Concept, Need, Types and Schemes for the organized sector in India- Maternity, ESI Scheme, EPF Scheme, Industrial health and Hygiene, Accident and Compensation. Gratuity, provident fund and employee pension scheme

References:

- Memoria, C B 1984.,Dynamics of Industrial Relations, Himalaya Publishing House.

- Sharma, A M, 1986 Industrial Relation: Conceptual & Legal Framework, Himalaya Publishing House.

- Sinha, G P, & Sinha, 1991, Industrial Relations and Labour Legislations, Oxford and IBH

- Nair, NG and Nair, Lata, 1995. Personnel Management and Industrial Relations, S Chand & Co.2001. Publishing House (P) Ltd., New Delhi,

- Pylee. M.V. and Simon George, 1995, Industrial Relations and Personnel Management, Vikas Publishing, New Delhi

Core Subject/ Hours 8 / Credit 6/ Field work

CONCURRENT FIELD WORK
SPECIALIZATION

The students are placed in agencies according to their specialization and they undergo the field training under the supervision of both agency personnel and Faculty Supervisor. The students get a hand on experience of the day –to- day functioning of the agency. They assist the agency in their routine functions of the organization and participate in all the professional activities. It provides them an opportunity to link theory with practice.

The students are encouraged to undertake studies, analyse data and present their findings. The students also undertake any assignments given to them by the agency.

At the completion Concurrent Field Work the students are required to submit the record for valuation and guidance.

The Internal is awarded by the supervisor for 50 marks for the quality, regularity, initiatives, leadership, participation and team work by the faculty supervisor.

At the end of the semester Viva Voce is conducted by a panel of two consisting of an external examiner and the faculty supervisor and marks are awarded for 50.

III Semester: Community Development Specialization

Core Subject/ Hours 6 / Credit 5

Rural Community Development

Objectives

1. To help the students understand the basic concepts about Rural Community Development
2. To provide information on the Government Agencies of rural Development
3. Acquire knowledge about the contribution of Government and Non-governmental organisations to rural l development.

UNIT 1: Community –meaning, types, characteristics. Community development –Definition and philosophy. Rural Community Development –Principles, approaches. Origin and development: Early experiments: Srinikethan, Marthandam, Gurgaon – Pilot Projects: Etawah project, Nilokheri experiment, Firka Development Scheme – Extension: Principles and Techniques - Extension department at block level

UNIT 1I

Rural Backwardness – causes, problems and need for planned Changed , Problems and prospects with reference to agriculture and allied problems. Rural poverty - causes, consequences, measurement - Issues relating to rural migration, rural industries, water scarcity, health and sanitation

UNIT 1II

Panchayat Raj: Concept, Objectives - Development of Panchayati Raj after Independence: Balwant Raj Metha Committee, Ashok Metha Committee - Main Features of Panchayati Raj Legislation (73rd Amendment) - Structure of Panchayat Raj System: Village Panchayati, Block Panchayat and District Panchayat

UNIT IV

Rural Development Agencies: CAPART, DRDA, NABARD, NIRD, IRMA, MASS, Khadi and Village Commission – Micro finance institutions , Cooperatives – People's participation in rural development - Role of NGO's for rural development.

UNIT V

Policy and Programme : National Policy on Rural Development - objectives, importance and strategies. Programmes : (Swarnajayanti Gram Swarozgar Yojana), SGRY (Sampoorana Gram Rozgar Yojana), NRHM (National Rural Health Mission), MGNREGS (Mahatma Gandhi National Rural Employment Guarantee Scheme), ICDS (Integrated Child Development Scheme) and Tamilnadu Government Social Welfare Programme – Pudhu Vazhvu Thittam

References

❖ William, A. Thomas and A. J. Christopher. 2011. Rural Development –concept and recent approaches. Jaipur: Rawat Publications
❖ Desai, Vasanth, 2012. Rural Development Vol. I & II. Bombay: Himalaya Publishers
❖ Katar Singh 2009 Rural Development Principles , Policies and Management , Sage Pub. , New Delhi

❖ G.Palanidurai 2010 Dynamic of New Panchayati Raj System in India – JBA Publication
❖ Mukundan.N 2009 Rural Development and Poverty Eradication in India , New Century Publication.

