

BOARD OF STUDIES, 2021

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

Sacred Heart College (Autonomous)

Tirupattur – 635601

Tirupattur District

Date: 23/11/2021

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

Date: 23/11/2021 Venue: Online - Department of Social Work Time: 3.00 pm to 2:00pm

AGENDA

- **Prayer**
- **Welcoming the Members – Andrews Raja, Chairman**
- **Presentation – Evaluation pattern**
- **Suggestion for Field work in Covid 19 pandemic time**
- **Passing of Resolution**
- **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 23rd November, 2021 as an Online meeting from 3.00 PM to 4.00 PM. The following members were present for the meeting.

1. J. Andrews Raja, Member, 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. Dr. T. Selvam, Member, Assistant Professor
7. Ms. E. Lisa, Member, Assistant Professor

External Experts who were Present for the meeting

University Nominee

- DR.J.S.GUNAVATHY, Associate, Professor & Head , Madras School of Social Work , Chennai

Expert from Industry

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

Student Representative

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

Members Absent

- Mr. S.D. Jawahar Michael, Hi5 Careers Pvt Ltd. Chennai Nil
- Sr. Sumi Joseph, Ph.D Scholar, P.G. & Research Department of Social Work, Sacred Heart College, Tirupattur

Agenda:

1. To get Evaluation pattern passed – Continuous Internal Assessment (CIA) & Semester end exam
2. Suggestion for Field work in the pandemic time

Description:

J. Andrews Raja, Member, Chairperson, Assistant Professor, started the meeting at 3.00 PM. He welcomed the members for the meeting and introduced the university nominee, Dr. J.S.GUNAVATHY, Associate, Professor & Head, Madras School of Social Work, Chennai. Each Staff from the Department of Social Work, Sacred Heart College introduced themselves in the meeting and then the chairman gave an introduction to the external experts about the purpose of conducting this Board of Studies meeting to pass the evaluation pattern (both for Internal and Semester end assessment) and to identify new ways of addressing issues concerning field work in this pandemic time.

AGENDA 1:

Dr. Clayton presented the evaluation pattern - Continuous Internal Assessment (CIA) & Semester end exam and after various clarification the following pattern was deliberated on

MSW-COURSE (Restructured) - 2021-22 Batch Onwards

SEMESTER I								
Code	Title of the subject	Contact hrs	Cre dit	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 (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 MSW321B MSW321C	Rural & Urban Community Development Industrial Relations Youth Development	45	3	3	50	50	100
MSW322A MSW322B MSW322C	Rural and Urban Governance Human Resource Management in Service Sector Strategies for youth Development	45	3	3	50	50	100
MSW323A MSW323B MSW323C	Qualitative Research Hospital Administration Therapeutic Interventions in Social Work	30	2	3	50	50	100
MSW324A MSW324B MSW324C	Corporate Social Responsibility Hotel Front Office Management Disaster Management	30	2	3	50	50	100

MSW325S	Data Processing & Analysis Skill -(SPSS & NVivo)	30	2	R/SD	50	50	100
MSW326F	Concurrent Field Work – III	-	5	R/V	50	50	100
MSW327J	Research Project I	-	3	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 MSW421B MSW421C	Development Strategies Organizational Behaviour NGO Management	45	3	3	50	50	100
MSW422A MSW422B MSW422C	Livelihood & Social Audit Human Resource Development Counseling and Career Guidance	45	3	3	50	50	100
MSW423A MSW423B MSW423C	Project Monitoring and Evaluation Skill Matrix & Competency Mapping Social Work with Family & Children	30	2	3	50	50	100
MSW424A MSW424B MSW424C	Environmental Social Work Performance Management Social Entrepreneurship	30	2	3	50	50	100
MSW425S	Employability Skills	30	2	R/SD	50	50	100
MSW426F	Concurrent Field Work IV	-	5	R/V	50	50	100
MSW427J	Research Project II	-	3	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-DisciplinaryCore;
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 Voice
R/SD - Report Submission / Skill Demonstration

Evaluation Pattern

CA	50 Marks
Semester	50 Marks
Total	100 marks

Question Paper Pattern for CA - 12.5 marks

Maximum Marks: 50

Section - A (6 x 2 = 12 Marks) Answer ALL the questions.

Section - B (3 x 6 = 18 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 100

Section - A (10x 2 = 20 Marks)	Answer ALL the Questions. TWO question from each unit.
Section - B (5 x 7 = 35 Marks)	Answer ALL the Questions. Either OR Type of Questions. Two questions from each unit.
Section - C (3 x 15 = 45 Marks)	Answer ANY THREE questions from FIVE questions. One questions from each unit.

The BoS further focused on strengthening new ways of practicing field work. Few suggestions by the expert made the discussion on field work practice in Social Work made interesting and innovative. The following suggestions were resolved to practice:

1. Mid field work presentation will help the staff and students to correct and learn from others.
2. Working closely with agency supervisors will help in effective monitoring
3. Greater care need to be taken while recruiting candidates will help resolve the problem of low motivation among students









Experts appreciated the efforts taken by the faculty and approved the changes to be incorporated in the evaluation pattern and field work practicum for the academic year 2021 onwards. The suggestions and recommendations facilitated by the experts to the Department would be presented to the Academic Council.

Dr. Clayton proposed vote of thanks

Tirupattur
23/11/2021

RESOLUTIONS:

1. It was resolved that the P.G. & Research Department of Social Work can implement the new evaluation pattern from 2021 batch onwards
2. Mid field work presentation will help the staff and students to correct and learn from others.
3. Working closely with agency supervisors will help in effective monitoring
4. Greater care need to be taken while recruiting candidates will help resolve the problem of low motivation among students

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	

BOARD OF STUDIES
2022

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

Sacred Heart College (Autonomous)

Tirupattur – 635601

Tirupattur District

Date: 13/04/2022

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

Date: 13/04/2022 Venue: Online - Department of Social Work Time: 02.30 pm to 3.30 pm

AGENDA

- **Prayer**
- **Welcoming the Members – J. Andrews Raja, Chairman**
- **Presentation –Program Specific Outcomes & Course Out Come**
- **Presentation – Course Out Come of all courses for 1st and 2nd Semester**
- **Presentation – Course outcomes with Program Specific Outcomes for all 1st and 2nd Semester courses**
- **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 13th April, 2022 at the Department of Social Work from 02.30 PM to 03.30 PM. The following members were present for the meeting organized online

1. J. Andrews Raja, Member, 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. Dr. T. Selvam, Member, Assistant Professor
7. Ms. E. Lisa, Member, Assistant Professor

External Experts who were Present for the meeting

University Nominee

- Dr. Gunavathy, Principal, Madras School of Social Work , Chennai

Expert from Industry

- Mr. Michael, Aditya Birla.Hosur.

Members Absent

- Rev. Fr. Henry Daniel Ambrose, Member, Assistant Professor

Agenda:

1. Updating the current OBE curriculum with PSO (Program Specific Outcomes)
2. Developing COs (Course Outcomes) for all the courses of first two semesters(1st & 2nd Semesters)
3. Mapping of COs with PSOs for the first two semesters(1st & 2nd Semesters)

Description:

Andrews Raja J Member, Chairperson, Assistant Professor started the meeting at 02.30pm. He welcomed the members for the meeting and introduced the university nominee, Dr. Gunavathy, Principal, Madras School of Social Work, Chennai, the field expert, Mr. Michael, Aditya Birla.Hosur. Each Staff from the Department of Social Work, Sacred Heart College introduced themselves in the meeting and then the chairman gave an introduction to the external experts about the purpose of conducting this Board of Studies meeting in upgrading the current OBE curriculum with PSO (Program Specific Outcomes), CO (Course Outcomes) and Mapping of COs with PSOs for the first two semesters(1st & 2nd Semesters).

The BoS further focused on the revised MSW PSOs & Cos for Semester I and Semester II in detail. The chairperson presented the mapping of COs with PSOs for suggestion from the board members. The changes were made at the discretion of the board.

Experts appreciated the efforts taken by the faculty and approved the changes to be incorporated in the MSW Programme Structure from the Academic year 2022-2023 onwards. The suggestions and recommendations facilitated by the experts to the Department would be presented to the Academic Council.

The chair person proposed the vote of thanks.

Tirupattur

13/04/2022

RESOLUTIONS:

1. It was resolved that the P.G. & Research Department of Social Work can propose PSO Program Specific Outcomes (PSOs)for approval
2. It was accepted that all the Course Outcomes (COs) of every course in the first and Second Semester with due modifications suggested can be proposed for approval
3. It was passed by the board that with modifications made on the mapping can be proposed for approval as well
4. It was proposed to add relevant course content in the course MSW135S Theatre skills in line with objectives and outcomes
5. It was proposed that course title be changed for the following course in view of benefit to the student wanting study abroad
 - a. MSW133T – Title of the paper could just be Sociology and not Sociology for Social Work Practice
 - b. MSW134T – Title of the paper could just be Psychology and not Psychology for Social Work Practice

PG & RESEARCH DEPARTMENT OF SOCIAL WORK
RECOMMENDATIONS FROM THE BOARD
MSW-COURSE (Restructured) - 2021-22 Batch Onwards

PROGRAMME SPECIFIC OUTCOMES
AT POST GRADUATE LEVEL
IN THE P.G & RESEARCH DEPARTMENT OF SOCIAL WORK

PSO1: Prepare social workers to be versatile in social work theories, models, and approaches and to integrate multidisciplinary bodies of knowledge into their practice.

PSO2: Enable social workers to enhance their skill sets in the various domains and methods through the application of professional social work practice

PSO3: Develop a scientific temper among students in the field of social work through the incorporation of research and field work activities

PSO4: Prepare students to evaluate, create and demonstrate novel holistic solutions in their respective area of specialization with the use of advanced technologies.

PSO5: Develop social work practitioners who incorporate reflective practices through cultivated habitual responses with proficient and creative procedures establishing solutions as social change agents.

PSO6: Prepare social work practitioners who embrace core social work values and ethics in service of all people and environment with particular attention to marginalized persons, issues and communities.

