SACRED HEART COLLEGE (AUTONOMOUS)

Tirupattur – 635 601, Tamil Nadu, S.India

Ready for
Every Good Work

Resi : (04179) 220103
College : (04179) 220553
Fax : (04179) 226423

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

M.S.W (HRM)

SEMESTER I						
Title of the subject	**Contact Hrs.**	**Credit**	**E-hrs**	**CA**	**SE**	**Total**
Introduction to Social Work Profession	45	3	3	50	50	100
Social Work Practice with Individuals	45	3	3	50	50	100
Social Work Practice with Groups	45	3	3	50	50	100
Social Work Practice with Communities	45	3	3	50	50	100
Human Psychology	30	2	3	50	50	100
Theatre Skills	30	2	R/SD		100	100
Concurrent Field Work–I	-	5	R/V	50	50	100
SEMESTER TOTAL		**21**				**700**

SEMESTER II						
Labour Legislation and Labour Welfare	60	4	3	50	50	100
Strategic Human Resource Management	60	4	3	50	50	100
Social Work Research & Statistics	60	4	3	50	50	100
HR Analytics	30	2	3	50	50	100
Data Processing & Analysis Skill (SPSS& NVIVO)	30	2	R/SD	50	50	100
Concurrent Field Work-II	-	5	R/V	50	50	100
Research Project I	-	3	R/V	80	20	100
Block Field Work (4 Weeks Duration)	-	4	Required		100	100
Transactional Analysis (Certificate Course)	-	2*	Optional-Successful Completion			
SEMESTER TOTAL		**28+2***				**800**

SEMESTER III						
Title of the subject	**Contact Hrs**	**Credit**	**E-hrs**	**CA**	**SE**	**Total**
Human Resource Development	45	3	3	50	50	100
Industrial Relations	45	3	3	50	50	100
Organizational Behavior	45	3	3	50	50	100
International HRM / Hospital Administration/ Analysis for Managerial Decision Making	30	2	3	50	50	100
Corporate Social Responsibility/ Hotel Front Office Management/ Training & Development	30	2	3	50	50	100
Skill Matrix & Competency Mapping Skill	30	2	R/SD	50	50	100
Research Project II	-	3	R/V	80	20	100
Concurrent Field Work – III	-	5	R/V		100	100
Psychometric & Testing Tools (Certificate Course)	-	2*	Optional-Successful Completion			
SEMESTER TOTAL		**23 +2***				**800**

SEMESTER IV						
Title of the subject	**Contact Hrs**	**Credit**	**E-hrs**	**CA**	**SE**	**Total**
Human Rights and Social Legislation	30	2	3	50	50	100
Human Resource Accounting/ Entrepreneurship Planning & Development/ HR Leadership	30	2	3	50	50	100
Human Resource Management in Service Sector/ Diversity Management/ Financial Management for Managers	30	2	3	50	50	100
Performance Management Skill	30	2	R/SD	50	50	100
Internship Training	-	10	R/V	50	50	100
Block Field Work (4 Weeks Duration)	-	4*	Optional-Successful Completion			
SEMESTER TOTAL		**18+4***				**500**
COURSE TOTAL		**90+12***				**2800**

Sacred Heart College (Autonomous), Tirupattur District

1.2.1 List of New Courses

S. No	Course Code	Course Name
1.	MHR101T	Introduction to Social Work Profession
2.	MHR102T	Social Work Practice with Individuals
3.	MHR103T	Social Work Practice with Groups
4.	MHR104T	Social Work Practice with Communities
5.	MHR105T	Human Psychology
6.	MHR106S	Theatre Skills
7.	MHR107F	Concurrent Field Work–I
8.	MHR201T	Labour Legislation and Labour Welfare
9.	MHR202T	Strategic Human Resource Management
10.	MHR203T	Social Work Research & Statistics
11.	MHR204T	HR Analytics
12.	MHR205S	Data Processing & Analysis Skill (SPSS& NVIVO)
13.	MHR206F	Concurrent Field Work-II
14.	MHR208J	Research Project I
15.	MHR207F	Block Field Work
16.	MHR209X	Transactional Analysis

INTRODUCTION TO SOCIAL WORK PROFESSION
(Main Core 1)

I MSW   SEMESTER – I   CODE: MHR101T

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 Defense, 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 Behavior Model, Crisis Intervention Model, Integrated social work model, developmental model, empowerment and justice model and radical model.

