CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

Nationally Accredited with "A" Grade by NAAC
ISO 9001: 2015 Certified

TIRUCHIRAPPALLI

PG & RESEARCH DEPARTMENT OF SOCIAL WORK

SYLLABUS

MASTER OF SOCIAL WORK
2022-2023 and onwards

CAUVERY COLLEGE FOR WOMEN (AUTONOMOUS)

PG AND RESEARCH DEPARTMENT OF SOCIAL WORK

VISION

The vision of our department is to advance the personal, social, intellectual and personality of the students through social work education so as to achieve higher positions in serving the society across local and global community systems.

MISSION

- To orient the students acquire knowledge, skills and values of Social Work and develop an attitude of commitment towards social work profession.

- To train the students in the fields of Social Work by enabling the practice and application of theory through field work trainings.

- To inculcate values by means of conducting programmes through various associations attached to the department.

- To mentor the students through tutor-ward system in the department.

- To extend wider exposure to students in the field of Social Work through organizing National & International seminars, workshops, symposium etc and enable them to establish contacts with academicians, field experts, high profile personalities in different fields.

PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

PEOs	Statements
PEO 1	**LEARNING ENVIRONMENT** To facilitate value-based holistic and comprehensive learning by integrating innovative learning practices to match the highest quality standards and train the students to be effective leaders in their chosen fields.
PEO 2	**ACADEMIC EXCELLENCE** To provide a conducive environment to unleash their hidden talents and to nurture the spirit of critical thinking and encourage them to achieve their goal.
PEO 3	**EMPLOYABILITY ** To equip students with the required skills in order to adapt to the changing global scenario and gain access to versatile career opportunities in multidisciplinary domains.
PEO 4	**PROFESSIONAL ETHICS AND SOCIAL RESPONSIBILITY** To develop a sense of social responsibility by formulating ethics and equity to transform students into committed professionals with a strong attitude towards the development of the nation
PEO 5	**GREEN SUSTAINABILITY** To understand the impact of professional solutions in societal and environmental contexts and demonstrate the knowledge for an overall sustainable development.

PROGRAMME OUTCOMES FOR MSW PROGRAMME

PO NO.	PROGRAMME OUTCOMES On completion of MSW Programmes, the students will be able to
PO 1	Exhibit comprehensive knowledge in confronting the issues and challenges that arise in the society and apply in life circumstances. **(Social Responsibility)**
PO 2	Achieve in-depth knowledge in various genres of literary texts to contribute the best for the society and to create a better world. **(Exploring Success)**
PO 3	Perceive leadership skills through higher learning and be a visionary to achieve the target. **(Professional Competence)**
PO 4	Identify appropriate resources required for research projects and explore novel ideas to gain real life experience through internships. **(Discover Innovations)**
PO 5	Create a scientific attitude and aptitude to undertake research studies for higher learning and career opportunities. **(Build Scientific Temperament)**

PROGRAMME SPECIFIC OUTCOMES FOR MSW PROGRAMME

PSO NO.	PROGRAMME SPECIFIC OUTCOMES On completion of MSW Programmes, the students will be able to	POs Addressed
PSO 1	Show knowledge in professional social work and apply the principles to the needs of the Government and Non-government organizations, Industries and Community development projects.	PO1, PO2
PSO 2	Analyze the issues and problems of the vulnerable sections of the society and ensure just and human conditions for a better world.	PO2
PSO 3	Demonstrate leadership skills and professional ethics in promoting communal harmony and Nation Building.	PO3
PSO 4	Design solution initiatives for complex problems through taking up research projects paving way for policy formulation and contribution to funds of knowledge through theory building.	PO1, PO4
PSO 5	Develop scientific attitude and behaviour in approaching social issues, problems and exhibit enhanced professional competence in social work practice.	PO5

PG AND RESEARCH DEPARTMENT OF SOCIAL WORK

Master of Social Work
(For candidates admitted from the academic year 2022-2023 onwards)

Sem	Course Details	Course title	Subject Code	Ins hours / Week	Credits	Exam hrs	Marks		
							Int	Ext	Total
I	Core Course I (CC)	Philosophy of Social Work and Society	22PSW1CC1	6	4	3	25	75	100
	Core Course II (CC)	Social Work Profession with Individuals and Groups	22PSW1CC2	6	4	3	25	75	100
	Core Course III (CC)	Community Organization and Social Action	22PSW1CC3	6	4	3	25	75	100
	Core Practicum I (CP)	Social Work Practicum	22PSW1CC1P	6	4	3	40	60	100
	Elective Course I (EC)	Human Resource Management/ Management of Organizations /NGO Management	22PSW1EC1A/ 22PSW1EC1B/ 22PSW1EC1C	6	4	3	25	75	100
		TOTAL		30	20	-	-	-	500
Students will go for internship for 15 days after completing the I semester examinations									

Semester I	Internal Marks: 25			External Marks:75
COURSE CODE	COURSE TITLE	CATEGORY	Hours / Week	CREDITS
22PSW1CC1	PHILOSOPHY OF SOCIAL WORK AND SOCIETY	CORE	6	4

COURSE OBJECTIVES

● To introduce the history and ideologies concerning Social Work

● To understand fundamental objectives of social work profession, its values, and ethics as linked to contemporary ideology for social change.

