

2019-20
SRI RAMAKRISHNA COLLEGE OF ARTS AND SCIENCE
(Autonomous)



(Affiliated to Bharathiar University)
[Re-Accredited with 'A' Grade by NAAC]
[An ISO 9001:2015 Certified Institution]
Coimbatore- 641 006

Sri Ramakrishna Group of Educational Institutions

SYLLABUS

DEPARTMENT OF SOCIAL WORK

MASTER OF SOCIAL WORK [M.S.W.]

[For the student admitted during 2019-20]

Effective from Academic Year 2019-20

Sri Ramakrishna College of Arts and Science (Autonomous)



(Formerly S.N.R. Sons College)
(Affiliated to Bharathiar University)
(Re-Accredited with 'A' Grade by NAAC)
(An ISO 9001:2015 Certified Institution)



Nava India, Coimbatore-641 006, Tamil Nadu, India.

**"Scheme of Examination along with
Distribution of Marks and Credits"**

**CBCS & OBE PATTERN
POST GRADUATE PROGRAMMES
Master of Social Work (MSW) Degree Course**

(For the students admitted during the academic year 2019-2020 and onwards)

Study Components and Course Title	CIA	Comprehensive Exam		Compre- hensive Exam Total	Total	Credit
		Online	Descriptive Theory			
I SEMESTER						
Core - 1: 19MSW101 Introduction to Social Work	-	-	70@	70@	70@	3
Core - 2: 19MSW102 Field Work, Supervision and Ethics	30@	-	-	-	30@	1
Core - 3: 19MSW103 Sociology for Social Work Practice	30	20	50	70	100	4
Core - 4: 19MSW104 Psychology for Social Work Practice	30	20	50	70	100	4
Core - 4: 19MSW105 Social Work with Individuals	30	20	50	70	100	4
Core - 5: 19MSW106 Practical I: Concurrent Field Work Practical – I	30	-	70	70	100	4
19CME01- MACE I	-	-	-	100	100 ^s	2

^{\$} - Not included in Total Marks and CGPA calculation.

@ - Open Book Examination System.

II SEMESTER						
Core - 6: 19MSW201 Social Work with Groups	30	20	50	70	100	4
Core - 7: 19MSW202 Community Organization and Social Action	30	20	50	70	100	4
Core - 8: 19MSW203 Social Welfare Administration and Social Legislation	30	20	50	70	100	4
Core - 9: 19MSW204 Social Work Research and Statistics	30	20	50	70	100	4
Core - 10: 19MSW205 Computer Applications in Social Work	30	20	50	70	100	4
Core - 11: 19MSW206 Practical II: Concurrent Field Work Practical – II	30	-	70	70	100	4
19CCR01 Social Lab\$ COMMUNITY EXPERIMENTATION	100@	-	-	-	100\$	1\$
19CCR02: NPTEL Online Course	-	-	-	100	100\$	1\$
19 CME02 MACE II	-	-	-	100	100\$	2\$

\$ - Not included in Total Marks and CGPA calculation.

@ - Open Book Examination System.

III SEMESTER						
Core - 12: 19MSW301 Science and Technology for Inclusive Growth @	30 @	-	70 @	70 @	100 @	4
Elective -I	30	20	50	70	100	4
Elective -II	30	20	50	70	100	4
Elective - III	30	20	50	70	100	4
Core - 13: 19MSW302 Block Placement	30	20	50	70	100	4
Core - 14: 19MSW303 Practical III: Concurrent Field Work Practical - III	30	-	70	70	100	4

@ Open Book Examination System.

IV SEMESTER						
Core - 15: 19MSW401 Corporate Social Responsibility	30	20	50	70	100	4
Elective -IV	30	20	50	70	100	4
Elective - V	30	20	50	70	100	4
19CCR03: NPTEL Online Course	-	-	-	100	100\$	1\$
Generic Social Work Practice	100	-	-	-	100\$	1\$
Core - 16: 19MSW402 Practical IV: Concurrent Field Work Practical - IV	30	-	70	70	100	4
Core - 17: 19MSW403 Project Work and Viva Voce	80	-	20	20	100	6
19CCR10: Internship	-	-	-	100	100\$	1\$

\$ Not included in Total Marks and CGPA calculation.

List of Elective papers (Can choose any one of the paper as elective)		
Elective – I	19MSWE01	HR: Labour Welfare
	19MSWE02	MP: Introduction to Medical Social Work
	19MSWE03	CD: Rural and Urban Social Structure
Elective – II	19MSWE04	HR: Labour Legislations
	19MSWE05	MP: Hospital Administration
	19MSWE06	CD: Rural Community Development
Elective – III	19MSWE07	HR: Human Resource Management
	19MSWE08	MP: Psychiatric Social Work Practice
	19MSWE09	CD: Welfare of Weaker Sections
Elective – IV	19MSWE10	HR: Industrial Relations
	19MSWE11	MP: Mental Health and Social Work
	19MSWE12	CD: Urban Community Development
Elective – V	19MSWE13	HR: Organizational Behavior
	19MSWE14	MP: Counselling: Theories and Practice
	19MSWE15	CD: NGO Formation and Management

**List of Generic Social Work Practice Paper (Self Study Component)
(IV Semester - For student admitted during 2019-2020 and onwards)**

Study Components and Course Title	CIA	Comprehensive Exam		Comprehensive Exam Total	Total	Credit
		Online	Descriptive Theory			
19CCR04	100	-	-	-	100 ^{\$}	1
19CCR05	100	-	-	-	100 ^{\$}	1
19CCR06	100	-	-	-	100 ^{\$}	1
19CCR07	100	-	-	-	100 ^{\$}	1
19CCR08	100	-	-	-	100 ^{\$}	1
19CCR09	100	-	-	-	100 ^{\$}	1

\$ Not included in Total Marks and CGPA calculation.

Open Elective (III Semester - For UG students admitted during 2019-2020)

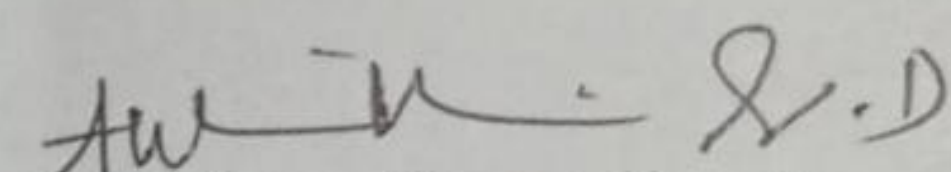
Study Components and Course Title	Comprehensive Exam		Comprehensive Exam Total	Total	Credit
	Online	Descriptive Theory			
19MSWI01 Intellectual Property Rights	-	100	-	100 ^{\$}	3

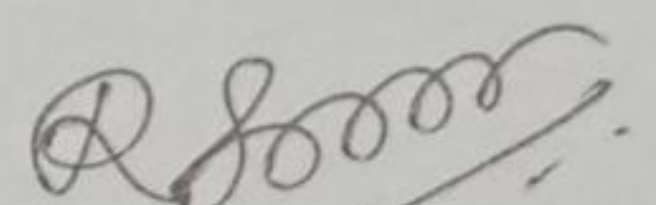
\$ Not included in Total Marks and CGPA calculation.

COURSE SUMMARY

Summary						
Subject	Papers	Credit	Total credits	Papers	Marks	Total marks
Core (Theory & Practical)	15	4	64	16	100	1500
Core (Theory & Practical)	1	3	3	1	80	80
Core (Theory & Practical)	1	1	1	1	20	20
Core (Project work & Viva voce)	1	6	6	1	100	100
Electives	5	4	20	5	100	500
CCR - 1 Social Lab	1	1\$	1\$	1	100	100\$
CCR - 2 & 3 Online Courses	2	2\$	4\$	2	100	200\$
CCR - 4 Generic Social Work Practice	1	1\$	1\$	1	100	100\$
CCR - 5 Internship	1	1\$	1\$	1	100	100\$
Total			90			2200

\$ Not included in Total Marks and CGPA calculation.


Syllabus Coordinator


BOS-Chairman

Dr. R.THIRUMOORTHY
Chairman, Board of Studies in Social Work
Sri Ramakrishna College of Arts and Science
(Formerly S.N.R.SONSCOLLEGE)
Coimbatore - 641006

Date:

SRI RAMAKRISHNA COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

PG & Research Department of Social Work

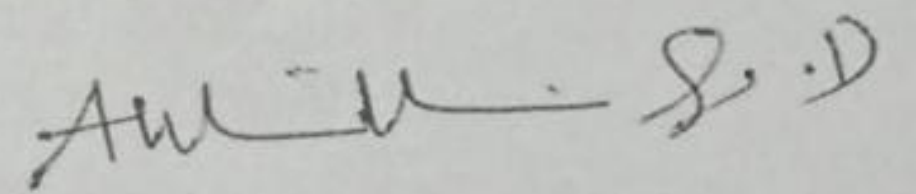
Master of Social Work (MSW) Programme

Programme Objectives (POs)

1. Identify and conduct themselves as Professional Social Workers in the areas of varied social work practice with individuals, families, and groups, or leadership in public and nonprofit agencies.
2. Demonstrate a commitment in working with diverse groups and commit to lifelong learning about diverse and oppressed groups in a cultural context.
3. Demonstrate an ecological understanding of the intersection of social problems such as poverty, crime, social injustice, classism, and incorporate this understanding into their assessments and interventions.

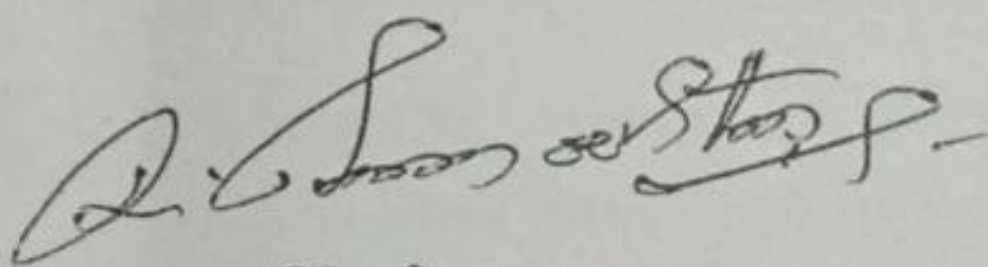
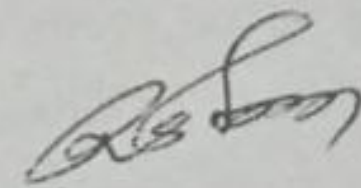
Verified by:

Prof.Antonette Lydia. D

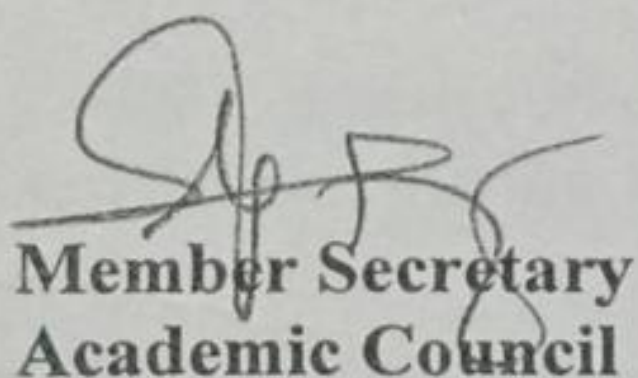


Approved by:

Dr.R.Thirumoorthi



**Chairman
BoS – MSW**



**Member Secretary
Academic Council**

Dr.R.THIRUMOORTHY,
M.S.W., Ph.D., B.L., NET, PGDDE, PGDPM&IR, DLW
Professor & Head - Social Work
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SRI RAMAKRISHNA COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

PG & Research Department of Social Work Master of Social Work (MSW) Programme

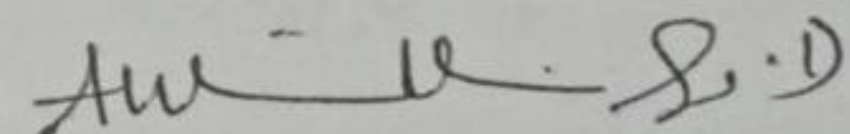
PEOs - Programme Educational Outcome

The MSW graduate from our SNRSC will be able to:

1. **Design and implement** interventions, policies, programs, and services that are accessible and acceptable to people who may be different or diverse from the majority of the population served.
2. Apply a broad range of **critical thinking skills** of analysis and problem-solving to strengthen individuals, families and communities using interventions relevant to their areas of concentration and specialization.
3. Use skills relevant to their areas of concentration and specialization who **advocate for human rights** in order to **empower** individuals, families and communities.
4. Engage in **research-informed practice** and **practice-informed research** and, to engage in program evaluation
5. **Demonstrate advanced knowledge** about human development and behavior in the social environment, and who draw upon this knowledge to **assess** the biological, psychological, social, and environmental **factors that affect** individuals, families, and communities.
6. Promote **social and economic well-being** by engaging in **leadership and policy practice** which addresses social problems. This practice includes analyzing, formulating, and advocating for policy and programs.
7. **Engage, assess, intervene, and evaluate practice** in their chosen areas of concentration and specialization at the advanced level **utilizing research findings and evidence-based practice**.

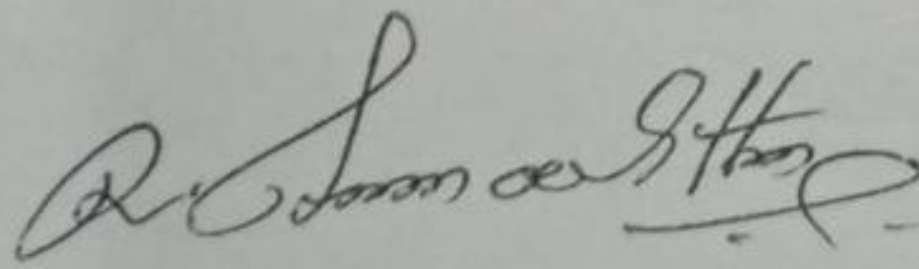
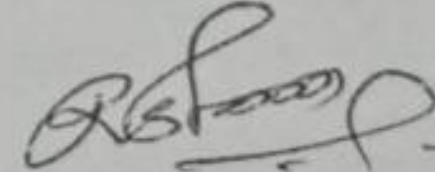
Verified by:

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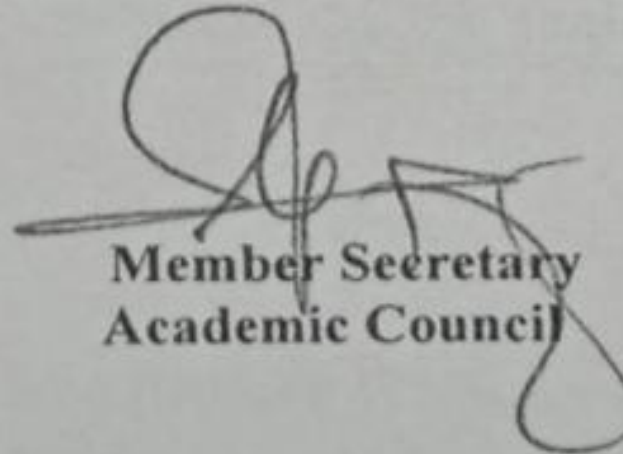


Approved by:

Dr. R. Thirumoorthi



Chairman
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MASTER OF SOCIAL WORK PROGRAMME

(Academic Year 2018 - 2019 onwards)

GUIDELINES

Being a professional course of study, Master of Social Work (MSW) programme aims to prepare the students at PG level for a career in Social Work. The MSW programme is offered from the Academic Year 2011-2012 onwards. The current regulations are applicable for the students admitted during the academic year 2018-2019 and onwards:

1. Concurrent Field Work Practical

Concurrent Field Work Practical are mandatory courses carrying 4 credits each and shall be practiced in Social Work Agencies (NGOs / Hospitals / Industries) under the close monitoring and supervision of faculty members and agency supervisors.

During the field work practical the students are expected to gain knowledge and skills required for a professional Social Worker for practical intervention on a real time basis. Faculty members concerned shall do supervision on both the field work days.

During the Field Placements the students get an opportunity to apply theory to practice and gain first hand experience. Therefore field work practical in each semester is compulsory in this programme and a student is expected to have 100 percent attendance. 4 Credits are assigned for field work practical in each semester. A student should earn a total of 16 credits in 4 semesters in field work practical.

At least two days in a week shall be set aside for concurrent field work practical of 15 hours per week. Each semester shall have a minimum of 24 days of concurrent field work practical spread over 12 weeks with 15 hours per week. The total number of days of concurrent field work practical in 4 semesters of the MSW course shall be a minimum of 96 days with 15 hours per week. The students have to submit their field work reports along with observation note to the faculty supervisors regularly for assessment. Field Work Viva-Voce examination will be conducted by a board of examiners (one Internal and one External at the end of each semester).

2. Block Placement

The Social Work trainees will be imparted certain specific skills relevant to their specialization through workshops / group learning activities apart from placing them in field work agencies / hospitals / industries appropriate to their specialization for a period of up to 5 days (based on requirements only) during the III semester. This kind of block placement is a compulsory course carrying 4 credits. The students have to submit a report at the end of the placement training for which the viva-voce will be held along with field work viva for the III semester.

3. MACE (I and II)

: I & II Semester

The regulations are as per the regulations specified by Training, Internship and Placement (TIP) Department from time to time

4. Project Work

Every student is required to complete a Project Work under the supervision and guidance of a Faculty of the Department who will guide the students on topics related to Social Work practice and a Viva-Voce will be conducted at the end of the IV Semester by a board of examiners (one Internal and one External). For Project Work 6 credits are awarded.

5. Self Study Courses under Course Completion Requirements (CCR):

1. Social Lab (18CCR01)

: II Semester

(One course to be registered and completed during II Semester)

Social Lab is an practical experimental course which carries one extra credit with 100 marks. The students are expected to undertake an action oriented activity either an extension / welfare / research work so as to contribute to the society in which they live by applying their professionally acquired knowledge, and skills.

- i. Social Lab component will be assessed by a team of two teachers nominated by the Head of the Department.
- ii. The students have to conceptualise, design, and execute a practical component with the guidance & mentoring of the class tutor.
- iii. A proposal, mid-term report and a final report are to be submitted on prescribed dates.
- iv. These reports will form the basis for assessment.
- v. These courses are compulsory and
- vi. A minimum of 50% is required to declare the candidate to be passed in the course.
- vii. The results must be forwarded to the controller of examinations.
- viii. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

2. NPTEL Online Courses (18CCR02 & 18CCR03)

: II & III Semesters

(One course to be registered and completed per year during odd or even semester)

- i. The students have to enrol themselves in any two or more NPTEL Courses during the II semester of their own choices based on the advises from the tutor. However, the students have the liberty to enrol and complete NPTEL during the I Semester itself;
- ii. These courses are compulsory
- iii. A minimum of 50% is required to declare the candidate to be passed in the course. If a candidate is failed in NPTEL, the department has the liberty to hold the exam on a convenient date and evaluate the scripts as per the institutional norms.
- iv. The results as declared by the NPTEL would be forwarded to the controller of examinations for credit transfer purpose.
- v. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

3. Generic Social Work Practice (18CCR04 & 18CCR09)

: IV Semester

The Social Work students are expected to choose and pursue one course from the given list of offered Generic Courses specific to any one of the settings of the Professional Social Work. This course is a mandatory one and offered to provide an opportunity to understand subject matters beyond their specialization.

- i. This course is offered under Course Completion Requirements (CCR) component.

- ii. These courses are compulsory and students must choose one course from the list of courses offered for that particular batch to which they belong to.
- iii. A minimum of 50% is required to declare the candidate to be passed in the course.
- iv. An internal exam for 100 marks would be conducted along with the model examination.
- v. The results must be forwarded to the controller of examinations.
- vi. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

4. Internship (18CCR10)

: Post IV Semester

The Internship with any of the leading NGO / Company / Hospital is a Course Completion Requirements (CCR) are mandatory ones to be completed by each of the students. These course completion requirements do not carry credits. However, only on successful completion of CCR, the students will be awarded the degree of Master of Social Work (MSW). The following guidelines may be followed for the said Course Completion Requirements (CCR):

- i. The students have to attend Internship Training after the IV semester examinations, for a period of four weeks in the month of May.
- ii. The students have to submit an e-Report / hardcopy report (as per the convenience of the student trainee) along with attendance certificate issued by the institute concerned to the Department at the end of training.
- iii. An evaluation form would supplied to the training institution which shall be utilised by the Agency Training Supervisor for evaluation and allocation of marks out of 100 marks as per the specifications given in this guidelines.
- vii. A minimum of 50% is required to declare the candidate to be passed in the course.
- viii. The results must be forwarded to the controller of examinations.
- ix. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

DISTRIBUTION OF MARKS**THEORY PAPERS****Table - 1 (A)****(Distribution of marks for external and internal for theory papers of PG courses)**

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum	Overall Passing Minimum for total marks (Internal + External)
100	70	35	30	15	50

Table - 1 (B)**(Distribution of marks for external and internal for theory papers of PG courses)**

S.N.	For theory – PG Courses	Marks (30)	Marks (15)
1.	Internal Test (2 hours) – 2½ units	5	3
2.	Model Examination (3 hours)	10	5
3.	Assignments	5	2.5
4.	Seminar	5	2.5
5.	Activity (Paper Presentation / Quiz / Panel Discussion / Participation in Seminars / Workshops)	5	2.5
Total		30	15

Table - 1 (C)**(Distribution of marks for Continuous Internal Assessment (CIA) for Theory Papers of PG courses)**

S.N.	For theory – PG Courses	Marks (70)
1.	Online Examinations – 50 questions – 60 minutes	20
2.	Descriptive type assessment	50
Total Marks		70

PRACTICAL / FIELD WORK PAPERS**Table - 2 (A)****(Distribution of marks for external and internal for Practical Papers of PG courses)**

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum	Overall Passing Minimum for total marks (Internal + External)
100	70	35	30	15	50
50	35	18	15	7	25

Table - 2 (B)**(Distribution of Internal Marks for Practical Papers of PG courses)**

S.N.	For Practical – PG Courses	Marks (30)
1.	Internal Test	10
2.	Model Practical Examination	10
3.	Evaluation of Observation Note	10
Total		30

Table - 2 (C)**(Distribution of marks for the Comprehensive Examination for Practical Papers of PG courses)**

S.N.	For Practical – PG Courses	Marks (70)
1.	Evaluation of Record Notes	10
2.	Viva Voce Examinations	60
Total Marks		70

MACE I (Semester –I) & MACE II (Semester – II)**Table – 3 (A)**

The following are the distribution of marks for external for MACE Papers:

Total Marks	External Max. Marks	External Passing Minimum	External Online Exam	External Personal Interview	Overall Passing Minimum for total marks (Internal + External)
100	100	60	50	50	60

PROJECT WORK**Table - 4 (A)**

The following are the distribution of marks for external and internal for Projects of PG courses:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	20	10	80	40	50

Table - 4 (B)

The following are the distribution of marks for internal for Projects of PG courses:

S.N.	For Projects – PG Courses	Marks (80)
1.	Review Meeting	15
2.	Objective, Methodology, Review of Literature	25
3.	Data Collection and Statistical Tools	20
4.	Execution of the Project	20
Total Marks		80

Table - 4 (C)

The following are the distribution of marks for external for Projects of PG courses:

S.N.	For Projects – PG Courses	Marks (20)
1.	Presentation	5
2.	Viva Voce	15
Total Marks		20

SELF STUDY COMPONENT

A mandatory component under Course Completion Requirement (CCR)

(For student admitted during 2018-19 onwards)

CCR01: SOCIAL LAB (II Semester)**Table - 5 (A)**

The following are the distribution of marks for internal for Self Study Papers:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

Table – 5 (B):

The following are the distribution of marks for internal for Self Study Courses of PG courses:

S.N.	For Self Study – PG Courses	Marks (100)
1.	Activity	40
2.	Review – I	10
3.	Review – II	10
4.	Report / Documentation	20
5.	Viva Voce	20
Total Marks		100

CCR02 & CCR03: NPTEL ONLINE COURSES**Table - 6 (A)**

The following are the distribution of marks for internal for Self Study Papers:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	100	50	-	-	50

CCR04 – CCR09: Generic Social Work Practice Papers

Table - 7 (A)

The following are the distribution of marks for internal for Self Study Papers:

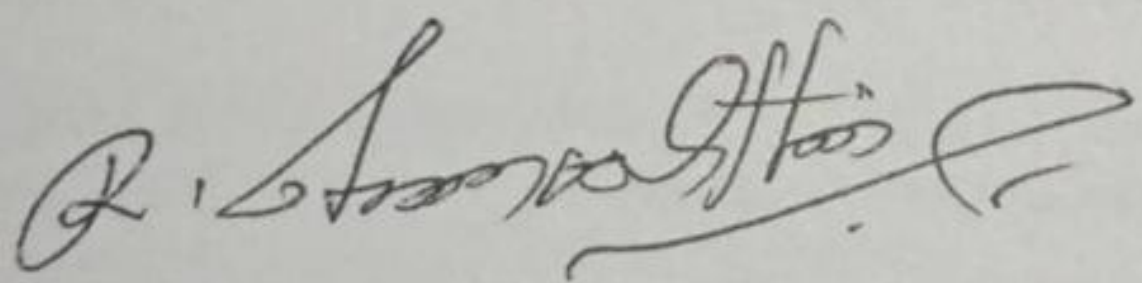
Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

CCR10: INTERNSHIP

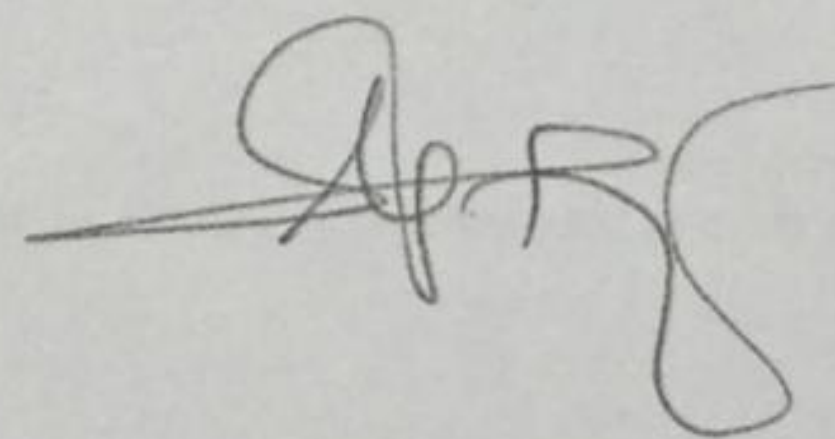
Table - 8 (A)

The following are the distribution of marks for internal for Self Study Papers:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50



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SEMESTER - I
19MSW101 - INTRODUCTION TO SOCIAL WORK

COURSE DESCRIPTION:

To introduce the fundamentals of social work to students to understand its basic philosophy, history, concepts, methods, principles and fields. It also envisage the upcoming areas of social work practice and education.

COURSE OBJECTIVE:

- To make the students proficient about the history, philosophy, fields and methods of social work profession.
- To orient the student trainees towards the professionalism of Social Work.

Semester	I
Credit	3
Paper type	Core
Max. Marks	CIA:30 + CE: 40 = 70

UNIT I INTRODUCTION TO SOCIAL WORK

9

Social Work - Definition, Objectives, History, Philosophy and scope. Concept of related terms: Social welfare, Social service, Social reform, Social Security, Social Justice. Introduction to the Methods of Social Work.