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

UNIT – 5: Social Reformers and Social Welfare Administration: Introducing students with the contributions of various reformers (Can talk about the major contributions of Raja Ram Mohan Roy, Sarojini Naidu, EVR Periyar, Gandhiji, Vinobave, Narayana Guru and Jyotirao Govindrao Phule. Mehta Padkar). Contemporary Social Reforms in India. **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. Social welfare programs of government of India.

Reference:

1. Bhattacharya, Sanjay. 2008. Social Work Psycho- Social and Health Aspects. Deep and Deeppublications. 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, Jo Ann Larsen, 2010, Theory and Skills in Social Work, Cengage Learning IndiaPvt 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. Hingham, 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, Subline Publication, Jaipur Batra,Nitin. 2004. Administration of social Welfare in India. Jaipur. Raj Publishing House.

10. Bhattachary, Sanjay. 2009. Social Work Administration and Development. New Delhi.Rawat Publication.

11. Chowdhry, D.Paul. 1992. Social Welfare Administration. Atmaram and Sons.

12. Encyclopaedia of Social Work. Vol I & III Also for Units IV & V

13. Kohli, A.S & S.R. Sharma. 1998. Encyclopedia of Social Welfare and Administration. NewDelhi. Anmol Publication.

SOCIAL WORK PRACTICE WITH INDIVIDUALS (Social Case Work)

(Main Core 2)

I MSW   SEMESTER – I   CODE: MHR102T

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 Case Work- Introduction: Concept & Definition. Historical development of Social Casework. Objectives of working with individuals. Principles of social caseworkpractice- 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: Case Work Process: Phase 1: Exploration of person in environment, Multidimensional assessment and Planning, Multidimensional intervention. Phase 2: Implementing and Goal attainment. Phase 3: Termination and Evaluation; Follow up. Interview

– Home visits, Collateral contacts, Referrals.

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: Case Work Approaches and Models - Psycho Social approach, Person Centered Approach, Problem Solving Approach and Crisis Intervention Model. Relevance and Eclectic approach. Working with Individuals in different settings: Educational, Family and Child Welfare, Medical and psychiatric, Correctional and Industrial setting.

UNIT 5: 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. Use of Genogram and eco map- Case presentation as tool of professional development.

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, TheUniversity Of Chicago.
4. Jainendra Kumar Jha 2002, Social Welfare and Social Work, J.L. Kumar for AnmolPublications 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 RemedialMeasures-Vol 3, APH Publishing Corporation-New Delhi.
7. Mathew, Grace. 1992. An introduction to Social Case Work. Tata Institute of SocialSciences.
8. Mujawar W.R., N.K. Sadar. 2010. Field Work Training in Social Work. MangalamPublications. New Delhi.
9. Perlman Helan Haris. 2011. Social Case Work – Problem Solving Process. RawatPublications. India.
10. Philip Burnard 2009 Counselling Skills Training Book Of Activities, Viva Books-NewDelhi.
11. Upadhya, R. K. 2010. Social Case Work A Therapeutic Approach. Rawat Publications.New Delhi.

<mark>SOCIAL WORK PRACTICE WITH GROUPS</mark> (Social Group Work)

(Main Core 3)

I MSW   SEMESTER – I   CODE: MHR103T

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 Group & 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- open and closed groups, social treatment groups, task oriented groups (forum, committees and work team), developmental groups (Self Help Groups and support groups) and Recreational Groups; Group Work Process: Tuckman (1965), and Rogers (1967) model: Forming, Storming, Norming, Performing and Mourning (Deforming). Roles of Group worker in different stages of group development- in relation to leadership continuum theory of Tannenbaum and Smith

UNIT 4: Use of Programme in Social Group Work & Skills of Group Worker: Concept ofprogramme, 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- Community, Educational, Family and Child Welfare, Medical and psychiatric, Correctional and Industrial setting.

UNIT 5: Recording in Group Work & Evaluation of Group Work :Importance of recordingin 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:

1. Charles Zastrow H, Msw , Ph.D, 2009, Social Work With Groups, Cengage LearningPublication, Australia

2. Gerald Corey, Marianne Schneider Corey, Patrick Callanan, Michael J. Michael Russell, 1992,Group Techniques, Brooks, And Cole Publication Company Pacific Hrave, California

3. Harlkich Trecker B, 1955, Social Group Work Methods And Principles

4. Ken Heap,1985,The Practice Of Social Work With Group George Allen And UnionPublication Ltd, London

5. Marrianne Schneider Corey And Gerald Corey, 1992,Groups Process And Practice,Brooks And Cole Publication Company, California

