

MASTER OF SOCIAL WORK (MSW)

SYLLABUS

(under Choice Based Credit System)
(for the Students admitted in 2018)



PG & RESEARCH DEPARTMENT OF SOCIAL WORK Bishop Heber College (Autonomous)

Ranked 4th at National Level by MHRD through NIRF 2017
(Nationally Reaccredited with A Grade by NAAC with CGPA of 3.58 out of 4)
Recognized by UGC as 'College of Excellence'
Tiruchirappalli – 620 017

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STRUCTURE OF THE CURRICULUM

Parts of the Curriculum	Number of Courses	Credits
Core	12	48
Electives	2	8
NMEC	1	2
Concurrent Field Work	4	16
Internship	2	8
Project	1	6
VLOC	1	2
Total	23	90

MASTER OF SOCIAL WORK (2018 ONWARDS)

SEM	TYPE	COURSE	CODE	TITLE OF THE COURSE	Hrs/ Week	CREDITS	MARKS		
							CIA	ESE	Total
I	CORE	I	P16SW101	Professional Social Work and Social Problems	5	4	25	75	100
	CORE	II	P16SW102	Social Case Work	5	4	25	75	100
	CORE	III	P16SW103	Social Group Work	5	4	25	75	100
	CORE	IV	P16SW104	Community Organization and Social Action	5	4	25	75	100
	Elective	V	P16SW1:1/ P16SW1:2/ P16SW1:3	1. Working with Persons with Disabilities (OR) 2. Working with the Elderly (OR) 3. Working with Children & Adolescents	5	4	25	75	100
	Elective	VI	P16SW1F1	Field Work (Camp / Field Visits / Group Project)	6	4	--	--	100
II	CORE	VII	P16SW205	Social Work Research and Social Statistics	5	4	25	75	100
	CORE	VIII	P16SW206	Human Growth and Personality Development	5	4	25	75	100
	CORE	IX	P16SW207	Social Welfare Administration, Social Policy & Social Legislation	5	4	25	75	100
	ED	X	P16SW2E1	Organizational Psychology	4	2	25	75	100
	CORE	XI	P16SW2F2	Concurrent Field Work	5	4	--	--	100
		XII	P16SW2B1	Summer Placement (Internship)	4	2	--	--	100
	VLO		P17VL2:1/2:2	Religious /Moral Instructions	2	2	25	75	100
III	CORE	XIII	P16SW3C1/ P16SW3D1/ P16SW3H1	Specialization Course – I	6	4	25	75	100
	CORE	XIV	P16SW3C2/ P16SW3D2/ P16SW3H2	Specialization Course – II	6	4	25	75	100
	CORE	XV	P16SW3C3/ P16SW3D3/ P16SW3H3	Specialization Course – III	6	4	25	75	100
	CORE	XVI	P16SW3F3	Concurrent Field Work	6	4	--	--	100

	Elective	XVII	P16SW3:1/ P16SW3:2/ P16SW3:3	1. Social Work and Health Care 2. NGO Management (OR) 3. HRM – Principles and Practices (OR)	6	4	25	75	100
IV	CORE	XVIII	P16SW4C4/ P16SW4D4/ P16SW4H4	Specialization Course – IV	6	4	25	75	100
	CORE	XVIX	P16SW4C5/ P16SW4D5/ P16SW4H5	Specialization Course – V	6	4	25	75	100
	CORE	XX	P16SW4F4	Concurrent Field Work	6	4	--	--	100
	Elective	XXI	P16SW4B2	Internship Programme (Block Placement)	6	6	--	--	100
	Project	XXII	P16SW4PJ	Project Work (Research)	6	6	--	--	100
Total					120	90			2300

SUMMARY: CORE Course – 12 Core Project – 1 Internship – 2
Field Work – 4 Electives – 2 NMEC – 1 Value Education 1 Total Course : 23
ED Course offered by the Department Organizational Management P16SW2E1

SPECIALIZATION I: CLINICAL SOCIAL WORK

Course I	Health and Hygiene
Course II	Community Health
Course III	Mental Health
Course IV	Social Work Practice in Medical Settings
Course V	Social Work Intervention in Psychiatric Settings

SPECIALIZATION II: COMMUNITY DEVELOPMENT MANAGEMENT

Course I	Rural Community Development
Course II	Tribal Community Development
Course III	Development Project Management
Course IV	Urban Community Development
Course V	Development Communication

SPECIALIZATION III: HUMAN RESOURCE MANAGEMENT

Course I	Human Resource Management
Course II	Labour Welfare and Labour Legislations
Course III	Industrial Relations
Course IV	Human Resource Development
Course V	Organizational Behaviour

SEM	COURSE	SPECIALIZATION	TITLE OF THE COURSE	Course Code
III	I	Clinical Social Work	Health and Hygiene	P16SW3C1
		Community Development Management	Rural Community Development	P16SW3D1
		Human Resource Management	Human Resource Management	P16SW3H1
	II	Clinical Social Work	Community Health	P16SW3C2
		Community Development Management	Tribal Community Development	P16SW3D2
		Human Resource Management	Labour Welfare and Labour Legislations	P16SW3H2
	III	Clinical Social Work	Mental Health	P16SW3C3
		Community Development Management	Development Project Management	P16SW3D3

		Human Resource Management	Industrial Relations	P16SW3H3
IV	IV	Clinical Social Work	Social Work Intervention in Medical Settings	P16SW4C4
		Community Development Management	Urban Community Development	P16SW4D4
		Human Resource Management	Human Resources Development	P16SW4H4
	V	Clinical Social Work	Social Work Intervention in Psychiatric Settings	P16SW4C5
		Community Development Management	Development Communication	P16SW4D5
		Human Resource Management	Organizational Behaviour	P16SW4H5

Master of Social Work

Semester : I
Credits : 4

**PROFESSIONAL SOCIAL WORK &
SOCIAL PROBLEMS**

Core Course : I
**Course Code :
P16SW101**

OBJECTIVES

1. To deal with the concept of social work, its related concepts and theories
 2. To explore social work as a profession
 3. To elicit the relevance of sociological concepts to social work practice
 4. To analyze social problems and highlight the significance of social work interventions in Indian context.
- I. **Social Work** : Concept, Definition and Historical development of Social Work in UK, USA and India; Related concepts: Social Service, Social Welfare, Social Security, Social defence, Social Justice and Social development.
 - II. **Social Work as a profession:** Objectives, philosophy, principles, methods, values and ethics. Professional Social Work and Voluntary Social Work. Interdisciplinary nature of social work & its relationship with other professions. Professional Social Work Associations Abroad: NASW, IFSW and in India: ISPSW, NAPSWI and Problems faced by the Social Work Profession in India
 - III. **Introduction to the Fields of Social Work:** Family welfare, child welfare, women welfare, youth welfare, welfare of the aged; Role of social workers and methods of social work practice in: Communities, Industries, Hospitals, Schools, Correctional Institutions and Rehabilitation Institutions.
 - IV. **Sociological Concepts:** Society, Community, Association, Institutions and Social Group - Types and Functions; Cultural Processes: Accommodation, Acculturation, Assimilation, Diffusion, Cultural Conflict, Cohesion, and Integration. Cultural Lag and Cultural Change; Social Stratification Caste and Class System. Factors of Social Change: Sanskritization, Urbanization, Modernization, Liberalization, Privatization and Globalization. Social Control and Social Deviance: norms, folkways, mores and customs.
 - V. **Social Problems in India:** Poverty, Over-population, Illiteracy, Unemployment, Corruption, Housing and Slums, Crime, Dowry, Suicide, Drug Abuse; Problems of Vulnerable Groups: Women, Children and Aged; Personal with Disabilities, LGBT,

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Violation of Human Rights, Environment Issues: Climate change. Disaster & Risk Reduction.

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References

- Bhushan, Vidya & Sachdeva D.R.: An Introduction to Sociology, Kitabmahal, Allahabad, 1995.
- Compton, Beulah R., Introduction to Social Welfare and Social work, The Dorsey press, Illionis, 1980. Delhi,1994.
- Gore M.S : Social work education, Asia Publishing house, 1965.
- Francis Nicholas, Handbook for Professional Practice & Career Development in Social Work, Francis Publications, Madurai, 2015
- Hans Nappaul : The study of Indian society, S. Chand & Co., 1972.
- Madan G.R.: Indian social problems vol. 2, Allied publishers.
- Memoria C.B.: Social Problems and Social disorganization in India, Kitab Mahal, New Delhi.
- S. N. DUBEY, ADMINISTRATION OF SOCIAL WELFARE PROGRAMMES IN INDIA, SOMAIYA PUBLICATIONS, BOMBAY, 1973, TATA INSTITUTE OF SOCIAL SCIENCES SERIES NO. 27. XI+214 PP.
- Ram Ahuja : Social Problems in India, Rawat Publishers Ltd., Jaipur, Bombay.
- Singh, R.R. : Field Work in social work education (Ed), concept Publ., New Delhi, 1985.
- Stanley. S: Social Problems in India, Allied Publishers, New Delhi 2005.
- Stroup H.H, Social Work education – An Introduction to the field, Eurasia publishing, New Delhi, 1960.
- Wadia A.R, : History and Philosophy of Social Work in India, Allied pub.

Suggested Readings

- Adams Robert et al, Social Work (ed), Mac Millan, Hound Mills, 1988.
- Banks, Sara, Ethics and Values in Social work, Macmillan, Hound Mills, 1995.
- Gilbert Pascal: Fundamental of sociology, Orient Longmans, Madras. 1956.
- Jacob K.K. : Social Work Education in India, Himanshu pub., New Delhi
- Shaw, Ian and Lishman, Joice, Evaluation and Social work practice, Sage, London, 1990.
- Wasire Henna Barbar Etal. Home Visiting, SAGE, Newsburypark, 1990.

Master of Social Work**Semester : I****SOCIAL CASE WORK****Core Course : II****Credits : 4****Course Code : P16SW102****OBJECTIVES**

1. To provide knowledge base on the history of case work, its scope, components and principles
 2. To highlight the characteristics of professional relationship
 3. To elicit the varied approaches to social case work practice
 4. To examine the scope of casework practice in different settings
- I. **Case Work** : Historical development; Scope, limitations, importance and relationship with other methods of social work, basic components of Social Case Work : person, problem place and process. Principles of case work.
 - II. **Case Worker-Client Relationship** : Meaning and its importance. Characteristics of professional relationship: empathy, transference and counter transference, resistance, sustaining the relationship, Genuineness, unconditional positive regard and self disclosure.
 - III. **Case Work Process** : Intake and Exploration, Introduction to the role of Psychological testing in Assessment, Psychosocial diagnosis, formulation of goals, prioritization of needs, development of action plan, use of contracts; Intervention: Direct and Indirect techniques; involvement of collateral contacts, Home Visits and its importance.
 - IV. **Approaches to Practice** : Psychosocial, Diagnostic, Functional, Crisis intervention; eclectic model; Theories: Role Theory, Systems Theory (Pincus & Minahan's basic social work systems), Gestalt theory, Problem Solving Theory and Cognitive Theory. Case work interviewing: Principles, techniques and skills. Case Work Recording : Format, Types of records, and record maintenance. Case Study – difference between Case Work and Case Study
 - V. **Case Work Practice** : Typical problems of clients and case work practice in the following settings : Correctional institutions, Schools & Special Schools, Industry, De addition centres, Family Counselling Centres, the aged, Palliative Care and ICTC.

REFERENCES

Banerjee G.R. : Paper on social case work : TISS Bombay (1972).

Hollis, Florence : Case work – A psycho-social Therapy New York: Random House; 1964.

Pathak S.H. : Records in Social case work – 1966.

Perlman, H.H. : Social case work – A problem solving process, University of Chicago Press, Chicago, 1957.

Robert, Robert & Robert Nee (eds): Theories of social case work, University of Chicago Press, Chicago, 1970.

Timms, Noel : Recording in social work London : Routledge & Kegan Paul; 1972.