UNIT II SOCIAL WORK PROFESSION

9

Social Work Profession – Concept, Philosophy, Traits, Values, Principles and Responsibilities. Qualities, Responsibilities and Roles of Social Work of professional Social Worker. Models of Social Work; Approaches of Social Work - Relief model, Welfare model, Clinical model, Systems model, Radical model, and Developmental model.

UNIT III FIELDS OF SOCIAL WORK

9

Fields of Social Work – Family and Child Welfare, Industrial Social Work, Medical and Psychiatric Social Work, Community Development, Correctional Social Work, School Social Work, Youth welfare.

UNIT IV SOCIAL WORK EDUCATION

4

Social Work Education: Beginning of Social Work education in India. Professionalisation of Social Work education. Knowledge and skill base of Social Workers.

UNIT V EMERGING AREAS OF SOCIAL WORK

9

Rights of Differently Abled Persons, Child Rights, Women Empowerment, Environmental Protection, Disaster Relief, Psychosocial Intervention and Management, Health Care, Gerontological Social Work, HIV / AIDS, Human Rights and Legal Aid. **International Social Work:** meaning and scope.

Total Periods : 40**COURSE OUTCOME:**

On successful completion of the course the students will

- Apply the principles and scope of Social Work
- Utilize the background and models of Social Work in the fields
- Empower the Social Work profession and Social Work Education in India
- Apply knowledge and skills in emerging areas of Social Work in practice.

TEXT BOOKS:

- Banks, S: Ethics and Values in Social Work, Macmillan Press Ltd, London-1995.
- Desai M: Curriculum Development on History of Ideologies for Social Change and Social Work, TISS Mumbai-2002
- Friedlander, WA: Introduction to Social welfare New York : Prentice Hall, 1959
- Sanjay Bhattacharya: Introduction to Social Work, Deep and Deep Publications, New Delhi-2008.

REFERENCES:

- Arthur Fink & Co. The field of Social Work, Holt Rinehart & Winston, New York
- Banerjee, G. R. Papers on Social Work: An Indian Perspective, Tata Institute of Social Sciences, Mumbai.
- David Cox & Manohar Pawar, 2006, International social work, issues, strategies and programmes, sage Publications, New Delhi.
- Director, Publications Encyclopedia of Social Work in India, Old Volumes I-II and Division III, New Vol. I to IV. Ministry of Information and Broadcasting, Govt. of India, New Delhi.
- Gore, M. S. Social Work and Social Work Education, Asia Publishing House, Bombay.
- Gokhale, S.D. Social Welfare in India, Asia Publishing House, Mumbai.

Exam Pattern:

1. Open Book Based Examination System to be followed.
2. Only one Internal will be conducted during model examination
3. The question paper pattern to be followed shall be as follows:
 - Internal examination shall be an activity based assessment for 30 marks during model examination (3x10 = 30 Marks) [with 200 words) (3 questions to be answered out of 5)
 - External examination shall be Descriptive examination with open book examination system with following pattern

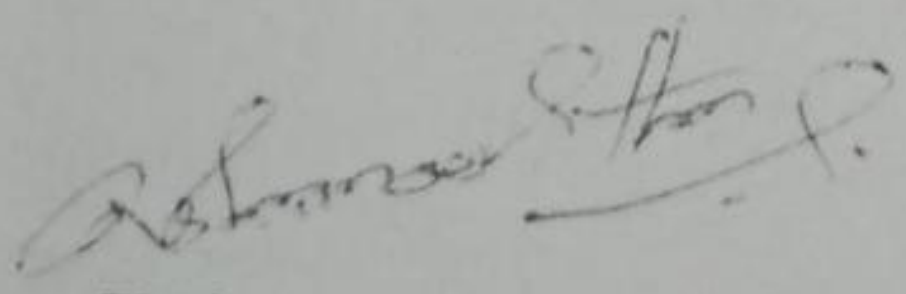
Part – A (4 x 10 = 40 Marks) [with 500 words) (4 questions to be answered out of 6)

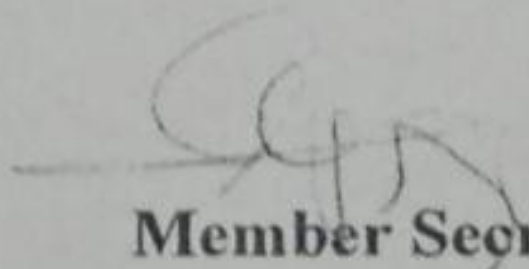
Verified by:

Prof. Antonette Lydia.D

Approved by:

Dr.R.Thirumoorthi


Chairman
BoS – MSW


Member Secretary
Academic Council

19MSW102 –FIELD WORK, SUPRRVISION AND ETHICS

COURSE DESCRIPTION:

To introduce the fundamentals of guided field work in social work.

COURSE OBJECTIVE:

To impart knowledge about field work basics, importance of supervised field work, and learn about professional bodies and their roles to make the social work a vibrant one.

Semester	I
Credit	1
Paper type	Core
Max. Marks	CIA:30

Unit I: Field Work

Concept, Definition, and Components; Importance of Fieldwork

2

Unit II: Supervision

Supervision: Meaning and definition; Supervised Field Work; types of Supervisor: Academic supervisor and Agency supervisor; Need for supervision; Practicum in Social Work.

2

Unit III: Professional Bodies

Professional Associations and Organizations: International Organisations; Indian Organisations; Ethics of Professional Social Workers; **Presentation** on Various organisations;

6

COURSE OUTCOMES

Total Periods:10

1. Enable the student to posses the knowledge about filed work modalities
2. Accustomising the students towards guided and supervised field work
3. Strengthen the learning about the professional agencies
4. Apply the ethics in societal interventions

REFERENCES:

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- Director, Publications Encyclopedia of Social Work in India, Old Volumes I-II and Division III, New Vol. I to IV. Ministry of Information and Broadcasting, Govt. of India, New Delhi.

Exam Pattern:

1. Open Book Based Examination System to be followed.
2. Only one CIA (Model Examination will be conducted for 30 marks.
3. The question paper pattern to be followed shall be as follows:

Part – A (3 x 3 = 9 Marks) [with 200 words]

Part – B (3 x 7 = 21 Marks) [with 500 words]

Verified by:

Prof. D. Antonette Lydia

Approved by:

Dr.R.Thirumoorthi

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19MSW103 - SOCIOLOGY FOR SOCIAL WORK PRACTICE

COURSE DESCRIPTION:

To introduce the fundamentals of sociological concepts to students to understand the society, socialization and social group. It also gives the students on the particulars of details like social control, marriage, family system, social stratification, social change and social problems.

Semester	I
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

- To make the students proficient about the social concepts and elements required for the Social Work profession.
- To enrich their knowledge about (i) the elements of society, (ii) socialization and social groups, (iii) marriage and family system, (iv) caste system and social change, and (v) social problems with special reference to India.

UNIT I BASIC CONCEPTS IN SOCIETY

9

Society: Definition, concept, characteristics, structure and functions of society, Relationship between individual and society. **Community:** concept, definition; Characteristics of rural, urban and tribal communities; Relevance of sociological aspects for Social work profession.

UNIT II SOCIALIZATION, SOCIAL CONTROL AND SOCIAL GROUPS

9

Socialization: Concept, importance and functions, agencies of socialization; Social control: meaning, mechanisms of social control agencies – formal and informal; Culture: concept, influence on individuals; Cultural change; Social Groups: concept, definition, characteristics and classification of social groups

UNIT III MARRIAGE AND FAMILY SYSTEM

9

Marriage: functions, forms, changes in mate choice and ceremonies; Family system in India: functions, forms, and contemporary changes, conflict, break down and adjustments

UNIT IV SOCIAL STRATIFICATION AND SOCIAL CHANGE

9

Social stratification: definition and characteristics, caste and class; Caste system: traditional Varna system, theories on the origin and development, modern trends of caste system in India Social change: concept, definition and factors leading to social change

UNIT V SOCIAL PROBLEMS

9

Social problems: concept, definition, nature and extent of social problems and issues in India; Poverty, Corruption, Delinquency, Alcoholism and Drug Addiction, Illiteracy, Population Explosion, Trafficking and Prostitution, Terrorism, Crime, Suicide, and Problems of the Aged and Disabled, Goondaism and Khap Panchayats; Role of Social worker in Tackling Social Problems.

COURSE OUTCOMES:

Total Periods : 45

On the completion of this course students will:

- Be proficient in the social concepts and elements required for the Social Work profession. L1
- Utilize the elements of society L2
- Acquire the skills to influence socialization and social groups, L1
- Apply ethics and process in marriage and family system, caste system and social change, and L2
- Identify social problems and give intervention with special reference to Indian context. L3

TEXT BOOKS:

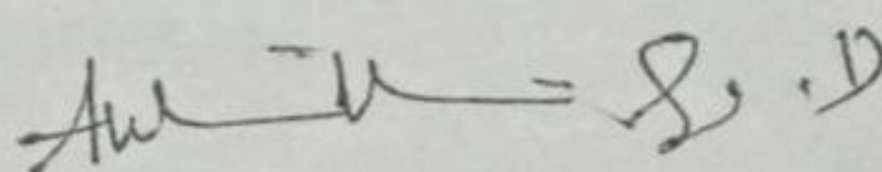
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- D.N.Majumdar and T.N.Madan, An introduction to Social Anthropology, Noida, Mayoor Paperbacks,

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- Ian Roberston, 1980 Sociology. New Delhi: Worth Publishers Inc.
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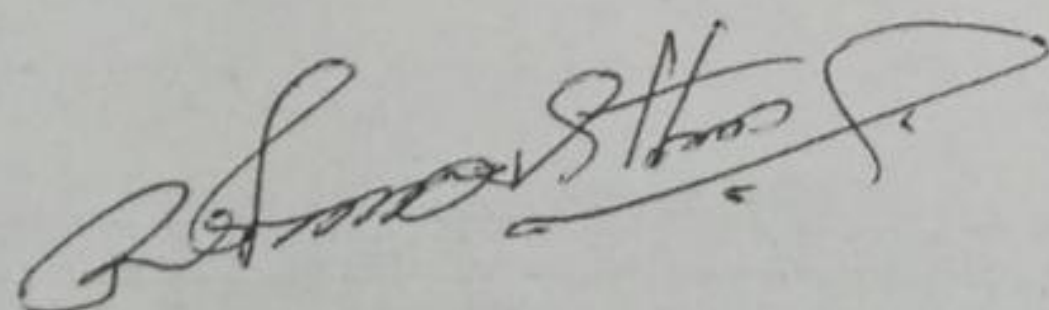
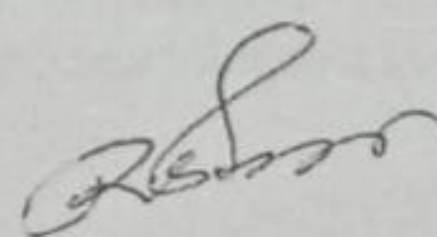
Verified by:

Prof. D. Antonette Lydia



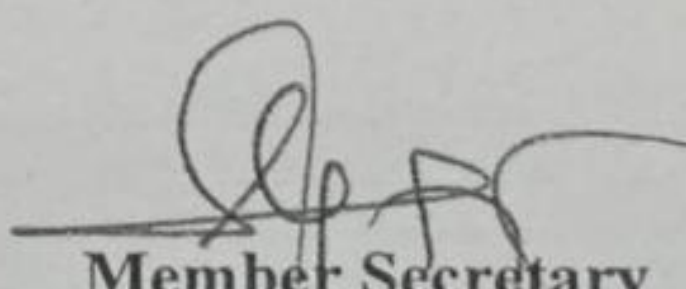
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19MSW104 - PSYCHOLOGY FOR SOCIAL WORK PRACTICE

COURSE DESCRIPTION:

To introduce the fundamentals of psychological concepts to students to understand their self and group behaviour. It also gives the outline for students on the human developmental stages, personality development, and mental health.

COURSE OBJECTIVE:

- To make the students aware on the human psychological development required for the Social Work practice and profession.
- To enrich their knowledge about (i) the human psychology, (ii) personality development, (iii) base of human growth and development, (iv) human mental health.

Semester	1
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

UNIT I INTRODUCTION

9

Psychology: Meaning and Definition; Various Schools of Psychology; Scope of application Psychology in various fields. Current Relevance of psychology for Social Workers. Current perspectives.

Stages in Human Development: Physical and Psychological aspects of various Developmental Stages, Prenatal and Childbirth, Infancy, Babyhood, Childhood, Puberty, Adolescence, Adulthood, Middle Age, Old Age.

UNIT II PERSONALITY DEVELOPMENT

9

Personality: Nature and theories of personality – a brief overview of Psychodynamic and humanistic theories, factors influencing personality Development, Heredity and Environment; Intelligence: Concept, Theories and Assessment.

UNIT III SOCIO-PSYCHOLOGICAL BASES OF HUMAN GROWTH AND DEVELOPMENT - I

9

Learning: Concept, types, theories of Learning; **Motivation:** Concept, nature and types of Motives with special reference to Social Motives; Basic Theories of Motivation

UNIT IV SOCIO-PSYCHOLOGICAL BASES OF HUMAN GROWTH AND DEVELOPMENT – II

9

Perception: Meaning, Types and Principles; Errors in Perception; **Emotion:** Meaning, function and types; Development of emotions: Individual and Group Emotions, **Attitudes:** Concept and nature, formation of Attitudes and Attitudes Change in Individuals and Groups, Collective / Crowd Behaviour

UNIT V MENTAL HEALTH

9

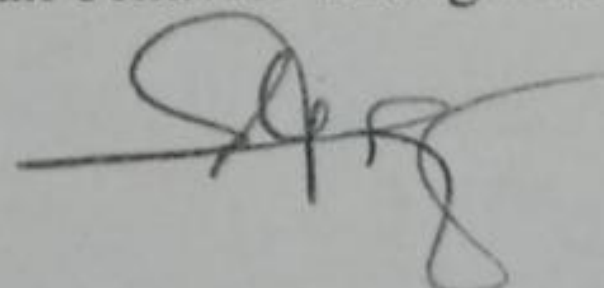
Stress: Meaning, causes and effects; **Conflict:** Meaning, types, coping drives, defense mechanism; **Mental Illness / Health:** Concept and definition, types, role of Social Workers in promoting mental health

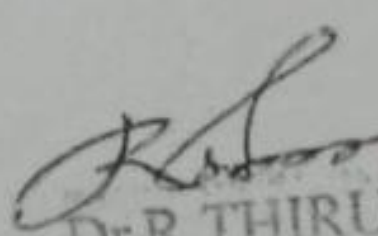
Total Periods : 45

COURSE OUTCOMES:

On successful completion of the course the student will

1. Acquire the basic Psychological & Scientific Principles. L¹
2. Apply the personality across individual life span. L²
3. Initiate modifications in abnormal behavior with specific reference to individual and group settings L²
4. Facilitate the integration of knowledge with social work practice. L³
5. Explore the practice of human behavior through Indian Psychology. L³



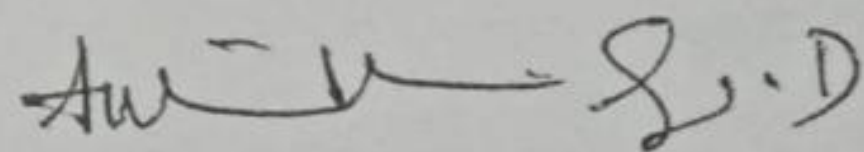

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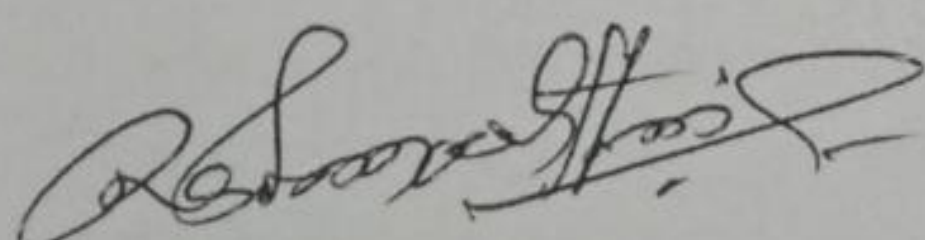
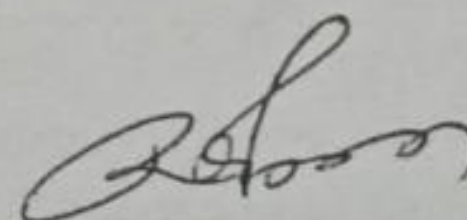
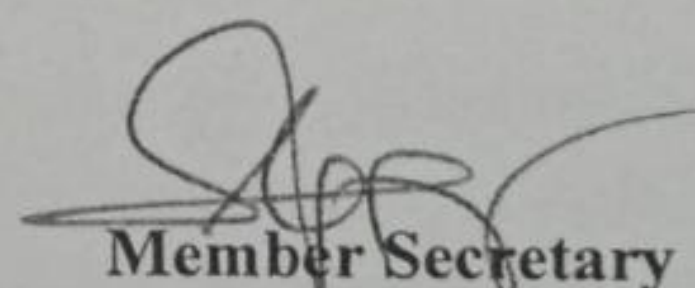
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19MSW105 - SOCIAL WORK WITH INDIVIDUALS**COURSE DESCRIPTION:**

To introduce the Social Case Work a primary method of Social Work practice. It also gives the students to gain knowledge in the application of Social Case Work in the individual case studies on personality development and mental health.

Semester	I
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

- To impart knowledge about the primary and direct method of the Social Work namely Social Case Work.
- To train the Social Work trainees gain practical knowledge in application of Social casework

UNIT I INTRODUCTION TO CASE WORK

9

Social Case Work: Definition, Meaning and Objectives; **Importance** of social Case Work; **Principles** of case work **Impact** of socio-cultural factors on individual and Relevance of Case Work; **Relationship** with other methods of Social Work,.

UNIT II COMPONENTS AND PROCESSES

9

Basic components of Social Case Work: person, the problem, the place and the process. **Case Work Process:** Study, Diagnosis and Treatment. **Tools and techniques:** Interview, Observation, Home Visits and Collateral Contacts. **Interventions:** Direct and Indirect multidimensional intervention. Goal attainment, Termination, Evaluation and Follow up.

UNIT - III CASE WORK APPROACHES AND RECORDING

9

Approaches in Social Case Work: Psychosocial approach, functional approach, diagnostic Approach and Crisis Intervention. **Recording in Social Casework:** Need, Importance & Types of Recording.

UNIT - IV CASE WORK APPLICATIONS

9

Social Case Work in different settings: Family and Child Welfare, School, Community, Medical and Psychiatric Institutions, Correctional Settings, Care of Aged, Case work in Foster Home.

UNIT V TRENDS AND RESEARCH

9

Recent Trends in Social Case Work. Problems and limitations of Social Case Work Practice in India. Practice and research in Social Case Work. Use of Single Case Evaluation and Ethnography as research methods in Social Case Work.

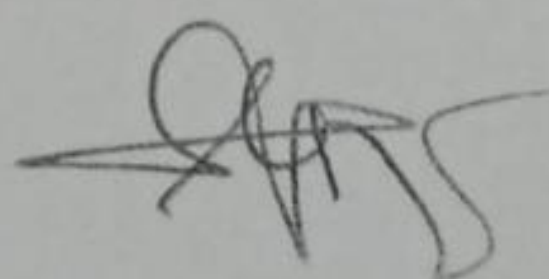
Total Periods : 45**COURSE OUTCOMES:**

On successful completion of the course the students will

- Implement the primary and direct method of the Social Work namely Social Case Work. L²
- Experiment the acquired practical knowledge in the fields. L²
- Analyze critically the problem of individuals and factors affecting them. L¹
- Apply the various tools and techniques in working with individuals in problem solving and in developmental work. L³

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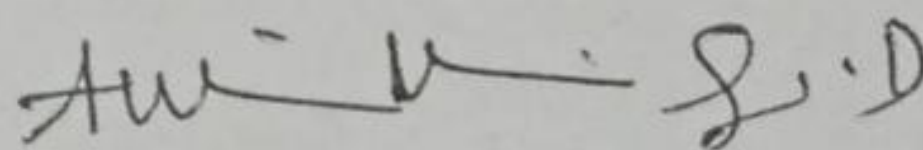


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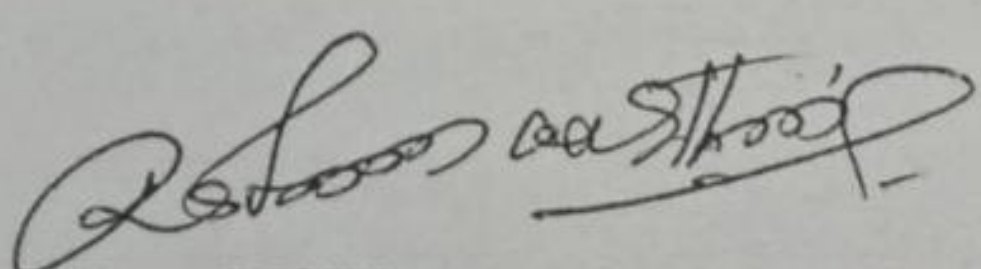
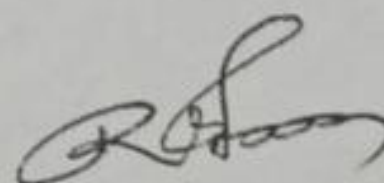
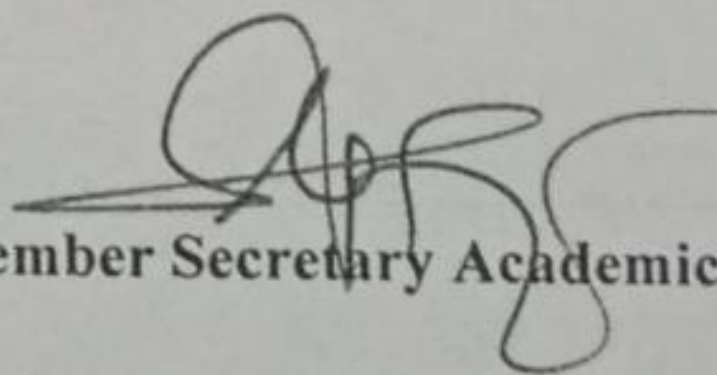
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19MSW106 – CONCURRENT FIELDWORK PRACTICAL - I

COURSE DESCRIPTION:

To introduce the various fields of Social Work through different social welfare agencies to understand the methods of Social Work practice. It also gives the students to gain knowledge in the application of Social Work techniques in the field work through individual case studies.

Semester	1
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

- To enrich the knowledge of the students on various fields of social work.
- To make the students aware, through observation visits, about various field work agencies, their specialization, their functioning and procedures and projects implemented.

COURSE DESCRIPTION:

The first semester students will be taken on Observation Visits during the first semester to various NGO's / Hospitals / Industries and Social welfare agencies in and around Coimbatore to get exposure in various settings and functioning. The students will be evaluated on the basis of a viva -voce examination.

Total Periods : 180

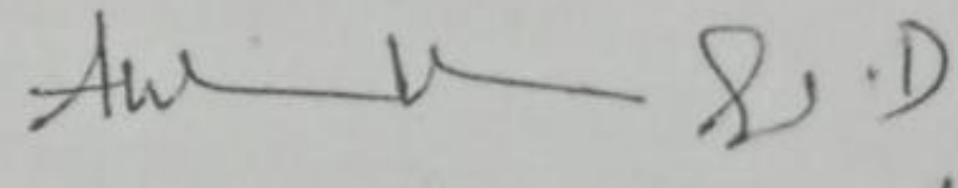
COURSE OUTCOMES:

On the completion of this course students would be able to,

- Gather knowledge about different settings in social work ^{L1}
- Deploy themselves in settlings such as Industry, NGOs, Hospitals, Government, etc and ^{L1}
- Apply the knowledge and skills in an independent manner according to the need of the agency / setting ^{L1}
- Plan, prepare and implement programmes / activities to solve the problems of the clients ^{L2}

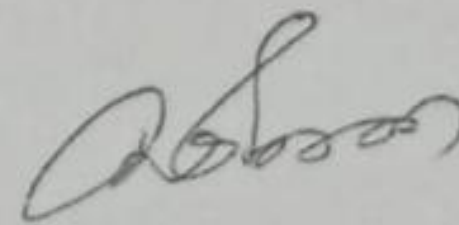
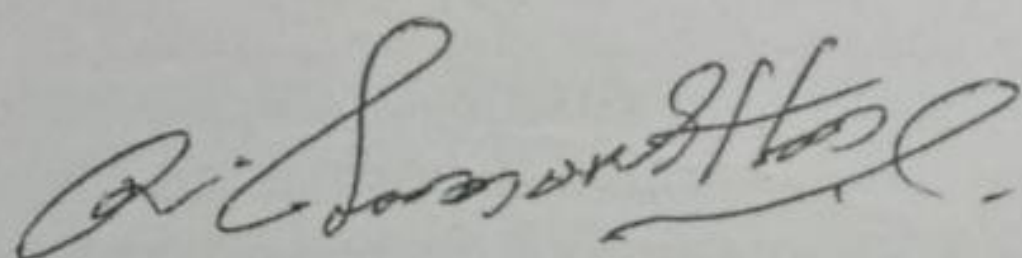
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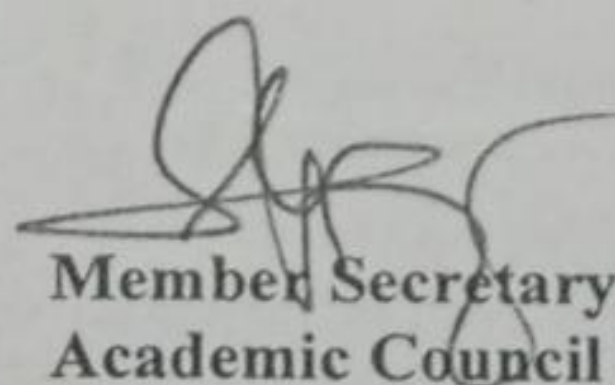


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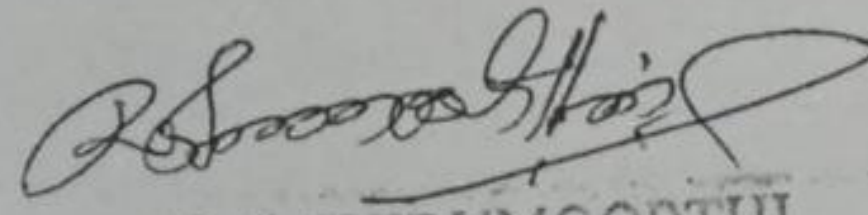
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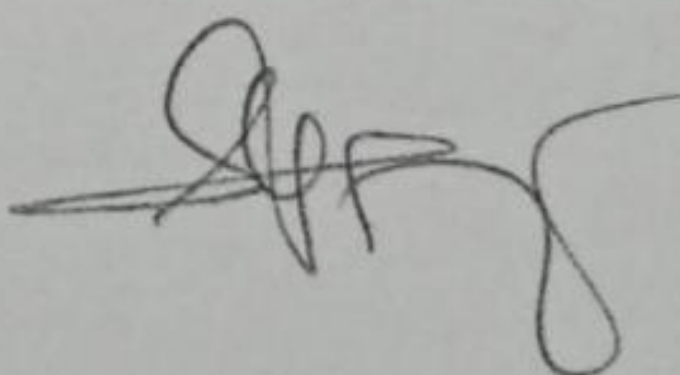
LIST OF FIELD WORK AGENCIES

Annexure - 1

SN	NAME AND ADDRESS
1.	Coimbatore Multipurpose Social Service Society, Bishop house Post box no: 6, Coimbatore -641001
3.	Community Organisation For Oppressed and Deppressed Upliftment 22/29-B3, Palaniappa Nagar, Ramanathapuram, Coimbatore -641045
5.	Rural Education Service Trust 187, kothari nagar Singanallur Coimbatore -641005
7.	Good Sheperd Health Education Centre and Dispensary 43, Good Sheperd Convent Karamadai, Coimbatore -641104.
9.	NERD Society 249, Siddhi Vinayagar Colony Vadavalli, Coimbatore -641041
11.	Center for Social Education and Development 38, Narasa Street, Avinashi Road, Coimbatore.
13.	Nesakkarangal 22,23 - Muniocipal Shopping Complex, Dhali Road, Udumalpet
15.	COURSE DESCRIPTION For Seva Thadagam (Via) Anaikatty, Cbe-641108.
17.	Kovai Child Labour Abolition Support Society (KOVAI CLASS) Collectorate, Coimbatore-18
19.	World Vision India Near Manu Hospital, Sungam-Ukkadam Bye-pass Road, Old Sungam, Coimbatore-641045.
21.	Missionaries of Charity Puliakulam Main Road, Ramanathapuram, Coimbatore - 45.
23.	Roots Industries, Thadagam Road, Coimbatore
25.	Lakshmi Mills, PN palayam, Coimbatore

SN	NAME AND ADDRESS
2.	Shanthi Ashram P-17, Kovaipudur Coimbatore -42
4.	Imayam Social Welfare Association 3, Anna Nagar, 1st Street Ganapathy, Cbe -6
6.	Don Bosco Anbu Illam (Child Line), Home for Street Children, Ukkadam, Coimbatore.
8.	Corporation School for Deaf & Dumb, RS puram, Coimbatore
10.	Coimbatore Cancer Foundation (CCF), GKNMH Premises, PN palayam, Coimbatore
12.	Assissi Shehalaya, Ettimadai, Palakad road, Coimbatore.
14.	Meher's Children Village, Opp to SNG polytechnic, Palakad road, Coimbatore.
16.	International Human Resource Development Centre (IHRDC), MTP Road, Periyanaickenpalayam
18.	Native Medicare Charitable Trust (NMCT), Kanuvai Po, Coimbatore.
20.	Mano Shanthi - Family Counselling Center, YWCA building, Avinashi Road, Coimbatore
22.	Karal Kubel Institute for Development (KKID), Anaikkatty, Coimbatore.
24.	Families For Children (FFC) Podanur, Coimbatore
26.	Cambodia Mills, A Unit of NTC, Trichy Road, Ondipudur. Coimbatore.