6. Ronald   W, Toscland,2005,An Introduction To Group Work Practice, Pearson Publication, London, New York

7. Sahu R. K ,2010,Group Dynamics And Team Building, Excel Books, New Delhi

8. Siddiqui ,2008,Group Work Theoretical Practices, Rawat Publication, Jaipur

9. Steven   Rose .R ,1998, Group Work With Children And Adolescents, Sage Publications, New Delhi

10. Tom Douglas, 1993, A Theory Of Group Work Practice, Palgrave Macmillan Printing,London.

11. Tom Dougles, 1976, Group work Practice, Tavistock Publication Ltd, London.

SOCIAL WORK PRACTICE WITH COMMUNITIES

(Main Core 4)

I MSW   SEMESTER – I   CODE: MHR104T

Learning Outcome: Students will

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

UNIT 1: 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, Approaches-specific content, general content and process content- Social Work Approach, Political Activist Approach, Neighborhood/Community Development Approach, System Change Approach and Neighborhood Approach. 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 and tribal settings. Community Organization for Sustainable Development

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. Social Action for Sustainable Development

Reference:

1. Christopher, A.J., and Thomas William. 2006. Community Organization and SocialAction. Himalaya Publications. New Delhi.

2. Cox M. Fred et. al. 2005. Strategies of Community Organization. 4th Edition. PeacockPublishers. New Delhi.

3. Jainendra Kumar Jha, 2002, Social Work And Community Development, AnmolPublications 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. NewDelhi.

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 HelpGroups, 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 ofNgo's, Vetri Publications, New Delhi.

HUMAN PSYCHOLOGY

(Inter Disciplinary Core 1)

I MSW   SEMESTER – I   CODE: MHR105T

Learning Outcome: *The students will…*

- Gain basic knowledge on psychology
- Understand the behavior of human beings
- Acquire the skill of using psychological testing tools in dealing with individuals

UNIT 1: Psychology: Concept: Science of mind, Science of behavior- Conscious& Subconscious processes and motivation. Developmental stages & Developmental tasks. Areas of Human Development - Social, emotional, cognitive and physical- Relevance of Psychology to Social Work.

UNIT 2: Psychological Processes in Behavior: Theories of Human Development: Freud's Psycho-Sexual theory, Erickson's Psycho-social theory and Cognitive Theory of Jean Piaget. **(Learning Theory)**

Needs and Motives, Emotions, Intelligence, Learning and motivation. Factors Influencing Human Behavior: Heredity and Environment. Personality: types of personality.

UNIT 3: Social Bases of Behavior: Perception - Hallucination, Delusion, Illusion, Attitudes, Prejudices, Biases and Stereotyping. Processes of Adjustment & Mal-adjustment. Coping Mechanisms vs. Defense Mechanism

UNIT 4: Abnormal Psychology: Concepts of normality and abnormality. International Classification of Diseases (ICD): Neurosis & Psychosis.

UNIT 5: Intervention methods: Psychological Counseling and Psychological Testing: IQ / Achievement Test and Attitude Test- Basic concept of Psychometrics and Testing.Transactional Analysis

References

1. Abril Lal Mukherjee, 2015,A Textbook Of Cognitive Psychology, Rajat Publications, NewDelhi

2. Anuratha Ngangom,2012,Research Methodalogy In Psycology,Maxford Books ,New Delhi

3. Daine E Papalia And Sally Wendkos Olds And Ruth Duskin Feldman,2004, Human Development(Ninth), Tata Mcgraw-Hill, New Delhi

4. David F Marks, Michael Murray, Brian Evans And Emee Vida Estacio,2011, HealthPsychology (Third), Sage Publications, New Delhi

5. Delhinaima Khatoon, 2012, General Psychology, Darling Kinderley, South Asia .

6. Elizabeth B Hurlock,2009, Development Psychology(Fifth), Tata Mcgraw-Hill, New Delhi

7. Elizabeth B.Hurlock,2005,Child Development, Tata Mc Graw-Hill Publishing CompanyLtd, New Delhi

8. John W Santrock, 2011, Life Span Development(Thirteen), Tata Mcgraw-Hill, New Delhi

9. Lewis R Aiken And Gary Groth-Marnat,2009, Psychological Testing And Assessment,Dorling Kindersley Pvt. Ltd, New Delhi

10. Margarete Parrish, 2012, Social Work Perspectives On Human Behaviour, RawatPublications, Jaipur

11. Mohan Kumar, 2014,Dictionary Of Psychology, Aitbs Publishers, Delhi

12. Naima Khatoon, 2012, General Psychology, Dorling Kindersley Pvt Ltd, India

13. Philip Banyard, Mark N.O.Davies, Christian Norman And Belinda Winder,2012, Essential Psychology, Sage Publications, New Delhi

14. Singh H.D., 2007, Handbook Of Basic Human Physiology, S.Chand And CompanyLtd, New Delhi

THEATRE SKILLS
(Skill Paper)

MSW –I   SEMESTER –I   CODE: MHR106S

Learning Outcome: The Students will ….