PG & RESEARCH DEPARTMENT OF SOCIAL WORK
RECOMMENDATIONS FROM THE BOARD
MSW-COURSE (Restructured) - 2021-22 Batch Onwards

SEMESTER I

Code	Title of the subject	
MSW130T	Introduction to Social Work Profession	<p>CO2 - Execute, Implement in carrying out or use a procedure in a given situation in various fields of Social work</p> <p>CO3 - Differentiate, organize, attribute varied social work concepts in relation to one another and to the overall structure and purpose of social institutions and social issues</p> <p>CO5 - Prepare students to understand the use of various skills needed for professional social worker and begin to use of them in class and outside during field work visits</p> <p>CO6 - Prepare students to apply social work values, code of ethics and values practiced by social reformers in their professional behavior in meeting people and working on the issues concerning them</p>
MSW131T	Social Work Practice With Individuals	<i>No Changes</i>
MSW132T	Social Work Practice With Groups	<i>No Changes</i>

MSW133T	Sociology for Social Work Practice	<p>Title of the paper could just be Sociology and not Sociology for Social Work Practice</p> <p>CO3 - Define, describe, explain, relate and critique the process, theories of social change and resistance to social change</p> <p>CO6 - Value, appraise the social problems and design social work interventions to better the situations</p>
MSW134T	Psychology for Social Work Practice	<p>Title of the paper could just be Psychology and not Psychology for Social Work Practice</p>
MSW135S	Theatre Skills	<p>Change the CO5 to CO6</p> <p>CO6 - To create theatres that disseminate socio-cultural values that proposes solutions to various social needs and problems</p> <p>Unit 1: Introduction to various social issues in the light of Theatre. Knowledge on different theatre forms (To be added)</p> <p>Badal Sircar, “The Third Theatre” 1993 (Year to be Added)</p> <p>CO6 - Create theatres that disseminate socio-cultural values that proposes solutions to various social needs and problems</p>
MSW136F	Concurrent Field Work–I	<i>No Changes</i>

SEMESTER II

MSW230T	Social Work Practice With Communities	<i>No Changes</i>
MSW231T	Human Resource Management	<i>No Changes</i>
MSW232T	Medical & Psychiatric Social Work	<i>No Changes</i>
MSW233T	Social Welfare Administration	<i>No Changes</i>
MSW234T	Labor Legislation and Labor Welfare	Modification made on the CO & PSO Mapping
MSW235S	Communication Skills	Poster or Campaign or news item (to be added) It's a Digital savvy generation the content could be upgraded CO6 - Adopts suitable methods for effective communication of values in different circumstance
MSW236F	Concurrent Field Work-II	<i>No Changes</i>
MSW237F	Block Field Work (4 Weeks Duration)	<i>No Changes</i>
MSW238X	<i>Transactional Analysis</i> (Certificate Course)	<i>No Changes</i>

MSW-COURSE (Restructured) - 2021-22 Batch Onwards

SEMESTER I							
Code	Title of the subject	Contact Hrs	Credit	E-hrs	CA	SE	Total
MSW130T	Introduction to Social Work Profession	45	3	3	50	50	100
MSW131T	Social Work Practice With Individuals	45	3	3	50	50	100
MSW132T	Social Work Practice With Groups	45	3	3	50	50	100
MSW133T	Sociology for Social Work Practice	30	2	3	50	50	100
MSW134T	Psychology for Social Work Practice	30	2	3	50	50	100
MSW135S	Theatre Skills	30	2	R/SD	50	50	100
MSW136F	Concurrent Field Work-I	-	5	R/V	50	50	100
SEMESTER TOTAL			20				700
SEMESTER II							
MSW230T	Social Work Practice With Communities	45	3	3	50	50	100
MSW231T	Human Resource Management	45	3	3	50	50	100
MSW232T	Medical & Psychiatric Social Work	45	3	3	50	50	100
MSW233T	Social Welfare Administration	30	2	3	50	50	100
MSW234T	Labour Legislation and Labour Welfare	30	2	3	50	50	100
MSW235S	Communication Skills	30	2	R/SD	50	50	100
MSW236F	Concurrent Field Work-II	-	5	R/V	50	50	100
MSW237F	Block Field Work (4 Weeks Duration)	-	4	Required			
MSW238X	<i>Transactional Analysis (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
MSW330T	Social Work Research & Statistics	45	3	3	50	50	100
MSW331A MSW331B MSW331C	Rural & Urban Community Development Industrial Relations Youth Development	45	3	3	50	50	100
MSW332A MSW332B MSW332C	Rural and Urban Governance Human Resource Management in Service Sector Strategies for youth Development	45	3	3	50	50	100
MSW333A MSW333B MSW333C	Qualitative Research Hospital Administration Therapeutic Interventions in Social Work	30	2	3	50	50	100
MSW334A MSW334B MSW334C	Corporate Social Responsibility Hotel Front Office Management Disaster Management	30	2	3	50	50	100
MSW335S	Data Processing & Analysis Skill -(SPSS & NVivo)	30	2	R/SD	50	50	100
MSW336F	Concurrent Field Work – III	-	5	R/V	50	50	100
MSW337J	Research Project I	-	3	R/V	50	50	100
MSW338X	<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
MSW430T	Human Rights and Social Legislation	45	3	3	50	50	100
MSW431A MSW431B MSW431C	Development Strategies Organizational Behaviour NGO Management	45	3	3	50	50	100
MSW432A MSW432B MSW432C	Livelihood & Social Audit Human Resource Development Counseling and Career Guidance	45	3	3	50	50	100
MSW433A MSW433B MSW433C	Project Monitoring and Evaluation Skill Matrix & Competency Mapping Social Work with Family & Children	30	2	3	50	50	100
MSW434A MSW434B MSW434C	Environmental Social Work Performance Management Social Entrepreneurship	30	2	3	50	50	100
MSW435S	Employability Skills	30	2	R/SD	50	50	100
MSW436F	Concurrent Field Work IV	-	5	R/V	50	50	100
MSW437J	Research Project II	-	3	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

<i>CA Test</i>	12.5 Marks (Written Exam (One CA) - (2hrs) for 2 units (50 marks – 12.5 Wg)
<i>Online quiz (MCQs)</i>	10 Marks (4 questions from each unit. To be conducted either in Google forms, Moodle, Hot potatoes or any other software)
<i>Assignment (Practical)</i>	12.5 Marks (one assignment from each Course)
<i>Library (Off & online)</i>	5 marks
<i>Student Participation</i>	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 (5 x 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.

SEMESTER I
INTRODUCTION TO SOCIAL WORK PROFESSION – Main Core-1
I MSW SEMESTER – I CODE: MSW130T

Course Objectives

CO1	To acquire the knowledge of foundational concepts in professional social work and exhibit their understanding in expressions of theory and practice relevant to social work	K1 & K2
CO2	To apply the knowledge in carrying out programs or use a procedure in a given situation	K3
CO3	To Differentiate, organize, attribute varied social work concepts in relation to one another and to the overall structure and purpose	K4
CO4	To evaluate based on criteria & standards and generate, plan, produce new patterns or Structure as innovative solutions	K5 & K6
CO5	To exhibit skills in the use of methods, formats, procedure & strategies relevant to this course in the practice of social work.	P1 to P6
CO6	To assist in practical and creative expression of social work values in personal and professional life	A1 & A6

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

UNIT - 1: Social Work: Definition, Objectives and Functions. History of Social Work in India, Evolution of social work in the west. Concept of International Social Work. Concepts related to Social Work: Social Service, Social Welfare, Social Policy, Social Security, Social Defence, Social Transformation, Social Justice, Social Reforms, Social Movements, Social Action, Social Development and Social Empowerment.

UNIT - 2: Theories and Models of Social Work: Systems Theory, Psychodynamic Theory, Social Learning Theory and Conflict Theory. Models of Social Work - Problem Solving Model, Cognitive Behaviour Model, Crisis Intervention Model, Integrated social work model, developmental model, empowerment and justice model and radical model. Indigenous models of Social work

UNIT - 3: Social Work as Profession: Nature, Philosophy, Values and Principles. Code of ethics for Indian Social Workers towards clients, colleagues, agency and as professionals. Introduction to Social Work methods. Competencies of Professional Social Workers-International & National Associations of social work – Problems of professionalization in India - Networks in Social Work.

UNIT – 4: Fields of Social Work: Social Work with Community, Medical and Psychiatric Social Work, Industrial Social Work, Social Work with Family and Children, School Social Work,

Correctional Social Work, Social Work with Youth, Working with Marginalized Groups, Geriatric Social Work and Social Work in Peace and Non-violence. Ecology & Environment, Disaster & Crisis management, International Social work

UNIT – 5: Indian Social Reformers and their Contribution: Raja Ram Mohan Roy, Sarojini Naidu, EVR Periyar, Gandhiji, Vinobave, Narayana Guru Vallalar and Jyotirao Govindrao Phule. Vallalar, Mehta Padkar- Contemporary Social Reforms in India, Social welfare & Development programs of government of India in relation to SDGs

Reference:

- Bhattacharya, Sanjay. 2008. Social Work Psycho- Social and Health Aspects. Deep and Deep publications. New Delhi.
- Chowdhry, Paul. 1992. Introduction to Social Work. Atma Ram and Sons. New Delhi.
- Dean.H. Hepworth, Ronald, H. Rooney, Glenda Dewberry Ronney, Kimberly Strom-Gottfried, Jo Ann Larsen, 2010, Theory and Skills in Social Work, Cengage Learning India Pvt Ltd, New Delhi
- Elizabeth A. Seyal, 2010 Professional Social Work, Cengage Learning India Pvt Ltd, Delhi
- Ghanshyam Shah (2004), Social Movements in India a Review of Literature, Sage Publications, New Delhi
- Godwin Prem Singh J, 2009, Millennium Development Goals, Allied Publishers Pvt. Ltd, Mumbai
- Higham, Patricia. 2006. Social Work- Introducing Professional Practice. Sage Publications. New Delhi
- Jane Williams, 2008, Child Law of Social Work British Library Cataloguing in Publication, New Delhi.
- Shaikh Azhar Iqbal, 2008, Modern Trends in Social Work, Sublime Publication, Jaipur
- K. Varmi Kanthan, Jyothi Vazhiyil Vallalar, Vanathi Pathipagam, chennai
- M.P Gurusamy, 1977, Vallar oru Arimugam, Madurai Kamarajar University, Madurai