Prerequisites:

Basic understanding on society and on social work profession

Course Outcome and Cognitive Level Mapping

CO NO	CO Statement On Successful Completion of the course, the students will be able to	Cognitive Level
CO1	Summarize the historical developments of social work in developed and developing Countries and the basic concept in social work	K2
CO2	Define Social work and also social work as a profession	K 1
CO3	Explain Primary and Secondary Social work Methods	K3
CO4	Elaborate on the concepts of society	K5
CO5	Justify the importance of social work intervention with regard to Indian social problems	K5

Mapping of CO with PO and PSO

CO/PO	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	3	3	2	2	1	1	3	2	2	1
CO2	2	2	3	3	3	2	2	2	2	1
CO3	3	3	3	2	2	2	1	2	2	1
CO4	3	2	3	2	3	2	1	2	2	1
CO5	3	3	3	3	3	2	1	2	2	1

"1"-Slight (Low) correlation,"2"-Moderate (Medium) Correlation
"3"-Substantial (high) Correlation,"-"-Indicates there is no Correlation

Syllabus

Unit I (18 HOURS)
Social Work: Concept, Definition, and Historical development of Social Work in UK, USA, and India; Concepts: Social Service, Social welfare, Social Security, Social Defense, Social Justice, Social Development, and Social Reform.

Unit II (18 HOURS)
Social Work as a Profession: Nature and scope, objectives; philosophy and principles, functions, values and ethics**. Social work education**: as a profession, professional values, training; skills, tools and techniques, professional social work and voluntary social work.

National and International Professional Organizations in Social Work: NAPSWI , INPSW,NASW, IASW.

Unit III (18 HOURS)
Methods of Social Work: Social case work – social group work – community organisation – social work research – social welfare administration – social action.

Unit IV (18 HOURS)

Concepts of Society: Community, association, institution, social groups, culture and its elements, social stratification, social processes, social change – social movements and social control. concept of urbanisation, industrialisation, modernisation – social disorganization.

Unit V (18 HOURS)
Social Problems: Poverty, Over-population, Unemployment, Corruption, Dowry, Suicide, Drug abuse, Juvenile Delinquency, alcoholism, HIV/AIDS, problems of women, children and aged, Persons with Disabilities, and LGBT.

Unit VI: Self study for Enrichment(Not included for End Semester Examinations)

 Learners should prepare an assignment on Social Reform movements in India- its impacts on Social Work profession. Learners should find out the procedures for membership in NAPSWI , INPSW ,NASW and IASW). Students can collect details about each field by pay a visit to the

organisations. students can prepare a e contents on the social institutions).) Students can collect details regarding social problems and can collect data from secondary sources like Newspapers, Research documents, Government websites etc.

Text Books
1.Singh.K.K.(2010). Singh .R.S.An Introduction To Social Work.New Delhi: Penguin Books Ltd

2. P D Misra .(1994).Social Work Philosophy and Methods.New Delhi:Inter India Publications.

Reference Books

1. Bhattacharya, S. (2008). Social work – An Integrated Approach, New Delhi: Deep & Deep publication Pvt.ltd.

2. Bhusan, Vidya & Sachdev (2006). An Introduction to Sociology.Allahabad:Kitab Mahal.

3. Mishra, P D. 1994,.Social Work Philosophy & Methods. New Delhi :Inter India Publications

4. Nitesh Dhawan (2011). Social Work Perspectives, Philosophy and Methods. Lucknow:Bharat Book Centre.

5. Otta, B.M.(2014). Social work theory and Practice, New Delhi: S.K Book Agency.

6. Patel A.K. and Dubey M.V.(2010). Methods of Social Work, New Delhi: Crescent Publishing Corporation .

7. Rathod, S.(2013). Skill training for Social Workers, Jaipur :Yking Books .

8. Rao, S. C.N.(2015). Indian Social Problems- A Sociological Perspectives, New Delhi : S.Chand & company Pvt Ltd.

9. Sharma, R.K.(2013). Social problems and Welfare, U.P: Atlantic publishers and distributors(p) ltd .

10. Sen S.K. (2007). Social work practices, Jaipur., India: Book Enclave.

11. Singh, K.K., & Singh,S.R.(2011). Social work and Family intervention. New Delhi : Abd Publishers.

12. Tanuja,S Tridevims and Natarajan, R.(2014). Future of Social Work, Arunachal Pradesh: Jnanda Prakashan (P&D) .

13. Verma ,S.(2014).Social work and Social Welfare, New Delhi :Avon Publications.

14. Yogesh Atal (2006). Changing Indian Society, Jaipur.:Rawat Publication.

Web References

1. Historical development of social work https://kkhsou.ac.in/eslm/E-SLM_Main/5th%20Sem/Bachelor%20Degree/BSW/HPSW/HPSW-3_-_with_changes_incorporated.pmd.pdf

2. History of Social Work profession in India : Subject Social Work https://epgp.inflibnet.ac.in

3. Origin & Growth of Social Work Profession, https://youtu.be/06hfW8I-p34

4. Introduction To Social Work https://youtu.be/LtaCmORiP9A

5. A Brief History of Social Work https://youtu.be/yeqbxwDheJI

6. Professional social work: nature, scope, goals and functions

   https://egyankosh.ac.in/bitstream/123456789/17108/1/Unit-1.pdf
7. Social Work Methods https://ddceutkal.ac.in/Syllabus/MSW/Paper-5.pdf

8. Introduction to sociology https://rgu.ac.in/wp-content/uploads/2021/02/Download_636.pdf

9. Society, Social Institutions and Social Problems https://egyankosh.ac.in/bitstream/123456789/71869/1/Block-4.pdf

Pedagogy

Chalk& Talk, Seminar & Assignments, Group Discussion,Case Study,e-content, Google classroom

Course Designer

Dr.O.Aisha Manju

Semester I	Internal Marks:25			External Marks:75	
COURSE CODE	**COURSE TITLE**		**CATEGORY**	**HRS/ WEEK**	**CREDITS**
22PSW1CC2	**SOCIAL WORK PROFESSION WITH INDIVIDUALS AND GROUPS**		**CORE**	**6**	**4**

Course Objective

● To acquire complex skills of working with individuals and families in various situations and settings.