- Gain better understanding theatre fundamentals
- Have Personality development through theatre
- Have the ability to Create Alternative thoughts and Alternative Aesthetics.

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.

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 andExpressions:** Emotion and Expression - Emotion Control. Theater Forms

References:

1. Badal Sircar, "The Third Theatre"
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 DasRoad, 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

CONCURRENT FIELD WORK – I

(Main Core)

I MSW   SEMESTER – I   CODE: MHR107F

Learning Outcome: Students will

- Get exposed to various settings of social work
- Undergo a group living experience and understand the living conditions of people
- Acquire the skill in street theatre and folk lore

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
4. Corporate Trainings related to skill development in Human Resource Management

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 40 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 60.

Internal – Field Work (50 Marks)

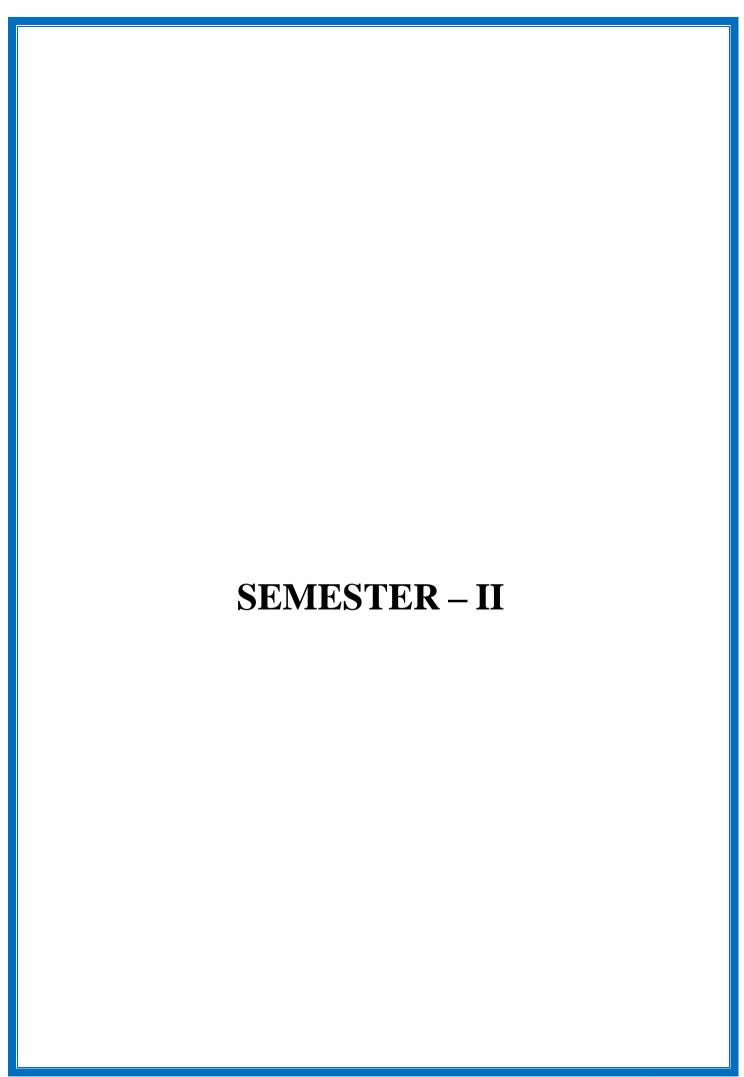|		
Regularity in submission	:	10 Marks
Initiative Taken during the Field Work	:	10
MarksRural Camp –Participation and Contribution	:	10
Marks Corporate Training- Participation & Contribution	:	10 Marks
Record Quality	:	10
Marks		

Viva Voce (50 Marks)

Observation Visits	: 15 Marks
Rural Camp	: 10 Marks
Corporate Training	: 15 Marks
Presentation & Communication	: 10 Marks

SEMESTER – II

<mark>STRATEGIC HUMAN RESOURCE MANAGEMENT</mark>
(Main Core 5)

I MSW   SEMESTER – II CODE: MHR202T

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: Concept and importance as part of general management – Personnel Management Vs Human Resource Management - objectives and Functions of HRM - Evolution of 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, Employee outsourcing. Selection Process: Application Blank, Written Test, Group Discussion, Indicators of a good Curriculum Vitae, Interviewing techniques and skills, Types of Interviews, Offer Letters, Reference Checks, Medical Check-ups; Job analysis: Job specification and descriptions, Job classification, Job enrichment and Job evaluation.