Dr. R. THIRUMOORTHY,
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 Sri Ramakrishna College of Arts and Science
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 Coimbatore-641006, TN, India



MASTERS' ABILITY AND CAREER ENHANCEMENT (MACE – I)
Subject Code: 19CME01
Common to all the PG streams admitted from AY 2019-20

Semester	I
Credit	2
Paper type	Skill based
Max. Marks	Total=100 (Online:50+Verbal Oral: 50)

Instruction Hours per Semester: 40

Aim:

To educate and enrich the students on setting goals, career planning, communication skills and professional grooming. Equip them on the techniques of listening, non-verbal communication, etiquette, written and presentation skills etc.

Course Objectives

To enable students to,

- Set goals.
- Assess individual communication skills, aptitude and employability skills
- Revise the fundamentals of English grammar
- Enhance their English language.
- Equip with techniques of listening and non-verbal communication
- Enhance techniques such as listening, non-verbal communication, verbal oral & written skills etc.

Unit I

Assessment of individual levels of communication skills, aptitude and employability skills; Psychometric test, SWOT analysis; Planning on setting goals. Introduction to Career planning; Goal setting – Introduction to Soft Skills - Presentation skills - Intra-personal skills

Unit II

Enhancement of Basic English vocabulary; Nouns, Verbs, Tenses, Phrases, Synonyms, Antonyms, and Homonyms Descriptive words - Combining sentences

Unit III

English language enhancement- Business Idioms- Indianisms in English- Common Errors in Pronunciation - Signposts in English- Verbal ability-Articles-Parts of speech-Phrases, clauses and modifiers - errors in tenses – prepositional errors – parallelism errors – mood, conditionals and multiple usages.

Unit IV

English listening- hearing Vs. listening - Nonverbal communication – Appearance, dressing and grooming - Tips to maintain good impression at work - business etiquette – basic postures and gestures and table manners, Body language - dealing with people communication - media etiquette - telephone etiquette, email etiquette.

Unit V

Basics of Writing Skills – Sentence Construction – Email Writing. Presentation Skills (Writing) – Effective organization of content – Importance of Presentation in both Writing and Speaking. Communication Process and Barriers – Elimination of stage fear – Impromptu speaking

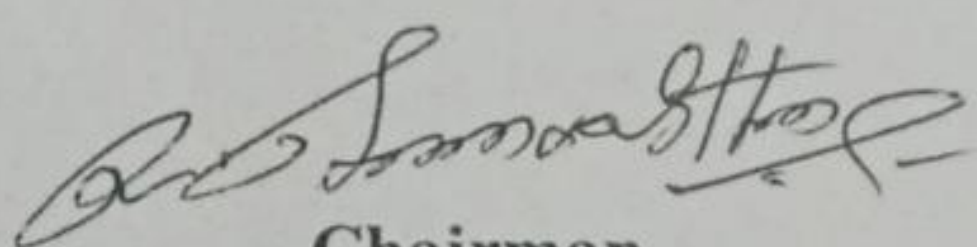
Course Outcomes

On the successful completion of the course, the student would be able to-

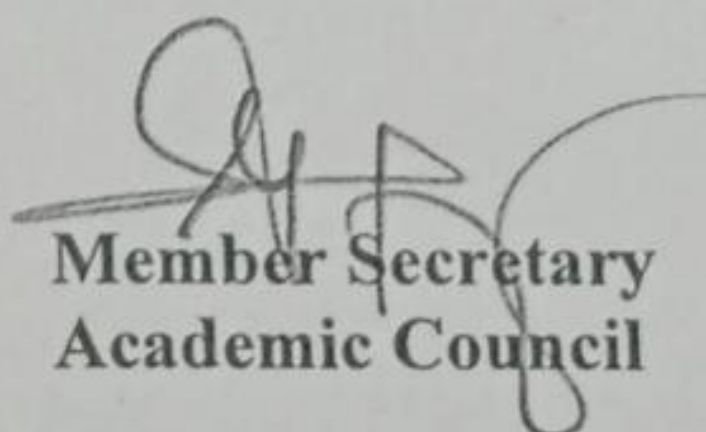
- Set goals
- Learn fundamentals of English grammar, common errors of pronunciation and parts of speech.
- Understand individual communication skills, aptitude and skills required for employment
- Enhance their English language.
- Listen better, improve their body language, and adopt good manners and etiquettes.
- Write better and communicate effectively.

References:

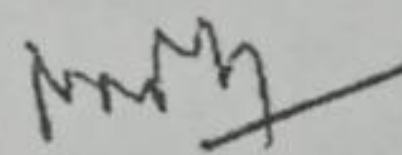
- 1) A Modern Approach to Verbal and Nonverbal Reasoning by Dr. R. S. Aggarwal
- 2) A Modern A Modern Approach to Verbal by Dr. R. S. Aggarwal
- 3) A Modern Approach to Nonverbal Reasoning by Dr. R. S. Aggarwal
- 4) A Practical Course in Spoken English by J.K.Gangal
- 5) Effective English Communication for you by V.Shamala
- 6) Developing Communication Skills by Krishna Mohan & Meera Banerji
- 7) English for Competitive Exams by Bhatnagar



**Chairman
BoS – MSW**



**Member Secretary
Academic Council**



Verified By

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Course Coordinator

Ramakrishna College of Arts and Science (Autonomous)

(Formerly S.N.R. Sons College)
(Affiliated to Bharathiar University)
(Re-Accredited with 'A' Grade by NAAC)
(An ISO 9001:2015 Certified Institution)



Nava India, Coimbatore-641 006, Tamil Nadu, India.

"Scheme of Examination along with Distribution of Marks and Credits"

CBCS & OBE PATTERN POST GRADUATE PROGRAMMES

Master of Social Work (MSW) Degree Course

for the students admitted during the academic year 2019-2020 and onwards)

Study Components and Course Title	CIA	Comprehensive Exam		Compre- hensive Exam Total	Total	Credit
		Online	Descriptive Theory			
I SEMESTER						
1: 19MSW101 Introduction to Social	-	-	70 ^a	70 ^a	70 ^a	3
2: 19MSW102 Social Work, History and	30 ^a	-	-	-	30 ^a	1
3: 19MSW103 Sociology for Social Practice	30	20	50	70	100	4
4: 19MSW104 Sociology for Social Practice	30	20	50	70	100	4
5: 19MSW105 Social Work with Individuals	30	20	50	70	100	4
6: 19MSW106 Practical I: Current Field Practical – I	30	-	70	70	100	4
7: 19MSW107 Practical II: Current Field Practical – II	-	-	-	100	100 ^s	2

^a Included in Total Marks and CGPA calculation.

^s Open Book Examination System; No online Exams; Only Descriptive Exams;

(Signature)

II SEMESTER						
Core - 6: 19MSW201 Social Work with Groups	30	20	50	70	100	4
Core - 7: 19MSW202 Social Welfare Administration and Social Legislation	30	20	50	70	100	4
Core - 8: 19MSW203 Community Organization and Social Action	30	20	50	70	100	4
Core - 9: 19MSW204 Social Work Research and Statistics	30	20	50	70	100	4
Core - 10: 19MSW205 Computer Applications in Social Work	30	20	50	70	100	4
Core - 11: 19MSW206 Practical II: Concurrent Field Work Practical – II	30	-	70	70	100	4
19CCR01 Social Lab & Community Experimentation ^{\$}	100 [@]	-	-	-	100 ^{\$}	1 ^{\$}
19CCR02: NPTEL Online Course	-	-	-	100	100 ^{\$}	1 ^{\$}
19 CME02 PACE II	-	-	-	100	100 ^{\$}	2 ^{\$}

- ^{\$} - Not included in Total Marks and CGPA calculation.
[@] - Open Book Examination System.



List of Elective papers (Can choose any one of the paper as electives)		
Elective – I	19MSWE01	HR: Labour Welfare
	19MSWE02	MP: Introduction to Medical Social Work
	19MSWE03	CD: Rural and Urban Social Structure
Elective – II	19MSWE04	HR: Labour Legislations
	19MSWE05	MP: Hospital Administration
	19MSWE06	CD: Rural Community Development
Elective – III	19MSWE07	HR: Human Resource Management
	19MSWE08	MP: Psychiatric Social Work Practice
	19MSWE09	CD: Welfare of Weaker Sections
Elective – IV	19MSWE10	HR: Industrial Relations
	19MSWE11	MP: Mental Health and Social Work
	19MSWE12	CD: Urban Community Development
Elective – V	19MSWE13	HR: Organizational Behavior
	19MSWE14	MP: Counselling: Theories and Practice
	19MSWE15	CD: NGO Formation and Management

List of courses - Generic Social Work Practice (Self Study Component) #
(IV Semester - For student admitted during 2019-2020 and onwards)

Study Components and Course Title	CIA	Comprehensive Exam	Total	Credit
19CCR04: HIV / AIDS Prevention and Rehabilitation #	100@	-	100\$	1\$
19CCR05: Payment Gateways & e-payments #	100@	-	100\$	1\$
19CCR06: Women Empowerment #	100@	-	100\$	1\$
19CCR07: Human Rights: Law and Mechanisms #	100@	-	100\$	1\$
19CCR08: Ragging: Prevention & Abolition #	100@	-	100\$	1\$
19CCR09: Disability Management & Counselling #	100@	-	100\$	1\$

\$ Not included in Total Marks and CGPA calculation.

Any one paper shall be chosen by the students.

@ - Open Book Examination System; No online Exams; Only Descriptive Exams;



COURSE SUMMARY

Subject	Papers	Credit	Total credits	Marks	Total marks
Core (Theory)	11	4	44	100	1100
Core (Theory)	1	3	3	70	70
Core (Theory)	1	1	1	30	30
Core (Practical)	4	4	16	100	400
Core (Project work & Viva voce)	1	6	6	100	100
Electives	5	4	20	100	500
CCR - 1 Social Lab	1	1\$	1\$	100	100\$
CCR - 2 & 3 Online Courses	2	2\$	4\$	100	200\$
CCR - 4 Generic Social Work Practice	1	1\$	1\$	100	100\$
CCR - 5 Internship	1	1\$	1\$	100	100\$
Total			90		2200

Not included in Total Marks and CGPA calculation.


Chairman
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Member Secretary
Academic Council

Date: 06/11/2019

Self Study Courses under Course Completion Requirements (CCR):

1. **Social Lab (19CCR01)**

(One course to be registered and completed during II Semester) : II Semester

Social Lab is an practical experimental course which carries one extra credit with 100 marks. The students are expected to undertake an action oriented activity either an extension / welfare / research work so as to contribute to the society in which they live by applying their professionally acquired knowledge, and skills.

- i. Social Lab component will be assessed by a team of two teachers nominated by the Head of the Department.
- ii. The students have to conceptualise, design, and execute a practical component with the guidance & mentoring of the class tutor.
- iii. A proposal, mid-term report and a final report are to be submitted on prescribed dates.
- iv. These reports will form the basis for assessment.
- v. These courses are compulsory and
- vi. A minimum of 50% is required to declare the candidate to be passed in the course.
- vii. The results must be forwarded to the controller of examinations.
- viii. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

2. **NPTEL Online Course (19CCR02)**

: II Semester

- i. The students have to enrol themselves in any one or more NPTEL Courses during the II semester of their own choices based on the advises from the tutor. However, the students have the liberty to enrol and complete NPTEL during the I Semester itself;
- ii. These courses are compulsory
- iii. A minimum of 50% is required to declare the candidate to be passed in the course. If a candidate is failed in NPTEL, the department has the liberty to hold the exam on a convenient date and evaluate the scripts as per the institutional norms.
- iv. The results as declared by the NPTEL would be forwarded to the controller of examinations for credit transfer purpose.
- v. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

3. **SWAYAM Online Course (19CCR03)**

: III Semester

- i. The students have to enrol themselves in any one or more SWAYAM Courses during the III semester of their own choices based on the advises from the tutor. However, the students have the liberty to enrol and complete SWAYAM during the I or II Semester itself;
- ii. The course is compulsory
- iii. A minimum of 50% is required to declare the candidate to be passed in the course. If a candidate is failed in SWAYAM, the department has the liberty to

hold the exam on a convenient date and evaluate the scripts as per the institutional norms.

- iv. The results as declared by the SWAYAM would be forwarded to the controller of examinations for credit transfer purpose.
- v. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

4. **Generic Social Work Practice (19CCR04 to 19CCR09) : IV Semester**

The Social Work students are expected to choose and pursue one course from the given list of offered Generic Courses specific to any one of the settings of the Professional Social Work. This course is a mandatory one and offered to provide an opportunity to understand subject matters beyond their specialization.

- i. This course is offered under Course Completion Requirements (CCR) component.
- ii. These courses are compulsory and students must choose one course from the list of courses offered for that particular batch to which they belong to.
- iii. A minimum of 50% is required to declare the candidate to be passed in the course.
- iv. An internal exam for 100 marks would be conducted along with the model examination.
- v. The results must be forwarded to the controller of examinations.
- vi. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

5. **Internship (19CCR10)**

: Post IV Semester

The Internship with any of the leading NGO / Company / Hospital is a Course Completion Requirements (CCR) are mandatory ones to be completed by each of the students. These course completion requirements do not carry credits. However, only on successful completion of CCR, the students will be awarded the degree of Master of Social Work (MSW). The following guidelines may be followed for the said Course Completion Requirements (CCR):

- i. The students have to attend Internship Training after the IV semester examinations, for a period of four weeks in the month of May.
- ii. The students have to submit an e-Report / hardcopy report (as per the convenience of the student trainee) along with attendance certificate issued by the institute concerned to the Department at the end of training.
- iii. An evaluation form would be supplied to the training institution which shall be utilised by the Agency Training Supervisor for evaluation and allocation of marks out of 100 marks as per the specifications given in this guidelines.
- vii. A minimum of 50% is required to declare the candidate to be passed in the course.
- viii. The results must be forwarded to the controller of examinations.
- ix. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

DISTRIBUTION OF MARKS**THEORY PAPERS****Table - 1 (A)****(Distribution of marks for external and internal for theory papers of PG courses)**

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum	Overall Passing Minimum for total marks (Internal + External)
100	70	35	30	15	50

Table - 1 (B)**(Distribution of marks for external and internal for theory papers of PG courses)**

S.N.	For theory – PG Courses	Marks (30)	Marks (15)
1.	Internal Test (2 hours) – 2½ units	5	3
2.	Model Examination (3 hours)	10	5
3.	Assignments	5	2.5
4.	Seminar	5	2.5
5.	Activity (Paper Presentation / Quiz / Panel Discussion / Participation in Seminars / Workshops)	5	2.5
Total		30	15

Table - 1 (C)**Distribution of marks for Continuous Internal Assessment (CIA) for Theory Papers of PG courses)**

S.N.	For theory – PG Courses	Marks (30)
1.	Online Examinations – 50 questions – 60 minutes	20
2.	Descriptive type assessment	50
Total Marks		70

PRACTICAL / FIELD WORK PAPERS**Table - 2 (A)****(Distribution of marks for external and internal for Practical Papers of PG courses)**

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum	Internal Passing Minimum	Overall Passing Minimum for total marks (Internal + External)
100	70	35	30	15	50
70	70	35	-	-	35
50	35	18	15	7	25
30	-	-	30	15	15

Table - 2 (B)**(Distribution of Internal Marks for Practical Papers of PG courses)**

S.N.	For Practical – PG Courses	Marks (30)
1.	Internal Test	10
2.	Model Practical Examination	10
3.	Evaluation of Observation Note	10
Total		30

Table - 2 (C)**(Distribution of marks for the Comprehensive Examination for Practical Papers of PG courses)**

S.N.	For Practical – PG Courses	Marks (70)
1.	Evaluation of Record Notes	10
2.	Viva Voce Examinations	60
Total Marks		70

MACE I (Semester –I) & MACE II (Semester – II)**Table – 3 (A)****The following are the distribution of marks for external for MACE Papers:**

Total Marks	External Max. Marks	External Passing Minimum	External Online Exam	External Personal Interview	Overall Passing Minimum for total marks (Internal + External)
100	100	60	50	50	60

PROJECT WORK**Table - 4 (A)**

The following are the distribution of marks for external and internal for Projects of PG courses:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	20	10	80	40	50

Table - 4 (B)

The following are the distribution of marks for internal for Projects of PG courses:

S.N.	For Projects – PG Courses	Marks (80)
1.	Review Meeting	15
2.	Objective, Methodology, Review of Literature	25
3.	Data Collection and Statistical Tools	20
4.	Execution of the Project	20
Total Marks		80

Table - 4 (C)

The following are the distribution of marks for external for Projects of PG courses:

S.N.	For Projects – PG Courses	Marks (20)
1.	Presentation	5
2.	Viva Voce	15
Total Marks		20

SELF STUDY COMPONENT

A mandatory component under Course Completion Requirement (CCR)

(For student admitted during 2019-20 onwards)

CCR01: SOCIAL LAB (II Semester)**Table - 5 (A)**

The following are the distribution of marks for internal for Self Study Papers:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

Generic Social Work Practice Papers - CCR04 – CCR09**Table - 7 (A)**

The following are the distribution of marks for internal for Self Study Papers:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

CCR10: INTERNSHIP**Table - 8 (A)**

The following are the distribution of marks for internship Paper:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

19MSW201 - SOCIAL WORK WITH GROUPS

Semester	II
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

AIM:

To introduce the Social Group Work a primary method of Social Work practice. It also gives the students to gain knowledge in the application of Social Group Work in the personality development and mental health issues among the individuals through group interventions.

COURSE OBJECTIVE:

- To introduce the social work students to understand
 - (i) the fundamentals of social group work,
 - (ii) the process of social group work,
 - (iii) the theories of social group work, and
 - (iv) the techniques of social group work including their application.

UNIT I FUNDAMENTALS OF SOCIAL GROUP WORK

9

Social Group Work: Definition, characteristics, nature and objectives, purpose and principles of working with groups, historical development and current application of group work as a method; Basic assumption and philosophy behind Social Group Work; Psychological needs that are being met in groups.

UNIT II THEORIES IN SOCIAL GROUP WORK

9

Knowledge base for group work: Psycho-analytic theory, learning theory, field theory, social exchange theory and systems theory; Group dynamics: Definition, functions and basic assumptions.

UNIT III PROCESS OF SOCIAL GROUP WORK

9

Social Group Work process: Planning stage, beginning stage, middle stage and ending stage; Principles of Social Group Work: Group process, bond, acceptance, isolation, rejection, sub-groups scapegoats, conflict and control; Leadership development and Team building; Factors of Group formation.

UNIT IV TECHNIQUES OF SOCIAL GROUP WORK

9

Social Group Work recording: Use of social group work records, principles and problems of group work recording; Group Therapy: Significance of group therapy, programme planning in Social Group Work, Use of psychodrama and socio-drama; Different Therapeutic approaches: Transactional analysis, Tgroups, gestalt, role play, buzz group and brain storming.

UNIT V APPLICATION OF SOCIAL GROUP WORK

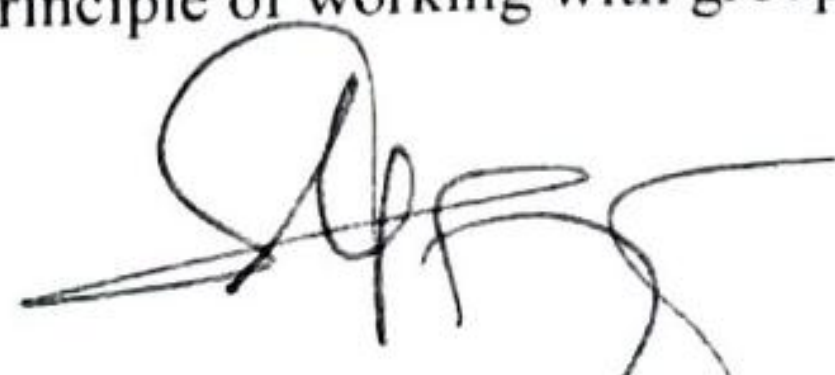
9

Social Group Work in various settings: Correctional, hospital, educational, old age homes and communities; Use of socio-metry for group work; Skills of the Social Group Worker; Scope and limitations of group work in different fields of Social Work; Knowledge and skills of a group worker, group worker as an enabler, guide, facilitator and therapist.

Total Periods : 45

COURSE OUTCOME:

- Understand values and principle of working with groups. (L1)



- Identify the various situations and settings where the method could be used in the context of social realities of the country.(L2)
- Enhance understanding of the basic concepts, tools and techniques in working with groups in problem solving and in developmental work.(L2)
- Develop the ability to critically analyze problem of individuals and factors affecting them (L3)
- Develop appropriate skills and attitudes to work with individuals through western and indigenous knowledge.(L4)

REFERENCES:

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Prepared by 

Verified by 

Approved by 

 **APPROVED**

19MSW202 - SOCIAL WELFARE ADMINISTRATION & SOCIAL LEGISLATION

AIM:

To impart the knowledge of social work to students to understand its basic philosophy, history, concepts, of social welfare administration as a secondary method of social work practice.

Semester	II
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: = 100

COURSE OBJECTIVE:

- To impart the knowledge of social welfare administration in India.
- To enrich the basic personal laws and acts for the protection of all the civilians in India.
- To equip the students with the knowledge about various social legislations, social policy and measures seeking remedies for the victims of oppression and violation.

UNIT I INTRODUCTION TO SOCIAL WELFARE ADMINISTRATION

8

Social Welfare Administration – Concept and Scope –Nature of Social Welfare Administration in Government and Non Government Organizations – Social Welfare Boards and Its Functions. Social Policies – aims and objectives. Social Welfare Planning in India.

UNIT II SOCIAL LEGISLATION

8

Social Legislation – Meaning and scope, Indian Constitution and Social Legislation, Fundamental Rights - Directive Principles of State Policies – Social Legislation as an Instrument of Social Control – Social Change – Social Justice and Social Defense- Policies for marginalized and vulnerable sections.

UNIT III PERSONAL LAWS

12

Personal Laws–Hindu Laws related to Marriage–Divorce–Dowry–Widow remarriage – Child Marriage and Inheritance. **Laws Related to Children**–Adoption–Guardianship and Maintenance- education. Right of Children (Free and Compulsory Education) Act, 2009. Laws related to Scheduled Castes, Scheduled Tribes, Juvenile Delinquency, Mentally Ill; Introduction to Indian Penal Code, Criminal Procedure Code, Courts, Prison. Laws relating to Probation and Parole. Legal Aid – Meaning, Organization, Uses. Right to Information Act, 2005. Laws protecting Senior Citizens. Public Interest Litigation.

UNIT IV LAWS RELATED TO NGO ADMINISTRATION

9

Societies Registration Act, 1860, Procedure under the Tamil Nadu Societies Registration Act, 1975- Registration, need and importance. Foreign Contribution (regulation) Amendment Act 1985, Indian Trust Act, 1881- the duties and responsibilities of office bearer and the executives, the role of the general body and the governing board..

UNIT V SOCIAL POLICY

8

Evolution of social policy in India – Source and Instrument of Social Policy – Policies regarding other backward classes, Scheduled Caste/ Scheduled Tribes and other de-notified communities – provision of safe guarding the welfare of the weaker section- social welfare service for women and children and minority community-Current Amendments.



Total Periods : 45

COURSE OUTCOME:

- Understand the Concept, Functions and Skills of Social Welfare Administration (L1)
- Familiarize on Social Policy, Social Planning, Social Development and Social Legislations(L2)
- Acquire the administrative mechanisms in Social Welfare Administration(L3)
- Implement the activities of Human Service Organisations(L4)

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19MSW203 - COMMUNITY ORGANIZATION AND SOCIAL ACTION

AIM:

The aim of this course is to introduce the Processes, methods and techniques direct actions namely community organisation and social actions so as to find lasting solutions to the problems faced by the communities as a whole, with participation of people.

Semester	II
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

- To understand need assessment as an approach in community work along with the different steps to assess the community needs and to link them with the resources.
- To bring changes in the social structure and to modify the malfunctioning of the Social and economic institution through social action

UNIT I INTRODUCTION TO COMMUNITY ORGANIZATION

8

Community Organization – Definition, objectives and a brief historical development of Community Organization in UK, USA and India -Concept of community development- Similarities and differences between Community Organization and Community development

UNIT II PHASES OF COMMUNITY ORGANIZATION

8

The phases of Community Organization – Study, Analysis, Assessment, Discussion, organization, Action, Evaluation, Modification and Continuation.. **Models of Community Organization** - Methods of Community Organization: Planning, Education, Communication, Community participation, Collective decision-making, leadership development, Resource mobilization, Community action, Promotion and Co-ordination.