Core Subject/ Hours 6 / Credit 5

URBAN COMMUNITY DEVELOPMENT
Objectives

✓ To help the students understand the basic concepts about Urban Community Development
✓ To provide information on policies and programmes of urban development.
✓ To make the student to understanding the knowledge of various approaches to urban community development.

UNIT I:

Urban: Concept- Characteristics- Types of Urban Areas - Town –Metropolitan city Satellite towns – Megacity - Parallel city. Urban community development –meaning - origin of urban community development-.Urbanization and urban growth in India and Tamil Nadu
UNITII:
Urban Social problems: Crime , Juvenile delinquency, Commercial Sex Workers, Urban Housing, Water Supply ,Air, Water and noise pollution, solid waste management, e-waste management, Transport Urban Public Health , Urban Non –formal sector and migration

UNIT III:
Slum: Definition, causes, characteristics, slum culture, theories of slums Tamil Nadu Slum Clearance Board -Functions and Programs for slum dwellers. Urban Community Development - meaning and scope. Urban Poverty ; Concept , Meaning , Causes and Consequences,

UNIT IV
Administrative structure and functions of policy arrangements for urban development with reference to Municipalities, Municipality Act & Rules 1994, Corporations, Metropolitan Development Authorities. Constitution -74th amendment and its relevance to urban development.
UNIT V
Urban Development Programme: Town planning: Meaning, Town planning Act - Urban Basic Services Programmes (UBSP) - Tamil Nadu Urban Development Project (TNUP) - National Slum Development Programme (NSDP) - Integrated Housing & Slum Development Programme (IHSDP) - Jawaharlal Nehru National Urban Renewal Mission Scheme (JUNURUM) - Prime Minister's Integrated Urban Poverty Eradication Programme (PMIUPES)

References

➢ Ronald F. Ferguson , William T. Dickens 2011 Urban Problems and Community Development – Brooking Institution press
➢ Rabinder singh Sandhu -2003 Urbanization in India. Sage publications, New Delhi.
➢ A.K. Jain 2009 Urban Planning and Governance – Book well , New Delhi.
➢ Satish Sharma 2002 Social Transformation in Urban India , Dominant ,New Delhi ,
➢ Hans Nagaul 2005 Social Work in Urban India , Rawat Publication , New Delhi.

Core Subject/ Hours 8 / Credit 6/ Field work

CONCURRENT FIELD WORK
SPECIALIZATION

The students are placed in agencies according to their specialization and they undergo the field training under the supervision of both agency personnel and Faculty Supervisor. The students get a hand on experience of the day –to- day functioning of the agency. They assist the agency in their routine functions of the organization and participate in all the professional activities. It provides them an opportunity to link theory with practice.

The students are encouraged to undertake studies, analyse data and present their findings. The students also undertake any assignments given to them by the agency.

At the completion Concurrent Field Work the students are required to submit the record for valuation and guidance.

The Internal is awarded by the supervisor for 50 marks for the quality, regularity, initiatives, leadership, participation and team work by the faculty supervisor.

At the end of the semester Viva Voce is conducted by a panel of two consisting of an external examiner and the faculty supervisor and marks are awarded for 50.

