

**BOARD OF STUDIES, Odd
Semester: 2020- 2021**

**P.G. & Research Department
of Social Work
Sacred Heart College
(Autonomous)
Tirupattur Tk &Dist – 635601**

Date: 24/11/2020

**PG & RESEARCH DEPARTMENT OF SOCIAL WORK
SACRED HEART COLLEGE, TIRUPATTUR, VELLORE DIST
BOARD OF STUDIES MEETING**

Date: 24/11/2020

Venue: Department of Social Work

Time: 11.00 am to 1:00pm

AGENDA

- **Prayer**
- **Welcoming the Member – J.Andrews Raja, Chairman**
- **Presentation – The organizing the course for 1st and 2nd years in pandemic time –
Field work, Research Guidance**
- **Introduction to extension programme of the department**
- **Passing of Resolution for adapting Field work, Research, and Extension activity**
- **Vote of Thanks**

MINUTES OF BOARD OF STUDIES

PG & Research Department of Social Work, Sacred Heart College, Tirupattur

The Board of Studies of the PG & Research Department of Social Work, Sacred Heart College, Tirupattur held on 24th November, 2020 at the Department of Social Work from 11.00 AM .The following members were present for the meeting.

1. Rev. Fr. J. Andrews Raja, Chairperson, Assistant Professor
2. Dr. C.R. Christi Anandan, Member, Assistant Professor
3. Dr. K. Arockia Raj, Member, Assistant Professor
4. Dr. Clayton Michael Fonceca, Assistant Professor
5. Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor
6. Ms. E. Lisa, Member, Assistant Professor
7. Dr. T. Selvam, Member, Assistant Professor

External Experts who were Present for the meeting

Student Representative

- Sr. Sumi Joseph, Ph.D Scholar, P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur.

Members Absent

University Nominee

- Dr. J. S Gunavathy Associate Professor & HOD, Madras School of Social Work , Chennai

Expert from Industry

- Mr. S.D. Jawahar Michael, Hi5 Careers Pvt Ltd. Chennai

Agenda

- Presentation – Online Teaching, Learning, Evaluation and field work
- Presentation – Research and field work
- Presentation – Extension Programme of the department
- Passing of Resolution for adapting Research, filed work and extension activity

Description:

J. Andrews Raja Chairperson, Assistant Professor, started the meeting at 11.00 AM. He welcomed the members for the meeting and introduced the Sr. Sumi Joseph, Student Representative, Ph.D Scholar, P.G.& Research Department of Social Work, Sacred Heart College, Tirupattur. Each Staff from the Department of Social Work, Sacred Heart College introduced themselves in the meeting.

The Members discussed various issues relating to online teaching and learning at length – Availability of technological support both for staff and students, timing of the class, teaching methods to be adopted for taking various subjects on line, evaluation criteria for internal assessment and question patterns for CA. Practical conclusion were drawn for effective implementation for online teaching and learning.

The next important issue that was taken for serious consideration was Research guidance for the Second Year students – The emphasis was laid on laying down clearly the research process and monitoring effectively. The research process was spelled out clearly and the model for presentation was finalized. In the third semester the evaluation would be on the students' understanding of the research process.

The field work component posed a great challenge in this pandemic. The discussion led to identifying various creative ways of engaging the first and second year to continue this important component of social work education. Knowledge acquired from the participation at various meeting with other schools of social work facilitated better decisions.

One of the three dimensions of any higher education institution is 'Extension'. The member came up with quality ideas as to how the department can be meaningfully present in the neighborhood. The need and importance of this activity was emphasized by every member in the department.

It was also noted that there were no changes to be made in any course content in the syllabus.

Experts appreciated the efforts taken by the faculty and approved the changes to be incorporated in the MSW Programme Structure from the Academic year 2020-2021 onwards. The suggestions and recommendations facilitated by the experts to the Department would be presented to the Academic Council.

Dr. Selvam proposed the vote of thanks.

Tirupattur
24/11/2020

RESOLUTIONS PASSED:

1. It was resolved that the P.G. & Research Department of Social Work would implement the following to address the issues related to online teaching, learning and evaluation
 - The timing of the classes – 8.30 am to 1.15 pm
 - Both synchronous and asynchronous methods of teaching and learning would be adopted
 - Maximum utilization of Moodle platform available in the college
 - Lesson plan to be uploaded in the Moodle
 - Online Assignments would be given to the students
 - Evaluation assignments and CA would be done through Moodle facility
2. The research process was finalized and every staff would follow it in guiding the students through online reporting and evaluation
3. It was resolved the for field work the following activities to be undertaken
 - Online talks by heads of organization from different settings
 - Empathy note book
 - Working part time with government or non government programs organized in their neighborhood
 - Reports to be submitted weekly on line for guidance
4. It was resolved the department would reach out to its neighborhood by students and staff reaching to various panchayaths in the newly formed district on a regular basis.
5. It was resolved to encourage students to take active part in various co-curricular and extra curricular activities initiated in the department.