Timms, Noel: Social casework : Principles and practices, London, Routledge and Kegan Paul, 1964.s

Introduction to Case Work – Grace Mathew

Abnormal Psychology and Moral life – James E Coleman

Suggested Readings

Fischer Joel : Effective case work practice – 1978.

Goldstein, H. : Social work practice : A unitary approach, university of S.Carolina Press, Carolina, 1979.

Jordan, William : Client worker Transactions, London: Routledge & Kegan Paul; 1970.

Junthnen Atkinson : Counselling Across the Life span– Sage 2002

Kadushin, Alfred : The social work interview , Columbia University, Press, New York, 1972.

Larsen & Hepwork : Director S.W. Practice

Mathew, Grace : Social case work Bombay; Tata institute of social sciences; 1985.

Mehetras V.G : Social case work in India – 1979.

Pippins, J: Developing Casework Skills California, Sage Publications, 1980.

Smalley, Ruth Elizabeth : Theory of Social work practice N.Y. London; Columbia Univ. Press; 1971.

Tilbury; D.E.F: Casework in context – A basic for practice, Oxford, Pergamon Press, 1977.

Semester : I
Credits : 4

SOCIAL GROUP WORK

Core Course : III
Course Code : P16SW103

OBJECTIVES

1. To provide exposure on the dynamics of group work
 2. To study the characteristics and types of group, its meaning, group process and group work process
 3. To highlight the professional skills required of a group worker
 4. To examine the role of group worker in different settings
- I. **Social Group:** Definition, Characteristics, Types of groups and functions; Stages of group development, Basic human needs met by groups. Group Process: Bond, Acceptance, Isolation, Rejection, Sub-Group formation, Withdrawal and control.
- II. **Social Group Work:** Meaning, definition, purpose and models; Historical Development and Principles; Group Work Process: Pre-Group Planning, Beginning Phase, Middle Phase, End Phase and Evaluation. Group Work Evaluation: Meaning and its place in Group Work and Steps involved. Group Work and Group Therapy.
- III. **Programme Planning:** Meaning, definition, principles, process and the place of agency in programme planning. Programme Laboratory – Values and Techniques: Games, Singing, Dancing, Dramatics, Street play, Puppetry, Group discussion, Parties, Excursion, Psychodrama, Socio- drama, role-play and Brainstorming. Camping: planning and conducting camps.
- IV. **Skills of Group Worker:** Use of home visits and collateral contacts; Leadership: Concepts, definition, characteristics, functions, qualities, Types and theories of leadership; Training for leadership; Socio-metry and Socio-gram. Group work Supervision: meaning, purpose, tasks, types and functions. Group Work Recording: Format, Meaning, purpose, principles, process and summary Records and uses.

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- V. **Group Work Practice:** Application of Group Work method in different settings: Hospitals (Milu Therapy) Correctional institutions, Schools, Industry, Persons Dependent on Alcohol, With the Physically Challenged, the aged, the terminally ill, CLHA/PLHA and their families.

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References

- Blumenthal H.L : Administration of Social Group Work, Association Press, 1948.
- Cartwright & Zander : Group Dynamics, Research & Theory, Harpers & Row, 1968
- Conye Robert K : Failures in Group, Stage, Thousands Oaks,
- Galssman Ureania and Lenkates : Group Work, Sage, Thousands
- Gisea Konopka : Group work in the Institutions, Association Press, 1954.
- Gisela Konopka : Social group work – A helping process, Prentice Hall, 1972.
- Gisela Konopka : Therapeutic groups with children, University of Minnestota Press, 1949.
- Johnson and Johnson : Joining Together, Pearson, 2009.
- Malcolm & Hilda Knowles : Introduction to social dynamics, Association Press, 1972.
- Thelen A.H : Dynamics of group at work, University of Chicago Press, 1956.
- Trecker H.B : Social group work, principles and practices, Whiteside, New York, 1956.

Suggested Readings

- Fred Milson : Skills in Social group work, Taylor & Francis, 1973.
- Water Lifton : Working with groups Oaks, 1990
- Wilson & Ryland : Social group work, Houghton Mifflin Co., Boston, 1949.

Master of Social Work**Semester : I****COMMUNITY ORGANIZATION &
SOCIAL ACTION****Core Course : IV****Credits : 4****Course Code : P16SW104****OBJECTIVES**

1. To cover the wide-spectrum of community development concepts
 2. To highlight the intricacies of community organization during disasters
 3. To brief the importance of social action as a method of social work
 4. To elaborate the significant models of social action and community organization
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- I. **Community:** Meaning, Types and characteristics; community power structure and minority groups. Community Dynamics: Integrative and disintegrative processes in the community. Leadership: Definitions, types and qualities; leadership in different types of communities and Theories of leadership.
 - II. **Community Organization:** Concept, definition, objectives, philosophy, Approaches and principles; community organization as a method of Social work; community welfare councils and community chests.
 - III. **Methods of Community Organization:** Planning, education, communication, community participation, collective decision making, involvement of groups and organizations, resource mobilisation (Skills, Techniques and Methods) co-ordination; skills in community organisation, community organization as an approach to community development.
 - IV. **Phases of Community Organization:** Assessment of Community using PRA, Study, Assessment, Discussion, Organization, Action, Evaluation, Modification, Continuation; Community Study; Community Organization in emergencies like Fire, Famine, Flood, Drought, Earthquake and War; Community Organization at Local, State and National Level; Community Organization in Rural, Urban, Slum and Tribal areas.
 - V. **Social Action :** Definition, Objectives, Principles, Methods, Scope, Process and Strategies; Social Action as a method of social work; Social Action, Social Reform Movements: Narmadha Bachaon Andholan Valley Movement, Movement against

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AFSPA and Anti Nuclear Power Plant Movements; Saul Alinsky's and Paulo Freire's methods; Role of social workers in community organization and social action.

REFERENCES

Desai, A.R. & Pillai, S.D : Slums, and Urbanisation

Desai, A.R. (Ed) : Peasant struggles in India, Oxford Univ. Press, Madras, 1982.

Gangrade, K.D. : Community organization in India, Popular Prakasan, Bombay

Hillman : Community organization and planning; Macmillan

Macmillan, Wayne : Community organization for social welfare, University of Chicago press.

Marshall B. Clinard. : Slum and Community development, collier, Macmillan Ltd., London

Murbhy Mov : Social Action, Asia Publishing House, Bombay

Perlman H. Helen : Social case work; A problem solving process, John Wiley & Sons, New York, 1972.

Populin : Community organization and Planning; Macmillan

Ross and Pain : Community organization

Ross. M. G. : Case histories in Community organization

Thudipara, Jacob Z : Urban Community Development, Rawat Publ. Jaipur, 1993.

Suggested Readings

Batten, T.R. : Communities and their Development Oxford University Press, 1969.

Cox, Fred M., Enlich : Strategies of community organization (3rd Ed) Itasca III

Douglas, Bilan : Community organization theory and practices Hall, New Jersey, 1983.

Freire, Paulo : Pedagogy of the oppressed; The Seabury press, 1973.

Johan L. & others : F.E. peaceck, 1979, part VI, p.p. 354-400.

Murbhy Mov : Social Action, Asia Publishing House, Bombay

Master of Social Work**Semester : I****WORKING WITH PERSONS WITH
DISABILITIES****Elective Course : I****Credits : 4****Course Code : P16SW1:1****One of the following electives-10 students to be admitted in each Course****OBJECTIVES**

1. To examine the concept of disability, impairment and handicap.
 2. To elicit the problems faced by the differently abled
 3. To highlight the varied provisions under rehabilitation
 4. To focus on the employment opportunities for the differently abled.
 5. To elaborate the functions of national level institutes for the welfare of differently abled.
- I. Concept, Definition, Types and Extent of Disabilities:** Impairment - Disability- Handicap, WHO & ILO definition of a Disabled person- Types of Disabled Persons- Visually Handicapped - Hearing Impairment, Locomotor Disability, Mental Handicap, Autism.
 - II. Care for the Disabled Persons:** Psychosocial Problems, Disabled Person as an Individual, within the family and the Society. Rights of a Disabled Person, Barrier-free environment. Insurance and Social security measures for the Disabled Persons.
 - III. Rehabilitation for the Disabled Persons:** Definition, Concept of Rehabilitation, Process of Rehabilitation, Social Integration- Orientation & Mobility, Activities of Daily Living and Counseling, Types of Rehabilitation- Institutional and Community Based Rehabilitation.
 - IV. Education and Employment for the Disabled Persons:** Special Education, Special Schools, Integrated Education, Inclusive Education, Provisions under Sarva Siksha Abhiyan. Vocational Training, Self Employment, Sheltered Workshop, Placement Services, Reservations in Employment.
 - V. Ministry, National Institutes & Legislation Pertaining to Disabilities:** Ministry of Social Justice and Empowerment, District Disabled Rehabilitation Office, RCI, National Institute for the Mentally Handicapped, National Institute for the Orthopaedically Handicapped , Ali Yuvar Jung National Institute for the Hearing

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Handicapped, National Institute for the Visually Handicapped, Institute for the Physically Handicapped,

Legislation: The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, Tamilnadu Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules 2002. Note : Assignment - Visit to any of two / three different settings (Submit the report of observation).

REFERENCES**A. BOOKS**

1. *R.S Pandey, Lal Advani: Perspectives in Disability and Rehabilitation*, Vikas Publishing House Pvt Ltd, 576, Masjid Road, Jangpura, NewDelhi110014, 1995.
2. *Dr. Bushan Punani, Mrs Nandhini Rawal: Community Based Rehabilitation Manual*, National Association for the Blind, 11, Khan Abdul Gaffar Khan Road, Worli Seaface, Mumbai 400 025, 1987.
3. *David Werner: Nothing About Us Without Us*, Health Wrights, P.O Box 1344, Palo Alto, CA 94302, USA,1998
4. *Captain H.J.M Desai: Human Rights of the Disabled, The National Association for the Blind*, 11, Khan Abdul Gaffar Khan Road, Worli Seaface, Mumbai 400 025, 1990
5. *K. Radha Bai and Others : All Colours are There*, CBM International, 559, 11th Main Road, HAL IInd Stage, Indira Nagar , Bangalore 8
6. *Prabakar Immanuel & Others : Listening to Sounds and Signs*, CBM International, 559, 11th Main Road, HAL IInd Stage, Indira Nagar , Bangalore 560 008

B. MANUALS

1. *Promotion of Non-Handicapping Environments for Disabled Person: Guidelines, United Nation, New York, 1995.*
2. *Community Based Rehabilitation*, Directorate of Rehabilitation of the Disabled, Government of Tamilnadu, Chennai & Spastics Society of Tamilnadu, Chennai,1993
3. *Manual on Bridge Course in the Field of Visual Impairment- for Special Teachers/Rehabilitation Workers*, Rehabilitation Council of India, Bharat Scouts and Guide Building ,16 Mahatma Gandhi Marg, New Delhi – 100 002
4. *Manual on Mental Retardation and Associated Disabilities*, Rehabilitation Council of India, Bharat Scouts and Guide Building ,16 Mahatma Gandhi Marg, New Delhi – 100 002
5. *Manual on Hearing Impairment and Associated Disabilities*, Rehabilitation Council of India, Bharat Scouts and Guide Building ,16 Mahatma Gandhi Marg, New Delhi – 100 002
6. *Manual on Locomotor Impairment and Associated Disabilities*, Rehabilitation Council of India, Bharat Scouts and Guide Building ,16 Mahatma Gandhi Marg, New Delhi – 100 002
7. *Children With Disabilities in Regular Schools- A Case Study Approach*, District Primary Education Program Bureau[DPEP], New Delhi & UNICEF

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8. A Guide for the Care of Pre – School Visually Handicapped Children, National Institute for the Visually Handicapped, 116, Rajpur Road, Dehra Dun- 248 001

Master of Social Work**Semester : I****Credits : 4****WORKING WITH THE ELDERLY****Elective Course : I****Course Code :****P16SW1:2****OBJECTIVES**

1. To provide a theoretical understanding of the concept of ageing in-depth from a social work perspective.
 2. To orient the takers on the policies and programme for the welfare of the elderly
 3. To understand the concept of ageing from the context of family.
 4. To focus on the role of social workers in the field of social gerontology.
- I. Ageing:** Definition, Concept– Dimensions of Ageing: Physiological, Psychological, Social and Functional – Theories of Ageing: Biological, Psychological & Social. Problems of Ageing: Social, Economic and Psychological–Demographic aspects of Population, Ageing-National and International Trends – Status of the Aged in India – Ageing and Development.
- II. Policies and Programmes:** UN- Principles, International Plan of Action and Programme on Ageing. Government Policies and Programmes and welfare schemes for the Elderly in India
- III. Family Context** – Intimate ties/partnership in later life, Transitions in marital status: widowhood, divorce and remarriage, Inter-generational relations: Common Medical and Psychiatric Problems of Old age, Institutionalisation and related problems.
- IV. Services for the Aged:** Geriatric Clinics, Old Age Homes, Facilities & Services for the Terminally Ill, Recreational Centres, Day Care Centre, Information and Referral Services, Preventive and Supportive Services.
- V. Application of CW, GW, Research & CO with Elderly:** Gerontology and geriatrics, Case Work, Group Work, Research and Counselling. Family Intervention Techniques, Health Promotion, Disability Management, Role of Social Workers

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Bob G Knight 2004 : Psychotherapy with older adults, sage, New Delhi.

