ST. JOSEPH'S COLLEGE (AUTONOMOUS)
BENGALURU 560 027

Recognized as 'College of Excellence' by UGC
Reaccredited with A++grade and 3.79/4.00 CGPA by NAAC
Awarded DBT Star Status & DST FIST grant by Ministry of Science and Technology, GoI

(AUTONOMOUS COLLEGE AFFILIATED TO
BENGALURU CITY UNIVERSITY)

MASTER OF SOCIAL WORK
COURSE, STRUCTURE AND CURRICULUM
2021-2023

SCHOOL OF SOCIAL WORK
ST. JOSEPH'S COLLEGE
(AUTONOMOUS)

Effective from the Academic Year 2021-2022

ABOUT THE INSTITUTION

St. Joseph's College (Autonomous), Bengaluru, is one of the oldest colleges in the state of Karnataka with a history of 134 years. It was awarded the highest rating, A++ (3.79/4), in the re-accreditation by the National Assessment and Accreditation Council (NAAC) in 2017. It was also recognized as a college of excellence in 2015. It imparts graduate, post-graduate and research education. The college has an admission policy of preferential option for the poor.

ST. JOSEPH'S SCHOOL OF SOCIAL WORK

VISION
Upholding the universal human dignity and tradition of helping with the spirit of equality, liberty, fraternity and social justice as enshrined in the Constitution of India for all citizens with a greater focus on weaker and vulnerable sections of the society.

GOAL
Training youth towards creating a conducive environment for protecting and sustaining the spirit of socialist, secular and democratic values and ethics in society through training in the Social Work profession, action to uphold social justice and human rights for the forth coming generations.

MISSION
- Our **Educational Mission** is to Prepare Social Work Practitioners skilled in critical self-reflection, in working with Individuals, Families, Groups, and Communities and to enhance the well-being of the people of our Nation and around the World.
- Our **Scholarly Mission** is to share and create collective knowledge and understanding through engaging in critical enquiry by supporting research and innovative curriculum development at the undergraduate and post graduate level.
- Our **Practice Mission** is to act on Social Justice Issues through community change initiatives by challenging the oppressive societal structure. Thus, to reaffirm the importance of respectful, meaningful and collaborative relationships as core elements of Social Work Practice.

OBJECTIVES OF THE COURSE:
1. To facilitate education and training in Professional Social Work to those desirous of making a career in the field of Social Work.

2. To sustain and enhance its excellence as an outstanding School in teaching, training, research, consultancy and extension to produce well evolved graduates with tremendous ability to provide leadership in the society and world atlarge.

3. To provide opportunities, knowledge, skills, attitudes and values appropriate to work with individuals, groups, communities, organizations and socialmovements.

4. To promote integration of theory andpractice.

5. To provide interdisciplinary collaboration for better understanding of social, economic and political structures.

6. To provide a framework to the learners to work towards realization of universal rights of citizens and equal share of resources.

7. To promote among learners a sense of dedication and commitment for disadvantaged sections of the society.

8. To provide opportunities for students for personal growth and transformation.

TITLE OF THE COURSE

The Course shall be called Master of Social Work leading to **MSW** Degree.

LENGTH OF THE COURSE

The course of study for MSW Degree shall extend over a period of **two** academic years- comprising of four semesters – two semesters in each academic year.

ELIGIBILITY FOR ADMISSION

A candidate who has passed a three-year undergraduate degree (full time) conducted by any university in India, or any other examination considered equivalent there by the Bangalore University, is eligible for admission to the course.

A written test will be conducted of which the cut off shall be decided. Preference shall be given to students who have experience of working in an organization as a volunteer or have good records over extension activities during their undergraduate programme.

ATTENDANCE REQUIREMENT

As per the University rules, a minimum of 75 % of attendance is mandatory.

COURSE PEDAGOGY

The curriculum frame adopted places the instructional content in four sets. Three of these are labeled as "DOMAINS'. The word 'DOMAIN' here is to be understood as a sphere of knowledge be it cognitive, affective, psychomotor/ behavioral or that to support attitudinal change and value clarification, all this singly, in combinations or all-together. Three of these domains are titled as: The Core Domain, the supportive Domain and the Interdisciplinary Domain. While the fourth, is titled as Elective Content.

- The Core Domain of Social Work Profession is that which characterises the profession for its philosophy, ideology, practice, values, ethics, theory and concepts.
- The Supportive Domain content provides knowledge and skills to backup or assist the core domain.

- The Interdisciplinary Domain has relevant theories, concepts and perspectives from other sciences to help understand and work with social phenomena necessitating change.

- The title Elective Content in this frame provides optional courses. The content of these courses is developed to meet national and local needs, thrust of the educational institution and/or learners' interest. These courses may be offered to make up the required credits/marks or as audit content.

SOCIAL WORK PRACTICUM – GOALS AND OBJECTIVES

The Practicum for Social Work curriculum is designed to provide a variety of opportunities to develop and enhance skills. Opportunities range from those that aid learning, observation and analysis of the realities and experience participation in social intervention. Besides, the tasks are so organized as to help the learner acquire learning skills, enrich those already acquired, and enhance these for complex situations. Gradually, the learner is encouraged to move to being an independent worker. Social Work Practicum includes Fieldwork components in every Semester which includes Block Placement and Summer Placement.

The objectives are met by providing a variety of experiences to learners, to:

(i)   Develop the ability to observe and analyze social realities.

(ii)   Understand the characteristics of social systems and their dynamics.

(iii)   Appreciate society's response to people's needs, problems, and social issues.

(iv)   Develop critical understanding of the application of legislation, legal process, and social policy.

(v)   Develop the ability to examine the process of program management and participate in the effort at various levels.

(vi)   Develop the ability to recognize the need for newer programs, initiate and participate in them.

(vii)   Using human rights tools, understanding of gender justice, and need for equity in all intervention.

(viii) Develop an understanding of organizational structures, resource management, and day to day administration for human service programmes-developmental and welfare.

(ix)   Develop the capacity to integrate knowledge and practice-theory by participating in intervention.

(x)   Clarify and imbibe values which sustain positive attitudes and professional ethics.

(xi)   Develop the capacity for self-direction, growth, and change, through self-awareness.

(xii)   Enhance writing skills to document practice appropriately. Recordings to be viewed as an expression of interest, motivation and involvement in practice. They shall be viewed as evidence of enrichment in the process of professional growth

The Practicum for M.S.W Course will have the following components

Skill Laboratory Session is a classroom activity. These sessions are based on Life Skills, the syllabus for which is designed in relevance to the curriculum proposed by the United Nations. These laboratory experiences are designed in small groups to encourage participation, sharing of the experience and aid in examining learning and applications of skills. These sessions have a specific objective of experiencing self, and applying/using self in practice.

Orientation visits provide information regarding:

i. The importance and place of the practicum in the educational programme.

ii. The purpose, functions and ethics in professional practice

Concurrent practice learning - Ongoing learning of practice is an opportunity to develop intervention skills in reality situations. This entails learning Social Work practice for two semesters. The learners may be placed in agencies or in communities to initiate and participate in direct service delivery.

Rural/Tribal camps provide opportunities to experience rural life, analyze rural dynamics, and observe the functioning of local self-government and voluntary organizations. This experience aids peer participation in planning for activities for the trainee and the members of the rural community. It also helps in developing skills, to carry out, evaluate, and report the experience.

Summer Placement provides an opportunity to experience day to day work in a setting. The learner gets involved with direct practice with the client system and with the ongoing management operations of the setting. The time frame recommended for this experience is one month, after the first year of the programme.

Block Placement enables the learners to integrate learning and generate newer learning by participating in the intervention processed over a period of six weeks continuously, in a specific agency. Usually, block fieldwork is provided at the end of the two-year programme.

PROGRAMME OUTCOMES (PO) AND PROGRAMME SPECIFIC OUTCOMES (PSO)

- PO 1:Our Graduates will Demonstrate professionalism in their behavior Post graduate students will be
  - PSO 1.1 Able to uphold social work philosophy, values and ethics.
  - PSO 1.2 Able to perform appropriate leadership roles in diverse situations of social work practice
  - PSO 1.3 Able to demonstrate skills in their professional practice
  - PSO 1.4 Able to perform effectively in teams.

- PO 2: Our Graduates will communicate/participate effectively in their professional engagements Our Graduates will be
  - PSO 2.1 Able to communicate effectively in 'working with individuals.'
  - PSO 2.2 Able to communicate effectively in 'working with group
  - PSO 2.3 Able to communicate effectively in 'working with community
  - PSO 2.4 Able to communicate effectively in community/corporate

- PO 3: Our Graduates will demonstrate effective problem-solving skills in the context of micro, mezo, and macro practices the graduates will
  - PSO 3.1 Apply social work process with different client systems
  - PSO 3.2 Demonstrate the ability in reflective practices in their practice milieu
  - PSO 3.3Perform social work research

- PO 4: Our Graduates will demonstrate proactive civic engagement
  - PSO 4.1Demonstrate volunteerism to reach out to people in vulnerable and marginalized situations.
  - PSO 4.2 Able to engage in policy practices for advancing human rights and socio-economic, political, and environmental justice.

PATTERN OF QUESTIONS

Continuous Assessment Examination (CAE) and Semester Examination (SE). A question paper shall be a mix of short answers, descriptive type and essay type questions. The duration of CAE will be an hour and SE will be for 2.30 hours.

CAE for MSW could be organized by the respective faculty via quiz, assignments, presentations, group discussions as well as written examination for 30 marks

Semester Examination (SE) - MSW

Section A	Type	Marks	No.of questions	Total Marks
A	Short Answers	5	5/7	25
B	Short Essay	10	3/5	30
C	Long Essay	15	1/2	15
Total				70

SYLLABUS FOR THEORY PAPERS

SEMESTER I

CODE	TITLE OF THE PAPER	CREDITS	INTERNAL MARKS	EXTERNAL MARKS	TOTAL
SW 7121	Social Work Profession	3	30	70	100
SW7221	Analysis of Indian Society	3	30	70	100
SW7321	Health and Dynamics	3	30	70	100
SW7421	Working with Individual and Families	3	30	70	100
SW7521	Working with Groups	3	30	70	100
SW7621	Community Organisation and Social Action	3	30	70	100
SWFW121	Concurrent Fieldwork	4	50	50	100

SEMESTER II

CODE	TITLE OF THE PAPER	CREDITS	INTERNAL MARKS	EXTERNAL MARKS	TOTAL
SW 8121	Labour welfare in Unorganized sector	3	30	70	100
SW8221	Social Work Research and Statistics	4	30	70	100
SW8321	Developmental Communication and Media in Social Work	3	30	70	100
SW8421	Social welfare administration	3	30	70	100
SW8521	Social Justice, Human rights and Empowerment	3	30	70	100
SW8621	Disaster Management	2	30	70	100
SWFW221	Concurrent field work	6	50	50	100
SWRC321	Rural camp	2	70	30	100
SWSP421	Summer Placement	2	30	20	50

SEMESTER III

Specialisation	Code	TITLE OF THE PAPER	CREDIT	INTERNAL MARKS	EXTERNAL MARKS	TOTAL
Common Paper	SW 9121	Counselling in Social work	4	30	70	100
Common paper	SW9221	Juvenile Justice and Correctional setting	4	30	70	100
CD	SWDS9321	Rural and Tribal community development	4	30	70	100
CD	SWDS9421	NGO management	3	30	70	100
M&P	SWDS9521	Mental Health and Psychiatric Disorders	4	30	70	100
M&P	SWDS9621	Health Situation in India	3	30	70	100
HRM	SWDS9721	Human Resource Management	4	30	70	100
HRM	SWDSS9821	Labour welfare and industrial relations	3	30	70	100
	SWOE9921	Human Rights (open Elective)	2	20	30	50
	SWFW521	Concurrent field work	4	50	50	100
	SWST621	Study tour	2	20	30	50

SEMESTER IV

Specilization	Code	TITLE OF THE PAPER	CREDITS	INTERNAL MARKS	EXTERNAL MARKS	TOTAL
Common Paper	**SW 0118**	Corporate Social Responsibility	3	30	70	100
CD	**SWDS0221**	Urban Community Development	3	30	70	100
CD	**SWDS0321**	Project Planning and Resource Mobilisation	3	30	70	100
CD	**SWDS0421**	Sustainability in Development	3	30	70	100
M&P	**SWD0S0521**	Medical Social work	3	30	70	100
M&P	**SWDS0621**	Psychiatric Social Work	3	30	70	100
M&P	**SWDS0721**	Therapeutic Intervention in SW Practice	3	30	70	100
HRM	**SWDS0821**	Management Concepts	3	30	50	100
HRM	**SWDS0921**	Labour Welfare and Industrial Relation	3	30	50	50
HRM	**SWDS0021**	Organizational Behaviour	3	30	70	100
	SEFW721	Concurrent Field Work	4	30	70	
	SWRP821	Research Project	4	50	50	100
	SWBP921	Block placement	4	50	0	50

SW 7121 SOCIAL WORK PROFESSION

CREDITS: 3   **45 HOURS**

Objectives

1. To familiarize the students with the history of helping processes, its philosophy, and emergence of concept of Social Work as a Profession, emerging trends challenges and prospects.
2. To encourage the students to understand the need, importance and relevance of Professional Social Work, its ideologies, scope in the contemporary situation, also familiarize with Social Work Education, Training, Practice and Associations in India and abroad.
3. To acquaint the students with various theories, ideologies, principles, approaches, methods, models and fields of professional Social Work and its application

UNITI   **9 HOURS**

Introduction to Social Work profession: History of Social Work in UK, USA and India - Social reform movements during pre & post-independence period. Social Work: Concepts, scope. Definition: Social Work, social services, social reform, social action and social welfare.