Course Outcome: *The students will...*

CO1	Recall, Recognize the foundational concepts in professional social work and Interpret, Exemplify, Classify, Summarize, Infer, Compare, Explain the various fundamental ideas relevant to social work	K1 & K2
CO2	Execute, Implement in carrying out or use a procedure in a given situation in various fields of social work	K3
CO3	Differentiate, organize, attribute varied social work concepts in relation to one another and to the overall structure and purpose of social institutions and social issues	K4
CO4	Check, critique, judge based on criteria & standards and generate, plan, produce new patterns or Structure as innovative solutions for varied social problems	K5 & K6
CO5	Prepare students to understand the use of various skills needed for professional	P1 to P6

	social worker and begin to use of them in class and outside during field work visits	
CO6	Prepare students to apply social work values, code of ethics and values practiced by social reformers in their professional behavior in meeting people and working on the issues concerning them	A1 & A6

CO and PSO Mapping

SEM I	CODE MSW130T	TITLE INTRODUCTION TO SOCIAL WORK PROFESSION				TOTAL HOURS 45	CREDITS 3
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean
CO1	3	3	2	2	2	2	2.3
CO2	3	3	2	2	2	2	2.3
CO3	3	3	2	2	2	2	2.3
CO4	3	3	3	3	3	3	3
CO5	3	3	3	3	3	3	3
CO6	3	3	3	3	3	3	3
Mean Overall Score							2.65
Result							High

0-1 Low 1-2 Medium 2-3 High

SEMESTER I
SOCIAL WORK PRACTICE WITH INDIVIDUALS (Main Core-2)
I MSW SEMESTER – I CODE: MSW131T

Course Objectives

1	To empower students with basic concepts, methods and definitions of case work practice with individuals	K1 & K2
2	To Understand the principles, techniques, tools, theories, approaches and models involved in social case work	K3
3	To make students comprehend and practice the characteristics and ethics to maintain professional relationship during case work practice	K4
4	To develop the skill of report writing, recording, and presenting a case among the student	K5 & K6
5	To give a practical exposure to students by allowing them to identify clients and to gain experience in handling different problems by applying their theoretical knowledge	P1 to P6
6	To prepare students to understand the roles and functions of a case worker, by exposing them to different settings	A1 & A6

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

UNIT 1: Social Casework- Concept & Definition. Historical development of Social Casework. Objectives of working with individuals. Principles of social casework practice- Individualization, Purposeful expression of feelings, controlled emotional involvement, Acceptance, Non-judgmental attitude, Client self-determination and Confidentiality. Components of Casework (Perlman’s model)-Person, Problem, Place and Process.

UNIT 2: Casework Process: 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

UNIT 3: Case Worker - Client Relationship: Characteristics of professional relationship: empathy, non-possessive warmth, genuineness and self-disclosure; Obstacles in client worker relationship: Transference, Counter transference and Resistance.

UNIT 4: Techniques in Practice- Ventilation, emotional support, action-oriented support, advocacy, environment modification, modeling, role-playing and confrontation. Tools - Observation, listening, communication, rapport building, questioning, giving feedback. Record keeping – Face sheet, Narrative, Process and Summary recording, Principles of Recording. Case presentation as tool of professional development.

UNIT 5: Casework Practice: Approaches and Models - Psycho Social approach, Person Centered Approach, Problem Solving Approach, Crisis Intervention Model and Relevance of an Eclectic model for practice. Working with Individuals in different settings: Educational, Family and Child Welfare, Medical and psychiatric, Correctional and Industrial setting.

Reference

- Bhattacharya, Sanjay. 2009. Social Case Work Administration and Development. Rawat Publications. New Delhi.
- Elizabeth A Segal, et.al. 2010. Professional Social Work. Cengage Learning India Pvt. Ltd. India.
- Helen Harris Pearlman, (1968), Social Casework A Problem Solving Process, The University Of Chicago.
- Jainendra Kumar Jha (2002), Social Welfare and Social Work, J.L. Kumar for Anmol Publications Pvt. Ltd. New Delhi.
- Kottles A. Jeffrey, David S., Shepard. 2009. Counseling Theories and Practice. Cengage Learning India Pvt. Ltd. New Delhi.
- Mamta Sehgal, Nirmala Sherjung (1997), Marital Disputes & Counselling Remedial Measures-Vol 3, APH Publishing Corporation-New Delhi.
- Mathew, Grace. 1992. An introduction to Social Case Work. Tata Institute of Social Sciences.
- Mujawar W.R., N.K. Sadar. 2010. Field Work Training in Social Work. Mangalam Publications. New Delhi.
- Perlman Helan Haris. 2011. Social Case Work – Problem Solving Process. Rawat Publications. India.
- Philip Burnard (2009) Counselling Skills Training Book Of Activities, Viva Books- New Delhi.

Course Outcome: *The students will...*

CO1	Gain knowledge, recognize, understand, explain, describe and illustrate the concepts and principles about primary methods of social work practice with individuals.	K1&K2
CO2	Understand, characterize, plan, outline and practice the stages of case work.	K3
CO3	Acquire knowledge, justify, prioritize, focus, agree on techniques, tools, approaches, theories and decide models used in case work practice.	K4
CO4	Adapt, integrate, perform, facilitate, fit, integrate, and consider the functions of various settings to understand the practice of social case work in real time.	K5&K6
CO5	To Identify people with problems who are in need of case work and reflecting to their problems by helping them to solve their problems valuing their emotions.	P1&P6
CO6	Incorporate the case work methods and evaluate the issues of individuals, develop awareness and projects to solve individuals' problem.	A1&A2

CO and PSO Mapping

SEM I	CODE MSW131T	TITLE SOCIAL WORK PRACTICE WITH INDIVIDUALS					TOTAL HOURS 45	CREDITS 3
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	3	3	2	2	2	2	2.3	
CO2	3	3	2	2	2	2	2.3	
CO3	3	3	2	2	2	2	2.3	
CO4	3	3	3	3	3	3	3	
CO5	3	3	3	3	3	3	3	
CO6	3	3	3	3	3	3	3	
Mean Overall Score							2.65	
Result							High	

0-1 Low 1-2 Medium 2-3 High

SEMESTER I
SOCIAL WORK PRACTICE WITH GROUPS – Main Core-3
SEMESTER – I I MSW CODE: MSW132T

COURSE OBJECTIVES

- To enable students understand the basic concepts of social group work as a method of social work (K1, K2)
- To educate students the principles, values and dynamics involved in social group work practice and develop in them the ability to work independently as a professional Group Worker (K3)
- To outline the concept of programme planning and recording in social group work, with the goal of improving the skills needed in students to become successful group workers in different settings (K4)
- To prepare students to create, evaluate and practice group work through the application of techniques, processes and methods. (K5, K6)
- To prepare students to perform social group work in various settings. (P4)
- To develop the ability in students to critically analyze problems of groups and the factors affecting them. (A5)

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

UNIT 1: Concepts of Social Group Work: Concept of group and its importance of groups in human life cycle; Group is an Instrument of Change; Definition of social group work; Characteristics of social group work; History and development of social group work.

UNIT 2: Group Process and Dynamics group process, group interaction, Leadership and its development in group process, Communication in group- Verbal and non-verbal communication; Group dynamics: - group bond, sub-groups, group conflict, confrontation, apathy and group control; Importance of relationship; Conflict resolution;

UNIT 3: Social Group Work Method & Group Work Process: Values and distinctive principles of Group Work; Types of groups in social group work practice- Group Work Process: Tuckman (1965), and Rogers (1967) model: Forming, Storming, Norming, Performing and Mourning (adjourning). Role of social worker in different stages of group development.

UNIT 4: Use of Programme and recording in Social Group Work: 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.

UNIT 5: Evaluation of Group Work & Group Work Lab (Practical) :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

References:

- Charles Zastrow H, Msw , Ph.D, 2009, Social Work With Groups, Cengage Learning Publication, Australia
- Gerald Corey, Marianne Schneider Corey, Pafrick Callanan, Michael J. Michael Russell, 1992,Group Techniques, Brooks, And Cole Publication Company Pacific Hrave, California
- Harlkich Trecker B, 1955, Social Group Work Methods And Principles
- Ken Heap,1985,The Practice Of Social Work With Group George Allen And Union Publication Ltd, London
- Marrienne Schneider Corey And Gerald Corey, 1992,Groups Process And Practice, Brooks And Cole Publication Company, California
- Ronald W, Toscland,2005,An Introduction To Group Work Practice, Pearson Publication, London, New York
- Sahu R. K ,2010,Group Dynamics And Team Building, Excel Books, New Delhi
- Siddiqui 2008,Group Work Theoretical Practices, Rawat Publication, Jaipur
- Steven Rose .R ,1998, Group Work With Children And Adolescents, Sage Publications, New Delhi
- Tom Douglas, 1993, A Theory Of Group Work Practice, Palgrave Macmillan Printing, London.

Course Outcome: *The students will...*

CO1	Describe and understand the concept of social group work as a method of social work and as a tool for social change. (K1 & K2)	K1, K2
CO2	Illustrate the principles, values and dynamics involved in social group work practice and develop the ability to work independently as a professional Group Worker (K3)	K3
CO3	Analyze the concept of programme planning and recording in social group work, with the goal of improving the skills needed to be a successful group worker in different settings (K4)	K4
CO4	To create, evaluate and practice group work through the application of techniques, processes and methods. (K5 & K6)	K5, K6
CO5	To organize and conduct social group work in various settings (P4)	P1-P7
CO6	Incorporate social group work methods and influence groups on the ability to critically analyze problems and factors affecting them (A5)	A1-A5

CO and PSO Mapping

SEM I	CODE MSW132T	TITLE SOCIAL WORK PRACTICE WITH GROUPS					TOTAL HOURS 45	CREDITS 3
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	3	3	2	2	2	2	2.3	
CO2	3	3	2	3	2	2	2.5	
CO3	3	3	2	3	2	2	2.5	
CO4	3	3	3	3	2	2	2.7	
CO5	3	3	3	3	2	2	2.7	
CO6	3	3	3	3	2	2	2.7	
Mean Overall Score							2.6	
Result							High	

0 to 1 – Low

1 to 2 – Medium

2 to 3 - High

SEMESTER I
SOCIOLOGY FOR SOCIAL WORK PRACTICE (IDC-1) (30 Hours Only)
I MSW SEMESTER – I CODE: MSW133T

COURSE OBJECTIVES

- To describe and illustrate the characteristics of society, community, group, association and social institutions and define and recognize the roles and functions of social structure, social groups and social institutions and relate the linkages between sociology and social work.
- To describe the goal, models and illustrate the socialization process. Define, describe, value, relate and critique the types and functions of agents of social control change and social control.
- To define, describe, explain, relate and critique the process, theories of social change and resistance to social change.
- To define, illustrate, relate and critique the concept, model and process of Social Movements in India.
- To identify, describe, summarize and illustrate social problems.
- To value, appraise the social problems and design social work interventions to better the situations.

