

MANNAR THIRUMALAI NAICKER COLLEGE
PASUMALAI, MADURAI- 625 004

(An Autonomous Institution Affiliated to Madurai Kamaraj University)

(Re-accredited with 'A' Grade by NAAC)



MSW

SYLLABUS AND REGULATIONS

UNDER
CHOICE BASED CREDIT SYSTEM (CBCS)
(For those who joined during 2018-2019 and after)

NAME OF THE COURSE:

Mannar Thirumalai Naicker College under choice based credit system (CBCS) is offering a two year MSW (Master of Social Work) Degree Course (Semester Pattern) in Social Work with provision for a research project in the second year. The term credit is used to describe the quantum of syllabus for various programmes in terms of hours of study. Core, Elective and Non Major courses are a set of compulsory courses required for each programme. The minimum credit requirement for a two-year master's programme is 90.

ELIGIBILITY FOR THE COURSE

Candidates for admission to the Master of Social Work course should possess a Bachelor's degree or an examination accepted as equivalent thereto with a minimum pass.

APPLICATION FOR ADMISSION

Application for admission to the course must be made in prescribed form obtainable at the office of the institution offering the course. The admission will be subject to entrance examination consists of Written test followed by Interview to enable the respective admission committee to decide about the suitability of the candidate. The selection of candidates will be made based on the marks obtained from the qualifying examinations (100%) and the marks scored in the entrance test (50%) to be conducted by the concerned college. The decision of the committee shall be final in all cases of admission.

ELIGIBILITY FOR THE DEGREE

Candidates for the degree shall, besides undergoing the prescribed course of study, do field practicum (Consisting of observation visits, concurrent field work, research project work, etc, under the guidance of staff members and to the satisfaction of the department or the institute.

No candidates shall be eligible for the degree unless he/she has completed the prescribed course of study in an institution and has passed the prescribed examination.

No candidates shall be admitted to the examination unless he/she has attended not less than 75% of the total lecture of each paper, field work visit and produce a certificate from the head of the institution where he./she studied certifying that his/her progress and conduct have been satisfactory. The head of the department shall furnish such certificate to the institution before issuing the hall tickets.

DURATION OF THE COURSE

The course for the degree of Master of Social work shall consist of four semesters, two in the first year and two in the second year. The academic year shall be divided into two semesters, the first being from middle of June to middle of November and the second from middle of December to middle of April. (I Year two semesters and II Year two semesters). Each semester consisting a period of 90 working days.

METHODS OF STUDY

The PG programme consists of a number of courses. The term ‘course’ is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a “paper” in the conventional sense. The PG Program in Social Work consists of Major Courses (19 courses), Elective Courses (3 Courses) and Non Major Subject Courses (1 Course) distributed among the four semester periods. The courses include concurrent field work practicum, and Research project work. Lectures shall be supplemented by participatory methods of learning, seminars, workshops, special lectures, role plays, assignments, field visits, minor projects and other appropriate communication materials etc in accordance with nature of the subject with a view to enable the candidate to understand, analyze and solve the problems in different fields of social work.

EXAMINATIONS

There shall be examination at the end of each semester, for odd semesters in the month of Nov/ Dec for even semesters in April / May. A candidate who does not pass the examination in any course(s) may be permitted to appear in such failed course (s) in the subsequent examinations to be held in Nov/Dec or April /May. However candidates who failed or asked to redo the field practicum shall be permitted to take Regular field practicum in the respective semester.

A candidate should get registered for the first semester examination. If registration is not possible owing to shortages of attendance beyond condonation limit/ regulation prescribed OR belated joining OR on medical grounds, the candidates are permitted to move to the next semester. Such candidates shall re-do the missed semester after completion of the course. The results of all examinations will be published by the College.

EVALUATION

Evaluation for each course shall be done by a continuous internal assessment by the concerned Course Teacher as well as by an end semester examination and will be consolidated at the end of the course.

The pattern of internal valuation may be:

1. Two tests – 15 Marks each. Average :	15 Marks
2. Group discussion / Seminar / Quiz :	5 Marks
If the college opt quiz, 2 quizzes should be conducted	
3. 2 Assignments. 5 marks for each assignment: average :	5 Marks

Total :	25 Marks

Attendance need not be taken as a component for continuous assessment, although the students should put in a minimum of 75% attendance in each course. In addition to continuous evaluation components the end semester examination, which will be a written examination of at least 3 hours duration, would also form an integral component of the evaluation. The ratio of marks to be allotted to continuous internal assessment and to end semester examination is 25 : 75. The

evaluation of Field work will be done will be based on continuous internal assessment for 75 marks and by external viva voce for 25 marks.

PASSING MINIMUM

A candidate shall be declared to have passed in each course if he/she secures not less than 50% marks (combining both internal and external marks) in the end Semester Examinations. The minimum mark for external examination is 34 and there is no minimum mark for Internal Assessment.

FIELD WORK PRACTICAL

Field work is essentially a major component in social work. The students will undergo field work training in I Semester to IV semesters .They will go to various social work settings (NGOS Industries ,Hospitals and other Community Settings) on every working Tuesdays and Thursdays of every week in each semester. Assessment of the field work visits will be done by the concerned field work supervisors. A Viva –voce in field work will be conducted at the end of the each semester.

NORMS FOR FIELD WORK EVALUATION

S.no	Norms	Marks
	Internal	
1.	Attendance (including regularity & Punctuality)	10
2.	Regularity in submission or report	5
3.	Regularity in individual conference	5
4.	Initiative, resourcefulness & organizational ability	10
5.	Relationship with the agency	5
6.	Application of theory and social work methods	15
7.	Content of the record	20
8.	General impression	5
	Total	75
	External	
9	Viva – voce	25
	Total	100

RESEARCH PROJECT REPORT

Each candidate is expected to select research problem in the selected field of Social Work and prepare a research design by the end of III semester in consultation with the research supervisor. The project report will be submitted to Mannar Thirumalai naicker College in part fulfillment of the requirement for M.S.W degree in Social Work. The completed project work shall be submitted to the college by the 15th of March during the IV Semester. Two typed copies of the project Report shall be submitted through the Head of the Department on or before the date fixed by the

concerned college. Evaluation will be done both by internal (25 Marks) and external for (75 Marks).

STUDY TOUR

Trainees are expected to participate in a study tour organized by the institution. Through study tour carries no credit but it is a compulsory one whereby the trainee get an opportunity to visit the organization engaged in activities related to his/her field of specialization in other parts of the country.

Pattern of the questions paper for the continuous Internal Assessment

The components for continuous internal assessment are:

Part –A

Six multiple choice questions (answer all) 6 x 01= 06 Marks

Part –B

Two questions (‘either or ‘type) 2 x 07=14 Marks

Part –C

One question out of two 1 x 10 =10 Marks

Total 30 Marks

Pattern of the question paper for the Summative Examinations:

Note: Duration- 3 hours

Part –A

Ten multiple choice questions 10 x 01 = 10 Marks

No Unit shall be omitted: not more than two questions from each unit.)

Part –B

Five Paragraph questions (‘either or ‘type) 5 x 07 = 35 Marks

(One question from each Unit)

Part –C

Three Essay questions out of five 3 x 10 =30 Marks

(One question from each Unit)

Total 75 Marks

Minimum Marks for a Pass

50% of the aggregate (Internal +Summative Examinations).

No separate pass minimum for the Internal Examinations.

34 marks out of 75 is the pass minimum for the Summative Examinations.

PROGRAMME SPECIFIC OUTCOMES

PSO1: To provide training and education in social work to those desirous of making a career in social work practice.

PSO2: To provide various opportunities through intensive field practicum to work with variety of people in their development and provide service to those who are in need of it.