Desai,K.G. 1985. Aging in India, Tata Mac Graw Hill, New Delhi.

Gerontological Socialwork in India: Some Issues & Perspectives / edited by Desai Murli & Raju Siva Call No.361.3 MUR D1

Irudhaya Rajan,S., Mishra,U.S,: India's Elderly Burden or Challenge, Sankara Sarma, P. 1999 Sage, New Delhi.

Kumudini Dandekar 1996: The elderly in India, Sage, New Delhi

Ward 1984: The Ageing Experience: An introduction to Social Gerontology, Harpen & Rere New York

Suggested Readings

Birren, James,E.,1960 – Handbook of Aging and the individual; Psychological & Biological Aspects, Univ. of Chicago Press

Birren James, 1964; The Psychology of Aging. Englewood Cliffs, N.J. Prentice - Hall

Collen Keller & Julie Fleury 2000: Health promotion for elderly, Sage New Delhi

Daniel Kempler 2004: Neuro cognitive disorders in Ageing, Sage, New Delhi.

Ingrid Annet Connidis 2001 : Family ties and Ageing, Sage, New Delhi.

Pratab Joshi 2000 : Old age care and Welfare administration planning, policy imperative and projection.

Retired and their problems: a study of their problems – Sati P.N., New Delhi: Mittal, 1988 Call No.361.61 SAT.P

Shanas, Ethel 1962, Family Relationships of Older People, New York, Health Information foundation.

Tibbitts, Clark (editor) 1960: Handbook of Social Gerontology : Societal Aspects of Aging. Univ. of Chicago Press.

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Semester : I
Credits : 4

**WORKING WITH
 CHILDREN & ADOLESCENTS**

Elective Course : I
Course Code :
P16SW1:3

OBJECTIVES

1. To highlight the role of children in family and society
 2. To understand the problems experienced by the children in the field of education
 3. To focus on the period of adolescence and its associated risks
 4. To highlight the varied social welfare programmes for children in India
- I. **Child:** definition and characteristics; role of family & community in child development, formal and informal agencies and their role in socialization, patterns of socialization in India. Nutritional disorders, malnutrition, common pediatric illnesses- types, causes, symptoms and prevention, immunization schedule. National policy for children.
 - II. **Adolescence:** Typical characteristics & development; socialization process, needs of adolescents, their problems related to family, social relations, education, recreation, employment, identity crisis, sex, marriage, teen pregnancy and general adjustment, Influence of Media & Social Networking. Social workers role in dealing with problems of adolescents.
 - III. **Children and their Problems:** Female Infanticide, Female Foeticide, juvenile delinquency child abuse and child trafficking. Gender Discrimination, neglected & abused children, street children, school dropouts and child labourers- causes, social work ; scope of social work intervention, Learning disabilities, School social work, concept, scope & functions.
 - IV. **Child Welfare :** Philosophy and evolution of child welfare programmes in India, Child rights, Child welfare services available, National/ International Organization and agencies working for children / Adolescents (CHILDLINE-1098, UNICEF, UNESCO, CRY, SOS)
 - V. **Institutionalisation of children and associated problems,** Institutional and Non Institutional Care: Juvenile, Observation Home, types of institutional care available

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Crèches, day care center, sponsorship, foster care, adoption, child guidance clinics & recreational services-their functions and need.,

REFERENCES

Chaudhary, Paul. G. Child Welfare Manual, Atma Ram & Sons, N.Delhi.

Elizabeth Hurlock. B.: Child Development, Mc Graw Hill NY.

Misra. V.D: youth culture- A comparative study in the Indian context, Inter India Pub, N.Delhi

Suggested Readings

Marshall T.F & Rose. G: counseling & School Social Work , John Wiley & Sons, NY.

Marfatia. J.C. Behaviour problems of children, Association of Paediatricians, Mumbai.

Kuriakose P.T An approach to Youth Work in India, Youth Asia Pub, N.Delhi.

Khandekar Mandakini, :Planning integrated services for Urban children & youth, TISS pub, Mumbai.

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Semester : I**Credits : 4****CONCURRENT FIELD WORK****Field Work : I****Course Code :
P16SW1F1**

Social Work trainees are exposed to ground realities in the practice of social work through **Observational Visits** to various social welfare agencies in and around Tiruchirappalli. **A Rural Camp** is organized for a period of one-week to enable the students to acquire community organization skills and to understand the importance of grass-root-level social work and to master the skill of need-assessment. **Group Project** on various social issues/problems of contemporary relevance is undertaken that instils a sense of social consciousness in the trainees.

Semester : II**SOCIAL WORK****Core Course : V****Credits : 4****RESEARCH AND STATISTICS****Course Code : P16SW205****OBJECTIVES**

1. To focus on the nature of social work research
 2. To highlight the research methodology adopted in social work research
 3. To elaborate the steps in the preparation of research proposal
 4. To provide exposure on the implications of social statistics on social work research
- I **Social Work Research:** Meaning, Definition, Types – Qualitative, Quantitative and Mixed, Purpose of Research. Social Research and Social Work Research. Scientific Method: Nature, Characteristics, Purpose, Assumptions, Research Process; Concepts: operationalization of concepts, variables and its types, Hypothesis: Sources, Formulation, Attributes and Types.
- II **Research Design and Sampling :** Types: Exploratory, Descriptive, Diagnostic and Experimental. Formulation of Research Problem. Sampling: Definition, Principles, Types and procedures; Population and Universe, Measurement: Meaning, Levels of Measurement: Nominal, Ordinal, Interval and Ratio;
- III **Methods of Data Collection:** Primary and Secondary Sources; Research Tools: Observation, Survey Methods : Interview Guide, Interview Schedule, Questionnaire: construction of questionnaire / interview schedule – Content, types of questions, question format and sequence of questions: advantages and disadvantages of research tools, Pilot study and Pre-test
- IV. **Preparation of Research Proposal:** Financial, Time and Personnel Budgeting; Data processing and analysis: Coding Scheme. Code Book, Transcription, tabulation; Diagrammatic Representation of Data : Types. Report Writing, Referencing and Bibliography - styles – APA and MLA, Agencies involved; Ethical considerations and Limitations of Social Work Research.
- V. **Statistics:** Meaning, use and its limitations in Social Work Research, Descriptive and inferential statistics, Measures of Central Tendency: Arithmetic Mean, Median and Mode, Measures of Dispersion: Range, Quartile deviation, Standard deviation and Co-efficient of Variation. Tests of significance : “t” test and chi-square test.

Master of Social Work

Correlation: Meaning, types and uses. Karl Pearson's Coefficient of Correlation and Rank Correlation. Computer Applications: Use and application of computer with special reference to statistical Package for Social Science (SPSS) / (only practical and not for theory exam).

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Labertz, Sanford and Higeborn Robert: Introduction to Social Research

Nachmias & Nachmias : Research methods in the Social Sciences, St. Martin's Press, New York, 2nd Ed., 1981.

Young, Pauline : Scientific social surveys and research, Prentice-Hall, 1966

Suggested Readings

Aldershot, Hants, Survey methods in social investigation / by Sir Claus Moser and Graham Kalton. - 2nd ed. (with supplementary bibliography, 1979). , England ; Brookfield, Vt., U.S.A. : Gower, 1979

Blacok, Hubert M : Social Statistics, McGraw-Hill 1979

Clarie, selttiz & Marie Jahoda : Research methods in social Relations, Sellitz, 1967

Dorn Busch and Schnid : Methods in social research Premier of Social Statistics, McGraw-Hill, 1952

Gopal, M.H. - An Introduction to Research Procedure in Social Sciences, 1964

KOTHARI C.R., RESEARCH METHODOLOGY: METHODS AND TECHNIQUES, NEW AGE INTERNATIONAL, 2004

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Millian, Warne M.C. : Statistical Methods for Social Workers

Moser C.A. and Katton G : Survey methods in social investigations

Parten, Mildred, Surveys, Polls, and Samples: Practical Procedures, New York: Harper. 1950

Whitney Frederick : The elements of Research, 1950

Master of Social Work**Semester : II****HUMAN GROWTH AND
PERSONALITY DEVELOPMENT****Core Course : VI****Credits : 4****Course Code : P17SW206****OBJECTIVES**

1. To highlight the relevance of psychology for social work practice
 2. To explore the developmental stages of life from a psychological perspective
 3. To detail the psychological tasks during the lifespan
 4. To explore the concept of social psychology and application of psychological testing.
- I. **Psychology** : Definition, Scope and application in various fields; Introduction to schools of psychology; Relevance of Psychology for social workers. Social Psychology and its Applications: Collective Behaviour: Nature, reasons and its manifestation.
 - II. **Stages of Human growth and Development** : Meaning, Definition of growth and development; Pregnancy and child birth; Characteristics, Psychosocial and Cognitive development - Infancy, babyhood, childhood, Adolescence, Adulthood, Middle age and Old age.
 - III. **Learning**: Nature, definition and types; Theories of Pavlov and Skinner; Remembering and forgetting. Motivation: Meaning and definition, characteristics of motives, Motives for survival, Hierarchy of motives, conscious and unconscious motivation, Concept of instinct. Adjustment: Concepts of adjustment and maladjustment; Stress; Frustration; Conflict – nature and types; Ego-Defense Mechanism: Nature and types; Mental Health.
 - IV. **Personality**: Definition and structure; Theories of personality: Trait and Type theories; Important concepts and contributions of Freud, Jung, Adler, Maslow and Erickson; Factors influencing personality Development: Heredity, Environment and Socialization process;
 - V. **Attitude, Stereotype and Prejudice**: Nature of attitude, stereotype and prejudice, formation of attitudes and attitudinal change; Perception

Master of Social Work

Psychological/Psychometric Testing for assessing Personality (MBTI & EPI), Attitude (TAT & Rorschach Ink Blot) and Intelligence (Wechsler Intelligence Scale & Stanford – Binet IQ).

REFERENCES

Anastasi. A : Psychological testing New York: Macmillan Revised Edition 1987.

Davidoff. L.L.: Introduction to Psychology, Auckland; McGraw Hill Inc; 1881.

Hurlock E.B. : Developmental Psychology, New Delhi, Tata McGraw Hill 5th Ed. 1971.

ICSSR : A survey of research in psychology chapter 2, developmental psychology Bombay; Popular Prakashan pp. 56-79; 1972.

Kuppusamy B. : An Introduction to social psychology; Bombay; Media Promoters and pub. Pvt. Ltd., 1980.