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

Unit 1: Sociology: Meaning and Characteristics of Society, Community, Social Group, Social Association and Social Institution. Social Structure: social Institution – Traditional and emergent, Social Groups – Primary & secondary, Social status and Roles – Ascribed and Achieved. Social stratification : definition, Importance, theories and Forms of social stratification. Social Structure and functions of Social Institutions - marriage, family, kinship, caste, religion and education. Linkages between Sociology & Social Work.

Unit 2: Socialization: Concept, Goals, Models, Types – Primary Secondary, Re-socialization & De-Socialization, Anticipatory and reverse socialization, Process and agents. Social control: Concept, types (public opinion & propaganda) and functions. Major Agents of Social control: Kinship, Religion, Law, Education, Morality, Traditions folkways, Mores and Customs.

Unit 3: Process of Social Change: Concepts and Definition, Theories of Social change – Structural Functionalist Theory, Conflict Theory, Cyclic Theory, Linear (Evolutionary) Theory and modernization Theory. Urbanization, Industrialization, Westernization, Sanskritisation, Secularization. Resistance to social change-cultural lag and Ethnocentrism.

Unit 4: Social Movements in India: Concept, Definitions and Characteristics, Models – Competition, Cooperation, Conflict, Accommodation, and Assimilation, Process of social

movements - Peasant, Tribal, Dalits, Backward Class, Women, Minority groups, Working Class and Student.

Unit 5: Social Problems: Corruption, Malnourishment, Child Abuse, violence against women & Sexual minorities (Transgender) - Human Trafficking, Communalism, Terrorism and environment degradation. Caste/ Religion and domination, Technology based social issues and social media.

Reference

1. Abhijit Dasgupta, 2012, On The Margins: Tribes, Castes And Other Social Categories(Fourth), Sage Publications, New Delhi
2. Anthony Giddens, 1998, Sociology(Third), Polity Press, London
3. Sachdev D.R. And Vidhya Bhushan, 2006, Introduction To Sociology, Kitab Mahal, Allahabad
4. Frank N Magill, 1995, International Encyclopedia Of Sociology, British Library, England
5. Indhira R., 2012, Themes In Sociology Of Education, Sage Publications, New Delhi
6. Jainendra Kumar Jha, 2002, Basic Principles Of Developmental Sociology, Anmol Publications, New Delhi
7. Khare R.S., 2006, Caste, Hierarchy, Individualism, Oxford University Press, New Delhi
8. Mohanty B. B., 2012, Agrarian Change And Mobalization, Sage Publications, New Delhi
9. Sahu D.R., 2012, Sociology Of Social Movement, Sage Publications, New Delhi
10. Shanger Rao C. N, 2012, Sociology Principles Of Sociology With An Introduction To Social Thought, S Chand And Company, New Delhi
11. Surinder S Jodhka, 2012, Changing Caste, Ideology, Identity And Mobility, Sage Publications, New Delhi
12. Thara Bhai L., 2012, Indian Sociology Issues and Challenges, Sage Publications, New Delhi

Course Outcome: *The students will...*

CO1	Describe and illustrate the characteristics of society, community, group, association and social institutions and define and recognize the roles and functions of social structure, social groups and social institutions and relate the linkages between sociology and social work.	K1, K2
CO2	Describe the goal, models and illustrate the socialization process. Define, describe, value, relate and critique the types and functions of agents of social control change and social control.	K1 – K4
CO3	Define, describe, explain, relate and critique the process, theories of social change and resistance to social change.	K1 – K5
CO4	Define, illustrate, relate and critique the concept, model and process of Social Movements in India.	K1 – K5
CO5	Identify, describe, summarize and illustrate social problems.	P1-P5
CO6	Value & appraise the social problems and design social work interventions to better the situations.	A1-A5

CO and PSO Mapping

SEM I	CODE MSW132T	TITLE SOCIAL WORK PRACTICE WITH GROUPS					TOTAL HOURS 45	CREDITS 3
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	3	3	2	2	2	2	2.3	
CO2	3	3	2	3	2	2	2.5	
CO3	2	3	2	3	2	2	2.5	
CO4	3	3	2	3	2	2	2.7	
CO5	2	3	2	3	2	2	2.7	
CO6	3	3	2	3	2	2	2.7	
Mean Overall Score							2.4	
Result							High	

0 to 1 – Low

1 to 2 – Medium

2 to 3 - High

SEMESTER – I
PSYCHOLOGY FOR SOCIAL WORK PRACTICE (IDC-2) (30 Hours Only)
I MSW SEMESTER – I CODE: MSW134T

COURSE OBJECTIVES: *The students will...*

- To enable students understand the basic concept of Psychology as an inter-disciplinary source of knowledge for social work practice
- To educate students the theories, stages of human development and behavior relevant to social work practice.
- To orient students with the concepts of normality and abnormality and influencing aspects of human behavior and skills to identify and assess human behavior.
- To prepare students to adapt the knowledge and skills to apply in the methods of social work.
- To prepare students to test personality and understand underlying factors in assessing and using data for social work practice.
- To extend the ability in students to analyze the human behavior in the helping process.

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

UNIT 1: Psychology: 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, Factors Influencing Human Behavior: Heredity and Environment - Concepts: Science of mind, Science of behavior- Conscious & Subconscious processes.

UNIT 2: Psychological Processes in Behavior: *Perception* - Concept of Perception, Characteristics, process and factors influencing perception Hallucination, Delusion, Illusion, Attitudes, Prejudices, Biases and Stereotyping. Processes of Adjustment & Mal-adjustment. Coping Mechanisms vs. Defense Mechanism. *Attitude*: Definition, Concept, formation of attitudes and attitudinal change *Intelligence*: Concept, theories and assessment. *Motivation*: Meaning, definition, types and characteristics of motives, theories of motivation. *Personality*: Meaning, Definition, types and factors influencing Personality, Theories of Personality. - *Leadership*: Definition, theories of leadership

UNIT 3: Social Bases of Behavior: Needs and Motives, Emotions, Cognition, Memory Intelligence, and Learning. 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. Theories of Human Development: Freud's Psycho-Sexual theory, Erickson's Psycho-social theory and Cognitive Theory of Jean Piaget

UNIT 4: Abnormal Psychology: Concepts of normality and abnormality. Mental Health, characteristics of mentally healthy person, factors influencing mental health – Causes of abnormality – basic information on symptoms, causes and treatment of major and minor mental illnesses. International Classification of Diseases (ICD): Neurosis & Psychosis..

UNIT 5: Intervention methods: Relevance of Psychology to Social Work practice - **Role** of social workers in promoting mental health, Psychological counseling and Psychological Testing: IQ / Achievement Test and Attitude Test- Basic concept of Psychometrics and Testing.

References

- Abril Lal Mukherjee, 2015, A Textbook Of Cognitive Psychology, Rajat Publications, New Delhi
- Anuratha Ngangom, 2012, Research Methodology In Psychology, Maxford Books, New Delhi
- Daine E Papalia And Sally Wendkos Olds And Ruth Duskin Feldman, 2004, Human Development (Ninth), Tata Mcgraw-Hill, New Delhi
- David F Marks, Michael Murray, Brian Evans And Emeé Vida Estacio, 2011, Health Psychology (Third), Sage Publications, New Delhi
- Delhinaima Khatoon, 2012, General Psychology, Darling Kinderley, South Asia .
- Elizabeth B Hurlock, 2009, Development Psychology (Fifth), Tata Mcgraw-Hill, New Delhi
- Elizabeth B. Hurlock, 2005, Child Development, Tata Mc Graw-Hill Publishing Company Ltd, New Delhi
- John W Santrock, 2011, Life Span Development (Thirteen), Tata Mcgraw-Hill, New Delhi
- Lewis R Aiken And Gary Groth-Marnat, 2009, Psychological Testing And Assessment, Dorling Kindersley Pvt. Ltd, New Delhi
- Margarete Parrish, 2012, Social Work Perspectives On Human Behaviour, Rawat Publications, Jaipur
- Mohan Kumar, 2014, Dictionary Of Psychology, Aitbs Publishers, Delhi
- Naima Khatoon, 2012, General Psychology, Dorling Kindersley Pvt Ltd, India
- Philip Banyard, Mark N.O. Davies, Christian Norman And Belinda Winder, 2012, Essential Psychology, Sage Publications, New Delhi
- Singh H.D., 2007, Handbook Of Basic Human Physiology, S.Chand And Company Ltd, New Delhi

Course Outcome: *The students will...*

CO1	Recall and describe basic concepts of Psychology as an interdisciplinary source of knowledge for social work practice (K1 & K2)	K1, K2
CO2	Elicit and establish theories and stages of human development and journalize behavior of clients through social work practice (K3)	K3
CO3	Appraise normality and abnormality and point out influencing aspects of human behavior (K4)	K4
CO4	Integrate, measure and develop interventions through the application of psychology in Social Work practice. (K5 & K6)	K5, K6
CO5	Displays expert level of proficiency in dealing with problems of clients and prepare clients for change of behavior (P4)	P1-P7
CO6	Inquire and identify the personality and help in behavior modification of individuals, groups and communities. (A2 & A4)	A1-A5