PSO3: To promote among learners a sense of responsibility and commitment to work with different sections of people and especially of the vulnerable sections of the society

PSO4: To acquire knowledge and skills in undertaking practice-based research and to promote a skilled Entrepreneur, Counselor, and other democratic role of a citizen

MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK -PG
(For those who joined in 2018-2019 and after)
Course Pattern

Study Component	I Sem	II Sem	III Sem	IV Sem	Total Hours	Total Credits	No. of Course	Total Marks
Part I:								
Core Subjects	5(4) 5(4) 5(3) 5(3) 8(4)	5(4) 5(4) 5(3) 5(3) 8(4)	6(5) 6(5) 5(5) 8(5)	5(5) 5(5) 5(5) 8(6) 4(4)	108	79	19	1900
Elective Subjects	2(2)	2(2)		3(3)	6	7	3	300
Non Major Elective			5(2)		5	5	1	100
Total	30 (20)	30 (20)	30 (22)	30 (28)	120	90	23	2300

SEMESTER III							
Sola no	Subject code	Subject	Hrs / week	Credit	Maximum Marks		
Core –Human Resource Management					Internal	External	Total
1.	18PSWT31	Human Resource Management – I	06	05	25	75	100
2.	18PSWT32	Labour Legislation – I	06	05	25	75	100
3.	18PSWT33	Organizational Behaviour	05	05	25	75	100
Core –Community Development							
1.	18PSWT34	Rural Community Development	06	05	25	75	100
2.	18PSWT35	Urban Community Development	06	05	25	75	100
3.	18PSWT36	Livelihood Promotion	05	05	25	75	100
Core –Medical & Psychiatric							
1.	18PSWT37	Health and Hygiene	06	05	25	75	100
2.	18PSWT38	Mental Health	06	05	25	75	100
3.	18PSWT39	Social Work Practice in Medical Settings	05	05	25	75	100
Common to all Specialization							
	18PSWF31	Field Work –III	08	05	75	25	100
Non Major Elective							
1.	18PSWN31	Project Management	05	05	25	75	100
		Total	30	25	175	325	500

SEMESTER IV							
Sl.no	Subject code	Subject	Hrs / week	Credit	Maximum Marks		
Core –Human Resource Management					Internal	External	Total
1.	18PSWT41	Human Resource Management – II	05	05	25	75	100
2.	18PSWT42	Labour Legislation – II	05	05	25	75	100
3.	18PSWT43	Industrial Relations and Employee Welfare	05	05	25	75	100
Core –Community Development							
1.	18PSWT44	Development Administration	05	05	25	75	100
2.	18PSWT45	Community Development in Different Settings	05	05	25	75	100
3.	18PSWT46	Social Entrepreneurship	05	05	25	75	100
Core –Medical & Psychiatric							
1.	18PSWT47	Social work Practice in the field of Mental Health	05	05	25	75	100
2.	18PSWT48	Hospital Administration	05	05	25	75	100
3.	18PSWT49	Counselling and Psychotherapy	05	05	25	75	100
Elective							
1.	18PSWE41	Skills for Social Workers	03	03	25	75	100
Common to all Specializations							
1.	18PSWF41	Field Work -IV	08	06	75	25	100
2	18PSWPR1	Project Work	04	04	40	60	100
		Total	30	28	215	385	600



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DEPARTMENT OF SOCIAL WORK
(For those who joined in 2018-2019 and after)

Programme	:PG	Part III	: Core
Semester	: III	Hours	: 06
Sub Code	: 18PSWT31	Credits	: 05

Specialisation: Human Resource Management
HUMAN RESOURCE MANAGEMENT – I

Course Outcomes:

- CO1:** To enable the students to understand the concepts and functions of Human Resource Management
- CO2:** To familiarize with the sub systems of Human Resource Management
- CO3:** To develop the skills and attitudes required of a successful Human Resource Professional
- CO4:** To sensitize the students on the emerging trends in the field of HRM

UNIT - I

Management – Definition, Concept, Principles. Scientific Management, Henry Fayol’s Principles of Management, Human Relations Movement, Systems Approach, Contributions of Frederick W. Taylor, Elton Mayo and Peter Trucker.

UNIT - II

Human Resource Management - Definition, Concept, Principles and Philosophy. Human Resource Manager’s Roles – Administrative Partner, Employee Champion, Change Agent and Strategic Partner. HR Policies and Their Consequences , Challenges Faced by HR Managers.

UNIT - III

Human Resources Planning – Steps and Methods. Manpower Forecasting. Human Resource Acquisition, Recruitment – Modern Methods, Selection Process, Use of Psychometric Tests in Selection Process, Talent Acquisition, Job Analysis – Purpose and Methods, Job Description, Job Specification, Job Evaluation – Techniques in Job Evaluation, Job Enrichment, Job Enlargement.

UNIT - IV

Retention Management: Need, Objectives and Methods, Employee Recognition Scheme. Attrition Analysis, Exit Interview, Talent Management.

UNIT - V

Performance Management System – History, Concepts, Philosophy and Process. Performance Appraisal – Definition, Uses, Methods – Traditional and Modern - Competency Mapping, Skill Matrix, People Capability Maturity Mode, Balance Score Card, HR Score Card, 360 Degree Appraisal, Assessment Centre, Potential Appraisal and Performance Counselling.

Text Books:

1. Arya & Tandon, Human Resource Management, Deep & Deep Publications, (2004), New Delhi.
2. Aswathappa.K , International Human Resource Management, Tata McGraw Hill, (2008), New Delhi.
3. Gupta. C.B, Human Resource Management Text and Cases, Sultan and Chand sons, (2012), New Delhi.

Reference Books:

1. Bhatia. B S, Human Resource Management, Deep & Deep Publications, (2003), New Delhi.
2. Chatterjee, Baskar, Human Resource Management, Sterling Publications, New Delhi, (2007).
3. Kushway, Barry, Human Resource Management, Crest Publishing House, (2004),New Delhi.
4. Mailand, Jain , Man Power Planning and Recruiting, Maya Publishers, (2005), New Delhi.



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Programme	: PG	Part III	: Core
Semester	: III	Hours	: 06
Sub Code	:18PSWT32	Credits	: 05

LABOUR LEGISLATION – I

Course Outcomes:

- CO1:** To familiarize with the evaluation of Labour Legislations in the context of Indian Constitution and International Conventions.
- CO2:** To develop an in-depth of relevant Labour Legislations.
- CO3:** To impart analytical skills in the interpretation of legislations in the light of recent judgments
- CO4:** To inculcate the importance of cordial employee relations for organizational productivity and gain an understanding of the mechanism of inter-personal relations

UNIT - I

Labour in the Indian Constitution, History of Labour Legislation. Labour Administration and Functions of Factory Inspectorate and Judicial Set Up.

UNIT - II

Factories Act 1948 with Rules, The Tamilnadu Factories (Welfare Officers) Rules 1950, The Contract Labour (Regulation and Abolition) Act, 1970 and Relevant Case Laws.

UNIT - III

The Tamil Nadu Shops and Establishments Act 1947, The Plantation Labour Act 1951, The Child Labour (Regulation and Abolition) Act 1986, and Relevant Case Laws.

UNIT - IV

The Employees Provident Fund Act 1952, Employees Deposit Linked Insurance Scheme 1976, Employees Pension Scheme 1995, The Payment of Gratuity Act 1972 and Relevant Case Laws.

UNIT - V

The Employee State Insurance Act 1948, The WorkMen's Compensation Act 1923, The Maternity Benefit Act 1961, Labour Laws (Exemption from furnishing returns & maintaining registers by certain Establishments) Act 1988 and Relevant Case Laws.

Text Books:

1. Kapoor, ND, Hand Book on Industrial Law, Sultan Chand Publications, (2005), New Delhi.
2. Kumar, J N, Business Law, Nabhi Publications, (2001), New Delhi.

References Books:

1. Mishra.N, Labour and Industrial Laws, Central Law Publications, (2007), Allahabad.
2. Pillai, Madhavan.K, Labour and Industrial Laws, Allahabad Law Agency, (2000), Allahabad.
3. Vaidyanathan.S & Sri Vidya, Factory Laws Applicable in Tamil Nadu, Madras Book Agency, (2006), Chennai.



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Programme	: PG	Part III	: Core
Semester	: III	Hours	: 05
Sub Code	: 18PSWT33	Credits	: 05

ORGANIZATIONAL BEHAVIOUR

Course Outcomes:

- CO 1:** To understand the concept of Organizational Behavior & its management.
- CO 2:** To understand the systems approach as applied to Human Resource Management
- CO 3:** To gain Knowledge of contemporary issues and approaches to the organizational change facing organizations
- CO 4:** To apply organizational behavior approaches to the analysis of the one organizations initiatives

UNIT - I

Organizational Behaviour – Concept, Definition, History and Methods, Understanding Human Behavior, Behaviour Models, Individual Behaviour and Group Behaviour and Influence of Group Behaviour in an Organizational Environment.