Prerequisites:

Basic knowledge in dealing with individuals & Groups

Course Outcomes and Cognitive Level Mapping

CO Number	CO Statement	Cognitive Level
CO1	Acquire Knowledge in dealing with Individuals & Groups	K1
CO2	Understand the case work Process and group work process	K2
CO3	Demonstrate Case Works and Group Works & Apply the principles, skills and techniques	K3,K4
CO4	Analyzing the role of Social Workers in different Settings	K5
CO5	Collaborating the Application of case Work & group work method in different settings	K6

Mapping of CO with PO and PSO

Cos	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	3	3	3	2	2	3	2	1	3	3
CO2	3	3	3	3	3	3	1	1	3	1
CO3	3	3	3	2	3	3	1	1	3	3
CO4	3	3	3	2	3	3	3	2	3	2
CO5	3	3	3	2	3	2	3	2	2	1

Unit I   (18 HOURS)

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**.

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.

Unit II   (18 HOURS)

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. .**Case Work and Communication:** Meaning, purpose, importance, principles, elements in communication process, types, importance of listening, observing and feedback, communication barriers and ways to overcome them; importance of interpersonal communication in casework. **Approaches to Practice:** Psychosocial, problem solving, crisis intervention; behavior modification, functional and development of an eclectic model for practice

Unit III   (18 HOURS)

a**. Social group work**: concepts-assumptions, purpose, goals, principles, and values of group work, and historical development of group work; group work as a method of social work and its relation to other methods of social work. b. **Group work process**: Intake and study: selection of members, composing group, orienting the members, preparing the environment, goal setting, motivation, use of home visits, a1nd collateral contacts. c. **Assessment-** preparing for group work, first meetings-interviewing, ground rules for group work meetings, group roles and responsibilities, group meetings, d. **Intervention/treatment**: problem identification, making them work, dealing with difficulties within the group, group presentations, group work evaluation- meaning and its place ingroup work. e. **Evaluation:** steps in-group work evaluation and criteria for good group work and checklist for group work evaluation, v. Termination- reaction to termination and vi. Follow up.

b.Group work supervision: concepts, need, tasks, types, purpose, and functions, techniques and conditions for good supervision. b. **Leadership in group:** concepts, definition, characteristics, functions, qualities of leader, types and theories of leadership; training for leadership; sociometry and sociogram.

Unit IV   **(18 HOURS)**

a. **Programme planning:** meaning and definition of programme, principles and process of programme planning and the place of agency in programme planning. b. **Programme laboratory-** values and techniques: games, singing, dancing, dramatics, street play, puppetry, group discussions, parties, excursion, psychodrama, socio-drama, role play, brain storming, camping- planning and conducting camps; stages of group development and use of programme for group development: orientation stage, working stage, termination stage, programme planning, implementation, and evaluation.

b.**Models and approaches**: social goal model, remedial and reciprocal model; group therapy/group psychotherapy/ therapeutic /social treatment, development group and task-oriented group.

Unit V   **(18 HOURS)**

Recording: meaning, sources and types-process record- person oriented and problem oriented records and its components; summative record ; principles of recording, uses, and maintenance of record. Scope and practice of Social case work & Social Group work, Application of Case work and Group work method in different settings; community settings, medical and psychiatric settings, family and child welfare settings and the aged homes, schools, Special Schools, correctional institutions, industries, and skills of case worker &group worker. Limitations of Social case work practice in India.

Unit VI: Self study for Enrichment (Not Included for End Semester Examinations)

Write down the experience of establishing relationship, (Learners to conduct 1 case work and submit report)
Plan & Implement any one group work submit a detailed report,
Visit any one of the settings & observe the case work & group Work and record your observation and submit a detailed report.

Text Book

1.Upadhyay.R.K.(2010). Social case work-A therapeutic Approach, Jaipur: Rawat Publication

2.Sanjay Bhattacharya (2003), Social work :An Integrated Approach, Deep & Deep Publications

Reference Books

1.Adams .R (2012).*The short guide to social work*. Rawat Publication & Vikas Publishing

   House.

2.Mathew Grace (1992).An Introduction to Social Case Work, Bombay : Tata Institute of Social

   Sciences

3.Altmaier, E. M., Hansen, J.C..(2012), The Oxford Handbook of Counseling Psychology New

York: Oxford University Press.