UNIT III APPROACHES IN COMMUNITY ORGANIZATION

8

Approaches in Community Organization, (Specific, General, Process). **Skills in Community Organization**: Organizing conferences, committee meetings, training, communication, consultation, negotiation, conflict resolution, networking and use of relationship. Community welfare councils and community chest **Recent Trends** (Developmental based, Right based and Approach based). Principles of Community Organization

UNIT IV METHODS OF COMMUNITY ORGANISATION AND SOCIAL ACTION

8

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 Social action for social justice. Application of Social Case Work and Social Group Work in Community Organization. Use of Community Organization in the various fields of Social Work with special reference to India



UNIT V PROCESS OF SOCIAL ACTION

8

Processes of social action – Principles, methods and strategies. Scope of social action in India, Social Action to deal with social problems in India, **Role of civil society movements** in Social Action and Emerging Trends in civil society Movement in India; Veteran Civil Society Activists of contemporary India: **Social Legislation** as a measure of social action. **Enforcement of Social Legislation** through social action.

Total Periods : 40**COURSE OUTCOME:**

1. Understand the concepts related to working with Communities and processes involved in it. (L1)
2. Familiarize the emerging trends and experiments in Community Organization (L2)
3. Know various aspects of Social Action as an effective method of Social Work (L3)
4. Apply the principles of Community organization while they practice it and enriched on the skills of Community organization (L4)

REFERENCES:

- Arthus Dunham K., 1987 Community Organization. New Delhi: Arnold.
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- Kramer, Ralph, M. and Specht Harry, 1975, Readings in Community Organization, 1975 Jersey: Practice. New Prentice-Hall, Inc. Kuppusamy, B., Social Change in India. New Delhi: Vikas Publishing House (P) Ltd.
- Kurien. C. T., 1981 Dynamics of Rural Transformation. New Delhi: Orient Longman. Mehta, Sushil, Study of Rural Sociology in India. New Delhi: S. Chand Company Ltd

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19MSW204 - SOCIAL WORK RESEARCH AND STATISTICS

AIM:

The purpose of the course is to enable the students to understand about social research methods, various tools available, and the application strategies to analyse the social problems with the aid of latest advants of computer based / web based statistical applications.

Semester	II
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

- To enrich the students Knowledge on Social Work research and practice
- To understand the concept of Hypothesis, Research Design and Scaling Techniques
- To give an opportunity to learn various aspects of sampling, sampling tools and various sources of data collection.
- To learn Social Work research in application aspect of data process and data analysis
- To familiarize the students with the concepts of Social Work research and statistics.
- To give opportunity to learn various aspects of Social Work research and it practice.

UNIT I CONCEPT AND PURPOSE OF RESEARCH

8

Social science Research: Definition and scope; **Social Work Research:** Definitions, objective, functions, Characteristics, scope and limitations. Scientific method in Social Work Research. Basic elements of Research - Concept, Variable, Facts and Theory.

UNIT II RESEARCH DESIGN & SCALING TECHNIQUES

9

Hypothesis: Sources-Definition, Characteristics, Types, Problem Identification and Formulation. **Research Design:** concept, Type, Exploratory, Formulative, Descriptive, Diagnostic, Experimental, Evaluative, Case Study, Multi Design, Participatory Research and Single Subject Research. **Scaling techniques:** Rating, Ranking, Attitude, Socio-economic status scales; **Reliability Techniques:** Pre- test & Pilot Study: Meaning, Need, Purpose and Procedure. **Content validity.**

UNIT III TYPES OF SAMPLING

9

Sampling: Meaning, and objectives. Sampling Types: Probability Sampling: simple random, systematic, stratified, cluster, proportionate, disproportionate sampling – non- probability Sampling method: Purposive, judgment, quota, snowball sampling–multi phase sampling. Tools of data Collection: Observation, interview schedule & questionnaire. Sources of Data collection-Primary and Secondary Sources

UNIT IV DATA PROCESSING & DATA ANALYSIS

9

Editing, coding, classification - types of classification: geographical, chronological, qualitative, quantitative – class intervals and frequency distribution: discrete & Grouped, continuous and cumulative – Tabulation: Meaning , Importance, Parts of Table, Types of Tabulations. Method of Analysis: Simple Quantitative Analysis and Simple Qualitative Analysis, Statistical Treatment and Analysis.



UNIT V STATISTICAL ANALYSIS

10

Averages: Arithmetic Mean, Median, Mode; **Dispersion:** Mean Deviation, Standard deviation;
Correlation: Karl Pearson's Co-efficient of Correlation and Spearman's Rank Order Correlation;
Testing of hypothesis: Chi-Square Test, T-Test-**Use of computer for Social Work Research:** Use of
 SPSS; Use of MS Office in Social Work Research including MS Word, Ms Excel and MS Presentation.
Reporting: Format and References.

Total Periods : 45

COURSE OUTCOME:

1. The fundamentals of Research process, (L1)
2. Research designs and Sampling (L2)
3. Methods of and tools for data collection (L3)
4. Data analysis and Report writing and Basic Statistics and its application to Social Work Research (L4)

REFERENCES:

- Ajai S. Gowr : Statistical Methods for Practise and Research Sanjaya S. Gowr (2009) – Guide to Data Analysis using SPSS. Response New Delhi.
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- Hans Raj 1992 Theory and practice in Social Research, Surjeet Publications, New Delhi.
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- Ramachandran, P. 1990 Issues in Social Research in India, TISS, Mumbai.
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19MSW205 - COMPUTER APPLICATIONS FOR SOCIAL WORK PRACTICE

AIM:

- The purpose of the course is to enable the students to understand about computers in various forms and their applications in social work practice.

COURSE OBJECTIVE:

- To make the students understand the computer fundamentals and its application in different Social Work settings including day to day administration of agencies / NGOs/ Industries / Hospitals..

Semester	II
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

UNIT I COMPUTER FUNDAMENTALS

9

History of Computers; Components of Computers: Central Processing Unit; Mother Board, Memory; Storage Devices; Input devices: Key board, Mouse, Scanner, Pen Drives, CD RoM, Output Devices: Printer, Monitor; Mobile and Tabs as miniature forms of Computing Devices ; Laboratory Demonstration;

UNIT II OPERATING SYSTEMS

9

MS Windows: Versions, Components, Applications, Major changes; Open Source Operating Systems; Linux; Versions, Components, Applications, Laboratory Demonstration;

UNIT III OFFICE APPLICATIONS

9

Types of Files: Types, and difference between various formats and utilities;

MS Office – MS Word, MS Excel, MS Powerpoint: Document Creation, editing and sharing Preview and Printing; Laboratory Demonstration with exercise;

UNIT IV WEB BASED APPLICATIONS

9

World Wide Web or Internet: History, Service Provider, Connectivity: Broadband, 4G and 5G; Landline and Mobile Connectivity;

Website access;; Search Engine Services; Basic Features of E-mail;

Social Media and Social Networking; Laboratory Demonstration;

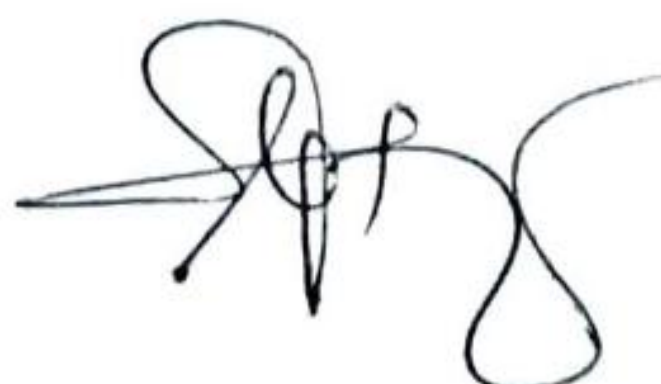
UNIT V SOCIAL RELEVANCE OF INFORMATION TECHNOLOGY

9

Telecommunication: Concepts, History and Development; Advantages;

Office Automation; Commercial and Social Utilities;

Total Periods : 45



19MSW206 - CONCURRENT FIELD WORK PRACTICAL - II

AIM:

The purpose of the course is to enable the students to understand about social research methods, various tools available, and the application strategies to analyse the social problems with the aid of latest advances of computer based / web based statistical applications.

Semester	II
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

- To place every student in different agencies to undergo fieldwork training twice a week throughout the semester.
- To enable student to get an in-depth understanding of the working of an agency.
- To equip the students with skills of reporting their observation and develop the art of writing narrative and descriptive records.

COURSE DESCRIPTION:

- At the early stage, to ensure the students to understand the philosophy, objectives, organizational setup, rules and regulations of the organization, nature of services of the agency.
- The middle stage is planned to understand the programme of the agency, and the extent of field coverage in complete detail and are planned to provide opportunities to develop the skills of planning and organizing out reach activities suitable to the agency and its beneficiaries.
- By the final Stage of the field work training, students are expected to get sufficient knowledge and skill of preparing consolidated report of the activities in the agency.

Total Periods : 180

COURSE OUTCOME:

On the completion of this course students would be able to,

- Understand different settings in social work
- Deploy themselves in settlings such as Industry, NGOs, Hospitals, Government, etc and work independently according to the need of the agency / setting

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19CCR02 – RURAL CAMP

AIM:

To introduce the student trainees to rural / tribal communities and understand their socio-economic conditions and social / personal problems

COURSE OBJECTIVE:

- To give exposure to the students and train the in rural / tribal settings
- Assist the rural masses to over come their social problems / address at least a few of the problems so as to personally involve in social lives of the rural / tribal communities.

Semester	II
Credit	1 ^s
Paper type	Guided Community Work
Max. Marks	100 ^s

COURSE OBJECTIVE:

A Rural Camp will be organised during the II Semester. Participation in rural camp will give the students exposure to life in a village for a 7 days period. It will provide opportunities to learn and practice skills for conducting cultural, developmental and recreational activities. The rural Camp is organise with the object of exposing students to life in a village for a 7 days period to provide an opportunities to learn and practice skills for conducting culture and recreational activities. Though this is a non credit course, there will be a internal viva-voce to be conducted by a panel of two faculty members and the report will be forwarded to the Controller of Examinations.

^s **Note:** The marks and credits are not counted for total marks and total credits.


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19CCR03 – NPTEL ONLINE COURSE - 1

AIM:

- To enable students to choose any of the self-interested subject which is relevant to their specialisation from the NPTEL offered online course

Semester	II
Credit	1 ^s
Paper type	Online Course
Max. Marks	100 ^s


COURSE OBJECTIVE:

- The course will help the student acquire further knowledge on a subject with cutting edge technological know-how from the premier institutions like IITs / IISc

COURSE OUTCOME:

The online course offered by IITs through NPTEL provides opportunity to the students to learn on technological platforms. On one hand they will get access to contents hosted by premier institutions and on the other their extra earned knowledge and credits will help them to enhance their outlook towards the external world and improve their employability skills.

^s *Note: The marks and credits are not counted for total marks and total credits.*


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LIST OF FIELD WORK AGENCIES

Annexure - I

SN	LIST OF FIELD WORK AGENCIES Annexure - I NAME AND ADDRESS
1.	Coimbatore Multipurpose Social Service Society, Bishop house Post box no: 6, Coimbatore -641001
2.	Community Organisation For Oppressed and Deppressed Upliftment 22/29-B3, Palaniappa Nagar, Ramanathapuram, Coimbatore -641045
3.	Rural Education Service Trust 187, kothari nagar Singanallur Coimbatore -641005
4.	Good Sheperd Health Education Centre and Dispensary 43 , Good Sheperd Convent Karamadai, Coimbatore -641104.
5.	NERD Society 249, Siddhi Vinayagar Colony Vadavalli, Coimbatore -641041
6.	Center for Social Education and Development 38, Narasa Street , Avinashi Road, Coimbatore.
7.	Nesakkarangal 22,23 – Muniocipal Shopping Complex, Dhali Road, Udumalpet
8.	Aim For Seva Thadagam (Via) Anaikatty, Cbe-641108.
9.	Kovai Child Labour Abolition Support Society (KOVAI CLASS) Collectorate, Coimbatore-18
10.	World Vision India Near Manu Hospital, Sungam-Ukkadam Bye-pass Road, Old Sungam, Coimbatore-641045.
11.	Missionaries of Charity Puliakulam Main Road, Ramanathapuram, Coimbatore – 45.
12.	Roots Industries, Thadagam Road, Coimbatore
13.	Lakshmi Mills, PN palayam, Coimbatore

SN	NAME AND ADDRESS
2.	Shanthi Ashram P-17, Kovaipudur Coimbatore -42
4.	Imayam Social Welfare Association 3, Anna Nagar, 1st Street Ganapathy, Cbe -6
6.	Don Bosco Anbu Illam (Child Line), Home for Street Children, Ukkadam, Coimbatore.
8.	Corporation School for Deaf & Dumb, RS puram, Coimbatore
10.	Coimbatore Cancer Foundation (CCF), GKNMH Premises, PN palayam, Coimbatore
12.	Assissi Shehalaya, Ettimadai, Palakad road, Coimbatore.
14.	Meher's Children Village, Opp to SNG polytechnic, Palakad road, Coimbatore.
16.	International Human Resource Development Centre (IHRDC), MTP Road, Periyanaickenpalayam
18.	Native Medicare Charitable Trust (NMCT), Kanuvai Po, Coimbatore.
20.	Mano Shanthi – Family Counselling Center, YWCA building, Avinashi Road, Coimbatore
22.	Karal Kubel Institute for Development (KKID), Anaikkatty, Coimbatore.
24.	Families For Children (FFC) Podanur, Coimbatore
26.	Cambodia Mills, A Unit of NTC, Trichy Road, Ondipudur. Coimbatore.

Sri Ramakrishna College of Arts and Science (Autonomous)

(Formerly S.N.R. Sons College)
(Affiliated to Bharathiar University)
(Re-Accredited with 'A' Grade by NAAC)
(An ISO 9001:2015 Certified Institution)

Nava India, Coimbatore-641 006, Tamil Nadu, India.



"Scheme of Examination along with Distribution of Marks and Credits"

CBCS & OBE PATTERN POST GRADUATE PROGRAMMES

Master of Social Work (MSW) Degree Course – III Semester
(For the students admitted during the academic year 2019–2020 and onwards)

For the students admitted during the academic year 2019-2020 and onwards)						
Study Components and Course Title	CIA	Comprehensive Exam		Compre- hensive Exam Total	Total	Credit
		Online	Descriptive Theory			
I SEMESTER						
Core - 1: 19MSW101 Introduction to Social Work	-	-	70 ^a	70 ^a	70 ^a	3
Core - 2: 19MSW102 Field Work, Supervision and Ethics	30 ^a	-	-	-	30 ^a	1
Core - 3: 19MSW103 Sociology for Social Work Practice	30	20	50	70	100	4
Core - 4: 19MSW104 Psychology for Social Work Practice	30	20	50	70	100	4
Core - 5: 19MSW105 Social Work with Individuals	30	20	50	70	100	4
Core - 6: 19MSW106 Practical I: Concurrent Field Work Practical – I	30	-	-	70	100	4
19CME01- MACE I	-	-	-	100	100 ^s	2

S - Not included in Total Marks and CGPA calculation.

@ - Open Book Examination System.

II SEMESTER						
Core - 7: 19MSW201 Social Work with Groups	30	20	50	70	100	4
Core - 8: 19MSW202 Social Welfare Administration and Social Legislation	30	20	50	70	100	4
Core - 9: 19MSW203 Community Organization and Social Action	30	20	50	70	100	4
Core - 10: 19MSW204 Social Work Research and Statistics	30	20	50	70	100	4
Core - 11: 19MSW205 Computer Applications in Social Work	30	20	50	70	100	4
Core - 12: 19MSW206 Practical II: Concurrent Field Work Practical - II	30	-	-	70	100	4
19CCR01 Social Lab & Community Experimentation ^{\$}	100 [@]	-	-	-	100 ^{\$}	1 ^{\$}
19CCR02: NPTEL Online Course	-	-	-	100	100 ^{\$}	1 ^{\$}
19CME02 MACE II	-	-	-	100	100 ^{\$}	2 ^{\$}

^{\$} - Not included in Total Marks and CGPA calculation.

[@] - Open Book Examination System.

III SEMESTER						
Core - 13: 19MSW301 Science and Technology for Inclusive Growth	30	20	50	70	100	4
Elective -I	30	20	50	70	100	4
Elective -II	30	20	50	70	100	4
Elective - III	30	20	50	70	100	4
Core - 14: 19MSW302 Block Placement	30	-	-	70	100	4

Core - 15: 19MSW303 Practical III: Concurrent Field Work Practical - III	30	-	-	70	100	4
19CCR03: SWAYAM Online Course	-	-	-	100	100\$	1\$
19MSWI01- Foundations of Counselling Psychology	100@	-	-	-	100\$	3\$

IV SEMESTER						
Core - 16: 19MSW401 Corporate Social Responsibility	30	20	50	70	100	4
Elective -IV	30	20	50	70	100	4
Elective - V	30	20	50	70	100	4
Core - 17: 19MSW402 Practical IV: Concurrent Field Work Practical - IV	30	-	-	70	100	4
Core - 18: 19MSW403 Project Work and Viva Voce	80	-	-	20	100	6
19CCR04: Internship	-	-	100	100	100\$	1\$

\$ Not included in Total Marks and CGPA calculation

List of Elective papers (Can choose any one of the papers as electives)		
Elective - I	19MSWE01	HR: Labour Welfare
	19MSWE02	MP: Introduction to Medical Social Work
	19MSWE03	CD: Rural and Urban Social Structure
Elective - II	19MSWE04	HR: Labour Legislations
	19MSWE05	MP: Hospital Administration
	19MSWE06	CD: Rural Community Development
Elective - III	19MSWE07	HR: Human Resource Management
	19MSWE08	MP: Psychiatric Social Work Practice
	19MSWE09	CD: Welfare of Weaker Sections
Elective - IV	19MSWE10	HR: Industrial Relations
	19MSWE11	MP: Mental Health and Social Work
	19MSWE12	CD: Urban Community Development
Elective - V	19MSWE13	HR: Organizational Behavior
	19MSWE14	MP: Counselling: Theories and Practice
	19MSWE15	CD: NGO Formation and Management

Open Elective (III Semester - For PG students admitted during 2019-2020)

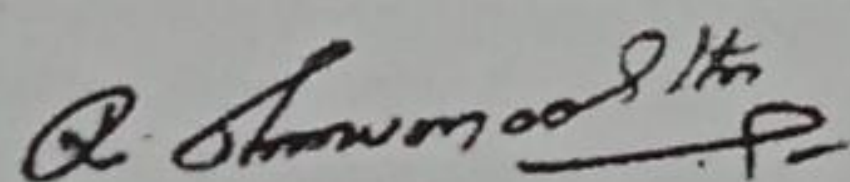
Study Components and Course Title			Comprehensive Exam Total	Total	Credit
	CIA	CE			
19MSWI01- Foundations of Counselling Psychology	100	-	-	100\$	3

\$ Not included in Total Marks and CGPA calculation

COURSE SUMMARY

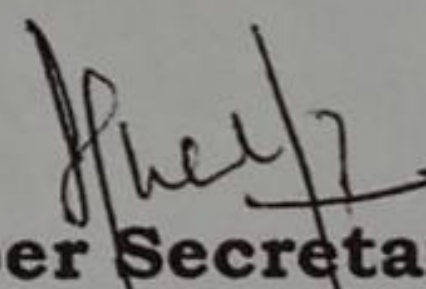
Subject	Papers	Credit	Total credits	Marks	Total marks
Core (Theory)	11	4	44	100	1100
Core (Practical)	5	4	20	100	500
Core (Project work & Viva voce)	1	6	6	100	100
Electives	5	4	20	100	500
CCR - 1 Social Lab	1	1\$	1\$	100	100\$
CCR - 2 & 3 MACE	2	2\$	4\$	100	200\$
SWAYAM	2	1\$	2\$	100	200\$
CCR - 4 Internship	1	1\$	1\$	100	100\$
Total			90		2200

\$ Not included in Total Marks and CGPA calculation.



**Chairman
BOS in Social Work**

Date: 18/06/2020



**Member Secretary
Academic Council**

MASTER OF SOCIAL WORK PROGRAMME*(Academic Year 2019 - 2020 onwards)**(Updated as on 26/08/2020)***GUIDELINES**

Being a professional course of study, Master of Social Work (MSW) programme aims to prepare the students at PG level for a career in Social Work. The MSW programme is offered from the Academic Year 2011-2012 onwards. The current regulations are applicable for the students admitted during the academic year 2019-2020 and onwards:

1. Concurrent Field Work Practical

Concurrent Field Work Practical are mandatory courses carrying 4 credits each and shall be practiced in Social Work Agencies (NGOs / Hospitals / Industries) under the close monitoring and supervision of faculty members and agency supervisors.

During the field work practical the students are expected to gain knowledge and skills required for a professional Social Worker for practical intervention on a real time basis. Faculty members concerned shall do supervision on both the field work days.

During the Field Placements the students get an opportunity to apply theory to practice and gain first hand experience. Therefore field work practical in each semester is compulsory in this programme and a student is expected to have 100 percent attendance. 4 Credits are assigned for field work practical in each semester. A student should earn a total of 16 credits in 4 semesters in field work practical.

At least two days in a week shall be set aside for concurrent field work practical of 15 hours per week. Each semester shall have a minimum of 24 days of concurrent field work practical spread over 12 weeks with 15 hours per week. The total number of days of concurrent field work practical in 4 semesters of the MSW course shall be a minimum of 96 days with 15 hours per week. The students have to submit their field work reports along with observation note to the faculty supervisors regularly for assessment. Field Work Viva-Voce examination will be conducted by a board of examiners (one Internal and one External at the end of each semester).

2. Block Placement

The Social Work trainees will be imparted certain specific skills relevant to their specialization through workshops / group learning activities apart from placing them in field work agencies / hospitals / industries appropriate to their specialization for a period of up to 5 days (based on requirements only) during the III semester. This kind of block placement is a compulsory course carrying 4 credits. The students have to submit a report at the end of the placement training for which the viva-voce will be held along with field work viva for the III semester.

3. MACE (I and II)**: I & II Semester**

The regulations are as per the regulations specified by Training, Internship and Placement (TIP) Department from time to time

4. Project Work

Every student is required to complete a Project Work under the supervision and guidance of a Faculty of the Department who will guide the students on topics related to Social Work practice and a Viva-Voce will be conducted at the end of the IV Semester by a board of examiners (one Internal and one External). For Project Work 6 credits are awarded.

5. Self-Study Courses under Course Completion Requirements (CCR):

1. Social Lab(19CCR01)

: II Semester

(One course to be registered and completed during II Semester)

Social Lab is a practical experimental course which carries one extra credit with 100 marks. The students are expected to undertake an action-oriented activity either an extension / welfare / research work so as to contribute to the society in which they live by applying their professionally acquired knowledge, and skills.

- i. Social Lab component will be assessed by a team of two teachers nominated by the Head of the Department.
- ii. The students have to conceptualize, design, and execute a practical component with the guidance & mentoring of the class tutor.
- iii. A proposal, mid-term report and a final report are to be submitted on prescribed dates.
- iv. These reports will form the basis for assessment.
- v. These courses are compulsory and
- vi. A minimum of 50% is required to declare the candidate to be passed in the course.
- vii. The results must be forwarded to the controller of examinations.
- viii. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

2. NPTEL Online Course (19CCR02)

: II Semester

- i. The students have to enroll themselves in any one or more NPTEL Courses during the II semester of their own choices based on the advises from the tutor. However, the students have the liberty to enroll and complete NPTEL during the I Semester itself;
- ii. These courses are compulsory.
- iii. A minimum of 50% is required to declare the candidate to be passed in the course. If a candidate is failed in NPTEL, the department has the liberty to hold the exam on a convenient date and evaluate the scripts as per the institutional norms.
- iv. The results as declared by the NPTEL would be forwarded to the controller of examinations for credit transfer purpose.
- v. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

3. SWAYAM Online Course (19CCR03)

: III Semester

- i. The students have to enroll themselves in any one or more SWAYAM Courses during the III semester of their own choices based on the advises from the tutor. However, the students have the liberty to enroll and complete SWAYAM during the I or II Semester itself;
- ii. The course is compulsory
- iii. A minimum of 50% is required to declare the candidate to be passed in the course. If a candidate is failed in SWAYAM, the department has the liberty to

hold the exam on a convenient date and evaluate the scripts as per the institutional norms.

- iv. The results as declared by the SWAYAM would be forwarded to the controller of examinations for credit transfer purpose.
- v. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

4. Internship(19CCR04)

IV Semester

The Internship with any of the leading NGO / Company / Hospital is a Course Completion Requirements (CCR) are mandatory ones to be completed by each of the students. These course completion requirements do not carry credits. However, only on successful completion of CCR, the students will be awarded the degree of Master of Social Work (MSW). The following guidelines may be followed for the said Course Completion Requirements (CCR):

- i. The students have to attend Internship Training after the IV semester examinations, for a period of four weeks in the month of May.
- ii. The students have to submit an e-Report / hardcopy report (as per the convenience of the student trainee) along with attendance certificate issued by the institute concerned to the Department at the end of training.
- iii. An evaluation form would supply to the training institution which shall be utilized by the Agency Training Supervisor for evaluation and allocation of marks out of 100 marks as per the specifications given in this guideline.
- vii. A minimum of 50% is required to declare the candidate to be passed in the course.
- viii. The results must be forwarded to the controller of examinations.
- ix. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

DISTRIBUTION OF MARKS**THEORY PAPERS****Table - 1 (A)****(Distribution of marks for external and internal for theory papers of PG courses)**

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Marks	Internal Passing Minimum	Overall Passing Minimum for total marks (Internal + External)
100	70	35	30	15	50

Table - 1 (B)**(Distribution of marks for internal for theory papers of PG courses)**

S.N.	For theory – PG Courses	Marks (30)	Marks (15)
1.	Internal Test (2 hours) – 2½ units	5	3
2.	Model Examination (3 hours)	10	5
3.	Assignments	5	2.5
4.	Seminar	5	2.5
5.	Activity (Paper Presentation / Quiz / Panel Discussion / Participation in Seminars / Workshops)	5	2.5
Total		30	15

Table - 1 (C)**(Distribution of marks for Continuous Internal Assessment (CIA) for Theory Papers of PG courses)**

S.N.	For theory – PG Courses	Marks (70)
1.	Online Examinations – 50 questions – 60 minutes	20
2.	Descriptive type assessment	50
Total Marks		70

PRACTICAL / FIELD WORK PAPERS**Table - 2 (A)**

(Distribution of marks for external and internal for Practical Papers of PG courses)

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum	Internal Passing Minimum	Overall Passing Minimum for total marks (Internal + External)
100	70	35	30	15	50

Table - 2 (B)

(Distribution of Internal Marks for Practical Papers of PG courses)

S.N.	For Practical – PG Courses	Marks (30)
1.	Attendance → R.P. 10	10
2.	Model Practical Examination →	10
3.	Evaluation of Observation Note	10
Total		30

Table - 2 (C)

(Distribution of marks for the Comprehensive Examination for Practical Papers of PG courses)

S.N.	For Practical – PG Courses	Marks (70)
1.	Evaluation of Record Notes	10
2.	Viva Voce Examinations	60
Total Marks		70

MACE I (Semester-I) & MACE II (Semester-II)**Table – 3 (A)**

The following are the distribution of marks for external for MACE Papers:

Total Marks	External Max. Marks	External Passing Minimum	External Online Exam	External Personal Interview	Overall Passing Minimum for total marks (Internal + External)
100	100	60	50	50	60

PROJECT WORK

Table - 4 (A)

The following are the distribution of marks for external and internal for Projects of PG courses:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	20	10	80	40	50

Table - 4 (B)

The following are the distribution of marks for internal for Projects of PG courses:

S.N.	For Projects – PG Courses	Marks (80)
1.	Review Meeting	15
2.	Objective, Methodology, Review of Literature	25
3.	Data Collection and Statistical Tools	20
4.	Execution of the Project	20
Total Marks		80

Table - 4 (C)

The following are the distribution of marks for external for Projects of PG courses:

S.N.	For Projects – PG Courses	Marks (20)
1.	Presentation	5
2.	Viva Voce	15
Total Marks		20

SELF STUDY COMPONENT

A mandatory component under Course Completion Requirement (CCR)

(For student admitted during 2019-20 onwards)

CCR01: SOCIAL LAB (II Semester)

Table - 5 (A)

The following are the distribution of marks for internal for Self-Study Papers:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

S.N.	Social Lab and Community Experimentation (19CCR01)	Marks (100)
1.	Workshops	20
2.	Community Activity	30
3.	Technology Intervention	30
4.	Report / Documentation	10
5.	Viva Voce	10
Total		100

NPTEL (19 CCR02) & SWAYAM (19 CCR03) ONLINE COURSES

Table - 6

The following are the distribution of marks for internal for online courses:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	100	50	-	-	50

CCR04: INTERNSHIP

Table - 7 (A)

The following are the distribution of marks for internship Paper:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

SEMESTER - III
19MSW303 – CONCURRENT FIELDWORK PRACTICAL III

Course Code: 19MSW303

15 Hours / Week;

No. of Credits: 4

DESCRIPTION:

To introduce the various fields of Social Work through different social welfare agencies to understand the methods of Social Work practice. It also gives the students to gain knowledge in the application of Social Work Techniques in the field work through individual case studies.