UNIT - II

Group Dynamics – Formal and Informal Group, Interaction Process and Group Standards Leadership in Industry – Functions, Types, Theories, Leadership Skills.

UNIT - III

Industrial Psychology – Meaning and Scope. Use of Psychological Tests, Job Satisfaction – Factors Affecting Job Satisfaction and Remedial Measures, Role and Functions of Industrial Psychologist.

UNIT - IV

Motivation – Meaning, Definition and Types. Theories of Motivation – Abraham Maslow’s Need Hierarchy Theory, Douglas McGregor’s Theory X and Theory Y, Elton Mayo’s Human Relations Model. David McClelland’s Motivational Needs Theory, Victor Vroom’s Expectancy Theory of Motivation and Frederick Herzberg’s Motivation – Hygiene Theory.

UNIT - V

Stress Management– Meaning, Causes and Effects. Organizational, Group and Individual Stress Coping Strategies, Work – Life Balance, Employee Morale – Definitions, Concepts and Effects. Conflict Management – Definition, Role, Goals, Types and Techniques. Organizational Climate – Importance, Factors Affecting Organizational Climate, Satisfaction – Determinants, Measurement – Influence on Behavior.

Text Books:

1. Aquinas, P G, Organizational Behaviour, Excel Books, (2006), New Delhi.
2. Betty, Jane Punnett, International Perspectives on Organizational Behaviour, Prentice Hall Publications, (2004), New Delhi.

References Books:

1. John W Newstron & Davis, Keith, Organizational Behaviour, Tata McGraw Hill Publications, (2002), New Delhi.
2. Gerald, Greenberg & Robert A. Barren, Behaviour in Organisation, Prentice Hall Publications, (2005), New Delhi.
3. Paul Hersey, et al Management of Organizational Behaviour, Prentice Hall Publications, (2002), New Delhi.



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Programme	: PG	Part III	: Core
Semester	: III	Hours	: 06
Sub Code	:18PSWT34	Credits	: 05

Specialisation: Community Development
RURAL COMMUNITY DEVELOPMENT

Course Outcomes:

- CO 1:** To understand the Meaning and Problems of Rural Community.
CO 2: To learn the history, philosophy, principles, objectives of Rural Community Development and to appreciate the Role of various Stakeholders in Rural Development
CO 3: To inculcate the Social Work Skills for Rural Community Development
CO 4: To inculcate the Social Work Skills for Rural Community Development

Unit - I

Rural- Definition and Characteristics. Concepts of Rural Community and Rural Development. Rural Community Development: Definition, Concept, Philosophy, Objectives and Scope. Models and Approaches to Rural Community Development.-- Gandhian Constructive Programme – Contribution of Vinobaji.

Unit - II

Analysis of Rural condition -Agriculture, Water Poverty, Electricity, Migration to urban, Malnutrition, Health, Shelter, , Illiteracy, Discrimination, Exploitation, Neglect, Ignorance, Vulnerability. Globalization Impact of Rural Livelihoods.

Unit - III

History of Rural Community Development in India - Early Pioneering Period and Post Independence period. Five Year Plans and Rural Community Development. Rural Development Programs and Schemes in India and Tamilnadu.

Unit - IV:

Community Development Administration: Organization and Administration of Community Development from Village to National level, E-Governance in Rural Development. Role of Self-Help Groups, Commercial Banks, Rural Banks, Industries, Non-Governmental Bodies and United Nations Bodies in Rural Community Development. Role of CAPART and NABARD in Rural Development.

Unit - V:

Training and Development: Training - Meaning, Objectives, Scope and Importance of Training, Training Institutions: NIRD, SIRD,STRY Panchayat Development and Training (PD&T).

Text Books:

1. Vikram Singh. Rural Development In India, Concepts, Philosophy & Approaches, Satyam Law International, 2018.
2. Jain, S.C. Community development and Panchayat Raj in India. Chennai: Allied Publishers Ltd, 1998.

References Books:

1. Agarwal, A.N. Indian Economy; Nature, Problems and Progress. Vikas Biraj Praksah Publications, 2001, New Delhi.
2. Chambers. R. Rural Development: Putting the Last First. Harlow: 1983, Longman.
3. Datt & Sundaram. Indian Economy. S. Chand & Co. 2002, New Delhi.
4. Desai, A.R. Rural Sociology in India. ISAE, 1995, Bombay.
5. Dubhashi, P.R. Rural Development Administration in India, 2000, Mumbai.
6. Jain, S.C. Rural Development Institute and Strategies. Rawat Publications, 1998, New Delhi.
7. Riley, John M. Stakeholders in Rural Development. Sage Publications, 1995, New Delhi.
8. Sachinanda and Purnendu. Fifty Years of Rural Development in India. Firma KLM Pvt Ltd., 2001, Kolkata.



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DEPARTMENT OF SOCIAL WORK
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Programme	: PG	Part III	: Core
Semester	: III	Hours	: 06
Sub Code	: 18PSWT35	Credits	: 05

URBAN COMMUNITY DEVELOPMENT

Course Outcomes:

- CO1:** To understand the issues of Urban Communities.
CO2: To gain knowledge about the Structure, Principles, Process and Programs of Urban Community Development.
CO3: To understand the role and strategies of the various stakeholders in Urban Community Development.
CO4: To understand the role and strategies of the various stakeholders in Urban Community Development.

UNIT - I

Urban–Meaning, objectives and Characteristics. Urban Community: Meaning, Characteristics, City – Meaning, Classification, Urban Agglomeration, Suburbs, Satellite Towns, Hinterlands, New Towns, Metropolis, Smart city. Urbanization and Urbanism: Meaning and Characteristics, Recent Urbanization Process and Consequences of Urbanization.

UNIT - II

Urban Lifestyle- Drug Addiction, Juvenile Delinquency, Prostitution/Commercial Sex, and Pollution. Unorganized/Informal Sectors: Concept, Characteristics, And Unorganized Labour: Child Labour, Women Labour and Construction Workers.

Unit - III

Urban Community Development: Definition, Concept, Objectives and Historical Background. Approaches, Principles, Process and Methods. Urban Development Planning: Town and Country Planning Act 2017, Importance of Community Planning and Community Participation in Urban Development.

Unit - IV

Urban Development Administration: National, State and Local Levels. Structure and Functions of Urban Development Agencies - Housing and Urban Development Corporation (HUDCO), and United Nation's Centre for Human Settlement (UNCHS). Urban Development Programmes – JNNURM & BSUP, Tamil Nadu Urban Development Project (TNUDP), Urban Basic Services Programmes (UBSP), Nehru Rozgar Yojana (NRY). Five year Plans and Urban Development. Role of Voluntary Agencies in Urban Development.

Unit - V

Slum – Definition, Causes, Characteristics, , Classification, Conditions,. Migration – Concepts, Causes, Types. Tamil Nadu Slum Area (Clearance and Improvement) Act 1971, Structure and Functions of Slum Clearance Board.

Text Books:

1. Bhattacharya B, Urban Development in India, Concept Publishers, 2006, New Delhi.
2. Clinard, Marshall B, Slums and Community Development, The Free Press, 1970, New York.
3. Vibhooti, Shukla. Urban Development and Regional Policies in India. Himalaya Publication, (1988), Bombay.

References Books:

1. Diddee Jayamala, Urbanisation – Trends, Perspectives and Challenges, Rawat Publications, 1993, Jaipur.
2. Mitra Arup, 1994, Urbanisation, Slums, Informal Sector Employment and Poverty, B.R. Publications, New Delhi.
3. Phadke V.S, et al., Urbanisation, Development and Environment, Rawat Publishers, 2007, New Delhi.
4. Ramachandran, Urbanisation and Urban System in India. Oxford University Press, 1989, New Delhi.
5. UN Habitat, The Challenges of Slums. Earth Scan Publications Ltd, 2003, London.
6. UN Habitat, 2003, The Slums of the World: The Faces of Urban Poverty in the New Millennium, United Nation’s Centre for Human Settlement, Nairobi.



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Programme	: PG	Part III	: Core
Semester	: III	Hours	: 05
Sub Code	: 18PSWT36	Credits	: 05

LIVELIHOOD PROMOTION

Course Outcomes:

CO 1: To understand the concept of livelihood and livelihood promotion

CO 2: To develop understanding about the livelihood frameworks.

CO 3: To acquire skills in developing livelihood interventions.