4.Hamilton, Gordon (1970),The New York School of Social Work : Theory and Practice of
   Social Case Work London : : Columbia University Press

5.Hollis, Florence and Woods, Mary E.(1981).Casework – A Psychosoical Therapy New York
   : Fandom House

.   6.Paylor.I., Measham.F., Asher.H .(2013) Social work and Drug use Jaipur : Rawat
   Publications

7.Glassman, Urania.(2008).Group Work: A Humanistic and Skills Building Approach, SAGE
   Publications

8.Konopka, Gisela (1972).Social group work: A helping process. Prentice-Hall

9.Lifton, Walter M. (1966).Working with Groups, Wiley

.   10.Siddiqui, H. Y (2008).Group Work: Theories and Practices Jaipur: Rawat Publications

Web References

1. https://www.egyankosh.ac.in/bitstream/123456789/76167/1/Unit-1.pdf
2. https://www.socialworkin.com/2021/12/Client-case-worker-relationship-in-social-case-work.html
3. .https://www.yourarticlelibrary.com/sociology/social-casework-processes-study-and-diagnosis/36564#:~:text=ADVERTISEMENTS%3A,rope%20woven%20of%20multiple%20strands.
4. .https://en.wikipedia.org/wiki/Group_work#:~:text=Social%20group%20work%20is%20a,(Marjorie%20Murphy%2C%201959).
5. https://www.slideshare.net/BimalAntony/group-work-process-23990034
6. https://www.youtube.com/watch?v=Yunbt4u9uWg
7. .https://www.youtube.com/watch?v=ausahOeYOMQ

Pedagogy
Lectures, Seminars, Case Presentations, Discussion, Observation, Role Play, E- contents

Course Designers

Dr.S.Vidhya, Ms.PL.Rani

Semester I	Internal Marks: 25			External Marks: 75	
COURSE CODE	**COURSE TITLE**	**CATEGORY**	**HOURS/WEEK**		**CREDITS**
22PSW1CC3	**COMMUNITY ORGANISATION AND SOCIAL ACTION**	**CORE**	**6**		**4**

Course Objectives

o To facilitate Communities towards self-directed change

o To justify the importance of theories, practices and approaches of Community Organization and Social action

Prerequisites:

Basic knowledge on communities.

Course Outcomes and Cognitive Level Mapping

CO NO	CO Statements	Cognitive Level
CO1	Explain the concept of Community Organization	**K2**
CO2	Apply the process of Community Organization and Social Action	**K3**
CO3	Discuss the importance of Community Participation in Rural, Urban & Tribal Development	**K4**
CO4	Justify the importance of theories, practices and approaches of Community Organization and Social Action	**K5**
CO5	Elaborate the concepts of Community Organization.	**K6**

Mapping of CO with PSO and PO

COs	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	2	1	3	3	1	3	2	1	1	1
CO2	1	2	1	2	1	2	3	1	1	2
CO3	3	1	1	2	1	3	3	3	1	3
CO4	1	1	2	3	2	3	2	2	1	1
CO5	3	1	1	2	2	1	1	2	3	3

"1"-Slight (Low) correlation,   "2"-Moderate (Medium) Correlation
"3"-Substantial (high) Correlation,   "-"-Indicates there is no Correlation

Syllabus

UNIT I   **(18 HOURS)**

Community: Meaning, Classifications, and Characteristics; Community Power Structure; Community Dynamics: Integrative and disintegrative processes in the community. Concept of Community development. Similarities and Differences between Community Development and Community Organization, History of Community Organization.

UNIT II   **(18 HOURS)**

Community Organization: Concept, definition, objectives, philosophy, approaches, principles and skills; Community Organization as method of social work; Phases Of Community Organisation : Community relationship, Study, Analysis, Assessment, Discussion, Organization, Action, Evaluation, Modification and Continuation. Models of Community Organisation.

UNIT III   **(18 HOURS)**

Community Organisation Practice: Focus Groups; Analysis of Power Dynamics in Various Community. Mobilization for Participation, Involvement in Problem solving Process,

Identification of Needs, Issues, Prioritization, Problem Analysis, Selection of Alternatives, Community based Organisation Building and Federating for Sustained Problem-Solving Action.

Strategies in Community Organisation; Organising Conferences, Training programmes, Consultation, Negotiation and networking.

UNIT IV (18 HOURS)

Application of Community Organisation: Community Organisation in different fields-Health, Education, Correctional, Rural, Urban and Tribal Communities, Vulnerable sections, Disaster, Displaced Population and Rehabilitation, Peace and Peace building, Empowerment of Marginalised Groups and communities, Practice skills, Research skills for Community Work, Various Roles of Community Organiser.

UNIT V (18 HOURS)

Social Action: Definition, objectives, principles, methods and strategies; Social Action as a method of Social Work; Social Action and social reform; Radical Social Work, Saul Alinsky and Paulo Freire's methods; Process of Social Action; Scope of social action in India; Role of social workers in Community Organization and Social Action and Community Empowerment.

Unit VI (Self Study for Enrichment) (Not included for End Semester Examinations)

Caste system in India, Theories of Caste system, Social Inequality & Exclusion, Patterns of Social Mobility, Leadership, and theories of Leadership, Community Participation, Community Organization as a macro method, Community work, Nature of Different Communities with their strength and weakness, Current issues in Community Organization, Gender sensitivity issues in Community Organization, Advantages of Social Action, Examples of Social Action in India and abroad.

Text Books:

1) Joseph, S.(2012). Community Organization in Social Work, Discovery Publishing house.
2) Lee, B.(2011). Pragmatics of Community Organization, Common Act.