Semester III: Medical & Psychiatric Social Work

Core Subject/ Hours 6 / Credit 5

MEDICAL SOCIAL WORK

Objectives

To help the students understand the basic concepts on medical social work

To provide information on the significance of medical social work in India

To prepare the student to promote the specialization

Unit-I

Medical Social Work –definition, Concept, historical development in India and abroad - Different setting for medical social work, Hospital as a formal organization –goods technology, structure and functions Psychiatric social work – concept definition meaning, scope, History of Psychiatric social work in India and abroad. Evolution of Professional training for psychiatric social work in India

Unit-II

Concept of patient as a person - Sick role and illness behaviour, Hospitalization of patient –impact on family - Need and methods foe involvement of family in treatment process

Unit-III

Problems of psychiatric patients during pre-hospital, phase-patient, family and community perspective - Family potentials for psychiatric treatment and psycho-social rehabilitation Concept of team work and multidisciplinary approach

Unit-IV

Role of social worker in general hospital and psychiatric hospital and dealing with social and emotional components of illness- Concept of team work and multidisciplinary approach in health care and social and emotional components of illness with special reference to leprosy, cancer, disabilities, epilepsy, sexually transmitted diseases, AIDS, Tuberculosis, physically handicapped.

Unit-V

Medical camps-meaning and objectives- Role social workers in Organizing medical campus in rural and urban areas. Organizational setup required for medical camps-resource mobilization for medical camps, tele-medicine and tele-psychiatry, Rehabilitation centres half way homes, sheltered workshop occupation therapy Unit residential homes and geriatric centres

REFERENCE:

Park, J.E. 2006.Textbook of Social & Preventive Medicine, Jabalpur: Banarsidas Bhanot.

World Health Report. 2001.World Health Organization , Geneva.

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

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

Narasimhan.M.C& Mukherjee A.K 1997.., Disability –A Continuing Challenge. New Delhi: Wiley Eastern Ltd.

Uphoam F.A 1989.Dynamic Approach to illness –A Social work Guide. New York: Family Service Association of America.

Core Subject/ Hours 6 / Credit 5

MENTAL HEALTH

Objectives

To help the students understand the need for mental health promotion in India
To provide information on the significance of mental health

UNIT-I

Definition and Meaning of Mental Health - Mental illness, Mental disorders, History of Psychiatry in India and abroad. International classification of mental illness -Relevance of knowledge of Mental Health and Mental illness to social work

Unit- II

Symptoms, etiology, diagnosis, prognosis and management of   a) Neuroses-Anxiety states - Depressive reaction - Obsessive compulsive reaction. Convulsive disorder, Hypochondriacs b) Psychosis Functional Affective disorders, Organic disorders c) Psychiatric problems among children and adolescents. d) Epilepsy, e) Mental retardation. Psychiatric Interview, Case History taking; Mental Status Examination; Classification in Psychiatry(ICD10, DSM V) Etiology, Clinical manifestation and Treatment modalities of Neurosis: Anxiety, Phobia, OCD, Depression, Post-Traumatic Stress Disorders and Panic Disorders.

Unit- III

Methods of treatment –Physical methods - Pharmacological management . Psycho-social methods - Indigenous methods - Common cultural beliefs –culture bound syndromes. Healing the Inner Child (Lab)

Unit- IV

Clinical manifestation and Treatment modalities of Childhood Disorders: ADHD, Autism, Learning Disabilities, Mental Retardation, Epilepsy, Adolescent Mental Health issues. Trans-cultural Psychiatry, Cultural bound Syndromes and Adolescent Mental Health.

Unit- V

Community Psychiatry –History, principles and practices. Primary, secondary and tertiary prevention - Mental Health Act 1987-Its implication to Professional social work practice

Reference

1. Antony D.John .(2006). Mental Disorders Encountered in counselling, Nochiodaipatti ,Anugraha Publications.

2. Gelder. M. Et al.(2001). Shorter Oxford Text book of Psychiatry, New Delhi. Oxford University Press.
3. Gabe , J et al (2005). Key Concepts in Medical Sociology, New Delhi.Sage Publications.
4. Pilgrim.D (2005), Key Concepts in Mental Health. New Delhi. Sage Publications.
5. Smith .E.E al (2003) Introduction to Psychology, Bangalore. Thomson Asia Pvt Ltd.

Core Subject/ Hours 8 / Credit 6/ Field work

CONCURRENT FIELD WORK
SPECIALIZATION

The students are placed in agencies according to their specialization and they undergo the field training under the supervision of both agency personnel and Faculty Supervisor. The students get a hand on experience of the day –to- day functioning of the agency. They assist the agency in their routine functions of the organization and participate in all the professional activities. It provides them an opportunity to link theory with practice.