CO 4: To understand develop understanding about the livelihood frameworks and also acquire skills in developing livelihood interventions.

UNIT - I

Livelihood – Concept, Meaning, Principles, Need, History and Importance. Livelihood Frame Work – Assets – Natural, Physical, Financial, Human, Social, Vulnerability Context, Structure and Process, Livelihood Strategies and Livelihood Outcomes, Different Models – IFAD, DIFD, CARE, BASIX, IMM.

UNIT – II

Livelihood Frame Work Analysis – Internal and External Context. Framing Objectives – Enhancing Income, Increasing Food Security, Reducing Risk. Reducing Variances in Income, Reducing Migration, Organizing Producers, Enhancing Money Circulation. Deciding Interventions – Technology, Training, Marketing, Policy Advocacy, Asserting Rights, Developing Local Economy, Credit, Infrastructure and Institution Building. Ownership and Management of Livelihood Intervention.

UNIT – III

Tools and Techniques for Designing Livelihood Intervention – Understanding the livelihood Profile of the People, Community Asset Mapping, Profiling the Local Markets, Viability, Range of Goods, Clustering. Internal & External Economies, Backward & Forward Linkages. Sub Sector Analysis, Value Chain Analysis in Selecting an Intervention.

UNIT – IV

Elements of Livelihood Intervention Projects – Livelihood Promotion Map, Community, Organization, Livelihood Production Systems, Engagement with Markets, Financial Management, Systems Development & Monitoring and Understanding Rural & Urban Livelihood Linkages,

UNIT – V

Contextualizing Livelihood Intervention at National, State & Local levels, Case studies in Livelihood Promotion – Government, Non Profit & Corporate Initiatives.

Text Books:

1. Phansalkar, Livelihoods: Promoting Enhancement, Sir Dorabji Tata Trust, 2003, Mumbai.
2. Datta, S.; Mahajan, V.; Thakur, G.: (Eds) 2004 An Introduction to Livelihood Promotion, Publisher BASIX; New Economics Foundation; Ford Foundation

References Books:

1. Vijay Mahajan, Sankar Datta and Gitali Thakur, 2001, A Resource Book for Livelihood Promotion, BASIX.
2. Livelihood – Key Concepts, 1999, ICRA Learning Resources
3. DFID, 2001, Livelihood Framework – Sustainable Livelihood Guidance Sheets
4. Perpetua Katepa, 2005, Sustainable Livelihood Approaches in Operation: A Gender Perspective, International Associates for Development.



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DEPARTMENT OF SOCIAL WORK
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Programme : PG **Part III : Core**
Semester : III **Hours : 06**
Sub Code : 18PSWT37 **Credits : 05**

Specialisation: Medical and Psychiatric Social Work
HEALTH AND HYGIENE

Course Outcomes:

CO1: To develop an understanding of multidimensional approach to Health.

CO2: To understand the administration of the basic health infrastructure in the country

CO3: To relate the knowledge of Social Work practice to Public Health situation in India.

CO4: To enable the students to develop knowledge on multidimensional approach to Health,

UNIT – I

Concept of Health and Disease, Physical, Social, Mental and Spiritual Dimensions of Health. Public Health – Definition, Meaning, Functions and Importance. Preventive, Social and Community Medicine. Indicators of Health – Vital Statistics and its Importance, Mortality, Morbidity. Importance of Alternative Medicine-Acupuncture, Homeopathy and Siddha.

UNIT – II

Health and Illness, Reproduction, Fertility and Contraception. Nutrition and Health, Importance of Nutrients and its Consumption-Traditional food. Deficiency Diseases –Their Prevention and Control. Balanced Diet.

UNIT – III

Blood – Composition and Transfusion. Blood Bank – Nature, and its Functions. Communicable and Non-Communicable Diseases like, Hepatitis, Tuberculosis, Malaria, Cholera, Cancer, Diabetes, Sexually Transmitted Diseases and AIDS. Lifestyle Diseases and Recent Epidemic Diseases in India-Dengue and Swine flu.

UNIT – IV

Common Health Hazards among Children- Muscular Dystrophy, Mother and Child Health services –Health Care Delivery System in India – Primary Health Centre, District Hospital – Structure – Staff Pattern and Functions. Nature and Functions of Local, National and International Organizations for Health.

UNIT – V

Health Planning and Management – Process and Techniques. Health for All by 2000 AD -National Health Policy and National Health Programmes in India. Occupational Health – Physical, Chemical, Biological, Mechanical and Psycho - Social Hazards. Principles and Methods in Health and Nutrition Education.

Text Book:

1. K. [Park Textbook of Preventive and Social Medicine \(Part PSM\)](#) Bhanot Publishers 23rd Edition, 2015.

References books:

1. Akhtar, R, 2004, India: Health Care Pattern and Practices, New Delhi, APH Publishing.
2. Nirmala Nikethan, 2004, Community Care and Support for Persons Living with HIV / AIDS – Challenges for the New Millennium, Bombay, Nirmala Nikethan.
3. Pomerleau, J. Mckee. M (Ed), Issues in Public Health. Tata McGraw Hill, 2006, New Delhi.
4. Mishra, R.C, HIV/AIDS Education, APH Publishing Corporation, 2005, New Delhi.
5. Ramasamy P., General and Medical Sociology, New Millennium Publications, 2008, Chennai.



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DEPARTMENT OF SOCIAL WORK
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Programme	: PG	Part III	: Core
Semester	: III	Hours	: 06
Sub Code	:18PSWT38	Credits	: 05

MENTAL HEALTH

Course Outcomes:

- CO 1:** To acquire knowledge of the phenomenology, symptomatology and treatment of Common Mental Disorders.
- CO 2:** To develop skills in identifying Mental Disorders in Health Care and Community settings.
- CO 3:** To develop the capacity of the student to apply knowledge and skills of the methods of Professional Social Work, as a member of the Mental Health Team, in Field Work setting in Psychiatry.
- CO 4:** To understand symptomatology and treatment of Common Mental Disorders. identify Mental Disorders in Health Care and Community settings.

UNIT - I

Definition and Meaning of Mental Health, Mental Illness, Mental Disorder. History of Psychiatry in India and Abroad. International Classification of Mental Illness – ICD-10, DSM-IV. Relevance of Knowledge of Mental Health and Mental Illness to Social work.

UNIT - II

Symptoms, Etiology, Diagnosis, Prognosis and Management of a) Neurosis – Anxiety States, Depressive Reaction, Obsessive Compulsive Reaction, Convulsive Disorder. Phobic Reaction, Hypochondriasis. B) Psychosis – Functional, Affective Disorders, Organic Disorders.

UNIT - III

Symptoms, Etiology, Diagnosis, Prognosis And Management of a) Psychosomatic Disorder, b) Personality Disorders – Alcoholism, Substance Abuse, Anti Social Behaviour , Sexual Disorder, Deviations c) Psychiatric Problems among Children and Adolescents, d) Epilepsy, e) Mental Retardation, f) Internet Addiction Disorder.

UNIT - IV

Methods of Treatment – Physical Methods, Pharmacological Management. Psycho – Social Methods, Indigenous Methods and Common Cultural Beliefs – Culture Bound Syndromes.

UNIT - V

Community Psychiatry – History, Principles and Practices. Primary, Secondary and Tertiary Prevention. Mental Health Act 2017 – Its Implication on Professional Social Work Practice.

Text book:

1. Niraj Ahuja A Short Textbook Of Psychiatry 20th Year Edition Jaypee Brothers Med. Pub. (2010)

References books:

1. Antony, D,John, Mental Disorders Encountered in Counseling, Anugraha Publications, (2006), Nochiodaipatti.
2. Gelder, M et al, (2001), Shorter Oxford Text Book of Psychiatry, Oxford University Press, New Delhi.
3. Gabe, J et al, Key Concepts in Medical Sociology, Sage Publications, (2005), New Delhi.
4. Pilgrim. D, Key Concepts in Mental Health, Sage Publications, (2005), New Delhi.
5. Smith, E et al, Introduction to Psychology, Thomson Asia Pvt., Ltd, (2003), Bangalore.