CO and PSO Mapping

SEM I	CODE MSW134T	TITLE PSYCHOLOGY FOR SOCIAL WORK PRACTICE					TOTAL HOURS 30	CREDITS 2
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	3	2	3	2	3	3	2.7	
CO2	3	3	2	3	2	2	2.5	
CO3	3	3	2	3	2	2	2.5	
CO4	3	3	3	3	2	2	2.7	
CO5	3	3	3	2	2	3	2.7	
CO6	3	3	3	2	2	3	2.7	
Mean Overall Score							2.6	
Result							High	

0 to 1 – Low

1 to 2 – Medium

2 to 3 - High

SEMESTER –I
THEATRE SKILLS - (Skill Paper - SK 1) (30 Hours Only)
MSW –I SEMESTER –I CODE:MSW135S

COURSE OBJECTIVES

CO1 – To gain knowledge and understand the theatre fundamentals

CO2 - To apply theatre skills in different social situations

CO3 - To analyze different techniques of theatre for addressing various social needs and problems

CO4 - To evaluate and create theatre on different social issues and situations

CO5 - To incorporate different theatre techniques to address different social situations

CO6 - To create theatres that disseminate socio-cultural values that proposes solutions to various social needs and problems

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

Unit 1: Introduction of Acting: Yoga - Performance skills (Basic) - Physical preparation (Body Language, Body Movement, sign, Expression through body). Body Flexibility through theatre games. - Folk dance and folk instruments. Introduction to various social issues in the light of Theatre. Knowledge on different theatre forms

Unit 2: Mind And Body: See, hear, believe, react, observe and concentrate - Study of the self, the self and others, and self and society - Individuality, Self-Identity, Ideology, Political Awareness - aware of the body, how to use the body, imagination - enter space - Memory.

Unit 3: Voice culture and Rhythm: Introduction to voice and speech - Building voice: Projection and Resonance - Building voice - Vibration and Articulation - Building Voice: All aspects - Building Speech: Exercises and using Elements of speech - Building Speech: Using Dramatic Texts, Story Telling - concentrate on rhythm.

Unit 4: Trust & Modulation and Diction: Trust, Co-ordination, Adaptation, Adjustment, Help - Reading script - Pronunciation, Modulation and Diction. Space and Time- Understanding space - Entering Space – Examine - Understanding time.

Unit 5: Imagination and Improvisation- Physical Actions. Given Circumstances. Scoring an Action. Transitions. Breaking down an Action. Creating Reality. Use of Mime. Emotions and Expressions: Emotion and Expression - Emotion Control.

References:

1. Badal Sircar, “The Third Theatre” 1993

2. Lizbeth Goodman (Et.) “The Routhledge Reader in Politics and Performance” Routhledge, London, 2000.
3. Prasanna, “INDIAN METHOD in ACTING” National School of Drama, 1, Bahawan Das Road, New Delhi. 2014.

CIA Components for Theatre Skills (100 Marks)

1. Learning Interest (Theatre skills Workshop evaluation): 20 Marks
2. Attendance: 5 Marks
3. Theatre Skills Record: 25 Marks
4. End Semester: Skill Demonstration (Individual - 30 and Group - 20): 50 Marks

Course Outcome: *The students will...*

CO1	Gained knowledge and understanding on the theatre fundamentals	K1, K2
CO2	Able to apply theatre skills in different situations	K3
CO3	Able to analyze different techniques of theatre for addressing various social needs and problems.	K4
CO4	Able to evaluate and create theatre for different social situations	K5, K6
CO5	Able to incorporate different theatre techniques to address different social situations	P1-P7
CO6	Create theatres that disseminate socio-cultural values that proposes solutions to various social needs and problems	A1-A5

CO and PSO Mapping

SEM I	CODE MSW135S	TITLE Theatre Skills					TOTAL HOURS 30	CREDITS 2
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	2	2	2	2	2	2	2	
CO2	2	2	2	2	2	2	2	
CO3	3	3	3	3	3	3	3	
CO4	3	3	3	3	3	3	3	
CO5	3	3	3	3	3	3	3	
CO6	3	3	3	3	3	3	3	
Mean Overall Score							2.6	
Result							High	

SEMESTER – I
CONCURRENT FIELD WORK – I (Main Core)
I MSW SEMESTER – I CODE: MSW136F

COURSE OBJECTIVES

- CO1 – To understand various settings of social work
- CO2 – To apply skills for practicing social work methods
- CO3 – To evaluate the social structure and stratification
- CO4 – To practice their leadership skill and team work skill
- CO5 – To respect the rural and tribal life and culture
- CO6 – To adopt the living conditions of rural/tribal people

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

Field Work Components:

1. Observational Visits -The first year students during the first semester go for observational visits to various settings: Medical & Psychiatric, Rural Community Setting, Slum Visits, Industrial Setting, Correctional Setting and Tribal Setting.
2. Social Work Camp for a week
3. Skill Laboratory Experience in Social Work Methods

The students spend two days in a week and expected to spend a minimum of 15 hours per week in the field for practice based learning.

Every week the students write a report of their activities and submit to the concerned field work supervisor on Mondays. The supervisor conducts individual and group conference regularly.

The CA marks are awarded by the supervisor out of 50 marks for the quality, regularity, initiatives, leadership, participation and team worker.

At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded out of 50.

Internal – Field Work (50 Marks)

Regularity in Record submission	: 10 Marks
Initiative Taken during the Field Work	: 15 Marks
Rural Camp – Participation and Contribution	: 10 Marks
Record Quality	: 15 Marks

Viva Voce (50 Marks)

Observation Visits	: 10 Marks
Rural Camp	: 10 Marks
Lab Sessions	: 10 Marks
Group Seminar Presentation	: 10 Marks
Presentation & Communication	: 10 Marks

Course Outcome: *The students will...*

CO1	Understand various settings of social work	K1, K2
CO2	Apply skills for practicing social work methods	K3
CO3	Evaluate the social structure and stratification	K4
CO4	Practice their leadership skill and team work skill	K5, K6
CO5	Respect the rural and tribal life and culture	P1-P7
CO6	Adopt the living conditions of rural/tribal people	A1-A5

CO and PSO Mapping

SEM I	CODE MSW136F	TITLE Concurrent Field Work - I					TOTAL 24 Days	CREDITS 4	
		CO	PSO1	PSO2	PSO3	PSO4			PSO5
		CO1	1	1	1	1	1	1	1
		CO2	2	2	2	2	2	2	2
		CO3	3	3	3	3	3	3	3
		CO4	2	2	2	2	2	2	2
		CO5	3	3	3	3	3	3	3
		CO6	3	3	3	3	3	3	3
							Mean Overall Score	2.66	
							Result	High	

SEMESTER – II
SOCIAL WORK PRACTICE WITH COMMUNITIES – Main Core- 4
I MSW SEMESTER – II CODE: MSW230T

COURSE OBJECTIVES

- To enable students to understand the basic concepts of Community, Objectives, Principles & Process, Models of community organization, Methods of community organization, Social Action in Community Organization and Strategies and Tactics in Social Action (K1, K2).
- To educate students the principles, values, stages and involved in organizing community and develop in them the ability to work independently as a professional community organizer (K3)
- To outline the concept of community organizing, intervention planning, evaluation and documentation, with the objective of improving the skills needed in students to become successful community organizers in different community settings (K4)
- To prepare students to apply the methods, models, approaches, techniques, skills in community organization. (K5, K6)
- To prepare students to organize communities in various settings and various necessities. (P4)
- To develop the ability in students to critically analyze community problems and the factors affecting them. (A5)

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

UNIT 1: Community: Community: Concept, Characteristics and Classification. Community organization: Concept, History, Objectives, Principles & Process of community organization - Study and survey, analysis, assessment, discussion, organization, action, reflection, modification, continuation. Similarities and differences between community organization and community development

UNIT 2: Models of community organization: locality Development, social planning, social action, Skills in community organization: Communication, training, consultation, public relations, resource mobilization, liaisoning. Community Organisation as a Para – Political Process – Networking, Conscientisation, Planning and Organising, Roles and Strategies of Social movements

UNIT 3: Methods of community organization: Awareness creation, planning and organizing, education, networking, participation, leadership, community action, legislative and non-legislative actions. Application of community organization in rural, urban, tribal settings and online community organization.

UNIT 4: Social Action in Community Organization: Concept, Purpose and Techniques, Social Action as a method of social work. Approaches to social action – Paulo Friere, Saul Alinsky, Martin Luther King, Ambedkar

UNIT 5: Strategies and Tactics in Social Action: individual contact, conscientization, negotiation, collaborative pressure, advocacy, legal suasion, public relations, political organization, conflict resolution and violence. Contextual usage of strategies- Roles and Responsibilities of social activists.

Reference:

1. Christopher, A.J., and Thomas William. 2006. Community Organization and Social Action. Himalaya Publications. New Delhi.
2. Cox M. Fred et. al. 2005. Strategies of Community Organization. 4th Edition. Peacock Publishers. New Delhi.
3. Jainendra Kumar Jha, 2002, Social Work and Community Development, Anmol Publications Pvt Ltd, New Delhi
4. Johri Pradeep Kumar. 2005. Social Work and Community Development. Anmol Publications Pvt. Ltd. New Delhi.
5. Kumar Jha Jainendra. 2002. Social Work and Community Development. Anmol Publications Pvt. Ltd. New Delhi.
6. Kumar Somesh. 2008. Methods for Community Participation. Vistar Publications. New Delhi.
7. Ledwith Margaret. 2005. Community Development. A Critical Approach. Rawat Publications. New Delhi.
8. Margaret Ledwith, 2005, Community Development, Rawat Publications, Jaipur.
9. Mukundan N. And M.Hilaria Soundari, 2008, Emerging Dimensions In Selp Help Groups, Dominant Publishers And Distributors, New Delhi.
10. N.Lalitha, 2008, Shg's And Micro Finance, Dominant Publishers And Distributors, New Delhi.
11. Pradeep Kumar Johri,2005, Socila Work for Community Development, Anmol Publications Pvt Ltd, New Delhi.
12. Somesh Kumar, 2008, Methods for Community Participation, Vistaar Publications, New Delhi.
13. Surendra K.Vettivel, 1992, Community Participation Empowering the Poorest Roles of Ngo's, Vetri Publications, New Delhi.