BOARD OF STUDIES
2021

**P.G. & Research Department
of Social Work**

Sacred Heart College (Autonomous)

Tirupattur – 635601

Tirupattur District

Date: 13/04/2021

PG & RESEARCH DEPARTMENT OF SOCIAL WORK
SACRED HEART COLLEGE, TIRUPATTUR, VELLORE DIST
BOARD OF STUDIES MEETING

Date: 13/04/2018 Venue: Department of Social Work (Online) Time: 9.15 am to 11:30 pm

AGENDA

Prayer

Introduction and Welcome

Presentation of the Subjects

Recommendations

- **Semester I subjects**
- **Semester II subjects**
- **Semester III subjects**
- **Semester IV subjects**

Vote of Thanks

MINUTES OF BOARD OF STUDIES

PG & Research Department of Social Work, Sacred Heart College, Tirupattur

The Board of Studies of the PG & Research Department of Social Work, Sacred Heart College, - Tirupattur was conducted on 13th April, 2021 at the Department of Social Work from 9.15 AM to 11:30 PM. The following members were present for the meeting.

J. Andrews Raja Member, Chairperson, Assistant Professor
Dr. C.R. Christi Anandan, Member, Assistant Professor
Dr. K. Arockia Raj, Member, Assistant Professor
Dr. Clayton Michael Fonceca, Assistant Professor
Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor
Ms. E. Lisa, Member, Assistant Professor
Dr. T. Selvam, Member, Assistant Professor

External Experts who were Present for the meeting

University Nominee

- Dr. Gunavathy, Head, Department of Social Work, Madras School of Social Work Chennai

Expert from Industry

- Mr. Michael, VP-HR & Administration, Sun TV Network Ltd. Chennai.

Member absent

- NIL

Agenda:

To review the existing MSW syllabus for the first two semesters (To be presented to the Academic Council in (2021 – 2022)).

Description:

J. Andrews Raja, Member, Chairperson, Assistant Professor, started the meeting at 9.15 AM. He welcomed the members for the meeting and introduced the university nominee, Dr. Gunavathy, Head, Department of Social Work, Madras School of Social Work, Chennai and the field expert, Mr. Andoni Michael Suresh A, HR Executive, Aditya Birla Fashions & Retail Ltd. Thally.

J. Andrews Raja presented the purpose of the meeting:

1. *Review of the current syllabus*
2. *Any other suggestion for Pandemic time*

J. Andrews Raja presented the subjects semester wise from Semester I to Semester IV and the Experts along with the panel members presented their suggestions and revisions. The subjects of Semester I and IV were taken one by one and a proper review was done by the members. The external members systematically presented their views. Their recommendations along with the suggestions will be presented during the Academic Council Meeting (2021-2022).

RECOMMENDATIONS FROM THE BOARD
MSW-COURSE (Restructured) - 2021-22 Batch Onwards

SEMESTER I

Code	Title of the subject	
MSW120T	Introduction to Social Work Profession	<p>Unit :2 – Indigenous models of Social Work (Vallar, Naryana Guru, Meivazhi Salai) <i>to be included</i></p> <p>Unit : 4 – International Social Work <i>to be included</i></p> <p>Bibliography: K. Varmi Kanthan, Jyothi Vazhiyil Vallalar, Vanathi Pathipagam, chennai M.P Gurusamy, 1977, Vallar oru Arimugam, Madurai Kamarajar University, Madurai <i>to be included</i></p>
MSW121T	Social Work Practice With Individuals	<p>Unit 2: Intake: Study: 1. Interviewing (types, purpose, skills, techniques and principles of interviewing), Home visits, Collateral contacts, Referrals 2. Assessment/Social Diagnosis: Use of genograms and ecomaps 3. Treatment/ Intervention, Evaluation, Termination (change of headings) <i>to be included</i></p> <p>Unit 4: Principles of Recording <i>to be included</i></p>