Semester	III
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

- To enrich the knowledge of students on various fields of social work.
- To make the students aware, through observation visits, about various field work agencies, their specialization, their functioning and procedures and projects implemented.
- The first semester students will be taken on Observation Visits during the first semester to various NGO's / Hospitals / Industries and Social welfare agencies in and around Coimbatore to get exposure in various settings and functioning. The students will be evaluated on the basis of a viva –voce examination.

COURSE OUTCOME:

On successful completion of the programme the learners will be able to understand the day to day activities of NGOs / Hospitals / Counselling Centres / HR / Labour Welfare Department.

Total Periods : 180 Hours

Note: If the students are unable to get placed for field work placement, then they shall opt for four week online course relating to their specialization and submit an individual report and course completion certificate to the course guide / mentor.

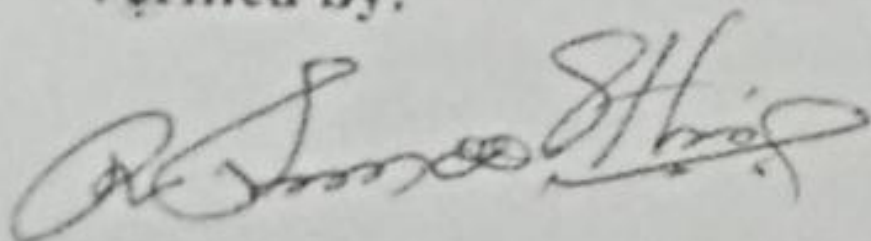
EXAMINATION PATTERN:

CIA : 30 marks

VIVA -VOCE : 70 marks

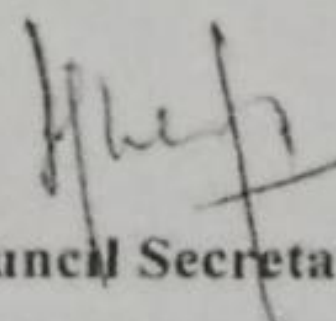
Total : 100 marks

Verified by:



Dr.R.Thirumoorthi

Approved by:



Academic Council Secretary

SEMESTER III

CORE - 12: SCIENCE AND TECHNOLOGY FOR INCLUSIVE GROWTH

Course Code: 19MSW301

4 Hours / Week;

No. of Credits: 4

AIM:

To introduce the students with the core science fields and the probable applications in social settings to attain the sustainable development goals and solve the social problems by ways of application of S&T.

COURSE OBJECTIVE:

The objective of this course is to enable the students to enrich their knowledge about

- Basic concept of Science and Technology
- Introducing the technology applications fields namely ICT, E-Governance, Space Technology
- Develop skills to apply the technologies for the emerging communities.

Semester	III
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

UNIT - I SCIENCE AND TECHNOLOGY: INTRODUCTION 9

Science: Definition, Objectives, Scope; Scientific Attitude; Scientific Development over the period;
Technology: Definition, Objectives, Scope; Role of Technology in Social Development;

UNIT – II INFORMATION AND COMMUNICATION TECHNOLOGY & SOCIAL DEVELOPMENT 9

ICT: Definition, History, Computers and Telecommunication in India; scope for ICT in various fields namely Education, Public Health, and Welfare Administration.

UNIT - III E-GOVERNANCE 9

e-Governance: Definition, meaning, and objectives; Policy Development; e-Governance Application.

UNIT - IV SPACE TECHNOLOGY APPLICATIONS 10

Space Explorations; Indian and Foreign Space Missions - Peaceful Space Technology Application: Rural Development – Agriculture, Climate Forecast, Deep Sea Exploration & Forecast for fishing and navigation: Geographic Information System (GIS); Global Positioning System (GPS).

UNIT – V EMERGING FIELDS OF MODERN DAY SCIENCE & TECHNOLOGY 8

Technology Advancement in various fields; Science and Technology Applications Initiatives by Department of Science and Technology, Govt. of India

COURSE OUTCOME:

Total Hours 45

On successful completion of the course the students will be enrich their knowledge about

- Fundamental concepts of Science and the technology and their historical development
- Ability to identify the emerging technologies for different settings like rural, urban and

tribal

- Able to adopt new and emerging technologies for the betterment of the communities
- Distinguish between socially relevant, clean and suitable technologies for social development
- Apply technologies for solving the social issues.

REFERENCES

Glenn Schweitzer, Editor (2005).

Science and Technology and the Future Development of Societies: International Workshop Proceedings. National Academics Press, Washington D.C.

Wickremasinghe,

Science And Technology For Rural

Seetha I. & Abilay,

Development/Nam S&T Centre

Ma. Josefina P. & Gunaratne

ISBN: 9788170358015

WEB RESOURCES

- <http://www.english/features/China2005/142243.htm>
- http://www.nap.edu/catalog.php?record_id=12185
- http://www.openbook.php?record_id=12185&page=5
- <http://www.Science-technology-society-and-environment-education-Wikipedia-the-free-encyclopedia.htm>
- http://www.wiki/Science_and_technology_studies

EXAMINATION PATTERN :

CIA

: 30 Marks

Comprehensive Exam : 70 Marks

Online

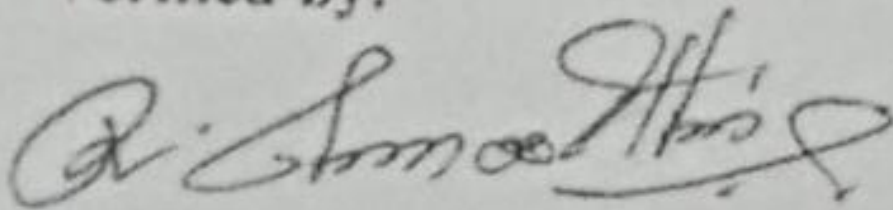
: 20 marks

Descriptive Theory

: 50 Marks - PART A (5*4=20); PART B (5*6=30)

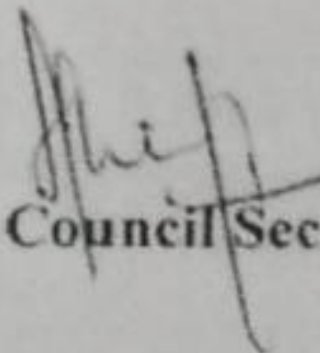
Total : 100 marks

Verified by:



Dr.R.Thirumoorthi

Approved by:



Academic Council Secretary

SEMESTER - III
19MSW302 – BLOCK PLACEMENT

Course Code: 19MSW302

35 Hours / Week;

No. of Credits: 4

AIM:

- To impart specific skill sets to the student trainees.

Semester	III
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

- To enrich the knowledge of the students through specific modules on specialization specific packages like Multimedia Content Creation, PF / ESI Documentation, Hospital Administration, etc.

COURSE OUTCOME:

- On successful completion of the programme the learners will be able to demonstrate certain skills, specific / specialization skills so as to improve their employability skills

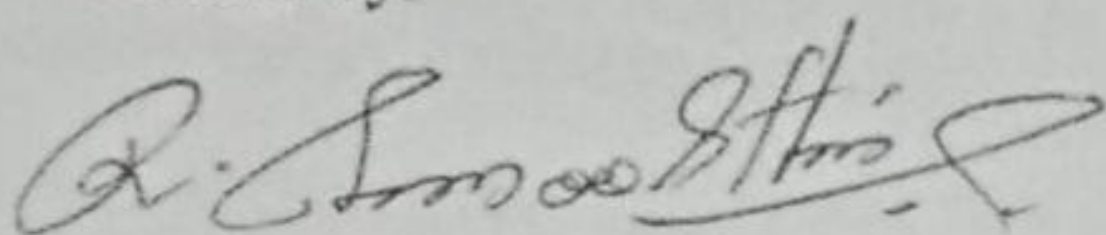
Note: 1. If the students are unable to get placed for block placement, then they shall opt for virtual learning + activity for giving a social intervention and submit an individual report to the course guide / mentor.

2. For that reason, the student trainees may organise themselves as groups and launch the virtual social intervention activities with prior approval of the guide / mentor.

Total Periods: 70 Hours

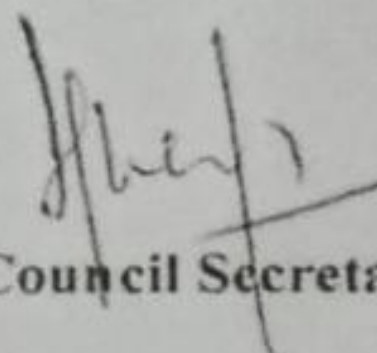
EXAMINATION PATTERN:

Verified by:



Dr.R.Thirumoorthi

Approved by:



Academic Council Secretary

SEMESTER – III
19MSWE01 – LABOUR WELFARE

Course Code: 19MSWE01

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- To impart knowledge about the fundamentals of labour welfare and present day practices

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

1. Fundamentals of labour welfare
2. Theories and administration of labour welfare
3. Labour welfare measures and
4. Occupational hazards and hygiene

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I INTRODUCTION

Labour: Concept, Characteristics of Indian labour, labour in unorganized sector; Labour market: Features, Demand and supply of Labour, Nature and Composition of Indian Labour Force, Unemployment and Underemployment, Recommendations of National Commission on Labour on various issues, Absenteeism and Labour turnover, and Factors influencing Productivity; Impact of automation and globalization on labour welfare

9 Hours

UNIT – II BASICS OF LABOUR WELFARE AND THEORIES

Labour Welfare: Concept and scope of labour welfare, classifications of labour welfare; Labour Welfare Officer: Role of labour welfare officer; Theories and principles of labour welfare

9 Hours

UNIT III WELFARE ADMINISTRATION AND TRADE UNION

Administration of labour welfare at central and state level; The Scheme of Workers Education. The Tamil Nadu Labour Welfare Fund Act 1972. Trade Union Movements - Role of Trade Unions.

9 Hours

UNIT IV LABOUR WELFARE MEASURES

Importance and need for labour welfare measures; Housing: Industrial housing policy and housing programmes; Family Benefits Scheme: Children education, co-operative society, canteen, transport facilities, fringe benefits and recreation facilities.

9 Hours

UNIT V OCCUPATION HAZARDS AND HEALTH

Industrial Accidents: Causes and prevention; Industrial Health and Hygiene: Occupational diseases, treatment and prevention, pollution control and environmental protection. Social Security: Concept and Scope, Social Assistance and Social assurance

9 Hours

Total Periods: 45 Hours

COURSE OUTCOME:

On successful completion of the course the students are expected to,

1. Students will be able to practice and apply the fundamental theories of labour welfare in solving labour issues
2. To give an insight into the concept of Welfare & Societal and Organizational responses.
3. To know about employee welfare systems

TEXT BOOKS:

- AjayBhola, J.N.Jain.(2009). Modern industrial relations and labour laws. Regal Publications.
- BD Singh.(2010). Industrial relations and labour laws. Excel Books Publications.
- Beaumont, P. B. (1995). The Future of Employment Relations. London: Sage Publication.
- Bareja, J.K. (2000). Industrial Law. Galgotia Publishing House.
- Gaur.L. (1986). Trade Unionism and industrial relations.New Delhi:Deep and Deep.
- Monappa, Arun (2002). Industrial Relations. Tata McGraw Hill.
- Memoria,Dr.C.B.& Mammria, Dr.S.,Dynamics of Industrial Relations, Himalaya Publishing House.
- Sharma, A M,Industrial Relation: Conceptual & Legal Framework, Himalaya Publishing House.
- Sinha, G P, & Sinha, P R L, Industrial Relations and Labour Legislations, Oxford and IBH Co

REFERENCES:

- Ackers, P. & Wilkinson, A. (2003). Understanding Work & Employment: Industrial Relations in Transition. Oxford: Oxford University Press.
- Blyton, P. & Turnbull, P. (2004). The Dynamics of Employee Relations. Palgrave Mcmillan.
- Nair, NG and Nair, Lata, Personnel Management and Industrial Relations, S Chand & Co,2001. Publishing House (P) Ltd., New Delhi, 1995.
- Pylee. M.V. and Simon George. Industrial Relations and Personnel Management, Vikas,1995
- Roberts, B C, Industrial Relations –Contemporary Problems and Perspectives, Asia Publishing House.
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- Tandon, S K, Collective Bargaining and Indian Scene, S Chand Publications.
- Venkata Ratnam C.S, Globalization and Labour Management Relations, Response Books, 2001

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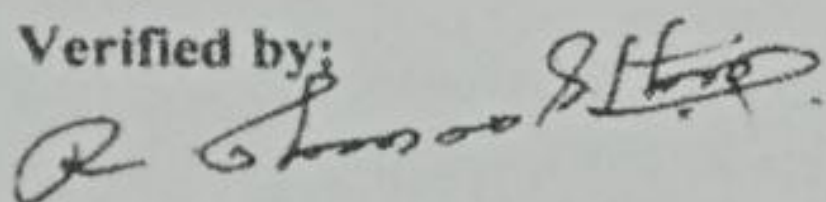
- ^[1] <https://thewire.in/economy/gujarat-labour-law-exemption-new-industries-covid-19>
- ^[2] <http://information.up.nic.in/attachments/CabinetDecisionfile/7c223b50d3fdc5a2c4a53863012ed0b0.pdf>
- ^[3] <https://www.news18.com/news/opinion/covid-19-yogi-adityanath-attempts-reforms-delivers-regulatory-chaos-in-up-2613781.html>
- ^[4] <https://scroll.in/article/961435/is-uttar-pradeshs-decision-to-suspend-35-labour-laws-legal-experts-believe-it-could-be-challenged>

EXAMINATION PATTERN:

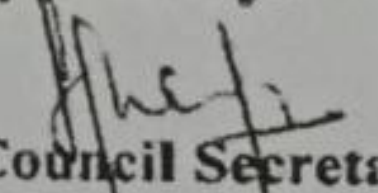
CIA : 30 marks
Comprehensive Exam :
Online : 20 marks
Descriptive Theory : 50 marks {Part A (5*4=20) ; Part B (5*6=30)}

Total : 100 marks

Verified by:


Dr.R.Thirumoorthi

Approved by:


Academic Council Secretary

SEMESTER – III
19MSWE02 – INTRODUCTION TO MEDICAL SOCIAL WORK

Course Code: 19MSWE02

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- To introduce the fundamental concepts about medical social work and the role of social worker in medical settings.

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

- (i) the basics of medical social work
- (ii) organization and administration of social work departments at formal setting, and
- (iii) role of medical social worker in dealing with chronically ill patients including physically challenged, and prevention of diseases and promotion of health.

UNIT - I BASICS OF MEDICAL SOCIAL WORK

9 Hours

Concepts of Health, hygiene, illness and handicap; Historical development in medical social work in the west and in India; Medical Social Work practice in different settings: Hospitals, outpatient department, emergency care, special clinics, and community health; Problems encountered by medical social worker in the field.

UNIT - II MEDICAL SOCIAL WORK - ORGANIZATION & ADMINISTRATION

9 Hours

Organization and administration of medical social work department in hospitals; Medical social work in relation to different disciplines; Multi-disciplinary approach and team work in hospitals and Patients' right in health care.

UNIT - III MEDICAL SOCIAL WORKER – PATIENTS' INTERACTION

9 Hours

The psycho-social problems and the role of medical social worker in dealing patients with TB, STD, HIV/AIDS, Polio, Malaria, Leprosy, Typhoid, Cancer, Hyper tension and Cardiac disorders, asthma, arthritis and diabetes; Training of the volunteers to work with the chronically ill in the community.

UNIT - IV REHABILITATION AND OTHER HEALTH PROGRAMMES

9 Hours

Rehabilitation: Concept, types, principles of rehabilitation; Role of medical social worker in rehabilitating a physically challenged person; Team Work and involvement of family members; Importance of family planning, sex education and school health programmes.

UNIT – V PUBLIC HEALTH AND NUTRITION

9 Hours

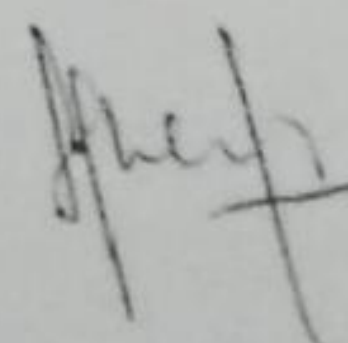
Concept of public health and preventive medicine; Levels of Prevention: Primary, secondary, and tertiary prevention; Role of medical social worker in the prevention of diseases and promotion of health; Food and Nutrition: Importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures; Problems of malnutrition in India and measures to tackle it.

Total Periods: 45 Hours

COURSE OUTCOME:

On successful completion of the course the students are expected to

- Understand the basic concepts of Medical Social Work.
- Organize and Administrate Social Work Departments at formal setting.
- Apply the knowledge on role of Medical Social Worker in dealing with chronically ill patients including physically challenged and prevention of diseases and promotion of health.
- Communicate effectively with the patients



- Provide awareness on the health aspects

REFERENCES:

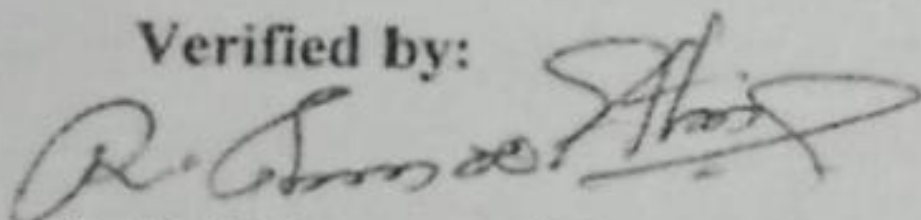
- Anderson, R., & Bury, M. (1988). Living with chronic illness: The experience of patients and their families. London: Unwin Hyman.
- Bartlett, H. M. (1961). Social work practice in the health field. Silver Spring, MD: National Association of Social Workers.
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- Goldstine, D. (1968). Expanding horizons in medical social work. Chicago, Ill.: Univ. of Chicago Press.
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- Saxena, A. (2006). Counselling of the handicapped. New Delhi, India: Rajat Publications.
- Pathak, S. H. (1961). Medical social work in India. Delhi: Delhi School of Social Work.
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EXAMINATION PATTERN :

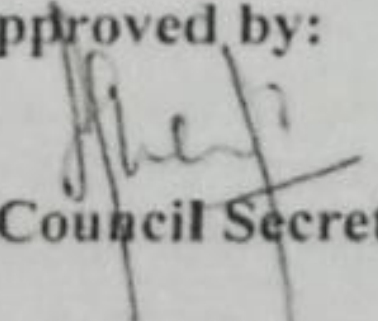
CIA : 30 marks
Comprehensive Exam :
Online : 20 marks
Descriptive Theory : 50 marks (5*4=20; 5*6=30)

Total : 100 marks

Verified by:


Dr.R.Thirumoorthi

Approved by:


Academic Council Secretary

SEMESTER – III
19MSWE03 – RURAL AND URBAN SOCIAL STRUCTURE

Course Code: 19MSWE03

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- Imparting the knowledge about rural and urban sociology, social issues and programmes.

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

- (i) the basics of rural and urban social structure
- (ii) organization and administration of social work rural and urban setting, and
- (iii) role of social worker in dealing with issues and problems of rural and urban areas of India

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I SCOPE FOR RURAL SOCIOLOGY

9 Hours

Rural Sociology – Meaning, Definition, Scope. Characteristics of Rural Community; Social Stratification: Family Kinship, Caste, Class and Occupation; Village Panchayat and Leadership; Social Control.

UNIT – II SCOPE OF URBAN SOCIOLOGY

9 Hours

Urban Sociology: Meaning, Definition, Scope. Urban Community: Characteristics; Types of Urban areas; Agencies of Social Control

UNIT III RURAL AND URBAN SOCIAL PROBLEMS

9 Hours

Major problems of Rural Communities: Poverty, Unemployment, Illiteracy, Health and Nutrition, Infrastructure, Major problems of Urban Communities: Poverty, Housing, Drugs, Delinquency, Prostitution, Family disorganization.

UNIT IV RURAL AND URBAN ECONOMY

9 Hours

Indian Economy: Meaning and concept; Rural Economy: Agriculture; Agro based industries, Cottage Industries, Animal Husbandry; Problems of Rural Economy; Urban Economy: Small scale industries, Organized and unorganized sectors; Problems of urban Economy.

UNIT V DEVELOPMENTAL MEASURES

9 Hours

Government Policy: Foreign Direct Investments; Economic Liberalization; Employment Guarantee Schemes; Urban Renewal Mission; Self Help schemes.

Total Periods: 45 Hours

COURSE OUTCOME:

On successful completion of the course the students are expected to

- Understanding the difference between rural and urban societies.
- Understand the dynamisms of rural and urban economies
- Analyse the complex socio-economic problems to identify solutions
- Able to solve the social problems faced by these communities
- Apply the specific problem- solving strategies to address the rural and urban communities

REFERENCES:

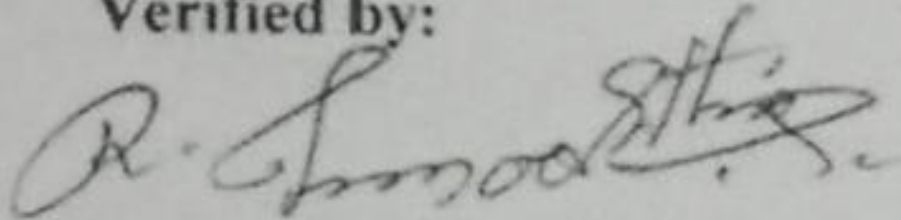
- Anderson Nels, 1961 Rural Sociology In India Bombay: The Indian Society of Agricultural Economics.
- Ahish Bose 1973 Studies In India's Urbanization 1901 1971. New Delhi, McGraw Hill
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- John P 1975 The Urban World New York Mc Graw Hill.
- Agarwal A N Indian Economy, Nature Problem And Progress. New Delhi: Vikas Publishing House.
- Mathur B Cooperation In India: A Critical Analysis Of The Cooperative Movement In India's Planned Economy.
- Nanavathy And Others Indian Rural Problems Bombay: Vora & Co.
- Quinn James Urban Sociology New Delhi: Eurosis Publishing House

EXAMINATION PATTERN :

CIA : 30 marks
Comprehensive Exam :
Online : 20 marks
Descriptive Theory : 50 marks {PART A (5*4=20); PART B (5*6=30)}

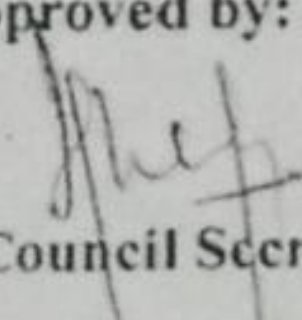
Total : 100 marks

Verified by:



Dr.R.Thirumoorthi

Approved by:


Academic Council Secretary

SEMESTER – III
19MSWE04 – LABOUR LEGISLATIONS

Course Code: 19MSWE04

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- To impart knowledge about the fundamentals of labour welfare and present day practices

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

1. Fundamentals of labour welfare
2. Theories and administration of labour welfare
3. Labour welfare measures and
4. Occupational hazards and hygiene

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I LABOUR LEGISLATION: AN INTRODUCTION

9 Hours

Labour Legislation: Concept, Meaning, Objectives and Importance. Labour Legislations relating to: The Apprentices Act 1961, The Contract Labour Regulation and Abolition Act 1970, The Tamil Nadu Industrial Establishment National and Festival Holidays Act 1958.

UNIT – II WORKING CONDITIONS & SAFETY

9 Hours

The Factories Act 1948, The Mines Act 1952, The Plantations Labour Act 1951, The Motor Transport Workers Act 1961, The Tamil Nadu Shops and Establishments Act 1947, The Catering Establishment Act 1958. New Normal at Work Place after Covid 19 crisis. Issues related Labour Laws Amidst Covid-19.

UNIT III LEGISLATIONS RELATING TO LABOUR WELFARE

9 Hours

The Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979. Tamil Nadu Manual Workers (Regulation of Employment and Conditions of Work) Act 1982. The Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013

UNIT IV LEGISLATIONS RELATING TO WAGES

9 Hours

Legislation relating to Wages: The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Equal Remuneration Act 1976, The Payment of Bonus Act 1965.

UNIT V LAWS FOR LABOUR WELFARE AND SOCIAL SECURITY

9 Hours

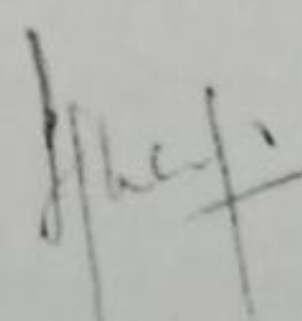
The Employees Compensation Act, 1923, The Employees' State Insurance Act 1948, Maternity Benefit Act 1961, The Provident Fund Act 1952, The Payment of Gratuity Act 1972. The Employees' Pension Scheme 1995, The Payment of Subsistence Allowance Act 1981., The Tamil Nadu Conferment of Permanent Status of Workmen Act 1981.