UNITII   **9 HOURS**

Sources of Social Work philosophy: Religious Sources- Christianity, Hinduism, Islam, Buddhism, Jainism Humanism; Reform movement ideologies - Ambedkarism, Gandhism, Feminism. Principles, values & ethics of Social Work practice.

UNITIII   **9 HOURS**

Methods and Fields of Social Work: Methods and fields in NGO, government sector, Correctional, health, social development, Livelihood sector, corporate sector, voluntary sector, etc. The role of CSOs in addressing social issues.

UNITIV   **9 HOURS**

Voluntary Social Work: Role of government and voluntary organization and NGOs in promoting social welfare, social action groups, Paraprofessional agencies, challenges to SW profession and the changing role & responsibilities of Social Workers. 12 hours

UNITV   **9 HOURS**

Professional organizations: Association of schools of Social Work in India and Associations of Trained Social Workers in India, status and problems of professional Social Workers, Regional, National, International organizations – Asia Pacific Association of Social Workers.

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SW7221 ANALYSIS OF INDIAN SOCIETY

CREDITS:3   **45HOURS**

Objectives:

1. To provide the students a sociological perspective of Indian society, its structure, history, and problems.
2. To sensitize them to the need to acquire suitable skills to deal with social issues
3. To introduce the processes and modes of construction of knowledge of India. Further, it aims to draw attention to the key concepts and institutions which are useful for the understanding of Indian society.

UNITI   **9 HOURS**

Sociology: Discipline and Perspective: Thinking Sociologically: Emergence of Sociology and Social Anthropology: Socio-analysis and Social Anthropology; Sociology and Psychology; Sociology & History. Meaning. Sociology–definition, nature, scope and importance; early western and Indian sociological thinkers, Sociology & Social work

India: An Object of Knowledge: The Colonial Discourse; The Nationalist Discourse The Subaltern Critique.

Unit II   **9HOURS**
Indian Society: Nature and Types of Societies: Rural, tribal, urban; democratic, socialistic and capitalistic societies, Role & Status, Individual & Society; Social Structure, Social Groups, Community; Association, Social Institution: Family, religion, economy, politics. Social processes: Co-operation, Competition, Assimilation, Accommodation, Integration and Conflict.

UnitIII   **9HOURS**
Idea of India: Gandhi and Ambedkar: Indological and Ethnographic Approaches, Resistance, Mobilization, Change: Dalit Politics; Mobility and Change; Women's Movement; Peasant Movements; Ethnic Movements; Challenges to Civilization, State and Society; Communalism; Secularism; Nationalism.

Unit IV   **9HOURS**
Social control – Meaning and purpose, social deviance, social legislation in India as a method of social control. Social Change – Concept, process, factors, theories urbanization, modernization, industrialization and bureaucratization- social disorganization, the changing Indian society – The status of women in modern India – changing perspective of roles and obligations of Indian women.

Unit V – Article Critique and Reading   9 HOURS

1) Upadhya, Carol. (2010).: The Idea of an Indian Society: G.S. Ghurye and the Making of Indian Sociology. In Anthropology in the East: Founders of Indian Sociology and Anthropology. New Delhi: Permanent Black.

2) Mukherjee, Radha Kamal. (1950).: The Social Structure of Values, London: George Allen and Unwin Chap- 2,3, 5, 6 & 9.

3) Srinivas, M.N. (1971). Social Change in Modern India University of California Press Berkeley. Chap-4,5.

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7) Freire, Paulo. (1970/ 1993) Pedagogy of the Oppressed. (Tr. Myra Bergman Ramos). London: Penguin Books. Chap- 2. pp.52-67.

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9) John, C. (2001).: 'Demographers and the Study of Mortality: Scope, Perspectives and Theory', Annals of the New York Academy of Sciences, 954:19-34.

10) Liz, Stanley. (2002).: Should Sex Really be Gender or Gender Really be Sex in S. Jackson and S. Scott (eds.)Gender: ASociological Reader,London: Routledge, pp.31· 41.

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1) Bert, N. A. (1975). A Sociological Interpretation, Chicago: Rand McNally College.

2) Bharadwaj, A.N., (1979). Problems of SC/ST in India, New Delhi: Light and Life Publication.

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7) Kolenda, P. (1987). Regional differences in family structure in India. RawatPublications.

8) Kuppuswamy, B. (1972). Social change in India. Delhi: VikasPublications.

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SW 7321: HEALTH AND DYNAMICS OF BEHAVIOUR

CREDITS:3   **45HOURS**

Objectives:

1. To develop an understanding of the individual as a thinking, feeling, and respondingperson

2. To acquire knowledge of the developmental stages and personality patterns of theindividual

3. To acquire basic information with regard to malnutrition, common communicable and non-communicable diseases and common mental disorders.

4. To develop an understanding of the concept of Health.

UNITI   **9 HOURS**

Fields of Psychology. Psychology. Meaning and Scope: Relevance of Psychology for Social Work Practice. Developmental Psychology - Definition, meaning and its importance in Social Work. Growth and Development – Life Span Perspective, nature and Principles of growth.

UNITII   **9 HOURS**

Developmental Stages- Prenatal/ Perinatal, Infancy, Babyhood, Early childhood, Late childhood, Adolescence, Early adulthood, Middle age, and Old age.

UNITIII   **9 HOURS**

Characteristics-physical, emotional, psychological, social and personality changes-developmental tasks, hazards and problems. Personality theories: Psychodynamic- Psycho sexual development theory, Psycho social theory, Behavioral, Social Learning Theory, HumanisticPerspective.

UNITIV   **9 HOURS**

Basic human needs - Maslow theory of needs, Learning, motivation, perception, intelligence, adjustment and maladjustment- concepts. Social psychology- Attitudes and Persuasion, stereo type, values, aggression, stress and conflict, communication and leadership. Group Processes, Inter group Behaviour, Interpersonal Processes.

UNITV   **9 HOURS**

Concept of Mental Health, characteristic of mentally healthy person, factors influencing mental health. Mental health and culture, human development and mental health. Concept of abnormality – symptoms, causes and treatment, Neurosis, Psychosis, Psychopathic disorders, Psychosomatic disorders and Mental Retardation. Recent Trends in Psychosocial Perspectives on Mental Health Research and their Implications.

References:

1) Cheesbrough, M., & McArthur, J. (1976). *A laboratory manual for rural tropical hospitals: a basis for trainingcourses.*

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SW7421 WORKING WITH INDIVIDUALS AND FAMILIES

CREDITS:3   **45HOURS**

Objectives:

1. To understand the case work method and its application in practice.
2. To equip learners with theoretical knowledge for work with persons and families.
3. To develop competencies in learners to use the method in practice while working with persons (clients) and families.
4. To equip learners with values, skills and principles necessary for working with persons and families.

UNIT-1   **9 Hours**

History and Development of Casework in the World; Social Casework as a Method of Social Work: Concept; definitions; Objectives; **Scope of Social Case Work**; **Components of casework**: Person; Problem; Place; Process; **Principles & application of Social Casework:** Begin where the client is; Individualization; Purposeful expression of feelings; Controlled emotional involvement; Acceptance; Non-judgemental attitude; Client self determination; Confidentiality.

UNIT– 2   **9 Hours**

Tools & Skills for Working with Individuals and Families: Home visit; Interviewing skills; Recording; Use of Casework Records as tool of intervention; Caseworker – client relationship; Knowledge of resources (networking); Communication; Basic Counselling Skills; Case presentation as tool of professional development.

UNIT:3   **9 Hours**

The Process of Case Work intervention: Intake**,** Study; Psycho-social Diagnosis /Assessment, Treatment/ Intervention, Evaluation, Termination & Follow up; Case presentation based on field work practice.

UNIT:4   **9 Hours**

Models of Casework Practice: Social Diagnostic (Richmond); Supportive and Modificatory (Hamilton); Problem Solving (Perlman); Crisis Intervention; Rapport; Classified Treatment Method (Florence Hollies); Competence based approach (ElleenGrabrill); Behavioral modification, Transactional Analysis, Gestalt Approach, Person (Client) - Centred Approach, Life Model, Solution Focused Model

UNIT:5   **9 Hours**

Social Casework in Practice: Working with Persons & Families in primary and secondary settings & fields of Social Case Work practice; Fieldwork instruction on Casework & Social Work with Families; Social casework & Counselling – similarities and differences; Limitations of the method; Role of a Caseworker as Enabler, Facilitator, Resource Mobilizer, Change agent, Social advocate.

References

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2) Barber, J. G. (1991). *Beyond casework*. Macmillan International HigherEducation.
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SW7521 WORKING WITH GROUPS

CREDITS:3   **45HOURS**

Objectives

1. To understand Social Work intervention with groups as a method of Social Work.

2. To gain knowledge of the scope of this method in various settings.

3. To develop skills to apply the method for therapeutic group work

UNITI   **9 HOURS**

Understanding Group Work and Defining Group Work: Definition and meaning of group work; history and evolution of group work in India and abroad; Objectives of group work; Types of groups; Principles of group work; Use of groups in social work; and Impact of groups on participants

UNITII   **9 HOURS**

Group work process: Pre-group planning; size and composition of the group, nature of group membership, and duration of meetings; The beginning stage: Gaining familiarity with the group; establishing objectives; laying out responsibilities of members.; The middle stage: Monitoring and evaluation; Termination stage: termination and follow up. Stages in group development: forming, storming, norming, performing and adjourning.

UNITIII   **9 HOURS**

Theories, models, and processes in group work: Theories: Systems theory; conflict theory; Field theory; Exchange theory; psychoanalytic theory; Models: Reciprocal model, Remedial model, Social goals model; Group Dynamics/Processes: communication, cohesiveness, and group conflict.

UNITIV   **9 HOURS**

Skills and Techniques in group Work: Skills: listening, observation, analytical thinking, empathy, self-control, and leadership; Techniques in group work; group counselling, group discussion, group decision making, role play, programme media, and individual sessions;

UNITV   **9 HOURS**

Group Work with different groups and different settings: Group work with children, youth, women, the elderly, the physically differently abled, the intellectually differently abled; people with substance abuse; survivors of physical, sexual, and psychological abuse, survivors of disasters; Group work in community settings vs group work in institutional settings.

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SW 7621: COMMUNITY ORGANISATION & SOCIAL ACTION

CREDITS:3   **45 HOURS**

Objectives

1. To acquaint with the concept of community and its dynamics.
2. To understand and assess the needs of the community and to link them with their sources.
3. To apply the ways and methods to organize the communities.
4. To develop understanding of social action initiatives, movements, ideological &developmental perspectives both present and past
5. To develop functional skills in creating social action methods, models, network and joint action

UNITI   **9HOURS**

Community Organisation - Historical development of community organization in UK, USA and India, definition, objective and a brief; Community – meaning, types, structure and dynamics, with special reference to India; difference between community organization and community development.