MSW122T	Social Work Practice With Groups	<p>Unit;1: Characteristics of social group work <i>to be included</i></p> <p>Unit;2: Communication in group- Verbal and non-verbal communication; <i>to be deleted</i> importance of relationship; Conflict resolution; <i>to be included</i></p> <p>Unit;3; - open and closed groups, social treatment groups, task oriented groups (forum, committees and work team), developmental groups (Self Help Groups and support groups) and Recreational Groups <i>to be removed</i> Group Work Process,<i>to be modified</i> Mourning (Deforming <i>to be changed as adjourni</i>)</p> <p>Unit;4; Use of Programme in Social Group Work <i>to be modified as</i> Use of programme and recording in social group work & Skills of Group Worker: <i>to be removed</i> Concept of programme, Principles of programme planning, Importance of programme in group work practice, Programme planning and implementation for group development- Skills for Social Group work - Social group work practice in different settings. <i>to be included</i></p> <p>Unit5; Recording in Group Work & Evaluation of Group Work :<i>Modified as Evaluation of Group work and group work Lab (Practical)</i> Importance of recording in group work, Principles of recording, Types of recording- , Techniques of recording –observation, sociogram, interaction diagrams- Bale’s categories of interaction process analysis- Importance of continuous evaluation in group work, Types of evaluation- Methods of evaluation</p>
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MSW123T	Sociology for Social Work Practice	<p>Unit 1: Social Structure: Social Institutions – Traditional and Emergent, Social Groups – Primary and Secondary, Social Status and Roles – Ascribed and Achieved. Social Stratification: Definition, Importance, Theories and Forms of Social Stratification <i>to be included</i></p> <p>Unit 2: Concept, Goals, Models, Types – Primary, Secondary, Re-socialization & De-Socialization, Anticipatory and Reverse socialization <i>to be included</i> Public Opinion, Propaganda, <i>to be included</i> Folkways, Mores <i>to be included</i> Morality, Sanctions, Fashion, and Etiquette. <i>to be included</i></p> <p>Unit 3: Concept and Definitions, Theories of Social Change - Structural Functionalist Theory, Conflict Theory, Cyclic Theory, Linear (Evolutionary) Theory, and Modernization Theory. <i>to be included</i></p> <p>Unit 4: Social Process: Concept, models – Competition, Cooperation, Conflict, Accommodation, and Assimilation <i>to be included</i></p> <p>Unit 5: Cast/religion clash and domination, Technological issues, Social media <i>to be included</i></p>
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MSW124T	Psychology for Social Work Practice	<p>Unit:1 - Meaning, Definition, history and fields of psychology - Introduction to Schools of thought: Structuralism and Functionalism, Gestalt Psychology, Behaviorism, Psychoanalysis, Humanistic Psychology, Cognitive Psychology - Behaviour-Definition, Psychology as a study of individual differences and observable behavior - Relevance of Psychology to Social Work practice <i>to be included</i></p> <p>Unit:2 Heredity and Environment – Development: concept and principles - Developmental periods: infancy, babyhood, childhood, puberty and adolescence, early adulthood, middle age and old age - Developmental stages and Developmental tasks - Areas of Human Development – Physical, Social, Emotional, Moral and Cognitive development. <i>to be included</i></p> <p>Unit:3 Theories and assessment. <i>to be included</i> Meaning, definition, types and characteristics of motives, theories of motivation. <i>to be included</i> Theories of Personality. <i>to be included</i></p> <p>Unit:4 , Concept of Perception, Characteristics,. <i>to be modified</i></p> <p>Unit:5 Role of social workers in promoting mental health . <i>to be included</i></p>
MSW125S	Theatre Skills	<i>No Changes</i>
MSW126F	Concurrent Field Work-I	<i>No Changes</i>