Total Periods: 45 Hours

COURSE OUTCOME:

On successful completion of the course the students are expected to

1. To practice and apply the fundamental theories of labour welfare in solving labour issues
2. To give an insight into the concept of Welfare & Societal and Organizational responses.
3. To know about employee welfare systems



TEXT BOOKS:

- Ajay Bhola, J.N.Jain.(2009). Modern industrial relations and labour laws. Regal Publications.
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- Beaumont, P. B. (1995). The Future of Employment Relations. London: Sage Publication.
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- Gaur L. (1986). Trade Unionism and industrial relations. New Delhi: Deep and Deep.
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- Sharma, A M, Industrial Relation: Conceptual & Legal Framework, Himalaya Publishing House.
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REFERENCES:

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- Scott, Bill, The Skill of Negotiating, Mumbai Jayco Publishing House.
- Tandon, S K, Collective Bargaining and Indian Scene, S Chand Publications.
- Venkata Ratnam C.S, Globalization and Labour Management Relations, Response Books, 2001

WEBLINK

- ^[1] <https://thewire.in/economy/gujarat-labour-law-exemption-new-industries-covid-19>
- ^[2] <http://information.up.nic.in/attachments/CabinetDecisionfile/7c223b50d3fdc5a2c4a53863012ed0b0.pdf>
- ^[3] <https://www.news18.com/news/opinion/covid-19-yogi-adityanath-attempts-reforms-delivers-regulatory-chaos-in-up-2613781.html>
- ^[4] <https://scroll.in/article/961435/is-uttar-pradeshs-decision-to-suspend-35-labour-laws-legal-experts-believe-it-could-be-challenged>

EXAMINATION PATTERN:

CIA : 30 marks
Comprehensive Exam :
Online : 20 marks
Descriptive Theory : 50 marks {Part A (5*4=20) ; Part B (5*6=30)}

Total : 100 marks

Verified by:

Dr.R.Thirumoorthi

Approved by:

Academic Council Secretary

SEMESTER - III
19MSWE05 – HOSPITAL ADMINISTRATION

Course Code: 19MSWE05

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- Introducing modern hospital settings, planning aspects involved, and administration.

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

The objective of this course is to enable the students to enrich their knowledge about

- Classification and Planning of Hospitals
- Functions of various departments of hospitals
- Financial administration in hospital settings

UNIT – I INTRODUCTION

9 Hours

Meaning of hospital - Evolution of Hospitals from charity to modern hospital classification of hospitals - General, special, public, private, Trust, Teaching cum Research Hospital -Small or Large Size Hospitals.

UNIT – II PLANNING A HOSPITAL

9 Hours

The Planning Process - Choosing a Site, Location and Access, Building - Space Utilization, Physical Facilities -Residential facilities - requirements of various types of Wards; out-patient services and in-patient services, emergency services in Hospital - Medico Legal cases - Different departments required in the hospital.

UNIT III HOSPITAL ADMINISTRATION

9 Hours

Meaning, Nature and Scope Management of Hospitals - principles of Management - need for scientific management. Human resource management in Hospitals -personnel policies - Conditions of Employment, Promotions and Transfers - Performance appraisal. Working hours - leave rules and benefits – safety conditions - salary and wage policies- Training and development

UNIT IV STAFFING AND PATIENT CARE SYSTEM

9 Hours

Staffing the hospital – selection and recruitment - medical professional and technical staff - social workers –physiotherapist - occupational therapist - Pharmacist -Radiographers – Lab technicians - dieticians - record officer - mechanics - electricians. Role of Medical Records in Hospital Administration - Content and their needs in the patient care system.

UNIT V BUDGETING, EXPENDITURE MANAGEMENT AND AUTOMATION

9 Hours

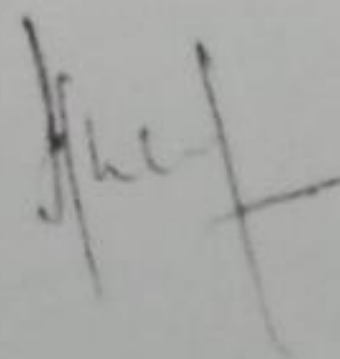
Hospital Budget - departmental budget as a first step - specific elements of a departmental budget including staff salary - supply costs - projected replacement of equipment – energy expenditures - contingency funds. Uses of computers in Hospital - purchase centralization Shared Building system purchase agreements.

Total Periods: 45 Hours

COURSE OUTCOME:

On successful completion of the course the students are expected to

- Understanding the difference between public and private health service systems.
- Able to implement various planning processes relating to hospital administration
- Structure the selection and recruitment processes and determine the staffing patterns
- Analyze budgeting requirements / equipment need forecast
- Develop computerized hospital management system



REFERENCES:

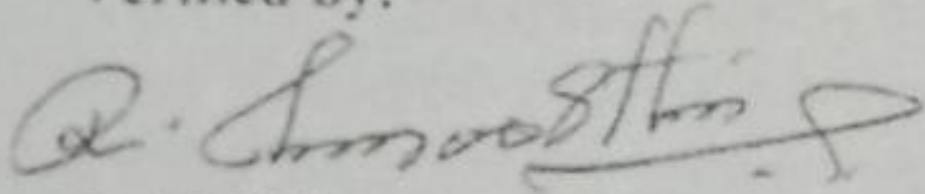
- Benjamin Robert, et al 1983 Hospital Administration Desk Book New Jersey Prentice hall
- Davies R Lewelyn et al. 1966 Hospital planning & administration Geneva: WHO
- Goal S L 1981 Health care Administration New Delhi: Sterling
- Rabick & Jonathan et al. 1983 Hospital organization and Management, London: Spectrum
- WHO Expert Committee 1957 Role of Hospital in Programme of Community Health Protection.
- WHO Technical Report Services Hospitals Administration WHO Technical

EXAMINATION PATTERN:

CIA : 30 marks
Comprehensive Exam :
Online : 20 marks
Descriptive Theory : 50 marks {Part A (5*4=20) ; Part B (5*6=30)}

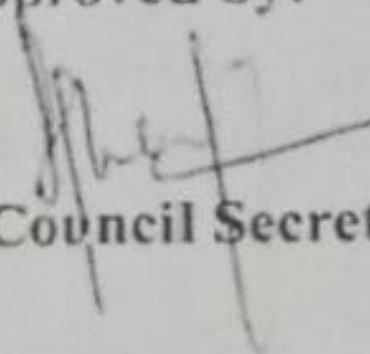
Total : 100 marks

Verified by:



Dr.R.Thirumoorthi

Approved by:



Academic Council Secretary

SEMESTER - III
19MSWE06 - RURAL COMMUNITY DEVELOPMENT

Course Code: 19MSWE06

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- Introducing and imparting the Community Development principles and programmes at Central and State level

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

- Basic elements and approaches of Rural Community Development,
- Panchayati Raj system and other Administrative aspects related to rural development and

UNIT - I FUNDAMENTALS & APPROACHES

Rural Community;

9 Hours

Definition, Meaning, Characteristics of Rural Community and Rural poverty. Rural Development Approaches: Spatial Planning Approach, Multipurpose Approach, Integrated Development Approach, Area Development Approach, Multilevel District Planning Approach, Target Group Approach. Rural Community Development: Definition, Meaning, Objectives, Extension: Concept, Objectives, Methods, Techniques and Limitations.

UNIT - II ORIGIN AND DEVELOPMENT

Rural Community Development in India and Asia: Origin and Background, Early Experiments; Rural Community Development after Independence: Constitutional Provisions; Five Year Plans and Rural Development.

9 Hours

UNIT III PANCHAYATI RAJ

Local Self-Government in Ancient India: Moghuls' Period and British Period. Panchayati Raj after Independence: Constitutional Provisions, Balwant Rai Mehta Committee Report, Ashok Mehta Committee Report, Main features of Panchayati Raj legislation (73rd Amendment), Structure - Two Tier and Three Tier systems; Functions of Panchayats Resources of Panchayats, State Control over Panchayati Raj Institution; Problems of Panchayats.

9 Hours

UNIT IV COMMUNITY DEVELOPMENT ADMINISTRATION

Organizational Set-up and Administration from National to Local level; Role of Panchayati Raj Institution in Planning: 'E' Panchayati (Electronic knowledge-based Panchayat). Functions of BDO / Commissioner, Extension Officers at Block Level, People's Participation and Role of NGOs and PRI in Rural Community Development

9 Hours

UNIT V TRAINING AND COMMUNITY DEVELOPMENT PROGRAMMES

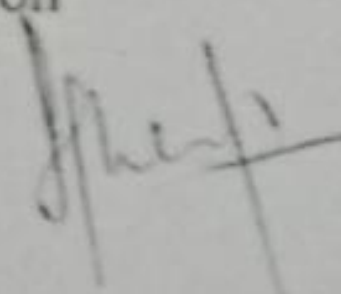
Training: Meaning, Objectives, Scope and Importance. Training Institutions: NIRD, SIRD, CAPART and NABARD in Rural Development. Early Rural Development Programmes: A brief idea on IRDP, DWCRA and TRYSEM. Current RD Programmes: Government of India Programmes; Tamil Nadu Government's Rural Development Programmes; State Social Welfare Schemes.

9 Hours

Total Periods: 45 Hours**COURSE OUTCOME:**

On successful completion of the course the students are expected to learn

- Basic elements, Characteristics and approaches of Rural Community Development,
- Origin and development of Rural Community Development
- Panchayat Raj system and other administrative aspects related to rural development
- Basic knowledge about Community development administration



- Different programs related to Rural Community Development in India
- Different programmes related to Rural Community Development in India.

REFERENCES:

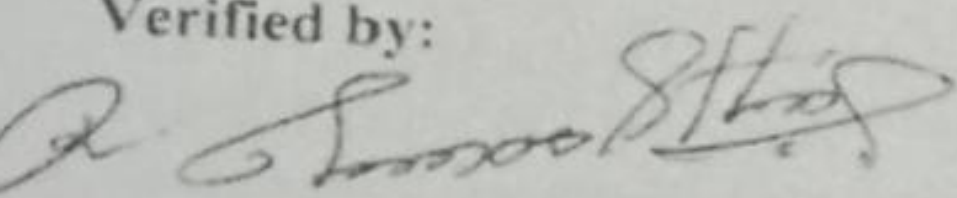
- Agarwal and Singh, 1984 The Economics of under development, Delhi: Oxford University.
- Aruna Sharma and Rajagopal 1995 Planning for rural development Administration, New Delhi: Rawat
- Bhadouria and 1986 Rural Development Dual Strategies Perspectives, Delhi: Anmol.
- Brashmunda P.R Panchamuki V.R 1987 Development process and Indian economy, Bombay: Himalaya.
- Dahama O.P. 1982 Extension and rural welfare, Agra: Ram Prasad and Sons.
- Dubey M.K 2000 Rural and urban Development, New Delhi, Common wealth.
- Gopalakrishna Asari, V. 1985 Technological change for Rural Development in India, Delhi

EXAMINATION PATTERN :

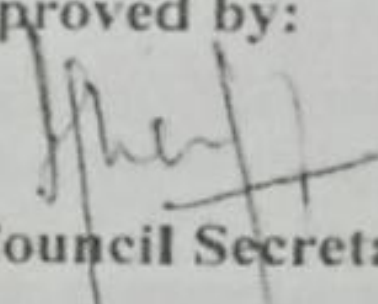
CIA	: 30 marks
Comprehensive Exam	:
Online	: 20 marks
Descriptive Theory	: 50 marks {Part A (5*4=20) ; Part B (5*6=30)}

Total : 100 marks

Verified by:


Dr.R.Thirumoorthi

Approved by:


Academic Council Secretary

SEMESTER - III
19MSWE07 – HUMAN RESOURCE MANAGEMENT

Course Code: 19MSWE07

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- Imparting practical aspects of human resource management including planning, development and training.

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

- Effectively manage and plan key human resource functions within organizations.
- Examine current issues, trends, practices, and processes in HRM.
- Contribute to employee performance management and organizational effectiveness. Problem-solve human resource challenges

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I HUMAN RESOURCE MANAGEMENT: AN INTRODUCTION

9 Hours

Human Resource Management: Concept, Importance and Scope. Personal Management: Importance and Functions. Human Resources Management and Personnel Management. Line and staff relations of HRM; HR challenges and opportunities; Skills, Qualities and Role of HR Manager. Organization Chart/Reporting Structure

UNIT – II HUMAN RESOURCES DEVELOPMENT

9 Hours

Human Resources Development (HRD): Concept, Meaning, Philosophy, Components and Functions. HRD Scene in India: Current Trends, TEI, TQM, TPM, ISO, 5S, KAIZEN, SIX SIGMA; EPA (Employee Assistance Programmes)

UNIT III HUMAN RESOURCE PLANNING AND TRAINING

9 Hours

Human Resource Planning: Meaning, Need, Process and Forecasting Human Resource Requirement: Need for Human Resource Policies. Recruitment: Meaning, Source and Methods. Selection: Meaning, Steps, Use of Psychological Test and Placement and Induction. Training and Development: Meaning, Need, Importance, Objectives and Methodology. Lean Management, Outsourcing, Promotion, Transfer, Redeployment and Retirement. Competency mapping

UNIT IV PERFORMANCE MANAGEMENT SYSTEM AND COMPENSATION

9 Hours

Performance Appraisal: Methods of Performance Appraisal, BARS (Behaviorally Anchored Rating Scales) Difficulties in Performance Appraisal, Job Analysis, Job Evaluation, Job Description, Job Specification, Job Enrichment, Job Enlargement and Job Rotation. HRIS, Employees Stock option plan

UNIT V WAGE / SALARY ADMINISTRATION AND CAREER DEVELOPMENT

9 Hours

Wage and Salary Administration: New Concepts, Profit Sharing, Performance and Linked Compensation, Incentive. Career Development: Strategies, Importance, Objectives, Principles, Compensation Packages, Succession Planning, Registers and Records, HR Audit, HR Research, HR Score Card, Employees' Satisfaction and Measures for Improvement, and Employees' Counselling.

Total Periods: 45 Hours

COURSE OUTCOME:

On successful completion of the course the students are expected to

- Gain requisite knowledge on various HR aspects
- Familiarize the emerging trends in HRM
- Identify, formulate and solve problems in HRM
- Apply the Methods of Performance Appraisal
- Evaluate the Training and developmental needs and device the appropriate strategies

TEXT BOOKS:

- Derek Torrington, Laura Hall, Stephen Taylor and Carol Atkinson, Human Resource Management, Pearson
- Dale. H . Besterfield Carol Besterfield, 2004 Total Quality Management. III Edition. Pearson Education.
- Davar R S., 1977 Personnel Management and Industrial Relations. New Delhi: Vikas Publishing House.
- Katju, M., 1982 Domestic Enquiry. Bombay: Tripathi (P) Ltd
- Mamoria, C. B., 1980 Personnel Management. Bombay: Himalaya Publishing House
- Manoj Kumar Sekar, 2000 Personnel Management. New Delhi: Crest Publishing House.
- Mathur, B. L., 1989 Human Resource Development Strategies, Approaches and Experiences. Jaipur: Arinam Publishers.
- VSP Rao, Human resource management-Text and Cases, New Delhi, Excel Books
- Biswajeet Pattanayak, Human Resource Management, Delhi, PHI

REFERENCES:

- Global strategic management, Dr.M.Mahmoudi, Deep & Deep Publications Pvt. Ltd, Delhi, 2005.
- International Human resource management- Global perspective, S.K. Bhatia, Deep & Deep Publications pvt Ltd, Delhi, 2005.

EXAMINATION PATTERN :

CIA : 30 marks

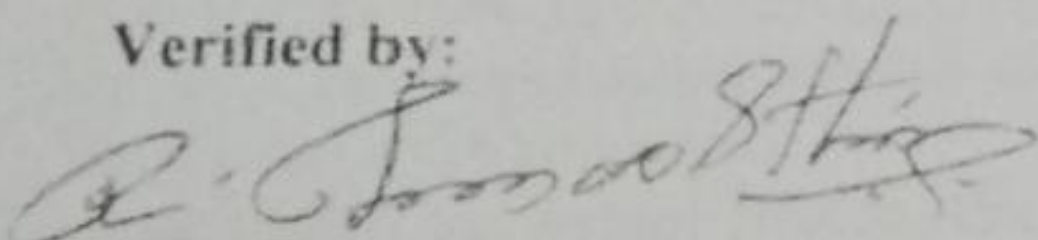
Comprehensive Exam :

Online : 20 marks

Descriptive Theory : 50 marks (5*4=20; 5*6=30)

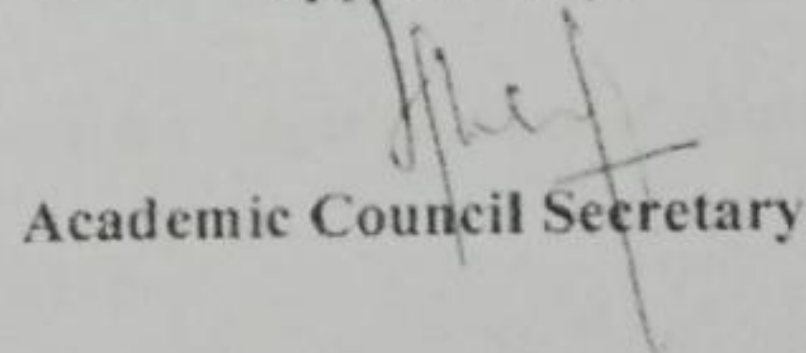
Total : 100 marks

Verified by:



Dr.R.Thirumoorthi

Approved by:



Academic Council Secretary

SEMESTER - III

19MSWE08 – PSYCHIATRIC SOCIAL WORK PRACTICE

Course Code: 19MSWE08

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- Developing skilled psychiatric social work practitioners.

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

- Magnitude of mental health issues in the emerging Indian context
- Understand treatment methods followed in hospital settings
- Various therapies and mental health programmes implemented
- Learn about policies and legislations

UNIT – I MAGNITUDE OF MENTAL HEALTH

9 Hours

Magnitude of mental health problems among men, women, aged, socioeconomically disadvantaged, urban and rural population and in disaster situations. Treatment for the mentally ill patients – chemotherapy. Anti-psychotic drugs, anti-depressant – ECT – psychosurgery.

UNIT – II TREATMENT METHODS

9 Hours

Psychological methods / treatment – psychotherapy, Supportive Reconstructive psychotherapy – behaviour therapy, group therapy – yoga – meditation – occupational and recreational therapies.

UNIT III THERAPIES

9 Hours

Contemporary Theories of Therapy – Client Centered Therapy – Reality Therapy – Gestalt Therapy – Rational Emotive Behavior Therapy – Transactional Analysis

UNIT IV MENTAL HEALTH PROGRAMMES

9 Hours

Community Mental Health Programmes; Admission procedures governing – admission and discharge from a psychiatric hospital; Role of Psychiatric Social Worker in Half Way Homes – Day Care Centers – Child Guidance Clinics.

UNIT V POLICIES AND LEGISLATIONS

9 Hours

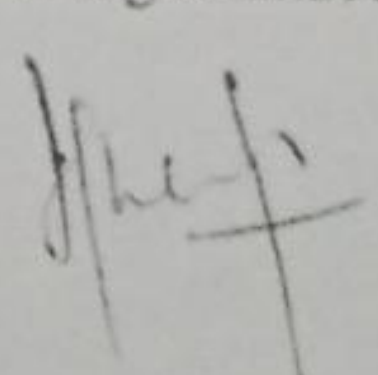
Policies and legislations related to mental health in India: Indian Lunacy Act – Mental Health Act – Community Participation in Mental Health. Present mental health care services: identification of needs and related services in India. Training of psychiatric social work in India.

Total Periods: 45 Hours

COURSE OUTCOME:

On successful completion of the course the students are expected to

- Understand and distinguish between various Psychiatric Social Work practices
- Gain knowledge and skills on Mental health problems, nature, magnitude, symptoms, effects etc.
- Able to device and implement Psychological treatment methods
- Practice Psychological Therapies
- Develop and implement Mental health policy and programmes in regionalized contexts



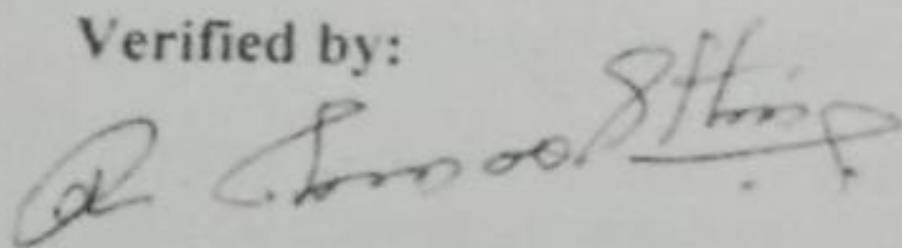
REFERENCE

- Bhatia M S Essentials of Psychiatry
- Corey G Theory And Practice Of Counseling And Psychotherapy Government Of India National Mental Health Programme For India, Ministry Of Health And Family
- Kaplan Synopsis For Comprehensive Textbook of Psychiatry
- Kuruvilla K & Venkoba Rao A Psychiatry
- Mane P & Gandevis Mental Health In India: Issues And Concerns
- Turner Social Work Treatment World Health Organization Innovative Approaches In Mental Health Care. Psychosocial.
- Interventions and Case Management Division of Mental Health Geneva.
- World Health Organization Prevention Of Mental Neurological Psychosocial Disorders, Geneva.
- World Health Organization Schizophrenia Information For Families -A Manual Prepared Y TheWorld Schizophrenia Fellowship For Publication In Cooperation With WHO.
- Verma, Ratna, Psychiatric Social work in India, Sage Pub., New Deihi, 1991
- Kaplan Harold, et.al.: Comprehensive text book of psychiatry; Williams & Williams. Vol. I. II & UK 1980

EXAMINATION PATTERN :

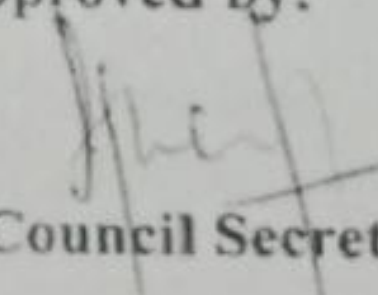
CIA	: 30 marks
Comprehensive Exam	:
Online	: 20 marks
Descriptive Theory	: 50 marks {Part A (5*4=20) ; Part B (5*6=30)}
Total	: 100 marks

Verified by:



Dr.R.Thirumoorthi

Approved by:


Academic Council Secretary

SEMESTER - III

19MSWE09 – WELFARE OF WEAKER SECTIONS

Course Code: 19MSWE09

4 Hours / Week;

No. of Credits: 4

DESCRIPTION:

- Introducing the concept of weaker sections and the remedial measure by State

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

- Concept and classification of Scheduled castes, scheduled tribes and other weaker sections.
- Crucial problems namely Untouchability, bonded Labour, and women related problem

Semester	III
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I WEAKER SECTIONS

9 Hours

Weaker section: Definition, concept, criteria for classification of weaker sections; Meaning of Scheduled Castes, Schedule Tribes, DE notified Communities, Nomadic and Semi Nomadic Communities and Most Backward Classes – Administrative setup at the Central, State and District levels for the development of weaker sections.

UNIT – II UNTOUCHABILITY – AN OVER VIEW

9 Hours

Untouchability: Meaning and Definition; Causes of Untouchability - Ill effects of Untouchability – Role of Social Reformers and NGOs in eradication of Untouchability – Constitutional and legislative measures for the eradication of Untouchability.

UNIT III SCHEDULED CASTES

9 Hours

Scheduled caste: Definition; Distribution and Characteristics and Problems of Scheduled Castes; Scheduled tribes: Definition, characteristics, problems of Scheduled tribes; Welfare programmes.

UNIT IV BONDED LABOUR

9 Hours

Bonded Labour: Definition, causes and measures taken by the Government to abolish Bonded Labour; Differently Abled: Types, welfare and rehabilitative measures.

UNIT V WOMEN EMPOWERMENT

9 Hours

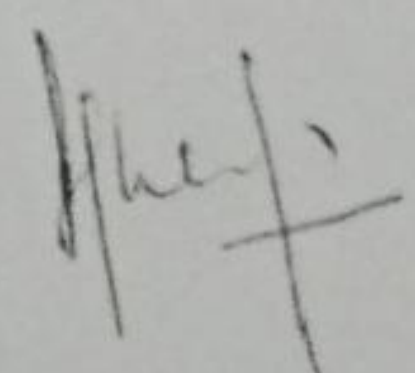
Women Empowerment: Meaning and Definition; Problems of Women in modern India: Empowerment of women -Constitutional provisions to safeguard the interest of women; Role of NGO's; Role of Social Workers in the welfare of weaker sections.

Total Periods: 45 Hours

COURSE OUTCOME:

On successful completion of the course the students are expected to

- Understanding the concept of weaker sections such as SC / ST / Women / Bonded Labour.
- Understand the causes responsible for existing social hierarchism
- Gain knowledge about constitutional safeguards / legal measures to protect the interest of weaker sections
- Analyse the problems faced by weaker sections
- Develop strategies to solve the problems / empower the weaker sections



REFERENCES:

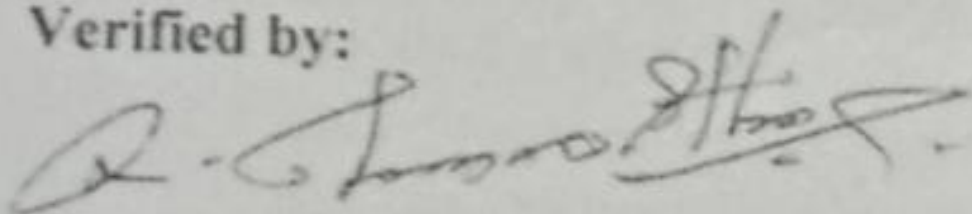
- Borede P.T. 1968 Segregation and Desegregation in India – Socio Legal Study. Bombay: Man kolas.
- Dabra C.D. 1984 Development of Weaker Sections: New Delhi:
- Dubey S.N. Mundra Ratna and Administration of Policy and Programmes 1976 for Backward class in India, Bombay: Somaiya
- Government of India, 1999 Economical and Educational Development of Scheduled Castes. New Delhi: Govt of India.
- Mukhepadhyaya Swapria, 1998 Women's Health, Public Policy and Community Action, New Delhi : Manohar.
- Nair T. Krishnan, 1975 Social work education and Development of Weaker Section, Madras school of social work, Chennai
- Puroshothaman Sangeetha, 1998 The Empowerment of women in India, New Delhi: Sage.
- Shankar Rao CN, 2006 Sociology of Indian Society, New Delhi: S.Chand

EXAMINATION PATTERN :

CIA	: 30 marks
Comprehensive Exam	:
Online	: 20 marks
Descriptive Theory	: 50 marks {Part A (5*4=20) ; Part B (5*6=30)}

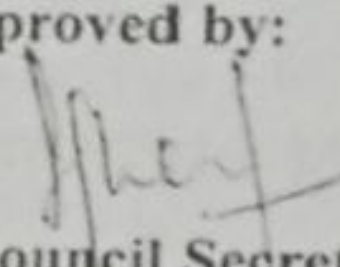
Total : 100 marks

Verified by:



Dr.R.Thirumoorthi

Approved by:



Academic Council Secretary

SEMESTER – III**19MSWI01 – Foundations of Counselling Psychology**

Course Code: 19MSW101

3 Hours / Week;

No. of Credits: 3

DESCRIPTION:

- To impart knowledge about the fundamentals of counselling psychology present day practices

COURSE OBJECTIVE:

On successful completion of the course the students should enrich their knowledge about

- 1 Overview of Counselling profession in India, including historic development and its current status
- 2 Provides students with an understanding of the counsellor's role within evolving practice environments and across the spectrum of the field of counselling Psychology.

Semester	III
Credit	3
Paper type	Open Elective
Max. Marks	CIA = 100

UNIT – I INTRODUCTION

Concept of counselling; Defining features of counselling; Major goals of counselling; Difference between guidance and counselling; Counselling and psychotherapy; Types of counselling; Counselling psychology and other specialties and fields; Distinctiveness and overlap; Training, job setting and activities.

9 Hours

UNIT – II HISTORIC PERSPECTIVE

Development of the profession, stages of the development of the profession; Traditional activities of counsellors, Counselling in India.