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

UNIT 4: Performance & 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. Goal Setting and Performance Appraisal

UNIT 5: Employee Retention and Separation: Concept of Attrition and Retention. Retention Strategies. Promotions, Grievance Redressal Procedures, Transfers .Causes of Job Hopping. Leave Management: Types of Leave. Disciplinary procedures: Concept of Charge Sheet, Domestic enquiry and Separation: Discharge, Dismissal, Resignation, Retirement, VRS, Exit Interview; Retirement –Pre retirement Counseling and Benefits. **Current Trends in HRM:** Concept of HR Analytics and HRIS, e-HR, e- Recruitment- Changing role of human resource manager. International Human Resource Management- Concept

References

1. Arun Monappa, 2011, Managing Human Resources, Rajiv Beri for Macmillan PubishersIndia. Ltd, Chennai

2. Aswathappa K, 2011, Human Resource Management ,6 Ed, Tata McGraw Hill Educate IonPvt 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 HousePvt 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, 4th Ed,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 Hodder Education, London

10. Nickwilton,2012, An Introduction to Human Resource Management, Sage PublicationsIndia Pvt Ltd.

11. Seetharaman S, B. Venkateswara Prasad, 2012, Human Resource Management, ScitechPublications 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, VivaBooks Pvt.Ltd, New Delhi.

LABOUR WELFARE AND LABOUR LEGISLATIONS

(Main Core 6)

I MSW   SEMESTER – II   CODE: MHR201T

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 pertaining to Conditions of Employment: 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 , Plantation Labour Act,1951, Tamil Nadu Shops and Establishment Act, 1947. Sexual Harassment of women at work place(Prevention, Prohibition & Redressal) Act, 2013.

UNIT 3: Industrial Relations Legislation: Trade Union Act, 1926, Industrial Disputes Act, 1947, Employment Legislations: Industrial Employment (Standing Orders) Act, 1946, Contract Labour (Regulation 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 Remneration 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, Employees Compensation Act, 1923. TN Labour Welfare Fund Act, 1972, (Relevant Case Studies to be discusssed in the class).

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, RegalPublications, 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. NewDelhi

6. M.R.Sreenivasan, 2006, Industrial Relations and Labour Legislations, Margham Publications, Chennai

7. Ramaswamy, E.A. & Uma Ramaswamy. 1981. Industry and Labour: An IntroductionOxford 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 HousePvt. Ltd, New Delhi.

10. Tripathi, P.C.1994. Personnel Management and Industrial Relations. SultanChand&Co. New Delhi.

11. Vaidyanathan, S. 1986. Factory Laws Applicable in Tamilnadu. Vols: 1,2,3. MadrasBood Agency. Madras.

SOCIAL WORK RESEARCH & STATISTICS
(Main Core 7)

I MSW   SEMESTER – II   CODE: MHR203T

Learning Outcome: *The students will…*

- Gain knowledge about research methodology & statistical applications
- Understand the usages of computer packages in research
- Acquire the skill of adopting the methodology and the application of statistics

UNIT 1: Concept and Process: Social Science Research- Scientific attitude, characteristics. Social Work research- Research Process- Importance of theory, conceptualization and operationalization in Research. Variables –Independent and dependent. Preparing Research Project Proposal.

UNIT 2: Research Design & Methods: Design: Exploratory, Descriptive, Diagnostic and Experimental. Hypothesis: nature and types, assumptions and Testing of hypothesis. Type-I & Type-II errors in Hypothesis. Sampling: meaning, types - probability and non-probability. Tools: Meaning and types questionnaire, interview schedule and standardized tools. Testing ofReliability and validity.

UNIT 3: Measurement and Analysis of Data: Meaning and types of data-primary and secondary. Scale: Meaning and types: Likert, and Semantic differential. Levels of measurement: Nominal, Ordinal, Interval and Ratio.

UNIT 4: Descriptive Statistics: Measures of Central Tendency: Mean, Median, Mode. Measures of Dispersion: Range, Standard deviation and Coefficient of variation for ungroupeddata and grouped data and class intervals.

UNIT 5: Inferential Statistics: Chi Square Test, T-test, ANOVA, Karl Pearsons' Correlation, Correlation Matrix, Simple linear Regression and Multiple Linear Regression. One sample test of difference/One sample hypothesis test, Confidence Interval, Contingency Tables.