SEMESTER II

MSW220T	Social Work Practice With Communities	<p>Unit 2: Approaches-specific content, general content and process content <i>To be removed</i></p> <p>Unit 3: Online community organization <i>to be included</i></p>
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MSW221T	Human Resource Management	<p>Unit 1: Concept and importance as part of general management – Personnel Management Vs Human Resource Management - objectives and Functions of HRM - Evolution of HRM <i>Modified as</i> Introduction to Human Resource Management: Evolution of HRM, Definitions. Concept of Management. Managerial and Operative Functions. Personnel Management vs. Human Resource Management. Recent Challenges and Trends in HRM</p> <p>Unit 2: Employee outsourcing. <i>Modified as:</i> Types of Outsourcing Process Application Blank, Written Test, Group Discussion <i>to be removed,</i> Indicators of a good Curriculum Vitae, Interviewing techniques and skills, Types of Interviews, Offer Letters, Reference Checks, Medical Check-ups; Job analysis: Job specification and descriptions, Job classification, Job enrichment and Job evaluation. Concept of HR Analytics. <i>Modified as:</i> Concept and process of Human Resource planning – Recruitment and selection. Sources of manpower supply: On-Campus, Off-Campus, Referrals, Consultancies. Types of Outsourcing (KPO, RPO, BPO etc.,). Selection Process. Interviewing Techniques and Skills. Types of Interviews. Job analysis: Job specification and descriptions, Job classification, Job enrichment and Job evaluation. Concept of HR Analytics. <i>to be included</i></p> <p>Unit 3: Induction and Placement; HRD- Concept, Importance of training; Training Needs Analysis, Types of Training. Employee engagement;</p> <p>Unit 5 : Employee Retention and Separation: <i>Modified as:</i> Employee Retention, Separation and HR Lab Current Trends in HRM: HRIS – e-HR: e-Recruitment- Challenging role of human resource manager. <i>To be removed</i></p>
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MSW222T	Medical & Psychiatric Social Work	<p>Unit 1: to Adolescents, Youth, Women, Aged, Differently Able, Industrial Workers <i>to be included</i></p> <p>Unit 2: Health Services in India: <i>Modification in the unit title</i></p> <p>Unit 2: Health services in India - Role of Central and State Government in Caring for the Mentally Ill: Mental Health Act 2017, The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 <i>To be removed</i></p> <p>Unit 5: Social work in Psychiatric Setting: Application of Social work methods and principles in psychiatric setting Role of psychiatric social worker in different settings - Mental hospitals, child guidance clinic, School mental health programme, Family Counseling Centres, De-addiction centres, Geriatric centres, epilepsy clinics and community mental health programs – role of psychiatric social worker in the management of specific disorder – schizophrenia; problems and prospects of psychiatric social work in India. <i>to be included</i></p>
MSW223T	Social Welfare Administration	<p>Unit:2 Major programmes of Central Social Welfare Board and State Social Welfare Board. <i>Inserted from 5th unit</i></p> <p>Unit: 4 and Amendments. <i>to be included,</i> 80G, 35AC & 35 (1) (iia). . <i>to be included</i></p> <p>Unit: 5: Case Study of a NGO with legal compliance and programme reporting. . <i>to be included</i></p>
MSW224T	Labor Legislation and Labor Welfare	<p>Unit 5: All the Acts will be discussed based on changes made in the Labor Legislation Codes. <i>to be included</i></p>
MSW225S	Communication Skills	<p>Unit1: Nature <i>to be included:</i> Use of Body Language</p> <p>Unit 2: Interviews, <i>to be included:</i> Dress Code and Etiquette</p> <p>Unit 3: Writing a replay mail to an organization <i>to be included:</i> use of BCC and CC</p> <p>Unit4: office-Word, Excel and PowerPoint, Visuals, Drop box, Skype, Face book. Google Meet, Zoom, LinkedIn <i>To be included</i></p>
MSW226F	Concurrent Field Work-II	<i>No Changes</i>

MSW227F	Block Field Work (4 Weeks Duration)	Not less than 26 working days. to be included Students can to be included , and learn the administrative and execute roles of the Social Worker to be included
MSW228X	<i>Transactional Analysis (Certificate Course)</i>	Unit 2 and Unit 3 Introduction to Analyzing Transactions – Complementary transactions, Crossed transactions and ulterior transactions. The human hunger for Strokes -- Stroking hunger, Positive Stroking, Discounting and Negative Stroking. The hunger for Structured Time -- Withdrawal, Rituals, Pastimes, Games, Activities and Intimacy to be merged as one unit Unit 5 Application of TA for effective transaction for personal, family and profession well-being. To be included

SEMESTER III

Code	Title of the subject	
MSW320T	Social Work Research & Statistics	<p>Unit 1: Types and process to be</p> <p>Unit 2: Funding Opportunities for Social Work Researches To be included Explanatory To be included Nature To be included Validity and reliability testing of tools. Ethical responsibilities in Research To be included</p> <p>Unit 3: Measurement of Data: Meaning and Types: Primary and Secondary. Levels of measurement: Nominal, Ordinal, Interval and Ratio. Scale: Meaning and types: Likert, and Semantic differential To be merged in to Unit II</p> <p>Unit 4: Application of Statistical Tests: Type of Statistics: Descriptive and Inferential (Parametric and Non Parametric): Conditions for Parametric and Non Parametric Tests. Descriptive statistics: Central Tendency: Mean, Median, Mode, Range, Standard deviation, Quartile Deviation. Presentation of Descriptive Statistics: One way, two way and summary tables, Diagrams: Pie, Bar, Histogram, Line and Cluster Bar Chart. Parametric Tests:</p>