References

3) Guha, A. (2013) .Community Organization and Social Action, Centrum press.
4) Patil, A.R (2013) Community Organisation and Development: An Indian Perspective New Delhi: PHI Learning
5) Joseph, S.(2012). Community Organization in Social Work, Discovery Publishing house.
6) Lee, B.(2011). Pragmatics of Community Organization, Common Act.

7) Christoper, A.J & William A.T (2009)Community Organisation and Social Action New Delhi: Himalaya Publishing.

8) Rothman. J(2001) Strategies of Community Interventions and Macro Practice(6th Ed)

9) Sidduque,H.Y.(1997).Working with Communities: An Introduction to Community Work, Hira Publications

10) Sidduque,H.Y.(1984).Social Work and Social Action, Hira Publications

11) Parsons, T. (1967). The Structure of Social Action, Free Press

12) Ross,M. G.(1955).Community Organization: Theory and Principles

Web References

1) https://mgkvp.ac.in/Uploads/Lectures/32/2531.pdf

2) https://www.notesonzoology.com/ecology/communities-meaning-types-and-characteristics-zoology/4324

3) http://ignou.ac.in/upload/bswe-03-block1-unit-1-small-size.pdf

4) https://egyankosh.ac.in/bitstream/123456789/50437/1/Block-2.pdf

5) https://ctb.ku.edu/en/table-of-contents/assessment/promotion-strategies/systems-advocacy-and-_community-organizing/main

6) http://www.govtgirlsekbalpur.com/Study_Materials/Sociology/Sociology_Sem-V_CC-11_Social_Action_and_Ideal_Types.pdf

Pedagogy

Chalk& Talk, Seminar, PPT Presentation, Group Discussion and Case Study

Course Designer

Dr.G.Kanaga

Semester I	Internal Marks:40			External Marks:60
COURSE CODE	COURSE TITLE	CATEGORY	HRS/ WEEK	CREDITS
22PSW1CC1P	**SOCIAL WORK PRACTICUM**	**CORE**	**6**	**4**

Course Objectives

1. To give an opportunity to the students to put into practice the theory learnt in the classroom in the real life situation.
2. To expose to the students the various governmental and non-governmental organizations working for the welfare of the needy, downtrodden and vulnerable through observation visits.
3. To kindle the students' interest to learn the standard of living of Rural and Tribal people through social work camps and inspire them to develop a desire to serve them.
4. To train the students in developing various skills through taking up group projects on social issues/problems

Prerequisites

Students need to possess basic knowledge on the kind of Social Welfare organizations functioning for the needy, down trodden and vulnerable.

Course Outcome and Cognitive Level Mapping

CO Number	CO Statement	COGNITIVE LEVELS
CO1	Relate classroom learning in the field	K2
CO2	Identify different agencies of social work practice	K3
CO3	Discover emerging problems of rural, urban and tribal people	K4
CO4	Appraise means of Programme Planning	K5
CO5	Create models to work with emerging problems in the society.	K6

Mapping of CO and PO and PSO

Cos	PSO1	PSO2	PSO3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	3	3	3	3	3	3	3	3	1	3
CO2	3	3	3	3	3	2	3	3	2	3
CO3	3	3	3	3	3	3	3	3	3	3
CO4	3	3	3	3	3	2	3	3	3	3
CO5	3	3	3	3	3	3	3	3	3	3

S – Strong; M – Medium; L – Low"1" – Slight (Low) Correlation , "2" – Moderate (Medium) Correlation, "3" – Substantial (High) Correlation, "-" indicates there is no correlation.

Syllabus

1.   **Orientation**: A detailed instruction about field work, objectives importance of field work. Orientation provides information regarding: (1) the importance and place of the practice in the social work education and (2) the purpose, functions, and ethics in professional practice

2.   **Observation Visits**:

The purpose of the observation visits is to acquire skills of systematic observation and to develop a spirit of inquiry; to understand society's response to social problems through various services, understand and appreciate, to develop the ability to critically evaluate the initiative of voluntary and government programmes, and to develop an appreciation of social work intervention in these programmes.
A minimum of 10 visits to different social agencies with at least two settings pertaining to each field of specialisation. Suggested fields:
Health Setting: Hospitals, Psychiatric hospitals/clinics de-addiction centres, community health extension projects, district mental health programmes /projects, PHCs, etc
Educational Setting: Formal schools, non formal / adult education centres, etc.
Services for special groups: like differently abled, destitute, elderly- both institutional and non institutional
Community settings village visits, Corporations, municipalities, Panchayat Samitis etc.
*Criminal Justice system***:** observation homes, jails, etc.

3.   **Rural /Tribal Camp**s provide opportunities to experience rural and tribal life, analyse rural and tribal dynamics, and observe the functioning of local self government and voluntary agencies. This experience helps peer participation in planning for activities for own group and for the local people. It helps to carry out, evaluate, and report the experience. It also helps the social work trainees in planning,

organising, budgeting, mobilising, implementing and evaluating the projects to be implemented during the camps besides exposing their histrionic talents. The camps should be for a minimum of seven days organised by the Social Work students on a self supporting basis.

4.   **Group awareness project** on social issues / problems – Minimum of 10 days to be allotted for this purpose. A programme should be organised by the group. Each group must comprise of 3-5 students. Suggested themes such as anti – dowry campaign, HIV/AIDS awareness, gender sensitization, alcoholism, and drug awareness, suicide prevention or any social problem could be considered.