The students are encouraged to undertake studies, analyse data and present their findings. The students also undertake any assignments given to them by the agency.

At the completion Concurrent Field Work the students are required to submit the record for valuation and guidance.

The Internal is awarded by the supervisor for 50 marks for the quality, regularity, initiatives, leadership, participation and team work by the faculty supervisor.

At the end of the semester Viva Voce is conducted by a panel of two consisting of an external examiner and the faculty supervisor and marks are awarded for 50.

Core Subject/ Hours 6 / Credit 5

COMPUTER APPLICATION FOR SOCIAL WORK
Objectives
To promote the basic knowledge of computers and windows
To learn computer skills for statistical analysis and
To enhance online browsing skills for social work related tasks

UNIT 1: Fundamentals of a Computer: Meaning, Characteristics, basic operations –input, storage, processing, output, ALU and control -Software, types of software–application, system, utility

UNIT 2: Word Processing: Meaning, Features, advantages - Creating, saving opening and printing documents. Creating table - Mail merge-main document, data source and merging. Structure of excel window. Creating, saving opening and printing a spreadsheet, creating tables, charts, calculations. Presentation package: Creating presentations in power point, tables, charts. Animation running slide show, saving the slides, printing presentations - Internet and browsing E-Mail, use of Internet in Research- Computer practical in creating document, spread sheet, power point and mail merge.

UNIT 3: Statistical Package for Social Science: Basics of Statistical analysis –population, sample, case, case number, variable, variable level, types of variable –numeric, string, alphanumeric, system missing value, user defined missing value, code book and code sheet, types of statistics, statistical tests, types of analysis. Structure of SPSS windows

UNIT 4: Creating data file, syntax file and output file: Defining data, Variable name, Variable label Values, value labels. Editing data file, adding cases, adding variables, saving files, retrieving data files, printing data file. Recoding of data

UNIT 5: Analysis of data: Single frequency, bivariate analysis, charts and diagrams. Editing of table and charts, exporting tables and charts in word document. Application of correlation, regression, ANOVA, factor analysis

References

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

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

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

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

5. Miles, M.B. and E.A. Weitzman. 1995 Computer Literacy in Human Services. The Haworth Process. New York.
6. Saxena, Sanjay. 1999. A First Course in Computers. Vikas Publishing House Pvt. Ltd. New Delhi.

7. Singh and Singh. 1998. Windows 95 Illustrated. Asian Publishers. New Delhi.

8. Taxali, R.K.. 1998 PC Software Made Simple. Tata MCGraw-Hill Publishing Com. Ltd. New Delhi.

Non Subject Elective/ Hours4/Credit 4
DISASTER MANAGEMENT
Objectives
To facilitate the students to learn about various aspects relating to Disaster,
To inculcate the knowledge on Impacts of disaster and Disaster management.
To promote the skills on Disaster management techniques and role of social work .

UNIT I Disaster- Introduction

Meaning; Factors and Significance; Effects; Global view; Community Disaster;

Disaster profile of India, Disaster Mitigation Act 2005.

UNIT II Types of Disaster

Manmade and Natural - Earthquake, Flood, Cyclone, Drought, Famine, Landslide, Avalanches, Fire, Forest fire, Epidemics, Tsunami and Industrial & Technological Disaster, Chemical, Biological and Nuclear Disaster.

UNIT III Assessment and Rehabilitation

Disaster assessment; Disaster mitigation; Relief and Rehabilitation; Psycho social impact on Women, Children and the Aged; Disaster Counseling

UNIT IV Disaster Management and Awareness

Forecasting and Warning, Planning, Communication, Leadership and Coordination, Relief measures, Community health during Disasters; Community participation; Public awareness programmes; Information origination and dissemination - Community based Disaster Management.