		<p>One sample 't' test, Independent Sample 't' test. ANOVA and MANOVA, T-test, ANOVA, Paired Sample 't' test and Pearson Correlation To be included</p> <p>UNIT 5: Research Report Writing style and structure (Use of APA and MLA Style). Guidelines to Publish Research Papers. Plagiarism Testing. Intellectual Property Rights New unit To be included To be included</p>
MSW321A	Rural & Urban Community Development/	<p>Unit 3: Urban governance structure & development schemes <i>to be included</i></p> <p>Unit 4: Smart cities & Development Corridors <i>to be included</i></p>
MSW321B	Industrial Relations/	<p>Unit 4: Origin and Growth of trade union movement in India – Theories – Functions – Administration of Unions – Leadership – Membership and Finance – Close shop, Open Shop and Check off system <i>to be included</i></p> <p>Grievance - Meaning and forms, sources of grievance, approaches to grievance machinery, Grievance procedures, model grievance procedure. Disciplinary procedures, approaches to manage discipline in Industry, Principles of Hot stove rule. <i>to be included</i></p>
MSW321C	Youth Development	<p>Unit 2: Youth Indicators <i>to be included</i></p> <p>Unit 4: Youth Clubs, Youth Movements and Youth Parliaments. Career <i>to be included to be included</i></p> <p>Unit 5: Youth Development Programs of Indian Government: NSS, NCC, S&G, NYC, NPYAD, and RGNIYD Don Bosco South Asia, Restless Development India and Magic Bus. <i>to be included</i></p>
MSW322A	Rural and Urban Governance/	<p>Unit 1: Ancient period – Ur, Maha Sabha, Variyams, kudumbu, alunganam. Mughal period - Patwari, Muqaddam, Jagirdars, and Zamindar. British period – Mahalwari system, Ryotwari system, Indian rebellion 1857 and decentralization. Mayo's Resolution, Ripon Resolution, Royal Commission, Montague-Chelmsford Reforms, and Government of India Act, 1935. After independence <i>elaborated - to be included</i></p> <p>Unit 2: Gram Sabha, Constitution, Composition and duration of panchayat, Reservation of seats, Disqualification of members, Powers, and responsibilities of Panchayats. Powers to impose taxes and Funds of Panchayats. Constitution of Finance Commission to review financial position. Elections to the</p>

		<p>Panchayats. Application to union territories. <i>to be included</i></p> <p>UNIT 3: Ancient period – district administration, Nagaram, and Mahanagaram. Mughal period -Kotowal. British period – first municipal corporation, Town committee, Royal Army Sanitary Commission, Mayo’s Resolution, Ripon Resolution, Royal Commission, Morley-Minto Reforms, Government of India Acts 1919, Government of India Act 1935. After independence – Simla conference, Local Finance Enquiry Committee, Rathnasabapathy Mudaliar Committee, Matthai Committee, White Paper on the Reforms of Local Administration, Rural Urban Relationship committee, K. N. Sahay committee, and Constitutionalisation of Urban Governance. <i>to be included</i></p> <p>Unit 4: Metropolitan area, Municipal area, Municipality, Constitution, composition and duration of municipality, Constitution and composition of Wards Committees, Reservation of seats, Powers and responsibilities of Municipalities, Elections to the Municipalities. Committee for district planning. Committee for Metropolitan planning. <i>to be included</i></p> <p>Unit 5: Before independence - Scheduled Districts Act 1874, the government of India act 1919, the government of India act 1935. After Independence – Advisory committee on Fundamental Rights, Minorities and Tribal and Excluded Areas, Sub committees of the advisory committees, Article 244 (Fifth Schedule of the Constitution), Bhuria Committee, <i>to be included</i></p>
MSW322B	Human Resource Management in Service Sector	<p>Unit;3: reward structure. . <i>to be included</i></p> <p>Unit:5: Understanding HRM in professional Consultancy Firms - Implication of HRM in Flexible Working conditions – Work from Home -. <i>to be included</i></p>
MSW322C	Strategies for youth Development	No Changes
MSW323A	Qualitative Research	No Changes
MSW323B	Hospital Administration	<p>Unit I: NABH Guidelines and Principles <i>to be included</i></p> <p>Unit V: Emergency Codes <i>to be included</i></p>
MSW323C	Therapeutic Interventions in Social	No Changes

	Work	
MSW324A	Corporate Social Responsibility	No Changes
MSW324B	Hotel Front Office Management	No Change
MSW324C	Disaster Management	<p>Unit 1: Man Made & Natural Made Physical, Economic, Social, and Psychological Effects. <i>to be included</i></p> <p>Unit 2: Preventions. Mitigation (2009). <i>to be included</i></p> <p>Unit 3: Panchayat level Disaster Response Team <i>to be included</i></p>
MSW325S	Data Processing & Analysis Skill -(SPSS & NVivo)	<p>UNIT;2 Management/</p> <p>UNIT;3; Single frequency , TO BE INCLUDED: Median vs. QD. Regression and Factor Analysis. <i>To be removed</i> Generating reports and Interpretation of data <i>to be included</i></p> <p>UNIT;4; Survey results and other datasets, Audio and video. Creating transcripts, getting materials transcribed - Photos and other images, Web pages, social media and mobile devices. <i>To be modified:</i> Creating Nodes and Internodes. Importing data files, audio and video transcripts, photos and images, web pages, social media content and research article</p> <p>UNIT;5; qualitative research. with Qualitative Lab - Practical's <i>To be included:</i></p>
MSW326F	Concurrent Field Work – III	No Changes
MSW327J	Research Project I	Research Process Guidance Chart I <i>to be included</i>
MSW328X	Psychometric & Testing Tools (Certificate Course)	<p>Unit 2: Emotional Intelligence Inventory by S K Mangal, Attitude Scale by Chauhan and Saroj Aurora.</p> <p>Unit 4: Adjective Check Lists - Personality assessment in Work Setting: NEO-PI-3. Five Personality Trait Inventory by K. S. Misra. (English)</p>