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Programme	: PG	Part III	: Core
Semester	: III	Hours	: 05
Sub Code	: 18PSWT39	Credits	: 05

SOCIAL WORK PRACTICE IN MEDICAL SETTINGS

Course Outcomes:

- CO 1:** To enable the students to develop appropriate values, knowledge, skills and techniques for effective Social Work practice in the field of Health.
- CO 2:** To enable the students to understand the psycho- socio- cultural realities associated with patient care in the Hospital and Community setting.
- CO 3:** To acquire the knowledge with respect to the inter-disciplinary approach for persons with disease and disability.
- CO 4:** To enable the students to develop appropriate values, knowledge, skills and techniques for effective Social Work practice in the field of Health,

UNIT - I

Medical Social Work – Definition, Concept, Historical Development in India and Abroad, Different Settings for Medical Social Work, Hospital Administration – Goals, Technology, Structure and Functions.

UNIT - II

Concept of Patient as a Person. Sick Role and Illness Behaviour. Hospitalization of Patient – Impact on Family, Need and Methods for the Involvement of Family in Treatment Process.

UNIT - III

Social and Emotional Components of Illness with Special Reference to – Leprosy, Cancer Diabetes, Epilepsy, Sexually Transmitted Diseases, AIDS, Tuberculosis and Physically Handicapped, Vector-borne diseases Dengue and Chikungunya.

UNIT - IV

Role of Social worker in a Hospital and in Dealing with Social and Emotional Components of Illness in Rural and Urban Settings. Concept of Team Work and Multidisciplinary Approach in Health Care.

UNIT - V

Medical Camps – Meaning and Objectives. History of Medical Camps in Tamilnadu – Agencies Involved in Medical Camps – Organizational Set Up Required for Medical Camps – Resource Mobilization for Medical Camps. Role of Social Workers in Organizing Medical Camps in Rural and Urban Areas. Scope for Research in Medical Social Work practice.

Text book:

1. Kapil, Krishnan, Social Service Opportunities in Hospitals, TISS, (1971), Bombay.

References books:

1. Butrym, Zofia, Social Work in Medical Care, Roultege & Kegan Paul, (1967), London.
2. Burton, Lindy, the Family Life of Sick Childrem, Roultege & Kegan Paul, (1975), London.
3. Dorroh T L, Between Patient and Health worker, McGraw Hill, (1974), New York.
4. Jones R, The Doctor and Social Services, Athlone Press, (1979), London.
5. Monahan, John (Ed) Community Mental Health and / Criminal Justice System, Pergoman Press, (1976), New York.



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Programme : PG
Semester : III
Sub Code : 18PSWF31

Part I : Core
Hours : 08
Credits: 05

Field Work - III

Course Outcomes:

CO1: To gain an understanding of social realities and problems as they play out in society and the civil society's response to it.

CO2: To understand, appreciate and develop ability to critically evaluate the programmes and policies in the developing context.

CO3: To acquire skills of systematic observation, critical analysis and develop a spirit of inquiry

CO4: To learn and implement social work interventions

CO5: To develop skills of recording

CO6: To imbue values and ethics of social work profession through field practicum.

CO7: To develop an appreciation of social work intervention in these programmes by recording:

- a) Relevant and factual information about the client system and the problem/concern
- b) The selection of programmes/strategies for solving the problems, and their relevance to the client system and the problem concern or the issue.
- c) The role of the social worker and the relevance of social work intervention for the client, needs and the problem.
- d) The relationship between the micro problems observed and the macro situation, the appropriateness of the organization's resources and nature of intervention
- e) To integrate theory and practice while recording
- f) To develop 'self' as an agent effecting change and transformation in the society.

Field work comprises of the following:

- Social Work skill labs/ workshop
- Observation visits
- Concurrent field work
- Block fieldwork
- Rural camp/study tour

Students are involved in intervention during emergency situations like riots, cyclone and earthquake and specific time-bound, issue-based campaigns



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Programme	: PG	Part IV	: NME
Semester	: III	Hours	: 05
Sub Code	: 18PSWN31	Credits	: 05

PROJECT MANAGEMENT

Course Outcomes:

- CO1:** To understand project management design, development, and deployment
- CO2:** To Learn to Use project management tools, techniques, and skills
- CO3:** To employ strategies to address the ubiquitous issue of resistance to change
- CO4:** To understand the implications, challenges, and opportunities of organizational dynamics in project management

Unit - I

Projects - Concept, Meaning, and Importance, Types of Projects, Project Life Cycle, Contemporary Project Management in Different Settings.

Unit - II

Project Planning - Identification of Needs, Determining Priorities, Assessing Feasibility, Specifying Goals and Objectives, Identifying Preferred Solution, Preparing Action Plan.

Unit - III

Administration of the Project – Organizing, Staffing, Budgeting and Implementation. Role and Skills of Project Managers. Guidelines for drafting a project.

UNIT - IV

Monitoring & Evaluation - Concept, Meaning and Importance. Components of M & E – Physical, Financial, Staff Performance. Technical Aspects – Output, Outcome & Impact.

Unit - V

Tools and Techniques for Project Administration: Stakeholder Analysis, Force Field analysis, SWOT Analysis, Input – Output Analysis, Cost Benefit Analysis etc.

Text Book:

1. Roger Warburton, Vijay kanabar (2016), “The Art & Science of Project Management”, Second Edition, RV publication.

References books:

1. Andera Cornwall & Garrett Pratt, (2003), Pathways to Participation – Reflections on PRA, London Intermediate Technology Publications.
2. Robert Chambers, (1997), Whose Reality Counts – Putting the First Last, London, Intermediate Technology Publications.
3. Lock Dennis, Handbook of Project Management, Jaico Publishing House, (1997), New Delhi.
4. Chandra Prasanna, (1995) Projects: Planning, analysis, Selection, Implementation Review, Tata McGraw Hill Pub. Co. Ltd.



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DEPARTMENT OF SOCIAL WORK
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Programme : PG **Part III : Core**
Semester : IV **Hours : 05**
Sub Code : 18PSWT41 **Credits : 05**

Specialisation: Human Resource Management
HUMAN RESOURCE MANAGEMENT – II

Course Outcomes:

CO 1: To enable the students to understand the concepts and functions of Human Resource Management

CO2: To familiarize with the sub systems of Human Resource Management

CO3: To develop the skills and attitudes required of a successful Human Resource Professional.

CO4: To sensitize the students on the emerging trends in the field of HRM

UNIT - I

Compensation Management System – Wage and Salary, Wage Structure, Wage Survey Impact on Industry, Perks and Benefits, ESOP, Incentive and Bonus, Profit Sharing

UNIT - II

Corporate Quality: Quality Circle, Total Quality Management, Total Production Maintenance, Six Sigma, Kaizen, % S, Just in Time, ISO 9001, 14001, 18001, QS 9000, OHSAS. Mergers and Acquisitions: Definition, Types of Mergers, Rationale for Mergers and Acquisitions, Valuation and Payments. Green HRM

UNIT - III

Employee Engagement Activities, HR Audit, HRD Climate, Knowledge Management, Business Process Outsourcing, HR Bench Marking, Organizational Culture – Concept, Factors and Impact, Developing Sound Organizational Culture. Organizational Change and Development – Definition, Concept, Organizational Development Approaches and Techniques.

UNIT – IV

Team Building, Team Effectiveness, Significance of Team Working. Corporate Social Responsibility - Concepts, Objectives, Role of HR, Significance of CSR, Social Accountability System, Policies and Activities - National and International, Case studies of Successful CSR Initiative.

UNIT - V

Training and Development: Definition, Need and Scope of Training, Training Need Analysis, Assessment of Return – on – Investment (ROI) on Training, Methods of Training, On - the – Job Training, Coaching, Mentoring, Management Games, Case Study, Role Plays, Job Rotation, Simulation Training, Training for Workers, Supervisors and Managers, Evaluation of Training.

Text Books:

1. Kushway, Barry, (2004), Human Resource Management , New Delhi, Crest Publishing
2. Maitland, Jain, (2005), Man Power Planning and Recruiting, New Delhi , Maya Publishers

References books:

1. Aswathappa, K, International Human Resource Management, Tata Mc Graw Hill, (2008), New Delhi.
2. Bhatia, B S, Human Resource Management , Deep & Deep, (2003), New Delhi.
3. Chatterjee, Baskar, Human Resource Management , Sterling Publishers, (2007), New Delhi.
4. Rao, Subba, Personnel and Human Resources Management, (2007), Mumbai, Himalaya.
5. Tripathi, Principles of Management, Tata – Mc Graw Hill, (2006), New Delhi.