Reference

1. Aditham Bhajanaga Rao. 2006. Research Methodology. Excel books. New Delhi.

2. Allen Rubin and Earl Babbie, 2011, Methodology Foe Social Work Research, CengageLearning India Pvt. Ltd, New Delhi.

3. Cargan, Leonard. 2008. Doing Social Research. Jaipur. Rawat Publications.

4. Chadhary CM. 2009. Research methodology. Ashish Paranmi RBSA publishers. Jaipur.

5. Debashis Chakraborty. 2009. Research Methodology. Saurabn Publishing House. NewDelhi.

6. Foster, J.J. 1998. Data Analysis Using SPSS for Windows. Sage Publications Ltd.London.

7. Gaur, Ajai S and Sanjaya S Saur. 2009. Statistical Methods for Practice and Research.A guide to Data Analysis using SPSS. Sage Publications. New Delhi.

8. Gosh B.N., 2008 Scientific Methods And Social Research, Sterling Publications Pvt.Ltd, New Delhi.

9. Gupta, S. P. 2009. Statistical Methods. New Delhi. Sultan Chand and Sons.

10. Ian Shaw and Nick Gould, 2001, Qualitative Research in Social Work, Sage Publications, London.

11. Kothari, C.R. 2004. Research Methodology – Methods and Techniques. New Delhi.New Age International Private Limited.

12. Kultar Singh. 2007. Quantitative Social Research Methods. Sage Publications IndiaPVT LTD. New Delhi.

13. Michael Bloor, Jane Frankland, Michelle Thomas, Kate Bobson 2001, Focus Groups inSocial Research, Sage Publications, New Delhi.

14. Padgett, D.L. 1998. Qualitative Methods in Social Work Research. Sage Publications.California.

15. Susanne Friese, 2012 Qualitative Data Analysis with Atlas, Sage Publications, NewDelhi.

HR ANALYTICS

(**Inter Disciplinary Core 2**)

I MSW   SEMESTER – II   CODE: MHR204T

Learning Outcome: *The students will…*

- Gain knowledge about collecting, structuring, analyzing and reporting on HR.
- Understand the functions and operations of analytics software
- Acquire the skills of communication intelligence

UNIT I: Introduction to HR Analytics: Introduction, People Analytics, Workforce Analytics. HR analytics & the organizational structure. Types of Data. HR Analytics & HRBP.

UNIT II: **HR Analytics Models& Tools**: Understanding terminologies, Analysis vs Analytics. Big Data. Evidence based HR. Sentiment & trend analysis. Cost modeling. HR data warehousing. Data integration. Maturity Model, Capacity Model, Other Model. Dealing with data, Decision tree, running analytics. (Heroes of Taj)

UNIT III: **HR Analytics- Structure & Journey:** Methodology in HR Analytics- choosing the right approach. Data analysis outcome. Analyst Journey. Types and levels of data used to fuel effective analytics. Data & metrics- Driving evidence based human capital decisions. Human capital analyst for mining organizational data. People metrics- communicating the right way.

UNIT IV: Talent Acquisition Analytics: Understanding Approach- Recruitment and Talent Acquisition. TAA trends. Analytics for efficiency, analysis for effectiveness. Analytics for impact, implementing TA Analytics. Data Mining, Metrics, segmentation and impact. TA- Questions to ask, TA- Metrics to track. AI and talent acquisition analytics.

UNIT V: Work Load Analytics: Introduction, Organization Planning & Strategy, Aligning HR with Organizational Planning, HRP & Resource Planning, Manpower Planning, Optimization of workforce, Lead Time Analysis, Process Optimization, Full Time Equivalent, Reducing Manpower Turnover, Staggered Shift Approach, Utilization time, Realization Time. (Note: Other Analytics like Talent Development Analytics, Succession Planning, Employee Engagement Analytics, Compensation Analytics, Data & Metrics will be given as an orientation)

References:

1. Balaji B, 2013, Service Marketing &Management, S.Chand & Company Private Limited,New Delhi.
2. Dasler Gary, 2011, Human Resource Management, Dorling Kindersly (India. Pvt. Ltd.),New Delhi.
3. Goyal R.C., 1994, Hand Book Of Hospital Personnel Management, Prentice Hall Of IndiaPrivate Limited, New Delhi.
4. Goyal R. L. 1993. Handbook of Hospital Personnel Management. Prentice Hall of IndiaPvt. Ltd. New Delhi.
5. Hoffman K Douglas and E G John Bateson. 2006. Marketing of Services. Cenage LearningIndia Pvt. Ltd. New. Delhi.
6. Kandula, Srinivas. 2005.   Human Resource Development in Competitive BusinessEnvironment. ICFAI University press. Hyderabad.
7. Natarajan L, 2006, Service Marketing, Margham Publications,Chennai.
8. Negi, Jag Mohan. 1997. Professional Hotel Management. S. Chand and Co. Ltd. NewDelhi.
9. Rao, Sanakard M. 1992.   Hospital Organisation and Administration. Deep and DeepPublications. New Delhi.
10. Sanghi Sma, 2011, Human Resource Management, Macmillan Publishers, India.
11. Valarie Zeithaml A. Mary Jobitner, Dwayne Gremler D. Ajay Pandit, 2012, ServiceMarketing, Tata Mcgraw Hill Education Private Limited, New Delhi.