		Unit 5: Career Preference Record by Vivek Bhargava.
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SEMESTER IV

Code	Title of the subject	
MSW420T	Human Rights and Social Legislation	No Changes
MSW421A	Development Strategies	<p>Unit 1: Strategy Planning – Introduction, developing vision, mission, strategy, action plan, obtaining feedback for improvement, identifying action steps in bringing about community and system change. <i>to be included</i></p> <p>Unit 2: Application of Self-help Group and Micro-finance. <i>to be included</i></p> <p>Unit 3: Common guidelines for watershed development projects (revised edition 2011) – Institutional arrangements at National, State, District, Project implementation agency and Village levels. People’s Participation. Selection criteria. Project management – Preparatory, work and withdrawal phases. Financial outlay and fund flow. Monitoring and evaluation, Learning and outcomes. Application of watershed development programme <i>to be included</i></p> <p>Unit 4: categories. Remote sensing and GIS in wasteland mapping. Methodology of wasteland assessment. Wasteland generation process. Methods of wasteland reclamation – Afforestation, Reforestation, Providing surface cover, Mulching, Strip farming, Terracing, Contour ploughing, Leaching, and Changing agricultural practice. Integrated Wasteland Development Programme <i>to be included</i></p> <p>Unit 5: Entrepreneurship Skill Development Programme (ESDP) of India: Industrial Motivational Campaign, Entrepreneurship Awareness Programme,</p>

		Entrepreneurship-cum-Skill Development Programme, Management Development Programme. Functions of EDII-Chennai. Application of Entrepreneurship development programme. <i>to be included</i>
MSW421B	Organizational Behavior	<p>Unit;1 Systems Theory, Motivating Humans to be removed</p> <p>Unit;3 Organisational Diagnosis <i>to be included</i> Motivating Humans removed</p> <p>Unit;4 Just in time is <i>to be removed</i> Just in time is <i>to be removed</i> SGA is removed <i>to be removed</i> Altered and Suggestion scheme is <i>to be removed</i></p>
MSW421C	NGO Management	<p>Unit 1: An Understanding on Registering an organization, Importance and strategies of <i>to be included</i></p> <p>Unit 2: Writing Concept note. <i>to be included</i></p> <p>Unit 4: Monitoring & Evaluation: Concept & Need. Role of Logical Framework Analysis (LFA) in monitoring and evaluation. Developing Objectively Verifiable Indicators and Means of Verification - Gathering quantitative & qualitative information - Reporting information for action and accountability. <i>to be included</i> Auditing: Social Auditing, Financial Auditing and Data Quality Auditing. <i>Moved from unit 5 to be included</i></p> <p>Unit 5: Finance Management: Budgeting, accounting and auditing. Banking procedures & practices. Maintenance of books, accounts and financial documents and records. <i>To be included</i></p> <p>Cash flow analysis, fund flow analysis for understanding trends - Cost benefit analysis - Allocations and restrictions in budget. Maintaining inventory. <i>To be removed</i></p> <p>Phasing of Project and financial resources. Financial Reporting to donors and other stakeholders <i>To be removed</i></p> <p>Cash flow analysis, fund flow analysis for understanding trends – <i>To be removed</i></p>
MSW422A	Livelihood & Social Audit	<p>Unit 1: Participatory Assessment and Planning for SL (PAPSL), Rapid and Participatory Livelihood Security Assessment (RLSA) <i>to be shifted to the fifth unit</i></p> <p>Unit 5: Writing the books of social accounts and audit</p>

		report for Institutions (Corporate-CSR, Educational Institutions-ISR, NGOs). <i>to be included</i>
MSW422B	Human Resource Development	Unit;4; Methods - programmed instruction <i>to be removed</i> : Already covered in HRM Benefits and Types of Training in HRD <i>to be included</i>
MSW422C	Counseling and Career Guidance	No Changes
MSW423A	Project Monitoring and Evaluation	Unit 1: Concept, Process in developing projects. Action research – concept, key elements, tools – concept and designing of questionnaire, opinionnaires, interviews and need surveys. Data collection. Compiling and data analysis. PRA – concepts and Methods. Triangulation. Social mapping <i>to be included</i> Unit 2: Planning & Implementation: Planning – concept and process – Objectives, Current situation, Activities/Actions, and Resources. Developing a funding proposal. Implementation – concept, different ways of organizing for different purpose, Task allocation, and Role taking. Coordination, communication, accountability, <i>to be included</i> Unit 3: tools in monitoring - performance indicators, implementation schedule. Barriers in monitoring. Problem solving. Identifying and choosing solutions. Monitoring team/follow-up team <i>to be included</i> Unit 4: examining project proposal and plans, generating evaluation indicators <i>to be included</i> Unit 5: Evaluation and Monitoring Tools Meaning, guiding principles and values process in developing LFA <i>to be included</i>
MSW423B	Skill Matrix & Competency Mapping	Unit;5 (Play and Learn) Skill Lab – Demonstration of Competencies and Skills <i>to be included</i>
MSW423C	Social Work with Family & Children	No Changes
MSW424A	Environmental Social Work	Unit 1: Eco System & Environmental Issues <i>Modification in the unit title</i> Unit 5: Environment and Field Action <i>Modification in the unit title</i> Visit to a local area for documenting environmental assets- River, forest grass land, Hill etc., Visit to a polluted site, Study of flora and fauna, Study of simple eco system <i>to be</i>