UNITII   **9HOURS**

Community organization as a method of Social Work – The concept of community, types of communities, dynamics. Community organization principles, approaches, phases of community organization – study, analysis, assessment, discussion, organization, action, evaluation, modification and continuation, etc.

UNITIII   **9HOURS**

Community organization models: Empowerment models - Rockmans Model, Paulo Faire, HR model, NGO model. LSG models – Area development model, Panchayat Raj Model, National & international model. Participatory Rural Appraisal tools & techniques in community organization, community participation as tool for empowerment,etc.

UNITIV   **9HOURS**

Social Action – meaning, objectives, principles, dynamics – networking & coalition building strategies and steps involved in negotiations with authorities. Social action by civil society groups: Contemporary issues being addressed by social action groups in India by Civil society organizations, CBOs, NGOs & federations.

UNITV   **9HOURS**

Contemporary social action movements: Issues addressed, strategies adopted by mass movements at different levels such as Kisan movement, dalit movements, Backward classes, movements against communalism, Anti-imperialist movements, Anti-Naxal movements, hindutva movements, their contributions & impact on the society.

References

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SW8121: LABOUR WELFARE IN UNORGANIZED SECTOR

CREDITS:3   **45HOURS**

Objectives:

1) To develop comprehensive understanding of on the lives & livelihoods of workers engaged in un-organized sector, emerging trends and challenges being faced
2) To familiarize the students on the political & corporate systems & structures and its influence on un-organized sector workers welfare and workers and strategies to tackle the deviations through un-organized workers unions
3) To prepare students to study constitutionally established labor welfare governing systems and structures, Labour policies, Laws and labour welfare schemes and programs also procedures & formalities to access as a matter of right.
4) To expose the students to workers rights, entitlements, vigilance mechanisms, International labour standards, ILO conventions and methods of using them

UNITI   **9HOURS**

Contemporary developments: Liberalization, privatization and globalization, The emerging concepts, trends, opportunities – outsourcing; overview of the challenges posed by globalization, liberalization & privatization policies on workers engaged in un-organized sector; International trade and market competition; role of WTO, GAAT and UNCTAD, ILO, Free Trade Agreements and bi-lateralagreements.

UNITII   **9HOURS**

Labour welfare: Labour School classification of un-organized workers, characteristics of workers, living & working conditions. Emerging trends, need and importance of collectivize the unorganized workers to address their issues.

UNITIII   **9HOURS**

Labour welfare system: principles, Comparison of social security for workers in organized and unorganized sectors; statutory and non-statutory welfare measures; Employees' State Insurance Corporation (ESIC), Provident Fund, Gratuity, Health Services, Labour Welfare Boards; right to join Trade Union; disparity in wages; wage payment practices; living wage, fair wage, equal wage and minimum wage; labour welfare laws;

UNITIV   **9HOURS**

Constitutional provisions relating to worker rights: Unorganized Workers *Social Security Act, 2008*; labour welfare laws; national policies for promotion of welfare and protection of un-organized workers; Labour courts; organizational systems & administrative structures of Ministry of Labour & Employment, Government of India; state level organizational systems & administrative structures; Labour dispute redressal mechanisms.

Trade Union movements in India: Historical perspective, need & importance of unionization/organizing workers engaged in un-organized sector in India. Role of Civil Society Organizations in protecting the rights of workers' safety & social security, ILO Labour standards & social protection, ILO core conventions mainly Equal remuneration - 1951, Freedom of association 1948, Collective bargaining 1951, Forced Labour 1957, Minimum Age 1973, Worst forms of Child labour 1999 and Discrimination (Employment & Occupation) 1958 Conventions & Inc Covenants on Social Economic & Cultural rights; laws re contract labour.

References

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10) Unorganized Labour in Housing Construction Sector in Kerala: an Empirical Investigation of The Human Rights Issues and Other Problems – Neeraja James,Kerala

SW8221: SOCIAL WORK RESEARCH AND STATISTICS

CREDITS:4   **60 HOURS**

Objectives:

1) To stress the significance of Social Work Research in addressing Social Problems
2) To impart the knowledge on social work research and make students undertake independent research projects
3) To enable students in the usage of statistics, its inter-linkage between research and document evidence-based research practices

UNITI   **12 HOURS**

SOCIAL WORK RESEARCH – INTRODUCTION
Research - Definition, Concepts, Purpose and Scope. Characteristics of Social Work Research – Scientific – Concept, Variable, Facts and Theory in research. Difference between Social Research and Social Work Research. Multi-Disciplinary Approach to Social Work Research. Selection of Research Topic – Criterion – Analysis over Social Problem – Need for Research – Formulation of Research problem - Scope of Research – Limitations in Research. Ethics in Social WorkResearch.

UNITII   **12 HOURS**

LITERATURE REVIEW ANDANALYSIS
Types of Research, Mixed Methodologies in Social Work Research. Steps in the process of Social Work Research. Secondary Data Analysis: Different sources of data, Research Gap, Paraphrasing and Comprehension ofliterature.

UNITIII   **12 HOURS**

RESEARCH METHODOLOGY
Research Design: Concept, Importance, Types. Sampling Techniques: Definition, Concept, Probability and Non-Probability techniques. Tools of Data Collection: Concept, use and application of Scaling Techniques, Reliability and Validity, Measures of Data: Nominal, Ordinal, Ratio andInterval.

UNITIV   **12 HOURS**

DATA PROCESSING, ANALYSIS AND REPORTING
Analysis of Case studies, Focus Group Discussions. Analysis and interpretation of survey data (quantitative research) - Data Processing (Editing, Coding, classification, Data Entry and Tabulation). Triangulation in Social Work Research. Presentation of Data: Organizing the data, Graphs, charts and Tables-Univariate, Bivariate, Multivariate. Research Reporting – Ethics and legal requisites. Preparation of Abstract, Proposal and Recommendations for research.

STATISTICS UTILITY
Meaning, definition and Functions of Statistics in Social Work Research. Scope and Limitations of Statistics. Measures of Central Tendency: Definition, Merits and Demerits – Manual Calculation of Mean, Median and Mode (Simple, Discrete and Continuous Series). Measures of Dispersion: Range, Quartile Deviation, Standard Deviation. Hypothesis – Concepts, Types, Error Levels, Significance levels, Usage of Hypothesis in Social Work Research. Chi Square, Correlation, 't' Test, ANOVA, Regression, Time Series.

References

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SW8321: DEVELOPMENTAL COMMUNICATION & MEDIA IN SOCIAL WORK PROFESSION

CREDITS:3   **HOURS: 45**

OBJECTIVES

- To utilize the skills, principles, methods, tools and technologies in communication effectively in social work practice.

- To analyze the impact of mass media on culture, gender, race and the development of marginalized communities.

- To understand the meaning and relevance of development communication among social work students.

UNIT I: CONCEPT OF COMMUNICATION   **(9 Hours)**

Meaning, Importance in Social Work Profession; History of Communication; Process of Communication; Barriers of Communication; Body Language & Proxemics; Communication & Culture: Language, Semiotics; Functions & Principles of Communication; Forms/Types/Levels of communications: Oral & Written, Verbal & Non Verbal, Horizontal & Vertical, Upward & Downward, Intra & Interpersonal Communication; Formal & Informal Communication; Group & Organizational communication; Communication Networks/chains/Channels; Feedback.

UNIT II: SKILLS OF EFFECTIVE COMMUNICATION   **(9 Hours)**

Listening & Interviewing Skills; Public Speaking skills: Anchoring, Animating & Presentation Skills: Meetings, Forums, Group Conferences, Group Discussion, Simulation Games, Buzz-Groups, Brain storming, Lectures, Panel Discussion, Debates, Workshops, Symposiums, Conferences; Case Studies; News Reporting Skills; Event-Management/MC Skills; Use of Equipments: Visual Aids; Black Board, Notice Board, Bulletin Board; Flip Charts; Flash Cards; Public Address Equipments-Microphone, Cameras, LCD Projectors & Computers.

UNIT III: MASS MEDIA   **(9 Hours)**

Role of Press; Community Radio, TV, Cinema & Films, Use of Mobiles & Social Media; Advertising & Public Relations, Internet/Electronic/Digital/Satellite/ITC Communication; Print Media: Photo-Journalism; Newspapers, magazines, periodicals, books, Leaflet, Pamphlets, Handouts, Bulletins, Posters; Use of Audio Visuals: Photography, Videography, Slides, Film Making, Film Appreciation Techniques & Content Analysis

UNIT IV: DEVELOPMENT COMMUNICATION   **(9 Hours)**

Theories of Development Communication; Development Paradigms; Economic and Political Communication; Communication for the Marginalized Groups: Rural & Tribal communities; Communication for Differently Abled: Braille & Sign Language; Media for Tours, Camps, Campaigns; Psychology & Sociology of Media Audience, Representation of Gender and Race in Media

UNIT V: USE OF ALTERNATIVE/FOLK/TRADITIONAL MEDIA   **(9 Hours)**

Folk Songs; Indigenous drama, Story Telling; Street Theatre/drama; Yakshagana; Role Plays; Tribal Dance, Folk Music,: Puppet Show; Visual/Fine Arts; Mime-Show; Visual Arts, Documentaries & Films on Social Issues & Human Rights; Democracy, Society & Media; Media Laws (Regulation & Censorship) & Media Ethics, Recent developments in Communication Research

References

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SW8421: SOCIAL WELFARE ADMINISTRATION

CREDITS:3   **45 HOURS**

Objectives:

1) To acquire knowledge of the basic concepts and process of administration in Social Work practice.
2) To understand the principles, procedures and policies involved in establishing and maintaining social welfare organizations and in implementing social welfare policies, programs andprojects.
3) To develop skills to participate positively in administrative process.

UNITI   **9 HOURS**

SOCIAL WORK ADMINISTRATION: Concept of Administration & Management; Concept of Principles, tools of Management; Social Welfare Administration: Concept, Definition, History, Objectives, Principles, Scope, Tasks and functions, POSDCORB, Integrated View; Social Welfare Administration and Public Administration, Problems of Corruption & Bureaucracy of Social Welfare Administration inIndia.

UNITII   **9HOURS**

MANAGEMENT OF SOCIAL WELFARE ORGANIZATIONS (Govt. and Voluntary): Organization: meaning, features, legal status, rules, procedures, personnel policies; Management, Training & Development of Human Resources, Staff Development, Executive Boards, Committees, Staff Relationship, Organizational Skills: Communication, Leadership, Teamwork, Public Relations, Supervision, Recording, Reporting, Concept of Good Governance, Social Justice; E-governance; Accountability, Transparency, SocialAudit.

UNITIII   **9 HOURS**

ADMINISTRATIVE STRUCTURE: Salient Features of Schools & Agencies, Functions of Govt. Schools in public welfare; Office of the Director General for Weaker Sections; School of Women and Child Welfare, School of Social Welfare: Central Social Welfare Board; State Social Welfare Board, Union Ministry of Social Justice & Empowerment; National Commissions, NRLM, Social Welfare Programmes, Schemes of Government in Karnataka; Role of PRIs & SHGs in Welfare Administration; NGO management: Establishment and Registration of NGOs: Societies Registration Act, Co-operatives Registration Act-1860, Company's Registration Act, 1956; Trust Act 1882; FCRA (Foreign Contribution Regulation Act).

UNITIV   **9HOURS**

PROJECT MANAGEMENT: Concept of Project: Features, Types of Projects, Participatory and non participatory projects; Project Management: Project Cycle (phases), Project Feasibility Studies, Project Planning, Project Identification &Formulation, Project Matrix: Logical

Framework, Project Monitoring, Project Control, Project Network Analysis (PERT, CPM), and Project Evaluation, Project Reporting; Project Financial Management: Sources of Finance, Resource Mobilization, Budgeting, Zero base Budgeting, Break Even Analysis, Cost Benefit Analysis, Fundraising, Funding Agencies (National & International).