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 05
Sub Code	: 18PSWT42	Credits	: 05

LABOUR LEGISLATION – II

Course Outcomes:

- CO1:** To familiarize with the evolution of Labour Legislations in the context of Indian Constitution and International Conventions.
- CO2:** To develop an in-depth understanding of relevant Labour Legislations.
- CO3:** To impart analytical skills in the interpretation of legislations in the light of recent judgments.
- CO4:** To familiarize with the evolution of Labour Legislations in the context of Indian Constitution and International Conventions.

UNIT - I

The Industrial Disputes Act 1947, The Trade Union Act 1926, Employment Exchange (compulsory notification vacancies) Act, 1959 and Relevant Case Laws.

UNIT - II

The Tamil Nadu Catering Establishments Act 1958, The Tamil Nadu Labour Welfare Fund Act 1972, The Equal Remuneration Act (1976) and Relevant Case Laws.

UNIT - III

The Industrial Employment Standing Orders Act 1946, The Tamil Nadu Payment of Subsistence Allowance Act 1981 and Relevant Case Laws.

UNIT – IV

The Apprentice Act 1961, The Tamilnadu Industrial Establishment (National and Festival) Holidays Act 1958.

UNIT – V

The Payment of Wages Act 1936, The Minimum Wages Act 1948, The Payment of Bonus Act 1965 and Relevant Case Laws.

Text Books:

1. Puri SK (1998), Labour and Industrial Law, Allahabad, Allahabad Book Agency
2. Vaidyanathan. S & Sri Vidya (2006), Factory Laws Applicable in Tamil Nadu, Chennai, Madras Book Agency.

References books:

1. Kappoor, ND, (2005), Hand Book on Industrial Law, New Delhi, Sultan Chand
2. Kumar, J N, Business Law, Nabhi Publicaitons, (2001), New Delhi.
3. Kumar H L Labour Problems and Remedies, Universal Books, (1994), New Delhi.
4. Mishra, SN, Labour and Industrial Laws, Central Law Publications, (2007), Allahabad.
5. Pillai, Madhavan.K, Labour and Industrial Laws, Allahabad Law Agency, (2000), Allahabad.



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 05
Sub Code	:18PSWT43	Credits	: 05

INDUSTRIAL RELATIONS AND EMPLOYEE WELFARE

Course Outcomes:

- CO1:** To understand the basic concepts of Industrial Relations and Labour Welfare
CO2: To develop a holistic understanding of the functioning of the Industrial Relations System
CO3: To familiarize with the recent trends in Industrial Relations
CO4: To know the relevance and applicability of Labour Welfare in the Industry

UNIT - I

Industrial Relations – Concept, Objective, Need, and Scope, Bipartite and Tripartite Bodies in Industrial Relations, Role of Government, Employers and Unions in Industrial Relations, Recent Trends in Industrial Relations in India, ILO – History – Conventions – Recommendations.

UNIT - II

Trade Unions – Concepts, Objective, Functions, Structure, Administration, Membership, Recognition, Concept of One Union in One Industry. Growth of Trade Unions in India. Recent Trends in Union Movement in India. Employer’s Association – Aims, Objectives and Activities.

UNIT - III

Collective Bargaining – Concept, Objectives, Principles, Scope, Type, Problems and Process of Bargaining, Difficulties in Implementing Collective Agreements, Workers Participation in Management – Concept, Importance, Objectives, Forms and Levels .

UNIT – IV

Employee Welfare –Concept, Definition, Principles, Theories, Scope. Classification of Welfare Facilities –Statutory and Non-Statutory, Fringe Benefits, Worker’s Education, Housing, Canteen, Creche, Transport, SESOP. Social Security – Concept, Scope of Social Assistance, Social Insurance, Family Welfare Programmes.

UNIT - V

Employee Involvement Programme, Labour Welfare Fund, Accidents – Causes, Prevention. Occupational Diseases - Treatment and Prevention. Administration and Functions of labour Welfare Department in Industry, Labour Welfare Officer – Qualifications, Functions and Status.

Text Books:

1. Rao, Subba Essentials of Human Resources Management and Industrial Relations, Mumbai, Himalaya Publishers, (1996), Mumbai.
2. Sarma A M Aspects of Labour Welfare and Social Security, Himalaya Publishers, (1995), Mumbai.

References books:

1. Bhatia SK, Constructive Industrial Relations and Labour laws, Deep & Deep Publications, (2003), New Delhi.
2. Brian Lomas, Negotiating Successfully, Infinity Books, (2006), New Delhi.
3. Memoria C B, Dynamics of Industrial Relations, Himalaya Publishers, (2005), Mumbai.
4. Tyagi, BP, Labour Economics and Social Welfare, Jai Prakash Nath Publishers, (2004), Meerut.



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DEPARTMENT OF SOCIAL WORK
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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 05
Sub Code	:18PSWT44	Credits	: 05

Specialisation: Community Development
DEVELOPMENT ADMINISTRATION

Course Outcomes:

- CO1:** To study the group dynamics and power structure in community
CO2: To develop an understanding of the process of programme formulation and programme management of the local bodies, government and non government agencies
CO3: To develop positive attitude to work in a rural community setting and to acquire the skills such as public relations, fact findings, leadership, networking, fund raising, budgeting, report writing, lobbying and advocacy required for a development worker
CO4: To enable to work with disadvantaged groups in communities

Unit I

Development – Meaning, Indicators, Process and Models of Development, Approaches to Development, Factors Affecting Development, Sustainable Development , Development Intervention Programmes at the National and Regional Level.

Unit II

Institution and Infrastructure building for Development – NGOs, NFOs, CBOs, CSOs, RBOs, etc., Capacity Building, Conflict Management, Negotiation – Meaning, Types and Methods. Identification and Working with Leaders, Resource Mobilization, Organizing People, Working in Groups, Networking, Influencing Panchayat Bodies, Lobbying and Advocacy.

Unit III

Financial Management - Methods of Fundraising, Budgeting, Accounting, Auditing , Record Maintenance, Financial Regulations in Government and Funding Organisations – FCRA, Income tax Act, Etc.,

Unit IV

Project Administration: Project Life Cycle – Identification and Planning, Organising, Implementation, Monitoring & Evaluation – Physical, Financial, Staff and Technical Components. Project Proposal Writing and Presentation – Methods and Skills Needed.

Unit V

Tools and Techniques for Project Administration: Stakeholder Analysis, Force Field Analysis, SWOT Analysis, PERT & CPM, Input – Output Analysis, Logical Framework Analysis (LFA), Cost Benefit Ratio Etc.

Text Books:

1. Tina Wallace, Development Management, Rawat Publications, 2006, Mumbai.
2. Jaya Arunachalam and Kalpagam. U, Development and Empowerment, Rawat Publications, 2006, Mumbai.

References Books:

1. Turner. J.R. and Simister. S.J, The Project Management Handbook, Gower Publishing Ltd, 2006, New Delhi.
2. Vivek Saurath, Dynamics of Rural Development, Dominant Publishers and Distributors, 1999, New Delhi.
3. Joe; S.G.R. Bose, NGOs and Rural Development, Concept Publishing Company, 2003, New Delhi.
4. Manorajan Mohanty, Foreign Aid and NGOs, Voluntary Action Network India, 1996, New Delhi.



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 05
Sub Code	: 18PSWT45	Credits	: 05

COMMUNITY DEVELOPMENT IN DIFFERENT SETTINGS

Course Outcomes:

- CO1:** To understand the Meaning and Problems of Rural Community.
- CO2:** To learn the history, philosophy, principles, objectives of Rural Community
- CO3:** To appreciate the Role of various Stakeholders in Rural Development
- CO4:** To inculcate the Social Work Skills for Rural Community Development

Unit I

Economy and Environment: Concept of Globalization and its Impact on Livelihoods of the people, Agriculture and Allied Sector, Energy Crisis, Programmes to Promote Non – Conventional Sources of Energy, Changing Industrial Scenario in India. Problems and Prospects. Status of Environment, Strategies to Maintain Balance, Environment & Water Policy.

Unit II

Weaker Section: Definition, Concept, Criteria for Classification of Weaker Sections, Scheduled Castes, Scheduled Tribes, De Notified Communities, Nomadic and Semi Nomadic Communities and Most Backward Classes. Administrative Setup at the Central, State and District levels for the Development of Weaker Sections.