DATA PROCESSING & ANALYSIS SKILL (SPSS & NVivo)
(Skill Paper 2)

I MSW	II SEMESTER	CODE: MHR205S

Learning Outcome: *The students will…*

- Gain knowledge on SPSS and NVivo
- Gain Skills and Methods to use the statistical software.
- Gain experience in using SPSS & NVivo in data processing and analysis.

Unit I: Basic steps of Data Analysis: editing, coding, code book preparation. Creating data file, syntax file and output file. Defining data: Variable name, Variable label, Values, value labels.

Unit II: Editing data file - adding cases, adding variables, saving files, retrieving data files, rectifying missing values and system error. Recoding of data, computing of data.

UNIT III: Data Analysis: Single frequency, bivariate analysis, use of charts and diagrams. Editing of table and charts, exporting tables and charts in word document. Testing of hypothesis: Chi-square test, T-test, ANOVA, Correlation matrix, Regression and FactorAnalysis.

UNIT IV: NVivo in Qualitative Research: Methodologies supported by NVivo - NVivo key terms – Creating a new project- Bringing material into NVivo: Interviews, articles and other documents, Survey results and other datasets, Audio and video. Creating transcripts, getting materials transcribed - Photos and other images, Web pages, social media and mobile devices.

UNIT V: Coding and making nodes: Memos, annotations and links- Exploring people, places and other cases- Summarizing data in framework matrices- Displaying data in charts, models and graphs, tree maps and cluster analysis diagrams - Creating reports and extracts.

Reference:

1. Foster, J.J. 1998. Data Analysis Using SPSS for Windows. Sage Publications Ltd. London.
2. Gaur, Ajai S and Sanjaya S Saur. 2009. Statistical Methods for Practice and Research. Aguide to Data Analysis using SPSS. Sage Publications. New Delhi.
3. Gupta, S. P. 2009. Statistical Methods. New Delhi. Sultan Chand and Sons.

4. Padgett, D.L. 1998. Qualitative Methods in Social Work Research. Sage Publications.California.
5. Manual- N Vivo 10 for Windows- www.explore.qsrinternational.com/new-york-university

Data Processing & Analysis Skill - (SPSS & NVivo) (100 Marks)

1. Assignment: 10 Marks
2. Class Participation: 10 Marks
3. Record note:20 Marks
4. Practical (Skill Demonstration): 20 Marks
5. End Semester – Viva Voce: 40 Marks

RESEARCH PROJECT –I
(Main Core)

I MSW	SEMESTER – II	CODE:

MHR208J

Learning Outcome: *The students will…*

- Gains knowledge and skills in developing a research proposal for undertaking a research(quantitative and qualitative).
- Acquire knowledge on problem formulation and review of literature.
- Gain knowledge on designing the methodology and prepare tools for data collection.

Each student is assigned with a research supervisor. The students have to get the guidance and carryout the following steps and complete the research project.

1. Selection of Topic, Defining terms, Finalization of Objectives of Study.
2. Feasibility Study, Pilot Visit to the study field.
3. Detailed Research Proposal
4. Introductory Chapter
5. Review of Literature and Bibliography
6. Finalization of Research tool

The supervisor internally evaluates the work of the student out of 40 marks for the above components, considering the quality, punctuality and regularity of consultation and learning interest.

Internal (80 Marks)

Regularity in Submitting Reports	: 20 Marks
Consultation Received from the Supervisor	: 20 Marks
Progress Shown	: 20 Marks
Quality of Reports	
(Library and other resources used and Language Clarity)	: 20 Marks

The student submits the approved chapters as a spiral volume. Viva Voce is conducted by anexternal examiner along with the concerned Supervisor. Marks are awarded out of 80.