9 Hours

UNIT III COUNSELLING RELATIONSHIP & ETHICAL AND LEGAL GUIDELINES

The importance of relationship; components of relationship; Facilitative conditions for the counselling relationship. Ethical issues; Ethical dilemmas; Legal concerns of counsellors.

9 Hours

UNIT IV CURRENT TRENDS IN COUNSELLING

Diversity issues in counselling, Different formats of counselling, Counselling and liaisoning fields. Global Counselling and Trauma Counselling.

9 Hours

UNIT V PROFESSIONAL DEVELOPMENT IN COUNELLING

Verbal and Non-Verbal skills in self: communication (interpersonal); Influences of culture in counselling relations; Ethics in Counselling

9 Hours

Total Periods: 45 Hours**Learning Outcome**

After the completion of this course, a student will be able to

- 1 Understand the differences between guidance and counselling
- 2 Critically analyze issues and debates in counselling psychology
- 3 Reflect on their role indifferent fields of counselling
- 4 Be more reflective and self-aware

TEXT BOOKS

- Bond, T. (1997) *Standards and Ethics for counsellors in action*, New Delhi: Sage
- Charles, G.J., & Bruce, F.R. (1995), *Counselling Psychology*, Harcourt Brace Publishers, USA
- Goud, N.& Arko, A. (2006). *Psychology and Personal growth*, Pearson, MA.

REFERENCES

- Felthman, C., & Horton, I. (2000) (Ed). *Handbook of Counselling and Psychotherapy*, New Delhi: Sage.
- Robert, G.L., & Marianne, M.H.920030, *Introduction to Counselling and Guidance*, Person Education, Inc
- Sharma, R.N., 7 Sharma R.(2004), *Guidance and Counselling in India*.
- George, T.S & Pothan, P.(2013), *Professionalism amidst changing times*, in Moodley, R., Gilen, U P & Roda Wu, *Handbook of Counselling and Psychotherapy in an International Context*, Routledge, New York
- George, T.S & Thomas, E.(2014) *Awakening the Indian Psyche*, Counselling Today, BACP,UK

EXAMINATION PATTERN:

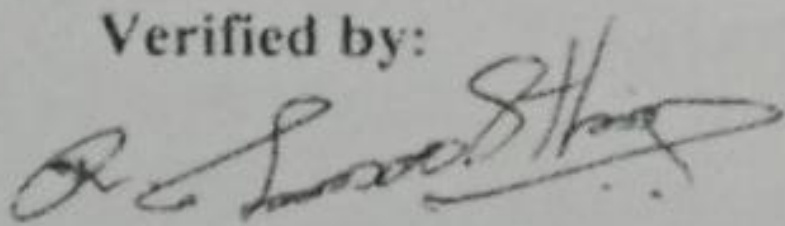
1. For this paper, only activity based CIA – I and a descriptive exam during model examination will be conducted.
2. Question Paper Pattern is as follows:

Total Marks = 100 (Internal Only)

- CIA - I: Activity based Assessment = 30 Marks.
 - QUIZ =10 Marks.
 - Kahoot (2) = 10 marks each.
- Model: Descriptive Exam = 70 Marks.
 - PART A (5*4=20).
 - PART B (5*10=50).

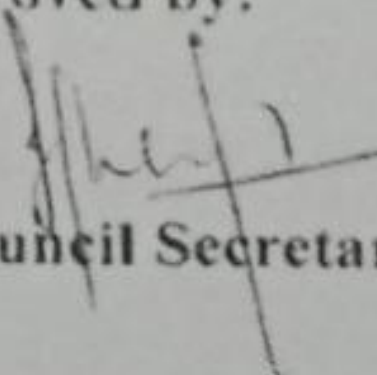
3. No External Examination will be held.

Verified by:



Dr.R.Thirumoorthi

Approved by:



Academic Council Secretary

SRI RAMAKRISHNA COLLEGE OF ARTS AND SCIENCE
(Autonomous)



(Affiliated to Bharathiar University)
[Re-Accredited with 'A' Grade by NAAC]
[An ISO 9001:2015 Certified Institution]
Coimbatore- 641 006

Sri Ramakrishna Group of Educational Institutions

SYLLABUS

DEPARTMENT OF SOCIAL WORK
MASTER OF SOCIAL WORK [M.S.W]

[For the student admitted during 2019-20]

Effective from Academic Year 2020-21 (Even Semester)

SEMESTER IV



Sri Ramakrishna College of Arts and Science (Autonomous)

(Formerly S.N.R. Sons College)
(Affiliated to Bharathiar University)
(Re-Accredited with 'A' Grade by NAAC)
(An ISO 9001:2015 Certified Institution)



Nava India, Coimbatore-641 006, Tamil Nadu, India.

"Scheme of Examination along with Distribution of Marks and Credits"

CBCS & OBE PATTERN POST GRADUATE PROGRAMMES

Master of Social Work (MSW) Degree Course – III Semester
(For the students admitted during the academic year 2019–2020 and onwards)

(For the students admitted during the academic year 2019-2020 and onwards)						
Study Components and Course Title	CIA	Comprehensive Exam		Compre- hensive Exam Total	Total	Credit
		Online	Descriptive Theory			
I SEMESTER						
Core - 1: 19MSW101 Introduction to Social Work	-	-	70 @	70@	70@	3
Core - 2: 19MSW102 Field Work, Supervision and Ethics	30 @	-	-	-	30@	1
Core - 3: 19MSW103 Sociology for Social Work Practice	30	20	50	70	100	4
Core - 4: 19MSW104 Psychology for Social Work Practice	30	20	50	70	100	4
Core - 5: 19MSW105 Social Work with Individuals	30	20	50	70	100	4
Core - 6: 19MSW106 Practical I: Concurrent Field Work Practical – I	30	-	-	70	100	4
19CME01- MACE I	-	-	-	100	100\$	2

\$ - Not included in Total Marks and CGPA calculation.

@ - Open Book Examination System.

II SEMESTER						
Core - 7: 19MSW201 Social Work with Groups	30	20	50	70	100	4
Core - 8: 19MSW202 Social Welfare Administration and Social Legislation	30	20	50	70	100	4
Core - 9: 19MSW203 Community Organization and Social Action	30	20	50	70	100	4
Core - 10: 19MSW204 Social Work Research and Statistics	30	20	50	70	100	4
Core - 11: 19MSW205 Computer Applications in Social Work	30	20	50	70	100	4
Core - 12: 19MSW206 Practical II: Concurrent Field Work Practical – II	30	-	-	70	100	4
19CCR01 Social Lab & Community Experimentation\$	100@	-	-	-	100\$	1\$
19CCR02: NPTEL Online Course	-	-	-	100	100\$	1\$
19 CME02 MACE II	-	-	-	100	100\$	2\$

\$ - Not included in Total Marks and CGPA calculation.

@Open Book Examination System.

III SEMESTER						
Core - 13:19MSW301 Science and Technology for Inclusive Growth	30	20	50	70	100	4
Elective – I	30	20	50	70	100	4
Elective – II	30	20	50	70	100	4
Elective – III	30	20	50	70	100	4
Core - 14: 19MSW302 Block Placement	30	-	-	70	100	4

Core - 15: 19MSW303 Practical III: Concurrent Field Work Practical - III	30	-	-	70	100	4
19CCR03: SWAYAM Online Course	-	-	-	100	100\$	1\$
19MSWI01- Foundations of Counselling Psychology	100@	-	-	-	100\$	3\$

IV SEMESTER						
Core - 16: 19MSW401 Corporate Social Responsibility	30	20	50	70	100	4
Elective -IV	30	20	50	70	100	4
Elective - V	30	20	50	70	100	4
Core - 17: 19MSW402 Practical IV: Concurrent Field Work Practical - IV	30	-	-	70	100	4
Core - 18: 19MSW403 Project Work and Viva Voce	80	-	-	20	100	6
19CCR04: Internship	-	-	100	100	100\$	1\$

\$ Not included in Total Marks and CGPA calculation

List of Elective papers (Can choose any one of the papers as electives)		
Elective - I	19MSWE01	HR: Labour Welfare
	19MSWE02	MP: Introduction to Medical Social Work
	19MSWE03	CD: Rural and Urban Social Structure
Elective - II	19MSWE04	HR: Labour Legislations
	19MSWE05	MP: Hospital Administration
	19MSWE06	CD: Rural Community Development
Elective - III	19MSWE07	HR: Human Resource Management
	19MSWE08	MP: Psychiatric Social Work Practice
	19MSWE09	CD: Welfare of Weaker Sections
Elective - IV	19MSWE10	HR: Industrial Relations
	19MSWE11	MP: Mental Health and Social Work
	19MSWE12	CD: Urban Community Development
Elective - V	19MSWE13	HR: Organizational Behavior
	19MSWE14	MP: Counselling: Theories and Practice
	19MSWE15	CD: NGO Formation and Management

Open Elective (III Semester - For PG students admitted during 2019-2020)

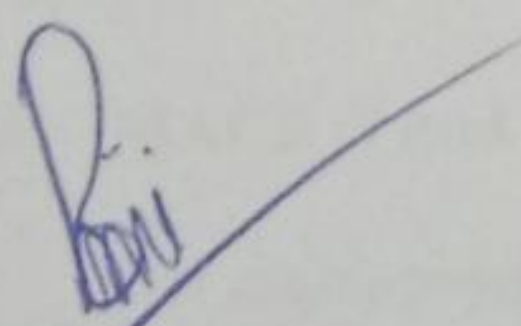
Study Components and Course Title			Comprehensiv e Exam Total	Total	Credit
	CIA	CE			
19MSWI01- Foundations of Counselling Psychology	100	-	-	100\$	3

\$ Not included in Total Marks and CGPA calculation

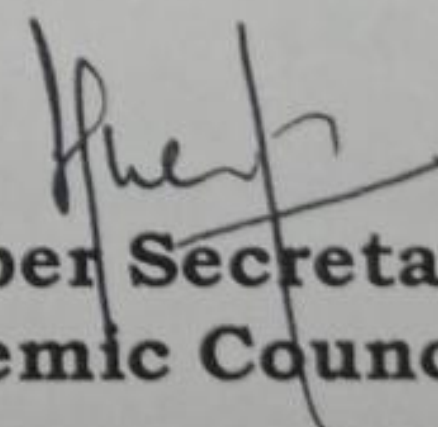
COURSE SUMMARY

Subject	Papers	Credit	Total credits	Marks	Total marks
Core (Theory)	11	4	44	100	1100
Core (Practical)	5	4	20	100	500
Core (Project work & Viva voce)	1	6	6	100	100
Electives	5	4	20	100	500
CCR – 1 Social Lab	1	1\$	1\$	100	100\$
CCR – 2 & 3 MACE	2	2\$	4\$	100	200\$
SWAYAM	2	1\$	2\$	100	200\$
CCR – 4 Internship	1	1\$	1\$	100	100\$
Total			90		2200

\$ Not included in Total Marks and CGPA calculation.



**Chairman
BOS in Social Work**



**Member Secretary
Academic Council**

Date:

MASTER OF SOCIAL WORK PROGRAMME*(Academic Year 2019 - 2020 onwards)**(Updated as on 23/12/2020)***GUIDELINES**

Being a professional course of study, Master of Social Work (MSW) programme aims to prepare the students at PG level for a career in Social Work. The MSW programme is offered from the Academic Year 2011-2012 onwards. The current regulations are applicable for the students admitted during the academic year 2019-2020 and onwards:

1. Concurrent Field Work Practical

Concurrent Field Work Practical are mandatory courses carrying 4 credits each and shall be practiced in Social Work Agencies (NGOs / Hospitals / Industries) under the close monitoring and supervision of faculty members and agency supervisors.

During the field work practical the students are expected to gain knowledge and skills required for a professional Social Worker for practical intervention on a real time basis. Faculty members concerned shall do supervision on both the field work days.

During the Field Placements the students get an opportunity to apply theory to practice and gain firsthand experience. Therefore field work practical in each semester is compulsory in this programme and a student is expected to have 100 percent attendance. 4 Credits are assigned for field work practical in each semester. A student should earn a total of 16 credits in 4 semesters in field work practical.

At least two days in a week shall be set aside for concurrent field work practical of 15 hours per week. Each semester shall have a minimum of 24 days of concurrent field work practical spread over 12 weeks with 15 hours per week. The total number of days of concurrent field work practical in 4 semesters of the MSW course shall be a minimum of 96 days with 15 hours per week. The students have to submit their field work reports along with observation note to the faculty supervisors regularly for assessment. Field Work Viva-Voce examination will be conducted by a board of examiners (one Internal and one External at the end of each semester).

2. Block Placement

The Social Work trainees will be imparted certain specific skills relevant to their specialization through workshops / group learning activities apart from placing them in field work agencies / hospitals / industries appropriate to their specialization for a period of up to 5 days (based on requirements only) during the III semester. This kind of block placement is a compulsory course carrying 4 credits. The students have to submit a report at the end of the placement training for which the viva-voce will be held along with field work viva for the III semester.

3. MACE (I and II)**: I & II Semester**

The regulations are as per the regulations specified by Training, Internship and Placement (TIP) Department from time to time.

4. Project Work

Every student is required to complete a Project Work under the supervision and guidance of a Faculty of the Department who will guide the students on topics related to Social Work practice and a Viva-Voce will be conducted at the end of the IV Semester by a board of examiners (one Internal and one External). For Project Work 6 credits are awarded.

5. Self Study Courses under Course Completion Requirements (CCR):

1. Social Lab(19CCR01)

: II Semester

(One course to be registered and completed during II Semester)

Social Lab is a practical experimental course which carries one extra credit with 100 marks. The students are expected to undertake an action-oriented activity either an extension / welfare / research work so as to contribute to the society in which they live by applying their professionally acquired knowledge, and skills.

- i. Social Lab component will be assessed by a team of two teachers nominated by the Head of the Department.
- ii. The students have to conceptualize, design, and execute a practical component with the guidance & mentoring of the class tutor.
- iii. A proposal, mid-term report and a final report are to be submitted on prescribed dates.
- iv. These reports will form the basis for assessment.
- v. These courses are compulsory and
- vi. A minimum of 50% is required to declare the candidate to be passed in the course.
- vii. The results must be forwarded to the controller of examinations.
- viii. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

2. NPTEL Online Course (19CCR02)

: II Semester

- i. The students have to enroll themselves in any one or more NPTEL Courses during the II semester of their own choices based on the advises from the tutor. However, the students have the liberty to enroll and complete NPTEL during the I Semester itself;
- ii. These courses are compulsory.
- iii. A minimum of 50% is required to declare the candidate to be passed in the course. If a candidate is failed in NPTEL, the department has the liberty to hold the exam on a convenient date and evaluate the scripts as per the **institutional** norms.
- iv. The results as declared by the NPTEL would be forwarded to the controller of examinations for credit transfer purpose.
- v. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

3. SWAYAM Online Course (19CCR03)

: III Semester

- i. The students have to enroll themselves in any one or more SWAYAM Courses during the III semester of their own choices based on the advises from the tutor. However, the students have the liberty to enroll and complete SWAYAM during the I or II Semester itself;
- ii. The course is compulsory
- iii. A minimum of 50% is required to declare the candidate to be passed in the course. If a candidate is failed in SWAYAM, the department has the liberty to

hold the exam on a convenient date and evaluate the scripts as per the institutional norms.

- iv. The results as declared by the SWAYAM would be forwarded to the controller of examinations for credit transfer purpose.
- v. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

4. Internship (19CCR04)

IV Semester

The Internship with any of the leading NGO / Company / Hospital is a Course Completion Requirements (CCR) are mandatory ones to be completed by each of the students. These course completion requirements do not carry credits. However, only on successful completion of CCR, the students will be awarded the degree of Master of Social Work (MSW). The following guidelines may be followed for the said Course Completion Requirements (CCR):

- i. The students have to attend Internship Training after the IV semester examinations, for a period of four weeks in the month of May.
- ii. The students have to submit an e-Report / hardcopy report (as per the convenience of the student trainee) along with attendance certificate issued by the institute concerned to the Department at the end of training.
- iii. An evaluation form would supply to the training institution which shall be utilized by the Agency Training Supervisor for evaluation and allocation of marks out of 100 marks as per the specifications given in this guideline.
- vii. A minimum of 50% is required to declare the candidate to be passed in the course.
- viii. The results must be forwarded to the controller of examinations.
- ix. The marks obtained and credits earned will not be counted for Total Marks and CGPA.

DISTRIBUTION OF MARKS**THEORY PAPERS****Table - 1 (A)****(Distribution of marks for external and internal for theory papers of PG courses)**

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Marks	Internal Passing Minimum	Overall Passing Minimum for total marks (Internal + External)
100	70	35	30	15	50

Table - 1 (B)**(Distribution of marks for external and internal for theory papers of PG courses)**

S.N.	For theory – PG Courses	Marks (30)	Marks (15)
1.	Internal Test (2 hours) – 2½ units	5	3
2.	Model Examination (3 hours)	10	5
3.	Assignments	5	2.5
4.	Seminar	5	2.5
5.	Activity (Paper Presentation / Quiz / Panel Discussion / Participation in Seminars / Workshops)	5	2.5
Total		30	15

Table - 1 (C)**(Distribution of marks for Continuous Internal Assessment (CIA) for Theory Papers of PG courses)**

S.N.	For theory – PG Courses	Marks (30)
1.	Online Examinations – 50 questions – 60 minutes	20
2.	Descriptive type assessment	50
Total Marks		70

PRACTICAL / FIELD WORK PAPERS**Table - 2 (A)****(Distribution of marks for external and internal for Practical Papers of PG courses)**

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum	Internal Passing Minimum	Overall Passing Minimum for total marks (Internal + External)
100	70	35	30	15	50

Table - 2 (B)**(Distribution of Internal Marks for Practical Papers of PG courses)**

S.N.	For Practical – PG Courses	Marks (30)
1.	Internal Test Attendance	10
2.	Model Practical Examination	10
3.	Evaluation of Observation Note	10
Total		30

Table - 2 (C)**(Distribution of marks for the Comprehensive Examination for Practical Papers of PG courses)**

S.N.	For Practical – PG Courses	Marks (70)
1.	Evaluation of Record Notes	10
2.	Viva Voce Examinations	60
Total Marks		70

MACE I (Semester-I) & MACE II (Semester -II)**Table – 3 (A)****The following are the distribution of marks for external for MACE Papers:**

Total Marks	External Max. Marks	External Passing Minimum	External Online Exam	External Personal Interview	Overall Passing Minimum for total marks (Internal + External)
100	100	60	50	50	60

PROJECT WORK**Table - 4 (A)**

The following are the distribution of marks for external and internal for Projects of PG courses:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	20	10	80	40	50

Table - 4 (B)

The following are the distribution of marks for internal for Projects of PG courses:

S.N.	For Projects – PG Courses	Marks (80)
1.	Review Meeting	15
2.	Objective, Methodology, Review of Literature	25
3.	Data Collection and Statistical Tools	20
4.	Execution of the Project	20
Total Marks		80

Table - 4 (C)

The following are the distribution of marks for external for Projects of PG courses:

S.N.	For Projects – PG Courses	Marks (20)
1.	Presentation	5
2.	Viva Voce	15
Total Marks		20

SELF STUDY COMPONENT

A mandatory component under Course Completion Requirement (CCR)

(For student admitted during 2019-20 onwards)

CCR01: SOCIAL LAB (II Semester)**Table - 5 (A)**

The following are the distribution of marks for internal for Self-Study Papers:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

S.N.	Social Lab and Community Experimentation (19CCR01)	Marks (100)
1.	Workshops	20
2.	Community Activity	30
3.	Technology Intervention	30
4.	Report / Documentation	10
5.	Viva Voce	10
Total		100

NPTEL (19 CCR02) & SWAYAM (19 CCR03) ONLINE COURSES**Table - 6**

The following are the distribution of marks for internal for online courses:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	100	50	-	-	50

CCR04: INTERNSHIP**Table - 7 (A)**

The following are the distribution of marks for internship Paper:

Total Marks	External Max. Marks	External Passing Minimum	Internal Maximum Minimum	Internal Passing Minimum for internal alone	Overall Passing Minimum for total marks (Internal + External)
100	-	-	100	50	50

19MSW401: CORPORATE SOCIAL RESPONSIBILITY

AIM:

- To introduce modern corporate responsibility theories and practices.

COURSE OBJECTIVE:

- On successful completion of the course the students would enrich their knowledge about the i) Corporate Social Responsibility, ii) History and development of CSR, iii) Legal measures and Role of Social Worker in CSR.

Semester	IV
Credit	4
Paper type	Core
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I

10

Corporate Social Responsibility in Indian and International Context: CSR – Definition, Concepts, Approaches of CSR; Overview of Corporate Social Responsibility and Corporate Social Accountability, National and International CSR Activities.

UNIT – II

10

Business Ethics and Corporate Social Responsibility: Concept of Business Ethics – Meaning, Importance and Factors Influencing Business Ethics.

UNIT – III

10

Corporate Governance: Meaning, Significance, Principles and Dimensions. Legislative measures of CSR; Business benefits of CSR

Case Studies of Successful CSR Initiative:- AMM Foundation, Bajaj Auto, NLC, Infosys, Wipro, Ranbaxy, TATA, L&T, Titan, TVS, MRF, ONGC, Orchid, ACC, ITC, CRI Pumps, Shanthi Social Services

UNIT – IV

10

Stake holders in CSR: Corporate, Labour, NGOs, Government and Community / Citizens; Social Accounting, Social Auditing, SA:8000 and Corporate Social Reporting

UNIT – V

10

Role and Skills of Social Worker in CSR: Advocacy, Administration, Marketing, Mediating, Budgeting, Organizing, Documenting, Presenting, Public Speaking, Teaching, Supervising, and Report Writing.

Total Hours 50

COURSE OUTCOME:

- Understand the concepts of CSR. (L1)
- Able to implement CSR Projects based on the requirement and need of society.(L2)
- Practice the administration process in organizing the skills acquired.(L3)

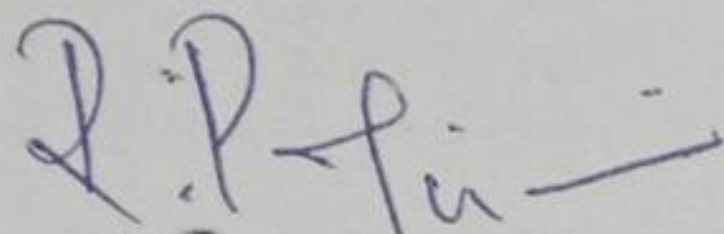
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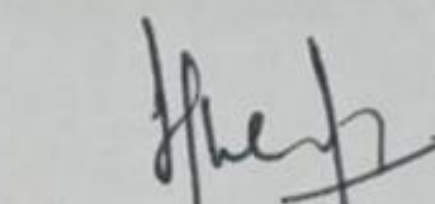
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19MSWE10: INDUSTRIAL RELATIONS

AIM:

- Imparting knowledge and skills specific to industrial relations in modern industrial settings

COURSE OBJECTIVE:

- On successful completion of the course the students should enrich their knowledge about bipartite and tripartite bodies in Industrial relations, ethical codes of industrial relations, collective bargaining and workers participation.

Semester	IV
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT - I INTRODUCTION TO INDUSTRIAL RELATIONS

10

Definition - concept - need, importance, scope, objectives of industrial relations - Factors influencing industrial relations, bipartite and tripartite bodies in industrial relations - joint management council - works committee- Indian labour conference - standing labour committee-. Wage settlements. Bipartite Bodies – Joint Management Council-Works Committee, Tripartite Bodies – Indian Labour Conference – Standing Labour Committee

UNIT - II ETHICAL CODES & INDUSTRIAL CONFLICTS

10

Ethical codes of industrial relations: Concept, code of discipline in industry, causes and effects of industrial conflicts – problem of short term employment and out sourcing– strikes, lock outs, lay off, retrenchment, closure – need for industrial peace.

UNIT - III INDUSTRIAL DISPUTES & EMPLOYEE DISCIPLINE

10

The Industrial Disputes Act 1947 concepts of standing order - content - procedure for certification. The Industrial Employment (Standing Orders Act) 1946. Employee discipline- Domestic enquiry. Case Studies Related to Industrial Dispute Act 1947

UNIT - IV TRADE UNIONS

10

Definition, concept, Structure and objectives of trade unions- Growth of Trade unionism in India -positive role of trade unions - major trade unions in India - problems and weaknesses of trade unions- measures to strengthen the functioning of trade unions. Indian Trade Unions Act 1926

UNIT - V COLLECTIVE BARGAINING

10

The Concept of collective bargaining - objectives- principles, process -subject matter for collective bargaining -administration of collective agreements - difficulties observations of the National Commission on Labour 1969) Workers participation in Management - Concept, objective, importance - forms of participation - workers participation in management in India - limitations to workers participation.

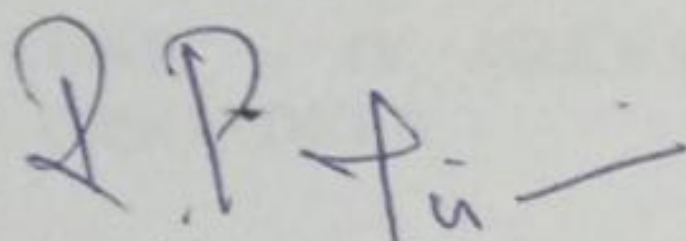
Total Hours 50

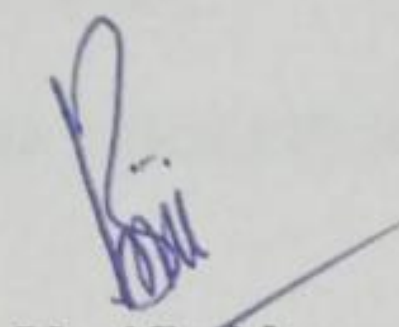
COURSE OUTCOME:

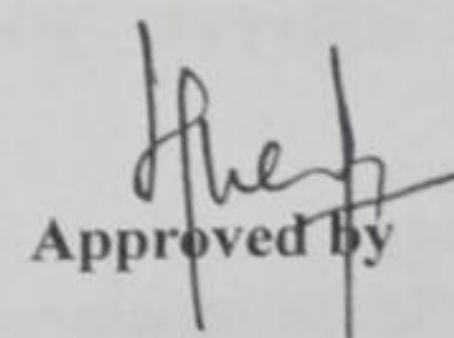
- To provide knowledge on the industrial relations system in India. (L1)
- To understand about the industrial relation climate.(L1)
- To familiarize the students with the various IR processes. (L2)
- To give an insight into the concept of Welfare & Societal and Organizational responses. (L3)

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| Sharma A M (1984) | Industrial Relations - Conceptional And Legal Frame Work –
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| Srivathsava V (1998) | Industrial relations and Labour Laws, New Delhi: Vikas. |
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Relations, New Delhi, Himalaya. |
| Subramainan K N (1967) | Labour Management Relations In Tamil Nadu -
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| Tripathi P.C (2005) | Personnel Management and Industrial Relations.
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19MSWE11: MENTAL HEALTH AND SOCIAL WORK

AIM

- Imparting specific mental health problems and the treatment procedures

Course Objectives:

- On successful completion of the course the students should enrich their knowledge about i) Concept and history of Mental Health, ii) Assessment of Mental Health, and iii) Prevalence, and Treatment modalities of related to Psychosis, Psycho-somatic and Childhood Disorders..