		<i>included</i>
MSW424B	Performance Management	<p>Unit I: Determinants of Performance <i>to be included</i> Performance Management and Human Resource Management <i>to be included</i></p> <p>Unit 5: Managing Team Performance: Types of teams and Implications for Performance Management – Purpose and Challenge of Team Performance Management – Rewarding Team Performance Implementing Performance Management System: Factors affecting Implementation – Pitfalls of Implementation – Traditional Practices in the Industry. <i>to be included</i></p>
MSW424C	Social Entrepreneurship	<p>Unit 1: Social entrepreneurship – concept and definition. Social entrepreneur – concept and definition. Social enterprise – concept, definition and characteristics. Need of social enterprise. The spectrum of social enterprise <i>to be included</i>.</p> <p>Unit 2: Decision to be self-employed with values, selection of product, process technologies, location of the enterprise, forms of business organizations, preparation of project report <i>to be included</i></p> <p>Unit 3: Registration and Statutory Licenses, Finance, Land and building, Procurement of machinery, recruitment of personnel, Installation of machinery, power connection/water supply, procurement of raw materials, and production. <i>to be included</i></p> <p>Unit 4: Marketing, costing and pricing policy, repayment of loans, profit generation, avoiding sickness, modernization and up gradation of technology <i>to be included</i></p> <p>Unit 5: Supports – PMEGP Scheme, Financial Schemes operated by SIDBI, Credit Guarantee Fund Trust, Industrial Promotional Organization – TIIC, TSIDCL, DIC, and NSIC. Check list or schematic representation of setting up social enterprise. <i>to be included</i></p>
MSW425S	Employability Skills	No Changes
MSW427J	Research Project II	Research Process Guidance Chart II <i>to be included</i>
MSW426F	Concurrent Field Work IV	No Changes

	Block Field Work (4 Weeks Duration)	No Changes
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MSW-COURSE (Restructured) - 2021-22 Batch Onwards

SEMESTER I								
Code	Title of the subject	Contact Hrs	Credit	E-hrs	CA	SE	Total	
MSW120T	Introduction to Social Work Profession	45	3	3	50	50	100	
MSW121T	Social Work Practice With Individuals	45	3	3	50	50	100	
MSW122T	Social Work Practice With Groups	45	3	3	50	50	100	
MSW123T	Sociology for Social Work Practice	30	2	3	50	50	100	
MSW124T	Psychology for Social Work Practice	30	2	3	50	50	100	
MSW125S	Theatre Skills	30	2	R/SD	50	50	100	
MSW126F	Concurrent Field Work-I	-	5	R/V	50	50	100	
SEMESTER TOTAL			20				700	
SEMESTER II								
MSW220T	Social Work Practice With Communities	45	3	3	50	50	100	
MSW221T	Human Resource Management	45	3	3	50	50	100	
MSW222T	Medical & Psychiatric Social Work	45	3	3	50	50	100	
MSW223T	Social Welfare Administration	30	2	3	50	50	100	

MSW224T	Labour Legislation and Labour Welfare	30	2	3	50	50	100
MSW225S	Communication Skills	30	2	R/SD	50	50	100
MSW226F	Concurrent Field Work-II	-	5	R/V	50	50	100
MSW227F	Block Field Work (4 Weeks Duration)	-	4	Required			
MSW228X	<i>Transactional Analysis</i> (<i>Certificate Course</i>)	-	2*	Optional-Successful Completion			
SEMESTER TOTAL			24+2*				700

SEMESTER III

Code	Title of the subject	Contact Hrs	Credit	E-hrs	CA	SE	Total
MSW320T	Social Work Research & Statistics	45	3	3	50	50	100
MSW321A	Rural & Urban Community Development/	45	3	3	50	50	100
MSW321B	Industrial Relations/						
MSW321C	Youth Development						
MSW322A	Rural and Urban Governance/	45	3	3	50	50	100
MSW322B	Human Resource Management in Service Sector/						
MSW322C	Strategies for youth Development						
MSW325S	Data Processing & Analysis Skill -(SPSS & NVivo)	30	2	R/SD	50	50	100