UNIT V Role of various Organizations

Role of Social Worker; Government (State and Central), District Administration Disaster management Coordination committee; National Institute of Disaster Management - Role of National and International Organizations in Disaster Management

References:

- Jayanthi, I and A. Thomas William, (2017) Disaster and Tsunami A Psycho-Social Impact, Kalpaz Publications, New Delhi,

- Antony, D. John (2008) Trauma and Counselling, Anugraha Publications, Dindigul

- Parida P.K. (2002), Towards Rebuilding a Post Disaster Society: A Case Study of Super CycloneAffected Coastal Orissa , The Indian Journal of Social Work, Vol 63, Issue 2.

- Klinenberg Eric (2002), Heat Wave: A Social Autopsy of Disaster in Chicago, University of Chicago Press, Chicago.
- J.P.Saulina Arnold (2006), Disaster Management, Salesian Institute of Graphic arts, Chennai.
- Sen Amartya (1981), Poverty and Famines, Oxford University Press, New Delhi.
- Sharma Dhirendra (1983), India s Nuclear Estate, Lancers, New Delhi
- Disaster Prevention and Mitigation (1982), United Nations Disaster Relief Coordination, New York.

SEMESTER IV: Human Resource Management Specialization
Core Subject/ Hours 6 / Credit 5
ORGANIZATIONAL BEHAVIOUR

OBJECTIVES
To impart knowledge about individual, group and organizational dynamics and their consequences,

To acquaint the students with the knowledge of theories and practices that govern human behavior at work,

To understand the application of Transactional Analysis in social work

UNIT I
Organization Behavior: Definition, concept, approaches and scope - Attitude, Values, Personality; Job satisfaction, Employee Morale : Meaning, influences and outcomes - Measuring job satisfaction - Assertiveness Training: Benefits of assertiveness – components of assertive behavior

UNIT II
Transactional Analysis (TA), TA and self awareness, Winners and Losers, Structural analysis, Life positions, transactions, games and strokes, Life scripts, TA applications in motivation, Leadership and Teamwork, TA in counseling.

UNIT III
Leadership: Meaning, roles, skills, and styles, leadership theories, types of leadership, powerful persuasion strategies. - Group dynamics: Concept, types of groups, dynamics of group formation, decision making in groups. - Organizational Conflict: Concepts, causes and types, conflict-resolution strategies.

UNIT IV
Organization Development: Concept, emerging approaches and techniques, Foundations of OD, success and failure of OD, Planned Organizational change, feedback and OD.

UNIT V

Organizational change: Concept, forces of change and resistance to change, managing organizational change and diversity, facilitating creative and divergent thinking, planned organizational change.

References

- Jhon .W. Newstrom, 2007, Organizational Behaviour. New Delhi: Tata McGraw– Hill Publishing Company Ltd.
- Prasad, L M., 2006, Organizational Behavior. New Delhi: Sultan Chand & Sons.
- Keith Davis, Human Behavior at Work. Louis Allen Management and Organization.
- Khanka .S. S., 2000, Organizational Behaviour. New Delhi: S. Chand and Company.
- Stephen P. Robins, 2005, Organizational Behaviour. New Delhi: Prentice–Hall of India.
- Wendell L. French and Organizational Development. New Delhi: Prentice- Cecil H Bell, Hall, Prentice-Hall of India Pvt. Lt

Core Subject/ Hours 8 / Credit 6/ Field work

CONCURRENT FIELD WORK
SPECIALIZATION

The students are placed in agencies according to their specialization and they undergo the field training under the supervision of both agency personnel and Faculty Supervisor. The students get a hand on experience of the day –to- day functioning of the agency. They assist the agency in their routine functions of the organization and participate in all the professional activities. It provides them an opportunity to link theory with practice.

The students are encouraged to undertake studies, analyse data and present their findings. The students also undertake any assignments given to them by the agency.

At the completion Concurrent Field Work the students are required to submit the record for valuation and guidance.

The Internal is awarded by the supervisor for 50 marks for the quality, regularity, initiatives, leadership, participation and team work by the faculty supervisor.