UNIT V   **9 HOURS**

SOCIAL WELFARE & SOCIAL LEGISLATION: Concept of Social Welfare, Social Service, Social Security, Social Insurance, Social Assistance, Public Assistance; Concept of Social Policy: Objectives, Scope, evolution, Trends and Prospects; Distinction between Social and Economic policy, Social Planning-content & Stages, Review of major national policies and programmes: National Policy on Education-2017, National Policy on Adult Education, National Health Policy, National Policy on Children, National Policy on Women, National Policy on Youth, Policies for the Welfare of Weaker Sections (SCs & STs), Welfare of the Elderly and Welfare of the Differently abled.

References

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SW 8521 SOCIAL JUSTICE, HUMAN RIGHTS AND EMPOWERMENT

CREDITS: 3   **45HOURS**

Objectives:

1) To expose students on contemporary situation of human rights & social justice in India
2) To familiarize the students on safeguards under constitution of India & international declarations and implementation systems &structures
3) To study the social justice & human rights mechanisms for monitoring the implementation of various safeguards under the Constitution of India & international declarations.

UNITI   **9 HOURS**

Concept of Justice enshrined in constitution: Natural Justice, Distributive Justice, Corrective Justice, Social Justice. Obligation of State in complying with International Human Rights declarations; Judicial Interventions, Judicial Activism, Landmark judgments on Human Rights issues and Public Interest Litigation.

UNITII   **9 HOURS**

Human Rights concepts: Meaning, definition and concept of human rights in the context of constitution (fundamental rights & directive principles) and international framework. Nature of Human rights, the UN Declarations of Human Rights, International covenants on Civil & Political rights also Social, Economic & Cultural rights, and Fundamental duties of citizens under the Constitution of India,

UNITIII   **9 HOURS**

Nature & extent of social discriminations & human rights violations in India: Social discriminations such as caste, class, gender, ethnicity, language, place of birth (under article 15, 17, 19, 21, 23, 24, 25, 29 & 30) etc with special reference to Dalits and Ttibals & minorities and the obligatory responsibilities of government in prevention of practice of untouchability, protection of civil rights against atrocities, etc.

UNITIV   **9 HOURS**

Violation of rights of Women, children & differently-abled persons – Laws and mechanisms to safeguards: Child Rights, Child Labour Regulation, Care and Protection of Children in conflict with law, Protection of Children from Sexual Offenses, Free and Compulsory Education, Sexual Harassment of Women at Workplace, domestic violence, persons with disabilities, etc.

UNITV 9HOURS

Constitutional monitoring mechanisms: Commissions as instrument ensure of social change; Social welfare and Social justice; Role of Human Rights Institution (National and State Human Rights Commissions, Child Rights Commissions, Women's Commissions, SC/ST Commissions, Safai Karamcharis Commissions) in India to Protect Human Rights; Role of CSOs, & Human Rights Organizations & Social Work practitioners in Promoting human rights and Social Justice.

References:

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SW8621 DISASTER MANAGEMENT

CREDITS: 3   **45 HOURS**

Objectives

1) To provide students with information on disasters, their significance, and types.
2) To develop an understanding of the process of disaster-management
3) To gain a preliminary understanding of approaches of Disaster Risk Reduction(DRR)
4) To develop capacity to work with different agencies, initiate the intervention strategies and develop skills to assess the vulnerability.

UNITI   **9 HOURS**

Disasters: Definition of concepts: Disaster, Hazard, Vulnerability, Resilience, and Risks Causes, types of disasters: Natural disaster: Meteorological: Storm, cyclone. Topological: Avalanche. Telluric: Earthquake. Manmade disasters: riots, blasts, industrial, militancy, displacement

UNITII   **9 HOURS**

Impact of Disaster: Effects: Physical, social, economic, psychological impacts on individuals, families, groups, communities and nations

UNITIII   **9 HOURS**

Approaches to Disaster Risk Reduction: Disaster Management and Phases. Pre-disaster: Prevention, Preparation, education vulnerability and preparedness. Actual disaster: Contingency, short-term and long term plans, search, relief, rescue, recovery and restoration. Post disaster: Rehabilitation and commemorations Roles and responsibilities of- Community, Panchayati Raj Institutions/Urban Local Bodies (PRIs/ULBs), States, Centre, and other stake-holders.

UNITIV   **9 HOURS**

Disaster Risk Management in India: Hazard and Vulnerability profile of India; Components of Disaster Relief: Water, Food, Sanitation, Shelter, Health, Waste Management, Institutional arrangements (Mitigation, Response and Preparedness,) Disaster policy in India: DM Act and Policy, Other related policies, plans, programmes and legislation) National and International agencies: NDMA, NIDM, NCMC; UN, UNDRO, UNESCO, UNDP; Role of NGOs, Media and Defense.

UNITV   **9 HOURS**

Role of Social Worker in Disaster Management: Role of Social Worker in providing Psychosocial support in disaster, Capacity building, Research and Documentation. Role of Social Work professionals at different levels: Resources mobilization, working with other professionals, working with government and voluntaryorganizations.

Case Studies: Bhopal gas tragedy, Gujarat & Marathwada earthquakes, Orissa super cyclone, Tsunami 2004, Any Recent disasters

References:

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SW9121-COUNSELLING IN SOCIAL WORK

CREDITS:4   **60 HOURS**

Objectives

1) To acquire knowledge of the theoretical approaches to Counselling.
2) To understand the process and skills in Counselling.
3) To gain knowledge of practice of Counselling in different settings

UNITI   **12 HOURS**

Counselling: Meaning & Definition, Need, Scope, Characteristics, Goals of Counselling. Counselling as a tool for help. Evolution.

Types of Counselling: Individual and Group Counselling. Concepts-similarities & differences: Guidance, Counselling, Social Case Work, Psychotherapy.

Important Psychological tests and tools and its applications in Counselling

UNITII   **12 HOURS**

Foundations of Counselling- Philosophical Foundations – dignity of the human beings. Sociological foundations – influence of social system. Psychological foundations – concept of self, goal directed Behavior, learning principles, developmental needs at different stages.

Theories/Approaches in Counselling: Psychoanalysis, Client-Centered, Gestalt, Rational Emotive, Behavior, Cognitive Behavior, Reality and Transactional Analysis, and Eclectic approach.

UNITIII   **12 HOURS**

Counselling Relationship: Importance, Respect & Regard. Authenticity & Empathy. Problems in establishing Counselling Relationships.

Counsellor as a Professional: Personal and Professional Characteristics of a counsellor. Values and Ethics in Counselling.

Client as a Person: voluntary and non-voluntary client, expectations, client behavior. Self-explanation, Non-Defensive Listening and Dynamic Self-Understanding.

UNITIV   **12 HOURS**

Stages of Counselling: Attending (Physical and Psychological), Relationship building, Self-exploration, Goal Setting, Intervention, Facilitating Action, Termination and Evaluation Phase.

Counselling Skills: Listening – types, barriers, responding (EISPU), Communication – types, barriers, Concreteness, Focusing, Questioning (open and closed), Paraphrasing, Reflection of feelings and content, Summarization, Clarification, Reinforcement, Extinguishing, Leading, Informing, Probing, Interpretation, Analysis.

Advanced Counselling Skills: Advanced accurate empathy, Caring Confrontation, Immediacy, Self-Disclosure.

UNITV   **12 HOURS**

Counselling in different settings: School Counselling, Family counselling- premarital, marital counselling; Geriatric Counselling, Industrial counselling; De-addiction Counselling, Career Counselling; Crisis Counselling; Genetic Counselling; Counselling related to chronic illness. Post-traumatic Stress Counselling, Grief Counselling, HIV/ AIDS Counselling, and Counselling during pandemic.

Group Counselling: Meaning, Types of Groups. Group Counselling Skills & Process of Group Counselling.

Stress management, Anger management, need for research in counselling practice, Recording in counselling.

Counselling skills practice in different settings.

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SW9221: JUVENILE JUSTICE & CORRECTIONAL ADMINISTRATION

CREDITS:4   **60 HOURS**

Objectives:

1. To introduce and familiarize students on concepts, types & theories related to crime & criminology
2. To expose the students to the existing regulatory systems & structures for prevention & rehabilitation of criminals & prisoners and need for Social Work interventions
3. To familiarize the students on institutions engaged in prevention of crime and rehabilitation of criminals & prisoners. Also find the areas of Social Work interventions required
4. To develop an understanding of National and UN policies in respect of human rights

UNITI   **12 HOURS**

Introduction: History of prisons in India, Concept of crime, criminal & criminology, Nature & extent of crimes in India using NCRB statistics and reports. Theories of crimes: Types of crime; Classical and Neoclassical, Biological School, Sociological and psycho-social Theories.

UNITII   **12 HOURS**

Laws related to Criminal Justice: Criminal Procedure Code (CrPC), Indian Penal Code (IPC), National policy on Prison reforms & correctional administration, Model Prison manual, Prisons Act 1963, Preventive and rehabilitative schemes for prisoners required to be designed.

UNITIII   **12 HOURS**

Prison institutions & management: Prisons Act types of prisons & condition in prisons in India, welfare of prisoners, their rights & entitlements

UNITIV   **12 HOURS**

Juvenile & young offenders' management Systems & structures: Juvenile offenders & institutions established under the JJ Act, care & management, Probation of Offenders Act 1958. Children institutions and management

UNITV   **12 HOURS**

UN standard Minimum Rules for the Treatment of Prisoners 1955, Inc Civil & political rights, Human Rights Commission, Legal Services Authority, Police Complaint Authority & UN declaration on Child rights PIL

References and Reading

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25. Srivastava, S. P. (1989). Juvenile Justice in India: Policy, Programme, and Perspective. South Asia Books.
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SWDS9321: RURAL AND TRIBAL COMMUNITY DEVELOPMENT

CREDITS:4   **60HOURS**

Objectives

1) To understand the meaning and problems of rural and tribal communitydevelopment.
2) To understand the history, philosophy, principles, objectives and skills of rural communitydevelopment.
3) To understand Tribal Culture and empowerthem.
4) To assess their needs and promote theirdevelopment.
5) To appreciate the role of various stakeholders of rural and tribaldevelopment

UNITI   **12HOURS**
Rural Community Development History and Introduction: Rural Community Development: Definition, Concept, Philosophy & Objective, Scope, Principles & Approaches and Characteristics of Rural Communities in India, Historical Perspectives of Rural Community Development in India: Origin & Background, Early Experiments: Sri Niketan, Marthandam, Gurgaon, Wardha project.

UNITII   **12HOURS**
Rural Power Structures- Local and National: Rural Governance: Structure, Organization, Functions of Elected and Appointed Functionaries. Panchayat Systems: History: Learnings from Balwanth Rai Mehtha Committee & Ashok Mehtha Committee Recommendations, Panchayat Raj: Concept of Democratic Decentralization & 73rd Constitution Amendment. Importance of IRDP, CAPART, PURA, SGSY, NREGA, PMRY, NRLM, NRHM in Rural Community Development.

UNITIII   **12HOURS**
Analysis of Rural Community Problems: Socioeconomic, Socio-Cultural and Socio-Political Background, Rural Community Its Influence on Poverty, Farmers Suicides, Land Alienation, Land Acquisition, Migration, Unemployment, Ill Health, Illiteracy, Social Exclusion, Access to amenities. Role of different stake holders in alleviating rural communities. Emerging Trends Its Threats and Opportunities / Advantages in The Context of SEZs, Corporate / Contract Forming, Land Mining, Land Acquisition Relocation, Rehabilitation, Flood & Other Disaster and Management in RCD.