Unit III

Scheduled Caste & Scheduled Tribes: Problems, Prospects, Programmes and Policies for the Welfare of Scheduled Castes and Scheduled Tribes - its Effects and Impact.

UNIT - IV

Women : Conditions of Indian Women. Women as Partners in Development. Programmes / Policies, Children: Problem, Policies, Programmes. Youth: Problems, Programs and Policies. Role of Various Organisations for the Welfare of the Women, Children and Youth.

UNIT - V

Old Age: Gerontology - Meaning, Origin, Intensity, Problems, Geriatric Care ,Policies and Programmes for the Aged. Differently Abled: Meaning, Types, Problems, Policies and Programmes for the Differently Abled. Role and Skills Needed for Community Development Worker in Different Settings.

Text Books:

1. V.T Krishnaamachari, Community development in India, Publications Division, Ministry of Information and Broadcasting, Govt. of India, 2007.
2. Vidyut Joshi and Chandrakant Upadhyaya, 2017 TRIBAL SITUATION IN INDIA: Issues and Development, Rawat publication.

References books:

1. Borede P.T, Segregation and Desegregation in India – Socio Legal Study, Mankolas Publishers, 1968, Bombay.
2. Dubey S.N and Administration of Policy and Programmes Mandra Ratna for Backward class in India, Somaiya Publishers, 1976, Bombay.
3. Puroshothaman Sangeetha, The Empowerment of Women in India, Sage Publications, 1998, New Delhi.
4. Shankar Rao C.N, Sociology of Indian Society, S.Chand Publishers, 2006, New Delhi.



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 05
Sub Code	: 18PSWT46	Credits	: 05

SOCIAL ENTREPRENEURSHIP

Course Outcomes:

CO1: To develop understanding about social entrepreneurship.

CO2: To get exposure to the social enterprises.

CO3: To strengthen the competence in social entrepreneurship.

CO4: To get Professional Management for Social Enterprises

UNIT - I

Concept, Definition, Importance of Social Enterprises and Social Entrepreneurship, Social Entrepreneurship Vs Business Entrepreneurship, Social Entrepreneurs and Social Change, Qualities and Traits of Social Entrepreneurs, Types of Social Enterprises - Voluntary, NGO, NPO, CBO, CSO, Third Sector Organizations, Growth of Social Enterprises in India, Performance and Environment of Social Enterprises, Relationship to State and Civil Society.

UNIT - II

Professional Management for Social Enterprises – Meaning, Need and its Importance Approaches to Professional Management – Bureaucratic, Democratic, Human Relations Model. System Theory, Theory X & Y. Application of Professional Management Techniques and Methods in Social Enterprises. Human Resource Development and Capacity Building for Social Enterprises. Management Information System for Social Enterprises.

UNIT – III

Mobilizing and Managing Capital for Social Enterprises - Aid Agencies, Government, Private, Corporate and Community Support. Venture Capital for Social Enterprise. Financial Accountability. Methods to Enforce Accountability – Auditing and Submitting Returns. Foreign Contribution Regulation Act and Other Relevant Procedures.

UNIT – IV

Case Studies of Indian Social Enterprises and Social Entrepreneurs, Select Case Studies of Indian Social Enterprises and Entrepreneurs. Select Case Studies of Indian Social Enterprises and Entrepreneurs who Received Magsaysay Award.

UNIT - V

Application of Marketing Principles in Welfare and Development Field, Case Studies Related to Health, Education, Environment Protection, Energy Consumption, Human Rights. Organizing Marketing for Social Services, Socio, Economic and Cultural Influences on Beneficiary System. Beneficiary Research and Measurement of Their Perception and Attitudes.

Text Books:

1. Alex Nicholls, 2006, Social Entrepreneurship: New Models of Sustainable Social Change, Oxford University Press.
2. Teresa Chahine, 2008, Introduction to social entrepreneurship, Rawat Publications.

References Books:

1. David Bornstein, 2007, How to Change the World: Social Entrepreneurs and the Power of New Ideas, Oxford University Press.
2. Gregory Dees, Jed Emerson, Peter, 2002, Economy, Enterprising Non Profits – A Toolkit for Social Entrepreneurs, John Wisely and Sons.
3. Peter Drucker, 1990, Managing the Non Profits Organizations: Practices and Principles, Harper Collins.
4. Fred Setterberg, Kary Schulman, 1985, Beyond Profit: Complete Guide to Managing the Non Profit Organizations, Harper & Row.



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 05
Sub Code	:18PSWT47	Credits	: 05

**Specialisation: Medical and Psychiatric Social Work
SOCIAL WORK PRACTICE IN THE FIELD OF MENTAL HEALTH**

Course Outcomes:

- CO1:** To be inspired and use inner wisdom to work in the field of mental health
- CO2:** To learn about the concepts related to mental health and mental illness and theoretical underpinnings related to it
- CO3:** To understand concepts related to psychopathology, diagnosis and treatment
- CO4:** To plan psycho-social interventions in preventive, promotive and curative services that work towards enhancing the dignity of persons living with mental illness and for social justice.

UNIT - I

Psychiatric Social Work – Concept, Definition, Meaning and Scope. History of Psychiatric Social Work in India and Abroad. Evolution of Professional Training and Facilities for Psychiatric Social Work in India. Psychiatric Social Work Practice in Different Settings. Organization of Psychiatric Social Work Department.

UNIT - II

Problems of Psychiatric Patients during Pre-Hospital, Post Hospital Phase – Patient, Family and Community Perspective. Family Potentials for Psychiatric Treatment and Psycho – Social Rehabilitation. Disability – Identification, Assessment, Intervention and Management.

UNIT – III

Role of Social Worker in Mental Hospital, Psychiatric Department of General Hospital, Child Guidance Clinic. Correctional and Child Welfare Institutions, Industries etc. Psychiatric Social Work Intervention in relation to AIDS, Alcohol, Drug Abuse, Suicide, Accidents, Lifestyle diseases, Physical Disabilities and Absenteeism. Multidisciplinary Approach in Mental Health settings.

UNIT – IV

Rehabilitation Programmes for Mentally Ill - Day Care Centres, Night Care Centers, Half Way Home, Sheltered Workshop, Occupational Therapy Unit, Rehabilitation Centres (Residential Homes) Geriatric Centres.

UNIT - V

National Mental Health Programmes in India, Scope of Psychiatric Social Work Practices, Research Issues in Psychiatric Social Work Practice.

Text Books:

1. Harvey C, Social Work with Mentally handicapped people, Haineman Publishers, London, (1997).
2. DSM-5 Diagnostic and Statistical Manual of Mental Disorders 5Ed Spl Edition (Pb2017).

References Books:

1. Hudson, L B, Social work with Psychiatric Patients, Macmillan, (1999), Chennai.
2. Kapur, Mallavika, Mental Health in Indian Schools, Concept Publishers, (1997), New Delhi.
3. Kiaj, B, (1996), The Social Worker and Psychotropic Medication, Virginai, Common Wealth University.
4. Mane, P & Gandevia Y.K, (1995), Mental Health in India – Issues and Concerns. Bombay, TISS
5. Turner, J F, Differential Diagnosis and Treatment in Social Work, Free Press, (1993), New York.
6. Verma, Rattan, Psychiatric Social Work In India. Sage Publications, (1991), New Delhi.



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 05
Sub Code	: 18PSWT48	Credits	: 05

HOSPITAL ADMINISTRATION

Course Outcomes:

CO1: To learn about the concepts related to health and illness

CO2: To understand the interplay of health and development that leads to inequalities

CO3: To acquire knowledge about various illnesses and understand its psychosocial impact

CO4: To learn skills of social work interventions and ability to work in hospital teams

UNIT - I

Hospital - Definition, Meaning, Function, History, Growth and Classification of Hospitals in India. Hospital Administration – Concept, Definition, General Principles, Importance, Functions. Difference between General and Hospital Administration.

UNIT - II

Hospital Organization: The Governing Boards, Committees. Hospital Administrator - Role Functions and Duties. The Hospital Auxiliary Services. Role of Hospital in the Health Care Delivery System.

UNIT – III

Hospital Departments: Out-Patient Services, Dietary Services, Nursing and Ward Management, Medical Records, Laboratory Services, Radiological Services, Causality and Emergency Service, Human Resources Management (HRM) Department.

UNIT – IV

Quality Assurance in Hospital Service, Control of Hospital, Acquired Infection and Associated Problems, Use of Computers in Hospitals, Ethics in Hospitals.