At the end of the semester Viva Voce is conducted by a panel of two consisting of an external examiner and the faculty supervisor and marks are awarded for 50.

IV Semester: Community Development Specialisation

Core Subject/ Hours 6 / Credit 5

NGO MANAGEMENT

Objectives

1 To make the students understand the basic concepts about Rural Community Development
2 To provide information on the Legal status of NGOs- Registration of NGOs
3 To make the student to understanding the Project Management and planning

UNIT-I

Non Governmental Organisation-Meaning, Definition , Characteristics , origin and growth, Types of NGO. Role of non-governmental organizations in development and welfare and NGOs in developing countries

UNIT-II

Legal status of NGOs- Registration of NGOs in India, Byelaws, Process and management of Registration, Income tax Laws Professional Management of NGOs- Techniques and methods Human Resource development and capacity building of NGOs- Leadership and Team building ,Gender sensitivity ,Program design and Time management .

Unit-III

Financial management- Agencies- Government and Non-government sources, corporate support, community support. Financial Accountability - Methods to enforce accountability- Auditing and submitting returns. Techniques and strategies of Fund raising

UNIT-IV

Project Management techniques- Project planning, scheduling, monitoring and evaluation. Program Evaluation and Review Technique, SWOT analysis, Stakeholder Analysis, Problem analysis.

UNIT-V

Case studies of NGOs- Women Empowerment, Child Labour, Environmental challenges, Health challenges, Human rights, Child Rights

REFERENCE

1.David Lewis,(2001), The Management of Non-Governmental Development Organisations-
An Introduction , Routledge. London
2.Joy Mackeith, (1993), NGO Management: A Guide through the Literature, Centre for
Voluntary Organisation, London School of Economics.
3.R.Sooryamoorthy, K.D. Gangrade, (2001), NGOs in India: A Cross Sectional Study ,
Greenwood Publishing Group New Delhi

Core Subject/ Hours 8 / Credit 6/ Field work

CONCURRENT FIELD WORK
SPECIALIZATION

The students are placed in agencies according to their specialization and they undergo the field training under the supervision of both agency personnel and Faculty Supervisor. The students get a hand on experience of the day –to- day functioning of the agency. They assist the agency in their routine functions of the organization and participate in all the professional activities. It provides them an opportunity to link theory with practice.

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Semester IV: Medical & Psychiatric Social Work Specialisation

Core Subject/ Hours 6 / Credit 5
PSYCHIATRIC SOCIAL WORK
Objectives
To learn the art of Psychiatric social work in various setting
To acquire professional skills to practice Psychiatric Social Work
To promote the field of Psychiatric Social Work in India
Unit –I
Psychiatric Social work –Concept, definition, meaning, scope, History of Psychiatric social work in India and abroad - Evolution of Professional training and facilities for Psychiatric Social work in India - Problems of psychiatric patients during Pre- hospital, post hospital phase –Patient. Family and community perspective
Unit –II
Psychotherapy, supportive therapy, Re-educative and Reconstructive psychotherapy, Behaviour therapy, CBT,ERP or **EX/RP,** Psycho-analysis, Client centred therapy, Reality therapy, Gestalt therapy, Rational emotive therapy, Logo therapy, Hypnosis and Abreaction. Group Therapy, Transactional Analysis, Marital Therapy, Family Therapy, Recreational and Relaxation Therapies, Occupational Therapy and Psychiatric Rehabilitation.

Unit –III
Psychiatric Social work practice in different settings- Role of Social worker in Mental Hospital - Psychiatric department of General Hospital - Child Guidance Clinic, Correctional and child welfare institution, industries etc - Psychiatric social work intervention in relation to AIDS - Alcohol, Drug Abuse, Suicide, Accidents, Physical Disabilities and Absenteeism .Social work approach to the problem of mentally fit and handicapped, Team work-Multidisciplinary approach in Mental Health settings

Unit –IV
Rehabilitation programmes for mentally ill- Day Care Canters, Night Care Canters- Half way home. Sheltered workshop, occupational therapy unit, rehabilitation centres (residential homes) geriatric centres

Unit – V
National Mental Health Programmes in India- Scope of Psychiatric Social Work Practice Research Issues in Psychiatric Social Work Practice.