Evaluation: Total Marks – 100
Internal Evaluation- 40 marks

S.No	Internal	Marks	Total
A	Field Orientation Visits (i) Observational Skills (ii) Reporting (iii) Attendance for Filed Work	3.5 marks 3.5 marks 3 marks	10 marks
B	Rural/Tribal Camp (i) Individual Participation (ii) Initiative and Leadership (iii) Community Involvement	5 marks 5 marks 5 marks	15 marks
C	Group Awareness Project (i) Organizing Ability & Team Work (ii) Resource Mobilization (iii) Social Relevance	5 marks 5 marks 5 marks	15 marks
	TOTAL		**40 MARKS**

External Evaluation – 60 marks-VIVA-VOCE

S.NO	EXTERNAL	MARKS
1	Theoretical Knowledge	15
2	Practice Skills	15
3	Mobilizing Resources	10
4	Communication and Presentation	10
5	Reporting	10
	Total	**60**

Pedagogy

Observation visits, organizing group Projects, Planning and implementing activities in camp, Organizing community outreach programmes.

Course Designer

Dr.G.Mettilda Buvaneswari

Semester I	Internal Marks:25		External Marks:75	
COURSE CODE	**COURSE TITLE**	**Category**	**Hours/Week**	**Credits**
22PSW1EC1A	**HUMAN RESOURCE MANAGEMENT**	Elective	6	4

Course Objectives
- To introduce the students to the basics of human resource management (HRM).
- To provide an overview of the functional areas of HRM.
- To lay the foundation for a deeper understanding of and practice in the field of HRM

Prerequisites
Basic knowledge on Human Resource Management and its functions

Course Outcome and Cognitive Level Mapping

CO Number	CO Statement On the Successful completion of the course, students will be able to	Cognitive Level
CO 1	Explain the concept and functions of management to practice in the organization	**K2**
CO 2	Interpret the acquisition functions of human resources	**K2**
CO3	Develop the knowledge on employee welfare	**K3**
CO4	Assess the knowledge on Compensation and its components	**K5**
CO5	Elaborate the development functions of Human resources	**K6**

Mapping of CO and PO and PSO

CO/PO	PSO 1	PSO 2	PSO 3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	1	2	2	2	1	1	2	2	2	1
CO2	1	1	1	2	1	1	1	1	2	1
CO3	1	2	1	2	1	1	2	1	2	1
CO4	2	1	1	1	1	2	1	1	1	1
CO5	1	1	1	1	1	1	1	1	1	1

"1"-Slight (Low) correlation,"2"-Moderate (Medium) Correlation
"3"-Substantial (high) Correlation,"-"-Indicates there is no Correlation

Unit-I (18 HOURS)

INTRODUCTION TO HUMAN RESOURCE MANAGEMENT (18 hours)
Concept, Objectives Importance and Functions of Human Resource Management, Human Resource Development-Meaning and Objectives, Difference between HRM and HRD, Human capital management, Concepts of HR philosophy, HR policy, HR audit and HR Information Systems

Unit-II (18 HOURS)

ACQUISTION OF HUMAN RESOURCES: Human resource planning: concept, objectives, process. Job analysis: concept, purpose, methods. Difference between Job analysis, Job specification, Job description, Job evaluation. Recruitment: concept and sources. Difference between Recruitment and Selection, Employee Induction and Placement.

Unit-III (18 HOURS)

EMPLOYEE WELFARE: Employee Welfare-Meaning, Objectives, Philosophy, Scope, types of employee welfare -statutory and non-statutory welfare measures and Labour welfare theories.

Unit-IV (18 HOURS)

MAINTENANCE OF HUMAN RESOURCES: Compensation and benefits administration: concept and components of remuneration (wages and salary, incentives, fringe benefits, perquisites, non-monetary benefits). Determinants of compensation patterns (legislations, job evaluation, surveys, components of the pay structure). Rewards: Concepts and types.

Unit-V (18 HOURS)

DEVELOPMENT OF HUMAN RESOURCES: Training and Development - concept and difference between employee training and management development, Training process and methods (on the job training and off the job training). Management Development Methods.

UNIT-VI
SELF STUDY FOR ENRICHMENT (Not included for End Semester Examination)
Green HRM, Human Resource Business Partner**, Selection – concept, process and devices (application forms, employment tests, Interviews, Realistic job previews, background investigation, physical examination),** Criteria for distributing rewards. Difference between Performance-based pay and Competence-based pay, Laws related to Welfare, Training effectiveness: Concept and Methods of evaluating training effectiveness.

Reference Books

1.Aswathappa, K. (2010). Human Resource Management – Text and Cases. Tata McGraw Hill, New Delhi.
2. DeCenzo, David A. and Robbins, Stephen P. (2007). Personnel / Human Resource Management (3e). Prentice – Hall of India, New Delhi.
3. Dessler, Gary and Varkley,B. (2011). Human Resource Management (12e). Pearson, New Delhi.
4. Fisher, Cynthia, D., Schvenfeldt, Lyle.F., & Shaw, James,B. (2008). Human Resource Management (6e). Bizantra, New Delhi.
5. Ivancevich, John.M. (2007). Human Resource Management (10e). Tata McGraw Hill, New Delhi.
6. Rao, V.S.P. (2005). Human Resource Management – Text and Cases (2e). Excel Books, New Delhi.
7.Charles R.Greer,(2003). Strategic Human Resource Management, Pearson Education Pvt Ltd.
8. Jeffrey .A. Mello,(2002). Strategic Human Resource Management, Thompson Learning, U.S.A.