Morgan, C.T.& King, R.A : Introduction to psychology New York.

Munn, N.A. : Psychology-The fundamentals of human behaviour; London; George G. Harrap & Co, Ltd., 1961.

Newman P.R & Newman B.M. : Living; The process of Adjustment Illinois; The Dorsey process; 1981.

Rayner, Eric : Human Development, London; George Allen and Unwin, 1978.

Saraswathi T.S, Dutta R : Development Psychology in India, Delhi; Sage publications, 1987.

Weix; J.R & Schopler J : McGraw Hill; 7th Ed., 1986.

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Semester :	SOCIAL WELFARE	Core Course : VII
II	ADMINISTRATION, SOCIAL POLICY	
Credits :	AND SOCIAL LEGISLATION	Course Code : P16SW207
4		

OBJECTIVES

1. To explore the functions and areas of social welfare administration from a social work perspective
 2. To detail the social welfare programmes rendered through social agencies and its registration procedures
 3. To study the social policies enacted for the vulnerable and weaker sections of the society.
 4. To highlight the role of social legislation as an instrument of social change.
- I. Social Welfare Administration:** Meaning and definition of Social Welfare Administration and Social Work Administration; Purpose, historical development, principles, functions and areas (Policy making, planning, personnel, supervision, office administration, budgeting, finance, fund raising, accounting, auditing, purchase and stock keeping, record maintenance, co-ordination, public relation, monitoring and evaluation, research, annual report); Social Welfare Administration at national, state and local levels;
 - II. Social Welfare Programmes and Agencies:** Evolution of Social Welfare in India; Social Agencies: Meaning, definition, types and models of NGOs; Role of NGOs in National Development. Agency registration: Methods, advantages & Tax Exemptions for NGOs and FCRA. Governmental Schemes for NGOs
 - III. Social Policy:** Definition, need, evolution and constitutional base; Sources and instrument of social policy, policies regarding other backward castes (OBCs), Scheduled Castes (SCs), Scheduled Tribes (STs) and De-notified Communities. Policies and programmes for women, Children, aged and handicapped, development and implementation of programmes for weaker sections. Planning machineries at the state & National levels and Concept of Five Year Plans
 - IV. Social Legislation:** Definition, its role as an instrument of social change, Constitutional basis for social legislation: Fundamental Rights and Directive Principles of State Policy.
 - V. Legislation related to Social Problems:** Hindu, Muslim and Christian personal laws relating to Marriage, Divorce, Minority and Guardianship. Adoption, Succession and Inheritance; Legislation relating to social problems viz., Commercial Sex Work,

Master of Social Work

Juvenile delinquency, child labour, un-touchability, physical and mental disabilities.
RTI and PIL Acts.

Note: Emphasis must be given to the Salient features and effects of the various social legislations mentioned in the unit.

REFERENCES

Bose, A.B.:Social Welfare Planning in India, U.N. pub, Bangkok

Choudry, Paul:Hand book on social welfare Atma Ram & sons, Delhi, 1993

Choudry, Paul:Social Welfare Administration, Atma Ram & Sons, Delhi, 1979

Choudry, Paul:Voluntary Social Welfare in India, Streling Pub., New Delhi 1979

Dennison.D & Chepman, Valeries:Social Policy and Administration, George Allan and Unwin, London

Dubey S.N. & Murdia:Administration of Policy and programmes for Backward classess in India, Somaiya pub., Bombay

Dubey S.N.:Administration of Social Welfare programmes in India, Somaiya pub., Bombay

Gangrade, K.D:Social Legislation in India Vol. I & II

Jacob K.K.:Social Policy in India

Jagadeesan P.:Marriage and Social legislations in Tamil Nadu, Elachiapen pub, Chennai, 1990

Shunmugavelayutham K.:Social Legislations and Social Change, Valga Valamudan pub. Chennai, 1998.

Master of Social Work**Semester : II****ORGANIZATIONAL PSYCHOLOGY****Course : NMEC I****Credits : 4****Course Code : P16SW2E1****OBJECTIVES**

1. To highlight the intertwined nature of Human Resource Management and Psychology
 2. To elicit the varied theories of motivation
 3. To focus on the manifestations of collective behaviour
 4. To elaborate the scope for human resource development
- I. Organizational Psychology:** meaning and application of psychology, Human aspects of working environment, HR activities and functions, Research methods used in psychology.
- II. Human Resource Management:** Definition, Meaning, Functions, Recruitment, Selection, Placement, Training, Performance Appraisal, Discipline, Roles and Responsibilities of HR Manager. Human Resource Development: Definition, Meaning, Need and Mechanism. Leadership : Definition, Skills, Types and Theories. Team Work.
- III. Personality:** Definition and structure; Factors influencing personality development: Heredity and Environment and Socialisation process. Adjustment: concepts of Adjustment and maladjustment; Stress and Conflict – nature, types and its consequences; concept of Mental Health.
- IV. Motivation:** Nature, definition, types and theories; Concept of instinct: Motives for survival – Meaning, definition and characteristics of motives. Job Satisfaction and Work Commitment.
- V. Collective Behaviour:** Nature and Manifestations; stereotype and prejudice, formation of attitude and attitudinal change, perception.

Master of Social Work**REFERENCES**

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- Bhasant Mehta, Kothari Kiram, 1999, Human Resource Development role.2. discovery publishes New Delhi.
- Bhatia B.S. Batra G.S. Human Resource Development 2000, Deep & Deep Publication, New Delhi.
- Bhawdeep singh, Prem Kumar 1997, current Trends in Human Resource Development Deep & Deep publishes, New Delhi.
- Davar R.S., 1979, Personnel Management and Industrial Relations, Vikhas Pub., New Delhi.
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- Hurlock E.B. : Developmental Psychology, New Delhi, Tata Mcgraw Hill 5th Ed. 1971.
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- Memoria C.B., 1985, Personnel management, Himalaya Pub., New Delhi.
- Morgan, C.T.& King, R.A : Introduction to psychology New York.
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- Newman P.R & Newman B.M. : Living; The process of Adjustment Illinois; The Dorsey process; 1981.
- Puranik M.V., 1988, Human Resource Development in research and development organization, Rawat pub., Jaipur.
- Saraswathi T.S, Dutta R: Development Psychology in India, Delhi; Sage publications, 1987.
- Tamarajakshi R., 1988, Human Resource in Asian countries – An integrated approach – ILO Asian employment programme, New Delhi.

Suggested Readings

- Chandra S., 1988, Human Resource policy; A blue print in alternative approaches and Strategies of HRD, T.V. RAO et.al., Rawat Pub., Jaipur.
- Monappa A. & Saiyadail, 1979, Personmnel Management, Tata MC Graw Hill, New Delhi.
- Biswajeet Pattanayak, 2002, Human Resource Management, Prentice Hall New Delhi
- Narasaiiah ML, 2003, Human Resource Management, Discovery Publishes, New Delhi.
- Chhabra TV 200, Human Resources Management concepts & issues, Dhanpat Raj, Publishes, New Delhi.
- Chandra Ashok Human Resource strategy is Kabra Silpa 2000, Response publishes, New Delhi.

Semester : II **RELIGIOUS INSTRUCTION/** **Course : VLO**
Credits : 2 **MORAL INSTRUCTION** **Course Code :**
P17VL2:1/2:2

It's an inevitable component of social work programme. Aspirants with a religious inclination towards Christianity could opt for RI and Non-Christians and those with secular ideologies can take-up Moral Instructions. Either of the two is mandatory for course completion.

Semester : II **CONCURRENT FIELD WORK** **Field Work : II**
Credits : 4 **CONCURRENT FIELD WORK** **Course Code :**
P16SW2F2

The course ensures field exposure based on the varied methods of social work. The students are expected to practice Case Work, Group Work and Community Organization during their field placement apart from getting acquainted with the agency's functions and roles of social workers in the agency.

Semester : II **SUMMER PLACEMENT** **Internship : I**
Credits : 2 **SUMMER PLACEMENT** **Course Code :**
P16SW2B1

The field work exposure serves the purpose of orienting the trainees about specialization based field requirements. The trainees are required to undergo continuous specialization based field placement for a period of two weeks.

Semester : III Specialisation: Community Development Core Course : VIII
 Credits : 4 Management Course I – Course Code : P16SW3D1
**RURAL COMMUNITY
 DEVELOPMENT**

OBJECTIVES

1. To know about the problems and their implication.
 2. To elaborate on the theoretical concepts on rural community development.
 3. To provide knowledge on the government and voluntary efforts towards rural community development.
 4. To examine the role of government and non-governmental agencies in Rural Development.
- I. **Development Concepts:** Rural Community, Meaning, characteristics, Rural problems and their implications: Problems related to Income equality, Employment, Food Security, , Agriculture and allied activities; Fisheries, Animal Husbandary, Migration, Community health and Infrastructure. Concept of Eco-farming and Sustainable Development.
 - II. **Community Development:** Concept, Definition, Objectives, Philosophy and Principles. Early experiments of Rural Community Development in India. Extension Education: Meaning, Definition, Characteristics, Philosophy, Objectives, Principles, Approaches, Methods and Limitations. Contemporary Approaches: Community Driven Development (CDD), Asset Based Community Development (ABCD).
 - III. **Panchayat Raj:** Evolution, structure and functions of Panchayat Raj system; salient features of 73rd amendment. Cooperative Movements: Principles, characteristics, Types and Functions of Cooperatives.
 - IV. **Rural Development Administration:** Administrative Structure for Rural development – Central, State and District Level; Training of community development functionaries; Rural Development Agencies. Role of CAPART. Banks and Voluntary Agencies in rural development: National Bank for Agriculture and Rural Development (NABARD) - RIDF, Regional Rural Development Banks (RRBs), Skill India Mission and the role of NSDC
 - V. **Rural Development Programmes:** Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Pradhan Mantri Gram Sadak Yojana (PMGSY), Swarnajayanti Gram Swarajgar Yojana (SGSY), National Rural Health Mission (NHRM), National Rural Livelihood Mission (NRLM), Programmes Sponsored by World Bank : Kudambshree, SERP and Puthu Vazhvu Project. Micro Credit and Women's Development Schemes: Grameen Bank Model (Prof. Mohammed Yunus) and, SHG – Movement, Sarva Shiksha Abhiyan (SSA). Rural Sanitation: ECO-SAN, WASH, Swachh Bharat Mission, Problems in implementation and role of social workers in rural development.

REFERENCES

Bhatia B.S., Prem Kumar & Chawia A.S. : Management of Rural Development, Deep & deep pub., New Delhi, 1990.

Harichandran C. : Panchayat Raj and Rural Development, Concept Pub., Delhi, 1993.

Jain S.S. : Community Development and Panchayat raj in India.

Mukerji B. Community development in India, Orient Longman, New Delhi.

Rajeswar Dayal : Community development programme in India, Kitap Mahal.

Srinivas M.N. : Indian villages, Asia Pub., Madras

Thingalaya N.K. : Rural India – Real India, Himalaya Pub., Delhi, 1986.

Suggested Readings

Mascarentas: A strategy for rural development, Sage Pub., Delhi, 1988.

Morgan, Authur E.: The community of the feature and the features of the community, Hindustan, Tamil Sangh.

Right: How to assess the programme implementation, Sage Pub., New Delhi.

Society of Social Economics: Readings in integrated Rural Development, Oxford & IBH, Delhi, 1987.

William, Biddle J.: The community development process – The discovery of local initiative, Holt Rinchard and Wington, New York, 1965.