MSW327J	Research Project I	-	3	R/V	50	50	100
MSW323A	Qualitative Research /						
MSW323B	Hospital Administration/	30	2	3	50	50	100
MSW323C	Therapeutic Interventions in Social Work						
MSW324A	Corporate Social Responsibility/						
MSW324B	Hotel Front Office Management/	30	2	3	50	50	100
MSW324C	Disaster Management						
MSW326F	Concurrent Field Work – III	-	5	R/V	50	50	100
MSW328X	<i>Psychometric & Testing Tools (Certificate Course)</i>	-	2*	Optional-Successful Completion			
	SEMESTER TOTAL		23 +2*				800

SEMESTER IV								
Code	Title of the subject	Contact Hrs	Credit	E-hrs	CA	SE	Total	
MSW420T	Human Rights and Social Legislation	45	3	3	50	50	100	
MSW421A	Development Strategies /							
MSW421B	Organizational Behaviour/	45	3	3	50	50	100	
MSW421C	NGO Management							
MSW422A	Livelihood & Social Audit /							
MSW422B	Human Resource Development/	45	3	3	50	50	100	
MSW422C	Counseling and Career Guidance							
MSW423A	Project Monitoring and Evaluation/ Skill Matrix & Competency							
MSW423B		30	2	3	50	50	100	
MSW423C								

	Mapping/ Social Work with Family & Children						
MSW424A	Environmental Social Work/						
MSW424B	Performance Management /	30	2	3	50	50	100
MSW424C	Social Entrepreneurship						
MSW425S	Employability Skills	30	2	R/SD	50	50	100
MSW427J	Research Project II	-	3	R/V	50	50	100
MSW426F	Concurrent Field Work IV	-	5	R/V	50	50	100
	Block Field Work (4 Weeks Duration)	-	4*	Optional-Successful Completion			
	SEMESTER TOTAL		23+4*				800
	COURSE TOTAL		90+8*				3000

MC-Main Core,

IDC-Inter-Disciplinary Core;

ME-Main Elective,

RP-Research Project; **SK**-Skill Paper;

FWP-Field Work Practicum;

CC- Certificate Course

SFWP- Summer Field Work Practicum;

R/V- Report Submission & Viva Voce

R/SD - Report Submission / Skill Demonstration

Evaluation Pattern

CA	50 Marks
Semester	50 Marks
Total	100 marks

Question Paper Pattern for CA

Maximum Marks: 50

Section - A (5 x 2 = 10 Marks) Answer ALL the questions.

Section - B (4 x 5 = 20 Marks) Either OR Type of questions

Section - C (2 x 10 = 20 Marks) Answer ANY TWO questions from FOUR questions

CA Components

CA Test 12.5 Marks (Written Exam (One CA) - (2hrs) for 2 units (50 marks – 12.5 Wg)

Online quiz (MCQs) 10 Marks (4 questions from each unit. To be conducted either in Google forms, Moodle, Hot potatoes or any other software)

Assignment (Practical) 12.5 Marks (one assignment from each Course)

Library (Off & online) 5 marks

Student Participation 10 Marks

Options for Student's Participation (10 marks)

1. Short survey/ In depth Interview/ FGDs
2. Field visit and analytical reporting of the visit
3. Preparing a photo dossier and analytical comments
4. Poster presentation on a theme
5. Making a short documentary
6. Book Review (Summarizing)
7. Publishing an article in a national daily or news magazine or journal
8. Innovative activity

Total 50 Marks

Question Paper Pattern for Semester Examinations

Maximum Marks 50

Section - A (5x 2 = 10 Marks) Answer ALL the Questions. One question from each unit.








Section - B (5 x 4 = 20 Marks) Answer ALL the Questions. Either OR Type of Questions. Two questions from each unit.

Section - C (2 x 10 = 20 Marks) Answer ANY TWO questions from FIVE questions. One questions from each unit.

Based on the suggestions and recommendations facilitated by the experts the Department would rework the syllabus and send it to the Academic Council for final approval for the next academic year 2021-2022.

Fr. Andrews Raja proposed the vote of thanks

Tirupattur
13/04/2021

Details of Members	Signature
J. Andrews Raja, Member, Chairperson, Assistant Professor	
DR.J.S.GUNAVATHY, Associate, Professor & Head , Madras School of Social Work , Chennai	
Dr. C.R. Christi Anandan, Member, Assistant Professor	
Dr. K. Arockia Raj, Member, Assistant Professor	
Dr. Clayton Michael Fonceca, Assistant Professor	
Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor	
Dr. T. Selvam, Member, Assistant Professor	
Ms. E. Lisa, Member, Assistant Professor	