The VIVA components/marks: 20 Marks (Viva will be for 100 and converted to 20 marks)

Research Project Proposal	: 20 Marks

Chapter I   : 20 Marks

Chapter II - Literature Review   20
MarksTools   20
Marks

Presentation and Communication   : 20 Marks

CONCURRENT FIELD WORK – II

(Main Core)

I MSW   SEMESTER – II   CODE: MHR206F

Learning Outcome: *The students will…*

- Practice the primary methods of Social Work in different settings
- Understand the applicability of the methods and techniques of Social Work in the fields ofsocial work
- Enhance their skills of Social Work practice

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 theyare placed.

Students will be given with practical laboratory sessions on Case Work, Group Work, Community Organization and Seminar Presentation.

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 PracticeBased 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 musttake an issue and do it as a Group Project following the principles of community organizationand 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 marks.

Internal (50 Marks)

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

Record Quality   : 10 Marks

Viva Voce (50 Marks)

Case Work Practice   : 10 Marks

Group Work Practice   :   10 Marks Community Organization Practice : 10 Marks Presentation & Communication   : 05 Marks Lab Sessions   :   05 Marks

Group Seminar Presentation   : 05 Marks

Corporate Training   : 05 Marks

BLOCK FIELD WORK (Required)

I MSW   SEMESTER – II CODE: MHR207F

Learning Outcome: *The students will…*

- Gain experience in a social work field by being in an open or closed setting
- Understand the techniques and approaches adopted by the organization
- Apply the knowledge gained, in the field of social work

During the summer holidays the first year students go for one month field placement training preferably in their respective field of specialization. The students are placed in villages or hospitals or schools or NGOs or government offices or counseling centers or welfare organizations or service organization or industries during the summer holidays according to their field of specialization.

During the placement the students are expected to learn about the vision, mission, philosophy, administration, strategies, program, activities, and achievements and also involve the activities of the organization to whatever extent possible.

Students should get daily activity sheets signed by the concerned persons in the organizations. They have to write daily records of their learning and submit to the department once they complete their field placement. Successful completion is certified by the department and communicated to the Controller of Examination.

This is **Course Completion Requirement and 4 credits are attached**. Students will be evaluated based on the Agency Supervisor Feed Back and by the Department Staff for the report submitted by the students after completion of Field Work.

TRANSACTIONAL ANALYSIS

(Certificate Course-1)

I MSW   SEMESTER – II CODE: MHR209X

Learning Outcome: *The students will…*

- Gain knowledge about the concepts related to transaction analysis
- Understand the self and others
- Acquire the skills of communication and problem solving

UNIT I: An overview of T.A.: Introduction to Structural analysis – Development of Ego states. The Parent ego state, Incomplete Parent ego state, Reparenting. The Child ego state, Shifts between Natural & Adapted Child ego states. Activating Child Ego State. The Adult ego state -Activating and strengthening the Adult ego state.

UNIT II: Introduction to Analyzing Transactions –Complementary transactions, Crossed transactions and ulterior transactions.

UNIT III: The human hunger for Strokes - Stroking hunger, Positive Stroking, Discounting and Negative Stroking. The hunger for Structured Time - Withdrawal, Rituals, Pastimes, Games, Activities and Intimacy.

UNIT IV: Stamp collecting – Psychological Trading of Stamps. Redemption of Stamps. Psychological Game Playing-–The Yes-but' game, The Uproar game, The 'Lets you and Him Fight'' game, The 'See what you made me' game. Giving up games.

UNIT V: The Drama of Life Scripts- Injunctions and Counter Injunctions- Scripts with curse

-Counter scripts. Rewriting scripts through Awareness, Spontaneity and Intimacy.

References:

1. Berne, Eric, 1996, Games People Play- The Basic Book of Transactional Analysis. Ballantine Books, New York.
2. Berne, Eric, 1964, Games People Play. Grove Press, New York.
3. Berne, Eric 1961, Transactional Analysis In Psychotherapy, Grove Press, New York
4. Harris A. Thomas, 1969, I' am OK-You are OK.; Harper & Row, New York.
5. James, Muriel & Jongeward, 1976, Born To Win, Addison Wisely Publishing Company,London

6. Steiner M. Claude, 1982, Scripts People Live. Bantam Books, Toronto
7. Steiner M. Claude, 1974, Games Alcoholics Play, Ballantine Books, New York.
8. Widdowson, Mark. 2010, Transactional Analysis -100 Key Points and Techniques, Routledge, New York.

Note: it is an extra credit course (Optional). Course Fee and duration will be fixed by thedepartment in consultation with the resource persons. Students need to pay Rs. 50 to the office of Controller of Examinations. The course will be conducted for minimum of 30 hours outsidethe regular time table. No CIA or Semester end exams will be conducted. Certificates will be issued by the Department.