Semester : III
Credits : 4

Specialisation: Community Development
Management Course I –
**TRIBAL COMMUNITY
DEVELOPMENT**

Core Course : IX
Course Code : P16SW3D2

OBJECTIVES

1. To focus on the major tribes of India and Tamilnadu
 2. To elaborate on their socio-cultural, political and economic lifestyle of tribes.
 3. To sensitize the problems faced by tribes
 4. To provide knowledge on the government and voluntary efforts towards tribal development
 5. To focus on various tribal development policies and programmes.
-
- I. **Tribes** :Concept, Definition, characteristics and types: Scheduled, Nomadic and De-notified tribes; Primitive and Major Indian Tribes: Bhils, Gonds, Khasi, Santals, Great Andamanese, Chenchus and Angami ; Tribes of Tamil Nadu: Toda, Kota, Kurumbas, Irulur, Paniyan and Kattunayakan. Geographical Distribution of Tribes
 - II. **Lifestyle of Tribes** : Tribal Sub Culture, Socio economic conditions; Health, Cultural and Religious practices, Belief system about health and food, Status of women, Dress, Food, &Marriage-polygamy, Polyandry and Dormitory marriage; Tribal leadership, Political participation, Tribal Movements: Naga, Zeliangrang and Bhil Christian Movements; Tribal Revolt: Kol Revolt, Santhal Revolt, Birsa Muda Revolt and Mizo Revolt.
 - III. **Problems of Tribes** : Problems related to Health, Livelihood, Child marriage, Poverty, Illiteracy, Exploitation and atrocities on tribes; lack of Infrastructural Facilities and Amenities; Issues related to Resettlement and Rehabilitation.
 - IV. **Tribal Development Administration**:Constitutional, legal and economic provisions for the protection of tribes, Administrative structure at Central, State and District levels, Functions of Tribal Development Blocks / Agencies; Research and Training in Tribal Development. Role of voluntary agencies.
 - V. **Tribal Development Programmes**: Tribal development policies – Legal aspects and programmes; Tribal Sub-plan, Non- Timber Forest Produces (NTFP), Services and Facilities for Tribes, Application of Social Work Methods and Problems in Implementation of Tribal Development Programmes.

REFERENCES

Babuji M. : Tribal development administration, Kanishka Pub., New Delhi, 1993.

Chaudhuri : Tribal Development in India, Inter India Pub., Delhi, 1981.

Devendra Thakur : Tribal life in India (Ten Vols), Deep & deep pub., New Delhi, 1994.

Nadeem Hashain : Tribal India today, Harnam publications (Second Ed.,) New Delhi, 1991.

Patel M.C. : Planning strategy for Tribal development, Inter India Pub., New Delhi, 1983.

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Sing & Vyas : Tribal development, Himanshu, 1989.

Verma. R.C. : Indian Tribes through the ages, publication division, Government of India, New Delhi, 1990.

Semester : III
Credits : 4

Specialisation: Community Development
Management Course III –
**DEVELOPMENT PROJECT
MANAGEMENT**

Core Course : X
Course Code : P16SW3D3

OBJECTIVES

1. To provide exposure on the theoretical background on project management
 2. To brief on various concepts and techniques involved in project management.
 3. To elaborate on various methods and issues in registering voluntary agencies and government programmes for the same.
 4. To examine the relevance of participatory approaches to community development
- I. **Project Management:** Concept, Objectives, Principles, Scope, Importance and Methodology. Micro and Macro level planning. Projects in the context of Community Development. Introduction to Development Organizations.
 - II. **Project Dimensions:** Identification and formulation, Detailed Project Report (DPR) Project Appraisal: technical, economic and financial feasibility. Procurement Procedures: Tamil Nadu Transparency Tenders Act.
 - III. Participatory **Planning and management of implementation of projects** :Activity Planning, Network Analysis, Monitoring of Development Projects : Management Information System (MIS), Project Evaluation; Methods of Project Planning - Programme Evaluation Review Technique (PERT) and Critical Path Method (CPM), Concept of Social Audit, Proposal writing skills, Results Based Management and Logical Framework Analysis (LFA).
 - IV. **Registration and Administration of Social Agencies:** Statutory requirements for the formation of Society, Trust and Non- Profit Companies; Foreign Contribution Regulation Act (FCRA). Specific Tax Exemptions to voluntary agencies Section 12 A, Section 35 AC, Section 80 G & 80 GG of Income Tax Act.
 - V. **Participatory Development:** Planning, Management and Evaluation. Participatory Rural Appraisal (PRA) –Theoretical and practical perspectives.

Resource Mobilization: Principles, Skills and Techniques in fund raising, Conventional methods and Contemporary techniques; Crown Funding, Role of Corporate Funding for Development Organizations and Corporate Social Responsibility

REFERENCES

Chandra Prasanna : Project preparation, Appraisal, Budgetting and implementation, Tata McGraw Hills, New Delhi, 1988.

Coudhury, Sadhan : Project Scheduling and monitoring in practice, South Asian Pub., New Delhi, 1986.

Jerome Wiesf D. & Ferdinand Levy K. : Management Guide to PERT / CPM, Prentice Hall, New Delhi, 1988.

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Wayne, Mondy R. Holmes Robert E. & Edwin Flippo : Management Concept and practices, Second edition, Allyn and Bacon Inc., Boston, 1983.

Suggested Reading

Baum Warren C. & Tolbert, Stokes M. : Investing in Development – Lessons of World Bank experiences, Oxford Uni. Press, New York, 1985.

Casley D.J. & Wury D.A. : Monitoring and evaluation of agriculture and rural development projects, John Hopkins, Baltimore, 1982.

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Stoner James A.F. & Charles Wankel : Management Third Ed., Prentice Hall, New Delhi, 1988.

Taha Hamby A. : Operation Research – An introduction Third Ed. McMillion, New York, 1982.

Semester : III
Credits : 4

NGO MANAGEMENT

Elective Course : II
Course Code :
P16SW3:2

OBJECTIVES

1. To acquire theoretical understanding about voluntary sector in India.
 2. To develop knowledge on registration procedures for voluntary agencies.
 3. To provide knowledge on government schemes and other concessions for NGO sector.
 4. To examine the role of NGOs in National Development.
- I. NGO Sector in India:** Concept and Characteristics, Types of NGOs- Classification; Role of NGOs in National Development; History of NGO sector in India.
- II. NGO Formation and Management:** Legal requirements, registration procedures under Tamil Nadu Societies Registration Act 1975, Indian Trusts Act 1882, and Section 25 of The Companies Act 1956
- III. Tax Regulations Concerning NGOs:** Specific Tax Exemptions (Section 12 A, Section 35 AC, Section 80 G & 80 GG of Income Tax Act. Foreign Contributions-legal regulations (Foreign Contribution Regulations Act - 2010)
- IV. Government Schemes for the NGO Sector:** Grant-in-aid schemes and other Concessions of the Government of India and Tamil Nadu State Government; Schemes for the welfare of the Children, Youth, Women, Aged and Differently Abled.
- V. International Agencies and NGOs:** UN and its agencies, World Bank, Asian Development Bank and other International Donor Agencies. Networking and Partnership with Government and other agencies

REFERENCES

Bhose SCR Joel: NGOs and Rural Development- Theory and Practice, Concept Publishing Company, 2003 **(Unit I)**

Chowdhry Paul: Social Welfare Administration, Atma Ram & Sons, Delhi, 1979 **(Unit II)**

Chowdhry Paul: Voluntary Social Welfare in India, Sterling Publications, New Delhi, 1979 **(unit II)**

Goel, S.L. & Jain, R.K: Social Welfare Administration (Vol.I & II) Deep & Deep Publications, New Delhi, 1992. **(Unit IV)**

ISDARTI: Directory of Foundation, Funds and Granting Agencies, ISDARTI, Secundrabad, 2005. **(Unit V)**

Ministry of Welfare: Encyclopadia of Social Work in India, Vol.4, New Delhi, 1986, **(unit V)**

Singhania, K. Vinod & Singhania , Monica: Student's Guide to Income Tax (35th Ed.,) Tan Printers, Jhajjer, 2006. **(Unit III)**

Master of Social Work

Semester : III**Credits : 4****CONCURRENT FIELD WORK****Field Work : I****Course Code :
P16SW3F3**

The course is so designed to facilitate **specialization based field exposure** to takers. Field work placements are accordingly arranged in Clinical and Psychiatric Settings, Industries and Corporate; and NGOs and Governmental Projects. The trainees so placed are exposed to the social work functions in these different settings.

- Study Tour is optional for students.

Semester : IV	Specialisation: Community Development	Core Course : XI
Credits : 4	Management	Course Code : P16SW4D4
	Course IV-UrbanCommunity Development	

OBJECTIVES

1. To acquire knowledge on the theoretical aspects of urbanization and urban community development.
 2. To elaborate on policies and programmes related to urban development
 3. To examine the role of various urban development agencies and their functions
 4. To provide knowledge on the government and voluntary efforts towards urban development
- I. **Urban Community:** Meaning, Characteristics, Rural-urban contrast. City – Meaning, Classification, Trends in urbanization process, Theories of urbanization: Concentric zone model (Burgess 1920's), Sector model (Hoyt 1930's) and Multiple-nuclei model (Harris and Ullman 1940's), and urban agglomeration. Urbanisation and Urbanism: Meaning, characteristics of urbanism, slums-definition, approaches, theories and classification and culture of slums
 - II. **Urban Problems:** Housing, Migration, Drug addiction, Family Disorganization, Divorce, Crime and Abuse, Juvenile Delinquency, Commercial Sex Work (CSW) & Lesbian, Gay, Bisexual and Transgender (LGBT) Issues and Pollution. Institutionalization of Children, Women, Youth and Elderly and its related problems.
 - III. **Urban Community Development :** Definition, concept, objectives and historical background; Approaches, principles, process and Methods of Urban Community Development, Urban Development Planning; Role of Community Development Workers and Application of social work methods in urban development.
 - IV. **Urban Development Administration:** National, State and Local levels; Structure and functions of Urban Development Agencies; Urban services and urban deficiencies; Nagarpalika Act (74th Amendment); functions of officials and non-officials in Urban Self Government Metropolitan Development Authorities, Housing Policies Housing and Urban Development Corporation (HUDCO), Role of Central Social Welfare Board (CSWB). Vision for Smart Cities.
 - V. **Urban Development Programmes:** Five Year Plans and Urban Development; Urban Development Projects- I, II & III; Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY), Solid Waste Management Programme Tamil Nadu Slum Area (Clearance and Improvement) Act, 1971, Tamil Nadu Slum Clearance Board, Jawaharlal Nehru National Urban Renewal Mission (JNNURM)/AMRUT. National Urban Livelihood Mission (NULM) and Swach Bharat, Problems in implementation and Role of Voluntary Agencies and Resident Welfare Associations in Urban Development.

REFERENCES

Clinard, Marshall B. : Slums and community development, The free Press, New York, 1970.

Gill, Rajesh : Slums as Urban villages, Rawat Pub., Jeipur, 1994

Mitra, Arup : Urbanisation, slums, informal sector employment and poverty, B.R.Pub., 1994

Ramachandran : Urbanisation and urban system in India, Oxford Uni. Press, New Delhi, 1989.

Thudipara, Jacob Z. : Urban community development, Rawat Pub., New Delhi, 1993.

Vibhooti, Shukla : Urban development and regional policies in India, Himalaya Pub., Bombay, 1988.

Suggested Readings

Aray & Abbasi : Urbanisation and its environmental impacts Discovery pub., New Delhi, 1995

Diddee Jayamala : Urbanisation – Trends, perspectives and challenges, Rawat Pub., Jeipur, 1993

Wiepe, Paul : Tenants and Trustees, MacMillian, Delhi, 1981.