Web References
1.https://youtu.be/KXxheTQXyDw
2.https://www.youtube.com/watch?v=qWv570bxjdU
3.https://youmatter.world/en/definition/green-human-resources-management-meaning-definition/
4.https://www.youtube.com/watch?v=CLr-xaQEnkE

Pedagogy: Chalk& Talk , Seminar, PPT Presentation, Group Discussion and Case Study.

Course Designer
　　　　Ms,S.Hema

Semester I	Internal Marks:25			External Marks:75

COURSE CODE	COURSE TITLE	Category	Hours/Week	Credits
22PSW1EC1B	MANAGEMENT OF ORGANISATIONS	Elective	6	4

Course Objectives

- To provide an overview of the structure and administration of an organization.
- To impart necessary skill for the management of organizations.
- To provide an understanding of the policies and procedures involved in establishing and maintaining non-profit organizations.

Prerequisites

Gain Knowledge on managing Organisations and Non-government organizations

Course Outcome and cognitive level mapping

CO Number	CO Statement On the successful completion of this course, the students will be able to	Cognitive level
CO 1	Interpret the basic concepts of Organisation	K2
CO 2	Extend the fundamentals of Management	K2
CO3	Determine the various thoughts and theories of Management	K3
CO4	Illustrate the concept of Nonprofit Organisations	K5
CO5	Discuss the management of Nonprofit organizations	K6

Mapping of CO and PO and PSO

CO/PO	PSO1	PSO 2	PSO 3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	1	2	2	2	1	1	2	2	2	1
CO2	1	1	1	2	1	1	1	1	2	1
CO3	1	2	1	2	1	1	2	1	2	1
CO4	2	1	1	1	1	2	1	1	1	1
CO5	1	1	1	1	1	1	1	1	1	1

"1"-Slight (Low) correlation,"2"-Moderate (Medium) Correlation
"3"-Substantial (high) Correlation,"-"-Indicates there is no Correlation

Syllabus

UNIT I: Basics of Organization   (18 HOURS)

Organization: Concept, Elements of Organization, Organizational Objectives, Vision and Mission. Organization Structure: Concept and Advantages and Disadvantages of Organization Structure. Business Organizations: Concept and Operational Areas (Production Management, Human resource Management, Marketing Management and Advertising Management, Materials Management).

UNIT II: Fundamentals of Management   (18 HOURS)

Management: Definition, Nature, Functions (Planning, Organizing, Staffing, Directing, Controlling, Reporting and Budgeting), Levels of Management – Top, Middle and low level. 5Ms of management (Man, Material, Machines, Money and Motion).

UNIT-III: Evolution of management Thought   (18 HOURS)

Concepts and Key Contributions – Classical Theory: Scientific Management (F.W.Taylor), Administrative Management (Henri Fayol), Bureaucratic Theory (Max Weber);
Neo- Classical Theory: Human Relations Approach (Elton Mayo), Behavioural Approach (M P Follet) New Management theory: System Approach, Contingency Approach, New Management Thought - Theory Z (William Ouchi).

UNIT IV - Introduction to Non-Profit Organization   (18 HOURS)

 Non-profit organization: Meaning, Objectives, Principle. History of Non-profit organizations in India. Registration of organization as Societies, Trusts, and Non-Profit Companies. Strategic planning: Vision, Mission, Goal, Objective and activities

UNIT V – Management of Non-profit Organizations   (18 HOURS)

Project proposal –Meaning and Project proposal Writing, Fund Raising-Meaning, Importance, principles and practices and various funding agencies in India.

UNIT VI – Self-study for Enrichment (Not Included for End semester examination)

Managerial skills: Conceptual, Technical and Human Relation Skills. Case study and role play in Classical theory and Neo-Classical theory. Various Non-Profit Organisations in Tamilnadu. Preparing project proposal by using MS-Word and MS-Excel

References Books
1. Samvel.C. Certo And S. Trevis Certo,(2007). Modern Management. Prentice Hall of India Pvt Ltd.
2. P. Subba Rao,(2017). Mangament and organsiation behavior (text and cases) Himalaya publishing House Pvt Ltd.
3.S. P. Rajagopalan, (2008).Principles of Management, S. P. Rajagopalan, Srivari Publication

4. John R. Schermerhorn.Jr,(2005), Willy India Pvt Ltd, New Delhi 2005.
5. Sherlekar.S.A,Heredia R.A. et al.,(1979) "Industrial Organization and Management", Himalaya Publishing House, Bombay.
6. Gupta C.B.,(1998) ."Organisation and Management" Sultan Chand &Sons, New Delhi.
7. Joseph L. Massie, (1973)."Essentials of Management", Prentice Hall of India Ltd, New Delhi.
8. Harold Koontz, Heinz Welhrich and Ramachandra Aryasir,(2004). "Principles of Management", Tata McGraw Hill Publishing Co Ltd, New Delhi-
9. Robin Lall ,(2004) .The Dynamics of NGO's New Delhi, Dominant Publishers.
10. Sakararan and Rodrigues (1983) Hand Book for the Management of Voluntary Organisation Madras, Alfa Publishers Pvt ltd.
11. Sooryamoorthy R and Gangrade K.D, (2006). NGOs in India-A cross Sectional study New Delhi: Rawat publication pvt Ltd.
12. Vetrivel Surendra ,(1999). Participation Concept, Kumar Approach and Techniques, New Delhi, Vetri Publishers
13. Prasanna chandra projects,(2002). Planning Analysis, Financing, Implementation and Review, Tata MC Graw Hill Publishing Company Ltd, New Delhi.
14. Vasant Desai Project Management,(1997). Himalaya Publishing House Mumbai.