Course Outcome: *The students will...*

CO1	Describe and understand the concept of social work practice with communities as a method of social work and as a tool for social change. (K1 & K2)	K1, K2
CO2	Illustrate the principles, values, stages and involved in organizing community and develop in them the ability to work independently as a professional community organizer(K3)	K3
CO3	Analyze the concept of Social Work Practice with Communities, intervention planning, evaluation and documentation, with the objective of improving the skills needed in students to become successful community organizers in different community settings (K4)	K4
CO4	To prepare students to apply the methods, models, approaches, techniques, skills in community organization. (K5 & K6)	K5, K6
CO5	To practice social work in various community settings (P4)	P1-P7
CO6	Incorporate social work practice with communities as the method to influence community's ability to critically analyze problems and factors affecting them and enable their effective participation in gratifying their needs (A5)	A1-A5

CO and PSO Mapping

SEM I	CODE MSW132T	TITLE SOCIAL WORK PRACTICE WITH GROUPS					TOTAL HOURS 45	CREDITS 3
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	3	3	2	2	2	2	2.3	
CO2	3	3	2	3	2	2	2.5	
CO3	3	3	2	3	2	2	2.5	
CO4	3	3	3	3	2	2	2.7	
CO5	3	3	3	3	2	2	2.7	
CO6	3	3	3	3	2	2	2.7	
Mean Overall Score							2.6	
Result							High	

0 to 1 – Low

1 to 2 – Medium

2 to 3 - High

SEMESTER – II
HUMAN RESOURCE MANAGEMENT (30 Hours Only) Main core-5
I MSW SEMESTER – II CODE: MSW231T

COURSE OBJECTIVES

- To enable students understand the basic concepts of human resource management, its functions and challenges (K1, K2)
- To educate students on the purpose, systems, policies and applications of human resource management in organizations (K3)
- To help students discover the different aspects of managing people in the organizations from the stage of acquisition to development and retention. (K4)
- To prepare students to create, evaluate and refine their HR practices through the application of Social Work/HR techniques, processes and methods. (K5, K6)
- To prepare students to enhance their employability and problem solving skills in various HR settings. (P4)
- To develop the ability in students to critically analyze employee issues and evaluate the new trends in HRM and the factors affecting them. (A5)

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

UNIT 1: Human Resource Management: Introduction to Human Resource Management: Evolution of HRM, Definition, Concept of Management. Managerial and operative function. Personnel Management Vs Human Resource Management. Recent challenges and Trends in HRM

UNIT 2: Human Resource Planning, Selection and Placement: Concept and process of Human Resource planning – Recruitment and selection. Sources of manpower supply: On-Campus, Off-Campus, Referrals, Consultancies, internal Mobility, and Types of outsourcing process. 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 Interview. Job Analysis: Job specification and descriptions, Job classification, Job enrichment and Job evaluation Concept of HR Analytics.

UNIT 3: Learning and Development: Induction and Placement; HRD- Concept, Importance of training; Training Needs Analysis, Types of Training. Employee engagement.

UNIT 4: Compensation Management: Concept of Wage and Salary – Wage Theories – Types of wages – Wage Board - Wage Components - wage differentials – wage regulators – Incentive Schemes - Fringe Benefits -Employee benefit plans, Rewards and Recognitions.

UNIT 5: Employee Retention, Separation and HR Lab: Attrition and Retention - Concept and Problems. Causes of Job Hopping. Leave Management: Types of Leave. Disciplinary procedures: Concept of Charge Sheet, Domestic enquiry. Grievance Redressal Procedures; Performance Management Systems; Transfers and Promotions. Separation: Discharge, Dismissal, Resignation, Retirement, VRS, Exit Interview; Retirement –Pre retirement Counseling and Benefits.

References:

- Arun Monappa, 2011, Managing Human Resources, Rajiv Beri for Macmillan Publishers India. Ltd, Chennai
- Aswathappa K, 2011, Human Resource Management ,6 Ed, Tata McGraw Hill Educate Ion Pvt Ltd
- Dr.N. Premavathi, 2011, Human Resource Management and Development,1 Ed, Sri.Vishnu Publications, Chennai.
- Dwivedi R S, 2012, Text Book of Human Resource Management, Vikas Publishing House Pvt Ltd, New Delhi.
- Gary Dessler, Biju Varkkey, 2012, Human Resource Management (12thEd.), Dorling Kinderley India Private Ltd
- Jayant Mukherjee, 2012, Designing Human Resources Management Systems a Leaders Guide, Sage Publications, New Delhi.
- Lowell H. Lamberton, Leslie Minor, 2012, Human Relations Strategies for Success, 4th Ed, Tata McGraw-Hill Edition Pvt.Ltd, New Delhi,
- Michael J Kavanagh, Mohan Thite, Richard D Johnson, 2012, Human Resource Information System, SAGE Publicatons India Pvt.Ltd, New Delhi
- Murton, Inmmam & Osullivan, 2011, Human Resource Management, Great Hodder Education, London
- Nickwilton,2012, An Introduction to Human Resource Management, Sage Publications India Pvt Ltd.

Course Outcome: *The students will...*

CO1	Describe and understand the concept of Human Resource Management as a method and tool for social change. (K1 & K2)	K1, K2
CO2	Illustrate the functions, principles, values and dynamics involved in Human Resource Management and develop the ability to work independently as a professional HR (K3)	K3
CO3	Discover and enhance the abilities required to be a competent HR professional by integrating different aspects of managing people in organizations, from the stage of acquisition to development and retention. (K4)	K4
CO4	To create, evaluate HRM related social, cultural, ethical and environmental responsibilities and issues in a global context. (K5 & K6)	K5, K6
CO5	Exhibit high expertise and executes HR proficiency in a variety of settings. (P4)	P1-P7
CO6	Incorporate in students the capacity to critically examine employee concerns and evaluate emerging trends in HRM and the factors influencing them. (A5)	A1-A5

CO and PSO Mapping

SEM II	CODE MSW221T	TITLE HUMAN RESOURCE MANAGEMENT					TOTAL HOURS 45	CREDITS 3
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	2	3	2	2	3	2	2.3	
CO2	3	3	2	3	2	2	2.5	
CO3	3	3	2	3	2	3	2.7	
CO4	3	3	2	3	2	2	2.5	
CO5	3	3	3	3	2	2	2.7	
CO6	3	3	3	2	2	2	2.5	
Mean Overall Score							2.5	
Result							High	

0 to 1 – Low

1 to 2 – Medium

2 to 3 - High

SEMESTER II
MEDICAL AND PSYCHIATRIC SOCIAL WORK – Main Core- 6
I MSW SEMESTER – II CODE:MSW232T

COURSE OBJECTIVES

- To enable students to understand the basic concepts of health, health problems and general preventive measures (K1-K3)
- To help students recognize and illustrate the Health Services in India - Central, State and District and sketch the roles of Medical Social Worker (k1- K3)
- To help students to understand, classify and connect the concepts of the Mental Health and Mental Illness Mental Disorders. (K1, K2)
- To enable student to define, describe the concept of Psychiatric Social Work and the application of social work methods. (K1, K2)
- To educate the students to explain, illustrate and critically evaluate the about the application of Social work in Psychiatric Setting. (k1-k5)
- To develop the ability in students to critically analyze the mental health needs of people in different settings and to analyze how the psychiatric social work methods can be applied. (A2)

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

Unit 1: Concept of Health: Indicators of Health- Determinants of Health Services – The right to Health services- Major Health problems in India with specific reference to Adolescents, Youth, Women, Aged, Differently Abled, Industrial Workers. Factors responsible for the prevalence of major diseases - Communicable diseases and Non communicable diseases- Control and prevention of communicable diseases- General measures to control diseases.

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. Urban health services and Rural health services – Challenges in the health care services. The role of Medical Social Worker in various health settings. Community Mental Health and Social Work, NMHP, Innovations like Satellite Clinics, District Mental Health Programme.

UNIT 3: Concept of Mental Health and Mental Illness: Misconceptions about mental illnesses. International Classification of Mental Disorders. Symptoms, diagnosis and management of the following: Neuroses, Psychoses, Psycho physiologic disorders, Personality disorders, Organic psychotic conditions, Epilepsy and Mental retardation. Psychiatric disturbances in adolescents.

UNIT 4: Introduction to Psychiatric Social Work: Meaning and Scope – Application of social work methods and other related techniques in the field - Occupational therapy, Art Therapy, Play therapy, Electro Convulsive Therapy - Multidisciplinary approach and team work in mental health care - Preparing the family and community for the return of the affected individual and follow-up.

UNIT 5: Application of 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.