UNITIV   **12HOURS**
Tribal Community Development- Introduction and History: Definition, Concept, Objectives, Principles & Approaches to Tribal Communities in India**,** Tribal Communities in India: Demographic Profile and Status, Governing Structures of Tribal Communities: Indigenous Governing Systems & Leadership Vs Constitutional System Of Governance. Tribal Community Problems: Land Alienation, Land Acquisition in The Name of Development, Mining in Forest, Migration, Mechanization, Land Redistribution, Development and Displacement: Resettlement, Rescue, Relief, Reconstruction, Rehabilitation of Displaced Communities; Tribal Movements During British Rule, BODO Movement, Maoist Movement, Anti-POSCO Movement and Impact on The Lives of Tribes and Developing Trends

Tribal Status and Problems: Status of Implementation of PESA Act and Article 244 Provision of Constituting Tribal Councils, Status of Implementation And The Inherent Contradictions, Vulnerable Sections Among Tribes: Primitive Tribes, Nomadic, Semi Nomadic And De-Notified Tribes In India. Forest Rights Act, Status - Implementation & Progress, Ministry of Tribal Affairs: National Policies – Criterion for Government Classification of Tribes, National Commission for Tribes. Reservation for Rural and Tribal People, Role of SC, ST and OBC Commissions in Ensuring Implementation, Role of Banks, Human Rights Groups, NGO, Community Developers in Alleviating Rural and Tribal Communities, Usage of The Methods of Social Work in Alleviating Rural and Tribal Communities.

REFERENCE:

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CREDITS:3   **45 HOURS**

Objectives:

1. Develop deeper understanding of the concept, perspectives, approaches and strategies for the effective management of NGOs.
2. To understand the legal and other implications for the establishment and administrative functioning of the NGOs.
3. To understand the role and contribution of NGOs towards the welfare and development of marginalized groups of society.

UNITI   **9 HOURS**

NGO's: Meaning, Definition, Terminologies of Voluntary Agencies, Nature, Features of NGOs; Genesis, growth and functioning of NGOs; Classification & Types of NGOs, Levels of operation,/ Contributions of the Voluntary agencies & NGOs around the World & in India in education, health and sustainable development; Establishment, Formation and Registration of NGOs as Trust, Society, Company; Societies Registration Act;/ Co-operatives Registration Act-1860, Company's Registration Act, 1956; Trust Act 1882; FCRA (Foreign Contribution Regulation Act)

UNITII   **9 HOURS**

Administration & Management Of NGOs: Human Resources Management: Skills required of an NGO, Leadership, Communication, Teamwork, Training of NGO personnel & Performance Appraisal of NGOs, Social Audit; Funding Agencies (Govt. & Private); CSR funding of Companies, NGO's and Income Tax; Accountability & Transparency; Role of Govt. towards NGOs; Methods, Strategies & Skills of NGOs: Formal and non formal education; Programme Planning, Social awareness campaigns, training & skill building, advocacy & legal aid, Prevention, Rehabilitation, & Counseling; Networking with PRI institutions & civic society; Public Private Partnership (PPP).

UNITIII   **9 HOURS**

Role of NGOs in the promotion of People's power; children & women parliaments; local self-governance, NGOs & Human rights, Social & Environmental Movements; Role of NGOs in Rural, tribal, Urban community & sustainable development; Role of NGOs in dealing with Social Problems of Poverty & Unemployment; Role of NGOs in promoting - organic farming, animal husbandry, small scale industries through PRIs; Promotion of SHGs& women entrepreneurship; Role of NGOs in the implementation of UN, & Govt. policies, programs and projects.

UNITIV   **9 HOURS**

Focus Groups: NGO's role in the Welfare & Empowerment of: children, youth, elderly, women, dalits, tribals, broken families, differently-abled, terminally ill & drug-dependents; Unorganized workers: farmers, fisherfolk & traditional artisans, Minorities, migrants, refugees, prisoners, displaced, disaster victims.

Case Studies of NGOs: NGOs in Bangalore, Karnataka & India (Vision, Mission, Projects, Programs, Activities); Problems, Limitations and challenges of NGOs; Need for greater Collaboration, Linkages, Networking among NGOs with Govt. and other civic societies; Research, Innovations, Best Practices of Model NGOs.

References

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SWDS9521 MENTAL HEALTH AND PSYCHIATRIC DISORDERS

CREDITS:4   **60HOURS**

Objectives:

1) To acquire knowledge of the phenomenology, symptomatology and treatment of Common MentalDisorders.
2) To develop skills in identifying Mental Disorders in Health Care and Community settings.
3) To develop the capacity of the student to apply knowledge and skills of the methods of Professional Social Work, as a member of the Mental Health Team, in Field Work setting in Psychiatry.

UNITI   **12 HOURS**

History of Psychiatry- Concept of Mental Health- Mental Health in India- Mental Health Problems - Changing Trends in Mental Health Care- View of Mental Health and well-being.

UNITII   **12 HOURS**

Psychiatric Interviewing - Case History Recording and Mental State Examination- Psychiatric Assessment - Psycho-Social and Multidimensional- Use of Mental Health Scales in assessment and intervention.

UNITIII   **12 HOURS**

Study of the Clinical Signs, Symptoms, Causes and Treatment of the following Common Mental Disorders: Organic Mental Disorders- Mental and Behavioral Disorders due to Psychoactive substance use- Schizophrenia-Mood (Affective Disorders) - Neurotic stress related and somatoform disorders.

UNITIV   **12 HOURS**

Study of the Clinical Signs, Symptoms, Causes and Treatment: Behavioral syndromes associated with physiological disturbances and physical factors- disorders of adult personality and behavior - Mental Retardation- Disorders of Psychological Development Behavioral and emotional disorders with onset in childhood and adolescence-suicide.

UNITV   **12 HOURS**

National Mental Health Programme – Mental Health Act, District Mental Health Programme. Socio-cultural factors in Psychiatry – Magico-religious practices – Cultural beliefs –Stigma.

References:

1. Ayonrinde, O. (2006). Handbook of psychiatry: a South Asian perspective.
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SWDS 9621 HEALTH SITUATION IN INDIA

CREDITS:3   **45 HOURS**

Objectives:

1) To understand the exiting health situation in India.
2) To develop an understanding of multidimensional approach to Health.
3) To understand the basic health infrastructure in the country and their administration.
4) To relate the knowledge of health situations to Social Work Practice in India.

UNITI   **9 HOURS**

Understanding Health- a critical review of various interpretations of health. A brief review of the various systems of medicine practiced in India. Health status of the people of India with specific focus on marginalized and vulnerable groups- A comparative study of rural and urban health in India. Social economic and cultural factors that influence the health status of individuals, groups and communities.

UNITII   **9 HOURS**

Understanding health from the human rights perspective – Environment issues and health – media and health – positive and negative factors – focus on health movements and campaigns – role of the Medical Social Worker. Legislations pertaining to health – a critical review.

UNITIII   **9 HOURS**

Health administration at the National and State and district levels – Primary health centres – structure and functions – corporation and municipal health services. Health policies and health planning – review of current reports on health – Govt. of India, Govt. of Karnataka.

UNITIV   **9 HOURS**

Partners in health care – Role of NGOs, health networks, corporate sector, Educational institutions and religious institutions – preventive, promotive and rehabilitative aspects – a critical analysis. Community health – principles and models of intervention – role and functions of the Medical Social Worker.

UNITV   **9 HOURS**

Current studies on health care and health services and public health – a review and analysis from scientific journals, health magazines.

References:

1. Ajit. (2005). *Social Dimensions of Health.* New Delhi: Rawat Publications.

2. Bajpai, P. K. (Ed.). (1998). *Social work perspectives on health*. Rawat Publications.

3. Mishra. (2000). *Indian Health Report.* Delhi: Oxford University Press.

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SWDS9721 HUMAN RESOURCE MANAGEMENT

CREDIT-4   **60 HOURS**

Objectives

1) To understand the various facets of Human Resource Management.
2) To gain competencies needed for a human resources professional.
3) To enhance the knowledge of the process and recent trends in Human Resource Management.

UNIT I – Introduction to Human Resource Management   **12HOURS**

Management: Characteristics, Need, Importance, Principles and POSDCORB Functions - Contribution of Management Thinkers: Taylor, Fayol, Elton Mayo and C.K. Prahalad -Human Resources Management: Concept, scope, and objectives -Evolution, Approaches, Structure, Policies And Functions of Human Resource Management -Competencies of Human Resource Manager.

UNIT II - Sub–system of Human Resource Management   **12 HOURS**

Human Resource Planning: Concept, objectives and Process -Human Capital Management. -Job analysis: Job description, Job specification, Job design, Job Enrichment and Job Enlargement - Career planning, Succession planning and career path -Talent Acquisition: Goals, polices, sources and methods -Selection: Concept, process -Placement, Induction and socializing the new employee -Compensation Management: Compensation structure, Factors influencing compensation plans and policies, Fixation of salary, Components of salary, Pay for performance, Incentive Schemes, Rewards and Recognition -Employee Stock Option Plan.

UNIT III – Human Resource Management   **12 HOURS**

Learning (Training) and Development: Concept, objectives, steps and Process -Types of Training Methods: On-the Job and Off-the Job –Need and Importance of Training Need Analysis -Functions of Development centre -Performance Appraisal: Concept, Objectives and Importance –Methods of Performance Appraisal: Traditional and Modern Methods.

UNIT IV – Talent Retention and Separation   **12HOURS**

Attrition: Concept and Factors influencing Attrition. Transfer: Concept and Types. Talent Retention: Concept, importance and strategies. Separation: concept and methods of Separation – Exit Interviews: Need and Importance –Voluntary Retirement Scheme.

UNIT V – International HRM and Emerging Horizons of HRM   **12 HOURS**

Concept, importance, and models of International HRM -Challenges of International HR Managers -Global HR practices -E-HRM: Human Resource Information System (HRIS) - Human Resource Auditing -Contemporary trends in HRM : Corporate Social Responsibility, Benchmarking, , Core Competency, Business Process Outsourcing (BPO), Business Process Reengineering (BPR), Competency Mapping, Balanced Scorecard , Skill Matrix, People Capability Maturity Model (PCMM), Quality Circle, Total Quality Management (TQM) and Case Studies: Some cases of real business world to supplement learning from the course.

References:

1) Andrew J. D. (2012). *Essentials of Management*, New York: ThomsonSouthwestern.
2) Bernadin J. H. (2012). *Human Resource Management*, New York :McGrawHill.
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SWDS9821 Labour Welfare and Industrial Relations

Credits 3   **45 Hours**

Objectives

1. To understand the concepts of Industrial Relations and Labour Welfare

2. To comprehend Industrial Relations as a system of establishing Industrial Harmony

3. To know the application of Labour Welfare Measures in Industries and other sectors.

UNIT I   Industrial Relations   9 Hours

Industrial Relations: Meaning, Definition, Concepts, Origin, Approaches to the study of IR, Influence of Socio-Economic, Political and Technical Forces on Industrial Relations; IR at Shop Floor and Plant: Employee Discipline, Grievance Redressal Machinery

UNIT II Labour Welfare legislations 9 Hours

The Payment of Wages Act 1936, The Payment of Bonus Act 1965, The Minimum Wages Act 1948, the Industrial Disputes Act 1947, The Trade Union Act 1926, The Factories Act 1948, Employment (Standing Orders) Act 1946, The Employees' State Insurance Act 1948, The Maternity Benefit Act 1961, The Apprentices Act 1961, The Contract Labour (Regulation and Abolition Act 1970), The Employees Provident Fund and Miscellaneous Provisions Act 1952, The Payment of Gratuity Act 1972, The Public Provident Funds Act 1968, The Workmen's Compensation Act 1923.

UNIT III Trade Unions Acts   9Hours

Evolution, Purpose, Functions and Structure of Trade Unions, Major Central Trade Union Organisations, Recognition of Trade Union, Rights and Responsibilities of Registered Trade Union; Trade Union - Membership, Finance Structure , Leadership , Political Affiliation, Trade Union Rivalry & Disturbances. Collective Bargaining: Meaning, Theories, Pre requisites, Principles, Strategies, Skills, Subject matter for Collective Bargaining, Charterof Demands & Management Proposal, Factors influencing Collective Bargaining, Bargaining Structure, Procedure and Machinery for Collective Bargaining, Collective Bargaining Agreements; Problems pertaining to Collective Bargaining in India

UNIT IV-Industrial Dispute Acts   9Hours

Meaning and Concept, Instruments of Coercion –Strike, Picketing, Gherao, Bandh, Strikes and Lock – Out; Dispute Settlement Mechanisms: Bipartite Approach –Negotiation, Mediation, Works Committee, Significance of Employers' Federations; Tripartite Approach -Conciliation, Arbitration, Adjudication - Court of Enquiry, Labour Courts, Industrial Tribunal, National Tribunal, Awards; Workers Participation in Management –Concept, Levels of Participation, Benefits of Participation; Industrial Relations at the Government Level, ILO conventions and Recommendation

UNIT V-Labour Welfare Practices   9 Hours

Definition, Scope, Classification, Approaches, Principles, Origin and Development of Labour Welfare in India; Role of Government, Employer and Trade Union in promoting Labour welfare activities Occupational Health & Voluntary Welfare Measures:Industrial Hygiene and Health –Occupational diseases, Industrial Accidents: Causes and Prevention. Housing of Industrial Labour: Significance of Housing, Government Housing Schemes; Organization and administration of crèche, canteen, credit and consumer cooperatives in Industry, Unorganised Labour.