Semester : IV Specialisation: Community Development Management Core
Credits : 4 Course V-Development Communication Course:XII
Course Code : P16SW4D5

OBJECTIVES

1. To acquire theoretical knowledge on development communication and its methods.
 2. To develop skills in various traditional mass communication tools for community development
 3. To focus on advantages and disadvantages on using various mass communication media.
 4. To examine the role of government and voluntary agencies in promoting development through ICT.
-
- I. **Development:** Concepts and Approaches; Communication: Meaning, Definition, Scope and Purpose; Elements, Principles, Characteristics, Functions, Channels and Stages, Skills and Techniques of Communication; Communication Process; Development Communication: Meaning, Concept and Scope
 - II. **Methods of Communication:** Interpersonal communication, Group communication and Mass communication; Types; **Mass communication** Meaning, Development and Scope; Role of mass media in National Development, Limitations in the use of mass media in India.
 - III. **Theories and models of Communication:** Communication Theories: Magic Bullet, Needle, Spiral Theories Communication Models: Aristotle’s, Lasswel’s, Newcomb’s, David Berlo’s and SMCR Model; Transactional Analysis and Conflict Resolution.
 - IV. **Selection of suitable approaches for different target groups;** Audio-Visual Aids and ICT: Types and its uses; Folk media : Puppet Shows, Drama, Street Play, Folk Songs and Folk Dances, Use of Talks, Meetings, Conference, Workshops; Campaign: Communication Through Documentary, Leaflets, Pamphlets, Bulletins, Circulars, Posters and Notice Boards, Role of Field Publicity Office. E-posters, App based communication and Online Campaigning through Social Media and Social Networking Sites.
 - V. **Communication Research:** Steps and approaches; Satellite Instructional Television Experiments (SITE): Aims and objectives; Satellite communication for National Development; Social implications of mass communication; Barriers to communication.

Note: Laboratory methods are important in enabling the students to acquire communication skills. Practical exercises in listening; speaking, role playing, street play, documenting a film, conference and participation should prepare the students to be good listeners as well as good communicators. T.A. sessions are also intended for the self awareness and self growth of the students. The students may also prepare communication aids. The course may also focus on the special requirements of the field of specialization of the students.

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Dahama O.P. : Communication for Education, ICH, New Delhi.

Hartman Paul et.al. : The mass media and the village life, sage pub., New Delhi, 1989.

Kumar, Kevar J. : Mass Communication in India.

Kuppusamy : Developmental Communication in India.

Mahajan, Kamlesh : Communication and Society, Classical Pub., New Delhi, 1990.

Mansing, Gurmeell : Dictionary of Journalism and mass communication, Hanam Pub., New Delhi, 1990.

Suggested Readings

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Edwin Emery et al : Introduction to mass communication, Fefper & Simon, Bombay.

Fuglesang, Andreas : Applied communication in developing countries – Ideas and observations, Dag Hammarskjold foudstion, Uppasla.

Patnakar, Pandit & Lilian Day : Social Communication and family planning, Orient longman, New Delhi, 1973.

Pokharapurkar : Rural Development and Community Television, Concept Pub., New Delhi, 1993.

Semester : IV**Credits : 4****CONCURRENT FIELD WORK****Field Work : IV****Course Code :
P16SW2F4**

The course is so designed to facilitate **specialization based field exposure** to takers. Field work placements are accordingly arranged in Clinical and Psychiatric Settings, Industries and Corporate; and NGOs and Governmental Projects. The trainees so placed are exposed to the social work functions in these different settings.

Semester : IV**Credits : 6****BLOCK PLACEMENT****Internship : II****Course Code :
P16SW4B2**

The field work exposure serves the purpose of in-service training to the trainees. The trainees are required to undergo continuous specialization based field placement for a period of 25 days. The course requires the trainees to secure field placement in agencies that are located a minimum of 200 KMs away from Tiruchirappalli to enable them to be exposed to varied agencies located in different parts of India and abroad.

Semester : IV**Credits : 6****PROJECT****Core Project : I****Course Code :
P16SW4PJ**

Social Work trainees are required to undertake a social work research on any social issue of concern. Scientific research process is mandatory. Either inductive or deductive research studies could be pursued. Chapterization for the research project comprises of an Introduction, Review of Literature, Research Methodology, Results and Discussion. Social work research being otherwise termed as evidence based research, emphasis is laid on implications for social work interventions.

Semester : III

Credits : 4

**Specialisation: Human Resource
Management****Course I - HUMAN RESOURCE
MANAGEMENT****Core Course : VIII****Course Code : P16SW3H1****OBJECTIVES**

1. To help the students build a knowledge base appropriate to Human Resource Management.
 2. To enable the students to perceive and develop attitude required for the successful application of Human Resource Management.
 3. To assist them to develop the skills appropriate to the field work practices
- I. **Management** : Concept, Elements, Principles and Functions of Management. Management Schools of Thoughts: Henry Fayol, F.W.Taylor, Peter Drucker.
 - II. **Human Resource Management** : Definition, Scope, Evolution. Human Resource Policy : Formulation and Implementation: Roles, Responsibilities and Qualities of Human Resource Manager and Challenges and Emerging Trends: 360⁰ Feedback, 5S and IHRM.
 - III. **Human Resource Functions** : Human Resource Planning, Procurement, Selection, Induction and Placement, Promotion, Transfer, Job Analysis, Training, Performance Appraisal; Discipline and Disciplinary Procedure, HRRecords ,HRResearch and HR Auditing.
 - IV. **Wage and Salary Administration** : Theories of Wages: concepts of wages, Wage Boards, Financial and Non-financial Incentives. Job Evaluation : Definition, Objectives; Methods, Advantages and Limitation; Wage and Salary Administration: objectives, Process of Wage Determination, Wage Structure, Principles and wage board.
 - V. **Industrial social work**: Meaning, scope and relevance, application of social work methods in industrial sector. Labour problems and industrial counselling in industries and working with the families and community at large.

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Bhonsle, Y.B. (Ed), Personnel management, The Indian Scene, S.Chand & Co., New Delhi, 1977.

Davar, R.S., Personnel management and Industrial relations, Vikas publishing House, New Delhi, 1977 (reprint)

Flippo, Edward. B., Principles of Personnel Management, McGraw Hill Book Co New York, 1976.

Fraser, John Munro, Introduction to Personnel Management, French, Wendell, personnel management process, Houghton Mifflin, Boston, 1977.

Monappa, A., and Saiyadain, M.S., Personnel management, Tata – McGraw Hill Publishing Co., New Delhi, 1979.

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Yeder D., Personnel Management and Industrial relations, prentice – Hall of India, New Delhi., 1975.

Semester : III
Credits : 4

**Specialisation: Human Resource
Management**
**Course II - LABOUR WELFARE AND
LABOUR LEGISLATIONS**

Core Course : IX
**Course Code :
P16SW3H2**

OBJECTIVES

1. To help students learn the basic facts concerning Labour welfare and Labour Law.
 2. To assist the students to acquire attitudes that are apt in the practice of Labour welfare and Labour Law
 3. To enable them to realize the need to have suitable skills for the practice of Labour welfare and Labour Law in Industries
- I. **Labour welfare:** Theories, Concept, principles, origin and growth of labour welfare in India; Types of welfare; Labour problems, Retention, Outsourcing, downsizing Labour welfare programmes: Safety, health and hygiene, labour welfare officer: Status, role, duties and functions, Harassment of women at work place. Employee Assistant Programme (EAP).
 - II. **Labour legislations in India:** Factories Act 1948. The Plantation Labour Act 1951, Indian Mines Act 1952, Apprentices Act 1961. **Labour Relations Legislations :** The Trade Union Act 1926, Tamil Nadu Shops and Establishment Act 1947, Tamilnadu Industrial Establishment (National and festival holidays) Act 1951.
 - III. **Employment Legislations:** Industrial Disputes Act 1947, The Industrial Employment (Standing Orders) Act 1946, The inter-state Migrant Workmen (regulation of Employment and Conditions of Service) Act, 1979, The Contract Labour (regulation and abolition) Act, 1970.
 - IV. **Social Security Legislation:** Workmen's Compensation Act 1923, Employees State Insurance Act 1948, Employee's Provident Fund Act 1952 Including the Pension Scheme 1995. The Maternity Benefit Act 1961, Payment of Gratuity Act 1972.

- V. **Wage Legislations:** The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Payment of Bonus Act 1965, The Equal Remuneration Act, 1976.

Case Study: A Compulsory question in Part-C

REFERENCES

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Desai. R. : Constitution & Labour laws in India, Dolia B.R 1982 labour and Industrial Law, Drient Law House, New Delhi.

Giri V.V., Labour problems in Indian Industry, Asian Publishing House, Bombay, 1958.

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Pant S.C., Principles of Labour Welfare, Gupta Brothers, Vishakapatnam, 1968.

Prasad NGK., 1978, factories Law and Rules applicable to TN State, Vols. I, II, III, IV Madras Book Agency.

Saxena R.C., Labour Problems in Indian Industry, Gupta printing press, Meerut, 1974.

Semester : III
Credits : 4

**Specialisation: Human Resource
Management**
Course III - INDUSTRIAL RELATIONS

Core Course : X
Course Code : P16SW3H3

OBJECTIVES

1. To assist the students to acquire a global as well as local perspective on Industrial Relations and trade unions.
 2. To sensitize the students to adopt suitable attitudes for practice of Industrial Relations
 3. To help the students to see the need for appropriate skills to be acquired in this regard.
- I. Industrial Relations :** Definition, meaning of industrial relations, characteristics of a good industrial relations system - changing profile of industrial workers – Labour in constitution – Administration of Labour Department, Theories of IR, IR in Multi National Companies.
 - II. ILO** – History, aims, objectives, structure and functions, Social security measures, achievements, influence of ILO on Indian Industrial relations - Labour Welfare practices in India.
 - III. Trade unionism** – History, objectives, problems faced, recognition – Trade Union Movement in India – Employer Federation, Collective Bargaining : Methods, issues, problem and settlement.
 - IV. Industrial Conflict :** Industrial conflict : types, causes, consequences, Standing orders, industrial disputes, settlement machineries, industrial peace and harmony, grievance, discipline, domestic enquiry – recent trends. Workers Participation in Management, Quality of Work Life(QWL).
 - V. Social Aspects in Industries:** Social responsibility of Organization, Evolution, Philosophy, Principles. CSR developmental projects- Goals and Implementation. Critical analysis of CSR approach. Roles of Social Workers/HR Professionals in helping industry discharge its Social Obligations, Ethical aspects in CSR projects, Social Auditing.

REFERENCES

Arun Monappa, 'INDUSTRIAL RELATIONS', S.Chand Co., 1989.

Kesar singh Bhangoo, Dynamics of Industrial Relations, Deep Publications, 2004.

Sharma A.M., 'Industrial Relations' and conceptual, legal frame work', Himalaya Publishing House, Bombay, 1989.

Srivastava, 'Industrial Relations and Labour Laws' (2nd) Vikas Publishing house Pvt. Ltd.,2002.

Vijay Ashdir, "Management of Industrial Relations" (2nd) Kalyani Publishers, 2003.

Semester : III
Credits : 4

HRM - PRINCIPLES AND PRACTICES

Elective Course : II
Course Code :
P16SW3:3

OBJECTIVES

1. To enable the students build a knowledge on Human Resource Management and develop the attitudes required for the successful application of Human Resource Management.
2. To assist the students to acquire a global as well as local perspective on Industrial Relations and trade unions.
3. To sensitize the students to adopt suitable attitudes for practice of Industrial Relations.

I. Management : Concept, Elements, Principles and Functions of Management. Management Schools of Thoughts: Henry Fayol, F.W.Taylor, Peter Drucker.

II. HRM functions, processes, techniques/methods: Human Resource Planning, Recruitment, Selection, Placement, Induction, Promotion, Transfer. Job Analysis, Career and Succession Planning, Internal Mobility, Separation & Exit interviews, Performance appraisal and Training and Development, Discipline and Health Employee Grievance

III. Compensation: Wage policy, wage and salary administration, principles and their salient features, bonus, incentives and fringe benefits and Dearness Allowance. Job evaluation, Employee Welfare and Safety

IV. Industrial Relations – Role of Employees, Unions and Government in Industrial relations; current trends in industrial relations. Trade Unions – Historical perspective and problems of Trade Union Movement in India, Industrial Disputes and their Settlement.

V. Collective Bargaining – Salient features, pre-requisites for success Worker's Participation in Management – Importance and Methods

REFERENCES

Master of Social Work

Human Resource Management (10 Edi) by Robert L Mathis, John H Jackson (Thomson)

Venkataratham, C.S. and B.K. Srivastava; Personnel Management and Human Resource (New Delhi; Tata Mc Graw Hill 1991).

