



SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Resi : (04179) 220103

College : (04179) 220553

Fax : (04179) 226423

Ready for
Every Good Work

A Don Bosco Institution of Higher Education, Founded in 1951 * Affiliated to Thiruvalluvar University, Vellore * Autonomous since 1987

Accredited by NAAC (4th Cycle – under RAF) with CGPA of 3.31 / 4 at 'A+' Grade

Sacred Heart College (Autonomous), Tirupattur District

1.2.1 List of New Courses

MSW

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			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			100
MSW236F	Concurrent Field Work-II	-	5	R/V	50	50	100
MSW237F	Block Field Work (4 Weeks Duration)	-	4	100			
MSW238X	<i>Transactional Analysis (Certificate Course)</i>	-	2*	Optional-Successful Completion			
SEMESTER TOTAL			24+2*				800

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 MSW331 C	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
MSW336J	Research Project I	-	3	R/V			100
MSW337F	Concurrent Field Work – III	-	5	R/V	50	50	100
MSW338X	<i>Psychometric & Testing Tools (Certificate Course)</i>	-	2*	Optional-Successful Completion			

	SEMESTER TOTAL		23 +2*			800
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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 Behavior 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			100
MSW436J	Research Project II	-	3	R/V			100
MSW437F	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*				3100

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

Components of Programme	No of courses	No. of courses (x) credits	Total Credits
Main Core (MC)	12	12 x 03	36
Inter Disciplinary Core (IDC)	04	04 X02	08
Main Electives (ME)	04	04 x 02	08
Skill Paper (SK)	04	04 x 02	08
Field Work Practicum (FWP)	04	04 x 05	20
Summer Field Work Practicum (SFWP) (4 Weeks at the end of I Year)	01	01x04	04
Summer Field Work Practicum (SFWP) (4 weeks at the end of II Year)	01* (Optional)	01X 04	04*
Research Project	02	02 x 03	06
Certificate Courses (CC)	04* (Optional)	04 X 02	08*
TOTAL	23	-	90+12 *

Sacred Heart College (Autonomous), Tirupattur District

1.2.1 List of New Courses

Department: MSW

S. No	Course Code	Course Name
1.	MSW130T	Introduction to Social Work Profession
2.	MSW131T	Social Work Practice With Individuals
3.	MSW132T	Social Work Practice With Groups
4.	MSW133T	Sociology for Social Work Practice
5.	MSW134T	Psychology for Social Work Practice
6.	MSW135S	Theatre Skills
7.	MSW230T	Social Work Practice With Communities
8.	MSW231T	Human Resource Management
9.	MSW232T	Medical & Psychiatric Social Work
10.	MSW233T	Social Welfare Administration
11.	MSW234T	Labour Legislation and Labour Welfare
12.	MSW235S	Communication Skills

Syllabus:

SEMESTER I

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

Learning Outcome: The students will...

- Gain knowledge about the profession of Social Work
- Understand the different fields of Social Work
- Get exposed to the historical growth and development of Social Work

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 SD

Reference:

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

SOCIAL WORK PRACTICE WITH INDIVIDUALS

(Main Core-2) I MSW

SEMESTER – I

CODE: MSW131T

Learning Outcome: ***The students will...***

- ***Gain knowledge about the primary method of social work practice with individuals***
- ***Understand the techniques and approaches of social work practice with individuals***
- ***Acquire the skill of working with individuals***

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

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

SOCIAL WORK PRACTICE WITH GROUPS –

Main Core- 3I MSW

SEMESTER – I

CODE:MSW132T

Learning Outcome: *The students will...*

- *Gain knowledge about the primary method of social work practice with groups*
- **Understand the techniques and approaches of social work practice with groups**
- *Acquire the skill of working with groups*

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 (adjourni). 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

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, Social Work For Community Development, Anmol Publications Pvt Ltd, New Delhi.
12. Somesh Kumar, 2008, Methods For Community Participation, Vistara Publications, New Delhi.
13. Surendra K. Vettivel, 1992, Community Participation Empowering the Poorest Roles of Ngo's, Vetri Publications, New Delhi.

HUMAN RESOURCE MANAGEMENT (Main
Core-5) I MSW

SEMESTER – II
CODE:MSW231T

Learning Outcome: *The students will...*

- *Gain knowledge about the management of human resources*
- **Understand the programmes and activities of management of human resources**
- *Acquire the skills of working with organized and un organized human resources*