References:

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5)Sarma, A. M. (2000), *Industrial Relations*: Conceptual and Legal Frame Work Himalaya Publishers, Mumbai.

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7)Subramanian.(2002), *Labour Management Relations in India*, Asia Publishing House, Chennai

8)Tiwari, R.S.1999, New Challenges in Industrial Relations, Tamil Nadu Book House, Chennai

9)Tripathi. P. C. (1998), *Industrial Relations & Labour Laws*, Sultanchand Publication, New Delhi

10)Bascia, N, (1995), *Social Security and Labour Welfare in India*, Ashish Publishers, New Delhi

11)Bhogoliwal, T.N. (1973), *Economics of Labour and Social Welfare*, SakithyaBavan, Agra1

12)Giri, V.V. (2000), *Labour Problems in Indian Industry*, Asia publishing house, New Delhi

13)Saxena, R.C. (2006), *Labour Problems and Social Welfare*, K.Nath& Co. Educational Publishers, Meerut.

14)Ratnam, C. V. (2001). *Globalization and labour-management relations: dynamics of change*. Response Books.

SWOE9921 HUMAN RIGHTS (OPEN ELECTIVE)

CREDITS:2   **30 HOURS**

Objectives:

1) To introduce the students to the basic concepts of human rights.
2) To provide an overview of social legislation and familiarize students with pertinent legislations relating to human rights.
3) To educate the students about the existing judicial mechanism to protect human rights.

Unit 1 Human Rights -Basic Concept   **5 HOURS**
- What are Human Rights?
- Human Values- Dignity, Liberty, Equality, Justice, Unity in diversity, Ethics and Morals
- Meaning and significance of Human Rights Education

Unit II United Nations and Human Rights   **10 HOURS**
- Brief History of Human Rights- International and National Perspectives
- Provision of the charters of United Nations
- Universal Declaration of Human Rights-Significance-Preamble
- Civil and Political Rights-(Art.1-21)
- Economic, Social and Cultural Rights-(Art.22-28)
- Duties and Limitations-(Art.29)
- Final Provision (Art.30)

Unit III Human rights of disadvantaged groups   **5 HOURS**
- Status of Indigenous People and the Role of the UN
- Status of SC/ST and Other Indigenous People in the Indian Scenario
- Human Rights of Aged and Disabled
- The Minorities and Human Rights

Unit IV Human rights of vulnerable groups   **5 HOURS**
- Sex Workers
- Migrant Workers
- HIV/AIDS Victims

Unit V Human Rights in Indian Context   **5 HOURS**

- Preamble- Fundamental Rights- Directive Principles-Fundamental Duties
- Commission of Women, children, Minorities, SC/ST
- Abuse of Executive Power-Corruption-Nepotism and favoritism
- Role of Advocacy Groups: Professional Bodies: Press, Media
- Role of Lawyers, Educational Institutions, Role of Corporate Sector, NGO's.

References

1. Bare Acts. (n.d.). Retrieved from Advocate Khoj: https://www.advocatekhoj.com/library/bareacts/index.php

2. Chaudhary, J. (2012). Handbook of Human Rights. WisdomPress.

3. Gangrade, K. D. (1978). Social Legislation in India. Concept PublishingCompany.

4. Kulkarni, P. D. (1979). Social policy and social development in India. Association of Schools of Social Work inIndia.

5. Saiyed, I. A. (2015). Family Law. HimalayanBooks.

6. Sharma, B. K. (2021). Introduction to the Constitution of India. PHI Learning Pvt.Ltd.

7. Singh, S. (2020). Encyclopedia of Social Work inIndia.

Documentaries for Review

1) India Untouched
2) Prostitutes of God
3) Chakravyuh

SW0121: CORPORATE SOCIAL RESPONSIBILITY

CREDITS:3   **45 HOURS**

Objectives

1) To understand the concept and perspectives of Corporate Social Responsibility and Social Responsibility in Corporate Governance.
2) To know the models, principles, strategies of CSR and to understand its legal and ethical implications.
3) To gain an understanding the present CSR practices in India and in the global context.

UNITI   **9HOURS**

UNDERSTANDING THE CONCEPT OF CSR: Concept of Ethics & Social Responsibility, Business Ethics; Meaning & definition of CSR; Various Perspectives of CSR in the context of Business & global world; Elements of CSR: Responsibility, Accountability, Sustainability, Social contract. History of CSR in India, Phases of CSR; Areas of CSR; Skills for CSR, Role of state, Impact of religion, Emergence of merchant class, Dimensions and Importance of CSR.

UNITII   **9 HOURS**

PRINCIPLES, STRATEGIES & LEGISLATIONS OF CSR: Principles of CSR; strategies of CSR; CSR Models: Carrol's Model of CSR; Classical and Modern views of CSR; Stakeholder theory; Trusteeship model of CSR; Arguments for and against CSR; Optimistic & Pessimistic View of CSR; **Legislations and CSR**: Companies Act, 2013; Labour Legislations, Stakeholder Legislations, Environmental Legislations, Pollution Control Acts.

UNITIII   **9 HOURS**

CONCEPT OF CORPORATE GOVERNANCE: Meaning, Features, Nature, Objectives, Principles, Models, Benefits of Corporate Governance; Evolution of Company: Shareholders, Directors, Management; Theories of Corporate Governance: Importance of CSR in Corporate governance; Comparison between CSR & Corporate Philanthropy; Good Corporate Governance, Green Governance: Sustainable Human Development; Public Private Partnership; Creating CSR framework; CSR Partnerships, Framework for rating CSR; Sustainability and its challenges; Role of HR towards CSR – Managing, Monitoring, and Reporting; Social Return on Investment.

UNITIV   **9 HOURS**

Country Specific CSR Initiatives- US, UK, Indonesia, New Zealand; Differences in CSR practice; Challenges of multinationals; Roles of various institutions in CSR: Role of International Agencies; Role of Government/state, contribution of NGOs/NPO's to CSR, Role of Educational Institutions, Role of Media in CSR.

PRESENT CSR PRACTICES IN INDIA: Mechanisms & Areas of Intervention; **Case studies** of Successful CSR initiatives - Anand, Aptech, ICICI Bank Ltd, ITC, Mahindra & Mahindra, Dalmia, JCB India, Larsen & Toubro, Dabur, SBI, Bajaj Auto, ITC, NLC, Hindustan Lever, Infosys Technologies, Wipro, Ranbaxy, TATA, Titan, TVS, MRF, Orchid and ACC. General concerns & Issues, Future Trends in CSR in India; Best CSR Practices; Impact of CSR Initiatives on the socio economic Development of Rural India. (9Hrs)

References

1) Aras, G., & Crowther, D. (2010). Corporate social responsibility: A broader view of corporate governance. *A handbook of corporate governance and social responsibility*, 265-280.

2) Balachandran V., & Chandrasekaran V. (2013). *Corporate Governance: Ethics and Social Responsibility*. New Delhi: PHI Learning Private Ltd.

3) Baxi, C. V., & Ray, R. S. (2012). *Corporate social responsibility*. Vikas Publishing House.

4) Bhagabatta, B. (2016) *Corporate Social Responsibility: A Prelude to India Corporate Sector Reforms*. New Delhi: Kunal Books.

5) Companies Act, 2015 – Govt. of India

6) Fogla, M. (2014). *Hand Book on CSR for Corporates &NPO's*.

7) Harpreet Kaur, (2016) Governance Issues & Challenges, Kitab Mahal Publishers, New Delhi

8) India Planning Commission – Twelfth five year plan (2012/2017) Planning Commission, Govt. OfIndia

9) India, K. P. M. G. (2008). Corporate Social Responsibility–Towards a Sustainable Future. *A White Paper*, 64.

10) Johnson, H. L. (1971). *Business in contemporary society: Framework and issues*. Wadsworth Publishing Company.

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14) Madhumita C. (2014). *Corporate Social Responsibility*. New Delhi: Oxford University Press.

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18) Werther Jr, W. B., & Chandler, D. (2010). *Strategic corporate social responsibility: Stakeholders in a global environment*. Sage.

19) Werther Jr, W. B., & Chandler, D. (2010). *Strategic corporate social responsibility: Stakeholders in a global environment*. Sage.

SWDS0221 URBAN COMMUNITY DEVELOPMENT

CREDITS:3   **60 HOURS**

Objectives

1) To understand urban social systems and their problems and the change processes in these communities
2) To gain knowledge on the issues, concerns and their impacts in urban communities
3) To acquire skills for interventions by the community workers
4) To enhance knowledge about Urban social organizations

UNITI   **12 HOURS**
INTRODUCTION TO URBAN COMMUNITY

Urban Community: Meaning, Characteristics, classification of City, Sub- Urbans, Satellite Towns, hinterlands and Rural Urban contrast. Urbanization, Urban community Development: Urban Community Development - Definition, Objectives and Historical Development, Principles, Process and methods.

UNITII   **12 HOURS**
URBAN INFRASTRUCTURES

Urban Development indicators. Administration: National, state and local levels; Structure and functions of urban local bodies and its administration – Agencies; Metropolitans, Corporations, Municipality, Town Panchayats; Townships and Cantonments board - Changing urban leadership & power structures operating in urban areas especially the influence of corporate sector and its influence on urban policies and Programs; Smart cities & Special economic zones

UNITIII   **12 HOURS**
URBAN COMMUNITY PROBLEMS

Urban Problems: Drug addiction, Sex workers, Juvenile Delinquency, Urban Poverty, Urban Employment, Urban Settlement & Housing, Urban pollution, street living, pavement dwelling and street vendors, problems with unorganized sector, waste management and transport -Impact of globalization, liberalization and Urbanization, globalization and liberalization – emerging trends and challenges, causes for speedy growth & changing characteristics of urban areas, displacement, relocation, urban renewal & its impact, micro and macro levels- Issues and challenges – Occupations, livelihood, work, corporate and unorganized sector. Slums – characteristics and theories.

UNITIV   **12 HOURS**
URBAN GOVERNANCE AND ADMINISTRATION

Governing structure and functions of ULBs – 74th Constitutional Amendment/ Nagarpalika Act and 12th Schedule, urban community development policies & programs: government structure such as urban development Schools, Commissions, Boards, Corporations, Salient features, objectives and schemes under Urban Development Authorities Act, Slum Clearance & Improvement Act, Housing Board Act, Land Acquisition 58 Act, Karnataka Water Supply Drainage Board Act, etc, – their role in meeting the Requirement of urban poor.

URBANDEVELOPMENTANDSTAKEHOLDERS

Role&responsibilitiesof Civil society organization in the implementation of urban community development programs, their strategies and interventions. Participation of social movements, dalit, human rights organisations and urban NGOs in addressing urban poor issues and development interventions / programs. The role and responsibilities of urban community development worker.