Stone, Thomas H. Understanding Personnel Management (Chicago, The Dryden Press, 1982)

Monapa, Arun: Industrial Relations: (New Delhi: Tata Mc Graw Hill, 1987)

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Aswathappa K Human Resource and Personnel Management (New Delhi; Tata McGraw Hill, 1997)

Bras, Lloyd L and Leslie W. Rue; Human Resource and Personnel Management (Illinois, Nichard D. Irwin, Inc. 1984)

Subbarao P. Human Resource & Industrial Relations – Himalaya Publications House, Mumbai 2000

Master of Social Work

*Semester : III***Credits : 4****CONCURRENT FIELD WORK****Field Work : I****Course Code :****P16SW3F3**

The course is so designed to facilitate **specialization based field exposure** to takers. Field work placements are accordingly arranged in Clinical and Psychiatric Settings, Industries and Corporate; and NGOs and Governmental Projects. The trainees so placed are exposed to the social work functions in these different settings.

- Study Tour is optional for students.

Semester : IV	Specialisation: Human Resource Management	Core Course : XI
Credits : 4	Course IV -Human Resource Development	Course Code : P16SW4H4

OBJECTIVES

1. To assist the students to acquire Knowledge as well as to gain insight on local perspectives, on Human Performance, Training and Development.
 2. To sensitize the students to adopt suitable aptitude for the practice of HRD
 3. To help the students see the need for appropriate skills in this regard.
- I. **Human Resource Development** : Difference between HRM & HRD. Meaning, components Pre requisites for successful HRD Programmes; Human Resource Planning (HRP) : Meaning, importance; Strategic Planning - Objectives and Applications.
 - II. **Performance Appraisal** : Meaning, Approaches to performance appraisal, methods / techniques of appraisal system, importance, purpose and limitation; Potential Appraisal: Meaning, scope and importance, 360° Performance Appraisal, Performance Management.
 - III. **Training and Development**: Meaning, need, importance, Types: On the Job and of-the-job training, Training effectiveness, Evaluation of Training programmes.
 - IV. **Career Planning and Performance Counselling**: Meaning and Steps involved; Career Development: Steps, Importance and Problems, Succession planning; Performance Counselling : Conditions for effective counseling, process involved.
 - V. **HRD Trends**: Job rotation, Job enlargement, Job enrichment. Quality of work life, Total Quality Management (TQM) Human Resource Information system:

Meaning and Importance; ISO 9000 Series, Competency Management
Meaning & Importance. Knowledge Management

REFERENCES

Agarwal Yash, 1988, Education and HRD (Emerging Challenges in the regional context), Common Welth Pub., New Delhi.

Bhasant Mehta, Kothari Kiram, 1999, Human Resource Development role.2. discovery publishes New Delhi.

Bhatia B.S. Batra G.S. Human Resource Development 2000, Deep & Deep Publication, New Delhi.

Bhawdeep singh, Prem Kumar 1997, current Trends in Human Resource Development Deep & Deep publishes, New Delhi.

Biswajeet Pattanayak, 2002, Human Resource Management, Prentice Hall New Delhi

Chandra Ashok Human Resource strategy is Kabra Silpa 2000, Response publishes, New Delhi.

Chandra S., 1988, Human Resource policy; A blue print in alternative approaches and Strategies of HRD, T.V. RAO et.al., Rawat Pub., Jaipur.

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Sing P.N., 1993, Developing and managing Human Resource, Scuhandra pub., Bombay.

Srinivas R. Kandula 2003, Prentice – Hall of India Pvt. Limited – New Delhi.

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Suggested Readings

Craich Robert, L., 1987, Training and Development – Hand book, mcgraw Hill, publ, New Delhi.

Master of Social Work

Famularo Joseph 1987, Hand book of Human Resource Administration, McGraw Hill. Pub., Singapore.

Puranik M.V., 1988, Human Resource Development in research and development organization, Rawat pub., Jaipur.

Chhabra TV 200, Human Resource Management concepts & issues, Dhanpat Raj, Publishes, New Delhi.

<i>Semester : IV</i>	Specialisation : Human Resource Management	Core Course : XII
Credits : 4	Course V - Organizational Behaviour	Course Code : P16SW4H5

OBJECTIVES

1. To help students build a knowledge base appropriate to Organizational Behaviour.
 2. To enable the students to perceive and develop the attitudes required for the successful application of organizational Behaviour
 3. To assist them to perceive and develop the skills appropriate to the field practices
- I. **Focus and Purpose of OB:** Definition, need and importance of organizational behavior – nature and scope – framework – organizational behavior models - – Hawthorne studies. Concepts : Organizational Climate, Organizational Change, Organizational Culture, Organizational Effectiveness and Job Satisfaction.
 - II. **Individual behavior :** Personality – types – factors influencing personality – theories. Learning – learning process, learning theories, organizational behavior modification. Attitude – characteristics – components – formation. Perception – importance – factors influencing perception.
 - III. **Group Behaviour :** Organization structure – formation – groups in organizations – influence – group dynamics – emergence of informal leaders and working norms – group decision making techniques – interpersonal relations – communication – control
 - IV. **Leadership and Power** – Meaning – importance – leadership styles – theories – source of power – Status and Authority.
 - V. **Organizational Development:** characteristics – objectives – Methods Process Consultation: Team Building, Management by Objectives. Motivation – importance – theories – effects on work behavior.

REFERENCES

Hellriegel, Slocum and Woodman, Organizational Behaviour, South-Western, Thomas Learning, 9th Edition, 2001.

Stephen, P. R. Robins, Organizational Behaviour, Prentice Hall of India, 9th Edition, 2001.

Semester : IV**Credits : 4****CONCURRENT FIELD WORK****Field Work : IV****Course Code :****P16SW2F4**

The course is so designed to facilitate **specialization based field exposure** to takers. Field work placements are accordingly arranged in Clinical and Psychiatric Settings, Industries and Corporate; and NGOs and Governmental Projects. The trainees so placed are exposed to the social work functions in these different settings.

Semester : IV**Credits : 6****BLOCK PLACEMENT****Internship : II****Course Code :****P16SW4B2**

The field work exposure serves the purpose of in-service training to the trainees. The trainees are required to undergo continuous specialization based field placement for a period of 25 days. The course requires the trainees to secure field placement in agencies that are located a minimum of 200 KMs away from Tiruchirappalli to enable them to be exposed to varied agencies located in different parts of India and abroad.

Semester : IV**Credits : 6****PROJECT****Core Project : I****Course Code :****P16SW4PJ**

Social Work trainees are required to undertake a social work research on any social issue of concern. Scientific research process is mandatory. Either inductive or deductive research studies could be pursued. Chapterization for the research project comprises of an Introduction, Review of Literature, Research Methodology, Results and Discussion. Social work research being otherwise termed as evidence based research, emphasis is laid on implications for social work interventions.

Semester : III
Credits : 4

Specialization: Clinical Social Work
Course I - HEALTH AND HYGIENE

Core Course : VIII
Course Code : P17SW3C1

OBJECTIVES

1. To understand the concept of health and hygiene in the field of clinical social work.
 2. To acquire theoretical understanding of nutrition.
 3. To develop knowledge about etiology and epidemiology of communicable and non-communicable diseases.
 4. To acquire knowledge and skills needed for Health Education and management.
- I. **Health:** Aspects of Health, Spectrum of health, Concept, its relationship to welfare; Factors influencing the health status of individuals; Multiple causation of diseases; Disease Transmission; Specific and Comprehensive Health Indicators; Vital Health statistics.
 - II. **Hygiene:** Personal, Food and environmental hygiene; Relationship between health and hygiene; Environmental pollution; Living conditions: housing, sanitation, waste disposal and their influence on health. Immunization schedule for children.
 - III. **Nutrition:** Nutrient Groups: Functions, Sources and requirements; Caloric requirements for different age groups; Balanced diet, Malnutrition, Deficiency diseases and Nutritional Support . Maternal and Child Health.
 - IV. **Major Communicable Diseases:** Symptoms, Etiology, Transmission, Prevention and treatment of: Leprosy, Tuberculosis, STD, HIV, Polio, Malaria, Typhoid, Dengue, H1N1 and Hepatitis. **Major Non-communicable Diseases/Lifestyle Diseases** : Cancer, Diabetes, Hypertension, Asthma, Cardiac Disorders and obesity. **Occupational Health** : Health Hazards, Common Occupational Diseases.
 - V. **Health Education and Management:** Meaning and importance, Principles of health education, techniques and strategies for various community groups,

Models of Health education, Use of Audio-Visual Aids and Mass Media; First Aid : Concept and methods of dealing with victims of accident. Health Management strategies for Lifestyle Diseases.

REFERENCES

Barasi, Mary E. : Human nutrition, Edward Arnold, London, 1987.

Gosh G.D. : Treatise on hygiene and public health.

Kumar R. : Social and preventive health administration, Ashig Pub., New Delhi, 1992.

Park J.R & Park K. : Text book of preventive and social medicine, Jabalpur, M/s Banashidass, 1983.

Pati R.L. : Health Environment and development, Ashish Pub., New Delhi, 1992.

Pritam Lily, Ram Telu : Environmental health and Hygiene, Vikhas Pub., New Delhi, 1993.

Yesh Paul Bedi : Hygiene and public health.

Dr. I. Sundar: Principles of Medical Social Work, Serials Publications Pvt. Ltd, New Delhi, 2014

Suggested Readings

Deredidh Daves J.B. : Public health and preventive medicine.

Leavell hugh Rodman & Clark, Gurney E.: Preventive medicine for the doctor in his community, McGrow Hill, 1958.

Jones Shainberg Byer : Communicable and non communicable diseases.

Semester : III
Credits : 4

Specialisation: Clinical Social Work
Course II - COMMUNITY HEALTH

Core Course : IX
Course Code : P16SW3C2

OBJECTIVES

1. To highlight the health care delivery system at the community level
 2. To develop skills needed for health work in the community.
 3. To understand the concept of community mental health and community psychiatry.
 4. To understand mental hygiene movement with the emphasis on hotline services and crisis counselling
- I. **Primary Health Care** : Concept, Public health, Social and Preventive Medicine, Levels of Disease Prevention, Comprehensive Health Care, Major health problems related to Women and Children; Family Planning : Importance and Techniques.
 - II. **Health Work in the Community** : Assessing community health needs, Mobilizing core groups and community participation: Training of Multi Purpose Workers in community health programmes; School Health; Scholastic Backwardness.
 - III. **Health Care Delivery System** : At the National and State levels, Primary Health Centre and Sub-centre, Models of Community Health. Local, National and International Organizations working for Health.
 - IV. **Salient Features of Legislations Related to Health:** MTP Act , Persons with Disabilities Act 1995, Mental Health Act 1987 & 2017, Factories Act 1949, ESI Act 1948; THOA 1994, Allocation for health care in XII Five Year Plan.
 - V. **Community Mental Health** : Community Psychiatry; Public Health Model of Mental Health Prevention and Promotion, Hotline Services, Socio-cultural practices, beliefs and myths influencing community health.

REFERENCES

Broskowschi A., Marks E. & Budman S.H. : Linking health and mental health, Sage Pub, London, 1981.

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W H O : Social dimensions of mental health, Geneva, WHO Pub., 1981.

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Suggested Reading

Bartlell, Harriet M. : Social work practice in health field, New York, National asson. Of social workers., 1961.