REFERENCES:
Harvey C.(1997), Social Work with Mentally handicapped people, London, Heinemann Publishers Pvt. Ltd.
Hudson. L.B(1999), Social Work with Psychiatric Patients, Chennai, Macmillan.
Kapur,Mallavika.(1997) Mental Health in Indian Schools, New Delhi, Concept Publishers
Kiaj.B. (1996).The Social Worker and Psychotropic Medication. Virginai. Common Wealth University Press
Mane.P & Gandevia Y.K (1995) Mental Health in India-Issues & Concerns. Bombay. TISS.
Turner.J.F.(1993).Differential Diagnosis & Treatment in Social work,New York.Free press.
Verma. Rattan (1991) Psychiatric Social work in India. New Delhi, Sage Publications

Core Subject/ Hours 8 / Credit 6/ Field work

CONCURRENT FIELD WORK
SPECIALIZATION

The students are placed in agencies according to their specialization and they undergo the field training under the supervision of both agency personnel and Faculty Supervisor. The students get a hand on experience of the day –to- day functioning of the agency. They assist the agency in their routine functions of the organization and participate in all the professional activities. It provides them an opportunity to link theory with practice.

The students are encouraged to undertake studies, analyse data and present their findings. The students also undertake any assignments given to them by the agency.

At the completion Concurrent Field Work the students are required to submit the record for valuation and guidance.

The Internal is awarded by the supervisor for 50 marks for the quality, regularity, initiatives, leadership, participation and team work by the faculty supervisor.

At the end of the semester Viva Voce is conducted by a panel of two consisting of an external examiner and the faculty supervisor and marks are awarded for 50.

Core Subject/ Hours 6 / Credit 6/ Project work

RESEARCH PROJECT WORK

Each student is allotted to a research supervisor. The students have to get the guidance and carryout the following steps and complete the research project within third and fourth semester.

1. Selection of Topic, Defining terms, Finalization of Objectives of Study.
2. Feasibility Study, Pilot Visit to the Field of Study
3. Detailed Research Proposal
4. Finalization of Research tool
5. Review of Literature and Bibliography
6. Finalization of Methodology Chapter.
7. Analysis and Interpretation of Data using SPSS
8. Main Findings and Suggestions
9. Summary and Conclusion
10. Submission of Bound Copy

The dissertation is submitted to the department for evaluation. Evaluation of the Project will be done through valuating the Report by the Faculty research supervisor for 50 marks as internal.

The Viva Voce is conducted by a panel of examiners as one being the external along with the research supervisor. The examiners evaluate the performance of the student and assign marks out of 50.

Core Subject/ Hours 6 / Credit 5

COUNSELLING AND GUIDANCE

Specific Objectives:

To acquire knowledge about the theoretical foundations and the process of Counseling

To learn about counseling, Skills, Techniques and Types of Counseling
To gain Knowledge on the role of Professional Social Worker in Counseling field.

Unit I Counselling and Guidance Foundation

Counseling: Definitions, Goals, Essential Elements in Counseling; Types of Counseling, NLP: Various Influences on Counseling; Qualities of an Effective Counselor; Characteristics of Clients: Guidance: Meaning, Objectives and Importance.

Unit II Theoretical Foundations of Counseling

Theoretical Foundations: Psychoanalytic Theory; Psychoanalysis and Transactional Analysis; Client Centered Counseling, Existential Counseling and Gestalt Therapy; Cognitive Theory: Rational Emotive Behavioral Therapy (REBT), Reality Therapy (RT) and Cognitive Therapy.