Web References
1.https://www.youtube.com/watch?v=Ie7kjAE0aBM
2.https://www.youtube.com/watch?v=TsZukmeaewc
3.https://www.youtube.com/watch?v=d1jOwD-CTLI
4.https://www.youtube.com/watch?v=EryyxLI4IK8
5.https://www.fool.com/the-blueprint/project-proposal/

Pedagogy
    Group Discussion, Case Study, E-Content and PPT

Course Designer
        Ms.S.Hema

Semester I	Internal Marks:25		External Marks:75	
COURSE CODE	COURSE TITLE	CATEGORY	HOURS/WEEK	CREDITS
22PSW1EC1C	NGO MANAGEMENT	Elective	6	4

Course Objectives

- To facilitate the understanding towards the role of civil society organizations especially NGOs in the development of the masses.
- To justify the importance of practices and approaches in NGO Management.
- To apply the process of planning and implementation of Projects.
- To elaborate the concepts and principles of NGO management.

Prerequisites

Gain knowledge in initiating a NGO and managing it .

Course Outcome and cognitive level mapping

CO Number	CO Statement	Cognitive Level
CO1	Explain the concept of Project Management	K2
CO2	Apply the process of Planning and implementation of Projects	K3
CO3	Demonstrate the importance of skills and techniques involved in NGO Management	K4
CO4	Justify the importance of practices and approaches in NGO Management	K5
CO5	Elaborate the concepts and principles of NGO Management	K6

Mapping of CO and PO and PSO

CO/PO	PSO1	PSO 2	PSO 3	PSO4	PSO5	PO1	PO2	PO3	PO4	PO5
CO1	1	2	2	2	1	1	2	2	2	1
CO2	1	1	1	2	1	1	1	1	2	1
CO3	1	2	1	2	1	1	2	1	2	1
CO4	2	1	1	1	1	2	1	1	1	1
CO5	1	1	1	1	1	1	1	1	1	1

"1"-Slight (Low) correlation,   "2"-Moderate (Medium) Correlation
"3"-Substantial (high) Correlation,   "-"-Indicates there is no Correlation

UNIT I   (18 HOURS)

Foundations of Management and NGOs: Management- Concepts, Objectives, Functions. **NGOs** -Concept, Types, Functions, Board of Directors – Composition, functions, and Role of NGOs in Community Development. **NGO Management** – Concept, Principles and Approaches.

UNIT II   (18 HOURS)

Legal Framework for Establishing NGOs in India: Constitutional Provision with regard to Charitable Organization, Formulation and Registration of NGOs in India – Societies Registration Act, Indian Trusts Act, Indian Companies Act. Foreign Contribution Regulation Act, Statutory Obligations – Income tax exemption (80G, 12A & 35 AC).

UNIT III   (18 HOURS)

Project Management in NGOs:**Planning** – Concept, Principles and Scope, Micro and Macro level planning. **Projects** – Concept, Types, Dimensions of Project –Identification, Need Assessment, Problem Tree, Formulation of Project Proposal and Project Appraisal, PRA tools, **Monitoring and Evaluation** - PERT and CPM.

UNIT IV   (18 HOURS)

Resource Mobilization: **Resources** – Concept & Types. **Resource Mobilization** – Concept, Need for Resource Mobilization, Methods and Techniques. **Fund Raising** and **Grant Proposals**– Concept, Local, Regional, State, National and International level funds, Potential donors, Strategies adopted in fund raising, Challenges encountered during fund raising, Grant Proposals – concept & framework.

UNIT V   (18 HOURS)

NGO Governance: Concept, Governing Structures at the National and International level,

Challenges and Ethical Concerns. **Good Governance**: Concept, Principles and Guidelines for good governance and Accountability. **Financial Management of NGOs** – Concept, Record Keeping, Internal Control, Budgeting and Financial Reporting.

UNIT VI   Self Study for Enrichment   (Not included for End Semester Examination)

Maslow Hierarchy of Needs, Deficiency Needs Vs Growth Needs, Maslow Hierarchy of Needs Characteristics of Self Actualizers, Strengths and Weakness of NGOs.

Text Books

1) Abraham, A (2011) Formulation and Management   of NGOs, Universal law.
2) Chandra,S. (2003) Guidelines to NGO Management, Kanishka Publishing

References Books

1) Fisher, J. (2003) NGOs and the Political Development of the Third World, Rawat.
2) Jain, R.B (1991).NGOs in Development Perspective, Vivek Prakasam
3) Shah, I (2005). A Practical Guide to NGO and Project Management, Himalayas

Web References:

1) **https://www.youtube.com/watch?v=QwvCU6AJJRI**

2) **https://www.youtube.com/watch?v=FveLpFhQbeM**

3) **https://www.youtube.com/watch?v=4AeBxiIYoZs**

4) **https://www.youtube.com/watch?v=dEwJ_E9pqLQ**

5) **https://www.youtube.com/watch?v=GItEsM_u8Tk**

Pedagogy

Lecture, Peer Discussion, Seminar, PPT, Group Discussion and Case Study.

Course Designer

Dr. T. Amirtha Mary