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Semester : III
Credits : 4

Specialisation: Clinical Social Work
Course III - MENTAL HEALTH

Core Course : X
Course Code : P16SW3C3

OBJECTIVES

1. To provide exposure on the concept of normality and abnormality
 2. To develop skills in case history taking and mental status examination processes in a psychiatric setting.
 3. To acquire knowledge on the causes, types and symptomatology of psychiatric disorders.
 4. To focus on varied childhood disorders.
- I. **Historical Development of Psychiatry as a Field of Specialization:** Attitudes and beliefs pertaining to mental illness in ancient, medieval and modern times; concepts of Normality, Abnormality and Mental Health. Concept of Mental Health – Mental health Problems – Mental Illness.
 - II. **Classification of Mental Illness:** Diagnostic Statistical Manual (DSM) IV-TR International classification of diseases (ICD-10), ICF, Psychiatric and Psychological Assessment: Interviewing, Case History Taking; Sources of intake, Mental Status Examination; Formulation of psychosocial diagnosis.
 - III. **Psychiatric Illness:** Neuroses (GAD, Panic Disorders, Phobia, PTSD, OCD, Conversion and Dissociative Disorders) Psychoses (Schizophrenia, Mood Disorders), Organic and Functional, Personality Disorders, Sexual Deviations, Psychosomatic Illness, Culture Bound Syndromes, Suicide : Causes, indications, prevention, Substance Abuse.
 - IV. **Mental Handicap:** Mental Retardtion: Definition, Classification, Clinical Types and Causes. Cerebral Palsy: Clinical Types, Causes, Associated Disabilities; Epilepsy: Definition, Types, Causes, Management.
 - V. **Childhood with Development Disorders:** Behaviour Disorders; Eating, Elimination, Sleep and Speech Disorders. Childhood Psychoses: Autism, Schizophrenia; Attention Deficit Disorders, Learning Disability.

REFERENCES

Children with development disabilities – Venkatesan S. Sage (2004)

Coleman, James C.: Abnormal psychology and modern life, Tarporevala & Sons, Bombay.

Eden D.J.: Mental handicap – an introduction, George allen & Unnin, London, 1976.

Gaind R.N.,Hudson B.L.: current themes in psychiatry, Mc Millan, 1979.

Hughes Jennifer: An outline of modern psychiatry, John Wiley & Sons, 1981.

John, Howells G.: Modern perspectives in international Child Psychiatry, Brunner & Mazel Pub., New York, 1971.

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Kaplan, A Comprehensive Text Book on Psychiatry-

Semester : III

Credits : 4

SOCIAL WORK AND HEALTH CARE

Elective Course : II

Course Code :

P16SW3:1

OBJECTIVES

1. To understand the concepts of health, hygiene and diseases.
 2. To develop skills needed for health work in the community.
 3. To acquire knowledge and skills needed for Health Education and management.
 4. To foster insight on the basic concepts of mental health.
-
- I. **Health** : Concept , its relationship to welfare; Factors influencing the health status of individuals; Health Indicators; Concept of Hygiene (Personal Hygiene and Sanitation); Introduction to Communicable and Non Communicable Diseases.
 - II. **Health Work in the Community** : Major health problems related to women and children; School Health; First Aid; Community Mental Health
 - III. **Health Education and Management** : Techniques and Strategies for various community groups, Use of Audio-Visual Aids and Mass Media; Family Planning : Importance and Techniques. Health Management Strategies for Lifestyle Diseases.
 - IV. **Basic Concepts of Mental Health**: Concept of Mental Health, Normality and Abnormality, Mental Health Problems and Mental Disorders; Alcoholism and drug dependence, Mental handicap, Socio-cultural factors involved in mental health.
 - V. **Impairment, Disability and Handicap**: Causes, types, psychosocial problems and the role of the Social Worker in intervention. Rehabilitation : Definition,

& Concept, Role of the Social Worker in rehabilitation planning, resource mobilisation and follow-up.

REFERENCES**For Units I, II & III**

Park J.R & Park K. : Text book of preventive and social medicine, Jabalpur, M/s Banarasidass, 1991.

KUMAR R: Social and Preventive Health Administration. Tarporevala & Sons, Bombay 1992.

GOEL S L: Health Care Administration . Rawat pub.1980.

Unit IV:

Coleman, James C. : Abnormal psychology and modern life, Tarporevala & Sons, Bombay. 1990.

Kraepelin, Emil : A psychiatry – A text book for students and physicians, Vol. 2, Amerind Pub., 1990.

Hughes Jennifer : An outline of modern psychiatry, John Wiley & Sons,1981.

Unit V

Hamilton, Kenneth W. : Counselling the handicapped, Ronald press, New York.1996

Pattison, Harry A. : Handicapped and their rehabilitation, Charles C. Thomas, New York. 1993.

Semester : III**Credits : 4****CONCURRENT FIELD WORK****Field Work : I****Course Code :
P16SW3F3**

The course is so designed to facilitate **specialization based field exposure** to takers. Field work placements are accordingly arranged in Clinical and Psychiatric Settings, Industries and Corporate; and NGOs and Governmental Projects. The trainees so placed are exposed to the social work functions in these different settings.

- Study Tour is optional for students.

Semester : IV
Credits : 4

Specialisation: Clinical Social Work
Course IV - SOCIAL WORK
INTERVENTION IN MEDICAL
SETTING

Core Course : XI
Course Code : P16SW4C4

OBJECTIVES

1. To understand the historical development of medical social work and its nature and scope in contemporary society.
 2. To develop understanding on the psychosocial implications of illness and disability for the patients and their families.
 3. To recognise hospital as a formal organisation and the exclusive functions of a medical social work department in it.
- I. **Medical Social Work** : Definition, concept, objectives, nature, need and scope; ethical practices, roles and functions of a Medical Social Worker; Historical development in India and abroad; Medical Sociology and its relevance to Medical Social Work practice. Practice of Social Work methods in hospital settings: the need and Importance in working with patients and families, Scope and limitations of practice.
 - II. **Implications of Illness** : Psychological, social and economic implications of illness and disability for the patient and family; concepts of patient as a person, patient as a whole, their rights, and psychosomatic approach. Multidisciplinary team work: Need, importance and principles; Role of social worker as a member of the team.
 - III. **The hospital as a formal organisation** : its goals, technology, structure and functions, departments, administrative procedures, implications of hospitalization for the patient and the family. Ethical responsibilities of a hospital. –**Medical Social Work Department** : Staffing, organisation and Functions, Extension services, Public Relations.
 - IV. **Impairment, Disability and Handicap**: Causes, types and classification of physical handicaps: Orthopaedic disability, visual handicap, Aural impairment and speech disability, psychosocial problems and implications for each specific handicap and the role of Medical Social Workers. **Rehabilitation** : Definition, concept, principles and process; Role of the Medical Social Worker in rehabilitation planning, resource mobilisation and follow-up. Physiotherapy and Occupational therapy. Community Based Rehabilitation.
 - V. **Role of the medical social worker in the following settings** : Out-patient unit, intensive care unit, Paediatric ward, Maternity ward, Family planning

centre, ICTC, Orthopaedic department, Cardiology department, Blood bank, Hansenorium, TB Sanatorium and Cancer hospitals, Training of volunteers to work with the chronically ill in the community.

REFERENCES

Banerjee G.R. : Social Service department in hospitals - Its organizations and functions, TISS, Bombay, 1950.

Codey & Carol H. : Social aspects of illness, W.B. Saunders Com., Philadelphia, 1951.

Minna Field : Patients are people, Columbia Uni. Press, New York, 1953.

Goldstine Dora : Expanding Horizons in medical social work, University of Chicago Press, 1955.

Hamilton, Kenneth W. : Counselling the handicapped, Ronald press, New York.

Pattison, Harry A. : Handicapped and their rehabilitation, Charles C. Thomas, New York.

Pathak S.H. : Medical social work, Delhi School of Social Work, Delhi.

Rao, Sankara M. : Hospital organization and administration, deep & deep Pub., Delhi, 1992.

Suggested Readings

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Canon Ida M. : On the social frontiers of medicines, Harvard Uni. Press, London, 1952.

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Semester : IV
Credits : 4

Specialisation: Clinical Social Work
Course V - SOCIAL WORK
INTERVENTION IN
PSYCHIATRIC SETTINGS

Core Course : XII
Course Code : P16SW5C5

OBJECTIVES

1. To understand the historical development of psychiatric social work and its scope in contemporary society.
 2. To develop knowledge about the application of various types of psychotherapy in individuals and groups.
 3. To develop knowledge about the role of psychiatric social worker in various settings in relation to patients and their families.
 4. To understand the nature of rehabilitation in a psychiatric setting.
- I. **Psychiatric Social Work** : Definition and concept, historical development in India and abroad; current status as a field of specialization. Mental health problems in India. Case work, Group work, Community Organization and Research in the Psychiatric setting, Limitations and difficulties faced in psychiatric social work practice.
 - II. **Therapeutic Intervention in Groups** : Group Psychotherapy, Family Therapy, Marital Therapy: Scope and types. Behaviour Therapy : Principles and techniques and Chemotherapy; Alternative Therapy (Art, Play, Music, Dance)
 - III. **Therapeutic Intervention for Individuals** : Psychoanalytic Therapy, Transactional Analysis, Client Centered Therapy, Gestalt Therapy, Rational Emotive Therapy, Existential Therapy, Adlerian Therapy and Reality therapy, Cognitive Behaviour Therapy, Motivational Enhancement Therapy and ECT.
 - IV. **Scope of Psychiatric Social Work Practice** : Mental Health and First Aid; Roles and functions of psychiatric social worker with regards to the problems of patients and their families in : Psychiatric OPD's, Psychiatric Specialty Clinics, De-addiction Centres, Child Guidance clinics.
 - V. **Rehabilitation of Psychiatric Patients** : Role of the social worker in Psychiatric Rehabilitation – planning, mobilisation, reintegration of the patient in the family and community; Ethical Practices and role of the Psychiatric

Master of Social Work

Social Worker in Team work. Concepts of: Therapeutic Community , Partial Hospitalization, Day Care Centres, Half Way Homes, Quarter way Homes. Sheltered Workshop.

REFERENCES

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- Dickson, Clifford Martha: Social work practice with the mentally retarded, collier Mac Millan, 1981.
- French, Lois Merdith : Psychiatric social work, The common wealth fund, New York.
- Garland, Margaret : The other side of psychiatric care, MacMillan, 1983.
- Gordon, Paul, L. & Lenz R.J. : Psychological treatment of chronic mental patients, Harward Uni, Press, London, 1977.
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- Masserman, Jules H. Et. al : Hand book of Psychiatric therapies, Jasan Aronson Inc., 1973.
- Moller, Alfred H. : Break through in psycho therapy, Londinium press, Maidstone, 1979.
- Singh H.G. : Psycho therapy in India, National psychological Association, 1977.
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- Skinner, Sue Walrond : Developments in family therapy, Routledge & Kegin Paril, London, 1981.
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- Verma, Ratna, Psychiatric social work in India, sage pub., New Delhi, 1991.
- Betty Kitchener, Anthony F. Jorm, Claire Kelly: Mental Health First Aid Manual, University of Melbourne, 2013.

Semester : IV**Credits : 4****CONCURRENT FIELD WORK****Field Work : IV****Course Code :****P16SW2F4**

The course is so designed to facilitate **specialization based field exposure** to takers. Field work placements are accordingly arranged in Clinical and Psychiatric Settings, Industries and Corporate; and NGOs and Governmental Projects. The trainees so placed are exposed to the social work functions in these different settings.

Semester : IV**Credits : 6****BLOCK PLACEMENT****Internship : II****Course Code :****P16SW4B2**

The field work exposure serves the purpose of in-service training to the trainees. The trainees are required to undergo continuous specialization based field placement for a period of 25 days. The course requires the trainees to secure field placement in agencies that are located a minimum of 200 KMs away from Tiruchirappalli to enable them to be exposed to varied agencies located in different parts of India and abroad.

Semester : IV**Credits : 6****PROJECT****Core Project : I****Course Code :****P16SW4PJ**

Social Work trainees are required to undertake a social work research on any social issue of concern. Scientific research process is mandatory. Either inductive or deductive research studies could be pursued. Chapterization for the research project comprises of an Introduction, Review of Literature, Research Methodology, Results and Discussion. Social work research being otherwise termed as evidence based research, emphasis is laid on implications for social work interventions.