Semester	IV
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I MENTAL HEALTH: AN INTRODUCTION

10

Concept of Mental Health: Characteristics of Mentally Healthy Individual. Psychiatry: Definition, Historical Development and Growth of Psychiatry, Symptoms, Disorders of Perception, Thought, Speech, Memory, Emotion, and Motor Disorders.1

UNIT – II ASSESSMENT OF PSYCHIATRY

10

Assessment in Psychiatry: Psychiatric Interview, Mental Status Examination, Classification in Psychiatry. Etiology, Clinical Manifestation, Treatment modalities of Neurosis, Anxiety, Phobia, OCD, Depression, Post-Traumatic Stress Disorders and Panic Disorders.

UNIT - III PREVALENCE AND TREATMENT MODALITIES OF PSYCHOSIS

10

Prevalence, Etiology, Clinical Manifestations and Treatment Modalities of Psychosis, Organic Psychosis, Functional Psychosis and Personality disorders

UNIT - IV PREVALENCE AND TREATMENT MODALITIE OF PSYCHO-SOMATIC DISORDERS

10

Prevalence, Etiology, Clinical Manifestation and Treatment Modalities of Psycho-somatic Disorders: Alcoholism and Substance Abuse and Psycho-Sexual Disorders. STDs: Prevalence of HIV/ AIDS in India. Approach to Patients with suspected HIV Infection and Pre-test Counselling.

UNIT – V PREVALENCE AND TREATMENT MODALITIES OF CHILDHOOD DISORDERS

10

Prevalence, Etiology, Clinical Manifestation and Treatment Modalities of Childhood Disorders: Mental Retardation, Epilepsy, Trans-cultural Psychiatry and Cultural bound Syndromes.

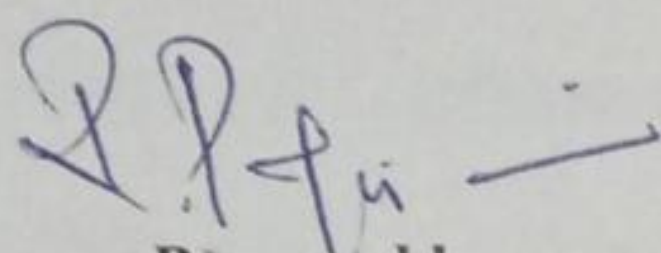
Total Hours 50

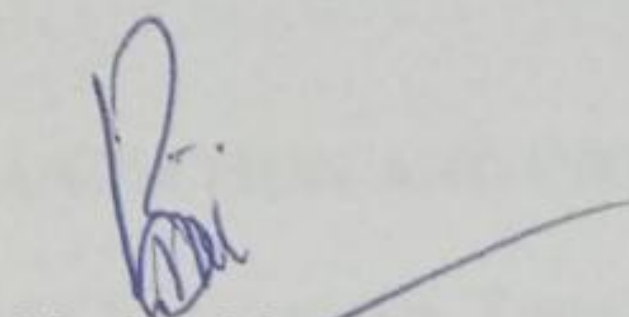
COURSE OUTCOME:

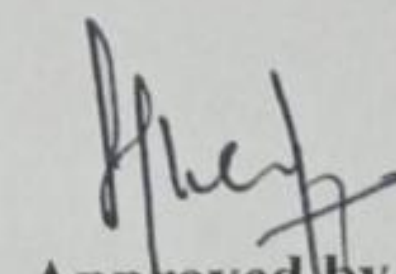
- Concept and History of Mental Health (L1)
- Knowledge about Neurotic, Stress-related and Somatoform Disorders (L1)
- Prevalence and Treatment modalities Psychosis, Psycho-somatic (L2)
- Familiarize the knowledge about Childhood disorders(L3)
- Assessment of Mental Health (L4)

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| M. S. Kaplan | : Synopsis of Comprehensive Text book of Psychiatry |
| James Soleman | : Abnormal Psychology and Human Life |
| Niraj Ahuja | : Introduction to Psychiatry. |


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19MSWE12: URBAN COMMUNITY DEVELOPMENT

AIM:

- To introduce the urban community needs and developmental packages

COURSE OBJECTIVE:

- On successful completion of the course the students should enrich their knowledge regarding the i) Basic elements Urban Community including Urbanisation and Urban Problems, ii) Urban Community Development Administration and iii) Different programmes related to Urban Community Development in India.

Semester	IV
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I URBAN COMMUNITY 10

Urban Community: Meaning, Characteristics, Rural–Urban linkages and contrast. City: Meaning, Classification, Urban Agglomeration, Suburbs, Satellite towns, Hinterlands, New Towns, Metropolis and Megalopolis.

UNIT – II DIMENSIONS OF URBANISATION AND URBANISM 10

Urbanisation and Urbanism: Meaning and Characteristics, Trends in Urbanisation; Process and Theories of Urbanisation.

UNIT - III URBAN COMMUNITY DEVELOPMENT: FUNDAMENTALS AND APPROACHES 10

Urban Community Development: Definition, Objectives and Historical Background. Approaches, Principles, Urban Development Planning: Town and Country Planning Act 1971, Constitution (Seventy-Fourth Amendment) Act 1992; Importance of Community Planning and Community Participation in Urban Development,

UNIT - IV URBAN DEVELOPMENT ADMINISTRATION 10

Urban Development Administration at National, State and Local levels; 74th Amendment and Salient Features of Nagarpalika Act. Structure of Urban Development Agencies: Municipal Administration – Corporations, Municipalities; Town Panchayats, Metropolitan Development Authorities; Functions of Officials and Non-officials in Urban Self-Governments;

UNIT – V URBAN DEVELOPMENT PROGRAMMES 10

Urban Development Programmes: Importance of Five Year Plans; Jawahar Lal Nehru National Urban Renewal Mission (JNNURM), Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT), National Urban Information System (NUIS), Madras Urban Development Projects (MUDP) I & II; Tamil Nadu Urban Development Project (TNUDP); Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY), Slum Clearance - Resettlement and Rehabilitation Programme. Problems in Implementation of Urban Community Development Programmes.

Total Hours 50

COURSE OUTCOME:

- Understanding the concept of UCD (L1)
- Demonstrate skills in programme implementation(L2)
- Implementation of urban programmes based on the eradication of problems(L3)

19MSWE12: URBAN COMMUNITY DEVELOPMENT

AIM:

- To introduce the urban community needs and developmental packages

COURSE OBJECTIVE:

- On successful completion of the course the students should enrich their knowledge regarding the i) Basic elements Urban Community including Urbanisation and Urban Problems, ii) Urban Community Development Administration and iii) Different programmes related to Urban Community Development in India.

Semester	IV
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I URBAN COMMUNITY

10

Urban Community: Meaning, Characteristics, Rural–Urban linkages and contrast. City: Meaning, Classification, Urban Agglomeration, Suburbs, Satellite towns, Hinterlands, New Towns, Metropolis and Megalopolis.

UNIT – II DIMENSIONS OF URBANISATION AND URBANISM

10

Urbanisation and Urbanism: Meaning and Characteristics, Trends in Urbanisation; Process and Theories of Urbanisation.

UNIT - III URBAN COMMUNITY DEVELOPMENT: FUNDAMENTALS AND APPROACHES

10

Urban Community Development: Definition, Objectives and Historical Background. Approaches, Principles, Urban Development Planning: Town and Country Planning Act 1971, Constitution (Seventy-Fourth Amendment) Act 1992; Importance of Community Planning and Community Participation in Urban Development,

UNIT - IV URBAN DEVELOPMENT ADMINISTRATION

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Urban Development Administration at National, State and Local levels; 74th Amendment and Salient Features of Nagarpalika Act. Structure of Urban Development Agencies: Municipal Administration – Corporations, Municipalities; Town Panchayats, Metropolitan Development Authorities; Functions of Officials and Non-officials in Urban Self-Governments;

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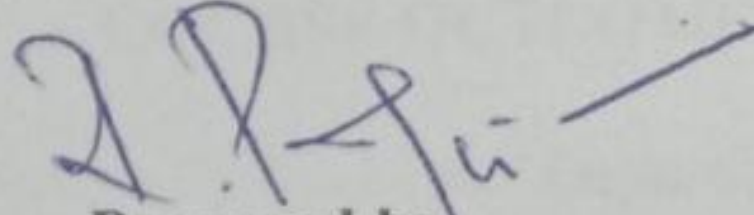
Total Hours 50

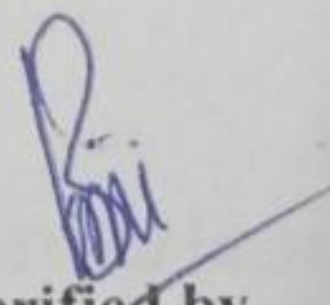
COURSE OUTCOME:

- Understanding the concept of UCD (L1)
- Demonstrate skills in programme implementation(L2)
- Implementation of urban programmes based on the eradication of problems(L3)

REFERENCES

- Aray & Abbasi 1995. Urbanisation and its Environmental Impacts. New Delhi: Discovery.
- Bhatttacharya B 2006 Urban Development in India New Delhi: Concept.
- Clinard, Marshall B 1970 Slums and Community Development. New York : The Free Press.
- Diddee, Jayamala 1993 Urbanisation – Trends, perspectives and challenges, Jaipur: Rawat.
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- Phadke .V.S, etal. 2007 Urbanisation, Development and Environment, New Delhi: Rawat Publications
- Ramachandran 1989 Urbanisation and Urban System in India. Oxford University Press, New Delhi.
- Sabir Ali (Ed) 2006 Dimensions of Urban Poverty, New Delhi: Rawat Publications.
- Singh.R.B.(ed) 2006 Sustainable Urban Development New Delhi: Concept
- Sinha Rekha and Sinha U.P 2007 Ecology and quality of life in Urban Slums, New Delhi: Concept.
- Sudha Mohan 2005 Urban Development and New Localism New Delhi: Rawat Publications.
- Stanly, Selwyn 2005 Social problems and issues: Perspectives for Intervention. Allied Publication, New Delhi.
- Thudipara, Jacob Z. 2007 Urban Community Development. New Delhi: Rawat Publications.
- UN Habitat (2003). The Challenges of Slums. Earthscan Publications Ltd, London.


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19MSWE13: ORGANIZATIONAL BEHAVIOUR

AIM:

- Introducing the Organisational issues, and dynamisms and imparting knowledge on organizational change and development

COURSE OBJECTIVES

- On successful completion of the course the students should enrich their knowledge relating i) the background and dynamics of Organizational Behaviour ii) to resolve conflicts in organizational environment, and iii) Organizational Changes and their impact on Organization Performance.

Semester	IV
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I INTRODUCTION

10

Organizational Behaviour: Definition, Objectives, Need, Background and Foundations of Organizational Behaviour. Models of Organization Behaviour and Challenges in Organizational Behaviour.

UNIT – II INDIVIDUAL AND GROUP ORGANIZATION

10

Individual and Groups in Organization: Individual - Differences and Models Man, Personality and Behaviour: Perception and Learning, Values, Attitudes and Job Satisfaction. Group Dynamics: Theories of Group Formation - Formal and Informal Behaviour and Group Behaviours.

UNIT - III MOTIVATION AND LEADERSHIP

10

Motivation: Theories of Motivation and Emotional Intelligence. Leadership: Theories of Leadership. Concept of Communication: Communication Process and Effective communication. Management Information system: Management Review Meeting, Power and Politics and Organizational Conflict.

UNIT - IV DYNAMICS AND FORMS OF ORGANIZATION

10

Dynamics of Organization: Concept of Organizational Structure, Basis of Departmentalization and Span of Management, Delegation of Authority: Centralization and Decentralization. Forms of Organization Structure: Line and Staff, Functional, Divisional, Project Matrix and Organization Structure. Job Stress: Causes and Effects of Stress and Coping with Stress.

UNIT – V ORGANIZATIONAL CHANGE AND DEVELOPMENT

10

Organizational Change and Development: Organizational Culture, Organizational Effectiveness and Organizational Change. Work Place Ergonomics, Organizational Development: Meaning, Characteristics, Models, Organizational Development Interventions, Cross Functional Teams and Quality of Work Life.

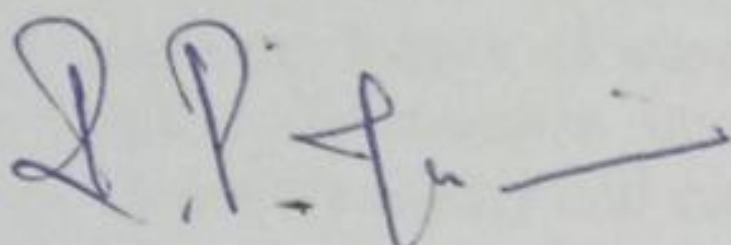
Total Hours 50

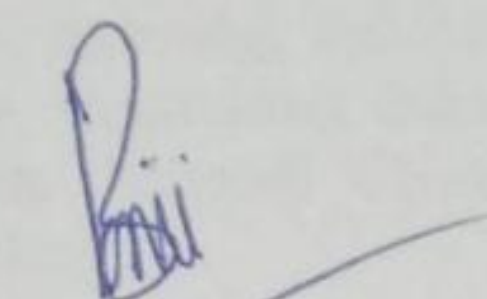
COURSE OUTCOME:

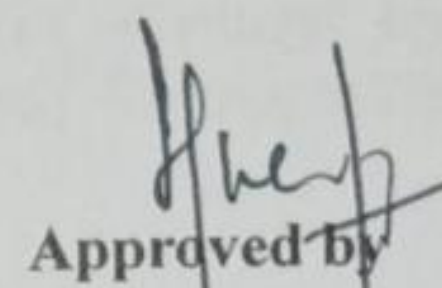
- Organizational Changes and their impact on Organization Performance (L1)
- Describe, understand and predict the behavior of individuals and groups in organization(L1)
- Enhance/ improve the organizational climate(L2)
- To resolve conflicts in organizational environment(L3)
- Analyze the challenges in Organizational Behaviour (L4)

REFERENCES

- Jhon .W. Newstrom, 2007 Organisational Behaviour. New Delhi: Tata McGraw– Hill Publishing Company Ltd.
- Keith Davis, Kesho Prasad, 1996 Human Behavior at Work. Louis Allen Management and Organization.
- Khanka .S. S., 2000 Organisational Development for Excellence. New Delhi: S. Chand and Company.
- Prasad, L M., 2006 Organisational Behaviour. New Delhi: S. Chand and Company.
- Stephen P. Robins, 2005 Organizational Behavior. New Delhi: Sultan Chand & Sons.
Organisational Behaviour. New Delhi: Prentice–Hall of India Pvt. Ltd.
- Subba Rao, P., 1999 Essentials of Human Resource Management and Industrial Relations. Mumbai: Himalaya Publishing House.


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19MSWE14: COUNSELLING THEORIES AND PRACTICE

AIM:

- To impart knowledge on counseling theories and practices specific to certain settings

COURSE OBJECTIVE:

- On successful completion of the course the students should enrich their knowledge about (i) different theories of counselling and (ii) Counselling history and research, (iii) basics of Counselling and therapeutic relationships, and (iv) Assessment, Testing and Diagnostic process.

Semester	IV
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT - I CONCEPT OF COUNSELING

10

Concept of counseling - Definition, Elements, Characteristics And Goals; Evolution of counseling; Foundations of counseling - Philosophical foundations - dignity of the human - sociological foundation - Influence of social system-psychological foundations-concept of self, goal directed behavior, learning principles,

UNIT - II COUNSELLING SKILLS AND THEORIES

10

Basic skills of counselling- Attending, listening, reflective skills and probing skills. Counseling as a process; Stages of counseling process. Counseling theories: Psychodynamics, Sigmund Freud, Alfred Adler. Humanistic counseling- Person Centered Counseling [Carl Rogers] Transactional Analysis, Cognitive theory and behaviour counseling.

UNIT - III COUNSELING APPROACHES

10

Different approaches to counseling: Client Centered, Behavioural Cognitive, Solution Oriented The Egan Model of Counseling - The Skilled Approach; Stages of Counseling:
 Stage I : Problem exploration and clarification;
 Stage II : Integrative understanding dynamic self understanding

UNIT - IV COUNSELOR-COUNSELEE RELATIONSHIP

10

Facilitating action; Helper's skills; Selective and integrative counseling- Multi Model Counseling, Counselor-Counselee Relationship. Counselor's needs in Counseling, Developing Self-Awareness - Personal Qualities of Counselor, Counselor as a Model.

UNIT - V GROUP COUNSELING

10

Group counseling - Definition Advantages of group counselling, process of group counseling ethical practices in counseling, counseling in school setting, palliative care counseling and rehabilitation counseling.

Total Hours 50

COURSE OUTCOME:

- Understand the qualities of counselling to be developed(L1)
- Familiarize with the process of counselling in various settings(L2)
- The learners will demonstrate their skills to counsel the deprived clients(L3)
- Implementation in varying settings such as family, marriage, industry, etc.(L4)

REFERENCES

Dr. Paul Hauck

: Depression

• Eugene Kennedy 1977

: On Becoming A Counselor

Eugene Kennedy 1981

: Crisis Counseling

Fuster J M

: Helping In Personal Growth o

Gerard Egan 1982

: The Skilled Helper

Joe Currie 1985

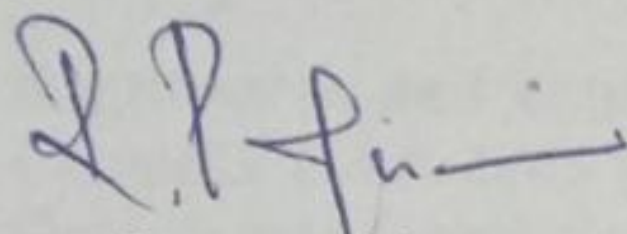
: In the Path of the Barefoot Counselor

Prahanthem B J

: Therapeutic Counseling

Student Counseling Center 1982

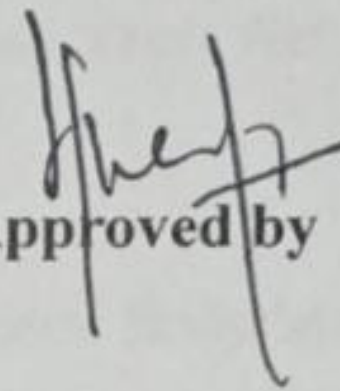
: Towards Effective Student Counseling



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19MSWE15: NGO FORMATION AND MANAGEMENT

AIM:

- Introducing the concept of Non Governmental Organisation and their management practices.

COURSE OBJECTIVES:

- On successful completion of the course the students would enrich their knowledge about the i) structure, development and establishment of NGOs, ii) contents of project identification, budgeting, and funding, iii) project personnel empowerment and monitoring and evaluation.

Semester	IV
Credit	4
Paper type	Elective
Max. Marks	CIA:30 + CE: 70 = 100

UNIT – I NON-GOVERNMENTAL ORGANIZATIONS 10

Non-Governmental Organizations: Concept, Meaning, Need, Classification, Structure, Functions, Historical Development of NGOs in India.

UNIT – II ESTABLISHMENT OF NGOS 10

Registration and Establishment of NGOs: The Societies Act 1860, The Indian Trust Act 1882, The Company's Act 2013 (Sec.25), Bylaws Preparation and Legal Status of NGO. Foreign Contribution Regulation Act 1952.

NGOs: General Body; Membership Classification; Admission and Removal of General Body Members; Office Bearers and Governing Council

UNIT - III PROJECT IDENTIFICATION AND BUDGETING 10

Project Identification and Feasibility Studies / Base Line Surveys, Project Formulation, Planning and Policy-making, Strategy Formation and Preparation of Project Proposals and Project Implementation.

UNIT - IV FUNDING OF NGOS 10

Funding: Sources of Funding – Government Grants, Foreign Aid, Donations, Membership fees and Voluntary Contribution. Project Approach to Funding: Donor Consortium Approach, Funding Criteria and Conditionality. NGOs and Networking Strategies.

UNIT – V PROJECT PERSONNEL EMPOWERMENT AND MONITORING AND EVALUATION 10

Training: Meaning, Need, Importance, Purpose, Role of NGOs in Administering the Social Welfare Programmes. Project Evaluation and Monitoring: Management Information System. Project Appraisal:

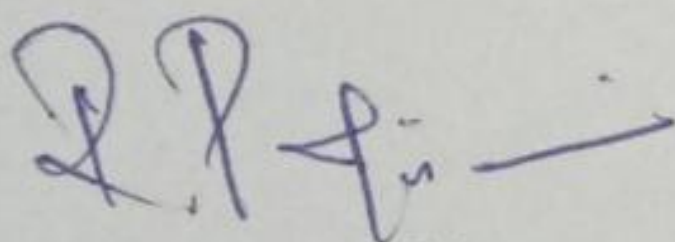
Total Hours 50

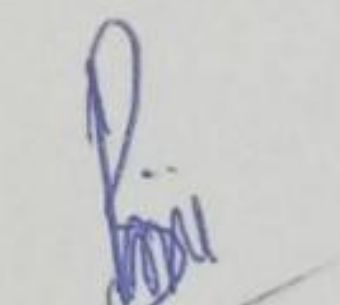
COURSE OUTCOME:

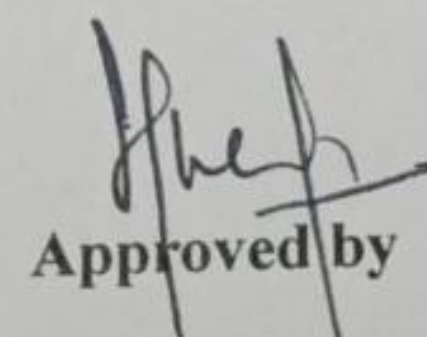
- Understand the societal need and requirements (L1)
- The learner can register their own NGO(L1)
- Design various programmes for the welfare of the society(L2)
- Implement the programmes based on the need of the society.(L3)

REFERENCES

- Clark, John, 1991 Voluntary Organisations: Their Development. London, Earth Scan.
- Dorothea, Hilhorbt, 2003 The real World of NGOs: Discourses, Diversity and Development. Zed Books Ltd.
- Drucker, Peter, 1993 Managing the NGO: Principles and Practices, New Delhi: Macmillan Publication.
- Ginberg, Leon, H., 2001 Social Work Evaluation: Principles and Methods. Singapore: Allyn and Bacon.
- Julie Fisher, 2003 Governments, NGOs and the Political Development of the Third World, Jaipur: Rawat Publications.
- Kandasamy, M., 1998 Governance and Financial Management in Non-Profit Organizations. New Delhi: Caritas India.
- Kapoor, K. K., (Ed.), 1986 Directory of Funding Organizations. New Delhi: Information and News Network.
- Kumar, A., 2003 Social Change through NGOs. New Delhi: Anmol Publishers.
- Lawant, B. T., 1999 NGOs in Development. Jaipur: Rawat Publications.
- Mukherjee, Amitara (Ed.), 1995 Participatory Rural Appraisal: Methods and Application in Rural Planning. New Delhi: Vikas Publishing Co.
- Mukherjee, K. K, and Mukherjee Sutapa, 1986 Voluntary Organization: Some Perspectives. Hyderabad: Gandhi Peace Centre.


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19MSW402: CONCURRENT FIELD WORK PRACTICAL – IV

AIM:

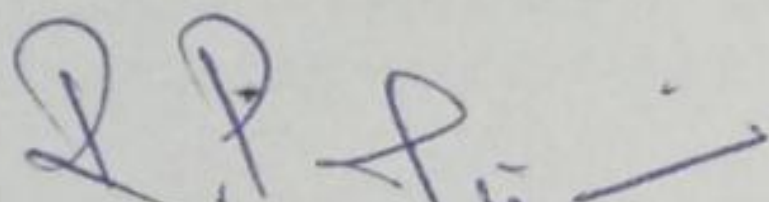
- To provide opportunity to work in real time settings as interns.


COURSE OBJECTIVES

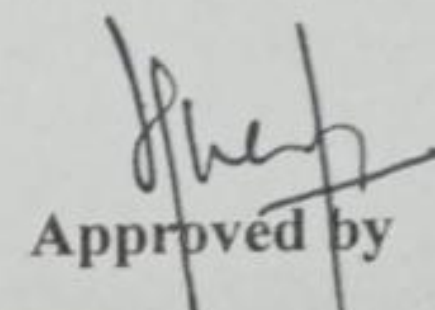
- To place every student in different agencies to undergo fieldwork training twice a week throughout the semester.
- To enable student to get an in-depth understanding of the working of an agency.
- To equip the students with skills of reporting their observation and develop the art of writing narrative and descriptive records.

FIELD WORK CONTENTS

- At early stage ensure the students to understand the philosophy, objectives, organizational setup, rules and regulations of the organization, nature of services of the agency.
- The middle stage is planned to understand the programme of the agency, and the extent of field coverage in complete detail and are planned to provide opportunities to develop the skills of planning and organizing outreach activities suitable to the agency and its beneficiaries.
- By the final Stage of the field work training, students are expected to get sufficient knowledge and skill of preparing consolidated report of the activities in the agency.


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19MSW403: PROJECT WORK

AIM

- To impart practical skills in undertaking a real time social science research.

COURSE OBJECTIVES:

- To educate on research methodologies
- To impart skills in research design, sampling procedure, data collection and analysis
- To equip with the skills in report writing

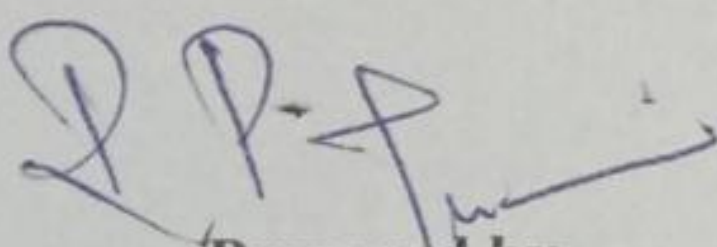
Semester	IV
Credit	6
Paper type	Elective
Max. Marks	CIA:80 + CE: 20 = 100

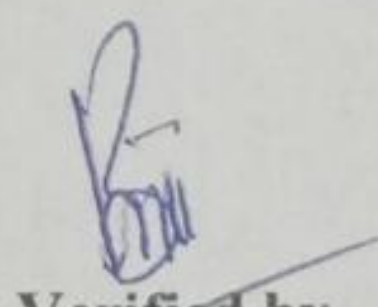
CONTENTS:

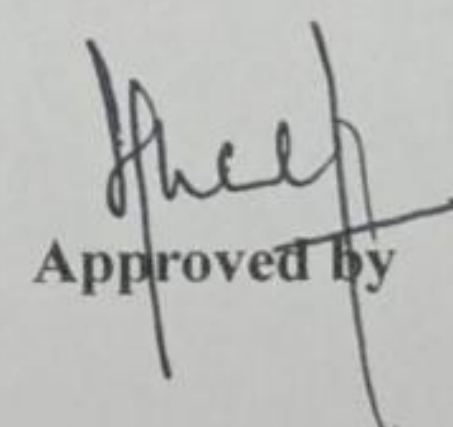
- Introduction / Statement of the Problem
- Literature Review
- Research Design
- Socio-economic Background Analysis of Respondents
- Statistical Analysis / Testing of Hypotheses
- Findings, Conclusion and Suggestions
- References
- Annexure

MODE OF EXAMINATION:

The scheme of examination is as per the norms prescribed from time to time. There will be internal assessments for maximum marks of 80 and one external viva voce examination by a panel of examiners appointed by the Controller of Examinations for 20 marks. The students will be internally assessed by the supervisor / faculty guide from time to time as prescribed.


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