References

1) 2011 Census for demographic profile of urban Community and trends
2) Bhattacharya B (1979): Urban development in India.
3) Bose, A. (1971): India's Urbanisation
4) Chowdhry, D. P. (1992). *Social welfare administration.* Atma Ram & Sons.
5) Elwood, S. (1948). *A handbook for social agency administration.* Harper NewYork.
6) Hettne, B. (1982). *Development theory and the third world –Ideas and action.*
7) Housing & Urban Development Corporation
8) Ministry – priorities, programs and strategies
9) Ministry of Urban Development, Housing and Foreign Direct Investment
10) National & State Urban Community Development Legislations
11) Planning Commission for Five Year Plans
12) Shah, G. (2004). Social movements in India: A review of literature.
13) State & National Gazetteers
14) Thudipara, J. Z. (2007). *Urban Community Development: Second Edition.* Rawat.
15) Wiebe, P. D. (1975). *Social life in an Indian slum. Durham*, NC: Carolina

    Academic Press

SWDS0321 PROJECT PLANNING AND RESOURCE MOBILISATION

Credit 3   **45 Hours**

Objectives

1. To provide an insight on how to work in the development sector

2. To develop campaign strategy for project planning

3. To learn to develop project planning and to write project proposals

4. To learn to identify resources and tap them for usage

Unit 1   **9 hours**

Project proposal: Definition - Components of project proposal: Project title, objectives, defining problem, activities, Budget, Outcome/impact, Evaluation. Developing a Project Proposal. Project Planning,conceptual awareness on Project Planning.

Unit 2   **9 hours**

Introduction to Project Cycle; Community Need Assessment; Developing Project Mission Statement; Developing Objectives, Developing Activities- Output, Outcome and Impact Matrix; Utilizing Basic Budgeting Skills for Creating Monitoring Indicators, M&E tools: Logical Framework Analysis and Result Based Management; Stakeholders Participation in PME/ Project Cycle Evaluation: Principles, Ethics, Methodologies and Basic Skill

Unit 3   **9 hours**

Resource Mobilisation: Introduction - Principles; Resource Mobilisation Planning: Identification of Donor Agencies, Creation of Donor Grid, Understanding Criterion for Donor Assessment; Donor Retention Guidelines; Checklist for Resource Mobilisation.

Unit 4   **9 hours**

Fundraising Management – Basic Principles in Fundraising; Importance of Strategic Fundraising Management, Analysis and Planning for Resource Development; The Effectiveness and Efficiency Question; Fundraising Modes, Issues Related to Small and Large Operations; Ethics of Fundraising, Building Case for Support and Fundraising Materials; Developing and Managing Fundraising Information System , Prospect Identification, Research, and Segmentation; Nurturing Relationships with Donors; Four Parts of an Acknowledgment Program.

Unit 5   **9 hours**

Resource Mobilisation: Elements of a Resource Mobilisation plan; Legacy Statement, Priorities, Objectives; Components - Action Plan - Strategies - Evaluation - Report Writing; Case Studies of Successful proposals and Reports.

References

1) Fogle, M. (2014).NPO Governance and Laws in South Asia. New Delhi: FMSF ·ISHR (nd.).Project and Organizational Development for NGOs and CBOs. New York: Columbia University Retrieved at http://hrcolumbia.org/peacebuilding/cbos_manual_en.pdf

2) Weinstein, S. (2009). *The Complete Guide to Fundraising Management(Third Edition*). New Jersey: John Wiley & Sons, Inc.

3) Fogle, M., and Patra, S. (2007). *Handbook on Financial Audit and Reporting in NGOs*. New Delhi: FMSF

4) Fogle, M. (2012). *Finance and Legal Handbook for NPOs (Fourth Edition)*. New Delhi: FMSF

5) Fogle, M. (2012).*Comprehensive commentaries on FCRA 2010*. New Delhi: FMSF

6) KapyepyeMavuto (2013). *Resource Mobilisation for NGOs in the Developing World: Current and Emerging Practice*. London: Adonis and Abbey Publishers Ltd.,

7) Norton Micahel (2003). *The Worldwide Fundraiser's Handbook: A Resource Mobilisation Guide for NGOs and Community Organisations*. London: Directory of Social Change.

8) Holloway Richard (2001). *Towards Financial Self Reliance – a Handbook of approaches to Resource Mobilisation for Citizens Organisations*. London: Earthscan Publishers.

SWDS0421 SUSTAINABILITY IN DEVELOPMENT

CREDIT3   **45 HOURS**

Objectives:

1) To inculcate the knowledge base on sustainable development with a view to balance our economic, environmental and social needs, allowing prosperity for now and future generations.
2) To train students to undertake major initiatives in the efficient management of natural resources and the prevention of environmental pollution with focus on Sustainable Development.
3) To promote understanding of efforts that can be made at the Industry and Government level to improve the environment, the economy and the quality of life of biotic and abiotic communities.
4) To assess local vulnerabilities with respect to climate, natural disasters and to achieve sustainable developmental needs.

UnitI   **9 HOURS**

Principles of Sustainable Development: History and emergence of the concept of Sustainable Development, Definitions, Environmental issues and crisis, Resource degradation, greenhouse gases, desertification, social insecurity, Industrialization, Globalization and Environment.

UnitII   **9 HOURS**

Sustainable development goals, No poverty, zero hunger, good health and well-being, quality education, gender equality, clean water and sanitization, alternative and clean energy, decent work and economic growth, industry innovation and infrastructure. Reduced inequalities, sustainable cities and communities, responsible consumption and production, climate action, life below water, life on land, peace justice and strong institution, partnership. Discuss the corporate monopoly over the goals with examples, bring to light the need and necessity for such goals in our society today, Community Based Rehabilitation (CBR)

UnitIII   **9 HOURS**

Socio-economic Sustainable Development Systems: Socio-economic policies for sustainable development, Strategies for implementing eco-development programs, Sustainable development through trade, Economic growth, Carrying Capacity, Public participation.

UnitIV   **9 HOURS**

The Water (Prevention and Control of Pollution) Act, 1974, amendment 1988 and rules, The Water (Prevention and Control of Pollution) Cess Act, 1977, amendment (1992 and 2003 including Cell Rules of MOEFCC), The Air (Prevention and Control of Pollution) Act 1981, amended 1987 and rules, Plastic Waste (Management & Handling) Rules, 2011The Recycled Plastics Manufacture and Usage (Amendment) Rules, 2003

Unit V

VISITS & SEMINAR PRESENTATIONS: Exercise on Sustainability reporting, Biodiversity index reporting, Experience of ISO14001 Auditing, Study of EIA report, the role of social worker in creating partnership, promoting stakeholders and working towards sustainable development.

References

1) Edwards, A. R. (2005). The sustainability revolution: Portrait of a paradigm shift. New SocietyPublishers.

2) Sustainable development in India: Stocktaking in the run up to Rio+20: Report prepared by TERI for MoEF,2011.

3) Report of the School for Policy Coordination and Sustainable Development (DPCSD), United Nations Division for SustainableDevelopment.

4) Corporate Social Responsibility Part I, Part II, Part III by David Crowther and Guler Aras

5) Environmental Protection and Laws, Jadhav and Bhosale, V.M.

6) Environmental Policy in India, ShekharSingh

7) Environmental Law and Policy of India, Diwan,S. and Rosencranz,A

SWDS 0521 MEDICAL SOCIAL WORK

CREDITS:3   **45 HOURS**

Objectives:

1) Understand the changing concept of health as an aspect of social development.
2) Develop a critical perspective of healthcare services and programmes in the context of health scenario in the country.
3) Gain understanding of relevance, domains and nature of Social Work intervention in different health settings.

UNITI   **9 HOURS**

Understanding the concept of Medical Social Work in India: Origin and History of Medical Work: USA/UK/India: Concept of Health, Well-Being and Disease: Health: Meaning, components, determinants of health; Indicators of health status of people in a community; Disease: Causation and prevention; Health scenario of India: epidemiology and etiology of major communicable and non-communicable diseases; Health as an aspect of social development.

UNITII   **9 HOURS**

Concept of Disability: Causes, Management and Rehabilitation of Physical Disabilities-Rehabilitation : Definition, Objectives, Principles, Approaches and Models - Commmunity Based Rehabiliation - Multi Disciplinary approaches in Medical Social Work: Importance of Team Work and Case Conference, - Role of the Medical SocialWorker.

UNITIII   **9 HOURS**

Medical Information for Medical & Psychiatric Social Workers: Anatomy and Physiology of the human body: a) Respiratory System, b) Digestive System, c) Central Nervous System, d) Cardio Vascular System, e) Skeleto-Muscular System, f) Genitourinary System, g) Reproductive System (male and female), h) Endocrine System; Advanced Medical Information for Medical & Psychiatric SocialWorkers.

UNITIV   **9 HOURS**

Healthcare Services and Programmes : Structure of healthcare services in India: Primary, secondary and tertiary level health care structure and their functions; Primary healthcare: Concept, issues of availability, affordability and accessibility of healthcare services, Post Alma Ata declaration initiatives in India; Health planning and policy: National health policy, 2002 and health planning over five year plans; National Epidemiological Studies.

UNITV   **9HOURS**

Medical Social Work in Various Settings: Functions of medical and psychiatric Social Workers: a) General Hospitals, Government, Corporate and private, specific disease hospitals, Specialized Clinics, community health centers, blood banks, eye banks, health camps; b) Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically andmentallychallenged.EmergingConcernsinHealthcare:Public-privateparticipationand

collaboration in health care: Role of NGO and private sector in health care; Health Activism, Social mobilization at the grassroots: Case study of People's Health Movement; RCH: Concept, components, strategies, and emphasis on reproductive rights.

References:

1) Baru, R.V. (1998) *Private Health Care in India: Social Characteristics and Trends*. New Delhi: SagePublications.

2) Burman, P. & Khan, M.E. (1993). *Paying for India's Health Care*. New Delhi: Sage Publications.

3) Dasgupta, M. & Lincoln, C. C. (1996). *Health, Poverty and Development in India*. New Delhi: Oxford University Press.

4) Dhillon, H.S. & Philip, L. (1994). *Health Promotion and Community Action for Health in Developing Countries.* Geneva: WHO.

5) Drinka, T. J. K. & Clark, P.G. (2000). *Health Care Teamwork: Interdisciplinary Practice and Teaching.* Westport, CT: Auburn House.

6) Germain, C.B. (1993). *Social Work Practice in Health Care: An Ecological Perspective.* New York: The FreePress.

7) Katja, J. (Ed.) (1996). *Health Policy and Systems Development*. Geneva: WHO.

8) Oak, T.M. (Ed.) (1991). *Sociology of Health in India.* Jaipur: Rawat Publications.

9) Park, K. (2005). *Textbook of Prevention and Social Medicine (18th edition).* Jabalpur: Banarsidas Bhanot.

10) Phillips, D.R.&Verhasselt, Y. (1994). *Health and Development. L*ondon: Routledge.

11) WHO (1978). *Primary Health Care: A Joint Report by Director General of WHO and Director of UNICEF*. International Conference on Primary Health Care. Alma Ata: USSR

SWDS0621 PSYCHIATRIC SOCIAL WORK

CREDITS: 3   **45HOURS**

Objectives

1) To enable the student to understand the basic Principles underlying various forms of Psycho Social Intervention techniques in Clinical Settings.

2) To facilitate the development of skills in Practicing various psychosocial interventions while working with patients, their families and communities.

3) To initiate the student into integrating indigenous and holistic therapeutic practices in keeping with the principles and the code of ethics of Professional Intervention.

UNITI   **9 HOURS**

A brief historical development of psychiatric social work in U.K, U.S.A, and India. Psychiatric social work: its significance as a field of social work in India. The mental hospital as a social system. The concept of partial hospitalization, the role of the psychiatric social worker in a mental hospital.

UNITII   **9 HOURS**

Clinical Setting-Definition, Types, Models of Clinical Practice, Multidisciplinary team in psychiatric setting -role and functioning, Individual and Family factors in mental illness, Recent advances in knowledge about causation of mental illness and treatment, Ecological systems theory by Bronfenbrenner-Systems Theory

UNITIII   **9 HOURS**

Psycho- Social Therapies-Case management, Psychoeducation, Supportive Therapy-Social Diagnosis -Telemedicine.Psychotherapies- Cognitive Behaviour Therapy, Family Therapy, Motivation Enhancement Therapy (MET), Exposure Response Prevention (ERP), Gestalt Therapy

UNITIV   **9 HOURS**

Psychiatric Disability: Definition and Classification of Psychiatric Disability-Welfare measures for persons with psychiatric disability.Indigenous therapeutic Techniques- Yoga, Meditation-Current trends in Healing- Transactional Analysis, Neurolinguistic Programming, Positive Imaging, Pain Management techniques

UNITV   **9 HOURS**

Psychosocial Rehabilitation: Theory and concept of psychosocial rehabilitation- Community Based Rehabilitation (CBR)

Community Psychiatry and role of social Worker -Mental Health Gap Action Programme (MHGAP) and Mental Health Action Plan by World Health Organization (WHO)

The Mental Health Care Act 2017Limitations and difficulties faced by the psychiatric social workers in the field. Practical measures that can be taken by psychiatric social works in our country to tackle the problems in the field; National and District Mental Health Programmes.