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

1. Arun Monappa, 2011, Managing Human Resources, Rajiv Beri for Macmillan Publishers India. Ltd, Chennai
2. Aswathappa K, 2011, Human Resource Management ,6 Ed, Tata McGraw Hill Education Pvt Ltd
3. Dr.N. Premavathi, 2011, Human Resource Management and Development,1 Ed,Sri.Vishnu Publications, Chennai.
4. Dwivedi R S, 2012, Text Book of Human Resource Management, Vikas Publishing House Pvt Ltd, New Delhi.
5. Gary Dessler, Biju Varkkey, 2012, Human Resource Management (12thEd.), DorlingKinderley India Private Ltd
6. Jayant Mukherjee, 2012, Designing Human Resources Management Systems a LeadersGuide, Sage Publications, New Delhi.
7. Lowell H. Lamberton, Leslie Minor, 2012, Human Relations Strategies for Success, 4thEd, Tata McGraw-Hill Edition Pvt.Ltd, New Delhi,
8. Michael J Kavanagh, Mohan Thite, Richard D Johnson, 2012, Human Resource Information System, SAGE Publications India Pvt.Ltd, New Delhi
9. Murton, Inmmam & Osullivan, 2011, Human Resource Management, Great HodderEducation, London
10. Nickwilton,2012, An Introduction to Human Resource Management, Sage Publications India Pvt Ltd.
11. Seetharaman S, B. Venkateswara Prasad, 2012, Human Resource Management, Scitech Publications Pvt Ltd- Chennai
12. Sharma V K, 2013, Human Resource Management, Evolution &The Challenges Ahead,Vinod Vasishtha for Viva Books Pvt. Ltd, New Delhi
13. Tanuja Agarwala, 2013, Strategic Human Resource Management, Oxford University Press, New Delhi.
14. V K Sharma, 2013, Human Resource Management, Evolution and challenges Ahead,Viva Books Pvt.Ltd, New Delhi.

MEDICAL AND PSYCHIATRIC SOCIAL WORK

(Main Core-6) I MSW

SEMESTER- II

CODE:MSW232T

Learning Outcome:

The students will...

- Identify the issues related to health, diseases and health care services by the government and private
- Understand the concepts 'mental health' and 'mental illness' and understand the signs and symptoms, etiology, diagnosis and treatment of mental health problems
- Gain skills to cater to services for the mentally ill

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, Psychophysiological 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 ofHealth 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 ofHealth 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: theinterface of medicine and caring, Routledge Publishers, New York.
9. Joan Beder, 2006, “Social work on the psychiatric unit”, Hospital social work: theinterface of medicine and caring, N.Y. Routledge
10. Malitta Engstrom, 2006, “Physical and mental health: interactions, assessment, andintervention”, 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 8thEdition. Lippincott Williams & Wilkins, Philadelphia

Learning Outcome: *The students will...*

- Gain knowledge about social welfare administration of service organizations
- *Understand welfare programmes of the government*
- **Acquire the skill of establishing a human service organization**

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-Profitmaking 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) (ii).

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

1. Batra, Nitin. 2004. Administration of social Welfare in India. Jaipur. Raj PublishingHouse.
2. Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi.Rawat Publication.
3. Chowdhry, D.Paul. 1992. Social Welfare Administration. Atmaram and Sons.
4. Encyclopaedia of Social Work. Vol I & III Also for Units IV & V
5. Kohli, A.S & S.R. Sharma. 1998. Encyclopedia of Social Welfare and Administration.New Delhi. Anmol Publication.
6. Patel, N Vinod&Rana, K, Girish.2007. Personnel Management. Jaipur. Oxford BookCompany.
7. Sarita Sharma, Basotia G. R. Popalia A.K. 1997. Management, Function, financialPlanning and Policy. Kanishka Publishers. New Delhi

LABOUR WELFARE AND LABOUR LEGISLATIONS (IDC-4) (30

Hours Only)I MSW

SEMESTER – II

CODE: MSW234T

Learning Outcome: *The students will...*

- *Gain knowledge about labour legislations and labour welfare*
- **Understand the legal provisions of labour welfare**
- *Acquire the skills of working with corporate sector*

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

1. Babu Sharath and Rashmi Shetty. 2007, Social Justice and Labour Jurisprudence. SAGE Publication. New Delhi.
2. Bhatia, 2008 Strategic Industrial Relations and Labour Laws, Deep and Deep Publications, New Delhi.
3. Jain J.N. and Ajay Bhola, 2009, Modern Industrial Relations and Labour Laws, Regal Publications, New Delhi.
4. Kapoor, N.D. 1993. Elements of Industrial Law. Sultan Chand & Sons. New Delhi.
5. Kapoor, N.D. 1995. Hand Book of Industrial Law. Sultan Chand & Company. New Delhi.
6. M.R. Sreenivasan, 2006, Industrial Relations and Labour Legislations, Margham Publications, Chennai.
7. Ramaswamy, E.A. & Uma Ramaswamy. 1981. Industry and Labour: An Introduction Oxford University Press. New Delhi.
8. Singh B. D. 2010, Industrial Relations and Labour Laws, Excel Books, New Delhi.
9. Srivastava S. C., 2014, Industrial Relations And Labour Laws, Vikas Publishing House Pvt. Ltd, New Delhi.
10. Tripathi, P.C. 1994. Personnel Management and Industrial Relations. Sultan Chand & Co. New Delhi.
11. Vaidyanathan, S. 1986. Factory Laws Applicable in Tamilnadu. Vols: 1,2,3. Madras Book Agency. Madras.

Learning Objectives: The Students will

- gain better understanding about the purpose and means of communication
- gain knowledge on the different modes of communication
- acquire the ability to communicate effectively and professionally.

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 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)