Unit III Counseling relationship, Process and Techniques

Counseling Relationship: Regard, Respect, Authenticity, Empathy and Genuineness; Counseling Process: Initiating Counseling, Attending Skills: Non-Verbal, Interacting with Clients, Termination, Follow-up, Transference and Counter-Transference; Counseling Techniques: Listening, Responding, Goal setting, Exploration, Summarization and Action.

Unit IV Counseling in Groups, and Different settings Groups In Counseling:

Counseling in Special Situations: Marriage, Couple and Family Counseling: School, Industry, Alcoholic and De-Addiction, Crisis and Trauma -, Supportive Counseling with PLHIV, suicidal prevention

Guidance - Career guidance with Youth & Adolescents, Educational guidance

Unit V Counseling as a Profession

Counselor as Professional; Ethical standards in Counseling; Research; Relevance of counseling as a Social Work Practice; Role of Professional Social Worker in Counseling field

References:
 Egan, Gerard, 2006, The skilled helper: A problem management and opportunity,
Development Approach to helping, Wadsworth publishers, Boston, USA
Hough & Margaret, 2006, Counselling skills and theory, Hodder Arnold publishers, UK

Lapworth, Phil, 2001, Integration in Counselling and Psychotherapy: Developing a personal
approach, Sage publications, New Delhi

Mcleod & John, 2003, Introduction to Counselling, Open University Press, UK
Mearns & Dave, 1999, Person- Centred Counselling in Action, Sage Publications, New Delhi,

Palmer, 2004 Counselling, The BAC Counselling reader, British Association for counseling,
Vol. 1 & 2,Sage publications ,New Delhi,

Rao, Narayana, 2003 Counselling & Guidance, Tata McGraw Hill, New Delhi

Subject Elective/ Hours4/Credit 4

LIFE SKILLS FOR SOCIAL WORK PRACTICE
Objectives

To develop a various skills to enhance the personality and capacity
To ascertain self evaluation and critical thinking for self enhancement
To promote the right sprit and attitude for practicing Professional social work

UNIT 1: Basics of Life Skills –Definition –Social Skills - Self Awareness through
SWOT Analysis, Johari Window – Effective Communication and Interpersonal
Relationship - Assertive skills - Handling negative peer pressure - Managing
diversity in cross cultural settings

UNIT 2: Thinking Skills: Critical Thinking –Rational and Unbiased view. Creative
thinking-Being flexible & Exploring options. Decision Making & Problem Solving
–Model for Decision making - Negotiation skills - Responsible sexual behavior -
Handling stigma & discrimination.

UNIT 3: Emotional Skills - Coping with emotions- Emotional Intelligence &
Empathy - Handling Negative Criticism, Hurt feelings and Anger. Coping Stress -
Promoting wellness through Yoga, Meditation

UNIT 4: Employability Attributes & Skills –Initiative, Self-presentation, Personal
responsibility, Self –Management, Sustaining motivation in work, Ability to deal
with pressure, Work-Life Balance, Team Work,

UNIT 5: Entrepreneurial Attitude and Skills –Creativity, Innovativeness, Risk taking ability, Having the Need to Achieve, Identification of business opportunities, Resourcefulness

Reference

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

2. Iyengar, BKS. 2005. The Art of Yoga. New Delhi: Harper Collins.

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

4. Lundlow, Ron & Fergus Panton. 1995. Effective communication. New Delhi: Prentice-Hall of India Private Ltd.

5. Maheswari, G.D.2000. Complete Guide to Career Planning. New Delhi: s. Chand & Company Ltd.

6. McGrath, E.H., 1997, Training for Life and Leadership in Industry, New Delhi: Prentice Hall of India Pvt. Ltd.

7. Sing, Dalip. 2006. Emotional Intelligence at work 3rd Ed. New Delhi: Response Books.

8. Stogdon, chris & Robin, Kiteley. 2010. Study Skills for Social Workers. New Delhi: Sage Publications Ltd.

9. Sudha, Datar. 2010. Skill Training for Social Workers. New Delhi: Sage Publications Ltd.

10. Vas S.R. Luis, 2001, Discover the power of your Inner Self, Mumbai: Better Yourself Books.