References

1) Hamilton, G. (1955). *Theory and Practice of Social Case Work.* New York, USA : Columbia University Press.

2) Helen (1995), *Social Case Work: A Problem Solving Process*. The University of Chicago Press, Chicago,USA

3) Coleman, *Comprehensive Textbook of Abnormal Psychology*

4) Mangal, S.K. (2006). *An Introduction to Psychology*, Sterling Publishers Pvt. Ltd.

5) Konopka, (1983). *Social Group Work: A helping Process*, Prentice Hall, New Jersey, USA

6) Lapworth & Phil (2001). *Integration in Counselling and Psychotherapy: Developing a personal approach*, Sage publications, New Delhi.

7) Windy & Dryde (2002), *Handbook of Individual Therapy,* Sage Publications, New Delhi.

8) Egan & Gerard (2006). *The skilled helper: A problem management and opportunity, Development Approach to helping*. Boston, USA: Wadsworth publishers.

CREDIT3   **45 HOURS**

Objectives
  1) To understand the basic Principles underlying various forms of Psycho Social Intervention techniques in Clinical Settings.
  2) To facilitate the development of skills in practicing various psycho social interventions.
  3) To integrate indigenous and holistic therapeutic practices in keeping with the principles and the code of ethics.

UNIT I -Frameworks for Clinical Practice   **9 HOURS**
Behavioral and Cognitive Theories, Psychoanalytic Theory, Humanistic-existentialist theory, Models of Clinical Practice –Medical, Friendship, Artistic and Educational. Standards for the Practice of Clinical Social Work.

UNITII-Psychotherapy   **9 HOURS**
History, Definition and Techniques of Psychotherapy, Specific Treatment Modalities -Clinical Practice with Children and Adolescents, Family Therapy, Psychoanalytic Psychotherapy, Couples Therapy, Group Treatment of Children and Adolescents, Group Treatment With Adults, Interpersonal Therapy.

UNIT III –Specialized Clinical Issues   **9 HOURS**
Emergencies, Elderly, Interpersonal Violence, Depressed Clients, Dynamic Approaches to Brief and Time-Limited intervention, Cross-Cultural Clinical Social Work Practice, Urban School Settings, Researching Clinical Practice.

UNIT IV –Indigenous Therapeutic Techniques   **9 HOURS**

Yoga therapy, Meditation, Spiritual Healing and Relaxation Therapy. Use of Art Based Therapies and expressive therapies in the healing Process.

UNIT V -Emerging TrendsinHealing   **9 HOURS**
Holistic treatment, Neuro-linguistic Programming, Positive Imaging, Self-analysis, Pain Management techniques, CaregiverSupport, Mental Health intervention related to Pandemic/Disaster.

References

  1) Brandell, J. R. (Ed.). (2010). *Theory & practice in clinical social work*. Sage.
  2) Corrie, S., Townend, M., & Cockx, A. (Eds.). (2015). *Assessment and case formulation in cognitive behavioural therapy*. Sage.
  3) Dryden, W. (2007). *Dryden's handbook of individual therapy*. Sage.
  4) Lapworth, P., & Sills, C. (2010). *Integration in counselling & psychotherapy: Developing a personal approach*. Sage Publications.
  5) Mangal, S. K. (2009). *An introduction to psychology*. Sterling Publishers Pvt. Ltd.
  6) Tinsley, H. E., Lease, S. H., & Wiersma, N. S. G. (Eds.). (2015). *Contemporary theory and practice in counseling and psychotherapy*. Sage Publications.
  7) Van Deurzen, E., & Adams, M. (2016). *Skills in existential counselling & psychotherapy*. Sage.
  8) Veereshwar, P. (2002). *Indian System of Psychotherapy*. South Dumdum: Gyan Books Pvt. Ltd.

SWDS 0821 HUMAN RESOURCE DEVELOPMENT AND EMPLOYEE WELLNESS

Credit 3   **45 hours**

OBJECTIVES

- To develop multi facets of the personality and to build self-confidence.
- To develop a spirit of continuous learning and innovation.
- To strengthen the competency base of individuals, teams and organization and also familiar with the organizational culture.
- Understand and further the organization culture.
- To appreciate the importance of bottom-line focus to the Human Resource function and trend toward HR Accountability.

UNIT I   **9 hours**

Human Resource Development (HRD): Concept, history and need for HRD; Overview of HRD as a Total system; accountability and Ethics in HRD, Approaches to HRD; human capital approach; social psychology approach and poverty alleviation approach; HRD and its dimensions, Competency Mapping.

UNIT II   **9 hours**

HRD Interventions: Performance Measurement Systems – Fundamental issues. Feedback sessions. Organizational goal setting process, Key Result Area (KRA) and Key Performance Indicator (KPI), Coaching, Mentoring, career planning, career development, reward system, quality of work life. HRIS: - Computers and computer based Information Systems. Measuring HR:Changing role of HR, HR as a strategic partner. Approaches to measuring HR: - Competitive Benchmarking, HR Accounting, HR Auditing, HR Effectiveness Index, HR Key Indicators, HR MBO (Management by Objectives).

UNIT III   **9 hours**

Instructional Technology: Learning and HRD; Building Learning Organization: measuring learning – the intellectual capital, architecting a learning organization, Organizational Learning, models and curriculum; factors and principles of learning; group and individual learning; HRD trends; behavioural sciences; transactional analysis; Concepts of continuous learning, behaviour modelling and self-directed learning; evaluating the HRD effort; data gathering; analysis and feedback; HRD experience in Indian organizations; future of HRD - Organization culture and development.

UNIT IV   **9 hours**

Talent Development: Concept and importance; Training Need Analysis, process of training, designing and evaluating training and development programs. Use of information technology, Types and Methods of Training: Training within industry (TWI), External; on the job and off the job; Training methods; lecture, incident process, role play, structured and unstructured discussion, in-basket exercise, simulation, vestibule, training, management games, case study, programmed instruction, team development, and sensitivity training; review of training programs.

UNIT V 9 hours

Employee Wellness: Concept, philosophy, principles and scope; Importance and relevance of wellness programs, Role of Welfare Officer as per the Factories Act 1948. Relevance - with reference to Accidents, Absenteeism, Alcoholism, Domestic Violence: Preventive and remedial measures. Employee Counselling. Role of Counsellor in Organizations. Social responsibility guidance standard, environmental impact assessment

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15. Swayze, J. S., & Burke, L. A. (2013). Employee wellness program outcomes: A case study. *Journal of Workplace Behavioral Health*, *28*(1), 46-61.

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SW0921 PERFORMANCE MANAGEMENT AND COUNSELLING

CREDIT 3   **45 HOURS**

Objectives:

1. To learn about performance management of the employee through various frame works
2. To learn about performance appraisal and connected concepts
3. To develop an understanding of counseling in corporate settings

UNIT– 1   9 HOURS

Performance Management as a Business Strategy: Theoretical Framework; Designing Performance Management Systems: Setting Goals, Measuring Performance, Rewarding Performance, Process Links, Feedback and Amendments.

UNIT– 2   9 HOURS

Performance Appraisal: Concept, PA Process, Methods of PA, MBO, 360 Degree Appraisal; Developing an Appraisal: Choosing the Appraiser; Role of HR Manager; Reliability and Validity of Appraisal.

UNIT– 3   9 HOURS

Feedback, Potential Appraisal, Career Planning, Identification of Training Needs, Benchmarking

UNIT-4   9 HOURS

Counselling: Meaning; Need for Counselling in Work Place; Goals of Counselling: Immediate, Long Term; Types of Counselling; Counselling Process: Problem Identification; Strategies and Skills; Counsellor – Counselee Relationship.

UNIT– 5   9 HOURS

Content of Counselling: Preparation, Intake Procedure, Rapport, Counselling Environment; Specifics of Counselling: Observation, Listening, Nonverbal Behaviour, Communication, Questioning, Science, Transference, Follow-up; Post-Appraisal Counselling; Counselling for Separation. Case Analysis:

References

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SW0021 ORGANISATIONAL BEHAVIOUR

CREDIT3   **45 HOURS**

Objectives

1) To gain knowledge about organizational behavior
2) To understand the functions and activities of organizational behavior
3) To acquire skills of working with organized sectors

UNIT1   **9 HOURS**

Organizational Behaviour–Meaning, importance, challenges, opportunities, models and contributory behavioural science disciplines. Contributions of Hawthorne studies

UNIT2   **9 HOURS**

Foundations of Individual behaviour –Physical and intellectual ability, emotional intelligence – Attitudes-job satisfaction, job involvement and organizational commitment –Personality, Perception and decision making. Motivation –Definition and theories-Transactional analysis – Johari window

UNIT3   **9 HOURS**

Foundation of group behaviour –Group structure, group decision making, teamwork – Communication -Concept, process, types and effectiveness. Leadership-concept, styles, finding and creating effective leaders –Conflict in organizations-nature, level, sources, effects and resolution strategies

UNIT4   **9 HOURS**

Functions of organization structure–Organization structure-concept, work specialization, Schoolalization, Span of control, Centralization and decentralization. Organizational culture-Definition, types, creating an ethical Organizational culture –Organizational values, Organizational Climate

UNIT5   **9 HOURS**

Organizational Dynamics–Work stress –Definition, potential forces, consequences and managing stress –Quality of work life –Work Life Balance –Employee Engagement

References

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11) Uma Sekaran. Organisational behavior: Text and Cases. (Tata McGraw Hill, NewDelhi)

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SWP821: DISSERTATION PROJECT REPORT

OBJECTIVES: **60 HOURS**

1) To get hands on experience in practicing Social Work Research
2) To learn skills of computing and statistical usage.
3) To imbibe the interest in acquiring the skill of scientific enquiry.

Every candidate shall be required to complete a research product related to his/her topic. Candidates shall select the topic of their research in consultation with the head of the School of the Social Work and the faculties. Three typed and bound copies of the research work shall be submitted. Dissertation will be evaluated by 2 examiners and the students will have to defend his/her work in viva voce.
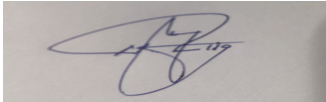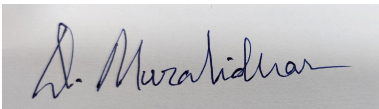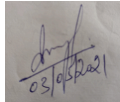
1) This paper carries 100 marks; each student is placed under the guidance of a faculty member for dissertation work. The student is required to select an area of the subject of his/her interest. The synopsis should be submitted to the co-ordinator /Head of the School before the examination of II semester. Subsequently, the student is guided to prepares Questionnaire/interview schedule/ any other tool for systematic collection of data from a group of subjects.

2) The vacation period after III semester examination may be utilized for data collection in the field. After data collection analysis is done. The type-written/hand copy written is to be submitted to the Head of the School for the Valuation before the commencement of theory examination for IV semester.

3) The core content of the report may not be less than 100 typed pages and it should cover in general the following chapters.

    I.   Introduction
    II.   Review of literature
    III.   Research Methodology
    IV.   Results and discussion
    V.   Suggestion and conclusion.
    VI.   References &appendices

School of Social Work Bachelors of Social Work (MSW)

Members of Board of Studies 2021-2022

Approved with changes

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Chairperson (Dean)- Fr. Dr. G Augustine Lourdu	
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Post Graduate Alumnus - Mrs. Gangamma MC	
Member- Prof. Y. J. Rajendra	Y. J. Rajendra
Member- Prof. D. Kiran Jeevan	
Member- Dr. Mary Princess Lavanya	
Member- Prof. Latha Paul	Latha Paul

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