UNIT - V

Laws Pertaining to Hospital - The Mental Health Act 1987, Prevention of Food Adulteration Act 1954, The Drugs and Cosmetics Act 1940, The Births, Deaths and Marriages Registration Act. The Epidemic Diseases Act 1897, The Employees' Provident Fund Act 1952, The Employees Pension Scheme 1995, The Medical Termination of Pregnancy Act 1971, Employees Deposit Linked Insurance Scheme 1976 and The Employees State Insurance Act 1948.

Text Books:

1. Anand K K, Hospital Management: A new perspective, Vikas Publishing House, (1996), New Delhi.
2. Franics CM Hospital Administration, Jaypee Brothers, (1995), New Delhi,

References books:

1. Goel SL Health Care Administration - A Text book, Sterling Publishing House, (1981), New Delhi.
2. Goyal, RC, Hospital Administration and Human Resource Management, Prentice Hall India, (2006), New Delhi.
3. Goyal, RC, Hand Book on Hospital Personnel Management, Prentice Hall India, New Delhi, (1994).



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 05
Sub Code	: 18PSWT49	Credits	: 05

COUNSELLING AND PSYCHOTHERAPY

Course Outcomes:

CO1: To acquire knowledge of the theoretical approaches to counselling.

CO2: To understand the process of Counselling.

CO3: To gain knowledge of practice of Counselling in different settings

CO4: To understand how to apply Therapeutic approach in Counselling

UNIT - I

Counselling – Definition , Meaning. Counseling Process: Pre - Helping phase – Acquainting, Diagnosing. Helping Phase – Pacing, Reframing, Initiating and Evaluating.

UNIT - II

Psychotherapy – Definition, Meaning and History, Schools of Psychotherapy – Psychodynamic Therapy, Cognitive Therapy, Behavioral Therapy-REBT.

UNIT – III

Human Existential Therapy – Transactional Analysis – Gestalt therapy, Family Therapy, Marital Therapy, Group Therapy.

UNIT – IV

Situational Issues and Counseling – Situational Crisis - Counseling the Sick and Bereaved – Trauma Counseling – Mental Disorders and Counseling.

UNIT - V

Case Studies on Psycho Dynamic Therapies, Merits and Limitations of Psychotherapy in Indian Context – Code of Ethics. Report Writing and Case Presentation.

Text Books:

1. Antony, John, Skills of Counselling, Anugraha Publications, (2003), Dindugal.
2. Antony, John, Dynamics of Counselling, Anugraha Publications, (2001), Dindugal.

Reference Books:

1. Antony, John, Mental Disorders Encountered in Counselling, Anugraha Publications, (2006), Dindugal.
2. Prasantham B J, Therapeutic Counselling, Christian Counselling Centre, (1987), Vellore.
3. Rao, Narayana, Counselling Psychology, Tata Mc Graw Hill Publications, (1981), Bombay.



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
DEPARTMENT OF SOCIAL WORK
(For those who joined in 2018-2019 and after)

Programme	: PG	Part IV	: Elective
Semester	: IV	Hours	: 03
Sub Code	: 18PSWE41	Credits	: 03

SKILLS FOR SOCIAL WORKERS

Course Outcomes:

- CO1:** The aim of the course is to impart knowledge, develop skills need for Social Workers.
- CO2:** create suitable Attitudes and behavior patterns required for effective provision of social and welfare services in Different Field of Social Work.
- CO3:** To prepare competent professionals for development and welfare services
- CO4:** To impart knowledge about Life Coping Skill.

Unit I:

Self-Awareness: SWOT Analysis, Self- Disclosure, Self-Esteem, Work Ethics and Work Culture, Body Language, Etiquettes and Manners.

Unit II:

Life Coping Skills - Critical and Creative Thinking, Emotional Intelligence- Importance, EQ & IQ Assessment, Time Management, Stress Management, Decision Making, Assertive Behaviour and Leadership skills.

Unit III:

Communication Skills - Meaning, Types, Barriers to Effective Communication, Meaning and Importance of Interpersonal Communication. Listening - Importance, Causes of Poor Listening, Strategies for Effective Listening, Selective Listening. Effective Public Speaking & Presentation Skills.

Unit IV:

Problem Solving Skills - Concept of Problem, Problem Analysis, Problem Solving Techniques. Decision Making: Problems in Making Decisions, Decision Making Techniques. Relationship Management - Importance, Expectations, Conflicts, Nurturing Relationship. Empathy - Concept of Empathy, Importance, Development of Empathy

Unit V:

Career Guidance and Career Counseling. Interview- Types, Characteristics, Principles, Techniques of Interviewing, Facing an Interview. Participatory Training Methodology - Planning, Conducting & Evaluating Training Programmes, Group Discussions, Seminars, Workshops, Camps, Conferences and Meetings.

Text Books

1. Geeta Rao, Nagmani Rao - (2010) “Skill Training for Social Workers A Manual”, SAGE Publications Pvt. Ltd,
2. Michela Rogers, (2017) “Developing Skills for Social Work Practice”, SAGE Publications Pvt. Ltd,

References Books:

1. Bishop Sue, Develop your Assertiveness. Kogan Page India Pvt. Ltd, 2010, New Delhi.
2. Davar S. Rustom, Creative Leadership, UBS Publishers Ltd, 1996, New Delhi.
4. D’Souza Antony, Leadership, Better Yourself Books, 1995, Mumbai.
5. Gupta Seema, Etiquette and Manners, Pustak Mahal, 2001, Delhi.
6. Hasko Hurt, Motivation People, Pustak Mahal, 1995, Delhi.
7. Johnson David, Johnson P. Frank, 1982, Joining Together: Group Theory and Group Skills. New Jersey, Prentice-Hall Inc.
8. Lindenfield Gael, Assert Yourself, Harper Collins Publishers India Pvt. Ltd.,1997, New Delhi.
9. McGrath, e. H., Training for Life and Leadership in Industry, Prentice Hall of India Pvt. Ltd., 1997, New Delhi.
10. Nelson, Richards & Jones. Human Relationship Skills. Better Yourself Books, 1990, Mumbai.



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 08
Sub Code	: 18PSWF41	Credits	: 06

FIELD WORK – IV

Course Outcomes:

CO1: To gain an understanding of social realities and problems as they play out in society and the civil society's response to it.

CO2: To understand, appreciate and develop ability to critically evaluate the programmes and policies in the developing context.

CO3: To acquire skills of systematic observation, critical analysis and develop a spirit of inquiry

CO4: To learn and implement social work interventions

CO5: To develop skills of recording

CO6: To imbue values and ethics of social work profession through field practicum.

CO7: To develop an appreciation of social work intervention in these programmes by recording:

- Relevant and factual information about the client system and the problem/concern
- The selection of programmes/strategies for solving the problems, and their relevance to the client system and the problem concern or the issue.
- The role of the social worker and the relevance of social work intervention for the client, needs and the problem.
- The relationship between the micro problems observed and the macro situation, the appropriateness of the organization's resources and nature of intervention
- To integrate theory and practice while recording
- To develop 'self' as an agent effecting change and transformation in the society.

Field work comprises of the following:

- Social Work skill labs/ workshop
- Observation visits
- Concurrent field work
- Block fieldwork
- Rural camp/study tour

Students are involved in intervention during emergency situations like riots, cyclone and earthquake and specific time-bound, issue-based campaigns



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Programme	: PG	Part III	: Core
Semester	: IV	Hours	: 04
Sub Code	: 18PSWPR1	Credits	: 04

PROJECT WORK

Course Outcomes:

- CO1:** To acquire knowledge and skill in research activity.
- CO2:** To understand, develop, evaluate the need and problems of the project topic.
- CO3:** To gain practical application of project and taken.
- CO4:** To develop action oriented programmes for the project under taken.
- CO5:** To understand and learn, implement social work interventions.

Students are given broader guidelines for undertaking empirical evidence based project in the fourth semester, either independently or by forming a small team comprising of three to four students. In case of group project work, the group will be formed by the college or the university department by adopting random method of selection. The project shall comprise of selection of the topic, methodological details, analysis, interpretation and deductions made. The respective college / the department of the university will prepare the set of guidelines for presenting the report. Evaluation of the Project will be done along with the viva-voce examination by the viva-voce committee constituted for the assessment of social work practicum or similar committee may be constituted, if required.