References:

1. AbirLal Mukherjee (2015) A Textbook of Abnormal Psychology, Rajat Publications, New Delhi.
2. Allison Werner-Lin and Nancee M.Biank, 2006, “Oncology social work”, Handbook of Health Social Work, N.J. Wiley
3. Anubhuti Dubey And Aradhana Shukla, 2015, Mental Health-Psycho Social Perspective, Concept Publishing Company, New Delhi.
4. Aradhana Shukla And Anubhuti Dubey, 2015, Mental Health-Psycho Social Perspective, Concept Publishing Company, New Delhi.
5. Arthur Browne.T (2006) “Social work roles and health-care settings”, Handbook of Health Social Work.
6. Bentley, K.J. 2001 Social Work Practice in Mental Health: Contemporary Roles, Tasks, and Techniques. Wadsworth Publishing
7. Gelder, M., Mayou, R., & Cowen, P.2004, Oxford Textbook of Psychiatry 4th Edition.7. Oxford: Oxford University Press
8. Joan Beder, 2006, “Oncology social work with adults”, Hospital social work: the interface of medicine and caring, Routledge Publishers, New York.
9. Joan Beder, 2006, “Social work on the psychiatric unit”, Hospital social work: the interface of medicine and caring, N.Y. Routledge
10. Malitta Engstrom, 2006, “Physical and mental health: interactions, assessment, and intervention”, Handbook of Health Social Work, N.J. Wiley
11. Mangal S.K. (2012) Abnormal Psychology, Sterling Publishers, New Delhi.
12. Pandey, V. C. 2004, Child Counselling& Education. Vol. I, II, Delhi, Isha Books
13. Patel, V., & Thara, R.2002 Meeting the Mental Health Needs of Developing Countries: NGO Innovations in India. New Delhi: Sage Publications
14. Sadock, B. J., & Sadock, V.A. (eds.) 2005 Comprehensive Textbook of Psychiatry 8th Edition. Lippincott Williams & Wilkins, Philadelphia

Course Outcome: *The students will...*

CO1	Describe, understand the basic concepts of health, health problems and analyze the general preventive measures	K1-K3
CO2	Recognize and illustrate the Health Services in India - Central, State and District and sketch the roles of Medical Social Worker	K1-K3
CO3	Understand, classify and connect the concepts of the Mental Health and Mental Illness Mental Disorders	K-K4
CO4	Define, describe the concept of Psychiatric Social Work and the application of social work methods	K-K4
CO5	Explain, illustrate and critically evaluate the about the application of Social work in Psychiatric Setting	K1-K6
CO6	Critically analyze the mental health needs of people in different settings and to analyze how the psychiatric social work methods can be applied	A2

CO and PSO Mapping

SEM I	CODE MSW132T	TITLE Medical and Psychiatric Social Work					TOTAL HOURS 45	CREDITS 3
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	3	3	2	2	2	2	2.3	
CO2	3	3	2	2	2	2	2.2	
CO3	3	3	2	3	2	2	2.5	
CO4	3	3	3	2	2	2	2.5	
CO5	3	3	3	3	2	2	2.7	
CO6	3	3	3	3	2	2	2.7	
Mean Overall Score							2.5	
Result							High	

0 to 1 – Low

1 to 2 – Medium

2 to 3 - High

SEMESTER – II
SOCIAL WELFARE ADMINISTRATION (IDC– 3) (30 Hours Only)
I MSW SEMESTER – II CODE: MSW233T

COURSE OBJECTIVES

- To enable students understand the basic concepts of Social Welfare Administration, its functions and challenges (K1, K2)
- To educate students on the purpose, systems, policies and applications of welfare administration in organizations (K3)
- To help students discover the different aspects of managing people in the organizations from the stage of acquisition to development and retention.(K4)
- To prepare students to establish, manage and define rules and regulations for organizations. (K5, K6)
- To prepare students to enhance their employability and problem solving skills in various Social Welfare Organisations. (P4)
- To develop the ability in students to critically analyze organizational issues and evaluate the new trends in Social Welfare Administration and the factors affecting them. (A5)

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

UNIT 1: Welfare State: Concept and relevance. Indian Constitution: Fundamental rights and Directive principles of State Policy- Social Policy and Planned social change. National Policy on Voluntary sector (2007).

UNIT 2: Social Welfare Administration- Concept, Features - Non-Government, Non-Profit making and self –governing organizations. Human Service Organizations by Orientation, by Levels of operation and by Focus. Major programmes of Central Social Welfare Board and State Social Welfare Board.

UNIT 3: Basic Administration Processes: Planning, Organizing, staffing and directing. Elements of Directing: Supervision, motivation, leadership, communication, monitoring and evaluation. Administrative skills – Writing reports, letters and minutes of meetings

UNIT 4: Finance Administration: Budgeting, accounting and auditing. Maintenance of books and accounts, financial documents and records. Mobilization of financial resources - Grants in Aid. Foreign Contribution and Regulation Act – 1976 and Amendments. Exemptions under Income tax Act: 80G, 35AC & 35 (1) (ia).

UNIT 5: Registering of an Organization: Procedures related to registering under Societies Registration Act 1860, Charitable Trust Act 1912 and Indian Companies Act 1956.

Administrative Structure – Memorandum, Bye laws, Constitution, Deed, Functions and responsibilities of governing board, committees and office bearers. Case Study of a NGO with legal compliance and programme reporting.

References

- Batra, Nitin. 2004. Administration of social Welfare in India. Jaipur. Raj Publishing House.
- Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi. Rawat Publication.
- Chowdhry, D.Paul. 1992. Social Welfare Administration. Atmaram and Sons.
- Encyclopaedia of Social Work. Vol I & III Also for Units IV & V
- Kohli, A.S & S.R. Sharma. 1998. Encyclopedia of Social Welfare and Administration. New Delhi. Anmol Publication.
- Patel, N Vinod&Rana, K, Girish.2007. Personnel Management. Jaipur. Oxford Book Company.
- Sarita Sharma, Basotia G. R. Popalia A.K. 1997. Management, Function, financial Planning and Policy. Kanishka Publishers. New Delhi

Course Outcome: *The students will...*

CO1	Describe and understand the concept of Social Welfare Administration as a method and tool for social change. (K1 & K2)	K1, K2
CO2	Illustrate the functions, principles, values and dynamics involved in welfare administration and develop the ability to work independently as a professional Social Worker (K3)	K3
CO3	Discover and enhance the abilities required to be a competent Social Work professional by integrating different aspects of managing people in organizations, from the stage of acquisition to development and retention. (K4)	K4
CO4	Create, evaluate social welfare administrative measures in relation to social, cultural, ethical and environmental issues in a global context. (K5 & K6)	K5, K6
CO5	Exhibit high level of competency in execution of social welfare administrative practices in various settings. (P4)	P1-P7
CO6	Incorporate and critically examine social welfare concerns and evaluate emerging trends in welfare administration and the factors influencing them. (A5)	A1-A5

CO and PSO Mapping

SEM II	CODE MSW233T	TITLE SOCIAL WELFARE ADMINISTRATION					TOTAL HOURS 30	CREDITS 2
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	2	3	2	2	3	2	2.3	
CO2	3	3	2	3	2	2	2.5	
CO3	3	3	2	3	2	3	2.7	
CO4	3	3	2	3	2	2	2.5	
CO5	3	3	3	3	2	2	2.7	
CO6	3	3	3	2	2	2	2.5	
Mean Overall Score							2.5	
Result							High	

0 to 1 – Low

1 to 2 – Medium

2 to 3 - High

SEMESTER – II
LABOUR WELFARE AND LABOUR LEGISLATIONS (IDC-4) (30 Hours Only)
I MSW SEMESTER – II CODE: MSW234T

Course Objectives:

- To empower students with the concept, definitions, objectives, principles, theories, need, characteristics of Industrialization and Labour Legislations.
- To make students understand the need, importance, objectives and functions of labour welfare.
- To comprehend the labour legislations on occupational safety, health and working conditions, wages, industrial relations and social security followed in various settings.
- To make students to understand and acquire knowledge on various rules, forms and calculations available in each act.
- To prepare students to handle issues and challenges faced in implementing and following the labour legislations.
- To prepare students to acquire the skills to approach government officials and departments which deal with Labour and employment.

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

UNIT 1: Introduction: Industrialization –Concept and Impact of Industrialization in India. Labour: Concept, Characteristics and Problems of Indian Labour. Organized and unorganized Labour. Labour Welfare: Concept, need, objectives, principles and theories. Administration of labour- Central and State level Labour welfare officer: Qualification, Need, roles and functions. Objectives and Functions of ILO

UNIT 2: Labour Legislations: Concept and History of labour Legislations in India. Legislations for labour welfare in different types of industries: The Factories Act of 1948, The Mines Act, 1952 , The Motor Transport Workmen Act,1961 Plantation Labour Act,1951, The Dock Workers (Safety Health and Welfare) Act 1986, Tamilnadu Shops and Establishment Act 1947- Sexual Harassment of women at workplace (Prevention Prohibitions & Redressal) Act 2013.

UNIT 3: Industrial Relations Legislation: Indian Trade Union Act 1926, Industrial Disputes Act 1947, Employment Legislations: Industrial Employment (Standing Orders) Act 1946, Contract Labour (Regulations and Abolition) Act 1970. Tamil Nadu Industrial Establishment (National Festival and Holidays Act 1958).

UNIT 4: Wage Legislations: Payment of wages Act,1936, Minimum wages Act,1948., Payment of Bonus Act, 1965, Equal Remuneration Act 1976.

UNIT 5: Social Security Legislations : Employees State Insurance Act 1948, Employees Provident Fund Act 1952, Payment of Gratuity Act 1972, Maternity benefit Act 1961, Workmens Compensation Act 1923. TN Labour Welfare Fund Act 1972, (Relevant Case Studies to be discussed in the class). All the Acts will be discussed based on changes made in the Labor Legislation Codes.

Reference

- Babu Sharath and Rashmi Shetty. 2007, Social Justice and Labour Jurisprudence. SAGE Publication. New Delhi.
- Bhatia, 2008 Strategic Industrial Relations and Labour Laws, Deep and Deep Publications, New Delhi.
- Jain J.N. and Ajay Bholra, 2009, Modern Industrial Relations and Labour Laws, Regal Publications, New Delhi.
- Ka poor, N.D. 1993. Elements of Industrial Law. Sultan Chand & Sons. New Delhi.
- Ka poor, N.D. 1995. Hand Book of Industrial Law. Sultan chand & Company. New Delhi
- M. R.Sreenivasan, 2006, Industrial Relations and Labour Legislations, Margham Publications, Chennai
- Ra maswamy, E.A. & Uma Ramaswamy. 1981. Industry and Labour: An Introduction Oxford University Press. New Delhi.
- Singh B. D. 2010, Industrial Relations and Labour Laws, Excel Books, New Delhi.
- Sri vastava S. C., 2014, Industrial Relations And Labour Laws, Vikas Publishing House Pvt. Ltd, New Delhi.
- Tri pathi, P.C.1994. Personnel Management and Industrial Relations. Sultan Chand&Co. New Delhi.

Course Outcome: *The students will...*

CO1	Gain knowledge, recognize, understand, explain, describe and illustrate the concepts, definitions, objectives, characteristics, principles about industrialization and labour legislations.	K1, K2
CO2	Understand, characterize, plan, connect, and consider the need, importance and functions of labour welfare.	K3, K4
CO3	Acquire knowledge, analyze and focus on various labor legislations with regard to employee's safety, health, working conditions, wages, social security and relationship Labour Legislations	K1, K2, K4
CO4	Adapt, integrate, perform, facilitate, fit, integrate, consider rules and forms and calculate the formulas from each legislation.	K5, K6
CO5	Identify cases and issues related to labour legislations and integrate, relate, compare and justify the theoretical knowledge in solving those issues.	A3, A4
CO6	Prepare, respond and calibrate the skill in handling government officials and departments dealing with Labor and Employment by meeting various government officials and District Industrial Safety and Health Department.	P1, P4

CO and PSO Mapping

SEM I	CODE MSW234T	TITLE LABOUR WELFARE AND LABOUR LEGISLATIONS					TOTAL HOURS 45	CREDITS 3
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	3	2	2	2	2	2	2.1	
CO2	3	2	2	2	2	2	2.1	
CO3	3	2	2	2	2	2	2.1	
CO4	3	3	3	3	3	3	3	
CO5	3	3	3	3	3	3	3	
CO6	3	3	3	3	3	3	3	
Mean Overall Score							2.55	
Result							High	

0-1 Low 1-2 Medium 2-3 High

SEMESTER –II
COMMUNICATION SKILLS (Skill Paper- SK-2) (30 Hours Only)
MSW –I SEMESTER –II CODE:MSW235S

Course Objectives:

CO1 – To understand about the purpose and means of communication

CO2 – To present reports effectively to different forums

CO3 – To write reports of different events effectively

CO4 – To use ICT for effective communication

CO5 – To follow appropriate etiquette in communication

CO6 - To adopts suitable methods for effective communication of values in different circumstance

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

Unit I:

Communication: Meaning, Nature (Body Language), Importance and Purpose of Communication. Communication Network in an Organization.

Practical:

1. (Oral) Participating in a dialogue. Situation will be given on the spot.
2. (Written) On the spot preparation of dialogue. Situation will be given on the spot.

Unit-II:

Presentation Skills, Interviews (Dress code & Etiquette), Preparing and organizing a Speech, Presenting at meeting, presenting reports.

Practical:

1. (oral) Extemporaneous (On the spot speech), Theme will be given on the spot.
2. (oral) Presentation of an object or answering an interview question.
3. (oral) Reviewing a report and presenting

Unit III

Effective Writing Skills: Elements of Effective Writing, Main Forms of Written Communication: Agenda, Minutes, Notices, Writing of CV, Memo, Drafting an E-mail, Press Release. Correspondence: Personal, Official and Business, Report Writing.

Practical:

1. (Written) Writing a reply mail to an organization (Situation will be given on the spot – Use of CC, BCC)
2. (Written) Preparing a news for press release (Situation will be given on the spot)
3. (Written) Preparation of CV. Marks can be allotted based on the quality of the CV.

Unit-IV:

Communication using ICT: MS Office-Word, Excel and PowerPoint, Visuals, Dropbox, Skype, Facebook, Google Meet, Zoom, LinkedIn

Practical:

1. (Written) Creating a word document with proper aligning (source file will be given)
2. (Written) Preparing a chart after a proper calculation in Excel (Source data will be given on the spot)
3. (Written) Preparing a Poster or Campaign or news item or presentation in PowerPoint from the source in Word File (Source will be given on the spot)

Unit V

Etiquettes in Communication: Phone and Email Etiquettes, meetings, group discussions, office, Social Media, client and employer. Attire and appearance.

Practical:

1. (Theoretical/Objective type) Written test on Etiquettes while responding to Phone call and Email, Office, Social Media and Employer
2. Participation in FGD (Theme will be given on the spot)
3. Marks will be allotted for the attire and appearance from the observation made during the semester.

References:

1. Bert Decker, 2005, The Art Of Communicating, Crisp Publications, New Delhi.
2. Captain Bob, 2010, Fireup Your Communication Skills, Viva Books Pvt Ltd, New Delhi.
3. Charles J Stewart and William B Cash Jr, 2010, Interviewing Tata Mcgraw Hill Companies, New Delhi.
4. Gangal J.K., 2012, Competitive English, Nirja Publishers, New Delhi.
5. Magasudha Ravinuthala, 2005, The O.P.Singh, 2012, Art Of Effective Communication In Group Discussion And Interview, S.Chand And Company Ltd, New Delhi.
6. Singh O.P., 2012, Art Of Effective Communication In Group Discussion And Interview, S.Chand And Company Ltd, New Delhi.
7. Sharma R.K., 2007, How To Speak And Write Correctly, Swastik Publishers, New Delhi
8. Sharon Gerson And Steven Gerson, 2014, Communication Process And Product, M. Dorling Kindersley, New Delhi
9. Viva Career Skill Library, 2008, Communication Skills(Second), Viva Books Pvt. Ltd, New Delhi.

CIA Components for Communication Skill Paper (100 Marks)

1. Resume Writing: 10 Marks
2. Extemporaneous Speech: 10 Marks
3. Group Discussion: 10 Marks
4. Class Participation and Interaction: 10 Marks
5. Record: 10 Marks

Semester End VIVA Voce (50)

Course Outcome: *The students will...*

CO1	Understand about the purpose and means of communication	K1, K2
CO2	Present reports effectively to different forums	K3, K4
CO3	Write reports of different events effectively	K1, K2, K4
CO4	Use ICT for effective communication	K5, K6
CO5	Follow appropriate etiquette in communication	A3, A4
CO6	Adopts suitable methods for effective communication of values in different circumstance	P1, P4

CO and PSO Mapping

SEM I	CODE MSW235S	TITLE Communication Skills					TOTAL HOURS 30	CREDITS 2
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	2	2	1	2	1	1	1.5	
CO2	3	3	2	3	2	1	2.33	
CO3	3	3	2	3	2	1	2.33	
CO4	3	3	3	3	3	1	2.66	
CO5	2	2	3	3	2	3	2.5	
CO6	2	2	2	2	2	2	2.0	
Mean Overall Score							2.2	
Result							High	

SEMESTER – II
CONCURRENT FIELD WORK II
I MSW SEMESTER – II CODE: MSW236F

Course Objectives

- CO1 – To understand the concept of Social Work Fieldwork
- CO2 – To practice the different stages of primary methods of Social Work
- CO3 – To apply the principles of Social Work methods
- CO4 – To apply different methods of Social Work in different settings
- CO5 – To follow the social work values while practicing social work methods
- CO6 – To find appropriate multi-methods approach in addressing the social needs

K1-K6 – Cognitive Domain/ P1-P7 – Psychomotor Domain/ A1-A5 – Affective Domain

The first year students during the second semester go for Practice Based Social Work for two days in a week and expected to spend a minimum of 15 hours per week in the field where they are placed.

The first year students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization for their Practice Based Social Work.

During the placement they have to practice all the primary methods of social work. One has to help minimum of 3 clients using casework method, and form one group and practice group work method following all the stages of group work practice with at least 10 sessions and must take a issue and do it as a Group Project following the principles of community organization and social action.

Every week the students write a report of their activities and submit to the concerned field work supervisor. The supervisor conducts individual and group conference regularly. The CA marks are awarded by the supervisor out of 50 marks for the quality, regularity, initiatives, leadership, participation and team worker. At the end of the semester Viva Voce is conducted by an external examiner and marks are awarded out of 50.

Internal (50 Marks)

Regularity in Submission	: 10 Marks
Initiative Taken during the Field Work	: 15 Marks
Team Work	: 10 Marks
Record Quality	: 15 Marks

Viva Voce (50 Marks)

Case Work Practice	: 15 Marks
Group Work Practice	: 15 Marks
Community Organization Practice	: 15 Marks
Presentation & Communication	: 5 Marks

Course Outcome: *The students will...*

CO1	Understand the concept of Social Work Fieldwork	
CO2	Practice the different stages of primary methods of Social Work	
CO3	Apply the principles of Social Work methods	
CO4	Apply different methods of Social Work in different settings	
CO5	Follow the social work values while practicing social work methods	
CO6	Finds appropriate multi-methods approach in addressing the social needs	

CO and PSO Mapping

SEM I	CODE MSW235S	TITLE Communication Skills					TOTAL HOURS 30	CREDITS 2
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	2	2	2	2	2	2	2	
CO2	3	3	3	3	3	3	3	
CO3	2	2	2	2	2	2	2	
CO4	2	2	2	2	2	2	2	
CO5	2	2	2	2	2	2	2	
CO6	3	3	3	3	3	3	3	
Mean Overall Score							2.33	
Result							High	








Course Outcome: *The students will...*

CO1	Understand the Organization and their work	
CO2	Familiarize with the organization's culture	
CO3	Apply social work skills in implementation of programmes of the organization	
CO4	Evaluate their skill set and update according to the requirement	
CO5	Understand the values of the organization	
CO6	Practice organizational behaviour	

CO and PSO Mapping

SEM I	CODE MSW237F	TITLE Block Field Work					TOTAL 24 Days	CREDITS 4
CO	PSO1	PSO2	PSO3	PSO4	PSO5	PSO6	Mean	
CO1	1	1	1	1	1	1	1	
CO2	2	2	2	2	2	2	2	
CO3	2	2	2	2	2	2	2	
CO4	3	3	3	3	3	3	3	
CO5	2	2	2	2	2	2	2	
CO6	3	3	3	3	3	3	3	
Mean Overall Score							2.16	
Result							High	

**PG & RESEARCH DEPARTMENT OF SOCIAL WORK
SACRED HEART COLLEGE, TIRUPATTUR, VELLORE DIST
BOARD OF STUDIES MEETING
13.04.2022**

DETAILS OF MEMBERS	SIGNATURE
J. Andrews Raja, Member, Chairperson, Assistant Professor	
Dr. Gunavathy, Principal , Madras School of Social Work , Chennai – University Nominee <i>Associate Professor</i>	
Mr. Michael, Aditya Birla.Hosur.- External Expert	
Dr. C.R. Christi Anandan, Member, Assistant Professor	
Dr. K. Arockia Raj, Member, Assistant Professor	
Dr. Clayton Michael Fonceca, Assistant Professor	
Dr. T. Selvam, Member, Assistant Professor	
Ms. E. Lisa, Member, Assistant Professor	